COUNCIL AGENDA

Tuesday, December 1, 2026, 7:30 pm

The Council of the Municipality of Morris-Turnberry will meet in Council Chambers in regular session on December 1, 2026, at 7:30 pm.

1.0 CALL TO ORDER

Disclosure of recording equipment.

2.0 ADOPTION OF AGENDA

Moved by ~
Seconded by ~

THAT the Council of the Municipality of Morris-Turnberry hereby adopts the agenda for the meeting of December 1, 2026, as presented.

~

3.0 DISCLOSURE OF PECUNIARY INTEREST / POTENTIAL CONFLICT OF INTEREST

4.0 MINUTES

Moved by ~
Seconded by ~

THAT the Council of the Municipality of Morris-Turnberry hereby adopts the November 17, 2026, Council Meeting Minutes as written.

~

5.0 ACCOUNTS

Moved by ~
Seconded by ~

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

~

6.0 PUBLIC MEETINGS AND DEPUTATIONS

6.1 KELLY AND McCALL MUNICIPAL DRAINS COURT OF REVISION

6.1.1 Open Court of Revision

Moved by ~
Seconded by ~

THAT the Council of the Municipality of Morris-Turnberry hereby adjourns their regular meeting of Council, to reconvene following the Court of Revision for the Kelly and McCall Municipal Drains 2026.

~

6.1.2 Call to order by the Chair.

KELLY MUNICIPAL DRAIN 2026

As the watershed for the Kelly Muncipal Drain includes lands in the Township of North Huron, North Huron Councillor Chris Palmer will join the Mayor and Deputy Mayor as members of the Court of Revision for the Kelly Municipal Drain in accordance with the Municipality's Appointment By-Law..

6.1.3 Appeals

No appeals were received by the deadline of November 21st, 2026.

6.1.4 Late or Verbal Appeals

No late appeals were received by the time of publication of the agenda. The court of revision may, by resolution, allow late appeals or appeals from the floor to be heard.

6.1.5 Deliberations of the Court

The Court may deliberate publicly or call a brief recess and retire to a private room to deliberate.

6.1.6 Decision of the Court

Moved by ~
Seconded by ~

THAT, there being no appeals to the assessment schedules for the Kelly Municipal Drain 2026, the assessment schedules shall be adopted as presented.

~

McCall MUNICIPAL DRAIN 2026

All members of Council shall sit as members of the Court of Revision for the McCall Municipal Drain in accordance with the Municipality's Appointment By-Law.

6.1.7 Appeals

No appeals were received by the deadline of November 21st, 2026.

6.1.8 Late or Verbal Appeals

No late appeals were received by the time of publication of the agenda. The court of revision may, by resolution, allow late appeals or appeals from the floor to be heard.

6.1.9 Deliberations of the Court

The Court may deliberate publicly or call a brief recess and retire to a private room to deliberate.

6.1.10 Adjournment

Moved by ~
Seconded by ~

THAT, there being no appeals to the assessment schedules for the McCall Municipal Drain 2026, the assessment schedules shall be adopted as presented, and the Court of Revision shall be adjourned.

~

6.2 APPLICATION FOR CONSENT C65-2026 Corneil

A report has been prepared by Huron County Planner Victor Kloeze in this regard.

Moved by ~
Seconded by ~

THAT the Council of the Municipality of Morris-Turnberry recommends to Huron County Council that proposed severance C65-2026 be approved, subject to the conditions outlined in the planner's report.

~

7.0 STAFF REPORTS

None.

8.0 BUSINESS

8.1 COUNCIL ORIENTATION - PLANNING

A presentation has been prepared by Huron County Planner Victor Kloeze in this regard.

8.2 COUNCIL ORIENTATION – BUILDING AND DRAINAGE

A presentation has been prepared by Chief Building Official and Drainage Superintended Kirk Livingston in this regard.

8.3 DRAFT FEES AND CHARGES BY-LAW

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 fees and charges schedules as presented, with a by-law for consideration to the next meeting of Council.

~

8.4 DRAFT PROCUREMENT POLICY

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 procurement policy as presented, with a by-law for consideration to the next meeting of Council.

~

8.5 ICI RECYCLING AGREEMENT

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 ICI Recycling Collection Agreement as presented, with a by-law for consideration to the next meeting of Council.

~

8.6 COMMUNITY SAFETY AND WELL BEING OVERSIGHT COMMITTEE APPOINTMENT

A report has been prepared by Deputy Clerk Kim Johnston in this regard.

Moved by ~
Seconded by ~

THAT the Council of the Municipality of Morris-Turnberry hereby appoints _____ to sit as Morris-Turnberry's representative on the Community Safety and Well Being Oversight Committee.

~

8.7 COUNCIL MEETING DATES 2027

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 approves the proposed meeting date schedule for 2027 as presented.

~

8.8 BELGRAVE WATER FINANCIAL PLAN

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 approves and adopts Financial Plan No. 247-301 for the Belgrave Water System, dated November 25th, 2026, as presented.

~

8.9 TOWN OF GODERICH DELEGATION REQUEST - 2027 ROMA CONFERENCE - POLICING COSTS

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 supports the Town of Goderich's advocacy at the 2027 ROMA Conference for the Province of Ontario to assume full financial and operational responsibility for policing, court security and prisoner transportation.

~

9.0 <u>COUNCIL REPORTS</u>

Dana Weber

Michael Miller

David Heffer

Kevin Freiburger

Jamie Heffer

10.0 CORRESPONDENCE, MINUTES, ITEMS FOR INFORMATION

10.1 Correspondence – Bruce Power Welcome and Briefing
10.2 Correspondence – Independent Electricity System Operator – New Council Introduction
10.3 Monthly Report – North Huron Fire Department – October 2026
10.4 Minutes – MVCA Board – 26 October 2026
10.5 Board Meeting Highlights – Avon Maitland District School Board – November 17
10.6 Board Meeting Highlights – Avon Maitland District School Board – November 24
10.7 Outstanding Action Items

11.0 ITEMS FOR A FUTURE AGENDA

12.0 BY-LAWS AND AGREEMENTS

None.

13.0 CLOSED SESSION

13.1 Enter closed session.

Moved by ~
Seconded by ~

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

a) Section 239(2)(f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose, regarding the Municipality's potential liability and risk exposure associated with a request to use municipal property for a private event;

~

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 58-2026, being a by-law to confirm the proceedings of the Municipality of Morris-Turnberry meeting of Council held on December 1, 2026, and that it now be read severally a first, second, and third time, and finally passed.

~

15.0 ADJOURNMENT

Moved by ~
Seconded by ~

THAT the Council of the Municipality of Morris-Turnberry does now adjourn at ____ am.

~

NEXT MEETINGS:

Regular Meeting of Council – Tuesday, December 15, 2026, 7:30 pm
Regular Meeting of Council – Tuesday, January 12, 2027, 7:30 pm

COUNCIL MINUTES

Tuesday, November 17, 2026, 10:00 am

The Council of the Municipality of Morris-Turnberry met in Council Chambers for the inaugural meeting of the 2026-2030 term on November 17, 2026, at 10:00 am.

Council in Attendance

Mayor Jamie Heffer
Deputy Mayor Dana Weber
Councillor Michael Miller
Councillor David Heffer
Councillor Kevin Freiburger

Staff in Attendance

Trevor Hallam	CAO/Clerk

Others in Attendance

Rachel Hammermeuller	The Wingham Advance Times
Bob Montgomery	The Citizen

1.0 CALL TO ORDER

CAO/Clerk Trevor Hallam called the meeting to order at 10:00am.

2.0 DECLARATION OF OFFICE

Mr. Hallam invited each member of Council to take the Declaration of Office.

3.0 INAUGURAL ADDRESS

Mr. Hallam noted that in the absence of members of the press, he wished to record Mayor Heffer's inaugural address, and then ceded the chair to Mayor Heffer.

Mayor Heffer delivered an inaugural address.

4.0 ADOPTION OF AGENDA

Motion 234-2026

Moved by Dana Weber
Seconded by Michael Miller

THAT the Council of the Municipality of Morris-Turnberry hereby adopts the agenda for the meeting of November 17, 2026, as presented.

Carried.

5.0 DISCLOSURE OF PECUNIARY INTEREST / POTENTIAL CONFLICT OF INTEREST

None.

6.0 MINUTES

Motion 235-2026

Moved by Kevin Freiburger
Seconded by David Heffer

THAT the Council of the Municipality of Morris-Turnberry hereby adopts the November 3, 2026, Council Meeting Minutes as written.

Carried.

7.0 ACCOUNTS

Motion 236-2026

Moved by Michael Miller
Seconded by Kevin Freiburger

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

Carried.

8.0 PUBLIC MEETINGS AND DEPUTATIONS

None.

9.0 STAFF REPORTS

None.

10.0 BUSINESS

10.1 COUNCIL ORIENTATION

A presentation was provided by CAO/Clerk Trevor Hallam regarding the role of council, council and staff relations, council obligations, and procedural matters.

10.1 COUNCIL MEETING DATES 2026

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

Motion 237-2026

Moved by Kevin Freiburger
Seconded by Dana Weber

THAT the Council of the Municipality of Morris-Turnberry hereby directs staff to return a report to the next meeting with adjusted meeting dates to accommodate the Good Roads conference.

Carried.

10.2 CONFERENCES 2026

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

Motion 238-2026

Moved by Kevin Freiburger
Seconded by Dana Weber

THAT the Council of the Municipality of Morris-Turnberry hereby approves the attendance of the following members of Council at the following Conferences:

Michael Miller – ROMA
Kevin Freiburger – Good Roads
David Heffer - AMO

Carried.

10.3 COMMITTEE AND LOCAL BOARD APPOINTMENTS

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

Motion 239-2026

Moved by Michael Miller
Seconded by David Heffer

THAT leave be given to introduce By-Law # 56-2026, being a by-law to appoint members of committees and boards, and other such persons as are required, and that it now be read severally a first, second, and third time, and finally passed.

Carried.

10.4 2027 ACCESSIBILITY PLAN

The County of Huron Accessibility Advisory Committee has provided the Annual Accessibility Plan for review and adoption. It is the recommendation of staff that the plan be adopted as presented, to maintain compliance with the Ontarians with Disabilities Act, 2001, S.O. 2001, c. 32 and Ontario Regulation 191/11.

Motion 240-2026

Moved by Kevin Freiburger
Seconded by Michael Miller

THAT the Council of the Municipality of Morris-Turnberry hereby adopts the 2027 Annual Accessibility Plan prepared by the Huron County Accessibility Advisory Committee.

Carried.

11.0 COUNCIL REPORTS

Dana Weber

No report.

Michael Miller

No report.

David Heffer

No report.

Kevin Freiburger

No report.

Jamie Heffer

No report.

12.0 CORRESPONDENCE, MINUTES, ITEMS FOR INFORMATION

12.1 Press Release – Changes to Retail Operations – Midwest Co-op
12.2 Correspondence – Deferral of Committee Appointment – Coalition for Huron Injury Prevention
12.3 Correspondence – Commissioning ID Requirements – Huron Perth Public Health
12.4 Correspondence – Board Membership – Administrator, Huron OPP Detachment Board
12.5 Correspondence – Bill 140 Impacts for Public Works – Association of Ontario Road Supervisors
12.6 Minutes – Bluevale Community Committee – November 4, 2026
12.7 Minutes – Huron OPP Detachment Board – September 21 2026
12.8 2027 Budget – Huron OPP Detachment Board
12.9 Financial Indicator Review – Morris-Turnberry – Ministry of Municipal Affairs and Housing
12.10 Municipal Financial Profile – Morris-Turnberry – Ministry of Municipal Affairs and Housing
12.11 Monthly Report – Huron East Fire Department – October 2026
12.12 Monthly Report – Belgrave water – October 2026
12.13 Outstanding Action Items

13.0 ITEMS FOR A FUTURE AGENDA

None.

14.0 BY-LAWS AND AGREEMENTS

None.

15.0 CLOSED SESSION

None.

16.0 CONFIRMING BY-LAW

Motion 240-2026

Moved by Kevin Freiburger
Seconded by Dana Weber

THAT leave be given to introduce By-Law 57-2026, being a by-law to confirm the proceedings of the Municipality of Morris-Turnberry meeting of Council held on November 17, 2026, and that it now be read severally a first, second, and third time, and finally passed.

Carried.

17.0 ADJOURNMENT

Motion 240-2026

Moved by Michael Miller
Seconded by David Heffer

THAT the Council of the Municipality of Morris-Turnberry does now adjourn at 11:41am.

Carried.

NEXT MEETINGS:

Regular Meeting of Council – Tuesday, December 1, 2026, 7:30 pm
Regular Meeting of Council – Tuesday, December 15, 2026, 7:30 pm

_____
Mayor, Jamie Heffer

_____
Clerk, Trevor Hallam

Municipality of Morris-Turnberry
Account List for December 1 2026

General			
Telizon	Long Distance Phone	0.91	
Huron Clean	Office Cleaning	430.21	
Pitney Bowes	Postage Machine Lease	191.20	
Intact Public Entities	Legal	203.40	
Artech Signs & Graphics Ltd.	Municipal Rebranding	28.25	
h Creates Inc	Municipal Rebranding	904.00	
Bluevale Community Committee	November Hall Rentals	700.00	
Township of North Huron	Water Billings	4,144.44	
Township of North Huron	October Fire Calls	4,891.95	
Infrastructure Ontario	Belgrave Development Loan Payment	32,504.52	
County of Huron	2026 Q4 Levy	771,130.07	
Avon Maitland District School Board	2026 Q4 Education Levy	260,666.33	
Huron-Perth Separate School Board	2026 Q4 Education Levy	40,367.60	
Minister of Finance	EHT - November 2026	875.86	
Property Owner	Property Tax Refund	206.27	
WSIB	WSIB - November 2026	1,296.82	
Payroll			
November 18 2026	Payroll	23,260.21	
	Expenses	294.92	
Council Pay	Payroll	5,676.49	
	Receiver General	580.31	
	General Total		**1,148,353.76**
Building Department			
Neils Repair Service	Tires and Repair for Pickup	1,882.15	
Property Owner	Return Building Permit Deposits	138.28	
Minister of Finance	EHT - November 2026	176.76	
WSIB	WSIB - November 2026	285.53	
Payroll			
November 18 2026	Payroll	5,033.97	
	Expenses	-	
	Building Department Total		**7,516.69**
Property Standards			
	Property Standards Total		**-**
Drainage			
Headway Engineering	Kelly Municipal Drain	6,459.95	
Headway Engineering	McCall Municipal Drain	2,260.00	
Chuck Hull	Lamont, Armstrong & Underwood Municipal Drains	1,292.00	
Drainage Superintendents Assoc of Ont	2027 Membership	235.00	
	Drainage Total		**10,246.95**
Parks & Cemeteries			
	Parks & Cemeteries Total		**-**
Belgrave Water			
Veolia Water	Belgrave Water	6,542.34	
Pannabecker Holdings Inc.	Haul Waste Water	1,186.50	
	Belgrave Water Total		**7,728.84**

Landfill

John McKercher Construction Ltd.	Morris Landfill	1,265.60	
BM Ross & Associates	Turnberry Landfill	5,521.00	
	Landfill Total		**6,786.60**

Roads

Enbridge	Turnberry Shop	214.72	
Go Evo Inc	MESH Annual Subscription	10,170.00	
Clint's Auto Detailing	Maintenance of 19-08 Pickup	152.55	
Neils Repair Service	Install Lights on 26-08 Pickup	334.12	
MRC Systems Inc	Install Radio on 26-08 Pickup	475.45	
Cottrill Heavy Equipment	Emission Testing for 16-05 & 19-06 Tandems	340.75	
MGM Townsend Tire	Tires for 19-06 Tandem	1,819.30	
BM Ross & Associates	M110 Martin Line Bridge	4,454.46	
BM Ross & Associates	Bridge Needs Report	2,475.49	
Yard Boys Ltd	Fall Roadside Grass Cutting	38,812.11	
Minister of Finance	EHT - November 2026	926.45	
WSIB	WSIB - November 2026	1,496.58	
Payroll			
November 18 2026	Payroll	27,105.95	
	Expenses	556.47	
	Roads Total		**89,334.40**

Account Total **1,269,967.24**

Approved By Council: December 1 2026

Mayor - Jamie Heffer

Treasurer- Sean Brophy

Schedule of Assessment for Construction
Kelly Municipal Drain

Property Details					Estimated Assessments			For Information		
Part Lot	Concession	Landowner	Roll Number	Approx. Ha. Affected	Outlet Liability (Sec. 23)	Special Benefit (Sec. 24)	Total Assessment	Less Gov't Grant	Less Allowances	Net Estimated Expense
Municipality of Morris-Turnberry										
1	7	Dale Whitfield & Sharon East	7-001-00	16.52	$ 570		$ 570	$ 190	$ -	$ 380
1	7	H J Sieber Farms Ltd.	7-033-00	38.57	$ 1,350		$ 1,350	$ 450	$ -	$ 900
Pt 1	7	Ann Aschwanden	7-033-10	0.75	$ 28		$ 28	*	$ -	$ 28
2	7	Larry & Linda Fear	7-002-00	19.69	$ 494		$ 494	$ 165	$ -	$ 329
2	7	David Craig	7-034-00	47.33	$ 1,339		$ 1,339	$ 446	$ -	$ 893
3	7	Fear Family Farms Ltd.	7-003-00	6.39	$ 148		$ 148	$ 49	$ -	$ 99
Pt 3	7	John Coultes	7-034-01	34.87	$ 609		$ 609	*	$ -	$ 609
4	7	H J Sieber Farms Ltd.	7-035-00	27.64	$ 209		$ 209	$ 70	$ -	$ 139
5	7	Frank & Doris Sanders	7-005-00	2.61	$ 13		$ 13	$ 4	$ -	$ 9
5	7	Frank & Doris Sanders	7-036-00	15.93	$ 537		$ 537	$ 179	$ -	$ 358
Pt 5	7	Terrance & Michelle Schiestel	7-036-05	1.62	$ 70		$ 70	$ 23	$ -	$ 47
Pt 6	7	John Sanders & Megan Austin	7-005-10	31.91	$ 677		$ 677	$ 226	$ -	$ 451
6	7	Lisa-Marie Kelly & Gregory Cullen	7-037-00	38.44	$ 1,334		$ 1,334	$ 445	$ -	$ 889
Pt 6	7	Jacob Wall & Nancy Hildebrandt	7-037-05	0.42	$ 18		$ 18	*	$ -	$ 18
7	7	Rammeloo Farms Ltd.	7-006-00	40.53	$ 1,517		$ 1,517	$ 506	$ -	$ 1,011
7	7	Rammeloo Farms Ltd.	7-038-00	40.88	$ 1,087		$ 1,087	$ 362	$ -	$ 725
8	7	Rammeloo Farms Ltd.	7-007-00	31.48	$ 983		$ 983	$ 328	$ -	$ 655
8	7	Cantelon Farms Ltd.	7-040-00	81.16	$ 2,571		$ 2,571	$ 857	$ -	$ 1,714
10	7	William & Jennifer Rapson	7-008-00	17.67	$ 586		$ 586	$ 195	$ -	$ 391
10	7	Cantelon Farms Ltd.	7-041-00	40.96	$ 1,437		$ 1,437	$ 479	$ -	$ 958
11	7	Arma Farms Ltd.	7-042-00	39.93	$ 1,129		$ 1,129	$ 376	$ -	$ 753
12	7	Roma Nicholson Estate	7-012-00	2.71	$ 83		$ 83	$ 28	$ -	$ 55
12	7	Ralph Haverkamp	7-043-00	60.58	$ 2,041		$ 2,041	$ 680	$ -	$ 1,361
Pt 12	7	Roman Catholic Episcopal Corp. of the Diocese of London in Ontario	7-043-01	0.40	$ 9		$ 9	*	$ -	$ 9
13	7	Ralph & Tonya Haverkamp	7-044-00	23.37	$ 812		$ 812	$ 271	$ -	$ 541
13	7	Ralph Haverkamp	7-044-05	1.45	$ 51		$ 51	$ 17	$ -	$ 34
14	7	Ralph Haverkamp & RJ Steel Inc.	7-045-00	9.18	$ 322		$ 322	$ 107	$ -	$ 215
1	8	Par-Chier Farms Ltd.	8-001-00	65.36	$ 2,165		$ 2,165	$ 722	$ -	$ 1,443
1	8	Bellara Poultry Inc.	8-034-00	1.18	$ 4		$ 4	$ 1	$ -	$ 3
2	8	Marilyn Craig	8-036-00	9.43	$ 286		$ 286	$ 95	$ -	$ 191
3	8	David Craig	8-003-00	39.20	$ 1,351		$ 1,351	$ 450	$ -	$ 901
3	8	780699 Ontario Ltd.	8-037-00	25.60	$ 799		$ 799	$ 266	$ -	$ 533
4	8	H J Sieber Farms Ltd.	8-004-00	39.82	$ 1,382		$ 1,382	$ 461	$ -	$ 921
4	8	John & Krista Nesbit	8-038-00	17.63	$ 586		$ 586	$ 195	$ -	$ 391
5	8	H J Sieber Farms Ltd.	8-005-00	41.13	$ 1,275		$ 1,275	$ 425	$ -	$ 850

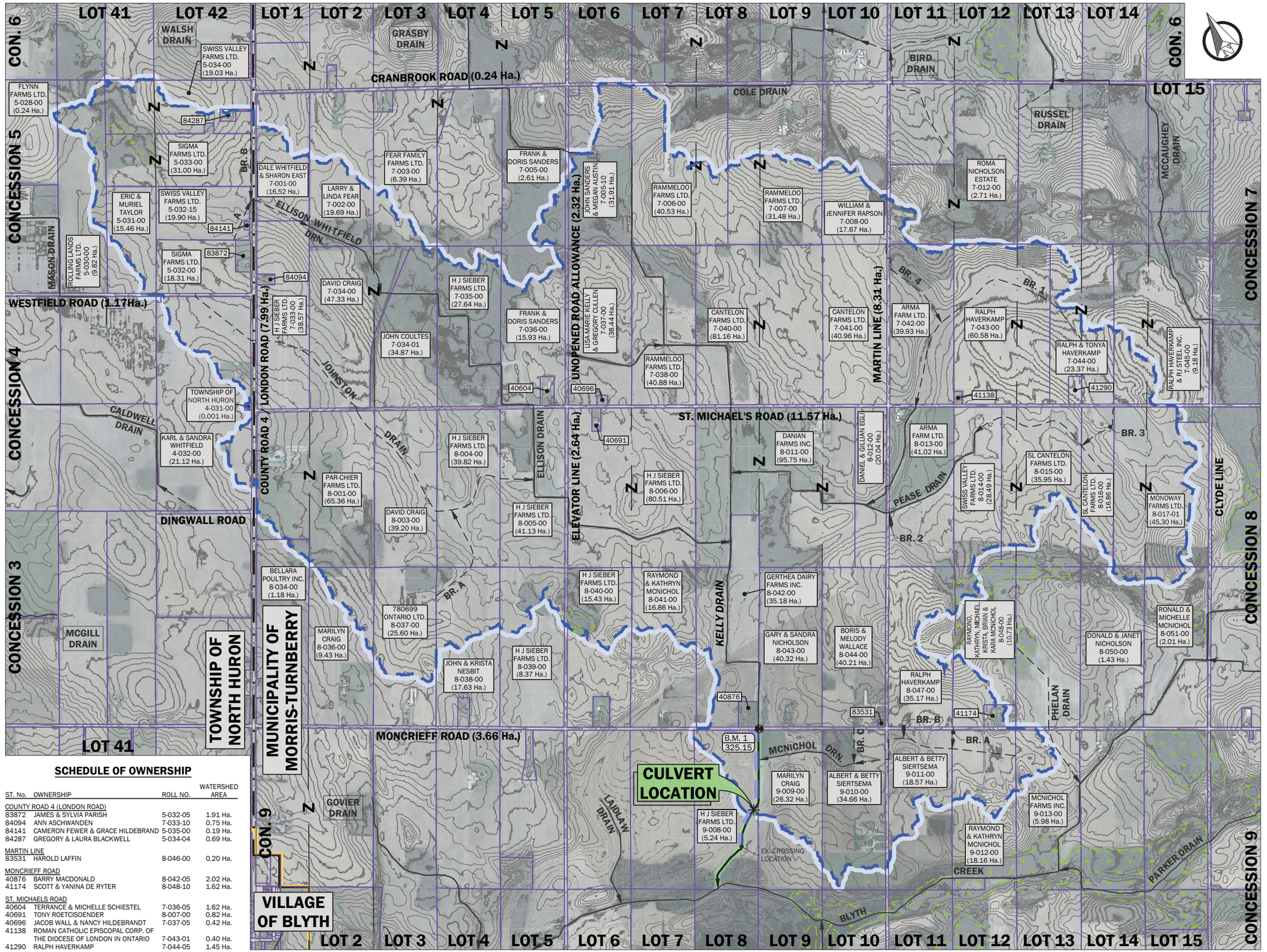
Kelly Municipal Drain

Kelly Municipal Drain

Property Details					Estimated Assessments			For Information		
Part Lot	Concession	Landowner	Roll Number	Approx. Ha. Affected	Outlet Liability (Sec. 23)	Special Benefit (Sec. 24)	Total Assessment	Less Gov't Grant	Less Allowances	Net Estimated Expense
5	8	H J Sieber Farms Ltd.	8-039-00	8.37	$ 273		$ 273	$ 91	$ -	$ 182
6	8	H J Sieber Farms Ltd.	8-006-00	80.51	$ 2,791		$ 2,791	$ 930	$ -	$ 1,861
6	8	Tony Roetcisoender	8-007-00	0.82	$ 58		$ 58	*	$ -	$ 58
6	8	H J Sieber Farms Ltd.	8-040-00	15.43	$ 348		$ 348	$ 116	$ -	$ 232
7	8	Raymond & Kathryn McNichol	8-041-00	16.86	$ 494		$ 494	$ 165	$ -	$ 329
8	8	Danian Farms Inc.	8-011-00	95.75	$ 3,064		$ 3,064	$ 1,021	$ -	$ 2,043
8	8	Gerthea Dairy Farms Inc.	8-042-00	35.18	$ 1,117		$ 1,117	$ 372	$ -	$ 745
Pt 8	8	Barry Macdonald	8-042-05	2.02	$ 69		$ 69	$ 23	$ -	$ 46
9	8	Gary & Sandra Nicholson	8-043-00	40.32	$ 1,240		$ 1,240	$ 413	$ -	$ 827
10	8	Daniel & Gillian Egli	8-012-00	20.04	$ 698		$ 698	$ 233	$ -	$ 465
10	8	Boris & Melody Wallace	8-044-00	40.21	$ 1,420		$ 1,420	$ 473	$ -	$ 947
10	8	Harold Laffin	8-046-00	0.20	$ 9		$ 9	*	$ -	$ 9
11	8	Arma Farms Ltd.	8-013-00	41.02	$ 1,425		$ 1,425	$ 475	$ -	$ 950
11	8	Ralph Haverkamp	8-047-00	35.17	$ 1,160		$ 1,160	$ 387	$ -	$ 773
12	8	Swiss Valley Farms Ltd.	8-014-00	28.49	$ 900		$ 900	$ 300	$ -	$ 600
12	8	Raymond, Kathryn, Michael, Krista, Brian & Kara McNichol	8-048-00	10.73	$ 295		$ 295	$ 98	$ -	$ 197
Pt 12	8	Scott & Yanina De Ryter	8-048-10	1.62	$ 64		$ 64	*	$ -	$ 64
13	8	SL Cantelon Farms Ltd.	8-015-00	35.95	$ 1,247		$ 1,247	$ 416	$ -	$ 831
14	8	SL Cantelon Farms Ltd.	8-016-00	16.86	$ 597		$ 597	$ 199	$ -	$ 398
14	8	Monoway Farms Ltd.	8-017-01	45.30	$ 1,475		$ 1,475	$ 492	$ -	$ 983
14	8	Donald & Janet Nicholson	8-050-00	1.43	$ 7		$ 7	$ 2	$ -	$ 5
15	8	Ronald & Michelle McNichol	8-051-00	2.01	$ 62		$ 62	$ 21	$ -	$ 41
8	9	H J Sieber Farms Ltd.	9-008-00	5.24	$ 183	$ 70,455	$ 70,638	$ 23,546	$ 3,300	$ 43,792
9	9	Marilyn Craig	9-009-00	26.32	$ 899		$ 899	$ 300	$ -	$ 599
10	9	Albert & Betty Siertsema	9-010-00	34.66	$ 1,082		$ 1,082	$ 361	$ -	$ 721
11	9	Albert & Betty Siertsema	9-011-00	18.57	$ 650		$ 650	$ 217	$ -	$ 433
12	9	Raymond & Kathryn McNichol	9-012-00	18.16	$ 691		$ 691	$ 230	$ -	$ 461
13	9	McNichol Farms Inc.	9-013-00	5.98	$ 247		$ 247	$ 82	$ -	$ 165
Total Assessments on Lands (Municipality of Morris-Turnberry)					$ 50,437	$ 70,455	$ 120,892	$ 40,031	$ 3,300	$ 77,561
County Road 4 / London Road		Huron County		7.99	$ 634		$ 634			$ 634
Cranbrook Road		Municipality of Morris-Turnberry		0.24	$ 13		$ 13			$ 13
Elevator Line		Municipality of Morris-Turnberry		2.64	$ 173		$ 173			$ 173
Martin Line		Municipality of Morris-Turnberry		8.31	$ 675		$ 675			$ 675
Moncrieff Road		Municipality of Morris-Turnberry		3.66	$ 305		$ 305			$ 305
St. Michael's Road		Municipality of Morris-Turnberry		11.57	$ 973		$ 973			$ 973
Unopened Road Allowance		Municipality of Morris-Turnberry		2.32	$ 51		$ 51			$ 51
Total Assessments on Roads (Municipality of Morris-Turnberry)					$ 2,824	$ -	$ 2,824			$ 2,824
Total Assessments on Lands and Roads (Municipality of Morris-Turnberry)					$ 53,261	$ 70,455	$ 123,716	$ 40,031	$ 3,300	$ 80,385

Kelly Municipal Drain	Property Details					Estimated Assessments			For Information		
	Part Lot	Concession	Landowner	Roll Number	Approx. Ha. Affected	Outlet Liability (Sec. 23)	Special Benefit (Sec. 24)	Total Assessment	Less Gov't Grant	Less Allowances	Net Estimated Expense
	Township of North Huron										
	42	4	Karl & Sandra Whitfield	4-032-00	21.12	$ 757		$ 757	$ 252	$ -	$ 505
	40	5	Flynn Farms Ltd.	5-028-00	0.24	$ 8		$ 8	$ 3	$ -	$ 5
	41	5	Rolling Lands Farms Ltd.	5-030-00	9.82	$ 219		$ 219	$ 73	$ -	$ 146
	41	5	Eric & Muriel Taylor	5-031-00	15.46	$ 539		$ 539	$ 180	$ -	$ 359
	42	5	Sigma Farms Ltd.	5-032-00	18.31	$ 637		$ 637	$ 212	$ -	$ 425
	Pt 42	5	James & Sylvia Parish	5-032-05	1.91	$ 68		$ 68	*	$ -	$ 68
	42	5	Swiss Valley Farms Ltd.	5-032-15	19.90	$ 695		$ 695	$ 232	$ -	$ 463
	42	5	Sigma Farms Ltd.	5-033-00	31.00	$ 863		$ 863	$ 288	$ -	$ 575
	42	5	Swiss Valley Farms Ltd.	5-034-00	19.03	$ 457		$ 457	$ 152	$ -	$ 305
	Pt 42	5	Gregory & Laura Blackwell	5-034-04	0.69	$ 29		$ 29	*	$ -	$ 29
	Pt 42	5	Cameron Fewer & Grace Hildebrand	5-035-00	0.19	$ 10		$ 10	*	$ -	$ 10
	Total Assessments on Lands (Township of North Huron)					**$ 4,282**		**$ 4,282**	**$ 1,392**	**$ -**	**$ 2,890**
	Westfield Road		Township of North Huron		1.17	$ 102		$ 102			$ 102
	Total Assessments on Roads (Township of North Huron)					**$ 102**		**$ 102**	$ -		**$ 102**
	Total Assessments on Lands and Roads (Township of North Huron)					**$ 4,384**		**$ 4,384**	**$ 1,392**		**$ 2,992**
	Kelly Municipal Drain					**$ 57,645**	**$ 70,455**	**$ 128,100**	**$ 41,423**	**$ 3,300**	**$ 83,377**

Notes:
1. '*' Denotes Lands not eligible for ADIP Grants.
2. The Net Estimated Expense is the Total Assessment less gov't grants and allowances (if applicable).
3. The Special Benefit Assessment (Sec. 24) is used to separate the benefit portion of crossings from other benefit assessments.



SCHEDULE OF OWNERSHIP

St. No.	OWNERSHIP	ROLL NO.	WATERSHED AREA
COUNTY ROAD 4 (LONDON ROAD)			
83872	JAMES & SYLVIA PARISH	5-032-05	1.91 Ha.
84094	ANN ASCHWANDEN	7-033-10	0.75 Ha.
84141	CAMERON FEWER & GRACE HILDEBRAND	5-035-00	0.19 Ha.
84287	GREGORY & LAURA BLACKWELL	5-034-04	0.69 Ha.
MARTIN LINE			
83531	HAROLD LAFFIN	8-046-00	0.20 Ha.
MONCRIEFF ROAD			
40876	BARRY MACDONALD	8-042-05	2.02 Ha.
41174	SCOTT & YANINA DE RYTER	8-048-10	1.62 Ha.
ST. MICHAELS ROAD			
40604	TERRANCE & MICHELLE SCHIESTEL	7-036-05	1.62 Ha.
40691	TONY ROETCISOENDER	8-007-00	0.82 Ha.
40696	JACOB WALL & NANCY HILDEBRANDT	7-037-05	0.42 Ha.
41138	ROMAN CATHOLIC EPISCOPAL CORP. OF THE DIOCESE OF LONDON IN ONTARIO	7-043-01	0.40 Ha.
41290	RALPH HAVERKAMP	7-044-05	1.45 Ha.

PLAN SCALE

0 480 960 1440

MUNICIPALITY OF MORRIS-TURNBERRY

MORRIS WARD

KELLY MUNICIPAL DRAIN

WATERSHED PLAN

NOTES:

1. THIS MAP WAS CREATED USING COUNTY OF HURON GEOGRAPHIC INFORMATION SYSTEM DIGITAL DATA. THIS MAP IS A SECONDARY PRODUCT WHICH HAS NOT BEEN VERIFIED BY THE COUNTY OF HURON.
2. THE CONTOURS WERE CREATED USING LIDAR DERIVED DIGITAL DATA (2022) FROM LAND INFORMATION ONTARIO.

LEGEND

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

EXISTING FEATURES:

- DRAIN NAME — OPEN DRAIN WITH CROSSING AND FLOW DIRECTION
- DRAIN NAME (CB, MH) — CLOSED DRAIN WITH CATCH BASIN, MANHOLE AND FLOW DIRECTION
- OVERLAND FLOW PATH

PROPOSED FEATURES:

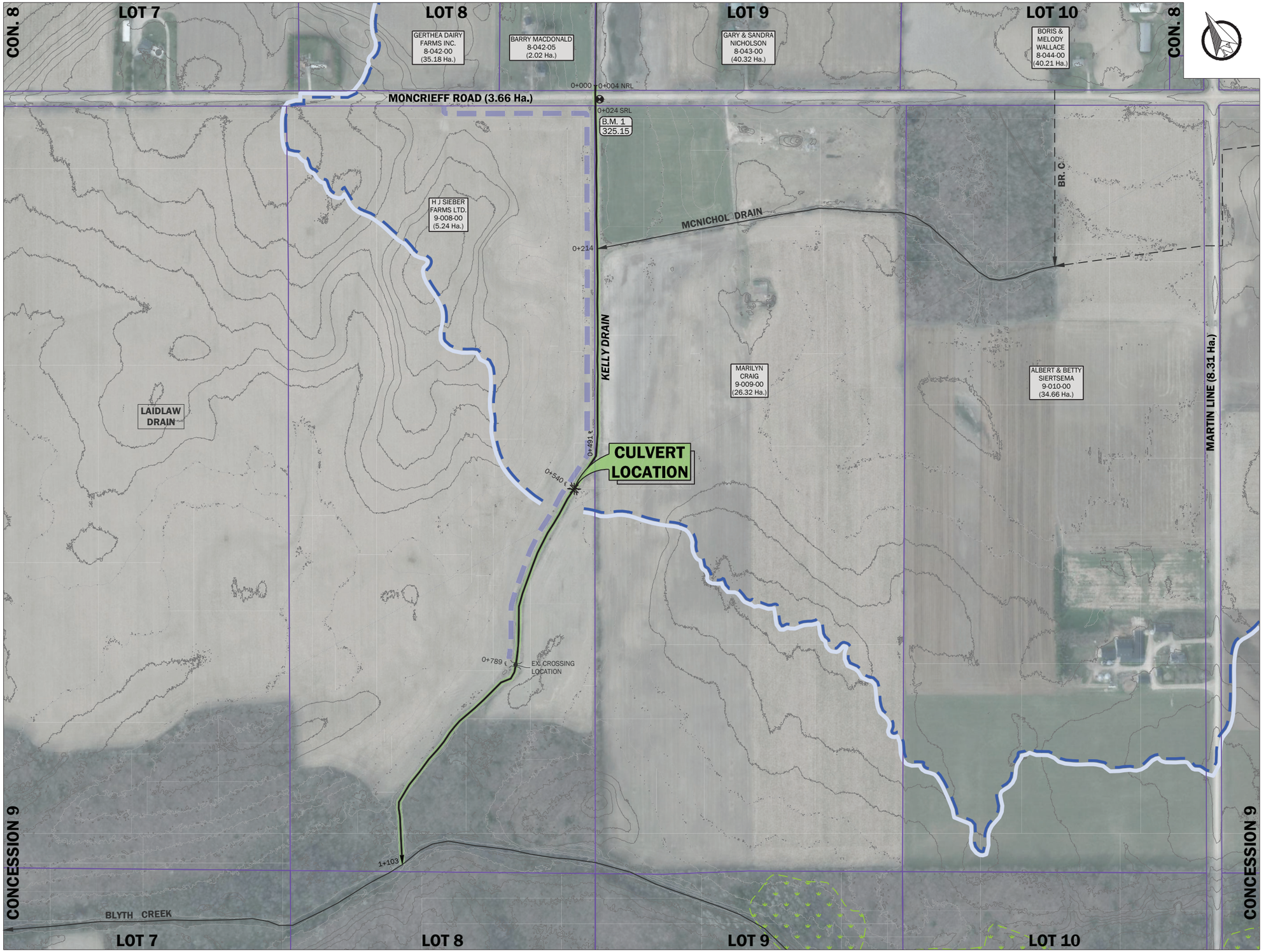
- *DRAIN NAME* — OPEN DRAIN WITH CROSSING AND FLOW DIRECTION

LICENSED PROFESSIONAL ENGINEER — Oct 16, 2026 — S.G.R. BRICKMAN — 100150920 — PROVINCE OF ONTARIO

No.	REVISION	DATE (YY-MM-DD)
3	REPORT SUBMISSION	26-10-16
2	PUBLIC INFORMATION MEETING	26-07-29
1	ON-SITE MEETING	25-12-11

Headway Engineering

DRAWN BY:	DESIGNED BY:	CHECKED BY:	DRAWING
R.U.	A.H.	S.B.	1 OF 4
DATE: 2026-10-16	REFERENCE No. MT-008		



PLAN SCALE

0 100 200 300

MUNICIPALITY OF MORRIS-TURNBERRY

MORRIS WARD

KELLY MUNICIPAL DRAIN

WORK AREA PLAN

NOTES:

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LEGEND

- LOT/CONCESSION LINE
- PROPERTY LINE
- MAJOR WATERSHED BOUNDARY
- MINOR WATERSHED BOUNDARY
- WETLAND LIMIT
- CONSTRUCTION/MAINTENANCE ACCESS
- BENCHMARK LOCATION
- B.M. 1 / 123.45 — BENCHMARK No. / BENCHMARK ELEVATION
- JOHN & JANE SMITH / 12-345 / (12.3 Ha.) — LANDOWNER NAME(S) / ASSESSMENT ROLL No. (ABBREVIATED) / AREA WITHIN WATERSHED

EXISTING FEATURES:

- DRAIN NAME — OPEN DRAIN WITH CROSSING AND FLOW DIRECTION
- DRAIN NAME (CB, MH) — CLOSED DRAIN WITH CATCH BASIN, MANHOLE AND FLOW DIRECTION
- OVERLAND FLOW PATH

PROPOSED FEATURES:

- DRAIN NAME — OPEN DRAIN WITH CROSSING AND FLOW DIRECTION

LICENSED PROFESSIONAL ENGINEER — Oct 16, 2026 — S.G.R. BRICKMAN — 100150920 — PROVINCE OF ONTARIO

No.	REVISION	DATE (YY-MM-DD)
3	REPORT SUBMISSION	26-10-16
2	PUBLIC INFORMATION MEETING	26-07-29
1	ON-SITE MEETING	25-12-11

Headway Engineering

DRAWN BY:	DESIGNED BY:	CHECKED BY:	DRAWING
R.U.	A.H.	S.B.	2 OF 4
DATE: 2026-10-16	REFERENCE No. MT-008		

Schedule of Estimated Assessment for Construction
McCall Municipal Drain

Property Details					Drainage Act Instruments of Assessment			For Information		
Part Lot	Con.	Landowner	Roll Number	Approx. Ha. Affected	Outlet Liability (Sec. 23)	Special Benefit (Sec. 24)	Total Assessment	Less Gov't Grant	Less Allowances	Net Estimated Expense
24	8	David & Brenda Linton	8-063-00	0.38	$ 47	$ -	$ 47	$ 16	$ -	$ 31
24	8	Jonathan & Dianne Schwartzentruber	8-063-05	0.34	$ 66	$ -	$ 66	$ 22	$ -	$ 44
24	8	Triple-Gen Holsteins Inc.	8-064-00	8.64	$ 1,079	$ -	$ 1,079	$ 360	$ -	$ 719
25	8	Triple-Gen Holsteins Inc.	8-065-00	16.87	$ 2,712	$ -	$ 2,712	$ 904	$ -	$ 1,808
26	8	James & Evelyn Blake	8-066-00	16.05	$ 2,016	$ -	$ 2,016	$ 672	$ -	$ 1,344
26	8	Robert & Taralyn Smith	8-067-00	1.30	$ 445	$ -	$ 445	*	$ -	$ 445
27	8	Bruce & Monica Blake	8-068-00	8.87	$ 1,113	$ -	$ 1,113	$ 371	$ -	$ 742
27	8	James & Evelyn Blake	8-070-00	10.09	$ 1,270	$ -	$ 1,270	$ 423	$ -	$ 847
28	8	James & Evelyn Blake	8-071-00	7.50	$ 1,581	$ -	$ 1,581	$ 527	$ -	$ 1,054
16	9	Cranbrook Swine Inc.	9-045-00	10.59	$ 386	$ 24,530	$ 24,916	$ 8,305	$ 2,100	$ 14,511
17	9	Karen & Robert Mason	9-046-00	1.37	$ 85	$ -	$ 85	*	$ -	$ 85
18	9	Brian, Kara, Michael & Krista McNichol	9-018-00	3.69	$ 64	$ -	$ 64	$ 21	$ -	$ 43
18	9	Valerie Shortreed	9-046-05	54.09	$ 2,314	$ 24,920	$ 27,234	$ 9,078	$ 1,870	$ 16,286
19	9	James & Judith Shortreed	9-019-00	4.41	$ 109	$ -	$ 109	$ 36	$ -	$ 73
19	9	Valerie Shortreed	9-020-00	5.84	$ 216	$ -	$ 216	$ 72	$ -	$ 144
19	9	James & Judith Shortreed	9-047-00	55.12	$ 3,040	$ -	$ 3,040	$ 1,013	$ -	$ 2,027
20	9	Keith Wilbee	9-021-00	18.60	$ 1,560	$ -	$ 1,560	$ 520	$ -	$ 1,040
20	9	Huether Holdings Ltd.	9-048-00	24.83	$ 2,079	$ 22,820	$ 24,899	$ 8,300	$ 1,480	$ 15,119
21	9	Murray Gordon	9-022-00	31.00	$ 3,504	$ -	$ 3,504	$ 1,168	$ -	$ 2,336
21	9	JWH Farms Ltd. Trustee	9-049-00	18.46	$ 1,853	$ -	$ 1,853	$ 618	$ -	$ 1,235
22	9	James & Evelyn Blake	9-023-00	30.62	$ 3,577	$ -	$ 3,577	$ 1,192	$ -	$ 2,385
22	9	Huether Holdings Ltd.	9-050-00	14.96	$ 1,215	$ -	$ 1,215	$ 405	$ -	$ 810
23	9	David & Brenda Linton	9-024-00	41.38	$ 5,177	$ -	$ 5,177	$ 1,726	$ -	$ 3,451
23	9	David & Brenda Linton	9-051-00	11.78	$ 1,463	$ -	$ 1,463	$ 488	$ -	$ 975
24	9	David & Brenda Linton	9-024-10	20.14	$ 2,475	$ -	$ 2,475	$ 825	$ -	$ 1,650
24	9	Huether Farms Inc.	9-052-00	18.48	$ 989	$ -	$ 989	$ 330	$ -	$ 659
25	9	George & Jane Zwep	9-025-00	40.09	$ 4,798	$ -	$ 4,798	$ 1,599	$ -	$ 3,199
25	9	Gregory & Erin Cronin	9-025-10	1.20	$ 341	$ -	$ 341	*	$ -	$ 341
25	9	Ronald & Nicole Stevenson	9-053-00	21.41	$ 1,880	$ -	$ 1,880	$ 627	$ -	$ 1,253
26	9	James & Evelyn Blake	9-026-00	40.61	$ 4,095	$ -	$ 4,095	$ 1,365	$ -	$ 2,730
26	9	Brian Wilbee	9-054-00	13.36	$ 1,227	$ -	$ 1,227	$ 409	$ -	$ 818
27	9	Scott McDonald	9-027-00	14.33	$ 1,553	$ -	$ 1,553	$ 518	$ -	$ 1,035
27	9	Robert Elliott	9-027-05	0.71	$ 83	$ -	$ 83	*	$ -	$ 83
27	9	Keith Wilbee	9-055-00	4.50	$ 400	$ -	$ 400	$ 133	$ -	$ 267
28	9	Scott McDonald	9-028-00	0.37	$ 46	$ -	$ 46	$ 15	$ -	$ 31
22	10	Hydro One Networks Inc.	10-900-00	5.44	$ 622	$ -	$ 622	*	$ -	$ 622
Total Estimated Assessments on Lands					**$ 55,480**	**$ 72,270**	**$ 127,750**	**$ 42,058**	**$ 5,450**	**$ 80,242**

Property Details					Drainage Act Instruments of Assessment			For Information		
Part Lot	Con.	Landowner	Roll Number	Approx. Ha. Affected	Outlet Liability (Sec. 23)	Special Benefit (Sec. 24)	Total Assessment	Less Gov't Grant	Less Allowances	Net Estimated Expense
Button Line		Municipality of Morris-Turnberry		2.57	$ 747	$ -	$ 747			$ 747
McCall Line		Municipality of Morris-Turnberry		3.77	$ 1,103	$ -	$ 1,103			$ 1,103
Moncrieff Road		Municipality of Morris-Turnberry		3.86	$ 1,669	$ -	$ 1,669			$ 1,669
Walton Road		Municipality of Morris-Turnberry		0.81	$ 131	$ -	$ 131			$ 131
Total Estimated Assessments on Roads					**$ 3,650**	**$ -**	**$ 3,650**	**$ -**	**$ -**	**$ 3,650**
Total Estimated Assessments McCall Municipal Drain					**$ 59,130**	**$ 72,270**	**$ 131,400**	**$ 42,058**	**$ 5,450**	**$ 83,892**

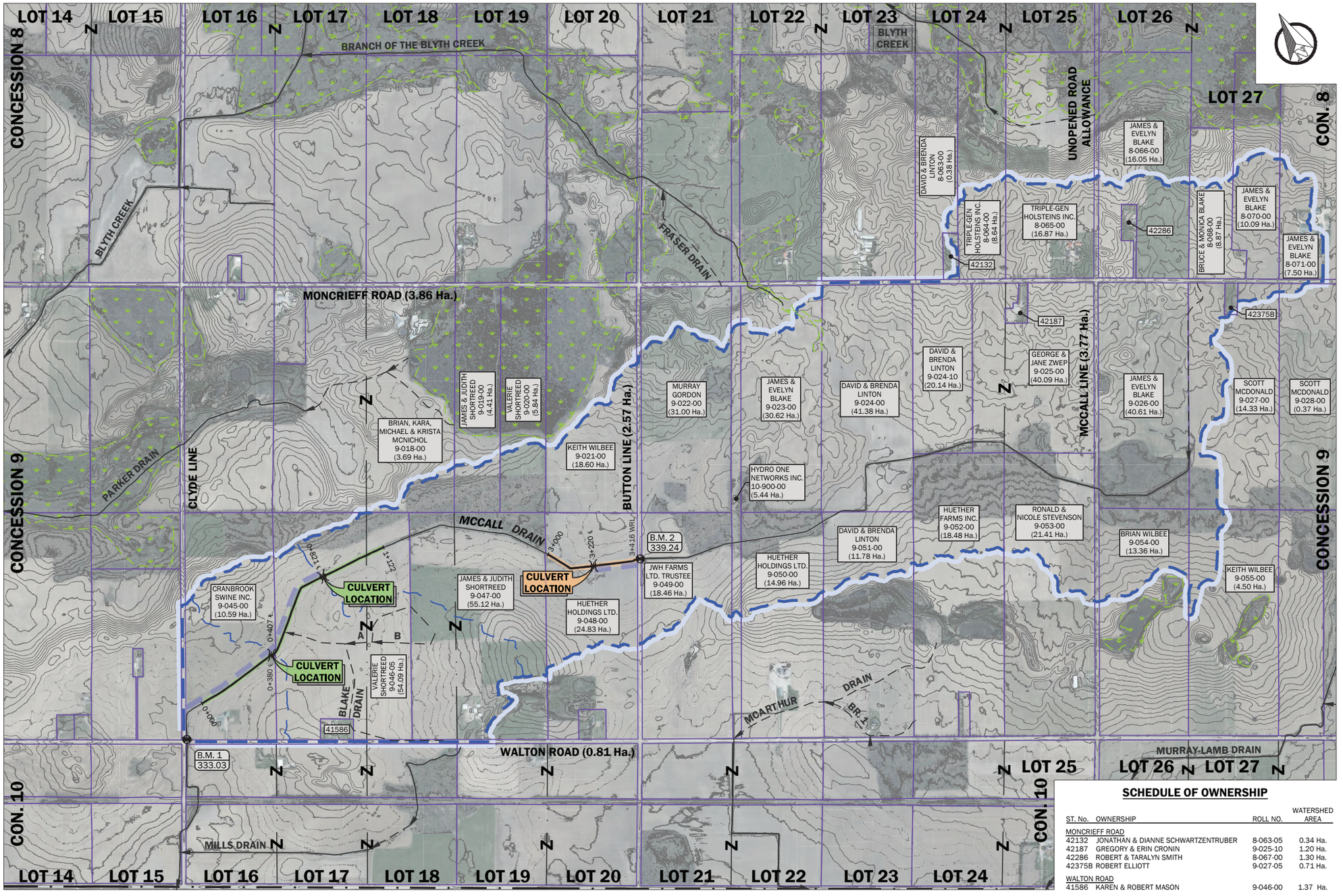
Notes: 1 '*' Denotes Lands not eligible for ADIP Grants.
2 The Net Estimated Expense is the Total Assessment less gov't grants and allowances (if applicable).

Schedule of Assessment for Future Maintenance
McCall Municipal Drain

Property Details					Portion of Maintenance Assessment		
Part Lot	Concession	Landowner	Roll Number	Approx. Ha. Affected	Culvert 0+380	Culvert 0+821	Culvert 3+220
24	8	David & Brenda Linton	8-063-00	0.38	0.03%	0.04%	0.04%
24	8	Jonathan & Dianne Schwartzentruber	8-063-05	0.34	0.04%	0.05%	0.06%
24	8	Triple-Gen Holsteins Inc.	8-064-00	8.64	0.69%	0.81%	0.98%
25	8	Triple-Gen Holsteins Inc.	8-065-00	16.87	1.74%	2.03%	2.45%
26	8	James & Evelyn Blake	8-066-00	16.05	1.29%	1.51%	1.82%
26	8	Robert & Taralyn Smith *	8-067-00	1.30	0.28%	0.33%	0.40%
27	8	Bruce & Monica Blake	8-068-00	8.87	0.71%	0.83%	1.01%
27	8	James & Evelyn Blake	8-070-00	10.09	0.81%	0.95%	1.15%
28	8	James & Evelyn Blake	8-071-00	7.50	1.01%	1.18%	1.43%
16	9	Cranbrook Swine Inc.	9-045-00	10.59	55.86%		
17	9	Karen & Robert Mason *	9-046-00	1.37	0.19%		
18	9	Brian, Kara, Michael & Krista McNichol	9-018-00	3.69	0.07%	0.08%	
18	9	Valerie Shortreed	9-046-05	54.09	4.02%	56.15%	
19	9	James & Judith Shortreed	9-019-00	4.41	0.11%	0.13%	
19	9	Valerie Shortreed	9-020-00	5.84	0.22%	0.26%	
19	9	James & Judith Shortreed	9-047-00	55.12	4.26%	2.51%	
20	9	Keith Wilbee	9-021-00	18.60	1.48%	1.72%	0.29%
20	9	Huether Holdings Ltd.	9-048-00	24.83	1.95%	2.28%	55.42%
21	9	Murray Gordon	9-022-00	31.00	2.24%	2.62%	3.17%
21	9	JWH Farms Ltd. Trustee	9-049-00	18.46	1.19%	1.39%	1.68%

Property Details						Portion of Maintenance Assessment		
Part Lot	Concession	Landowner		Roll Number	Approx. Ha. Affected	Culvert 0+380	Culvert 0+821	Culvert 3+220
22	9	James & Evelyn Blake		9-023-00	30.62	2.29%	2.68%	3.23%
22	9	Huether Holdings Ltd.		9-050-00	14.96	0.78%	0.91%	1.10%
23	9	David & Brenda Linton		9-024-00	41.38	3.32%	3.88%	4.68%
23	9	David & Brenda Linton		9-051-00	11.78	0.94%	1.09%	1.32%
24	9	David & Brenda Linton		9-024-10	20.14	1.59%	1.85%	2.24%
24	9	Huether Farms Inc.		9-052-00	18.48	0.63%	0.74%	0.89%
25	9	George & Jane Zwep		9-025-00	40.09	3.07%	3.59%	4.34%
25	9	Gregory & Erin Cronin	*	9-025-10	1.20	0.22%	0.26%	0.31%
25	9	Ronald & Nicole Stevenson		9-053-00	21.41	1.20%	1.41%	1.70%
26	9	James & Evelyn Blake		9-026-00	40.61	2.62%	3.07%	3.70%
26	9	Brian Wilbee		9-054-00	13.36	0.79%	0.92%	1.11%
27	9	Scott McDonald		9-027-00	14.33	1.00%	1.16%	1.40%
27	9	Robert Elliott	*	9-027-05	0.71	0.05%	0.06%	0.07%
27	9	Keith Wilbee		9-055-00	4.50	0.26%	0.30%	0.36%
28	9	Scott McDonald		9-028-00	0.37	0.03%	0.04%	0.04%
22	10	Hydro One Networks Inc.	*	10-900-00	5.44	0.40%	0.47%	0.56%
Total Maintenance Assessments on Lands						97.39%	97.30%	96.95%
Button Line		Municipality of Morris-Turnberry			2.57	0.54%	0.63%	0.54%
McCall Line		Municipality of Morris-Turnberry			3.77	0.71%	0.83%	1.00%
Moncrieff Road		Municipality of Morris-Turnberry			3.86	1.07%	1.25%	1.51%
Walton Road		Municipality of Morris-Turnberry			0.81	0.29%		
Total Maintenance Assessments on Roads						2.61%	2.70%	3.05%
Total Maintenance Assessments McCall Municipal Drain						100.00%	100.00%	100.00%

Note: (*) Denotes Lands not eligible for ADIP Grants.



SCHEDULE OF OWNERSHIP

ST. No.	OWNERSHIP	ROLL NO.	WATERSHED AREA
MONCRIEFF ROAD			
42132	JONATHAN & DIANNE SCHWARTZENTRUBER	8-063-05	0.34 Ha.
42187	GREGORY & ERIN CRONIN	9-025-10	1.20 Ha.
42286	ROBERT & TARALYN SMITH	8-067-00	1.30 Ha.
42375B	ROBERT ELLIOTT	9-027-05	0.71 Ha.
WALTON ROAD			
41586	KAREN & ROBERT MASON	9-046-00	1.37 Ha.

PLAN SCALE

0 360 720 1080

MUNICIPALITY OF MORRIS-TURNBERRY

MORRIS WARD

McCALL MUNICIPAL DRAIN

WATERSHED PLAN

NOTES:

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2. THE CONTOURS WERE CREATED USING LIDAR DERIVED DIGITAL DATA (2022) FROM LAND INFORMATION ONTARIO.

BENCHMARK DESCRIPTIONS

BENCHMARK No. 1 **ELEV.=333.03**
TOP UPSTREAM END OF ROAD CULVERT (WALTON ROAD) 174m SOUTHWEST OF STA. 0+000

BENCHMARK No. 2 **ELEV.=339.24**
TOP UPSTREAM END OF 1500mmØ CSP ROAD CULVERT (BUTTON LINE) 12m EAST OF STA. 3+420

LEGEND

- LOT/CONCESSION LINE
- PROPERTY LINE
- MAJOR WATERSHED BOUNDARY
- MINOR WATERSHED BOUNDARY
- WETLAND LIMIT
- CONSTRUCTION/MAINTENANCE ACCESS
- BENCHMARK LOCATION
- B.M. 1 / 123.45 — BENCHMARK No. / BENCHMARK ELEVATION
- JOHN & JANE SMITH / 12-345 / (12.3 Ha.) — LANDOWNER NAME(S) / ASSESSMENT ROLL No. (ABBREVIATED) / AREA WITHIN WATERSHED

EXISTING FEATURES:

- DRAIN NAME — OPEN DRAIN WITH CROSSING AND FLOW DIRECTION
- DRAIN NAME (CB, MH) — CLOSED DRAIN WITH CATCH BASIN, MANHOLE AND FLOW DIRECTION
- OVERLAND FLOW PATH

PROPOSED FEATURES:

- DRAIN NAME — OPEN DRAIN WITH CROSSING AND FLOW DIRECTION

LICENSED PROFESSIONAL ENGINEER — Oct 16, 2026 — S.G.R. BRICKMAN — 100150920 — PROVINCE OF ONTARIO

No.	REVISION	DATE (YY-MM-DD)
3	REPORT SUBMISSION	26-10-16
2	PUBLIC INFORMATION MEETING	26-07-29
1	ON-SITE MEETING	25-12-11

Headway Engineering

DRAWN BY:	DESIGNED BY:	CHECKED BY:	DRAWING
R.U.	A.H.	S.B.	1 OF 3
DATE: 2026-10-16	REFERENCE No. MT-007		

HURON COUNTY

PLANNING & DEVELOPMENT

57 Napier Street, Goderich, Ontario N7A 1W2 CANADA
Phone: 519.524.8394 Ext. 3 **Fax:** 519.524.5677 **Toll Free:** 1.888.524.8394 Ext. 3
www.huroncounty.ca

Consent Application Report – File C67-2026

Owner/Applicant:	**Allan Corneil**	Date: **November 24th, 2026**
Property Address:	**41475 Moncrieff Road, Municipality of Morris-Turnberry**	
Property Description:	**Concession 9, North Part of Part Lot 16**	

Recommendation: That provisional consent be:

- ✓ Recommended for approval with the attached conditions (& any additional Municipal Conditions)
- ___ Recommended for deferral
- ___ Recommended for denial (referred to Huron County Council for a decision)

Purpose:

- ___ enlarge abutting lot
- ___ create new lot
- ✓ surplus farm dwelling
- ___ right-of-way / easement
- ___ other:

Area Severed: 2.7 acres +/- (1 ha)	Official Plan Designation: Agriculture	Zoning: AG1 (General Agriculture)
Area Retained: 95 acres +/- (38.4 ha)	Official Plan Designation: Agriculture, Non-Prime Agriculture, Mineral Aggregates & Natural Environment	Zoning: AG1 (General Agriculture), NE1 (Natural Environment – Full Protection), NE2 (Natural Environment – Limited Protection)

Review: This application:

- ✓ Is consistent with the Provincial Policy Statement (s. 3(5) Planning Act);
- ✓ Does not require a plan of subdivision for the proper and orderly development of the municipality (s. 53(1) Planning Act);
- ✓ Conforms with section 51(24) of the Planning Act;
- ✓ Conforms to the Huron County Official Plan;
- ✓ Conforms to the Morris-Turnberry Official Plan;
- ✓ Complies with the Morris-Turnberry Zoning By-law (or will comply subject to a standard condition of rezoning or minor variance).
- ✓ Has no unresolved objections/concerns raised (to date) from agencies or the public; and

(Applications that are unable to meet <u>all</u> of the foregoing criteria will be referred to Huron County Council for a decision)

Public and Agency Comments:

	Not Received	No Objections	Comments
Neighbours	✓		
Morris-Turnberry Staff		✓	See Recommended Conditions.
Natural Environment Technical Reviewer		✓	The applicant has agreed to modify the proposed severed parcel to avoid the need for further natural environment technical review, such as through an EIS. The setbacks and zoning through the existing zone provisions adequately avoid negative impacts to the natural feature and its functions. Any new development in proximity to the woodland or the provincially significant wetland would require review through an EIS process.

Figure 1. Air photo showing the severed parcel (in blue) and retained parcel (in yellow); a proposed access easement over a portion of the retained parcel for the severed parcel is shown in orange



Figure 2. Site visit photo; existing house to left, grade dropping towards road and PSW shown on right. Proposed severed parcel would generally follow the tree line along the south side of the parcel, to the rear of the house.



Planning Comments

This application proposes to sever a surplus farm dwelling from the remaining farmland. The owner qualifies for surplus severance as they also own 86540 Marnoch Line in North Huron which contains an existing residence, through a numbered company (1379540 Ontario Inc.).

The proposed severed parcel is approximately 2.7 acres and contains a residence, garage and barn. The proposed retained parcel is 95 acres of vacant farmland with natural environment features. The severed parcel follows the topography and fence line and is irregular to avoid the currently cropped and tile drained areas and to not divide the wetland and wooded area to the west. Effort has been made to maintain as regular of lot lines as possible in the proposed severed parcel, however, it is being brought to Morris-Turnberry Council for a recommendation as it is an irregularly shaped parcel.

The *Provincial Planning Statement, 2024* (PPS) permits the severance of surplus farm dwellings (a house surplus as a result of the acquisition of additional farm parcels to be operated as one farm operation). The PPS requires that the construction of a new residence on the severed farmland created by the severance be prohibited. This is addressed through the automatic rezoning provision to recognize the residential parcel (e.g. AG4-1) and the severed farmlands will be automatically rezoned to prohibit a new residence (e.g. AG2-1). The natural environment (NE1 and NE2) zoning containing natural heritage features are not changing and will maintain the protection of natural environment features.

The Huron County Official Plan (OP) and the Morris-Turnberry OP both permit surplus residence severances subject to a list of criteria. The proposed consent meets the criteria for severance:

- Residence: age, habitable, intended as a primary residence.
- Farmland to be zoned to prohibit residence.
- Size of severed parcel minimized.
- MDS does not apply since there is no barn on the retained farmland.
- No previous residential severances after June 28, 1973, except in Settlement Areas.

A portion of the subject property was severed in 1970 (municipal address 41507 Moncrieff Road); as such, it does not violate the requirement that there cannot have been a previous residential severance since June 28, 1973.

The secondary mineral aggregate deposit is significantly constrained by the existing Provincially Significant Wetland and woodland; the proposed consent does not further negatively impact the deposit.

The existing accessory building (shed) is built to have access on both the east and west sides; in order to avoid the newly created residential parcel having two entrances, the east entrance will remain with the

retained lands as a farm access. An easement is proposed to allow continued access to the east side of the existing shed.

The proposed consent is consistent with the Provincial Planning Statement (PPS), meets the requirements of the Planning Act, and conforms to the Huron County Official Plan and Morris-Turnberry Official Plan, subject to the conditions recommended in this report.

Conclusion
This consent application is considered undisputed, as no concerns were raised by staff or the public. As a result, it is recommended that the Municipality of Morris-Turnberry support this consent application and recommend to the County of Huron that it receive conditional consent approval with the following conditions:

Recommended Conditions

Expiry Period

1. Conditions imposed must be met within two years of the date of notice of decision, as required by Section 53(41) of the Planning Act, RSO 1990, as amended. If conditions are not fulfilled as prescribed within two years, the application shall be deemed to be refused. Provided the conditions are fulfilled within two years, the application is valid for three years from the date of notice of decision.

Municipal Requirements

2. All municipal requirements, financial or otherwise, be met to the satisfaction of the Municipality (for example: servicing connections, cash-in-lieu of park dedication, property maintenance, compliance with zoning by-law provisions for structures).
3. The sum of $500 be paid to the Municipality as cash-in-lieu of parkland.
4. Applicant to provide a letter from a licensed contractor advising that the septic tank has been pumped and is functioning properly for the severed parcel of land to the satisfaction of the Municipality. The entire septic system is required to be located on the severed parcel, with the weeping tiles a minimum of 10 feet away from newly created lot lines.
5. Section 65(2) of the Drainage Act be addressed with respect to the Municipal Drain to the satisfaction of the Municipality

Survey/Reference Plan

6. Provide to the satisfaction of the County and the Municipality:
   a) a survey showing the lot lines of the severed parcel, the access easement, and the location of any buildings thereon, and
   b) a reference plan based on the approved survey.

Zoning

7. Where a violation of any municipal zoning by-law is evident, the appropriate minor variance or rezoning be obtained to the satisfaction of the Municipality.

Note
The applicant is hereby advised that the severed parcel will be automatically rezoned to recognize the residential parcel (e.g. AG4-1) and the retained farmlands will be automatically rezoned to prohibit a new residence (e.g. AG2-1) in the Municipal Zoning By-law.

Sincerely;

Victor Kloeze, Senior Planner
RPP MCIP

Date of Site Inspection: August 27, 2026

MUNICIPALITY OF MORRIS-TURNBERRY
REPORT TO COUNCIL

TO: Mayor and Council
PREPARED BY: Trevor Hallam, CAO/Clerk
DATE: December 1st, 2026
SUBJECT: Fees and Charges 2027

RECOMMENDATION

That Council direct staff to return an updated fees and charges by-law for 2027 to the December 15th meeting of Council.

BACKGROUND

The Municipality maintains a Fees and Charges By-law that sets the amounts charged for municipal services, permits, administrative work, and the use of municipal facilities and property.

Section 391 of the *Municipal Act, 2001* allows municipalities to charge fees for services and activities, subject to certain legislative requirements.

Fees and charges help recover the cost of providing municipal services. They also help ensure that the cost of services used by specific individuals or businesses is not paid entirely through property taxes.

Not all fees are intended to recover the full cost of a service. Council may choose to keep certain fees lower to support affordability, public access, or community benefit.

COMMENTS

Staff review the Fees and Charges By-law each year as part of the budget process. This provides an opportunity to consider rising costs, changes in service delivery, and whether existing fees remain appropriate.

The review may result in increases, decreases, new fees, or the removal of fees that are no longer needed. Not all fees require adjustment each year.

Most municipal fees are proposed to remain unchanged for 2027. The following changes are recommended, and noted with yellow highlighting in the draft schedule included with this report.

- **Waste Disposal:** Increase the charge for appliances containing refrigerant from $40 to $50 to reflect actual disposal costs. Add a $25 mattress disposal fee to allow the municipality to take part in a a new program for mattress collection offered by Bluewater Recycling.

- **Recycling:** Introduce a $160 annual fee for industrial, commercial and institutional curbside recycling receptacles to recover costs charged by Bluewater Recycling, as approved by Council through resolution 165-2026 on July 21, 2026.

- **Public Works:** Increase the grader rental rate from $2.26 to $3.09 per minute and the tandem truck/backhoe rate from $1.70 to $2.53 per minute to reflect increased operating costs. Clarify the existing after-hours landfill entry fee. The minimum charge of $100 applies to the first hour, with the hourly rate applying thereafter.

- **Water Services:** Add provisions for full cost recovery of water services provided through cross-border servicing agreements with Huron East and North Huron. Fees will reflect those established by the municipalities providing the services.

- **Planning Fees:** Update planning application fees using the County of Huron's annual inflation adjustment. Changes also reflect the County's move toward direct recovery of natural heritage review costs from applicants, rather than funding these services through general taxation.

All other fees in Schedule A, including building permit fees, are proposed to remain unchanged.

ATTACHMENTS

1. Draft fees and charges by-law schedules

OTHERS CONSULTED

Sean Brophy, Treasurer
Kelly Tiffin, Tax Collector
Kim Johnston, Deputy Clerk
Mike Alcock, Director of Public Works
Kirk Livingston, CBO/Drainage Superintendent
Kaitlyn Armstrong, Administrative Assistant
Denise Van Amersfoort, Director, Huron County Planning & Economic Development Department

Respectfully submitted,

Trevor Hallam,
CAO/Clerk

Administration				CHANGE NOTES
Tax Certificate		$ 50.00		
Duplicate Tax/AR Statement		$ 10.00		
Zoning Certificate		$ 80.00		
Photocopies		$ 0.20	/sheet, Inc. HST	
Fax		$ 1.00	/sheet, Inc. HST	
Misc. Postage		Full cost recovery		
Returned Cheques/PAP		$ 40.00	per occurance	
Written confirmation of Prior Year Tax Payments		$ 10.00	per property	
Mortgage Company Processing Fee		$ 15.00	per property	
Statement Processing Fee		$ 2.00	per statement	
Tax Sale Tender Package		$ 25.00	per package	
History Book (single)		$ 20.00	Inc. HST	
History Books (set of 2)		$ 30.00	Inc. HST	

Interest			
Accounts Receivable		1.25%	per month
Tax Arrears		1.25%	per month
Municipal Drain - Maintenance		1.25%	per month
Municipal Drain - Capital Project	Accruing on all project related invoices commencing at the time of payment by the Municipality.	Bank Prime Interest at the time of invoicing by the Municipality	per month
Municipal Drain - Capital Project Assessment Financing	Financed for a maximum term of 3 years	Bank Prime Interest at the time of financing approval	per annum

Licences and Services			
Marriage License		$ 100.00	
Marriage Solemnization		$ 395.50	Inc. HST
Lottery License		2% of prize value	
Commissioning of Oaths	At municipal office only	No Charge	

Planning			
Cash in Lieu of Parkland	per newly created lot	$ 500.00	
Site Plan Control	Initial application	$ 1,000.00	
	Amendment to existing site plan	Full cost recovery	
Drainage Apportionment Agreement	As a condition of Severence	$ 200.00	
Sewage system review	Severance - up to 2 lots	$ 268.00	
	Severance - >2 lots	$ 509.00	
	Plan of Subdivision - >5 lots	$ 1,058.00	
	Minor Variance	$ 127.00	
	Rezoning	$ 127.00	
	Official Plan Amendment	$ 181.00	
	Sourcewater Protection	$ 127.00	
Third party consultation, peer review or any expenses related to any application		Full cost recovery	
Re-circulation due to change made by applicant		$ 200.00	
Lot Grading Deposit	per lot	$ 2,000.00	
Other Planning Fees		Refer to Schedule 'B'	

Water and Sanitary Sewer				
Belgrave System				
Water rate		See Budget for current year		
Initial billing set up		$ 100.00		
Turn on/off curb stop		$ 150.00		
New connection installation		Actual cost of construction		
Capital charge per connection		$ 6,974.56		
Brussels System				
Rates, Fees, and Charges		Full cost recovery	Subject to the fees and charges set by the Municipality of Huron East	Cost recovery for services provided through cross border servicing agreements were not previously listed.
Wingham System				
Rates, Fees, and Charges		Full cost recovery	Subject to the fees and charges set by the Township of North Huron	Cost recovery for services provided through cross border servicing agreements were not previously listed.

By-Law Enforcement			
Animal Control			
Dog Licence - First Dog		$ 20.00	
Dog Licence - Additional dogs		$ 30.00	
Dog Licence - First Pit Bull, Staffordshire Terrier, Cross of either, or dogs deemed to be vicious		$ 200.00	

Dog Licence - Additional Pit Bull, Staffordshire Terrier, Cross of either, or dogs deemed to be vicious		$	210.00	
Licencing late penalty	per dog	$	25.00	
Replacement Licence Tag		$	10.00	
Administration Fee - Seizure and Impounding		$	150.00	
Boarding			Actual cost of boarding	
Kennel Licence		$	150.00	
Kennel Licence Late Fee		$	200.00	
Prohibited Animal Fee		$	85.00	

Clean Yards			
Inspection, when inspection of the property pursuant to a complaint confirms that the property does not comply with the Corporation's Clean Yards By-Law	$	80.00	
Services and Materials expended in carrying out the requirements of an Order when the owner has failed to comply		Actual costs plus 20%	

Property Standards			
Inspection, when inspection of the property pursuant to a complaint confirms that the property does not comply with the Corporation's Property Standards By-Law	$	80.00	
When an order issued and not appealed or has been confirmed	$	140.00	
Appeal of a property standards order	$	140.00	
When an officer of the Corporation attends a Property Standards Appeal Committee meeting where an order has been upheld	$	140.00	
When an officer of the Corporation attends a court hearing where a conviction has been granted	$	625.00	
Services and Materials expended in carrying out the requirements of an Order when the owner has failed to comply		Actual costs plus 20%	
Certificate of compliance issued at the owner's request	$	25.00	

Zoning			
When an officer of the Corporation attends a court hearing where a conviction has been granted	$	625.00	
Zoning Certificate	$	80.00	

Landfill and Waste Disposal				
General Waste by weight		$ 120.00	per tonne	
Minimum Charge		$ 10.00		
Concrete and Bricks (no re-bar)		$ 120.00	per tonne	
Construction/Demolition Waste		$ 120.00	per tonne	
Appliances containing refrigerant		$ 50.00	per appliance	Increase from $40.00 in 2026 to align with actual cost to municipality.
Mattresses		$25	per mattress	New service for 2027. Bluewater Recycling now offering program.
Yard waste/Wood without nails or metal		No Charge		
Recyclables		No Charge		
Scrap Metal		No Charge		
E-Waste		No Charge		
Tires		No Charge		
Non-Contaminated soil	2 weeks notice and pre-authorization required. Testing may be required.	Cost Recovery		
After Hours entry	$100.00 minimum charge, hourly thereafter	$ 100.00	per hour	clarification that minimum charge is for the first hour, hourly rate thereafter.
Curbside pickup recepticles	35 Gallon - Small	$ 135.00		
	65 Gallon - Medium (Rural)	$ 135.00		
	65 Gallon - Medium (Urban)	$ 200.00		
	95 Gallon - Large	$ 270.00		
ICI Cubside Recycling Recepticles		$ 160.00	per bin, per year	New for 2027. Cost recovery from Bluewater Recycling Costs.
Curbside fines/penalties		Full Cost Recovery		

Public Works			
Entrance Construction Permit	Deposit	$	500.00
	Fee	$	250.00
Damage to Municipal Property		Full Cost Recovery	
Special Signage		Cost of supply and installation	

Equipment (including operator, subject to availability)	Grader	$ 3.09	per minute, 30 minute minimum, Inc. HST	Increased from $2.26 for inflation.
	Tandem or Backhoe	$ 2.53	per minute, 30 minute minimum, Inc. HST	Increased from $1.70 for inflation.
Tile Drain Loan Inspection		$ 100 + mileage	per hour	

Fire and Emergency Services			
Unauthorized Burn Response		Full Cost Recovery	
Fire Response - Indemnification Technology	Per Truck	Current MTO rate per unit per hour or portion thereof for each unit	
	Per personnel hour	Current rate per person per hour	
	Other costs including but not limited to: Foam, Metered Water, Air Tank Re-filling, Cleaning Equipment, DSPA or similar type unites, cost to replace damaged or destroyed equipment, specialized response costs such as Water Bomber Drops.	Full Cost Recovery. Should the insurer pay the coverage to the property owner, the property owner is liable to remit these funds to the municipality or its representative.	

Bluevale Hall Rental			
Upstairs floor only	no alcohol	$ 158.20	Inc. HST
Downstairs floor only	no alcohol, includes kitchen	$ 158.20	Inc. HST
Both floors	no alcohol	$ 226.00	Inc. HST
Under 2 hour rental		$ 90.40	Inc. HST
Happy Card Players		$ 39.55	Inc. HST

Building Permits and Fees			
Single Family Residential & Additions			
per square foot		$ 0.95	
unfinished basement		$ 0.55	
plus finished basement		$ 0.55	
plus attached garage		$ 0.55	
base fee in addition to		$ 200.00	
Accessory Buildings - Residential			
per square foot		$ 0.55	
base fee in addition to		$ 100.00	
Residential - Renovations			
per square foot		$ 0.85	
per $1000 of value of work		$ 14.00	
base fee in addition to		$ 100.00	
Multi-Residential			
per square foot		$ 0.95	
plus finished or unfinished basement		$ 0.55	
plus attached garage		$ 0.55	
base fee in addition to		$ 200.00	
Mobile Homes			
per square foot		$ 0.95	
plus finished or unfinished basement		$ 0.55	
plus attached garage		$ 0.55	
base fee in addition to		$ 200.00	
Commercial/ Industrial/ Institutional			
per square foot		$ 0.85	
base fee in addition to		$ 200.00	
Commercial / Industrial / Institutional - Additions & Renov			
per square foot		$ 0.85	
per $1000 of value of work		$ 14.00	
base fee in addition to		$ 100.00	
Commercial/ Industrial/ Institutional -Accessory			
per square foot		$ 0.60	
base fee in addition to		$ 100.00	
Farm Buildings - Housing Livestock			
per square foot		$ 0.35	
base fee in addition to		$ 100.00	
Farm Buildings for other than Housing Livestock			
per square foot		$ 0.35	
base fee in addition to		$ 100.00	

Agricultural -Additions & Renovations			
per square foot		$ 0.35	
per $1000 of value of work		$ 12.00	
base fee in addition to		$ 100.00	

All Tarped Structures			
per square foot		$ 0.30	
base fee in addition to		$ 100.00	
Tent or Tents occupying an area >60 sq. m		$ 140.00	

Manure Storage Facilities			
Solid - per square foot		$ 0.25	
Liquid - per foot of diameter		$ 11.05	
base fee in addition to		$ 100.00	

Bunkers & Tower Silos			
per $1000 of value of work		$ 14.00	
base fee in addition to		$ 100.00	

Granary			
Per $1000 of value of work		$ 14.00	
base fee in addition to		$ 100.00	

Swimming Pools			
Above Ground - flat fee		$ 100.00	
In ground - flat fee		$ 100.00	

Solid Fuel Burning Appliances-Woodstoves-Chimneys			
per $1000 of value of work		$ 14.00	
base fee in addition to		$ 100.00	

Decks, Balconies and Porches			
per square foot		$ 0.55	
base fee in addition to		$ 100.00	

All Alternate Energy Projects - (Wind/Solar etc.)			
per $1000 of value of work		$ 18.00	
base fee in addition to		$ 100.00	

Septic/Sewage System Permits			
Permit - Class 2 & 3		$ 560.00	
Permit - Class 4 & 5		$ 560.00	
Permit - Tank Repair only or Leaching bed repair		$ 290.00	

Greenhouse			
per square foot		$ 0.25	
base fee in addition to		$ 100.00	

Demolition			
All demolition		$ 150.00	

Other			
Plumbing Permit - per fixture unit		$ 12.00	
Occupancy Permit		$ 120.00	
Any Construction started without a permit		5 x original permit fee	
Minimum Permit fee		$ 100.00	
Change of Use		$ 230.00	
Copy of Permits/Application		$ 100.00	
Any other Building or Structure not specified		$100.00 + $14.00/$1,000 of construction value	
Inspection Only - No permit		$ 120.00	per hour
Conditional Permit		Same as permit	
Inspection Requested and Not Ready		$ 120.00	
Re-inspection fee		$120.00 + mileage	
Final Inspection Deposit		10% of permit fee up to maximum $5000	

2027 PLANNING APPLICATION FEES: (Effective January 1, 2027)

TYPE OF APPLICATION	Local Municipal	Huron County	TOTAL FEE
Official Plan Amendment (OPA), Local OPA, County OPA	$1,930.00	$4,500.00	$6,430.00
Official Plan Amendment (OPA), Local OPA, County OPA-New or expanding aggregate operation	$3,850.00	$9,000.00	$12,850.00
Zoning By-law Amendment (ZBLA)	$1,420.00	$2,860.00	$4,280.00
Zoning By-law Amendment (ZBLA) -New or expanding aggregate operation if no OPA is required	$3,530.00	$7,170.00	$10,700.00
Minor Variance (1 variance)	$1,155.00	$1,525.00	$2,680.00
Minor Variance (2 variances)	$1,500.00	$1,990.00	$3,490.00
Minor Variance (3 or more variances)	$1,840.00	$2,440.00	$4,280.00
Consent-Technical* (e.g. lot additions, easements, ROW's, Validation Certificates, re-creation of original lots, cancellation certificate etc.)	$800.00	$2,410.00	$3,210.00
Consent-New Lot Creation* (e.g. new lots, surplus farm severances)- Base fee per application includes one severed and one retained. Add $2680 (Municipal $670/County $2010) for each additional lot created per application. *Note: Consent-Technical and Consent-New Lot Creation fees include a severed land consent certificate per application. The fee for a retained land certificate is listed below.	$1205 $670	$3615 $2010	$4820 Base fee per application includes one severed and one retained - add $2680 for each additional lot created per application
Retained Land Certificate		$540.00	$540.00
Cancellation Certificate		$540.00	$540.00
Change of Consent Condition or Consent Endorsement Certificate		$540.00	$540.00
Plan of Subdivision/Condominium	$2,690.00	$8,020.00	$10,710.00
Lots/Blocks/Units over 10	add $70 per lot/unit/ block	add $140 per lot/unit/ block	add $210 per lot/unit/ block
Draft approval extension - First extension	$670.00	$2,010.00	$2,680.00
-Any subsequent extension	$1,340.00	$4,020.00	$5,360.00
Phasing, Final Approval*	$800.00	$2,410.00	$3210 per final approval/phase*
Changes to a Draft Approval Plan or Conditions*	$540.00	$1,610.00	$2,150.00
*Note: Where Final Approval, Phasing or Changes to draft plan conditions result in the creation of additional lots/blocks/units, an additional fee of $210/lot/block/unit shall apply.	$70.00	$140.00	$210 per lot/block/unit
Removal of Holding (H) Symbol	$540.00	$540.00	$1,080.00
Renewal of Temporary Use Zoning By-law	$1,060.00	$2,150.00	$3,210.00
By-law to Deem lots not in a Plan of Subdivision, or the repeal of such By-law *	$540.00	$540.00	$1,080.00
Part Lot Control *	$1,610.00	$1,610.00	$3,220.00
	add $105 per additional conveyable Part over 2	add $105 per additional conveyable Part over 2	plus $210 per additional conveyable Part over 2
*For Deeming and Part Lot Control, applicants also cover all legal costs & by-law prep			
Application Re-circulation fee (resulting from a change/meeting cancellation requested by the applicant)	Fee to be paid to Municipality responsible for re-circulation.	Fee to be paid to Municipality responsible for re-circulation.	$535.00
Site Plan Control	Fee to be set by local Municipality	$800 County base fee	Variable
Agreements: subdivision, condominium, development, lot grading & drainage (Costs to be reminbursed for legal and engineering).	Cost recovery	Cost recovery	Variable-Cost recovery
Natural Heritage Review ~~by County Biologist (if development is proposed within 120m of a Natural Heritage feature): comments on planning application Review terms of reference and EIS~~	$540 comments on planning application ~~$61/hour~~ Variable - billed hourly for review of Terms of Reference and EIS	$540 comments on planning application ~~$61/hour~~ Variable - billed hourly for review of Terms of Reference and EIS	$540 comments on planning application ~~$61/hour~~ Variable ~~-~~ billed hourly for review of Terms of Reference and EIS

Note: On January 1st each year, planning fees will be increased on a percentage basis rounded up or down to the nearest ten-dollar increment consistent with the Statistics Canada Consum~~b~~er Price Index for Ontario for the previous calendar year (September to ~~September~~ August), if the index shows an increase.			

MUNICIPALITY OF MORRIS-TURNBERRY
REPORT TO COUNCIL

TO: Mayor and Council
PREPARED BY: Trevor Hallam, CAO/Clerk
DATE: December 1st, 2026
SUBJECT: Procurement Policy Review and Update

RECOMMENDATION

That Council direct staff to return an updated Procurement Policy and adopting by-law to the December 15th meeting of Council.

BACKGROUND

The Municipality's current Procurement of Goods and Services Policy was adopted in November 2018.

New provincial requirements under the *Buy Ontario Act (Public Sector Procurement), 2025* prompted a review of the policy to ensure compliance with current procurement requirements.

The review also provided an opportunity to modernize purchasing procedures and update financial thresholds to better reflect the increased cost of goods and services since 2018.

COMMENTS

The proposed policy has been substantially reorganized and simplified. It maintains the principles of fair competition, transparency and accountability while reducing unnecessary administrative requirements.

Purchasing Thresholds

A key change is the increase in purchasing thresholds, allowing staff to manage more routine purchases without formal tendering or Council approval, when authorized by the annual budget.

Purchasing Method	2018 Policy	Proposed 2026 Policy
Direct purchase	Up to $5,000	Up to $10,000
Informal quotations	$5,001–$20,000	$10,001–$25,000
Written quotations / invitational procurement	$20,001–$30,000	$25,001–$75,000
Formal competitive procurement	Generally over $30,000	Over $75,000

Under the proposed policy, Department Heads may approve purchases up to $25,000, while the CAO may approve purchases up to $75,000.

Modernization and Compliance

Other significant updates include:

- Simplified quotation, tendering and documentation requirements, including electronic bid submissions (email).
- Clearer authority and documentation requirements for sole-source, single-source and emergency purchases.
- Updated exemptions for specialized services, including audit and accounting services and certain municipal drainage improvements.
- New procedures to comply with provincial Buy Ontario requirements for applicable fleet and capital infrastructure purchases.

The policy also provides greater flexibility to establish purchasing requirements based on the value and risk of each purchase, while maintaining compliance with legislation, trade agreements and funding conditions.

Council Oversight and Accountability

The increased purchasing thresholds do not provide staff with additional spending authority beyond Council-approved budgets.

Council approval remains required for purchases over $75,000 unless specifically delegated, expenditures exceeding approved budgets where no other authority exists, and awards that depart from established evaluation requirements.

Council also retains authority over the policy, including purchasing thresholds and delegated approval limits. Administrative procedures may be updated by staff, but Council-approved authorities cannot be changed without Council approval.

The revised policy continues to require fair purchasing practices, appropriate documentation, conflict-of-interest protections and compliance with applicable legislation.

The proposed policy has been reviewed by staff, and their feedback has been incorporated into the final draft.

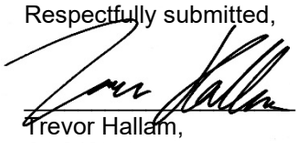
ATTACHMENTS

1. 2018 Procurement Policy
2. Draft 2027 Procurement Policy

OTHERS CONSULTED

Sean Brophy, Treasurer
Mike Alcock, Director of Public Works
Kirk Livingston, CBO/Drainage Superintendent

Respectfully submitted,



Trevor Hallam,
CAO/Clerk

CORPORATION OF THE MUNICIPALITY OF MORRIS-TURNBERRY

BY-LAW No. 78-2018

BEING A BY-LAW TO ESTABLISH A PROCUREMENT OF GOODS & SERVICES POLICY FOR THE MUNICIPALITY OF MORRIS-TURNBERRY

WHEREAS, Section 270 of the Municipal Act, 2001 as amended, provides that a municipal shall adopt and maintain policies with respect to its procurement of goods and services.

AND WHEREAS, the Council of the Municipality of Morris-Turnberry enacted By-law 68-2004 on November 23rd, 2004, to define the Procurement policies and procedures for the Corporation of the Municipality of Morris-Turnberry, and it is now deemed necessary to enact a new by-law and to repeal By-law 68-2004.

THEREFORE, THE COUNCIL OF THE MUNICIPALITY OF MORRIS-TURNBERRY hereby enacts as follows:

1) That the Procurement of Goods & Services Policy Regulations for the Municipality of Morris-Turnberry are hereby adopted, as Schedule A, attached to this by-law;

2) That the Mayor and Clerk are hereby empowered to sign and execute all documents necessary to empower this by-law;

3) This Bylaw hereby repeals any previous Bylaw 68-2004 for the Procurement of Goods & Services within the Municipality of Morris-Turnberry.

4) That this by-law comes into force on the final passing and will be known as the Procurement of Goods & Services Policy, for the Municipality of Morris-Turnberry.

Read a First, Second, Third and Final time this 20th day of November , 2018.

Mayor, Paul Gowing

Administrator Clerk-Treasurer,
Nancy Michie

SCHEDULE "A" TO BY-LAW# 78-2018

Procurement of Goods & Services Policy

Effective Date: November 20, 2018

Prepared by: Nancy Michie, Administrator Clerk-Treasurer

Applies To: Council, All Staff

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1. POLICY STATEMENT

The purpose, goals and objectives of this Policy and of each of the methods of purchasing authorized herein are:

(a) to obtain the best value for the Municipality when procuring Goods and/or services;

(b) to encourage open and competitive bidding;

(c) to ensure objectivity and integrity in the Purchasing process;

(d) to ensure fairness between bidders;

(e) to maximize savings for taxpayers;

(f) to offer a variety of purchasing methods, and to use the most appropriate method depending on the particular circumstances of the acquisition;

(g) to the extent possible, to ensure openness, accountability and transparency while protecting the best interests of the Municipality and the taxpayers therein;

(h) to avoid real and perceived conflicts between the interests of the Municipality and those of the Municipal employees and elected officials and to ensure compliance with the Municipal Conflict of Interest Act, R.S.O. 1990, c.M.50, as amended;

(i) when possible, to encourage the purchase of goods and/or services with due regard to the preservation of the natural environment;

(j) to promote, and incorporate wherever possible in purchasing activities of the Municipality, the requirements of the Ontarians with Disabilities Act, 2001, S.O. 2001, c.32, as amended;

(k) to ensure legislative compliance;

(l) to maintain timely and relevant policies and procedures

1.1 LEGISLATIVE AUTHORITY

The Municipal Act, 2001, S.O., c.25, as amended, states:
Section 270 (1) and 270 (2) Adoption of policies - *A Municipality and its local boards shall adopt and maintain policies with respect to the following matters:*

3. Its procurement of goods and services

2. DEFINITIONS

(a) In this policy:

"Accessibility" is a general term used to describe the degree of ease that something (e.g. device, service, and environment) can be used and enjoyed by persons with a disability. The term implies conscious planning, design and/or effort to ensure it is barrier-free to persons with a disability, and by extension, highly usable and practical for the general population as well;

"Accessible" is that which can be easily reached or obtained; a facility that can be easily entered; posing no obstacles to persons with a disability;

"Award" means authorization to proceed with the purchase of goods and/or services from a chosen Supplier;

"Bid" means an offer or submission from a Supplier in response to a request, tender or proposal which is subject to acceptance or rejection;

"Bid Approval Report" means a completed and authorized Purchase Requisition Form, or Council report which authorizes the purchase of goods and/or services and is executed by the Purchasing Authorities as set out in Appendix "D";

"Bid Solicitation" means a formal request for Bids including an Informal Quotation, Request for Quotation, Request for Tender, Request for Proposal or Request for Expression of Interest;

"Budget" means the budget or portion of the budget approved by Council;

"Chief Administrative Officer/Clerk" or **"CAO/Clerk"** means the Chief Administrative Officer/Clerk of the Corporation of the Municipality of Morris- Turnberry their Designate or any successor position thereto;

"Compliant Bid" means a Bid that meets the terms and conditions;

"Conflict of Interest" means a situation where a personal, business or other interest of an elected or appointed official, officer or employee of the Corporation is, or can be reasonably be perceived to be, in conflict with the interests of the Corporation, and includes, but is not limited to:

(i) The giving or receiving of a direct or indirect personal gain or benefit, or a direct or indirect advantage or privilege, by any person or business that offers goods and/or services to the Corporation; or
(ii) a direct or indirect interest in any business that provides goods and/or services to the Corporation; or
(iii) a conflict of interest as defined in the *Municipal Conflict of Interest Act*

"Construction" means a construction, reconstruction, demolition, repair or renovation of a building, structure or other engineering or architectural work and includes site preparation, excavation, drilling, soil or seismic investigation, the supply of products and materials and the supply of equipment and machinery incidental to the construction, and the installation and repair of fixtures of a building, structure or other engineering or architectural work;

"Contract" means a binding agreement between two or more parties that creates an obligation to provide or perform services;

"Council" means The Council of the Corporation of the Municipality of Morris-Turnberry;

"Department" means any Department of the Corporation including any division within a Department;

"Department Head" means the individual accountable for the department and services assigned to each section thereof;

"Designate" means a person authorized by the Department Head to act on their behalf, for purposes of this policy;

"Exemptions" – means a person or business to who the policy does not apply.

"Formal Bid Process" means the process for receipt of Tenders, as outlined in Section 26;

"Goods" means, in relation to procurement, moveable property (including the costs of installing, operating, maintaining or manufacturing such moveable property), including raw materials, products, equipment and other physical objects of every kind and description whether in solid, liquid, gaseous or electronic form, unless they are procured as part of a general construction contract;

"Informal Quotation" means a request for bids for which the value is below the defined formal bid process threshold;

"Local Participation" means Vendors within 50 km of the Municipality of Morris-Turnberry

"Lobbying" means the advocacy of an interest that is affected, actually or potentially by the bid solicitation process or individuals involved in the Bid Solicitation process including seeking to influence the outcome of the Bid Solicitation process or subsequent Award;

"Lowest Compliant Bid" means the Compliant Bid that would provide the Municipality with the desired goods and/or services at the lowest cost;

"Municipality" means the Corporation of the Municipality of Morris-Turnberry;

"Professional Services" means those services requiring the skills of professionals for a defined service required including but not limited to:

(i) architects, engineers, economic development, designers, surveyors, geoscientists, project managers, consultants, auditors, accountants, medical professionals and legal counsel/advisors;
(ii) firms or individuals having specialized competence in environmental, planning or similar disciplines; and

(iii) software, graphic design and web-design consultants and any other persons providing similar services;

"Purchase" means to acquire goods and/or services by purchase, rental, lease or trade, including construction;

"Quotation" means a binding statement of price, terms of sale and description of goods and/or services offered by a Supplier;

"Request for Expression of Interest" or **"RFEOI"** means a public request made by the Municipality seeking responses from potential Suppliers for the purposes of compiling a list of Suppliers who may be interested in providing Goods and/or Services to the Municipality from time to time. Receipt of an expression of interest by the Municipality does not create any obligation between the potential Supplier and the Municipality, but may be a precondition to qualifying for subsequent Bid Solicitations issued by the Municipality;

"Request for Proposal" or **"RFP"** means a public request for proposals by the Municipality made in accordance with Section 19 of this policy, seeking proposals to supply goods and/or services which may or may not result in an Award by the Corporation;

"Request for Tender" or **"RFT"** means a public request for tenders by the Municipality made in accordance with Section 18 of this policy;

"Services" means intangible products that do not have a physical presence and includes Professional Services. No transfer of possession or ownership takes place when services are sold, and they: (1) cannot be stored or transported; (2) are instantly perishable; and (3) come into existence at the time they are bought and consumed;

"Single Source" means the non-competitive procurement process to acquire goods and/or services from a specific supplier even though there may be more than one Supplier capable of delivery of the same goods and/or services;

"Sole Source" means there is only one source of the goods and/or services that meets the requirements of the Municipality;

"Special Circumstance" means:

(i) an event that is exceptional or could not be foreseen and is likely to pose a threat to the health, safety or welfare of the public;

(ii) an event that, unless immediately addressed, is likely to cause significant loss or damage to property;

(iii) an event that has disrupted any essential service that needs to be re-established without delay; or
an emergency as defined in the *Emergency Management and Civil Protection Act,* R.S.O. 1990, c.E.8, as amended, or any successor legislation thereto;

"Supplier" means any individual or organization offering goods and/or services including but not limited to contractors, consultants, vendors and service organizations;

"Tender" means a written detailed offer from a supplier to supply goods and/or services to the Municipality;

"Treasurer" means the Treasurer of the Corporation of the Municipality of Morris-Turnberry.

(b) Appendices "A – F" attached hereto form part of this Policy.

3. GOODS AND SERVICES EXEMPT FROM THE PROCUREMENT POLICY

(a) The purchasing methods described in this policy do not apply to the goods and services outlined in Appendix "A".

(b) Funding for these goods and services must be included in the approved annual budget.

4. PROCEDURE FOR ENGAGING CONSULTANTS, ENGINEERS, ARCHITECTS, TRAINERS AND SIMILAR TYPES OF PROFESSIONAL SERVICES

The purchasing methods described in this policy do not apply to the selection of consultants, engineers, architects, lawyers, trainers and similar types of professional services.

(a) Funding for these goods and services must be included in the approved annual budget

(b) The following criteria will be used in the selection of the above:

(i) Competence and experience on similar projects;

(ii) Previous experience and satisfactory performance in carrying out similar and related work in the Municipality including the ability to complete the work within the required time frame and project budget
(iii) Fees for service will be competitive and reasonable

5. APPLICATION

(a) The policies and procedures outlined in this Policy, including all of the purposes, goals and objectives of Section 1 hereof, shall be followed for the purchase of all goods and/or services by the Municipality or any of its officers, agents, employees, Boards and committees of council;

(b) No purchase or contract shall be divided in order to avoid any provisions of this policy;

(c) In determining the lowest responsible bidder, the Department Head shall consider the following in addition to price:

(i) the ability, capacity and skill of the bidder to provide the quality of goods or services required;
(ii) the ability of the bidder to fulfill the contract or provide the service promptly at the specified time;
(iii) the character, reputation integrity, experience and efficiency of the bidder;
(iv) the quality and performance of previous contracts, goods or services undertaken by the bidder;
(v) the sufficiency of the bidder's financial resources with respect to fulfilling the contract or providing the goods and services,
(vi) the quality, availability and adaptability of the goods or services for the use required;
(vii) the ability of the bidder to provide future maintenance and service; and
(viii) the number and scope of conditions attached to the bid.

(d) Prior to commencement of work and where deemed appropriate, evidence of insurance coverage satisfactory to the Treasurer, must be obtained, ensuring indemnification of the Municipality of Morris-Turnberry from any and all claims, demands, losses, costs or damages resulting from the performance of a supplier's obligations under a contract. A certificate of insurance must be submitted to the Treasurer for approval, prior to commencement of any service or work.

(e) WSIB Certificates of Clearance where deemed appropriate, must be submitted to the Treasurer at the commencement of a project and periodically as required. Prior to final payment to a supplier, a WSIB Certificate of Clearance shall be obtained ensuring all premiums or levies have been paid to the Board to date. Exemptions are subject to Schedule 'A'

6. ACCESSIBILITY REQUIREMENTS

Contracts for the acquisition of goods and services shall include the following elements:

(a) that the Supplier shall comply with the accessibility standards under the Accessibility for Ontarians With Disabilities Act, 2005 (AODA);

(b) that the Supplier shall ensure that its employees are trained on providing accessible customer services. Any training or training resources must conform to the legislated requirements under the Act; and

(c) that the Supplier shall maintain records of the training, including dates when training was provided, the number of employees who received training and individual training records. Where requested by the Municipality, the person, business or organization shall provide written proof, as well as any documentation regarding training policies, practices and procedures, to the Municipality.
* Morris-Turnberry forms to be signed by the contractor prior to the commencement of work.

7. RESPONSIBILITIES AND AUTHORITIES

(a) The Treasurer shall have all the necessary authority to administer this policy and to carry out the related duties on behalf of the Municipality.

(b) Department Heads are responsible for and shall have the authority to:

(i) acquire goods and/or services within the approved annual budget for such Department provided that the requirements of this policy have been met;
(ii) ensure any amendments to the budget shall be presented in a report to Council for a resolution to approve such

budget amendments. The staff report shall contain the purpose of the expenditure, cost estimate or expenditure limitation and how the expenditure will be funded;

(iii) ensure open, fair and impartial purchasing processes for goods and/or services;

(iv) ensure compliance with this policy and advise the Treasurer when there has been non-compliance. The Treasurer shall take appropriate action to address and correct any non-compliance;

(v) identify accessibility requirements which should be part of the procurement process;

(vi) consider and have regard to accessibility issues as they may reasonably pertain to such acquisitions of goods and services and comply with the requirements of the municipality's accessibility obligations;

(vii) promote the standardization of good and/or services, where such standardization demonstrates and supports the purposes, goals and objectives of this policy;

(viii) ensure that all contract terms and conditions comply with the Bid Solicitation;

(ix) prepare and approve all specifications and terms of reference;

(x) manage contracts to ensure goods and/or services are received by the Municipality and comply with contract terms and conditions; and

(xi) monitor all contract expenditures and ensure that all financial limitations have been complied with and that all accounts are paid within the times set out in the contract.

(c) Designate – The Department Head may appoint one or more persons within the department to act on their behalf, for the purposes of this policy.

(d) Signing Authorities – The signatures of the Department Head and CAO or Mayor and Clerk where required by by-law are necessary on all agreements to procure.

(e) The Treasurer, between the last regular Council meeting in any year and the adoption of estimates for the next year, shall have the authority to pay the accounts of any ordinary business transactions of the Municipality that are required to maintain services. This shall include the payment of accounts or previously approved capital items and projects.

(f) Payments – All invoices and accounts from suppliers shall be approved prior to payment. Approval signed by the Department Head or designate, denotes clerical accuracy, budget approval and

indication that the Goods and Services were received in good order, and must be provided to the Finance Department for payment. In addition, this approval shall include the correct account coding.

(g) After the adoption of budgets, the Treasurer is authorized to pay the invoices and accounts approved by the appropriate Department Head and to pay contract accounts upon receipt of evidence of value received.

8. REQUIREMENT FOR APPROVED FUNDS

(a) The exercise of authority to award a contract is subject to the identification and availability of sufficient funds in appropriate accounts within the budget.

(b) Where goods and/or services are routinely purchased or leased on a multi-year basis, the exercise of authority to award a contract is subject to the following:

(i) the identification and availability of sufficient funds in appropriate accounts for the current year within the Budget;
(ii) the goods and/or services will continue to be required in subsequent years and, in the opinion of the Department Head, or designate, the required funding can reasonably be expected to be made available; and
(iii) the contract includes a provision that the supply of goods and/or services in subsequent years is subject to the approval by Council of the Budget estimates to meet the proposed expenditures.
(iv) The terms for renewal are clearly defined within the contract document.

9. TRADE AGREEMENTS

(a) Purchasing by the Municipality may be subject to the provisions of Trade Agreements.

(b) Where an applicable trade agreement supersedes and is in conflict with this Policy, the Trade Agreement shall take precedence.

(c) The Department Head and/or Treasurer shall advise the appropriate Department Representative when a purchase may not conform to an applicable trade agreement as early as possible in the Bid Solicitation process.

(d) The Municipality shall publish annually on website.

10. DRINKING WATER QUALITY MANAGEMENT STANDARD

(a) Suppliers of materials and services associated with the municipal drinking water system, shall comply with the Ontario Drinking Water Quality Standard (DWQMS) and the Municipality's DWQMS Operational Plan. The quality of supplies and services shall be confirmed through documentation of applicable accreditation, licenses and certifications.

(b) Suppliers, where applicable, shall meet AWWA, ANSI, NSF, CSA or any other applicable industry standards. Supplies shall be verified against the order requisition when received. Suppliers of process chemicals shall be required to verify the quality of each product through documented certification of chemical analysis.

(c) Suppliers of "essential" supplies and services shall provide after-hours contact information which will be included in the Municipality's Water Distribution System Contingency Plan. This information shall be updated by Suppliers when contact information changes or at least annually.

11. ADVERTISING AND BID SOLICITATIONS

Bids shall be advertised on the Municipality's website and where in the opinion of the Treasurer and Department Head are most effective or where necessary to comply with all existing statutory regulations and in accordance with the Municipality's Notice Bylaw.

- The Municipal website is the official location for bid process documentation.
- Other electronic tendering service websites may be used where applicable for RFPs and RFTs and RFQs.
- At a minimum, all bidding opportunities of $100,000.00 or greater for goods, services or construction are required to be advertised on the Municipality's website for a minimum of 10 days.
- For goods and services with a value greater than $365,700.00 and construction with a value of $9,100,000.00 or greater will be advertised as follows:

- 40 calendar days, which can be reduced by the following:
  - by 5 days if the bids are posted electronically
  - by 5 days if bids are received electronically
  - by 5 days if the tender document is posted at the same time as the procurement notice

- Departments are encouraged to publish on the Municipality's website as early as possible in each fiscal year, a notice regarding the future procurement plans for the upcoming budget year along with the notice of planned procurement and the planned date of the publication of the RFP or RFT or RFQ.

- A Publication of Award shall be published on the Municipality's website no later than 72 days after the award of a contract for goods and services with a value of $100,000.00 or greater and construction of $250,000.00 or greater, which will be published in the Council Minutes.

12. METHODS OF PURCHASING

(a) Any person purchasing goods and/or services on behalf of the Municipality shall do so using one of the following methods of purchasing set out in Sections 14 to 25 ("Methods of Purchasing"). The methods may be utilized individually or in combination with one another, as may be appropriate in the circumstances.

(b) Any person purchasing goods and/or services on behalf of the Municipality is exempt from using one of the following methods of purchasing set out in Sections 14 to 25 ("Methods of Purchasing") if the purchase is with a Vendor of Record ("VOR") of the Ontario Government, through the Ministry of Government and Consumer Services which are accessible to public sector entities in Ontario. Through the VOR program, the Ontario Government has undertaken the competitive process on behalf of public sector entities. VOR purchases shall still be subject to the responsibilities for the purchasing of goods and/or services and oversight up to the value of their prescribed authority and any contracts necessary to complete the purchase of goods and/or services shall be signed by the appropriate Document Execution Authority as set out in Appendix "D", up to the prescribed limits.

13. REQUEST FOR EXPRESSIONS OF INTEREST

Department Heads may conduct a Request for Expression of Interest (RFEOI) for the purpose of determining the availability of Suppliers and for the purpose of compiling a list of Suppliers and may be used as a specific pre-condition of any method of Purchasing utilized by the Municipality. The receipt of an expression of interest by the Municipality does not create any obligation between the potential Supplier and the Municipality.

14. PETTY CASH –Purchases of $100 or Less

(a) A petty cash fund may be maintained by appropriate departments for the purchase of goods and/or services having a value of $100 or less

(b) Petty cash should only be used when it is not feasible to use the credit card

(c) All petty cash disbursements slips will accompany the Cheque Requisition form to replenish the fund.

15. DIRECT PURCHASE – PURCHASES OF $101 - $5000.

(a) Department Representatives are authorized to procure goods and/or services up to a total value of $5000, excluding taxes. All purchases must be approved by the Department Head. Only purchases that can be demonstrated to have been made at Fair Market Value shall be made. Department Representatives may procure goods and/or services through the following means:

(i) direct invoice from the supplier approved and signed by the Department Head;

(ii) credit card with the approval of the Department Head;

(b) Two informal quotes in writing should be obtained whenever possible.

16. INFORMAL QUOTATION – PURCHASES OF $5001 AND NOT EXCEEDING $20,000

(a) Department Representatives are authorized to procure goods and/or services up to a total value of $20,000, excluding taxes. All purchases must be approved by the Department Head.

(b) Competitive process must be used

(c) Three written quotes should be obtained
(d) No formal advertising or receipt of sealed bids

17. REQUEST FOR QUOTATION – FOR PURCHASES GREATER THAN $20,001 and NOT EXCEEDING $30,000 excluding taxes)

1. For purchases with a total value greater than $20,001 and not exceeding $30,000, excluding taxes, a Request for Quotation method shall be utilized. At least three (3) written Quotations shall be solicited, analyzed and the results tabulated by the Department Head and/or designate. All suppliers shall receive the same informal quotation written information. Quotations received shall be evaluated on price and the criteria outlined in the quotation request to determine the preferred Supplier.

2. Requires receipt of sealed bids and specified date and time for bid closing.

3. The Purchase Requisition form - Appendix "E" shall be prepared for signature and approval by the Department Head, Treasurer and CAO prior to the purchase. If three (3) written quotations have not been received, reasons will be explained on this form.

4. Where the purchase is related to providing services, WSIB Coverage must be verified prior to the commencement.

5. Any contracts necessary to complete the purchase of goods and/or services shall be signed by the appropriate Document Execution Authority as set out in Appendix "D", up to the prescribed limits.

18. REQUEST FOR TENDER (RFT) - WRITTEN

(PURCHASES GREATER THAN $30,001 excluding taxes)

(a) For purchases with a total value greater than $30,001, excluding taxes, a Request for Tender shall be issued, provided that all of the following conditions apply:

(i) two (2) or more sources are considered capable of supplying the goods and/or services;

(ii) the goods and/or services are adequately defined to permit the evaluation of tenders against clearly defined criteria;
(iii) it is intended that the lowest compliant bid will be accepted.

(b) The Department Head shall create the relevant information such as specifications, provisions, plans and supplemental general conditions for the purchase.

(c) RFT's require suppliers to submit a Bid in firmly sealed separate envelopes which shall contain technical, financial and other information as prescribed in the Bid Solicitation at a specified date and time for bid closing.

(d) Council Approval required as per Appendix "D".

(e) All RFT's shall be conducted in accordance with Section 22.

(f) All RFT's shall be advertised in accordance with Section 11.

(g) Any Bid irregularities shall be dealt with in accordance with Appendix "B".

(h) The Bid Approval Report shall be prepared in accordance with Section 30.

(i) All purchases shall be authorized in accordance with the Purchasing Authorities set out in Appendix "D" and all contracts shall be signed in accordance with the Document Execution Authorities set out in Appendix "D".

(j) Where the Council of the Municipality deems it appropriate for local participation, the invitation process will be used.

19. REQUEST FOR PROPOSAL (RFP) - WRITTEN

(PURCHASES GREATER THAN $30,001 excluding taxes)

(a) A Request for Proposal (RFP) shall be issued where the Method of Purchasing meets one or more of the following criteria:

(i) the purchase is required as a result of a particular problem, requirement or objective;

(ii) the selection of the supplier depends more upon the effectiveness of the proposed solution, rather than the price alone;

(iii) the precise goods and/or services, or the specifications therefore, are not known or are not definable and it is expected that suppliers will further define them.

(b) The Department Head shall provide the relevant information such as specifications, provisions, plans and supplemental general conditions for the purchase.

(c) Council approval required as per Appendix "D".

(d) RFP's require suppliers to submit a Bid in firmly sealed separate envelopes which shall contain technical, financial and other information as prescribed in the Bid Solicitation at a specified date and time for bid closing.

(e) All RFP's will be evaluated based on the evaluation criteria outlined in the Bid Solicitation by Department Heads and CAO where applicable.

(f) RFP's may be issued by invitation, where in the opinion of the CAO there is an economical advantage to do so or advertised in accordance with Section 11 of this policy.

(g) Any Bid irregularities shall be dealt with in accordance with Appendix "B".

(h) The Bid Approval Report shall be prepared in accordance with Section 30.

(i) All Purchases shall be authorized in accordance with the Purchasing Authorities set out in Appendix "D" and all Contracts shall be signed in accordance with the Document Execution Authorities set out in Appendix "D".

20. SINGLE SOURCE PURCHASES

Single Source procurement may be conducted if the goods and/or services are available from more than one source, however there are valid and sufficient reasons for selecting one supplier in particular.

(a) Bid solicitations are not required for Single Source Purchases, provided any of the following conditions apply:

(i) only one known supplier who can meet the technical specifications or has the required expertise/experience to provide the goods and/or service;
(ii) same or existing equipment is in use and will utilize same spare parts inventory OR continuation of previous service;
(iii) to provide flexibility with existing or like equipment, material and/or supplies;
(iv) due to tight market conditions, only one supplier can provide the goods and/or service by the required on-site date;
(v) an unforeseeable situation of urgency exists and the goods and/or services cannot be obtained in time by means of open procurement procedures;
(vi) the Municipality has a rental contract with a purchase option and such purchase option is beneficial to the Municipality;
(vii) there are no bids in response to a Bid Solicitation;
(viii) it is advantageous to the Municipality to acquire the goods and/or services from a supplier pursuant to the procurement process conducted by another public body;

(b) The Sole-Single Source Justification Form shall be completed in its entirety and authorized by the CAO and Council prior to this method of procurement being used.

(c) The Bid Approval Report shall be prepared in accordance with Section 30.

(d) All Purchases shall be authorized in accordance with the Purchasing Authorities set out in Appendix "D" and all Contracts shall be signed in accordance with the Document Execution Authorities set out in Appendix "D".

21. SOLE SOURCE PURCHASES

The procurement may be conducted using a Sole Source process if the goods and/or services are available from only one supplier by reason of:

(a) Statutory or market based monopoly;

(b) Competition is precluded due to the application of any Act or legislation or because of the existence of patent rights, copyrights, license, technical secrets or controls of raw material; or

(c) The complete item, service, or system is unique to one supplier and no alternative or substitute exists;

(i) The Sole-Single Source Justification Form shall be completed in its entirety and authorized by the CAO and Council prior to this method of procurement being used.
(ii) The Bid Approval Report shall be prepared in accordance with Section 30.
(iii) All Purchases shall be authorized in accordance with the Purchasing Authorities set out in Appendix "D" and all Contracts shall be signed in accordance with the Document Execution Authorities set out in Appendix "D".

22. SPECIAL CIRCUMSTANCE PURCHASES

(a) Purchases that are required to respond to Special Circumstances as defined in Section 2 of this policy, shall be authorized in accordance with Appendix "D". All such purchases are exempt from the processes outlined under the Methods of Purchasing, but such processes may be followed where practical to do so, and in all instances must be reported to and approved by the CAO.

(b) Contracts required to effect Special Circumstance purchases shall be signed in accordance with the Document Execution Authorities set out in Appendix "D".

(c) Purchases up to $50,000.00 under Special Circumstances shall be reported to Council identifying the event or emergency which resulted in the purchase and the proposed source of funding. Purchases over $50,000.00 shall require Council approval.

23. PURCHASE OF USED FLEET/EQUIPMENT

Department Heads may purchase used fleet/equipment that is sold by other municipalities by private sale or public auction, sold through a vendor licensed to sell used equipment, sold by sealed bid or by negotiation provided that:

(a) The equipment meets or exceeds the department equipment requirements, and the purchase is part of the approved annual budget;

(b) It is documented that it is fiscally responsible to purchase a used piece of equipment rather than purchase new;

(c) If the total expenditure per piece of equipment exceeds $25,000, a report will be forwarded to Council detailing the purchase information.

24. SPECIFICATIONS

The Department Head, whose budget provides for the subject Procurement, shall be responsible for the preparation of the specifications for a quotation or tender. These specifications may require the assistance of professional and/or Consulting Service Providers in order to satisfy legal and liability issues.

Specifications should be detailed, may be brand specific, but shall leave room for potential suppliers to provide alternatives in the event an equal or better-proven product or method is available and shall not deter a competitive process. In such cases where the specifications will result in a Single Source Procurement, it shall be at the discretion of CAO to require the Department Head to bring forward a report for Council approval.

Suppliers or potential suppliers should not be requested to expend time, money, or effort to design or develop specifications or otherwise help define a requirement beyond the normal level of service expected.

In the event that such services for the preparation of specifications be required:

(a) the contracted supplier will be considered as a consultant and therefore be unable to make an offer for the supply of the goods and services, unless approved by the Department Head and CAO;

(b) a fee shall be paid; and

(c) detailed specifications shall be approved by the Department Head of the initiating department and shall become the property of the Municipality for use in obtaining competitive bids.

25. NEGOTIATION

(a) Notwithstanding that Negotiation may be a component of another procurement process; negotiation may be used for Purchases of Goods and/or services when any of the following criteria apply:

(i) a Sole Source is being recommended;
(ii) two (2) or more identical Bids are received;
(iii) the lowest compliant bid received meeting all mandatory specifications exceeds the Budget amount;
(iv) the extension of an existing Contract would be more effective;

(v) only one (1) Bid is received in response to a Bid Solicitation;
(vi) there is Council authorization to do so.

(b) The Bid Approval Report shall be prepared in accordance with Section 30.

(c) All purchases shall be authorized in accordance with the Purchasing Authorities set out in Appendix "D" and all contracts shall be signed in accordance with the Document Execution Authorities set out in Appendix "D".

26. FORMAL BID PROCESS

(a) All Bids (with the exception of submissions in response to Direct Purchase and Informal Quotations) shall be received by the Department Head, in accordance with the instructions in the Bid Solicitation, and opened in public at the time and place stated in the Bid Solicitation.

(b) Bids received shall be opened in the presence of the Department Head or designate and the Treasurer or designate. The Suppliers named and the Bid amount(s) shall be read aloud and recorded unless the contents of a Bid envelope require validation in which case, the Bid will be reserved. If the reserved Bid is determined to be valid, a continuation of the Bid opening will be scheduled and the results of the Bid opening will be posted.

(c) When only one (1) bid is received, only the Supplier's name shall be read aloud. The Bid amount shall not be read aloud. Bid Irregularities shall be administered in accordance with Appendix "B".

27. CO-OPERATIVE PURCHASING

Each Department Head is authorized to participate with other local governments, or their agencies, on co-operative purchasing ventures or joint contracts, on the basis of the most acceptable overall tender, in keeping with the provisions of this policy.

The Department Head may enter into arrangements with other local government bodies or their agencies on a co-operative or joint basis for purchases of goods and/or services where there are economic or other advantages in so doing and such purchases comply with this Policy.

28. FINANCE LEASING

General policies governing purchase of the goods and services shall also apply to lease and rental agreements.

Following the completion of the Request for Tender process, the respective Department Head shall follow the steps as defined in the Lease Financing Policy, attached to this policy as Appendix "C".

29. LOCAL PREFERENCES

In accordance with the Discriminatory Business Practice Act, R.S.O 1990, Chapter D. 12, there will be no local preferences for purchases. All else being equal including price, preference will be given to purchase goods and/or services firstly from Morris-Turnberry based businesses, secondly from Huron County, thirdly for those in the province of Ontario and further from those located in Canada.

30. REPORTING PROCEDURES

Prior to any Award for Purchases greater than $30,000 excluding taxes, a Bid Approval Report shall be prepared by the Department Head, signed and authorized in accordance with the Purchasing Authorities set out in Appendix "D".

31. PRESCRIBED COUNCIL APPROVAL

(a) Notwithstanding any other provision of this Policy, the following Awards require Council approval:

(i) the recommended Award exceeds the amount budgeted for the purchase;
(ii) the Authority to Award has not been expressly delegated to staff of the Municipality
(iii) the recommended Award is not the Lowest Compliant Bid.

(b) Council may, by resolution, waive the provisions of this policy if it is in the best interest of the Corporation to do so.

32. FINANCIAL SECURITIES AND INSURANCE

(a) The CAO or Department Head may require that a bid be accompanied by a Bid Deposit or other similar security to guarantee that the successful supplier enters into a contract with the Municipality

(b) In addition to the security referred to in Section 32(a), the successful supplier may also be required to provide:

(i) up to a 100% Performance Bond to guarantee the performance of the Contract; and/or
(ii) up to a 100% Labour and Materials Payment Bond to guarantee the payment for labour and materials to be supplied in connection with a Contract; and/or
(iii) an irrevocable letter of credit or such further security as may be deemed appropriate in the circumstances

(c) Prior to the commencement of work, the supplier shall provide to the Municipality, proof of insurance in accordance with the Bid Solicitation.

(d) Failure to comply with all terms and conditions of a Bid Solicitation, including failure to provide proof of insurance as required, shall be just cause for cancellation of the award, and loss of bid securities.

(e) Prior to the Municipality issuing payment to a supplier, the supplier shall provide a Certificate of Clearance from the Workplace Safety and Insurance Board, if applicable, confirming all premiums or levies have been paid to the Board to date.

33. BID IRREGULARITIES

The process for administering irregularities contained in Bids pertaining to all Bid Solicitations shall be executed in accordance with Appendix "B".

34. FORM OF CONTRACT

(a) An award may require a formal written agreement.

(b) An email award may be used when the resulting Contract is straightforward and will refer to the Municipality's standard terms and conditions outlined in the Bid Solicitation.

(c) A formal written agreement satisfactory to the CAO shall be used when the resulting Contract is complex. The Mayor and Clerk will execute the necessary documentation as per Appendix 'D".

(d) It shall be the responsibility of the Department Head in consultation with the CAO to determine if it is in the best interest of the Municipality to establish a formal written agreement with the Supplier.

35. DOCUMENT EXECUTION AUTHORITY

Employees or officers of the Municipality identified in Appendix "D" (Document Execution Authority) shall have the authority to execute Contracts and all other documents necessary to affect the Award of purchase of goods and/or services, up to the prescribed limits, provided that the documents have been prepared in a form satisfactory to the CAO and that the award or purchase complies with this policy.

36. DISPUTE RESOLUTION

(a) The Municipality encourages competitive bidding and an open, accountable and transparent process for the purchase of goods and/or services.

(b) To maintain the integrity of the Bid Solicitation process, suppliers who believe they have been treated unfairly in a Bid Solicitation process may submit a substantive objection to the CAO providing sufficient detail regarding their complaint within:

(i) three (3) days from the conclusion of the Bid opening process for Request for Quotations or Request for Tenders; or

(ii) three (3) days from the Supplier being notified of the results of a Request for Proposals.

(c) The CAO will arrange a debriefing with the supplier to explain the Bid Solicitation process that led to the selection of the successful supplier.

(d) The CAO will investigate the complaint and will make a recommendation to Council.

(e) Should a supplier continue to have concerns respecting the award and the decision, the supplier may then request, in writing to the CAO, a mediator, to assist in resolving any outstanding issues between the supplier and the Municipality.

(f) The recommended mediator will be approved by both the supplier and the Municipality.

(g) The mediator shall make their best efforts to assist the parties to reach a mutually acceptable solution.

(h) Costs for the mediator shall be equally shared by the supplier and the Municipality.

(i) Any resolution reached through the mediation process shall remain confidential if requested by either of the parties.

37. LOBBYING RESTRICTIONS

(a) Suppliers, their staff members, or anyone involved in preparing a bid, shall not engage in any form of political or other lobbying whatsoever or seek to influence the outcome of the Bid Solicitation process or subsequent award. This restriction extends to all of the Municipality's staff and anyone involved in preparing a Bid Solicitation or participating in a bid evaluation process, and members of Council.

(b) The Municipality may reject any bid by a supplier that engages in such lobbying, without further consideration, and may terminate that supplier's right to continue in the Bid Solicitation process

(c) During a Bid Solicitation process, all communications shall be made through the individual identified on the RFP, RFQ or RFT as the main contact for that particular purchase. No supplier or person acting on behalf of a supplier or group of suppliers, shall contact any elected official, consultant or any employee of the Municipality to attempt to seek information or to influence the award.

(d) Elected officials shall refer any inquiries about a Bid Solicitation process to the CAO.

38. ACCESS TO INFORMATION

(a) The disclosure of information received relevant to Bid Solicitations or Awards shall be made by the appropriate officers in accordance with the provisions of all relevant privacy legislation including primarily the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56, as amended.

(b) All suppliers who contract with the Municipality shall adhere to or exceed the standards set in the Municipal Freedom of Information and Protection of Privacy Act or the Personal Health Information Protection Act 2004, S.O. 2004, c.3, Sched. A, or other relevant Ontario or Federal privacy legislation or common law as may be passed or amended from time to time, as if they were agents of the Municipality as it relates to the confidential and secure treatment, including collection, use, disclosure or retention, of personal (health) information, other confidential information of the Municipality, and all records thereof which they come into contact with in the course of performing services or providing goods to the Municipality.

39. COMPLIANCE

(a) All persons involved in the purchase of goods and/or services provided for in this policy, shall act in a manner consistent with the requirements and objectives of this policy.

(b) Purchases may not be divided into two (2) or more parts to avoid the requirements of this policy.

(c) Any goods and/or services that are obtained in contravention of this policy will be subject to investigation by the Municipality, following which the Municipality will take the necessary corrective action.

(d) Any employee of the Municipality who knowingly contravenes this policy is committing a serious act of misconduct and may be held personally liable for the full value of the purchase as well as disciplinary action up to and including termination.

40. ENVIRONMENTALLY SOUND ACQUISITIONS

Department Heads will endeavour to include specifications in Bid Solicitations that provide for energy efficient products, reusable products and products that minimize environmental impacts without significantly affecting the intended use of the product or service. It is recognized that cost analysis is required in order to ensure that the products are competitively priced.

41. CONFLICT OF INTEREST

(a) Personal purchases shall not be made for any elected or appointed officials, members of a board or committee, or for any municipal employee or their families.

(b) Every elected official, appointed officer, employee of the Municipality or a member of their family is expressly prohibited from accepting, directly or indirectly, from any person, company, firm or corporation to which any purchase order, contract is, or might be awarded, any rebate, gift or money, except:

(i) gifts of a very small intrinsic value; or
(ii) moderate hospitality during the normal course of business that would not significantly exceed what the Municipality, through the employee's expenses account, would likely provide in return and would not be perceived by others as influencing the making of a business decision.

(c) All elected officials, officers or employees of the Municipality shall declare any Conflicts of Interest to the CAO and shall have no involvement in a Bid Solicitation process where a real or perceived Conflict of Interest has been found or deemed to exist, including, but not limited to:

(i) requesting the goods and/or services, setting the parameters of the purchase, evaluating bids or recommending, deciding or making awards;
(ii) direct contact with those making the purchasing decisions and the user department.

(d) No person shall provide consulting services or professional services to both the Municipality and a private firm on the same or related project.

(e) A contract for goods and/or services placed with a relative of the Municipality shall be declared and that employee shall not be placed in a position to supervise or approve the execution of that contract.

42. SEVERABILITY

If any section or sections of this policy or parts thereof are found by an adjudicator or court of competent jurisdiction to be invalid or beyond the power of Council to enact, such section or sections or parts thereof shall be deemed to be severable and all other sections or parts of the policy shall be deemed to be separate and independent there from and shall continue in full force and effect unless and until similarly found invalid or beyond the power of Council to enact.

43. POLICY REVIEW

The Treasurer shall review the effectiveness of this policy at least every five (5) years and report to Council as necessary.

44. ENQUIRIES

CAO/ Administrator
Municipality of Morris-Turnberry
41342 Morris Road, PO Box 310,
BRUSSELS, ON N0G 1H0
Telephone: 519-887-6137 Ext. 21
nmichie@morristurnberry.ca

APPENDIX "A" to
Procurement Policy
CORPORATION OF THE
MUNICIPALITY OF MORRIS-TURNBERRY

Goods and Services exempt from provisions of the Procurement Policy. These purchases shall be made in accordance with Section 3 of this policy.

Training and Education

(a) Conferences, conventions, courses and seminars
(b) Memberships
(c) Magazines, subscriptions, books, periodicals
(d) Staff development

Reimbursable Expenses

(a) Meal allowances
(b) Travel and Hotel Accommodations
(c) Mileage
(d) Parking expenses
(e) Miscellaneous – non-travel expenses

General Expenses

(a) Payroll deduction remittances
(b) Payment for employment
(c) Medical
(d) Licenses (vehicles, elevators, radios, etc.)
(e) Debenture and loan payments
(f) Insurance Premiums
(g) Grants/donations to agencies
(h) Petty cash replenishment
(i) Damage claims
(j) Legal and insurance settlements
(k) Legal fees and other professional services related to a legal matter
(l) Tax remittances
(m) Postage
(n) Fuel
(o) Rental, lease or purchase of land
(p) Borrowing and investing of money

Utilities

(a) Water and sewer charges Eg. Veolia Water
(b) Hydro charges
(c) Internet connectivity charges
(d) Cable television charges

(e) Natural or propane gas
(f) Telephone/communication
(g) Municipal Drain Maintenance

Professional and Special Services

(a) Committee fees
(b) Advertising
(c) Honorariums
(d) Ongoing maintenance & software licensing agreements for equipment such as computer hardware and software, telecommunications equipment and elevators, as required.
(e) Payments that are subject to Cost Sharing Agreements
(f) Goods and/or services authorized under an agreement

All purchases of goods and/or services specifically authorized by resolution which waives the purchasing policy.

APPENDIX "B" to Procurement Policy

ACTIONS FOR IRREGULARITIES CONTAINED IN BIDS

	IRREGULARITY	ACTION
	General	
1	Late bids	Automatic rejection. Return unopened to the bidder after date stamping, initial and witnessed.
2	Unsealed Envelopes	At the discretion of the Department Head
3	Failure to attend mandatory site visit (if required)	Automatic rejection.
4	Any Company, or principal of a Company, who has an outstanding claim or commenced legal action against the Municipality.	Automatic rejection.
	Bid Document – Execution	
5	Bids completed in erasable medium	Automatic rejection.
6	Signature of representative authorized to bind the Supplier missing or incomplete on the prescribed form which is to be submitted in response to a Bid Solicitation.	Automatic rejection
7	Electronic signature of representative or absence of corporate seal authorized to bind the Supplier shown on the prescribed form which is to be submitted in response to a Bid Solicitation.	Two (2) working days* to obtain original signature, otherwise automatic rejection.
8	Form of Proposal missing or incomplete.	Two (2) working days* to correct to the satisfaction of the Department Head, otherwise automatic rejection.
9	Form of Quotation or Tender missing or incomplete.	Automatic rejection.
10	Signature of witness, if required, missing or incomplete.	Two (2) working days* to correct, otherwise automatic rejection.

11	Date of Bid missing or incomplete	Two (2) working days* to correct, otherwise automatic rejection or, if stated in the Bid Solicitation, automatic rejection.
	Insufficient Financial Security	
12	No Bid deposit, uncertified cheque, or financial security not an original (eg A photocopy or facsimile of a financial security)	Two (2) working days* to correct to the satisfaction of the Department Head, otherwise automatic rejection.
13	Amount of financial security is insufficient	Automatic rejection.
14	Amount of security is expressed as a percentage of the total bid sum.	Automatic rejection, unless in the opinion of the Department Head the insufficiency in the financial security is trivial or insignificant.
15	Amount of security is expressed only as a dollar figure.	Automatic rejection.
16	Name of signature of Supplier is missing or incomplete	Automatic rejection.
17	Seal of Supplier is missing or incomplete.	Two (2) working days* to obtain missing or incomplete items, otherwise automatic rejection
18	Name, signature, or seal of bonding company is missing or incomplete.	Two (2) working days* to correct to the satisfaction of the Department Head, otherwise automatic rejection.
19	Failure to provide a letter of agreement to bond (if required).	Automatic rejection.
	Other	
20	Incomplete illegible or obscure Bids or Bids which contain information not called for, erasures, overwriting or strike outs (not initialed).	Two (2) working days* to correct to the satisfaction of the Department Head, otherwise automatic rejection.
21	Document, in which all necessary Addenda have not been acknowledged.	Two (2) working days* to confirm Bid to the satisfaction of the Department Head, if stated in the Bid Solicitation, automatic rejection.
22	Bid received on documents other than those provided in the Bid Solicitation.	Automatic rejection, unless allowed for in the Bid Solicitation.
23	Failure to insert the bidder's business name in the space provided in the Bid Solicitation form.	Automatic rejection, unless in the opinion of the Department Head, the incomplete nature is trivial or insignificant.

24	Mathematical errors	Two (2) working days* to initial the corrections as made by the Corporation. Unless otherwise stated in the Bid, the unit price shall prevail and the total Bid price shall be adjusted accordingly. The Corporation reserves the right to waive initialing and accept Bid as corrected.
25	Qualified Bids (Bids qualified or restricted by an attached statement).	To the satisfaction of the Department Head/CAO
26	Bids containing minor obvious clerical errors.	Two (2) working days* to confirm Bid to the satisfaction of the Department Head.
27	Any other irregularities.	CAO or designate shall have the authority to waive other irregularities or grant two (2) working days * to initial such other irregularities considered to be minor.
28	Alternate items bid in whole or in part.	Available for further consideration only if the request document invites alternative goods.

*Where "working day" is specified, this is from the hour the Bidder is notified by Corporation staff of the irregularity.

"APPENDIX C" TO PROCUREMENT POLICY
Lease Financing Policy

Introduction

In certain circumstances, it may be economically advisable for the Municipality to enter into a financing lease to acquire the rights to use capital property and equipment rather than an outright purchase. This policy establishes the procedures regarding the evaluation of potential financing lease agreements and the requirements for reporting the results of those procedures to Municipal Council as required under the Municipal Act, 2001, as amended, and Ontario Regulation 653/05, as amended.

Statement of Policy and Goals

In accordance with the Municipality's procurement policy, a procurement decision must always ensure that the prices paid for goods and services make optimum use of Municipality resources. When staff considers the option of a financing lease agreement, their evaluation of the option must ensure that this goal is achieved.

Adherence to the policies and procedures herein will result in a report presented to Municipal Council which clearly gives an opinion as follows;

a) Whether or not the costs of the financing lease agreement are lower than other methods of financing available to the Municipality and
b) Whether the risks associated with the financing lease are reasonable.

Definitions

Financing lease means a lease allowing for the provision of municipal capital facilities if the lease may or will require payment by the municipality beyond the term for which the municipal council was elected. Financing leases include both material leases and non-material leases.

Material lease means a financing lease which would result in a material impact for the municipality, which is hereinafter defined as an individual financing lease with annual payments in excess of $10,000.

Non-material lease means a financing lease which would not result in a material impact or a combined impact for the municipality.

Material impact means costs or risks that significantly affect, or would reasonably be expected to have a significant effect on, the debt and financial obligation limit prescribed under regulations.

Combined material impact means the costs or risks of a proposed non-material lease which, when combined with all other non-material leases entered into or proposed to be entered into in a particular year by the municipality, would result in a material impact.

Municipal Capital facilities include land, works, equipment, machinery and related systems and infrastructures.

Payment Schedule

A financing lease agreement must include a schedule of all fixed amount of payment, if any, required under the lease and that may be required under any possible extensions or renewals of the lease.

Treasurer's Report

Before entering into a material lease, the Treasurer shall prepare a report to Council with recommendations, assessing, in the opinion of the Treasurer, the costs and financial and other risks associated with the proposed financing lease, including;

(a) A comparison between the fixed and estimated costs and the risks associated with the proposed lease and those associated with other methods of financing,

(b) A statement summarizing, as may be applicable, the effective rate or rates of financing for the lease, the ability for the lease payment amounts to vary, and the methods or calculations, including possible financing rate changes, that may be used to establish that variance under the lease,

(c) A statement summarizing any contingent payment obligations under the lease that in the opinion of the Treasurer would result in a material impact for the municipality, including lease termination provisions, equipment loss, equipment replacement options and guarantees and indemnities,

(d) A summary of the assumptions applicable to any possible variations in the lease payment and contingent payment obligations, and

(e) Any other matters the Treasurer or Council considers advisable including whether the scope of the financing lease warrants obtaining independent financial advice.

Legal Advice

The report may include legal advice on the provisions of the proposed financing lease agreement.

Change in Circumstances

At any time after a report regarding a potential financing lease agreement has been made, but before the agreement is entered into, if the Treasurer becomes of the opinion that a changed circumstance with respect to the proposed lease may result in a material impact for the municipality, the Treasurer shall as soon as is reasonably possible update the report and present the updated report to Council.

Annual Reporting

In accordance with Ontario Regulation 266/02, as amended, the Treasurer shall prepare an annual report and present to Council if the municipality has any financing leases subsisting in the fiscal year.

Exemptions – Non-material leases

A financing lease may be entered into without complying with this policy if the financing lease is deemed by the Treasurer not to materially impact the Municipality's debt and financial obligation repayment limit. The definition of material impact to be considered by the Treasurer in making this determination is included in the definitions section of this policy.

APPENDIX D to Procurement Policy

Purchasing Method	Value	Purchasing Authority	Dept. Head Approval	Treasurer Approval	CAO Approval	Council	Document Execution
Petty Cash	Up to $100	Department Representative	No	No	No	No	N/A
Direct Purchase	$101 to $5000	Department Representative	Yes	No	No	No	Dept Head
Informal Quotation	$5001–$20,000	Department Representative	Yes	Yes	No	No	Dept Head and CAO, or Mayor and Clerk where applicable
Request for Quotation	$20,001-$30,000	Department Head	Yes	Yes	Yes	No	Dept Head and CAO, or Mayor and Clerk where applicable
Request for Proposal	>$30,001	Department Head	Yes	Yes	Yes	Yes	Dept Head and CAO, or Mayor and Clerk where applicable
Request for Tender	>$30,001	Department Head	Yes	Yes	Yes	Yes	Dept Head and CAO, or Mayor and Clerk where applicable
Single Source & Sole Source Purchases	>$20,000	Department Head	Yes	Yes	Yes	Yes	Dept Head and CAO, or Mayor and Clerk where applicable
Negotiation	>$20,000	Department Head	Yes	Yes	Yes	Yes	Dept Head and CAO, or Mayor and Clerk where applicable
Special Circumstances	>$10,000 - $50,000	Department Head	Yes	Yes	Yes	No	CAO
Special Circumstances	>$50,000	CAO	Yes	Yes	Yes	Yes	CAO

Execution Authority

Municipality of Morris-Turnberry

"APPENDIX E" TO PROCUREMENT POLICY

Purchase Requisition Form for Purchases Greater than $20,001 but not Exceeding $30,000

This document must be completed and approved by the Department Head, Treasurer and CAO prior to the purchase being made and may be used as supporting documentation in the case of a competitive dispute. All supporting documentation such as the information provided to the supplier and quotes received are to be attached to this form. This form and all supporting documentation will be maintained with the invoice documentation in Finance according to retention schedules.

Detailed Description of Goods and / or Services (Attach document provided to supplier)

Organizations Invited to Submit Quotations

(Benefit may be gained by obtaining more than the minimum three quotations) – Include Company, Representative contact Method –attach additional pages as necessary

Have 3 written quotations been obtained? Yes No

Reason(s) for not obtaining three quotation:

Is quotation accepted the lowest price? Yes No

Reasons for accepting quotation which is <u>not</u> the lowest price:

WSIB coverage has been confirmed (for services) Yes No

I, the approving officer, declare that I have no direct or indirect interest with the individual or organization that is being approved to provide the goods and/or services.

Date: _____ Department Head: _____

Date: _____ Treasurer: _____

Date: _____ CAO: _____

Municipality of Morris-Turnberry
"APPENDIX F" TO PROCUREMENT POLICY
Sole – Single Source Purchasing -Justification Form

This document must be completed and approved by the appropriate document execution authority as set out in Appendix "D". A full report to Council must be completed and approved by Council prior to this method of procurement being used.

Department and Supplier Information

Department _____

Proposed Supplier: _____

Description of Product/Service:

_____

_____

Sole/Single Source Rationale –Check the appropriate box(es) to support the sole/single source purchase.

☐ Technical – only one known supplier who can meet the technical specifications or has the required expertise/experience to provide the goods and/or service. **Provide supporting evidence.**

☐ Standardization – Same as existing equipment and will utilize same spare parts inventory OR continuation of previous service. **Provide background on previous service or process used to set standard.** If a competitive bid process was utilized, please provide details.

☐ Interchangeability/compatibility – To provide flexibility with existing or like equipment, material and/or supplies. **Provide supporting evidence.**

☐ Market – due to tight market conditions, only one supplier can provide the goods and/or service by the required on-site date. **Provide background information.**

☐ Emergency – A critical situation has occurred. (A planning deficiency is not an acceptable reason.) **Provide background information.**

☐ Other (Be specific). (ie – application of an act or legislation or existing patents rights; rental contract with a purchase option and such purchase option is beneficial to the Municipality). **Provide detailed supporting evidence.**

Date: _____Department Head*:_____

**I certify that to the best of my knowledge the following reasons, explanations and documentation justify that this requisition is a sole/single source purchase.*

Approval

Date: _____ Treasurer: _____

Date: _____ CAO: _____

Recommendation was approved by Council Resolution # _____ at a council meeting

MUNICIPALITY OF MORRIS-TURNBERRY

PROCUREMENT OF GOODS AND SERVICES POLICY

DRAFT – NOVEMBER 2026

This draft is intended to replace the Procurement of Goods & Services Policy adopted under By-law 78-2018. By-law number and effective date to be inserted following Council approval.

1. PURPOSE AND POLICY STATEMENT

1.1. The purpose of this Policy is to establish practical, accountable and transparent procedures for the procurement of goods and services by the Municipality of Morris-Turnberry while preserving sufficient flexibility to meet the operational needs of a small rural municipality.

1.2. Procurement shall be conducted with regard to the following objectives:

1.2.1. obtain best value for the Municipality, considering price, quality, service, lifecycle cost, risk and operational requirements;

1.2.2. encourage fair and competitive procurement where competition is practical and appropriate;

1.2.3. maintain integrity, objectivity, accountability and transparency in procurement decisions;

1.2.4. use procurement methods proportionate to the value, complexity and risk of the purchase;

1.2.5. protect the interests of the Municipality, taxpayers and participants in procurement processes;

1.2.6. avoid actual and perceived conflicts of interest;

1.2.7. consider accessibility and environmental impacts where relevant and reasonably practicable; and

1.2.8. comply with applicable legislation, regulations, trade agreements, funding agreements, directives and other binding procurement requirements.

2. LEGISLATIVE AUTHORITY

2.1. This Policy is adopted pursuant to section 270(1) of the Municipal Act, 2001, which requires a municipality to adopt and maintain policies with respect to its procurement of goods and services.

2.2. Where an applicable statute, regulation, trade agreement, funding agreement, directive or other binding requirement conflicts with this Policy, the binding requirement shall prevail to the extent of the conflict.

3. DEFINITIONS

3.1. “Award” means authorization to proceed with the purchase of goods or services from a selected Supplier.

3.2. “Bid” means an offer or submission from a Supplier in response to a Bid Solicitation.

3.3. “Bid Solicitation” means a request for competitive submissions, including an informal quotation, Request for Quotation, Request for Tender, Request for Proposal or other competitive process.

3.4. “CAO” means the Chief Administrative Officer/Clerk of the Municipality, their designate, or any successor position.

3.5. “Construction” means construction, reconstruction, demolition, repair or renovation of a building, structure or other civil engineering or architectural work, including site preparation and materials or equipment incidental to the work.

3.6. “Council” means the Council of the Corporation of the Municipality of Morris-Turnberry.

3.7. “Department Head” means the employee responsible for a municipal department or service area, or their designate.

3.8. “Goods” means moveable property, equipment, materials, supplies and other tangible products.

3.9. “Professional Services” means services requiring specialized professional, technical or advisory expertise, including legal, engineering, architectural, planning, surveying, accounting, audit, consulting, information technology, design and similar services.

3.10. “Purchase” means the acquisition of goods or services by purchase, rental, lease, trade, construction or other contractual arrangement.

3.11. “Request for Proposal or RFP” means a competitive process used when selection depends on factors in addition to price, including methodology, qualifications, experience, service levels or proposed solutions.

3.12. “Request for Tender or RFT” means a competitive process generally used where specifications are clearly defined and award is intended to be made to the lowest compliant bidder, subject to the procurement documents.

3.13. “Request for Quotation or RFQ” means a competitive process used to obtain written pricing and related information for defined goods or services.

3.14. “Single Source” means a non-competitive purchase from a specific Supplier where more than one Supplier may be capable of providing the goods or services but a valid reason exists to select one Supplier.

3.15. “Sole Source” means a non-competitive purchase where only one Supplier is capable of meeting the Municipality’s requirements.

3.16. “Special Circumstance” means an urgent or unforeseen situation in which delay could threaten health, safety or welfare, cause significant loss or damage to property, disrupt an essential municipal service, or otherwise require immediate action in the Municipality’s interests.

3.17. “Supplier” means an individual, business or organization offering goods or services to the Municipality.

3.18. “Treasurer” means the Treasurer of the Municipality or their designate.

4. APPLICATION

4.1. This Policy applies to the procurement of goods and services by the Municipality and by municipal officers, employees, boards and committees where they are spending municipal funds or exercising purchasing authority on behalf of the Municipality.

4.2. No procurement shall be divided or structured for the purpose of avoiding a requirement of this Policy or an applicable legal or trade obligation.

4.3. The estimated procurement value shall be based on the total expected value of the procurement, excluding HST but including all options, renewals and extensions that can reasonably be anticipated.

5. EXEMPT GOODS AND SERVICES

5.1. The purchasing methods established by this Policy do not apply to the goods and services listed in Appendix A, provided the expenditure is properly authorized and budgeted. An exemption from the purchasing methods in this Policy does not exempt a procurement from applicable legislation, trade agreements, funding agreements, directives or other binding requirements.

6. PROFESSIONAL SERVICES

6.1. Professional Services may be procured by direct appointment, invitational competition or open competition, having regard to qualifications, specialized expertise, demonstrated performance, continuity, availability, project knowledge, fees and overall value to the Municipality.

6.2. The prescribed purchasing methods and quotation counts in Section 12 do not apply to Professional Services. Professional Services remain subject to the approval authorities in Appendix D and to applicable legislation, trade agreements, funding agreements, directives and other binding requirements.

6.3. Where continuity of service, specialized knowledge, an existing professional relationship, independence requirements or other circumstances reasonably support direct appointment, the basis for the selection shall be documented in proportion to the value and risk of the engagement.

7. RESPONSIBILITIES AND AUTHORITIES

7.1. The Treasurer shall administer this Policy and may establish administrative procedures, forms and templates consistent with it.

7.2. Department Heads are responsible for:

7.2.1. ensuring purchases are within approved budgets or otherwise authorized by Council;

7.2.2. selecting an appropriate procurement method and preparing specifications or terms of reference;

7.2.3. ensuring a fair and impartial process appropriate to the procurement;

7.2.4. identifying applicable accessibility, insurance, WSIB, safety and other contractual requirements;

7.2.5. ensuring compliance with applicable legislation, trade agreements, funding requirements and directives;

7.2.6. documenting procurement decisions where required by this Policy;

7.2.7. administering contracts and confirming satisfactory receipt of goods and services; and

7.2.8. monitoring contract expenditures and approving invoices for payment.

7.3. The CAO and Treasurer may interpret this Policy, establish administrative procedures and resolve procedural matters not expressly addressed by this Policy, provided that doing so does not override Council authority or a binding legal requirement.

8. APPROVED FUNDS AND MULTI-YEAR COMMITMENTS

8.1. Purchasing authority is subject to the availability of sufficient funds within an approved budget or other Council authorization.

8.2. A multi-year contract may be awarded where funding is available for the current year and the goods or services are reasonably expected to continue to be required, provided the agreement contains appropriate provisions respecting future budget approval where necessary.

8.3. An award exceeding the amount approved in the budget requires Council approval unless sufficient funds are lawfully available through an existing delegated authority or approved budget transfer mechanism.

9. APPLICABLE LAWS, TRADE AGREEMENTS, DIRECTIVES AND FUNDING REQUIREMENTS

9.1. The Municipality shall comply with all applicable legislation, regulations, trade agreements, funding agreements, procurement directives and other binding requirements, as amended from time to time.

9.2. The Treasurer may maintain administrative guidance identifying current external procurement thresholds and requirements. External thresholds need not be reproduced in this Policy.

9.3. Appendix E establishes the Municipality's current procedures for provincial domestic procurement requirements. Appendix E may be amended or repealed independently of the general purchasing framework in this Policy where provincial requirements change.

10. ACCESSIBILITY, ENVIRONMENTAL AND DRINKING WATER REQUIREMENTS

10.1. Accessibility criteria and features shall be incorporated into procurement where required by the Accessibility for Ontarians with Disabilities Act, 2005 and its regulations and where practicable having regard to the goods, services or facilities being acquired.

10.2. Where appropriate, specifications may consider energy efficiency, durability, reusable or recyclable products, lifecycle costs and other environmental impacts, provided value and operational requirements are maintained.

10.3. Suppliers of goods or services associated with the municipal drinking water system shall comply with applicable drinking water legislation, standards, the Municipality's Drinking Water Quality Management System Operational Plan and any specifications established by the Municipality.

11. CO-OPERATIVE AND SHARED PROCUREMENT

11.1. The Municipality may participate in cooperative, joint or shared procurement arrangements with other municipalities, public bodies, associations or purchasing organizations, including provincial Vendor of Record arrangements, where doing so is advantageous to the Municipality.

11.2. Where the procurement was competitively established by another public body or purchasing organization in a manner available for municipal participation, the Municipality is not required to duplicate the competitive process under this Policy. The applicable approval authority in Appendix D and any binding external requirements continue to apply.

12. METHODS OF PURCHASING

12.1. Unless another provision of this Policy applies, the following purchasing methods shall be used based on the total estimated procurement value, excluding HST:

Value	Method	Minimum Process	Normal Approval
Up to $10,000	Direct Purchase	No formal quotation requirement. Department staff shall exercise reasonable judgment that pricing and terms represent fair value.	Department Head
$10,001 to $25,000	Informal Quotation	Obtain at least two quotations where reasonably practicable. Email or other written quotations are acceptable.	Department Head
$25,001 to $75,000	Written Invitational Procurement	Normally solicit at least three Suppliers using the same written scope or specifications. RFQ, RFT or RFP may be used as appropriate.	CAO
Over $75,000	Formal Competitive Procurement	Publicly advertised RFT, RFP or other formal competitive process unless an exemption, non-competitive authority or cooperative procurement provision applies.	Council, unless specifically delegated

12.2. The thresholds above are internal municipal thresholds. Where a lower threshold or additional process is imposed by legislation, trade agreement, funding agreement or directive, the external requirement shall govern.

12.3. A Department Head may use a more formal or competitive method than the minimum required where warranted by risk, complexity, market conditions or the Municipality's interests.

13. COMPETITIVE PROCUREMENT PROCEDURES

13.1. Specifications and evaluation criteria shall be appropriate to the procurement and shall not unnecessarily restrict competition. Brand-specific specifications may be used where operationally justified, with equivalents permitted where appropriate.

13.2. Bids may be received electronically or by another method identified in the procurement documents. Public bid openings are not required unless expressly provided for in the procurement documents.

13.3. Formal procurements shall identify the closing date and time, submission requirements, evaluation methodology, material contractual terms and the Municipality's reserved rights.

13.4. RFTs are generally appropriate where requirements are clearly defined and price is the principal basis of award. RFPs are generally appropriate where the proposed solution, methodology, qualifications, service level or other factors are material to the selection.

13.5. The Municipality may conduct Requests for Expressions of Interest or prequalification processes to assess market interest or establish a list of qualified Suppliers. Such processes do not create an obligation to award work unless expressly stated.

14. NON-COMPETITIVE PROCUREMENT

14.1. Single Source

14.1.1. A Single Source purchase may be made where more than one Supplier may be capable of providing the requirement but there is a valid and documented reason to select a specific Supplier, including where:

14.1.1.1. standardization, compatibility or interchangeability with existing goods, equipment, systems or services is advantageous;

14.1.1.2. continuation of an existing service, project or professional relationship provides demonstrable value or avoids material duplication, disruption or risk;

14.1.1.3. market conditions, availability or required timing make competition impractical;

14.1.1.4. a rental or lease arrangement includes a beneficial purchase option;

14.1.1.5. a competitive procurement produced no acceptable bids;

14.1.1.6. another public body or purchasing organization has completed an acceptable procurement process available to the Municipality; or

14.1.1.7. another circumstance provides a reasonable and defensible basis for the selection.

14.2. Sole Source

14.2.1. A Sole Source purchase may be made where only one Supplier is reasonably capable of meeting the Municipality's requirements because of statutory or market monopoly, exclusive rights, patents, licences, proprietary technology, unique compatibility requirements, absence of a reasonable substitute, or another demonstrable circumstance.

14.3. Approval and Documentation

14.4. For Single Source and Sole Source purchases, the rationale shall be documented in a form proportionate to the value and risk of the procurement. Approval shall be:

14.4.1. up to $25,000 – Department Head;

14.4.2. $25,001 to $75,000 – CAO;

14.4.3. over $75,000 – Council, unless Council has previously authorized the procurement and expressly delegated the award.

14.5. Non-competitive procurement authority under this Policy does not override a trade agreement, funding condition, statutory requirement or directive that limits non-competitive procurement.

15. SPECIAL CIRCUMSTANCE AND EMERGENCY PURCHASES

15.1. Where a Special Circumstance exists, the CAO or Department Head may authorize the immediate procurement of goods or services necessary to respond to the situation without following the ordinary competitive purchasing methods in this Policy.

15.2. The procurement shall be limited to what is reasonably necessary to address the Special Circumstance. The circumstances, Supplier, amount and proposed funding source shall be documented as soon as practicable.

15.3. Material Special Circumstance purchases shall be reported to Council at the next practical opportunity. Nothing in this section limits any emergency authority established by legislation or the Municipality's emergency plan.

16. USED FLEET AND EQUIPMENT

16.1. Used fleet vehicles and equipment may be acquired by private sale, auction, dealer purchase, sealed bid, negotiation or other appropriate method where the Department Head is satisfied that the item meets operational requirements and the purchase represents reasonable value compared with available alternatives.

16.2. Purchases over $75,000 require Council approval unless otherwise authorized under Appendix D. The basis for determining that a used purchase represents reasonable value shall be documented.

17. NEGOTIATION

17.1. Negotiation may be used as part of a procurement process or following a procurement where it is in the Municipality's interests and does not compromise fairness or an applicable legal obligation. Circumstances may include a Sole or Single Source purchase, identical bids, a single bid, an otherwise acceptable bid exceeding budget, clarification of contractual terms, or an extension or renewal that is demonstrably advantageous.

17.2. Where negotiation materially changes the scope, price or competitive basis of an active procurement, the CAO shall determine whether a new competitive process is required.

18. AWARD, REPORTING AND DOCUMENT EXECUTION

18.1. Awards shall be made in accordance with Appendix D and the evaluation method stated in the procurement documents.

18.2. Council approval is required where:

18.2.1. the value exceeds $75,000 unless Council has specifically delegated the award;

18.2.2. the recommended award exceeds the approved budget and no delegated authority exists to address the variance;

18.2.3. the recommended award is not consistent with the stated evaluation methodology or, in the case of a price-based procurement, is not the lowest compliant bid;

18.2.4. Council approval is required by legislation, funding agreement or another binding requirement; or

18.2.5. the CAO determines that the nature, risk or public interest associated with the procurement warrants Council approval.

18.3. Council may waive a procedural requirement of this Policy where it determines that doing so is in the Municipality's best interests, provided that Council shall not waive or override applicable legislation, trade agreements, funding agreements, directives or other binding requirements.

18.4. Contracts and procurement documents may be executed by the authorities identified in Appendix D, subject to any signing by-law or other corporate authority in force from time to time.

19. CONTRACT ADMINISTRATION, INSURANCE AND WSIB

19.1. The Department Head shall ensure that contractual, insurance, bonding, security, WSIB, indemnification and other risk-management requirements are appropriate to the procurement. Requirements may be adjusted based on the nature and risk of the work in consultation with the Treasurer, CAO or the Municipality's insurer or legal counsel where appropriate.

19.2. Bid deposits, performance security, labour and material payment bonds, letters of credit or other security may be required where appropriate.

20. BID IRREGULARITIES

20.1. Bid irregularities shall be addressed in accordance with the procurement documents and Appendix B. The Municipality may waive an irregularity that is minor and does not provide an unfair advantage or compromise the integrity of the procurement, where permitted by law and the procurement documents.

21. SUPPLIER CONDUCT, LOBBYING AND DISPUTES

21.1. During an active competitive procurement, Suppliers shall communicate only through the contact identified in the procurement documents regarding the procurement. Attempts to improperly influence staff, consultants or members of Council may result in disqualification where permitted by the procurement documents and law.

21.2. A Supplier who believes a competitive procurement was administered unfairly may submit a written complaint to the CAO within the time stated in the procurement documents or, if no time is stated, within five business days after notice of the award. The CAO may provide a debriefing, review the complaint and determine an appropriate response. Material disputes may be referred to Council or to mediation where appropriate.

22. ACCESS TO INFORMATION, PRIVACY AND RECORDS

22.1. Procurement records are subject to the Municipal Freedom of Information and Protection of Privacy Act and other applicable privacy, confidentiality and records-management requirements.

22.2. Suppliers shall protect municipal information in their custody or control in accordance with contractual requirements and applicable law. Confidentiality claims made by Suppliers do not bind the Municipality where disclosure is required by law.

22.3. Procurement documentation required by this Policy, an applicable directive, trade agreement or funding agreement shall be retained in accordance with the Municipality's records retention requirements.

23. CONFLICT OF INTEREST AND ETHICAL CONDUCT

23.1. Municipal officers, employees, members of Council and committee members involved in procurement shall avoid actual or perceived conflicts of interest and shall disclose conflicts in accordance with applicable legislation, codes of conduct and municipal policies.

23.2. No person involved in a procurement decision shall accept a gift, benefit or advantage that could reasonably be perceived as influencing the procurement decision. Personal purchases shall not be made through municipal procurement arrangements unless expressly authorized by a separate municipal policy.

23.3. A consultant or professional advisor that assists in developing specifications or procurement documents shall not participate as a bidder where doing so would create an unfair advantage or conflict of interest, unless the CAO determines that appropriate safeguards make participation fair and lawful.

24. COMPLIANCE

24.1. All persons exercising purchasing authority shall comply with this Policy. Non-compliance shall be addressed by the CAO and Treasurer in a manner proportionate to the circumstances, including corrective action, additional approvals, training or disciplinary action where appropriate.

24.2. Nothing in this section creates personal financial liability for an employee except as may otherwise arise under law or an applicable employment obligation.

25. POLICY ADMINISTRATION AND REVIEW

25.1. The Treasurer shall review this Policy periodically and recommend amendments to Council when required due to legislative change, operational experience, inflation, market conditions or changes in municipal structure or practice.

25.2. The CAO and Treasurer may update administrative forms, checklists, guidance and templates used to implement this Policy without Council approval, provided the changes are consistent with this Policy and do not alter a Council-approved authority or threshold.

25.3. Appendices identified as forming part of this Policy may be amended by Council. Administrative forms and templates referenced by an Appendix do not form part of this Policy unless expressly stated.

A. APPENDIX A – EXEMPT GOODS AND SERVICES

The following expenditures are exempt from the purchasing methods in Section 12, subject to proper budget authority and applicable external legal, trade, funding or directive requirements:

A.1. Training and Education

- A.1.1. conferences, conventions, courses, seminars and workshops
- A.1.2. professional and organizational memberships
- A.1.3. subscriptions, publications and reference materials
- A.1.4. staff development and training

A.2. Employee and Reimbursable Expenses

- A.2.1. travel and accommodation
- A.2.2. meal allowances
- A.2.3. mileage and parking
- A.2.4. other approved employee reimbursements

A.3. Statutory, Financial and Administrative Payments

- A.3.1. payroll and payroll remittances
- A.3.2. tax remittances
- A.3.3. debenture, loan and debt payments
- A.3.4. banking, borrowing and investment transactions
- A.3.5. licences, permits and regulatory fees
- A.3.6. grants and donations authorized by Council
- A.3.7. damage claims, legal settlements and insurance settlements

A.4. Utilities and Ongoing Services

- A.4.1. postage and courier services
- A.4.2. fuel
- A.4.3. electricity, natural gas, propane, water and sewer charges
- A.4.4. telephone, cellular, internet and communications services
- A.4.5. ongoing software subscriptions, licences, support and maintenance where continuity or compatibility is required

A.5. Legal and Specialized Matters

A.5.1. legal fees and professional services related to legal, labour, insurance, claims, investigation or confidential matters

A.5.2. medical or occupational health services where supplier choice is constrained by confidentiality, continuity or specialized qualifications

A.5.3. professional audit, accounting, financial reporting, and related financial advisory services, including services provided by the Municipality's appointed external auditor, subject to the applicable requirements of the Municipal Act, 2001.

A.6. Land and Agreements

A.6.1. purchase, sale, lease or rental of land or interests in land

A.6.2. payments made under cost-sharing, intermunicipal, service or other agreements

A.6.3. goods or services expressly authorized under an agreement previously approved by Council

A.7. Other

A.7.1. advertising and statutory notices

A.7.2. committee fees and honoraria

A.7.3. municipal drain maintenance labour and materials

A.7.4. any purchase specifically authorized by Council where Council has lawfully waived the applicable municipal procurement procedure

A.7.5. municipal drain improvements undertaken pursuant to the Drainage Act where the works are confined to a single property and 100% of the costs are assessed to and payable by the owner of that property.

B. APPENDIX B – BID IRREGULARITIES

The procurement documents should identify mandatory requirements and the consequences of non-compliance. Unless the procurement documents provide otherwise, the following principles apply:

Irregularity	Normal Treatment
Bid received after the closing deadline	Reject.
Failure to submit a mandatory bid security, bonding commitment or other requirement expressly stated to be mandatory	Reject unless the procurement documents expressly permit correction.
Missing signature or authorization where the Municipality cannot reasonably determine that the Supplier intended to be bound	Reject or permit correction only where doing so would not create an unfair advantage and the procurement documents permit it.
Minor clerical error, omission, mathematical error or non-material defect	May be waived or clarified by the CAO or Department Head where no unfair advantage results.
Failure to acknowledge an addendum	Treat in accordance with the procurement documents, having regard to whether the addendum materially affected the procurement.
Qualified, conditional or alternative bid	Accept for evaluation only where permitted by the procurement documents and the qualification does not undermine a mandatory requirement.
Any other irregularity	CAO may determine the appropriate treatment having regard to materiality, fairness, the procurement documents and applicable law.

C. APPENDIX C – LEASE FINANCING

C.1. The Municipality may use lease financing where it provides reasonable value and is appropriate to the Municipality's financial and operational circumstances. Lease financing shall comply with the Municipal Act, 2001 and Ontario Regulation 653/05 (Debt-Related Financial Instruments and Financial Agreements), as amended.

C.2. Where a proposed lease financing agreement may require payments beyond the term of Council and is subject to sections 9 to 11 of Ontario Regulation 653/05, the Treasurer shall complete the required financial and risk assessment and report to Council before the agreement is entered into, except where a lawful category of non-material lease financing has been established and the proposed agreement falls within that category.

C.3. The Treasurer shall provide any annual report respecting subsisting lease financing agreements required by Ontario Regulation 653/05.

C.4. For administrative purposes, Council considers a proposed lease financing agreement to warrant specific review where, in the Treasurer's opinion, its costs or risks could materially affect the Municipality's debt and financial obligation limit or financing decisions. This paragraph does not replace the statutory materiality test.

D. APPENDIX D – PURCHASING AND DOCUMENT EXECUTION AUTHORITY

Method / Circumstance	Value	Procurement Approval	Council Approval	Document Execution
Direct Purchase	Up to $10,000	Department Head	No	Department Head or authorized signing authority
Informal Quotation	$10,001–$25,000	Department Head	No	Department Head or authorized signing authority
Written Invitational Procurement	$25,001–$75,000	CAO	No	CAO and/or other authorized signing authority
Formal Competitive Procurement	Over $75,000	Council unless specifically delegated	Yes, unless specifically delegated	Mayor and Clerk/CAO or other authority established by by-law
Single/Sole Source	Up to $25,000	Department Head with written rationale	No	As above for value
Single/Sole Source	$25,001–$75,000	CAO with written rationale	No	As above for value
Single/Sole Source	Over $75,000	Council unless previously authorized and delegated	Yes unless delegated	Mayor and Clerk/CAO or other authorized signing authority
Special Circumstance / Emergency	Any value necessary to respond	CAO or Department Head as circumstances require	Report to Council as soon as practicable	CAO or emergency signing authority
Used Fleet / Equipment	Up to $75,000	CAO	No	CAO or authorized signing authority
Used Fleet / Equipment	Over $75,000	Council unless specifically delegated	Yes unless delegated	Mayor and Clerk/CAO or other authorized signing authority

Where a separate signing by-law or Council resolution establishes a different document execution authority, that authority governs.

E. APPENDIX E – PROVINCIAL DOMESTIC PROCUREMENT REQUIREMENTS

E.1. Purpose.

E.1.1. This Appendix establishes the Municipality's administrative framework for complying with provincial domestic procurement requirements currently applicable to municipalities. It is intended to be amended or repealed independently if those provincial requirements change.

E.2. Current Authority.

E.2.1. As of the date of this draft, the Municipal Buy Ontario Procurement Directive issued under the Buy Ontario Act (Public Sector Procurement), 2025 applies to prescribed municipal sector entities. The Directive's general and light-duty fleet requirements took effect for municipalities on April 13, 2026 and its capital infrastructure requirements took effect for municipalities on May 15, 2026.

E.3. Priority of Current Law.

E.3.1. This Appendix is a municipal implementation summary. Where the current legislation, regulation or Directive differs from this Appendix, the current provincial requirement governs.

E.4. Screening

E.4.1. Before issuing a procurement, staff shall determine whether it is:

E.4.1.1. a procurement required to address a situation that is both urgent and unforeseen;

E.4.1.2. a new light-duty passenger fleet vehicle with a gross vehicle weight rating of 4,500 kg or less; or

E.4.1.3. a capital infrastructure procurement within the scope of the Directive.

E.4.2. If none of the above applies, no further process under this Appendix is required.

E.5. Urgent and Unforeseen Procurements

E.5.1. The Directive does not apply to a procurement needed to address a situation that is both urgent and unforeseen. The Municipality shall follow the Special Circumstance provisions of this Policy and retain sufficient documentation of the circumstances.

E.6. Light-Duty Fleet Vehicles

E.6.1. For a covered new light-duty passenger fleet vehicle, the Municipality shall first purchase or lease a Made-in-Ontario Fleet Vehicle where available and operationally feasible. If that is unavailable or not operationally feasible, the Municipality shall purchase or lease a vehicle from an Ontario Vehicle Producer where available and operationally feasible. Alternative acquisition strategies may be considered only after those options are unavailable or operationally infeasible.

E.6.2. The current Directive excludes, among other things, used vehicles, vehicles over 4,500 kg GVWR, short-term leases of up to 12 months, certain pre-existing contract extensions and vehicles physically modified or upfitted for an intended operational use or function.

E.6.3. Where the Municipality proceeds beyond a Made-in-Ontario Fleet Vehicle or Ontario Vehicle Producer, the Department Head shall document the rationale and obtain CAO approval. The record may be brief where the reason is evident from market availability or operational requirements.

E.7. Capital Infrastructure

E.7.1. For each covered capital infrastructure procurement, the procurement documents shall identify the major goods and services required for the deliverables and require each bidder to submit a Domestic Supply Chain Plan identifying, at a minimum, the source of each listed major good and service.

E.7.2. For construction procurements below $347,400 and goods or services procurements below $139,000, the current Directive requires a 10% evaluation advantage to the bidder with the highest proportion of Ontario-Made Goods and Ontario Services in its Domestic Supply Chain Plan.

E.7.3. At or above those values, the Department Head, in consultation with the CAO or Treasurer, shall select one of the evaluation or commitment methods permitted by the current Directive and include that method in the procurement documents.

E.7.4. Where the procurement model makes a Domestic Supply Chain Plan infeasible, staff may use an alternative method only where permitted by the Directive and consistent with its objective.

E.8. Value-for-Money Exclusion and Funding Conflicts

E.8.1. A capital infrastructure procurement may be excluded from the Directive's capital infrastructure requirements only where the current Directive permits the exclusion, including where a detailed market assessment demonstrates the prescribed cost impact and appropriate approval is obtained. Any such exclusion requires CAO approval and shall be documented.

E.8.2. Where a federally funded procurement contains terms that conflict with the Directive, staff shall follow the current Directive respecting funding conflicts and document the basis for the approach taken.

E.9. Vendor Attestations and Records

E.9.1. The Municipality may rely on a vendor's Domestic Supply Chain Plan as evidence of the origin of goods and location of services where permitted by the Directive. Staff are not required to independently verify supply-chain information unless there is a reason to question the submission or another requirement applies.

E.9.2. The procurement file shall contain sufficient documentation to support decisions and approvals made under this Appendix and shall be retained in accordance with the Municipality's records retention requirements.

E.10. Administrative Forms

E.10.1. The CAO and Treasurer may establish and amend administrative screening checklists, Domestic Supply Chain Plan forms, tender clauses and other templates required to implement this Appendix without further Council approval, provided those tools remain consistent with this Policy and the current provincial requirements.

MUNICIPALITY OF MORRIS-TURNBERRY

BUY ONTARIO – ADMINISTRATIVE TOOLKIT

Minimal staff forms for procurement files

Purpose. These forms are intended to provide a short, practical record of compliance where the Municipal Buy Ontario Procurement Directive applies. They are not intended to be completed for every municipal purchase.

When to use this toolkit

- Use Form 1 when a procurement may involve a new light-duty passenger fleet vehicle or capital infrastructure construction/repair/renovation.
- Complete Form 2 only when Form 1 identifies a covered fleet vehicle procurement.
- Include Form 3 in every covered capital infrastructure solicitation. The Municipality lists the major goods/services; the bidder completes the source, classification and value information.
- Complete Form 4 when evaluating Domestic Supply Chain Plans. For procurements at or above the provincial thresholds, confirm the evaluation method in the solicitation before evaluation.

Important: Provincial directives, thresholds and operational guidance may change. Confirm the current requirements before issuing a covered procurement. Where a funding agreement, trade agreement or legislation conflicts with an administrative tool, the applicable binding requirement governs.

Reference basis: Municipal Buy Ontario Procurement Directive and Supply Ontario, Capital Infrastructure Policy – A Guide for Buyers, April 13, 2026. Confirm current versions before use.

MUNICIPALITY OF MORRIS-TURNBERRY

FORM 1 – PROCUREMENT / BUY ONTARIO SCREENING CHECKLIST

Department / Project	
Procurement description	
Estimated value (excl. HST)	
Prepared by / Date	

A. Initial screen

1. Is the procurement required to address a situation that is both urgent and unforeseen?	☐ Yes → Follow the Municipality's emergency/special-circumstance process. Buy Ontario Directive does not apply. ☐ No
2. Is this a new light-duty passenger fleet vehicle with GVWR at or below 4,500 kg?	☐ Yes → Complete Form 2. ☐ No
3. Is this a new capital infrastructure procurement?	☐ Yes → Continue to Section B. ☐ No → No further Buy Ontario form required.

B. Capital infrastructure scope

Capital infrastructure includes construction, reconstruction, demolition, repair or renovation of a building, structure or civil engineering/architectural work, including associated site work, materials and incidental equipment. It can also include fixtures, furniture and equipment incidental to construction and required for operational readiness.

Does the procurement involve construction, reconstruction, demolition, repair or renovation of a physical structure?	☐ Yes ☐ No
Is it solely routine maintenance/operations that does NOT repair or renovate the physical structure?	☐ Yes → Not covered ☐ No
Is it information technology?	☐ Yes → Not covered ☐ No
Is it furniture, fixtures or equipment acquired solely for ongoing operations after the facility is operational?	☐ Yes → Not covered ☐ No
Is there federal funding for the project?	☐ Yes → Check funding terms for conflict before issuing procurement ☐ No

C. Result / action

☐ Not covered	File this checklist. Follow the normal Procurement Policy.
☐ Covered – capital infrastructure	List each major good and service in the solicitation and attach Form 3 – Domestic Supply Chain Plan.
☐ Covered – fleet vehicle	Complete Form 2 – Fleet Vehicle Compliance Record.
☐ Value-for-money exclusion considered	Do not use unless a detailed market assessment indicates compliance could increase estimated cost by 25% or more and the appropriate approval is obtained. Attach supporting assessment and approval.
☐ Other / uncertainty	Refer to CAO/Treasurer before issuing the procurement.
Department Head confirmation	Name: _____ Date: _____

MUNICIPALITY OF MORRIS-TURNBERRY

FORM 2 – FLEET VEHICLE COMPLIANCE RECORD

Use only for a new light-duty passenger fleet vehicle with GVWR at or below 4,500 kg. The Directive does not apply to used vehicles, vehicles over 4,500 kg GVWR, short-term leases up to 12 months, or vehicles physically modified/upfitted for an intended operational use (other than appearance-only changes), among other specified exclusions.

Department	
Vehicle / intended use	
Purchase or lease	☐ Purchase ☐ Lease
Estimated value	
GVWR	
Prepared by / Date	

A. Exclusion check

☐ Used vehicle

☐ GVWR greater than 4,500 kg

☐ Lease of 12 months or less

☐ Vehicle will be physically modified/upfitted for intended operational use

☐ Existing contract executed before effective date / permitted original extension

☐ Other specified exclusion

If an exclusion applies, identify the basis and retain this record with the procurement file. If none applies, continue below.

B. Required acquisition sequence

Step	Result	Supporting rationale / evidence
1. Made-in-Ontario Fleet Vehicle (manufactured in Ontario; VIN begins with "2")	☐ Available/feasible – select vehicle ☐ Unavailable ☐ Not operationally feasible	
2. Vehicle from an Ontario Vehicle Producer	☐ Available/feasible – select vehicle ☐ Unavailable ☐ Not operationally feasible	
3. Alternative acquisition strategy	☐ Required after Steps 1 and 2	

C. Approval where Ontario options are unavailable or not operationally feasible

Recommended vehicle	
Rationale summary	
Approval	CAO/Treasurer: _____ Date: _____

MUNICIPALITY OF MORRIS-TURNBERRY

FORM 3 – DOMESTIC SUPPLY CHAIN PLAN

Vendor submission – capital infrastructure procurement

Procurement / Contract No.	
Bidder	
Total Bid Price (excl. HST)	
Contact	

Municipality: list each major good and each service required for the deliverables. Bidder: identify source/classification and dollar value for every listed item, including subcontractors. Attach an additional copy of the table if more rows are required; do not leave listed items blank.

Major good / service (Municipality)	Supplier / subcontractor	Source / location	Classification*	Value (CAD)	Notes

Ontario-Made Goods + Ontario Services	$
Canadian-Made Goods + Canadian Services (outside Ontario)	$
Other / Elsewhere	$
Total value represented in this plan	$
Total Bid Price	$

** Classification options: Ontario-Made Good; Ontario Service; Canadian-Made Good; Canadian Service; Other/Elsewhere. An Ontario-Made Good is wholly manufactured/originating in Ontario or has at least 51% of direct production/manufacturing costs incurred in Ontario. An Ontario Service is wholly provided by individuals located in Ontario. Canadian definitions apply similarly at the Canadian level; a Canadian-Made Good may also qualify if labelled "Made in Canada" or "Product of Canada."*

Bidder attestation

I certify that, to the best of my knowledge, the information in this Domestic Supply Chain Plan is complete and accurate and reflects the anticipated sources and values of the listed major goods and services for this bid. I understand that the Municipality may rely on this plan for purposes of the applicable provincial procurement requirements.

Authorized representative	Name: _____ Title: _____
Signature / Date	Signature: _____ Date: _____

MUNICIPALITY OF MORRIS-TURNBERRY

FORM 4 – DOMESTIC SUPPLY CHAIN EVALUATION RECORD

Staff use

Procurement / Contract No.	
Procurement type	☐ Construction ☐ Goods ☐ Services
Estimated value	
Evaluation type	☐ Price only ☐ Rated criteria
Evaluator(s)	

A. Confirm applicable method before evaluating

☐ Below the applicable provincial threshold: evaluate the Ontario content proportion and apply the 10% evaluation advantage to the bidder with the highest proportion of Ontario-Made Goods and Ontario Services.

☐ At or above the applicable provincial threshold: use the Domestic Supply Chain Plan method stated in the procurement documents. Confirm the current Directive/operational guidance before evaluation.

Current Directive thresholds (November 2026): below $347,400 for construction and below $139,000 for goods or services use the below-threshold evaluated approach. Thresholds may be updated by the Province; verify before issue/evaluation.

B. Below-threshold evaluation table

Bidder	Bid Price	Ontario Goods + Services ($)	Ontario Proportion (%)	10% Advantage?	Adjusted price / score

Ontario proportion = Ontario-Made Goods + Ontario Services ÷ total bid price × 100. The bidder with the highest Ontario proportion receives the 10% evaluation advantage. For a price-only procurement, reduce that bidder's bid price by 10% for evaluation purposes only. For rated criteria, increase that bidder's overall evaluation score by 10%. The contract price remains the bidder's submitted price.

C. Completeness / records

☐ Each bidder submitted a complete Domestic Supply Chain Plan covering every listed major good and service.

☐ Dollar values and domestic origin/classification information are provided.

☐ Any non-responsive or incomplete submission was dealt with in accordance with the solicitation documents.

☐ The evaluation method used matches the method disclosed in the solicitation.

☐ Completed plans, evaluation record, approvals and supporting rationale are retained in the procurement file.

Recommended bidder	
Evaluator sign-off	Name: _____ Date: _____
CAO/Treasurer review (if required)	Name: _____ Date: _____

MUNICIPALITY OF MORRIS-TURNBERRY
REPORT TO COUNCIL

TO: Mayor and Council
PREPARED BY: Trevor Hallam, CAO/Clerk
DATE: December 1st, 2026
SUBJECT: ICI Recycling Collection Agreement

RECOMMENDATION

That Council directs staff to return the draft ICI Recycling Collection Agreement with Bluewater Recycling Association to the next regular Council meeting with a by-law authorizing its execution.

BACKGROUND

Ontario's transition to producer responsibility has shifted the cost of residential recycling collection from municipalities to producers. Industrial, commercial and institutional (ICI) properties are not included in this program, requiring separate arrangements for their recycling collection.

Bluewater Recycling Association (BRA) continued providing ICI recycling services during this transition, initially charging $70 per bin annually in 2025 and absorbing additional costs through 2026.

In July 2026, Council considered four options for the future of ICI recycling collection. Council approved continuing the service and introducing a $160 annual fee per bin beginning January 1, 2027. This approach was intended to recover the full cost of the service from participating properties rather than subsidizing it through waste collection fees or property taxes.

COMMENTS

BRA has provided a new agreement to formalize the continued collection and processing of ICI recycling beginning January 1, 2027.

The agreement provides for biweekly collection at an annual cost of $160 per cart, plus applicable taxes. It establishes service requirements, responsibilities of both parties, and annual inflation adjustments.

It also allows for adjustments or termination if future provincial regulatory changes permit ICI recycling to be included in producer-funded collection.

Staff have reviewed the agreement and have no concerns with its terms.

There are currently 28 properties receiving ICI recycling collection, with 61 carts in service. At $160 per cart, the annual cost for 2027 is $9,760 plus applicable taxes.

The proposed 2027 Fees and Charges By-law includes a corresponding annual fee of $160 per cart, plus applicable taxes, to recover these costs from participating properties. The Municipality's fees also provide for the recovery of penalties and additional costs associated with curbside recycling.

The proposed agreement implements the direction previously given by Council and formalizes the continued delivery of ICI recycling services.

Staff recommend that Council direct the preparation of an authorizing by-law for consideration at the next regular meeting.

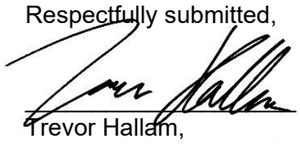
ATTACHMENTS

1. Draft ICI Recycling Collection Agreement

OTHERS CONSULTED

Sean Brophy, Treasurer

Respectfully submitted,



Trevor Hallam,
CAO/Clerk

ICI Recycling Collection Agreement

Effective date January 1, 2027

BETWEEN

BLUEWATER RECYCLING ASSOCIATION

(hereinafter called the "Association")

AND

THE CORPORATION OF THE MUNICIPALITY OF MORRIS-TURNBERRY

(hereinafter called the "Municipality")

WHEREAS the Municipality wishes to provide designated industrial, commercial and institutional locations within the Municipality with recycling collection services;

AND WHEREAS the Association provides collection and processing services for industrial, commercial and institutional recyclable materials;

AND WHEREAS the parties wish to establish the terms applicable to ICI recycling collection commencing January 1, 2027;

NOW THEREFORE in consideration of the mutual covenants and agreements contained herein, the parties agree as follows:

ARTICLE I INTERPRETATION

1.01 Definitions - In this Agreement:

(a) "Agreement" means this agreement, as amended in writing by the parties.

(b) "Association" means Bluewater Recycling Association and its permitted successors and assigns.

(c) "Collection" means the collection of Recyclable Materials from designated ICI Carts at Service Locations under this Agreement.

(d) "Municipality" means The Corporation of the Municipality of Morris-Turnberry and its permitted successors and assigns.

(e) “Blue Box Regulation” means Ontario Regulation 391/21 (Blue Box) made under the Resource Recovery and Circular Economy Act, 2016, as amended or replaced from time to time.

(f) “ICI” means industrial, commercial, institutional and other establishments that are not an “eligible source” within the meaning of the Blue Box Regulation and that are approved by the Association for service under this Agreement.

(g) "Recyclable Materials" means materials accepted from time to time by the Association through its ICI recycling program, subject to the Association's then-current material specifications.

(h) "Cart" means each wheeled recycling cart approved by the Association, identified for ICI Collection and assigned to an ICI Service Location under this Agreement.

(i) "Service Location" means an ICI establishment approved by the Association to receive Collection under this Agreement.

(j) "Term" means the initial one (1) year term beginning January 1, 2027 and each successive one (1) year renewal term under Section 4.02, unless the context requires otherwise.

(k) “Contamination” means any material placed in a Cart that is not accepted for Collection or processing under the Association’s ICI recycling program.

1.02 Severability - If any provision of this Agreement is found to be invalid or unenforceable, that provision will be severed and the remaining provisions will continue in full force and effect.

1.03 Number and Gender - Words in the singular include the plural and vice versa, and words importing gender include all genders, where the context requires.

1.04 Headings - Headings are for convenience only and do not affect the interpretation of this Agreement.

1.05 Entire Agreement and Continuing Waste Collection Agreements - This Agreement constitutes the entire agreement concerning ICI recycling Collection and processing at Service Locations from January 1, 2027. Solely in respect of those services from that date, this Agreement supersedes any inconsistent provisions in the existing collection and co-collection agreements between the parties or their predecessor municipalities.

Except for the limited replacement of ICI recycling terms described above, the Existing Agreements remain in full force and effect. Nothing in this Agreement terminates, replaces, renews or changes the term, renewal provisions, termination rights, service levels, fees, disposal arrangements or other obligations applicable to continuing waste collection under the Existing Agreements.

Residential recycling is excluded from this Agreement and remains subject to the applicable producer-responsibility collection arrangement. This Agreement does not create, continue or amend any residential recycling agreement or any agreement with a producer responsibility organization or producer-funded collection provider. Rights, payment obligations, indemnities and liabilities accrued before January 1, 2027 remain unaffected.

Any inconsistency concerning ICI recycling Collection and processing at Service Locations from January 1, 2027 shall be governed by this Agreement; matters concerning continuing waste collection and disposal shall remain governed by the Existing Agreements. Amendments must be in writing and signed by authorized representatives of both parties, except for routine service-record updates expressly permitted herein.

1.06 Successors - This Agreement will enure to the benefit of and be binding upon the parties and their respective permitted successors and assigns.

1.07 Authority - Each party represents that it has the authority to enter into and perform this Agreement.

ARTICLE II SERVICES

2.01 Scope - This Agreement applies solely to ICI recycling Collection and processing. Residential recycling, waste collection and disposal, and organics collection and processing are excluded. Waste collection, including waste collection at ICI Service Locations where provided under the Existing Agreements, will continue under the Existing Agreements. Collection frequency and schedules under this Agreement apply only to ICI recycling.

2.02 General Collection Duties - The Association will provide trained labour, vehicles and supervision required to collect Recyclable Materials from designated Carts on a bi-weekly basis, subject to the route and schedule established by the Association.

2.03 Approved Receptacles - Recyclable Materials must be placed in Carts approved by the Association and identified for ICI Collection. Loose materials, bags, boxes or other containers beside a Cart will not be collected unless otherwise agreed in writing. Carts shall be used and placed in accordance with the Association's program instructions.

2.04 Set-Out and Access - Carts must be placed at the collection point designated by the Association, with reasonable and safe access for collection vehicles. The Municipality will use reasonable efforts to ensure that collection points are free from parked vehicles, snow, debris and other obstructions.

2.05 Contamination and Rejected Materials - The Association may refuse to collect a Cart containing materials that are not acceptable under its ICI recycling program, including garbage, hazardous materials or excessive contamination. The Association may identify the reason for rejection and require the unacceptable material or contamination to be removed before the next Collection. Repeated or significant contamination may result in temporary suspension of Collection at the affected Service Location until the issue is corrected.

Where unacceptable material or contamination originating from a Cart serviced under this Agreement results in additional costs to the Association, the Municipality shall be responsible for the reasonable direct costs arising from such contamination, including sorting, clean-up, rejected-load charges, disposal costs, processing surcharges and other third-party charges.

For clarity, where unacceptable material or contamination originating from a Cart causes all or part of a collection vehicle load to be rejected, disposed of or otherwise managed as non-recyclable material, the Municipality shall be responsible for the reasonable costs associated with the disposal or alternate management of the affected load, except to the extent such costs were caused by the negligence or wilful misconduct of the Association.

The Association shall provide reasonable supporting information regarding any material charges assessed under this Section upon request.

2.06 Collection Schedule and Routes - Collection routes, days and times will be established by the Association. Collection will generally occur Monday through Friday between 7:00 a.m. and 6:00 p.m., except where holiday schedules, weather, road conditions, emergencies or operational requirements necessitate a change. The Association shall provide reasonable notice of material schedule changes and, where practicable, advance notice of holiday or interruption schedules. There shall be no Collection on New Year's Day or Christmas Day.

2.07 Obstructions and Service Interruptions - Where Collection cannot be completed because of weather, unsafe conditions, blocked access, construction, road closures or other circumstances beyond the Association's reasonable control, the Association will make reasonable efforts to complete or reschedule the affected Collection as operationally practicable.

2.08 Driver Qualifications and Safety - The Association will use properly licensed and trained drivers and will require its employees to comply with applicable safety requirements while performing the services.

2.09 Spills and Property Damage - The Association will promptly clean up spills of Recyclable Materials caused by its Collection activities and will be responsible for direct property damage caused by the negligence of the Association or its employees.

2.10 Hazardous Materials - No radioactive, biomedical, volatile, highly flammable, explosive, toxic, hazardous or other prohibited material may be placed in a Cart. Responsibility for such material remains with the generator and/or the Municipality, and the Municipality will indemnify the Association for claims, costs, penalties or liabilities arising from prohibited material placed out for Collection, except to the extent caused by the negligence of the Association.

2.11 Processing - The Association will process or arrange processing of acceptable Recyclable Materials collected under this Agreement in accordance with applicable laws, facility requirements and market specifications.

2.12 Education and Customer Service - The Association will provide reasonable recycling information and customer service support relating to the ICI program during its regular business hours. Reported missed collections shall be reviewed and, where materials were properly set out, the Association shall make reasonable efforts to arrange Collection as operationally practicable.

2.13 Additional Services - Any collection initiative or service not specifically included in this Agreement, including additional collection frequency, special event collection, overflow collection or other non-routine services, will be subject to separate agreement and pricing between the parties.

2.14 Changes to Carts - Carts may be added, removed or reassigned during the Term. A formal amendment is not required for routine changes to the Cart count.

2.15 Cart Ownership and Recovery - Unless otherwise agreed in writing, Carts supplied by the Association shall remain the Association's property. Ownership, acquisition cost and in-service dates of Association-owned Carts shall be recorded in the Association's service records and made available upon reasonable request. On termination or non-renewal, the Municipality shall, at its election, either:

(a) gather and deliver the Association-owned Carts to a location designated by the Association, at the Municipality's cost, in good working order, reasonable wear and tear excepted;

(b) purchase the Association-owned Carts for their residual value, calculated using their original documented acquisition cost less straight-line depreciation over ten (10) years from each Cart's original in-service date, with a minimum residual value of zero; or

(c) request that the Association retrieve its Carts and pay the Association's reasonable retrieval and recovery costs.

Upon payment of the residual value under subsection (b), ownership of the applicable Carts shall transfer to the Municipality.

Where notice of non-renewal is provided, the Municipality shall advise the Association in writing of its election no later than thirty (30) days before the effective date of non-renewal. Where this Agreement is otherwise terminated, the Municipality shall advise the Association of its election within thirty (30) days following the effective date of termination, unless otherwise agreed by the parties. If the Municipality does not make an election within the applicable period, the Association may determine which option will apply.

Notwithstanding the foregoing, where a change under Section 4.03 results in affected Service Locations transitioning to producer-funded collection, no residual Cart value or recovery costs shall become payable solely because of that transition, provided the Association continues as collector for those locations and its affected Carts remain in use under the replacement arrangement. Those Carts remain the Association's property. If the Association does not continue as collector, the return, purchase or recovery requirements of this Section apply to its Carts. Before the replacement arrangement takes effect, the parties shall document continued Cart use and the terms governing ownership and recovery when that arrangement ends. Unless expressly replaced in writing, the ownership and return, purchase or recovery provisions of this Section shall survive and apply when the Association subsequently ceases collection at those locations.

2.16 Lost, Stolen or Damaged Carts - During the Term, the Association shall be responsible for the cost of repairing or replacing Carts that become unserviceable as a result of normal wear and tear. Where a Cart is lost, stolen, destroyed or damaged as a result of misuse, negligence or intentional damage at a Service

Location, the Municipality shall be responsible for the Association's reasonable cost of repairing or replacing the affected Cart.

2.17 Municipality Cooperation - The Municipality shall provide or assist in verifying accurate Service Location and Cart records, identify a program contact, notify the Association of changes affecting access or service, and use reasonable efforts to communicate program requirements and address repeated contamination or unsafe set-outs. The Municipality remains responsible for payment regardless of any charges it collects from participating establishments.

2.18 Program Requirements - The Association may reasonably update accepted material specifications and set-out requirements to reflect applicable laws, processing requirements, market conditions or safe operations. Reasonable notice shall be provided of material changes, except where immediate action is required for safety or legal compliance. Material changes to agreed pricing or service levels remain subject to written agreement or Section 4.03.

ARTICLE III FEES AND PAYMENT

3.01 Annual Service Fee - The Municipality will pay the Association an annual service fee of $160.00 per Cart for the 2027 calendar year, exclusive of applicable taxes. The fee includes routine bi-weekly Collection and processing of acceptable Recyclable Materials under this Agreement. This fee is separate from amounts payable for continuing waste collection and disposal under the Existing Agreements. The parties shall identify and remove any charge for the same ICI recycling services under the Existing Agreements from January 1, 2027, so those services are not charged twice. This does not reduce or otherwise change charges attributable to waste collection or disposal.

3.02 Invoicing - The Association shall invoice the Municipality monthly, in advance. The monthly charge shall be one-twelfth of the applicable annual Cart fee multiplied by the verified Cart count established in accordance with Section 3.03, subject to routine rounding.

3.03 Annual Cart Count Adjustment - The Association shall review and verify the number of Carts receiving Collection under this Agreement annually. The verified Cart count as of January 1 of each year shall be used for invoicing for that calendar year.

Except as provided in Section 4.03 or otherwise agreed in writing, additions, removals, reassignments, changes in eligibility, or other verified changes to the Cart count occurring during a calendar year shall be reflected in the applicable fees beginning January 1 of the following calendar year. For clarity, changes to the Cart count occurring during a calendar year shall not result in prorated billing adjustments during that same calendar year unless the parties agree otherwise in writing.

The Association's service records shall be used to verify the Cart count, subject to correction of any demonstrated error.

3.04 Payment Terms - The Municipality will pay properly submitted invoices within thirty (30) days of the invoice date. Interest may be charged on overdue amounts at the rate of one and one-half percent (1.5%) per month, equivalent to eighteen percent (18%) per annum.

3.05 Taxes - Applicable taxes will be added to invoices and remitted in accordance with law.

3.06 Annual CPI Adjustment - The annual Cart fee shall be adjusted annually effective January 1 of each year, beginning January 1, 2028, by the percentage increase, if any, in the Consumer Price Index for Ontario, All-Items, as published by Statistics Canada or its successor, using the September index immediately preceding the year to be adjusted compared to the September index in the second year preceding the year to be adjusted. For clarity, if the applicable CPI change is zero or negative, there shall be no decrease to the annual Cart Fee,

and the annual Cart fee shall remain unchanged for that year. If the applicable index is discontinued or materially changed, the Association may use a reasonably comparable replacement index.

3.07 Extraordinary Cost and Program Review - Either party may request a good-faith review of pricing, service levels or operating terms where material changes in fuel, energy, labour, insurance, processing, commodity markets, regulatory requirements or other operating costs are not reasonably addressed by CPI. The request shall include reasonable supporting information. Any adjustment must be agreed in writing; this Section does not permit a unilateral surcharge. Pending agreement, existing terms continue unless amended or terminated under this Agreement.

ARTICLE IV TERM AND TERMINATION

4.01 Initial Term - This Agreement begins on January 1, 2027 and continues until December 31, 2027, unless terminated earlier in accordance with this Agreement.

4.02 Automatic Renewal - Following the initial Term, this Agreement will automatically renew for successive one (1) year terms unless either party gives the other party not less than ninety (90) days written notice before the end of the then-current Term that it does not wish to renew. Each renewal term will be subject to the fee adjustment set out in Section 3.06.

4.03 Change in Legislation or Regulation - If, during the Term, the Blue Box Regulation or any other applicable legislation, regulation or Extended Producer Responsibility program is amended, replaced or otherwise changed such that any ICI Service Location receiving Collection under this Agreement becomes eligible for producer-funded recycling collection, either party may request that the services under this Agreement be amended to reflect the regulatory change.

Where the parties do not agree on an appropriate amendment, or where continued service by the Association is no longer required or appropriate as a result of the regulatory change, either party may terminate Collection for the affected Service Location(s), or terminate this Agreement in its entirety where the change materially affects the services provided under this Agreement, upon thirty (30) days' written notice to the other party.

Any termination or reduction in service under this Section will be effective no earlier than the date on which the applicable regulatory change or producer-funded collection service takes effect. Fees will be adjusted on a pro-rated basis to reflect any Carts removed from service.

Cart ownership, continued use and any return, purchase or recovery obligations arising from a change under this Section shall be governed exclusively by Section 2.15. Eligibility for producer-funded collection does not, by itself, waive those obligations.

4.04 Default - A party is in default if it materially breaches this Agreement and fails to remedy the breach within thirty (30) days after receiving written notice from the other party. If the breach cannot reasonably be remedied within thirty (30) days, the defaulting party will not be in default if it begins to remedy the breach within that period and diligently continues to remedy it.

4.05 Termination for Default - If a party remains in default after the applicable cure period, the non-defaulting party may terminate this Agreement by written notice, without prejudice to any rights or obligations that accrued before termination.

4.06 Insolvency - Either party may terminate this Agreement immediately by written notice if the other party becomes bankrupt, insolvent, is dissolved or liquidated, or makes an assignment for the benefit of creditors, to the extent permitted by law.

4.07 Termination Costs and Accrued Amounts - Termination or expiry of this Agreement does not relieve either party from obligations or amounts accrued before the effective date of termination or expiry. The

disposition and recovery of Carts upon termination or non-renewal shall be governed by Section 2.15. Expiry, non-renewal, suspension, reduction or termination of services under this Agreement does not, by itself, suspend, reduce or terminate waste collection or any Existing Agreement. Any change to continuing waste services must be made separately under the applicable Existing Agreement.

ARTICLE V INSURANCE, INDEMNITY AND LIABILITY

5.01 Association Insurance - During the Term, the Association shall maintain commercial general liability insurance with limits of not less than two million dollars ($2,000,000) per occurrence, automobile liability insurance with limits of not less than two million dollars ($2,000,000), and such other insurance as is reasonably appropriate for the services provided under this Agreement.

The Municipality shall be named as an additional insured under the Association's commercial general liability policy with respect to liability arising from the Association's performance of the services under this Agreement. The Association shall provide a certificate of insurance upon reasonable request.

5.02 Municipality Insurance - During the Term, the Municipality shall maintain insurance reasonably adequate to address its obligations under this Agreement and shall provide evidence of such insurance upon reasonable request.

5.03 Mutual Indemnity - Each party shall indemnify and hold harmless the other party and its officers, directors, councillors, employees, agents, contractors and representatives from and against claims, losses, damages, costs, expenses, actions, proceedings, penalties and liabilities arising from the indemnifying party's negligence, wilful misconduct, breach of this Agreement, or failure to comply with applicable laws, except to the extent caused by the negligence or wilful misconduct of the other party.

5.04 Limitation of Liability - Neither party shall be liable to the other for indirect, consequential, punitive or special damages, including loss of revenue, loss of profit or loss of opportunity, except to the extent arising from fraud, wilful misconduct, indemnity obligations or payment obligations under this Agreement.

5.05 Laws and Regulations - Each party shall comply with applicable laws and regulations in performing its obligations under this Agreement. The parties shall cooperate in good faith with any reasonable operational requirements applicable at Service Locations, provided such requirements do not conflict with applicable law or materially alter the services or costs under this Agreement.

ARTICLE VI NOTICES

6.01 Notice - All notices required or permitted under this Agreement shall be in writing and delivered personally, by courier, by registered mail, or by email with confirmation of receipt to the addresses below, or to such other address or contact information as a party may designate by notice.

Notice shall be deemed received on the date of personal delivery, on the next business day after courier delivery, on the fifth business day after registered mailing, or on the date of confirmed email receipt if received before 4:30 p.m. on a business day, otherwise on the next business day. During a postal disruption, notices shall not be sent by registered mail.

Association: Bluewater Recycling Association, P.O. Box 547, 415 Canada Avenue, Huron Park, ON N0M 1Y0. Attention: Michelle Courtney, President & CEO. Email: michelle@bra.org.

Municipality: The Corporation of the Municipality of Morris-Turnberry. Mailing address: 41342 Morris Road, P.O. Box 310, Brussels, ON, N0G 1H0. Attention: Sean Brophy, Treasurer. Email: sbrophy@morristurnberry.ca.

ARTICLE VII FORCE MAJEURE

7.01 Force Majeure - Neither party will be in default for delay or failure to perform an obligation, other than a payment obligation, to the extent caused by circumstances beyond its reasonable control, including severe weather, fire, flood, labour disruption, road closure, governmental order, war, civil disturbance, equipment failure not caused by a lack of reasonable maintenance, or other comparable event. The affected party will use reasonable efforts to mitigate the impact and resume performance as soon as practicable.

ARTICLE VIII ASSIGNMENT AND THIRD-PARTY SERVICE PROVIDERS

8.01 Assignment - Neither party may assign this Agreement or its material rights or obligations without the prior written consent of the other party, which consent will not be unreasonably withheld, except to a successor arising from a merger, amalgamation or reorganization that assumes the assigning party's obligations.

8.02 Third-Party Facilities and Service Providers - The Association may use third-party processors, transfer stations, facilities, suppliers, consultants, contractors or subcontractors in connection with the performance of the services under this Agreement, provided that the Association remains responsible for the performance of its obligations under this Agreement. The use of any such third party shall not constitute an assignment of this Agreement.

ARTICLE IX DISPUTE RESOLUTION

9.01 Good Faith Discussions - The parties shall first attempt to resolve any dispute arising under this Agreement through good faith discussions between authorized senior representatives of each party.

9.02 Mediation - If a dispute is not resolved within thirty (30) days after written notice of the dispute, either party may request non-binding mediation before a mediator agreed to by the parties. The parties shall share the mediator’s fees equally unless otherwise agreed.

9.03 Arbitration or Court - If mediation does not resolve the dispute, the parties may agree to binding arbitration. If the parties do not agree to arbitration, either party may pursue any remedy available at law, subject to the terms of this Agreement.

ARTICLE X GENERAL

10.01 Counterparts and Electronic Signatures - This Agreement may be executed in counterparts and by electronic signature, each of which will be deemed an original and all of which together constitute one agreement.

10.02 No Waiver - A failure or delay by a party to enforce any provision of this Agreement does not constitute a waiver of that provision or of any other provision.

10.03 Further Assurances - Each party will execute such further documents and take such reasonable steps as may be necessary to give effect to this Agreement.

10.04 Governing Law - This Agreement shall be governed by the laws of the Province of Ontario and the federal laws of Canada applicable therein.

Execution

IN WITNESS WHEREOF the parties have executed this Agreement by their duly authorized representatives.

BLUEWATER RECYCLING ASSOCIATION

Signature: _____
Name: Michelle Courtney
Title: President & CEO
Date: _____

I have authority to bind the Association.

THE CORPORATION OF THE MUNICIPALITY OF MORRIS-TURNBERRY

Signature: _____
Name: _____
Title: _____
Date: _____

Signature: _____
Name: _____
Title: _____
Date: _____

We have authority to bind the Municipality.

MUNICIPALITY OF MORRIS-TURNBERRY
REPORT TO COUNCIL

TO: Mayor and Council
PREPARED BY: Kim Johnston, Deputy Clerk
DATE: December 1, 2026
SUBJECT: Community Safety and Well Being Oversight Committee Appointment

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RECOMMENDATION

THAT the Council of the Municipality of Morris-Turnberry appoints a member to sit on the Community Safety and Well Being for Huron Oversight Committee

BACKGROUND

Community Safety and Well-Being (CSWB) is a provincially legislated initiative under the Community Safety and Policing Act, 2019. The legislation requires all Ontario municipalities to prepare and adopt a Community Safety and Well-Being Plan.

The purpose of CSWB planning is to move beyond a reactive approach to community challenges and focus on prevention, early intervention, collaboration and addressing the underlying causes of crime and social issues.

Municipalities play an important role in supporting the implementation of the plan by identifying local needs, participating in collaborative initiatives, supporting community partnerships and ensuring that local perspectives are represented. Municipalities are not expected to deliver all services associated with these priorities but rather work collaboratively with organizations and agencies that have the expertise and responsibility to address these issues.

A Working Group was formed in November 2019 composed of persons appointed by each lower-tier municipalities in Huron County. The Working Group has been meeting on a regular basis and together with the Social Research & Planning Council (SRPC), operated by the United Way Perth-Huron, the Huron County Community Safety and Well-Being Plan was adopted on July 1, 2021.

An Oversight Committee was subsequently established to provide strategic guidance and support the implementation of the CSWB for Huron plan. The committee includes representation from each of the nine lower-tier municipalities, along with representatives from health care, education, police, social services, children's services and other community organizations.

The Oversite committee provides an opportunity to share information, identify emerging concerns, coordinate initiatives and monitor progress on the identified priority areas.
Each municipality is represented on the Oversight Committee through an appointed representative. The municipal representative serves as a liaison between the committee and their respective Council.

The CSWB for Huron Plan identified the following four (4) priority areas for action based on their research and community engagement:

- Mental Health and Addictions;
- Housing Stability and Homelessness;
- Domestic and Family Violence; and
- Community Security.

These priorities were established through community consultation, research and input from local organizations and service providers.

As part of the CSWB for Huron plan review, the following review actions were taken to ensure the review was evidence-based, inclusive, and responsive to community needs:

- Review of Community and Oversight Committee survey responses;
- Review of the Plan’s current priority areas; and
- Review of new and emerging issues (identified through survey responses).

The review concluded that the plan’s four priorities are still relevant to Huron County and will remain priorities under the plan. Additional actions addressing new and emerging issues, were identified to be incorporated in the future CSWB efforts.

The review further identified challenges affecting the effective implementation and progress of the Plan, along with recommended next steps to strengthen its implementation and overall impact.

COMMENTS

The Municipality of Morris-Turnberry has representation on the Huron County Community Safety and Well-Being (CSWB) Oversight Committee. As the previously appointed representative is no longer a member of Council, a replacement appointment is required to maintain the Municipality's representation on the Committee.

Council is therefore requested to appoint one member of Council to serve as the Municipality's representative on the CSWB for Huron Oversight Committee.

The appointed member will attend meetings, participate in discussions, provide a municipal perspective and communicate relevant information and updates back to Council.

Community Safety and Well-Being recognizes that the challenges facing our residents do not stop at municipal boundaries. Mental health, homelessness, addiction, domestic violence and community safety affect all of our communities.

While the Province requires municipalities to have a Community Safety and Well Being plan, the real value comes from working together rather than each municipality attempting to address these challenges independently.

Participation in the Huron County CSWB initiative provides the Municipality with an opportunity to remain informed about emerging community needs, contribute to county-wide discussions and initiatives, and ensure that the perspectives and interests of Morris-Turnberry residents are represented.

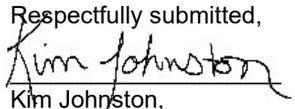
ATTACHMENTS

1. Bylaw 06-2023 Appoint Oversight Committee and Terms of Reference
2. CSWB for Huron Information Briefing
3. Community Safety and Well-Being Plan (Link)

OTHERS CONSULTED

Huron County CSWB Working Group
Trevor Hallam, CAO/Clerk

Respectfully submitted,



Kim Johnston,
Deputy Clerk

CORPORATION OF THE MUNICIPALITY OF MORRIS-TURNBERRY

BY-LAW NO. 06-2023

Being a by-law to establish an Oversight Committee for the Huron County Community Safety and Well-Being Plan, and to appoint members to that Committee.

WHEREAS the Huron County Community Safety and Well Being Plan Working Group wishes to establish an Oversight Committee in order to move forward with the implementation of the Community Safety and Well Being Plan;

AND WHEREAS, Council has reviewed the Terms of Reference for the proposed Oversight Committee, a copy of which is attached hereto as Schedule "A";

AND WHEREAS, Council has received and reviewed the proposed appointments to the Oversight Committee, a listing of which is attached hereto as Schedule "B";

AND WHEREAS, the Municipality of Morris-Turnberry deems it advisable at this time, to approve the establishment of an Oversight Committee and the appointments thereto, to serve a term to November 1, 2026;

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

1. That the Council of the Town of Goderich hereby confirms the establishment of an Oversight Committee for the Huron County Community Safety, and that the business of the Committee be conducted in accordance with the Terms of Reference as set out in Schedule "A" attached hereto and forming a part of this by-law.

2. That the Municipality of Morris-Turnberry hereby confirms the appointment of the members set out in Schedule "B" attached hereto, to the Oversight Committee to serve a term to November 1, 2026.

3. That this by-law will come into full force and effect upon its passing.

Read a FIRST and SECOND time this 7th day of February 2023.

Read a THIRD time and FINALLY PASSED this 7th day of February 2023.

Mayor, Jamie Heffer

Clerk, Trevor Hallam

Huron County Community Safety and Well-Being Plan Oversight Committee

Terms of Reference

December 2022

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1. DEFINITIONS

"**Oversight Committee**" – should be reflective of the community and include multi-sectoral representation. Individual members will ideally have the authority to make decisions on behalf of their respective agencies/organizations regarding resources and priorities. The Oversight Committee shall consist of, at the minimum:

- an appointee of each lower-tier municipality
- a person who represents the education sector
- a person who represents the health/mental health sector
- a person who represents the community/social services sector
- a person who represents the children/youth services sector
- a person who represents an entity that provides custodial services to children/youth
- a person who represents the police service board or a Detachment Commander

"**Working Group**" – shall consist of one administrative Member of each of the participating lower-tier municipalities. The Working Group shall provide strategic advice and guidance to their respective municipalities for operationalizing, amending and reporting on the CSWP within their own municipality.

"**Municipal Coordinator or Task Force**" – each lower-tier Municipality may wish to form their own task force or appoint a coordinator to:

- implement or augment the CSWB Plan within their municipality
- monitor the CSWB Plan within their municipality
- measure and report to the Working Group at least annually with regard to the progress and achievements of the CSWB Plan within their municipality
- assist the municipal appointee to the Oversight Committee with any joint initiatives, or community outreach
- update corporate social media posts regarding CSWBP initiatives
- provide administrative services to the appointee to the Oversight Committee

"**Sub-Committees**" –the Oversight Committee may wish to divide into various groups:

- education
- seniors/adults with disabilities
- poverty/housing
- crime
- medical
- children/youth
- mental health

2. BACKGROUND:

On January 1, 2019, the Government of Ontario mandated municipalities to prepare and adopt a Community Safety and Well-Being Plan (CSWB Plan) by December 31, 2020, which was extended to July 1, 2021. Municipalities were required to work in partnership with 6 sectors: police services, health/mental health, education, community/social services and children/youth services to develop the CSWB Plan. The CSWB Plan is based on a collective impact approach that strives to bring people together to work towards a common agenda, based on equity. The Plan establishes a roadmap for how partners can collaborate across different sectors to make Ontario communities safer, more inclusive, and more resilient.

3. PRIORITY AREAS FOR ACTION:

Through focus group discussions, survey and consultation findings, the Advisory Group established four priority areas for action in Huron County:

A. Mental health and addictions;

B. Housing and homelessness;

C. Domestic and family violence; and

D. Community safety and security.

4. MOVING FORWARD TOGETHER 2021 – 2025

As set out in the CSWB Plan, following creation of the Plan, an Oversight Committee may be established with a representative from each municipality, police, health care, social services, and other key stakeholders to share information and ideas and identify ways in which to collaborate. This Committee will build an alliance among people and organizations from multiple sectors for a common purpose and provide opportunities for partners to share their opinions and experiences, and influence the direction of prevention, intervention, and capacity building activities.[1]

Currently, there are a number of action tables within Huron County that may be utilized in order to operationalize goals and strategies to achieve stated outcomes for identified and emergency Priority Areas. Several of the Oversight Committee members have been chosen strategically as they are also members of those Action Tables and will be requested to provide regular updates to the remainder of the Oversight Committee as progress is made on implementation of key activities. The remaining Oversight Committee members have been appointed by each lower-tier

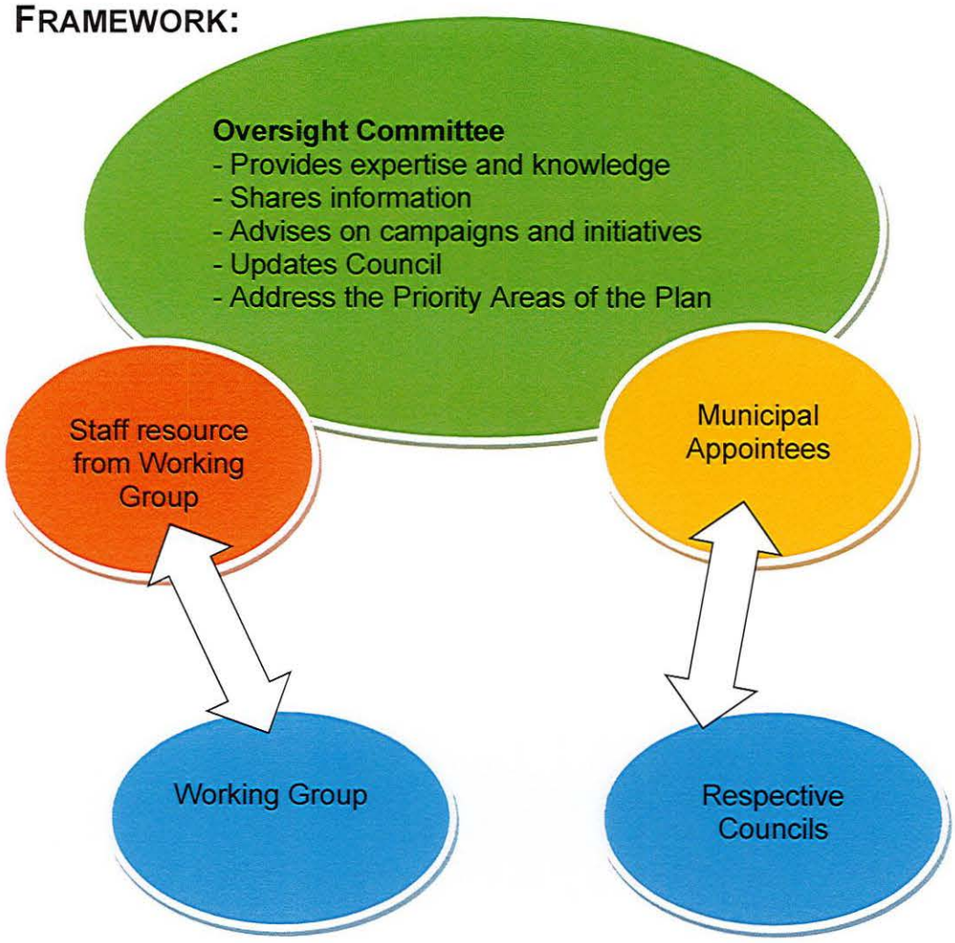
[1] CSWB Plan

municipality to represent the municipality's interests in implementation of the Plan as well as to provide regular updates to their respective Councils. Implementation should be based on building on existing collaborations, initiatives, and system plans.

Due to differing priorities, needs, goals and abilities, municipalities may wish to proceed with augmenting existing initiatives or implementing new strategies, at their respective municipal levels, pursuant to their own terms. Nonetheless, municipalities are encouraged to collaborate and share ideas, campaigns, and other information while working towards their own goals.

It should be noted that although the work to create the Plan was undertaken by all 9 lower-tier municipalities as a whole, pursuant to the legislation each Municipality is responsible for maintaining, updating and reporting on their Plan, at a minimum, every 4 years. The process of reporting on the Plan shall be discussed by the Oversight Committee, with recommendations to Council.

5. FRAMEWORK:



5.1 Working Group

Originally consisting of administrative designates of all participating lower-tier municipalities in Huron County together with members of the Police Services Board, the Working Group guided and directed key tasks required to complete the generic County wide CSWB Plan.

The Working Group will consist now only of administrative designates of the lower-tier municipalities. The Working Group shall appoint an individual to serve as staff resource to the Oversight Committee for the purposes of minute taking. The Working Group shall meet bi-annually and shall discuss, amongst other things, minutes of the Oversight Committee, what individual municipalities are undertaking (if anything), any opportunities for collaboration, changes in legislature, and reporting requirements. It should be noted that lower-tier municipalities will not be required or expected to work collectively with respect to any or all initiatives or recommendations brought forward by the Oversight Committee or other members of the Working Group.

5.2 Oversight Committee

The Oversight Committee shall consist of an appointee from each lower-tier municipality (i.e., Municipal Staff member or Council member), persons each representing a segment of the community (housing, social services, health, education, youth, etc.), and a staff resource from the Working Group for purposes of minute taking.

The main role of the Oversight Committee is to bring various sectors' perspectives together to provide strategic advice, information, data, goals, and direction to the municipalities through their appointees, regarding the implementation of the Plan, and to provide information and updates regarding initiatives and processes that align with or address key themes identified within the Plan.

Multi-sectoral collaboration is a key factor to successful CSWB planning, as it ensures an integrated approach to identifying and addressing priorities. An ideal Oversight Committee member should have enough knowledge about their respective sector to identify where potential gaps or duplication in services exist and where linkages could occur with other sectors. The Oversight Committee members should have knowledge and understanding of the other agencies and organizations within their sector, and be able to leverage their expertise if required. They are the subject matter "experts" or "champions".

While it would be difficult to have each hospital, school, youth group, etc. personally represented on the Oversight Committee, the Working Group has requested that each sector nominate or appoint a volunteer from each sector to sit on the Oversight Committee. See Membership of the Oversight Committee below.

5.3 Municipal Task Force or Coordinator

Each lower-tier municipality shall be free to form their own community centric Municipal Task Force or appoint a Municipal Coordinator to assist in implementing or augmenting the CSWB plan based on their own municipality's needs and goals.

Each of the Working Group, Oversight Committee and Municipal Task Force or Municipal Coordinator will comply with MFIPPA and PIPEDA.

6. MEMBERSHIP OF THE OVERSIGHT COMMITTEE:

Member agencies/organizations and community members recruited to the Oversight Committee by the Working Group should be reflective of the diverse make-up of the community and may have:

- Knowledge/information about the risks and vulnerable populations in the community;
- Lived experience with risk factors or part of a vulnerable group in the community;
- Understanding of protective factors needed to address those risks;
- Experience developing effective partnerships in the community;
- Experience with ensuring equity, inclusion and accessibility in their initiatives; and

The Oversight Committee should, at a minimum, consist of the following representation:

- A representative of the municipality or First Nations community;
- A person who represents the education sector;
- A person who represents the health/mental health sector;
- A person who represents the community/social services sector;
- A person who represents the children/youth services sector;
- A person who represents an entity that provides custodial services to children/youth;
- A person who represents the police service board or a Detachment Commander.

As this is the minimum requirement, the Working Group has the discretion to include additional representatives from key agencies/organizations on the Oversight Committee and/or their specific Municipal Task Force if desired.

The term of appointment is fixed to follow the term of Council (November 14, 2026). The Chair will be selected from the members of the Oversight Committee.

7. RESPONSIBILITIES OF OVERSIGHT COMMITTEE MEMBERS:

- Understands the goals, objectives and desired outcomes of the CSWB Plan.

- Understands and represents the interests of their respective departments, organizations or reference groups.
- Acts on opportunities to communicate positively about the CSWB Plan.
- Actively participates in meetings through attendance and discussion.
- Supports open discussion and debate and encourages fellow Committee members to voice their insights.
- Identifies the key issues impacting the community in general, and in particular to the area municipalities and specific areas within them (priority areas for collective action).
- Reviews Risk-Driven Tracking Databases and other databases/resources.
- Strategically identifies and prioritizes community safety and well-being issues for a potential response which may include establishing Action Tables.
- Provides oversight and guidance to fellow municipal appointees of the Oversight Committee through organizational and systems expertise, resources and other support as required.
- Identifies and provides recommendations regarding operating procedures to provide for a more integrated and aligned collaboration process across agencies and the County.
- Assists in developing a set of measurable outcomes against which success and progress will be measured.
- Municipal appointee members of the Oversight Committee shall report to their respective Councils and the public on the progress and achievements of the Oversight Committee.

8. RESPONSIBILITIES OF THE WORKING GROUP:

- Recruiting the appropriate agencies/organizations and individuals to become members of the Oversight Committee. This should include multi-sectoral representation and people with knowledge and experience in responding to the needs of community members;
- Appointing a staff resource from the Working Group to the Oversight Committee for the purposes of minute taking;
- Planning and coordinating Working Group meetings;
- Finding replacements for members who discontinue participation in the Oversight Committee; and
- Performing related administrative tasks such as report preparation, social media schedules, and other tasks as agreed upon by the Working Group members.

9. MUNICIPAL RESPONSIBILITIES

Each lower-tier municipality shall be responsible for implementing, reporting on, and updating the Plan with respect to their own municipality. Other tasks may include:

- Ensuring the plan is publicly available within their municipality
- Augmenting Plan initiatives through community centric actions
- Receiving and responding to requests for information about the Plan

- Updating and providing status information about initiatives to their respective municipal council
- Reporting to their respective Council and public on progress and achievements
- Reporting to the Working Group as necessary as to results of community led initiatives
- Appointing an administrative representative to participate in the Working Group
- Appointing a representative (Municipal staff member, Council member) of the municipality to the Oversight Committee

10. Responsibilities of the Chair for each of the Working Group and Oversight Committee:

- Sets and prepares the agenda for each meeting.
- Clarifies and summarizes what is happening throughout each meeting.
- Keeps the meeting moving by putting time limits on agenda items and tries to keep all meetings to a maximum of two hours.
- Encourages broad participation from members in discussion by calling on different people.
- Ends each meeting with a summary of decisions and assignments.
- Follows up with consistently absent members to determine if they wish to discontinue membership.

Should the Chair be unable to attend a meeting, he/she will contact one of the other members to serve as Chair.

11. Responsibilities of the Secretary for each of the Working Group and Oversight Committee:

- Assists in preparation of the agenda for each meeting.
- Records what is happening throughout each meeting.
- Prepares formal Minutes for each meeting and circulates them to all members
- Files and keeps track of all documentation, reports, and other pieces of information

12. Quorum and Decision-making – Oversight Committee & Working Group

12.1 Quorum:

A minimum number of **50%** of the Members of the Working Group is required for decision-making purposes at the Working Group level.

A minimum number of **50%** of the Members of the Oversight Committee is required for decision-making purposes at the Oversight Committee level, at least half of which must be appointees of the lower-tier municipalities.

12.2 Decision-making Process:

If a vote is requested, then it requires support from the majority (50%+1) of members who attend the meeting, whether it be a Working Group meeting or Oversight Committee meeting.

It should be noted that any decision made by the Oversight Committee and/or Working Group are not binding and are to be construed as a consensus or recommendation.

12.3 Frequency of Meetings:

Working Group

Meetings will be held bi-annually or at the call of the majority of the Working Group Committee members and/or Chair.

Oversight Committee

Following approval of a By-Law confirming the appointments to the Oversight Committee by at least 3 municipalities who have expressed a desire to continue with the Working Group, the Oversight Committee shall meet bi-annually, or at the call of the Chair, to review current data, trends, upcoming campaigns, requests of support, or concerns.

12.4 Agenda, Minutes, and Decision Papers:

A package will be sent to Working Group and Oversight Committee members electronically via email seven (7) business days in advance of their respective meetings, by the Secretary or Chair of that group or committee. This package will include the following:

- Agenda for upcoming meeting
- Minutes of previous meeting
- Any other documents/information to be considered at the meeting.

Schedule "B"
APPOINTEES TO OVERSIGHT COMMITTEE

a. An appointment from the Township of Ashfield-Colborne-Wawanosh;
b. An appointment from the Municipality of Bluewater;
c. An appointment from the Municipality of Central Huron;
d. An appointment from the Municipality of Huron East;
e. An appointment from the Township of Howick;
f. An appointment from the Municipality of Morris-Turnberry;
g. An appointment from the Municipality of South Huron;
h. An appointment from the Town of Goderich;
i. An appointment from the Township of North Huron;
j. An appointee from Choices for Change representing Custodial Services for Children and Youth;
k. An appointee from the Social Research and Planning Council;
l. An appointee from Choices for Change representing addictions;
m. An appointee from Huron-Perth Centre representing mental health;
n. An appointee from the Ontario Health Team representing health care;
o. An appointee from Rural Response for Healthy Children representing Children and Youth Services;
p. An appointee from Fanshawe College;
q. An appointee from the Avon Maitland District School Board;
r. An appointee from the Huron County OPP Detachment;
s. An appointee from Victim Services; and
t. A staff resource from the Huron County Community and Safety Well-Being Working Group.

CSWB FOR HURON INFORMATION BRIEFING

What is Community Safety and Well-being (CSWB) for Huron? The CSWB for Huron Plan adopted by lower-tier municipalities in July 2021 is a roadmap for how lower-tier municipalities in Huron County can collaborate across different sectors to make communities more inclusive, resilient, and where all residents **THRIVE**.

COMMUNITY SAFETY AND POLICING ACT (2019)

This act mandates all Ontario municipalities must develop and implement a CSWB Plan in partnership with community stakeholders.

ORGANIZATIONS SUPPORTING CSWB FOR HURON

Howick Township
Morris-Turnberry
Huron-Perth Children's Aid Society
Avon Maitland District School Board
iAM education
Huron Health System
Municipality of Huron East
United Way Perth-Huron
Rural Response for Healthy Children
Huron-Perth Catholic District School Board
artemis Huron
Municipality of Bluewater
Central Huron
Huron County
The Salvation Army
Victim Services Huron Perth
Municipality of South Huron
Township of Ashfield-Colborne-Wawanosh
Goderich Canada's Prettiest Town
Huron-Perth Centre
Nuclear Innovation Institute
Gateway Centre of Excellence in Rural Health
Tanner Steffler Foundation
Huron Perth Public Health
HPHA Huron Perth Healthcare Alliance
The Well Community Collective
O.P.P.
North Huron
Canadian Mental Health Association Huron Perth Addiction and Mental Health Services

CSWB PRIORITIES

- Mental Health and Addictions
- Community Security
- Housing Stability and Homelessness
- Domestic and Family Violence

CSWB FOR HURON INFORMATION BRIEFING

THE CSWB FOR HURON PLAN

The CSWB for Huron Plan was prepared in collaboration with all 9 lower-tier municipalities in Huron County and a multi-sectoral Advisory Committee that included representatives from social and community organizations, school boards, boards of health, the police service and other local service providers working to protect or enhance safety and well-being. The plan was adopted in 2021.

Read the CSWB for Huron Plan (2021) and Review Report (2025)

SCAN ME

CSWB PRIORITIES



Mental health is about thriving - enjoying life, having a sense of purpose, strong relationships, feeling connected to others, and managing life's highs and lows. There is also a significant family impact associated with addiction.

SCAN ME



SCAN ME

Community security encompasses the ability to meet basic needs, participate in leisure and recreational activities, access reliable transportation, experience a sense of belonging within the community, and live in an environment free from crime.



Housing is fundamental to health and well-being for every individual and must be affordable, suitable and available. **Homelessness** is not a choice - it's about a lack of choice.

SCAN ME



SCAN ME

Domestic violence is a pattern of abusive, violent, or controlling behaviour in an intimate relationship, including physical, emotional, psychological, sexual, financial, digital abuse, and coercive control. **Family violence** is a broader term that includes abuse, violence, neglect, or controlling behaviour among family members, such as partners, parents, children, siblings, and older adults.

MENTAL HEALTH & ADDICTIONS INFORMATION BRIEFING

Mental health is about thriving - enjoying life, having a sense of purpose, strong relationships, feeling connected to others, and managing life's highs and lows. There is also a significant family impact associated with addiction. Studies indicate that **for every 1 person struggling with addiction, an estimated four or more family members are severely impacted**.

NO JUDGEMENT HERE - IT'S OKAY NOT TO BE OKAY.

Everyone experiences challenges with their mental health at different points in life. Creating a community where people feel safe to talk about mental health and addiction, seek support, and share their experiences without fear of stigma or judgment is essential.

FACTS

HOW IS THIS SHOWING UP IN HURON?

Local and provincial data highlight a growing need for mental health and crisis supports, with rising service demand across all age groups.

11,741 **number of calls to Huron Perth Crisis and Helpline, the volume of which continues to grow year over year since the pandemic.**

Approximately 1 in 5 **children and youth in Ontario have a mental health challenge.**

68% **of farmers are more susceptible than the general population to chronic stress, which can lead to physical and mental illnesses.**

WHY DOES THIS MATTER?

Across Huron, maintaining a focus on mental health and addiction ensures that community members have access to essential resources, support systems, and interventions. By prioritizing mental health and addiction, we create a safer, more resilient community where people feel supported in their journey toward recovery and wellness, ultimately fostering a stronger sense of security and well-being for all.

Helping Someone in Crisis

In an emergency, dial 9-1-1.

If you encounter someone in need of emergency assistance, the following **24 hours a day, 7 days a week** support options are available:

Huron Perth Helpline & Crisis Response Team | Call: 1-888-829-7484

Kids Help Phone | Call 1-800-668-6868 / Text 686868

Suicide Crisis Helpline | Call or Text 9-8-8

Huron Perth Mental Health & Suicide Crisis Response Protocol

SCAN ME

MENTAL HEALTH & ADDICTIONS INFORMATION BRIEFING

The organizations behind the CSWB for Huron **Mental Health & Addictions Ad Hoc Committee***

*Appointed Municipal staff/Council support the work of the Ad Hoc Committee. The Ad Hoc Committee supports all deliverables related to the priority area.

- Avon Maitland District School Board
- Canadian Mental Health Association (CMHA) Huron Perth Addiction & Mental Health Services
- Huron Health System
- Huron OPP
- Huron Perth Catholic District School Board
- Huron Perth Centre for Children and Youth
- Huron Perth Healthcare Alliance
- Huron Perth Public Health

WHAT IS BEING DONE IN HURON?

SCAN ME

The Mobile Crisis Response Team (MCRT) led by Huron Perth Healthcare Alliance works in collaboration with Huron OPP to provide immediate on-site assessment with police of a person in crisis while attempting to deescalate and stabilize the person in crisis and/or provide support to family or loved ones involved.

SCAN ME

CMHA Huron Perth and **CMHA Thames Valley - Addiction & Mental Health Services** provides a variety of services across Huron County including addiction counseling for youth and adults, mental health case management, peer support, court support, counseling for problem gambling/behavioral change, supportive housing, community withdrawal management and more.

SCAN ME

The **Huron-Perth Centre** is the lead agency for child and youth mental health service planning and service provision across Huron and Perth counties. They offer free mental health counselling services for children and youth from birth to age 18 as well as supports for parents, caregivers and families who are concerned about their child's mental health. The Centre also provides youth justice counselling services, support for youth involved with child welfare services and a violence against women counselling program.

Everyone plays a role.

Building a safer, more connected community starts with mental health awareness, support, and stigma reduction. Everyone has a role to play in creating a safe, supportive, and inclusive community.

Resources & Training related to Mental Health & Addictions

SCAN ME

In the Know Training (Agriculture Wellness Ontario) is a free, 4-hour workshop offered virtually or in-person, designed specifically for farmers, their families and those who are involved and/or support the agriculture sector.

SCAN ME

Explore **ConnexOntario's** resources available list for drug and alcohol, mental health and problem gambling.

SCAN ME

Children's Mental Health Ontario provides a full list of youth mental health resources.

COMMUNITY SECURITY INFORMATION BRIEFING

Community security encompasses the ability to meet basic needs, participate in leisure and recreational activities, access reliable transportation, experience a sense of belonging within the community, and live in an environment free from crime.

SAFE COMMUNITIES ARE BUILT TOGETHER.

Everyday choices, like driving distraction-free, staying sober, and looking out for one another, help prevent injuries and save lives. By working together to support inclusion, respect, and healthy decisions, we build a safer, stronger community for everyone.

FACTS

HOW IS THIS SHOWING UP IN HURON?

The “Big 4” offences continue to be a concern across Huron County. **In 2025**:

- **66** Distracted Driving Charges
- **245** Seatbelt Charges
- **192** Impaired Charges
- **3,082** Speeding Charges

WHY DOES THIS MATTER?

In Huron County, **actions that focus on prevention matter most because the data shows a clear and ongoing concern**. Many incidents, especially those linked to the “Big 4” and water safety, are preventable, making prevention the most effective way to reduce harm, save lives, and build a safer, more welcoming community.

Helping Someone in Crisis

In an emergency, dial 9-1-1.

If you encounter someone in need of emergency assistance, the following **24 hours a day, 7 days a week** support options are available:

OPP Non-Emergency Line | Call: 1-888 310-1122

211 Ontario | Call or Text 2-1-1

Victim Services Huron Perth
Reporting Hate & Discrimination Tool

SCAN ME

COMMUNITY SECURITY INFORMATION BRIEFING

The organizations behind the CSWB for Huron **Community Security Ad Hoc Committee***

*Appointed Municipal staff/Council support the work of the Ad Hoc Committee. The Ad Hoc Committee supports all deliverables related to the priority area.

- Huron Immigration Partnership
- Huron OPP
- Huron Perth Public Health
- Salvation Army (Goderich)
- United Way Perth-Huron
- Victim Services Huron Perth

WHAT IS BEING DONE IN HURON?

SCAN ME

Welcoming Week is an annual campaign and celebration showcasing the movement of communities striving to be more welcoming places for all, including immigrants. More than 4,000 people have celebrated in Huron County since 2021, with dozens of events organized throughout our communities.

Huron OPP provides free fraud prevention and scam awareness training sessions across many communities in Huron County designed for community groups, seniors, and businesses.

SCAN ME

SCAN ME

I Am Huron is a Huron County-wide initiative to showcase the diverse contributions that immigrants and newcomers to Canada make in our communities. The campaign aims to celebrate immigrants and highlight the positive impact they make in many different areas.

Stronger, Together.

Welcoming communities build belonging and inclusion. When everyone feels they matter and we stand united, communities become stronger. This means actively challenging exclusion, reducing barriers, and ensuring people feel safe, respected, and supported where they live.

Resources & Training related to Community Security

Huron Immigration Partnership Training & Resources:

SCAN ME

- **Mamawi - Gathering the People** Building relationships with Indigenous Communities and People
- **Building Belonging:** Equity, Diversity and Inclusion in Rural Communities

Fraud and Scam Awareness Training

- Contact the **Huron OPP Detachment** to learn more about booking a free fraud and scam awareness training session.

Huron OPP Detachment | Call: 519-482-1677

Explore local research conducted by the United Way Perth-Huron, such as:

SCAN ME

- **Discrimination and Community Integration** Experienced by 2SLGBTQ+ in Perth-Huron
- **Quality of Life** in Perth-Huron

Community Safety and Well-Being for Huron

Housing Stability and Homelessness

HOUSING & HOMELESSNESS INFORMATION BRIEFING

Housing is fundamental to health and well-being for every individual and must be affordable, suitable and available. **Homelessness is not a choice** - it's about a lack of choice.

EVERYONE DESERVES A PLACE TO CALL HOME.

Municipalities account for the largest and fastest-growing share of housing and homelessness funding in Ontario. But municipalities are not resourced to respond to a rapidly intensifying crisis.

In 2025, known homelessness in mostly rural communities increased by 31% from 2024.

FACTS

HOW IS THIS SHOWING UP IN HURON?

There continues to be an imbalance between homelessness inflows and outflows.

61 **households housed in 2024/2025**

519 **households experienced homelessness since April 2022**

89% **the percentage of people experiencing chronic homelessness** (unhoused for 6 months or more) **in 2024/2025 in Huron.**

WHY DOES THIS MATTER?

Ensuring everyone has a home is a priority because stable housing is the foundation for health, safety, and well-being. It reduces chronic homelessness, lowers strain on community services, and helps people better access supports, employment, and stability while strengthening the overall health of the community.

Helping Someone in Crisis

In an emergency, dial 9-1-1.

If you encounter someone in need of emergency assistance, the following **24 hours a day, 7 days a week** support options are available:

211 Ontario | Call or Text 2-1-1

Huron Perth Helpline & Crisis Response Team | Call: 1-888-829-7484

HOUSING & HOMELESSNESS INFORMATION BRIEFING

The organizations behind the CSWB for Huron **Housing & Homelessness Ad Hoc Committee***

*Appointed Municipal staff/Council support the work of the Ad Hoc Committee. The Ad Hoc Committee supports all deliverables related to the priority area.

- Huron County Social & Property Services
- Huron Health System
- Huron Immigration Partnership
- Huron Perth Healthcare Alliance
- Huron Perth Public Health
- United Way Perth-Huron

WHAT IS BEING DONE IN HURON?

Huron's Housing and Homelessness Serving System is a network of agencies and programs that coordinate housing and support for people experiencing homelessness or housing insecurity.

The By-Name List is a real-time, centralized list of people experiencing homelessness in Huron County, maintained by Social and Property Services staff with input from local organizations.

SCAN ME

The Bridge Housing and Stability Program, delivered in partnership with the County of Huron and Canadian Mental Health Association, Huron Perth Addictions and Mental Health Services, provides temporary, supportive housing to help transition individuals out of homelessness using a dispersed model of accommodation across the community.

The Coordinated Access System uses By-Name List data to help local organizations work together to more effectively match people experiencing homelessness with appropriate supports and services.

It takes a community.

It takes a community to understand housing and homelessness and to challenge stigma and assumptions. When people are informed, they are better able to support solutions that improve access to safe, stable housing for everyone.

Resources & Training related to Housing & Homelessness

SCAN ME

Current data on homelessness in Huron: stay up to date on monthly share-out data. (Huron County)

SCAN ME

Be part of the solution: Learn more about what homelessness is and learn the facts. (Huron County)

SCAN ME

Read the United Way Perth-Huron's **Our Stories of the Housing Crisis (2026)** report

Captures local experiences of this difficult time

SCAN ME

Read AMO's report **Municipalities Under Pressure One Year Later (2025)** report

An update on the Human and Financial Cost of Ontario's Homelessness Crsis

DOMESTIC & FAMILY VIOLENCE INFORMATION BRIEFING

Domestic violence is a pattern of abusive, violent, or controlling behaviour in an intimate relationship, including physical, emotional, psychological, sexual, financial, digital abuse, and coercive control.
Family violence is a broader term that includes abuse, violence, neglect, or controlling behaviour among family members, such as partners, parents, children, siblings, and older adults.

NEVER JUSTIFIED! NEVER SOMEONE'S FAULT!

Intimate Partner Violence (IPV) is a form of domestic violence that occurs between current or former intimate partners. It can include physical, sexual, emotional, psychological, financial, or technological abuse, as well as coercive and controlling behaviours.
It is estimated that 80% of cases of intimate partner violence go unreported.

FACTS

HOW IS THIS SHOWING UP IN HURON?

In Huron County, both the frequency and severity of IPV are increasing, particularly among vulnerable populations such as youth and older adults, which is a growing concern.

541 **of recorded incidents of IPV in Huron County in 2025.**

1613 **number calls for support to the 24-hour crisis line (Artemis) between April 1, 2025 and March 31, 2026**

WHY DOES THIS MATTER?

Intimate Partner Violence (IPV) rates in rural Ontario are significantly higher than in urban areas. This is due in part to underreporting linked to isolation, limited resources, and social stigma, meaning the true number of cases is likely higher than reported. Victims in rural areas also face barriers to accessing supports such as shelters and police services which are often located in other communities and can make it harder to leave unsafe situations.

Helping Someone in Crisis

In an emergency, dial 9-1-1.

If you encounter someone in need of emergency assistance, the following **24 hours a day, 7 days a week** support options are available:

211 Ontario | Call or Text 2-1-1

Artemis Huron | Call 1-800-265-5506

Kids Help Phone | Call 1-800-668-6868 or Text 686868

Victim Services Huron Perth | Call 519-600-4108

DOMESTIC & FAMILY VIOLENCE INFORMATION BRIEFING

The organizations behind the CSWB for Huron **Domestic & Family Violence Ad Hoc Committee***

*Appointed Municipal staff/Council support the work of the Ad Hoc Committee. The Ad Hoc Committee supports all deliverables related to the priority area.

- Artemis Huron
- Huron OPP
- Rural Response for Healthy Children
- Salvation Army (Goderich)
- Victim Services Huron Perth
- United Way Perth-Huron

WHAT IS BEING DONE IN HURON?

Several municipalities in Huron County have declared Gender Based Violence (GBV) an epidemic. Advocates and governments declare GBV an epidemic because it is a persistent, growing crisis that requires the same urgency, funding and coordinated action as a public health threat.

SCAN ME

A Vigil Ceremony is held annually in Huron County on **National Day of Remembrance and Action on Violence Against Women (December 6th).**

Representatives from CSWB for Huron, Artemis Huron and Victim Services Huron Perth were involved in the creation of Association of Municipalities of Ontario's **Gender-Based Violence Resources for Municipal Elected Officials**.

SCAN ME

Know the signs.

Recognizing the signs of unhealthy relationships and domestic violence is the first step in preventing harm. **Domestic and intimate partner violence are not always physical.** They can include coercive control, such as monitoring a partner's activities, limiting access to money, isolating them from friends and family, threats, intimidation, or controlling everyday decisions

Resources & Training related to Domestic & Family Violence

SCAN ME

Neighbours, Friends and Families: training on recognizing the warning signs and how to respond safely.

SCAN ME

Make it Our Business (for businesses and human resources): Learn employer responsibilities and how co-workers, managers, and union reps can recognize, respond to, and refer cases of domestic violence in the workplace, as well as how to communicate this to staff.

SCAN ME

Learn more about **safety planning for people who experience domestic violence.**

SCAN ME

Learn more about Artemis Huron and the support they provide for women and children impacted by gender-based violence.

MUNICIPALITY OF MORRIS-TURNBERRY
REPORT TO COUNCIL

TO: Mayor and Council
PREPARED BY: Trevor Hallam, CAO/Clerk
DATE: November 17, 2026
SUBJECT: 2027 Council Meeting Schedule

RECOMMENDATION

That Council adopt the proposed revised meeting dates for 2027 by resolution.

BACKGROUND

At their November 17th meeting, Council directed staff to return alternative dates for the 2027 meeting schedule to accommodate Councilor attendance at the Ontario Good Roads Association (OGRA) Conference on April 4th to 7th in Toronto.

COMMENTS

PROPOSED 2027 MEETING DATES

Proposed Meeting Date	# of days to the next regular meeting	Notes
January 12	21	*Single regular meeting in January
January 19	-	*Special **Daytime** Budget Meeting
February 2	14	
February 16	21	
March 9	14	
March 23	21	
April 13	21	*Single regular meeting in April
May 4	14	
May 18	14	
June 1	14	
June 15	21	
July 6	14	
July 20	21	
August 10	28	*Single regular meeting in August
September 7	14	
September 21	14	
October 5	14	
October 19	14	
November 2	14	
November 16	21	
December 7	14	
December 21	21	

This schedule accommodates the OGRA Conference in April by proposing a single meeting in April. To maintain a maximum three week spacing between meetings, the March meetings are proposed to be the 9th and 23rd, being the 2nd and 4th Tuesday of that month.

No other changes have been proposed.

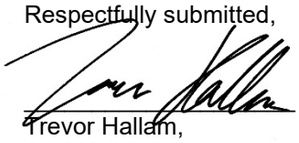
ATTACHMENTS

None.

OTHERS CONSULTED

None.

Respectfully submitted,



Trevor Hallam,
CAO/Clerk

MUNICIPALITY OF MORRIS-TURNBERRY
REPORT TO COUNCIL

TO: Mayor and Council
PREPARED BY: Trevor Hallam, CAO/Clerk
DATE: December 1st, 2026
SUBJECT: Belgrave Water System – Revised Financial Plan

RECOMMENDATION

THAT the Council of the Municipality of Morris-Turnberry approves and adopts Financial Plan No. 247-301 for the Belgrave Water System, dated November 25, 2026, covering the six-year period from 2027 to 2032, inclusive, as presented.

BACKGROUND

Under Ontario Regulation 453/07, the Municipality is required to prepare and adopt a financial plan for the Belgrave Water System as part of the renewal of its municipal drinking water license.

The current license expires on March 2, 2027.

Council approved an updated financial plan on July 21, 2026, covering the period from 2026 to 2031. The license renewal application was submitted on August 19, 2026, well in advance of the September application deadline. The plan was prepared using the same approach accepted by the Ministry during the 2016 and 2021 renewal processes.

On November 25, 2026, more than three months after the application was submitted, Ministry staff advised that the financial plan must instead cover the period from 2027 to 2032, beginning in the year the existing license expires. The Ministry has requested that a revised Council resolution be provided by December 9, 2026, leaving staff limited time to address the request.

COMMENTS

Staff have revised the financial plan to reflect the requested six-year period using the Municipality's existing long-term financial projections.

The plan demonstrates the projected financial sustainability of the water system. Actual water rates will continue to be established annually through the municipal budget process, based on operating costs, reserve funding requirements and the number of connected users.

Following Council approval, the revised plan and resolution will be submitted to the Ministry, and the plan will be made available on the Municipality's website.

ATTACHMENTS

1. Revised Belgrave Water Financial Plan

OTHERS CONSULTED

Mike Alcock, Director of Public Works
Sean Brophy, Treasurer

Respectfully submitted,

Trevor Hallam,
CAO/Clerk

MUNICIPALITY OF
MORRIS
TURNBERRY

Belgrave Water System
Financial Plan No. 247-301

November 25, 2026

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Requirements and Guiding Principles

Pursuant to the provisions of the Safe Drinking Water Act, 2002 Regulation 453/07 (O.Reg 453/07), as a condition of a municipal drinking water licence renewal, that Financial Plans be prepared for municipal water systems. Specifically, section 3 of O.Reg 453/07 outlines the requirements for a licence renewal.

To assist with the interpretation of Ontario Regulation 453/07, the Ministry of the Environment (MOE) published a guide entitled "*Towards Financially Sustainable Drinking- Water and Wastewater Systems".* This guide provided 9 guiding principles to assist system owners develop financial plans that transition towards financially sustainable systems.

The Municipality of Morris-Turnberry's financial plan for the Belgrave Water System is constructed to adhere to the requirements of O.Reg 453/07 and the guiding principles listed below:

Principle #1: Ongoing public engagement and transparency can build support for, and confidence in, financial plans and the system(s) to which they relate.

Principle #2: An integrated approach to planning among water, wastewater, and storm water systems is desirable given the inherent relationship among these services.

Principle #3: Revenues collected for the provision of water and wastewater services should ultimately be used to meet the needs of those services.

Principle #4: Life-cycle planning with mid-course corrections is preferable to planning over the short-term, or not planning at all.

Principle #5: An asset management plan is a key input to the development of a financial plan.

Principle #6: A sustainable level of revenue allows for reliable service that meets or exceeds environmental protection standards, while providing sufficient resources for future rehabilitation and replacement needs.

Principle #7: Ensuring users pay for the services they are provided leads to equitable outcomes and can improve conservation. In general, metering and the use of rates can help ensure users pay for services received.

Principle #8: Financial Plans are "living" documents that require continuous improvement. Comparing the accuracy of financial projections with actual results can lead to improved planning in the future.

Principal #9: Financial plans benefit from the close collaboration of various groups, including engineers, accountants, auditors, utility staff, and municipal council.

Historical Background & System Details

The Belgrave Water System provides services to users located in the Hamlet of Belgrave. Belgrave is split along London Road (aka. County Road 4) between the Municipality of Morris-Turnberry and the Township of North Huron.

In March 2004, a Schedule B Class Environmental Assessment was completed to determine the most cost-effective method of delivering water to Belgrave. Its recommendation was to interconnect the three existing small water systems (McCrea Street, Jane Street and Humphrey Water Works System) by constructing a new pumphouse and reservoir. The new pumphouse and reservoir were constructed from April 2006 until April 2007 and utilize the existing McCrea and Jane wells. The system utilizes approximately 410 meters of 75mm dia. watermains for the transport of raw water to the treatment plant and approximately 1,915 meters of 150mm dia. watermains for the distribution of the treated water to users. The Humphrey Well was converted into a testing location.

The reservoir was sized such it could serve the entire Hamlet of Belgrave rather than just the current serviced areas. The capacity is sufficient to accommodate additional users as they connect in the future. The Belgrave Water System now consists of two groundwater wells (Jane Well and McCrea Well) a pumphouse containing treatment and control facilities, an in-ground storage reservoir and distribution system. The pumphouse is equipped with a dedicated standby generator to provide standby power in the event of a power outage.

The 'bookkeeping' aspects of the Belgrave Water System are completed by the Municipality of Morris-Turnberry. The daily operation of the system is contracted to a third-party operator Veolia Water Canada.

The Municipal Drinking Water Licence Number 247-101 Issue Number 4 was issued to the Municipality of Morris-Turnberry on the 3rd day of March 2022.

Historical Rates

A single flat user fee is implemented for all users connected to the Belgrave Water System. The Municipality of Morris-Turnberry establishes the annual user rate during its annual budgeting process. This rate is set to ensure sufficient funds are available for operational costs of the system and to contribute to reserves. User fees for Morris-Turnberry residents are added directly to the property's annual tax bill. The user fees for North Huron residents are invoiced to the Township of North Huron as a group billing. The Township of North Huron then invoices their individual system users accordingly.

Table 1 - Historical rates for the Belgrave Water System are as follows:

Year	2021	2022	2023	2024	2025	2026
Annual Rate/user ($)	1,180.24	1,183.13	1,183.97	1,234.91	1,322.09	1,322.09
Increase ($)	16.87	2.89	0.84	50.94	87.18	0.00
Increase (%)	1.45%	0.24%	0.07%	4.30%	7.06%	0.00%

Determining Asset Values

The Belgrave Water System was commissioned in 2007. Using the actual costs of construction, the system can be accurately valued at approximately $3.5M.

The water system has been componentized consistent with recommendations in the implementation guide for PSAB 3150. The three major components; underground infrastructure (50%), building (15%) and treatment equipment (35%) have also been assigned an estimated useful life of 80yrs, 60yrs and 30yrs respectively. Amortization is calculated using the straight-line method.

The allocation of costs to the components was provided by the consultant RJ Burnside & Associates Limited. The estimated useful lives were based on internal information, insights from consultants and industry trends.

Rate Calculations

Current annual rates are maintained at a level to fund the operational expenses incurred in addition to growing a reserve fund for future capital expenses. The rate determination model was developed to provide sufficient funding for these two objectives. Future review of the rate may be considered as operational expenses constantly fluctuate and capital expenses become payable. Small gradual increases over time are more favorable for users than large one-time increase.

Belgrave Water Debenture

A large portion of the capital costs related to the construction of the Belgrave Water System were funded by a grant from the Ontario Small Town and Rural Development Initiative (OSTAR). The unfunded capital costs of the Belgrave Water System were equitably allocated to all properties with current or future access to the system. The property owners are responsible for reimbursing the Municipality for their share of the capital costs within a 30-year time period beginning August 1, 2010.

The Municipality has entered into a financing agreement with Ontario Infrastructure Projects Corporation for a 30-year debenture at a fixed interest rate of 4.36%. The terms and interest rate of this debenture were passed onto the property owners. This debenture offsets the large cash expenditure while the Municipality recovers the costs from the property owners over 30-year time period.

When a property is connected to the water system the owners must make a minimum annual repayment calculated by amortization schedule. This payment is included on their property tax billing. If a property is not connected to the system, the owner may defer payments up to 15 years, but they are still liable for any accrued interest. Repayment must begin no later then 2026 or earlier if connected to the system. All owners must pay their share in full by 2040.

The current liabilities associated with the day-to-day operation of the Belgrave Water System are difficult to itemize due to their inclusion with the municipality’s other account payables.

Financial Position of the Belgrave Water System

The rate calculation will use ending 2025 asset and amortization balances as the opening position for the Belgrave Water System. Using 2025 will provide a point-in-time view of the financial position of the system.

Assets		
Capital Assets Costs		
• Land	$ 37,617	
• In-Ground Infrastructure	$ 1,880,262	
• Building	$ 525,359	
• Equipment	$ 1,324,477	
Total Capital Asset Costs		$ 3,767,715
Less: Accumulated Amortization		
• In-Ground Infrastructure	$ 448,346	
• Building	$ 210,144	
• Equipment	$ 754,951	
Total Accumulated Amortization		$ 1,413,440
Net Asset Position, as of December 31, 2025		**$ 2,354,275**
Reserves as of December 31, 2025		$ 160,032
Accumulated Surplus		**$ 2,514,307**

Table 2 - Rate Determination Model Assumptions & Considerations

The current monthly user rates fund the operational costs of the Belgrave Water System. As more users connect to the system the overall costs will be shared among more users. The annual user rates will be calculated annually as part of the Municipality of Morris-Turnberry's budgeting process. Rate increases may be required to ensure funding of the ever-increasing costs of operation and funding of long-term capital replacement. The Municipality proposes to manage reserves to fund long-term replacement of Equipment (30yrs), Building (50yrs) & Underground Infrastructure (80yrs). These funding requirements must be balanced against the financial impact on the system users.

Belgrave Water System - Rate Calculation ($)
Table 2

	2027	2028	2029	2030	2031	2032
Revenues						
Water User Fees	219,951	225,778	231,663	237,604	243,604	249,665
Connection Fees	200	200	200	200	200	200
Funds from Reserve	120,000	-	-	175,000	-	-
Total Revenues	340,151	225,978	231,863	412,804	243,804	249,865
Expenditures						
Operating Expenses	141,372	144,199	147,083	150,025	153,026	156,086
Capital Expenses	120,000	-		175,000		
Contribution to Reserve	78,779	81,779	84,779	87,779	90,779	93,779
Total Expenditures	340,151	225,978	231,862	412,804	243,805	249,865
Net Operational Position	-	-	-	-	-	-
Number of Users	164	166	168	170	172	174
Projected Annual User Fee	$ 1,341.17	$ 1,360.11	$ 1,378.94	$ 1,397.67	$ 1,416.30	1,434.86
Approximate Monthly Rate	$ 111.76	$ 113.34	$ 114.91	$ 116.47	$ 118.03	119.57
Annual Rate Increase	1.44%	1.41%	1.38%	1.36%	1.33%	1.31%

Belgrave Water System - Net Surplus Position Calculation
Table 3

	2027	2028	2029	2030	2031	2032
Net Asset Position						
Opening Net Asset Position	2,287,340	2,307,404	2,207,469	2,107,534	2,173,849	2,065,163
Add: Capital Additions	120,000	-	-	175,000	-	-
Less: Estimated Amortization of Capital Assets	(99,935)	(99,935)	(99,935)	(108,685)	(108,685)	(108,685)
Ending Net Asset Position	**2,307,404**	**2,207,469**	**2,107,534**	**2,173,849**	**2,065,163**	**1,956,478**
Reserves						
Opening Balance	208,811	167,590	249,369	334,148	246,927	337,706
Add: Contributions	78,779	81,779	84,779	87,779	90,779	93,779
Less: Withdrawals	(120,000)	-	-	(175,000)	-	-
Ending Reserve Balance	**167,590**	**249,369**	**334,148**	**246,927**	**337,706**	**431,485**
Net Surplus Position	**2,474,995**	**2,456,838**	**2,441,682**	**2,420,776**	**2,402,870**	**2,387,963**

Notes:
- Operating Expenses have been increased by 2% per year to approximate inflation.
- Any Surplus/Deficit of funds from operations will be contributed to/from reserve.
- rate calculation is based on Morris-Turnberry's Belgrave Water System budget.
- number of users takes into account new users connected & expected to be connected in 2027.
- The number of users is increased by 2 each year thereafter, as an estimate for new connections

Upcoming Capital Projects

The following capital projects are identified as required within the 6-year scope of the rate determination model.

The greensand filter media was last replaced in 2018. It is scheduled for replacement in 2027 at an estimated cost of $60,000.

In 2026, one of the water system's hi-lift pumps was replaced at a cost of $10,000. It is expected that the other pumps with similar useful lives will need to be replaced within the next three to five years at an estimated cost of $10,000 per pump. The system's chlorine pump is scheduled to be replaced in 2027, while the five other pumps (hi lift, sludge and decant pumps) will be immediately replaced upon their failure. System redundancies in combination with readily available replacements allow the system to maximize each pump's useful life and total value to the water system.

The Jane Street well is scheduled for a downhole inspection in 2028. If the inspection shows the well needs replacement, the municipality will then engage a consultant. Once all permits, licenses and approvals are received, construction is expected to occur in 2030. Total costs for permits, licenses, approvals and construction are estimated to be $175,000.

Additional Sources of Funding

The Municipality is continuously investigating & perusing new grant opportunities that will benefit the Belgrave Water System.

Lead Service Lines

No lead service lines are in use by the Belgrave Water System. Testing for lead is completed every 12 months by a certified laboratory is in accordance with Ontario Regulation 170/03.

Transparency, Review and Renewal

Morris-Turnberry Council has consistently maintained a transparent process with respect to water rates and has engaged public dialogue with respect to rates. Such dialogue and feedback was instrumental in setting fair and affordable rates for all users. The dialogue assisted Council and owners to develop a better appreciation of the needs of both parties. A digital copy will be published on the Municipal website and available upon request. A copy of the plan will be submitted alongside the Belgrave Water System's license renewal once approved by council resolution.

MUNICIPALITY OF MORRIS-TURNBERRY
REPORT TO COUNCIL

TO: Mayor and Council
PREPARED BY: Trevor Hallam, CAO/Clerk
DATE: December 1st, 2026
SUBJECT: 2027 ROMA Conference – Town of Goderich Delegation Request – Policing Costs

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RECOMMENDATION

THAT Council support the Town of Goderich's advocacy at the 2027 ROMA Conference for the Province of Ontario to assume full financial and operational responsibility for policing, court security and prisoner transportation.

BACKGROUND

The Rural Ontario Municipal Association (ROMA) holds an annual conference that brings together municipal leaders from across Ontario. The 2027 conference will take place in Toronto from January 24 to 26.

An important part of the conference is the opportunity for municipalities to request delegation meetings with provincial ministers and senior government officials. These meetings allow municipalities to raise local concerns, discuss provincial policies and advocate for changes to legislation, funding and service delivery.

Municipalities must submit delegation requests in advance, outlining the issues they wish to discuss and the outcomes they are seeking. Requests are subject to provincial approval and scheduling.

The Town of Goderich has submitted a request to meet with the Ministry of the Solicitor General at the 2027 ROMA Conference to discuss rising OPP costs and funding shortfalls related to court security and prisoner transportation.

COMMENTS

As the host municipality for the Huron County Courthouse, Goderich is responsible for these costs, despite the courthouse serving the entire County.

The Province provides funding through its Court Security and Prisoner Transportation Transfer Payment Program. Provincial funding is capped at $125 million across Ontario and has not kept pace with rising service costs.

According to Goderich's delegation submission, the cumulative provincial funding shortfall between 2018 and 2025 was approximately $1.47 million.

Recognizing that the courthouse serves all nine lower-tier municipalities, the County of Huron began providing financial assistance to Goderich in 2025, with a funding provision of $200,000. The County continued its support in 2026, to a maximum of $200,000.

The following table illustrates the estimated costs and funding arrangements:

Description	**2025**	**2026**
Court security and prisoner transportation costs	$605,751	$871,926
Provincial OPP billing relief	($60,575)	($266,781)
Net OPP costs	$545,176	$605,145
Provincial grant	($354,228)	($393,193)
Shortfall in provincial funding	**$190,948**	**$211,952**
Estimated County contribution	($190,948)	($200,000)
Remaining cost to Goderich	**$0**	**$11,952**

While the County's contribution reduces the financial burden on Goderich, it effectively redistributes the shortfall among property taxpayers across Huron County. In a February 2025 report, the County Treasurer estimated that a $200,000 contribution would cost Morris-Turnberry taxpayers approximately $10,672 annually, based on assessment data at that time.

Goderich is advocating for the Province to assume full financial and operational responsibility for policing, court security and prisoner transportation. Given the shared financial pressures associated with these services, supporting Goderich's initiative would be in the interests of Morris-Turnberry and its taxpayers.

ATTACHMENTS

None.

OTHERS CONSULTED

Janice Hallahan, CAO, Town of Goderich

Respectfully submitted,

Trevor Hallam,
CAO/Clerk

November 16, 2026

Mayor Jamie Heffer and Members of Council
Municipality of Morris-Turnberry
PO Box 310
Brussels, Ontario
N0H 1H0

Dear Mayor Heffer and Council,

As I sat by my computer on the evening of Oct. 26 watching the results for municipal elections roll in from across the region, I was feeling both grateful and optimistic.

Grateful that so many of you put your name forward to serve in an important, challenging role and optimistic to see so many capable and committed individuals successful in holding or attaining a seat on municipal council in the Clean Energy Frontier.

Municipal elections are always vitally important to our communities, but this one held extra significance from our perspective at Bruce Power as we edge closer to a decision on our Bruce C project. Bruce C represents one of greatest potential drivers of economic growth in Canada, creating 18,900 jobs and $238 billion lift to Canada's GDP over its 80-year lifespan.

This is a generational project that comes at a time when our economy locally, provincially and nationally needs it the most. We've all seen the devastating results of the current tariff dispute with the US hit close to home and across the country. The Bruce C project can help rewrite the script of factory closures and job losses and create jobs, both here in the region and across the province.

I think we can all agree that in the face of uncertainty with the US and geopolitical tensions across the globe, Canada needs to do things differently. We need to be less dependent on other countries for our energy, we need to leverage assets such as the medical isotopes produced in our reactors. We need to expand beyond a resource economy and take advantage of the full value chain of our industry.

We need to think big.

In order to make Bruce C a reality, Bruce Power must continue to deliver its Major Component Replacement Projects on-time and on-budget. The good news is we're halfway there and this strong project performance along with continued safe, reliable production from our operating units will set the table for generational success and growth.

We're committed to ensuring our entire region continues to benefit including Saugeen Ojibway Nation. We've made great strides with our isotope partnership with SON, but we still have more to do.

James Scongack
Chief Operating Officer & Executive Vice-President
Bruce Power, 177 Tie Road - B10, Tiverton, Ontario N0G 2T0
Telephone: (519) 386-2157
Email: james.scongack@brucepower.com

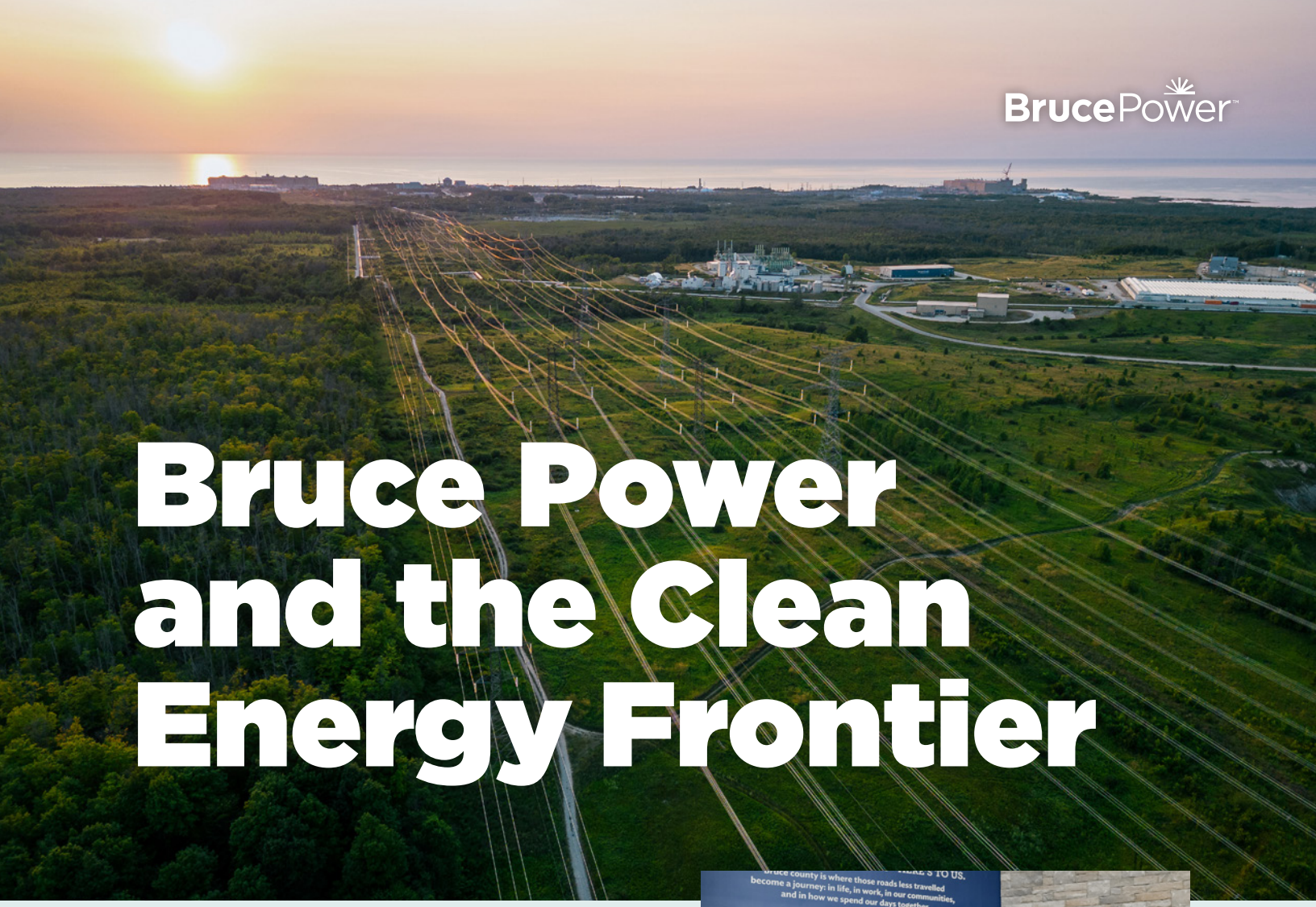
Enclosed is a briefing package that provides an overview of Bruce Power's operations, our economic and community impact across the region, and the opportunities associated with our ongoing Life-Extension Program and proposed Bruce C Project. We hope it serves as a helpful reference as you begin your term on council.

We look forward to working closely with you to benefit our communities. Together we're stronger. Thanks again for putting your name on a ballot and choosing to serve.

Regards,



James Scongack
Executive Vice President and Chief Operating Officer
Bruce Power



Bruce Power and the Clean Energy Frontier

Bruce Power is proud to be part of the Clean Energy Frontier region of Bruce, Grey and Huron counties, located within the territory of the Saugeen Ojibway Nation.

From our site, we generate reliable, carbon-free electricity that powers Ontario's growing economy and supports the province's long-term energy plan. We are also a world leader in the production of cancer-fighting medical isotopes, helping patients in Canada and around the globe.

Through our Life-Extension Program and future growth opportunities such as Bruce C, we are advancing clean energy solutions while creating jobs, strengthening Ontario's supply chain and supporting long-term economic prosperity.

Beyond our operations, we remain committed to building strong, vibrant communities through investments in health care, education, infrastructure, economic development and local initiatives that enhance quality of life. We value our partnerships with municipal leaders and look forward to working together to ensure the Clean Energy Frontier region continues to thrive for generations to come.



Bruce Power donates $1 million to Bruce County 41-unit affordable housing project in Brockton.



Bruce Power's Supplier Partners donated $50,000 to the new OSHaRE Food Depot in Owen Sound.

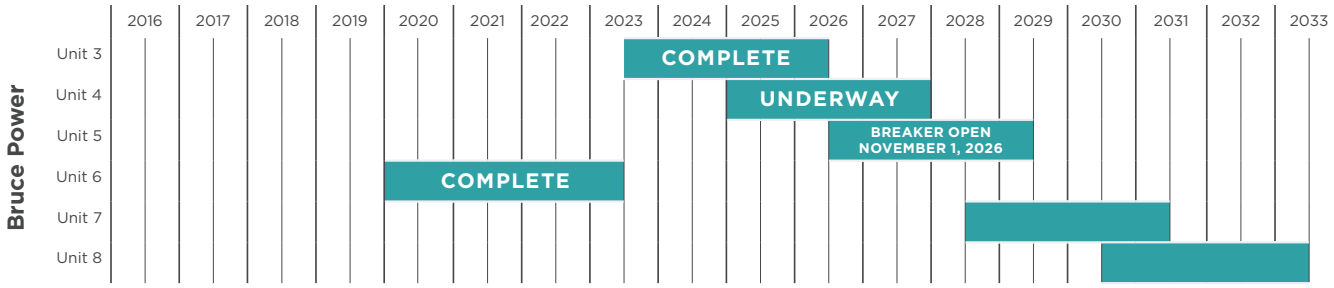
Life Extension Program

Bruce Power's Life-Extension, Program is among Canada's largest private sector infrastructure projects, fueling economic growth in Bruce, Grey and Huron counties as part of Ontario's Clean Energy Frontier, and in communities across the country where our supply chain partners are located. The Life-Extension Program involves the gradual replacement of older systems in the company's eight reactor units, and includes an intensive Major Component Replacement (MCR) in Units 3-8 to secure the site's operation until at least 2064. Bruce Power's ongoing operations support 22,000 direct and indirect jobs, with an additional 5,000 jobs created annually through its MCR program. which will extend the life of the site until 2064 and beyond.

In 2016, Bruce Power established the *Nuclear Economic Development and Innovation Initiative* to ensure local communities shared in the economic benefits associated with Bruce Power's Life-Extension Program and the broader growth of Ontario's nuclear sector. **The number of major suppliers in the tri-county region has grown from 13 in 2016 to around 60 today.**

Each MCR at Bruce Power generates $10 billion in annual economic activity, bolstering the economy locally, provincially, and nationally. With 95% of Bruce Power's capital and resource costs spent within Canada and more than 400 supply chain partners, we are proud to contribute to economic growth while encouraging a "buy local, buy Canadian" approach. Private sector investment will be key to growing Canada's clean energy capacity to meet future demand.

In June 2026, Bruce Power announced it returned Unit 3 to service more than seven months ahead of schedule, marking the second of six refurbishments completed on or ahead of schedule and on budget. As a result of Bruce Power's performance, the company expects to return approximately $150 million to Ontario ratepayers through the IESO.



Project 2030: 7,000 MW in the 2030s

In addition to Life-Extension playing a key role in supporting Ontario's growing electricity needs, the company is investing in increasing the output from its existing reactors. Project 2030 focuses on asset optimization, innovation, and leveraging new technology to increase the eight unit peak capacity at Bruce Power.

With the completion of these upgrades, the site will have the capacity to produce over 7,000 megawatts; the additional output will be roughly the equivalent of adding another large-scale reactor to the Bruce Power site simply using current infrastructure.

1/3

of Ontario's electricity provided by Bruce Power

95%

of purchasing in Canada, supporting hundreds of businesses throughout the province and country

27,000

jobs created directly and indirectly by Bruce Power's operations and Life-Extension Program

80 billion

tonnes of CO_2 emissions avoided per year in Ontario with nuclear power

One of Canada's largest projects

Bruce Power's Life-Extension Program is among Canada's largest infrastructure endeavours, and is Canada's largest private sector clean energy infrastructure project

$10 billion

Privately funded Bruce Power MCR projects generate $10 billion in annual economic activity, bolstering the economy

Canadian *at our* core.

At Bruce Power, being Canadian is at the heart of who we are. As a proudly Canadian-owned company, we are committed to providing safe, reliable power to Ontario and cancer-fighting medical isotopes around the globe. We also help to drive the economy, with 95 per cent of our spend in Canada, and encourage our partners to buy local, buy Canadian.

Bruce Power continues to embrace the nation's roots, which have made us strong and free. Through our operations, our people, and our contributions to the world health-care community, we support local businesses, skilled trades, innovation and the economy. A strong, united Canada benefits everyone.



Our commitment to buy local and products made in Canada has five key pillars:

The 95 per cent target

As one of the largest investors and only private operator of nuclear plants in Canada we will continue our work to target 95 per cent of all money we spend is in Canada including the operation of our facility, capital investments and procurement.

Supply Chain partnerships

Through our integrated supply chain, Bruce Power has established a Made in Canada Council to find ways to leverage our existing supply chain to support Canada and Ontario's economic growth and trade agenda, while finding new innovative ways to strengthen our domestic supply chain.

Buy Local in the Clean Energy Frontier Region

The Bruce Power Site is the largest in North America and is located on the traditional territories of the Saugeen Ojibway Nation (SON) and in the tri-county region of Bruce, Grey and Huron Counties. We will work to ensure our key suppliers continue to expand their local presence, securing jobs and opportunities locally, while we direct more spend to local businesses.

Reconciliation through action

Bruce Power is committed to reconciliation with Indigenous communities and will work to strengthen our partnerships including the SON existing Gamzook'aamin aakoziwin isotope venture. We're committed to securing more investment in these communities for a future that will ensure the next 50 years is different than the last 50 years by working together.

Isotopes for Hope

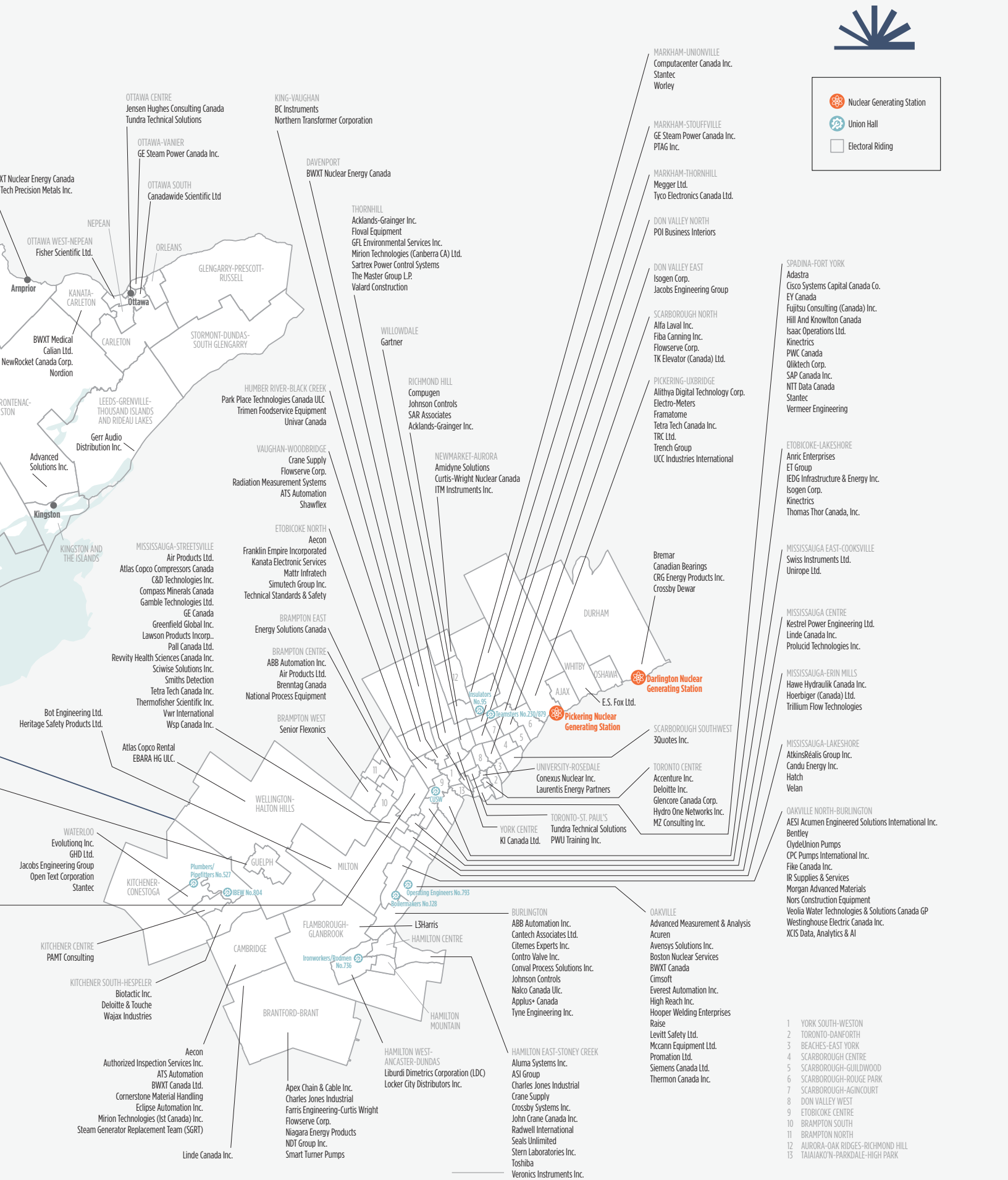
Bruce Power is committed to being a world-leader in the development and production of Made in Canada cancer-fighting medical isotopes to meet global needs and supporting the Canadian Nuclear Isotope Council's goal to double Canadian production by 2030.



As a major economic driver, Bruce Power supports a robust network of hundreds of suppliers across Ontario and creates opportunities for thousands of skilled workers. Through its operations and ongoing investment programs, Bruce Power helps strengthen local economies, foster innovation and build expertise that positions Ontario as a global leader in nuclear energy.

BRUCE POWER

Ontario Supplier Map


Nuclear Generating Station
Union Hall
Electoral Riding
OTTAWA CENTRE
Jensen Hughes Consulting Canada
Tundra Technical Solutions
OTTAWA-VANIER
GE Steam Power Canada Inc.
OTTAWA SOUTH
Canadawide Scientific Ltd
KING-VAUGHAN
BC Instruments
Northern Transformer Corporation
DAVENPORT
BWXT Nuclear Energy Canada
THORNHILL
Acklands-Grainger Inc.
Floval Equipment
GFL Environmental Services Inc.
Mirion Technologies (Canberra CA) Ltd.
Sartrex Power Control Systems
The Master Group L.P.
Valard Construction
WILLOWDALE
Gartner
RICHMOND HILL
Compugen
Johnson Controls
SAR Associates
Acklands-Grainger Inc.
NEWMARKET-AURORA
Amidyne Solutions
Curtis-Wright Nuclear Canada
ITM Instruments Inc.
MARKHAM-UNIONVILLE
Computacenter Canada Inc.
Stantec
Worley
MARKHAM-STOUFFVILLE
GE Steam Power Canada Inc.
PTAG Inc.
MARKHAM-THORNHILL
Megger Ltd.
Tyco Electronics Canada Ltd.
DON VALLEY NORTH
POI Business Interiors
DON VALLEY EAST
Isogen Corp.
Jacobs Engineering Group
SCARBOROUGH NORTH
Alfa Laval Inc.
Fiba Canning Inc.
Flowserve Corp.
TK Elevator (Canada) Ltd.
PICKERING-UXBRIDGE
Alithya Digital Technology Corp.
Electro-Meters
Framatome
Tetra Tech Canada Inc.
TRC Ltd.
Trench Group
UCC Industries International
SPADINA-FORT YORK
Adastra
Cisco Systems Capital Canada Co.
EY Canada
Fujitsu Consulting (Canada) Inc.
Hill And Knowlton Canada
Isaac Operations Ltd.
Kinectrics
PWC Canada
Qliktech Corp.
SAP Canada Inc.
NTT Data Canada
Stantec
Vermeer Engineering
ETOBICOKE-LAKESHORE
Anric Enterprises
ET Group
IEDG Infrastructure & Energy Inc.
Isogen Corp.
Kinectrics
Thomas Thor Canada, Inc.
MISSISSAUGA EAST-COOKSVILLE
Swiss Instruments Ltd.
Unirope Ltd.
MISSISSAUGA CENTRE
Kestrel Power Engineering Ltd.
Linde Canada Inc.
Prolucid Technologies Inc.
MISSISSAUGA-ERIN MILLS
Hawe Hydraulik Canada Inc.
Hoerbiger (Canada) Ltd.
Trillium Flow Technologies
MISSISSAUGA-LAKESHORE
AtkinsRéalis Group Inc.
Candu Energy Inc.
Hatch
Velan
OAKVILLE NORTH-BURLINGTON
AESI Acumen Engineered Solutions International Inc.
Bentley
ClydeUnion Pumps
CPC Pumps International Inc.
Fike Canada Inc.
IR Supplies & Services
Morgan Advanced Materials
Nors Construction Equipment
Veolia Water Technologies & Solutions Canada GP
Westinghouse Electric Canada Inc.
XCIS Data, Analytics & AI
OAKVILLE
Advanced Measurement & Analysis
Acuren
Avensys Solutions Inc.
Boston Nuclear Services
BWXT Canada
Cimsoft
Everest Automation Inc.
High Reach Inc.
Hooper Welding Enterprises
Raise
Levitt Safety Ltd.
Mccann Equipment Ltd.
Promation Ltd.
Siemens Canada Ltd.
Thermon Canada Inc.
BURLINGTON
ABB Automation Inc.
Cantech Associates Ltd.
Citernes Experts Inc.
Contro Valve Inc.
Conval Process Solutions Inc.
Johnson Controls
Nalco Canada Ulc.
Applus+ Canada
Tyne Engineering Inc.
HAMILTON EAST-STONEY CREEK
Aluma Systems Inc.
ASI Group
Charles Jones Industrial
Crane Supply
Crossby Systems Inc.
John Crane Canada Inc.
Radwell International
Seals Unlimited
Stern Laboratories Inc.
Toshiba
Veronics Instruments Inc.
HAMILTON WEST-ANCASTER-DUNDAS
Liburdi Dimetrics Corporation (LDC)
Locker City Distributors Inc.
Aecon
Authorized Inspection Services Inc.
ATS Automation
BWXT Canada Ltd.
Cornerstone Material Handling
Eclipse Automation Inc.
Mirion Technologies (Ist Canada) Inc.
Steam Generator Replacement Team (SGRT)
Linde Canada Inc.
Apex Chain & Cable Inc.
Charles Jones Industrial
Farris Engineering-Curtis Wright
Flowserve Corp.
Niagara Energy Products
NDT Group Inc.
Smart Turner Pumps
KITCHENER CENTRE
PAMT Consulting
KITCHENER SOUTH-HESPELER
Biotactic Inc.
Deloitte & Touche
Wajax Industries
WATERLOO
Evolutionq Inc.
GHD Ltd.
Jacobs Engineering Group
Open Text Corporation
Stantec
Bot Engineering Ltd.
Heritage Safety Products Ltd.
Atlas Copco Rental
EBARA HG ULC.
MISSISSAUGA-STREETSVILLE
Air Products Ltd.
Atlas Copco Compressors Canada
C&D Technologies Inc.
Compass Minerals Canada
Gamble Technologies Ltd.
GE Canada
Greenfield Global Inc.
Lawson Products Incorp..
Pall Canada Ltd.
Revvity Health Sciences Canada Inc.
Sciwise Solutions Inc.
Smiths Detection
Tetra Tech Canada Inc.
Thermofisher Scientific Inc.
Vwr International
Wsp Canada Inc.
ETOBICOKE NORTH
Aecon
Franklin Empire Incorporated
Kanata Electronic Services
Mattr Infratech
Simutech Group Inc.
Technical Standards & Safety
BRAMPTON EAST
Energy Solutions Canada
BRAMPTON CENTRE
ABB Automation Inc.
Air Products Ltd.
Brenntag Canada
National Process Equipment
BRAMPTON WEST
Senior Flexonics
HUMBER RIVER-BLACK CREEK
Park Place Technologies Canada ULC
Trimen Foodservice Equipment
Univar Canada
VAUGHAN-WOODBRIDGE
Crane Supply
Flowserve Corp.
Radiation Measurement Systems
ATS Automation
Shawflex
Bremar
Canadian Bearings
CRG Energy Products Inc.
Crossby Dewar
DURHAM
WHITBY
OSHAWA
AJAX
Darlington Nuclear Generating Station
E.S. Fox Ltd.
Pickering Nuclear Generating Station
SCARBOROUGH SOUTHWEST
3Quotes Inc.
TORONTO CENTRE
Accenture Inc.
Deloitte Inc.
Glencore Canada Corp.
Hydro One Networks Inc.
MZ Consulting Inc.
UNIVERSITY-ROSEDALE
Conexus Nuclear Inc.
Laurentis Energy Partners
TORONTO-ST. PAUL'S
Tundra Technical Solutions
PWU Training Inc.
YORK CENTRE
KI Canada Ltd.
Insulators No.95
Teamsters No.230/879
USW
Operating Engineers No.793
Boilermakers No.128
Plumbers/ Pipefitters No.527
IBEW No.804
Ironworkers/Rodmen No.736
WELLINGTON-HALTON HILLS
GUELPH
MILTON
KITCHENER-CONESTOGA
CAMBRIDGE
FLAMBOROUGH-GLANBROOK
HAMILTON CENTRE
HAMILTON MOUNTAIN
BRANTFORD-BRANT
L3Harris
KINGSTON AND THE ISLANDS
LEEDS-GRENVILLE-THOUSAND ISLANDS AND RIDEAU LAKES
Gerr Audio Distribution Inc.
Advanced Solutions Inc.
Kingston
RONTENAC-STON
OTTAWA WEST-NEPEAN
Fisher Scientific Ltd.
NEPEAN
ORLEANS
KANATA-CARLETON
Ottawa
Arnprior
GLENGARRY-PRESCOTT-RUSSELL
CARLETON
STORMONT-DUNDAS-SOUTH GLENGARRY
BWXT Medical
Calian Ltd.
NewRocket Canada Corp.
Nordion
XT Nuclear Energy Canada
Tech Precision Metals Inc.
1 YORK SOUTH-WESTON
2 TORONTO-DANFORTH
3 BEACHES-EAST YORK
4 SCARBOROUGH CENTRE
5 SCARBOROUGH-GUILDWOOD
6 SCARBOROUGH-ROUGE PARK
7 SCARBOROUGH-AGINCOURT
8 DON VALLEY WEST
9 ETOBICOKE CENTRE
10 BRAMPTON SOUTH
11 BRAMPTON NORTH
12 AURORA-OAK RIDGES-RICHMOND HILL
13 TAIAIAKO'N-PARKDALE-HIGH PARK



Bruce C Project

As Ontario prepares for the future through its Integrated Energy Plan, Bruce Power has initiated a federal Impact Assessment (IA) for the Bruce C Project. The project aims to create an option to build up to 4,800 megawatts of nuclear capacity at the Bruce Power site.

Why Bruce Power?

Bruce Power is uniquely positioned to support Ontario's growing electricity needs. As an existing nuclear site with established transmission infrastructure, a highly skilled and experienced workforce, strong community support, and decades of environmental monitoring and operational expertise, Bruce offers many of the advantages needed for a large-scale nuclear development.

Timeline and Licensing

The Bruce C Impact Assessment is a comprehensive federal review process designed to evaluate the potential environmental, health, social, economic, and Indigenous impacts of the project, while ensuring opportunities for public, Indigenous, stakeholder, and community participation. As part of this process, Bruce Power is seeking a Licence to Prepare Site (LTPS), which, if approved, would allow the project to enter the site preparation phase. Additional regulatory approvals, including a Licence to Construct and Licence to Operate, would be required before construction and operations could proceed. The Impact Assessment process is expected to be completed in 2028.

Construction

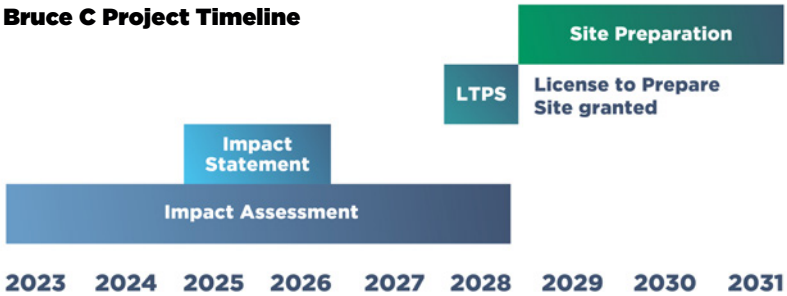
14 years

Operations

60–80-year

operational life
(depending on technology selected)

Bruce C Project Timeline



Community readiness planning

In May 2026, the Ontario government announced support to advance the next stage of pre-development, in parallel with the ongoing Impact Assessment process. This pre-development work includes ongoing readiness activities such as technology selection, workforce and commercial planning, developing cooling water strategies, community readiness and Indigenous engagement.

As part of the municipal capacity supports and community readiness assessments, Bruce Power entered into agreements with the Municipality of Kincardine, the Town of Saugeen Shores, and the County of Bruce to provide annual funding to support assessment work.

In addition, Bruce Power has established a Regional Municipal Readiness Assessment Fund for other local municipalities across Bruce, Grey, and Huron counties. The fund will provide application based support for assessments related to community readiness and local infrastructure planning. Applications were received from across the region, with approximately $1.3 million in project support provided.

Areas of assessment supported included:

- Transportation infrastructure
- Housing and workforce accommodation
- Water and wastewater infrastructure
- Land development planning
- Labour and workforce development
- Social infrastructure including education, healthcare, and community services

Bruce C has the potential to be the next chapter in clean, reliable power for Ontario.

$238 billion

contributed to Canada's gross domestic product over Bruce C lifespan

$217 billion

contributed to Ontario's gross domestic product over Bruce C lifespan

18,900 jobs

created or supported nationally during the site preparation and construction phase

$2 billion

contributed to local gross domestic product in Kincardine and Saugeen Shores annually



Thank you for your support!

Polling of residents across Bruce, Grey, and Huron found that:

86%
support the Bruce C Project

96%
agree that Bruce C will create jobs for residents

91%
believe that the Project will be good for the community

Feedback received during engagement sessions held across the region throughout the Impact Assessment have been largely consistent with polling results, demonstrating strong regional support for the project and recognition of its potential economic, energy and community benefits, while outlining the importance of community readiness and collaboration.

One of Bruce Power's greatest advantages as a potential site for new nuclear development is the strong and sustained support it enjoys across the region. This support helps distinguish Bruce C as a leading candidate for future nuclear development in Ontario. This strong local support is complemented by clear provincial and federal recognition of the important role nuclear energy will play in meeting Canada's growing electricity needs and clean energy objectives. As the Bruce C project advances, it will be important for municipalities to continue demonstrating their support and partnership, helping reinforce that this region remains ready, willing, and well-positioned to host the next generation of clean, reliable nuclear energy.



Isotopes for Life

Bruce Power has been proud to be a global leader in the production of medical isotopes for 40 years, contributing to global health care through decades of isotope production. Medical isotopes are an important part of Canada's contribution to worldwide healthcare.

COBALT-60

Bruce Power has long been a reliable supplier of cobalt-60 to Ottawa-based Nordion, a leading global provider of medical isotopes.

Cobalt-60 is critical in the global health-care system, used in non-invasive cancer treatments and to sterilize billions of single-use medical devices each year. Cobalt-60 is also critical in applications beyond the medical industry and is used in a wide range of industrial and commercial settings to safeguard health including keeping food safe and free of pathogens, sterilization of pharmaceuticals, and cosmetics and other consumer products.

Bruce Power is one of a small number of worldwide producers of High Specific Activity (HSA) cobalt-60, a medical-grade cobalt-60 used in the treatment of specialized brain tumours and breast cancers through non-invasive procedures. HSA cobalt-60 radiation therapies limit damage to healthy tissues by delivering a single, high dose of radiation with a high degree of accuracy to the target, lowering the risk of side effects for some patients when compared to other types of radiation therapy.

LUTETIUM-177

Bruce Power is the first commercial nuclear power reactor in the world to produce lutetium-177, a short-lived medical isotope, using a first-of-a-kind Isotope Production System (IPS), designed and produced in Ontario. The IPS in Unit 7 is a unique international collaboration among Bruce Power, Isogen *(a Kinectrics and Framatome Company)*, ITM Isotope Technologies Munich and Saugeen Ojibway Nation.

Since isotope production using IPS began in Unit 7 2022, a new production line was installed in Unit 7 in 2024, with plans to install a second IPS in Unit 6 in 2027. Lutetium-177 is currently being used in various clinical and commercial radiopharmaceutical cancer treatments globally, and the increased production capacity is coming at a time demand for the isotope is on the rise. Bruce Power and its partners established a hot cell on site to further streamline isotope production, and strengthen Ontario's position as a global leader in medical isotope production. In August 2026, Bruce Power received CNSC approval to operate the on-site hot cell facility.

Southwestern Ontario Isotope Coalition

Municipalities are encouraged to engage with the Southwestern Ontario Isotope Coalition to help advance regional economic development opportunities, support investment attraction efforts, and strengthen southwestern Ontario's growing role in the global medical isotope supply chain.

Learn more:
nuclearinnovationinstitute.ca/soic

Gamzook'aamin aakoziwin

Gamzook'aamin aakoziwin — Anishnaabemowwin for "We are Fighting the Sickness Together"— represents a historic partnership between Saugeen Ojibway Nation (SON) and Bruce Power to grow together and realize a shared vision of better cancer treatment and stronger communities. Since 2019, this innovative partnership has allowed SON to benefit from the operations and industry on its territory and advance Bruce Power's commitment to economic reconciliation.

In late 2025, SON and Bruce Power expanded the partnership, which involves a SON investment of $250 million in Bruce Power's isotope production, backed by a provincial guarantee through the Indigenous Opportunities Financing Program. SON's investment will ensure a sustainable, long-term revenue stream and contribute to SON self-determination for generations to come. Revenues are distributed equally between the two communities of SON, Chippewas of Nawash Unceded First Nation and Saugeen First Nation, and used however each community sees fit. At the same time, SON will help in the global fight against cancer by investing in a reliable supply of medical isotopes.

Gamzook'aamin aakoziwin
FIGHTING CANCER TOGETHER

CS260633A R000 OCT2026

From:	IESO Community Engagement
Subject:	Congratulations to Council and Introduction to the IESO
Date:	Tuesday, November 24, 2026 2:09:46 PM
Attachments:	Municipal Resource Sheet IESO Onboarding Resources.pdf

Sent on behalf of Carla Y. Nell Executive Vice-President, Corporate Relations, Engagement and Strategy – Independent Electricity System Operator (IESO)

Dear Municipal Partner,

On behalf of the Independent Electricity System Operator (IESO), I want to extend my congratulations on your election to Council. This is an exciting time for Ontario, with the energy sector playing a critical role in supporting growing communities, attracting investment, and powering future opportunities.

The IESO is responsible for operating Ontario's electricity system and planning for the province's future electricity needs. We work with municipalities, Indigenous communities, industry, sector stakeholders, and all levels of government to ensure a reliable, affordable, and sustainable supply of electricity and to position Ontario's electricity system to support economic growth. Over the last number of years, it has been our privilege to collaborate with municipal leaders across the province to make substantial progress towards securing our shared energy future.

As we move into this new term of Council, Ontario's electricity demand is projected to continue to grow significantly alongside investments in electricity infrastructure, reinforcing the value of strong partnerships. From our work on long-term electricity planning to competitive resource and transmission procurements, your participation and input is essential to ensure local perspectives are reflected and that the grid is ready to support community growth when and where it happens.

The IESO remains committed to working collaboratively with municipalities to share and exchange information, understand local priorities, and build on the momentum we have achieved in supporting economic development, enabling new housing and industry, enhancing reliability and resilience, and creating lasting benefits for communities while preparing the province for future growth.

We look forward to connecting with you in the months ahead and continuing our engagement with municipal staff. To assist you as you settle into your new term in office, please find attached a collection of resources that describe the IESO's work, highlight opportunities for municipal engagement, and outline how communities can help shape planning for Ontario's energy needs.

Kind regards,

Carla Y. Nell
Executive Vice-President, Corporate Relations, Engagement and Strategy

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recipient(s) above and may contain information that is privileged, confidential and/or exempt from disclosure under applicable law. If you are not the intended recipient(s), any dissemination, distribution or copying of this e-mail message or any files transmitted with it is strictly prohibited. If you have received this message in error, or are not the named recipient(s), please notify the sender immediately and delete this e-mail message.

About the IESO

The Independent Electricity System Operator (IESO) works at the heart of Ontario's electricity system, managing the grid in real time, planning for future energy needs, and delivering energy efficiency programs to ensure a reliable electricity system that supports economic growth and a changing energy future.

The following resources provide municipalities with background information on Ontario's evolving electricity system, the role of the IESO, current energy planning and procurement initiatives and programs that support communities. Municipalities play a critical role in planning for growth, advancing economic development, enabling infrastructure projects, and representing community interests. Their leadership has been instrumental in the significant progress and momentum achieved toward a shared energy future.

Resources

Ontario's Electricity System and the IESO	About the IESO video: About the Independent Electricity System Operator (IESO) | Ontario's Electricity System Explained • Digital Guide: Behind the Grid — The Role of the IESO in Ontario's Electricity Sector • Digital Guide: From Demand to Development — How the IESO Plans Ontario's Electricity System
Key roles and involvement in IESO initiatives	• Community Engagement webpage What to expect after an energy contract is awarded: Municipal Guide - Post Contract Award • Municipal Guide - Role of Municipalities in the IESO's Second Long-Term Request for Proposals (LT2 RFP)
Supporting local energy priorities and innovation	Programs and incentives to help individuals and businesses use energy more wisely: Save on Energy | Unlock Your Energy Potential at Work and at Home Grid Innovation Fund: Overview
Get Involved	**Subscribe for updates** **Participate in electricity planning discussions:** Regional Planning **Participate in electricity procurement discussions:** Long-Term RFP: Community Engagement

To learn more about the IESO's active and upcoming procurements, please subscribe to receive updates on these initiatives and engagement opportunities happening in your area: www.ieso.ca/subscribe . For more information or to share feedback about resources to support your municipality, please email communityengagement@ieso.ca.

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

To: CAO Trevor Hallam
From: Chad Kregar, Fire Chief – Fire Department of North Huron
Date: November 18, 2026
Subject: 2026 Monthly Fire Report

Fire Call Summary – October 2026

Total Calls: 17

Number	Date	Response Type	Location
26-142	Oct 2 26	MVC	Morris Turnberry
26-143	Oct 2 26	Public Safety - Grenade	North Huron
26-144	Oct 4 26	No Loss - Outdoor Fire (Garbage)	Central Huron
26-145	Oct 9 26	Medical	ACW
26-146	Oct 14 26	MVC	North Huron
26-147	Oct 15 26	False Alarm-Fire	North Huron
26-148	Oct 17 26	Fire	Morris Turnberry
26-149	Oct 17 26	Fire	Morris Turnberry
26-150	Oct 17 26	MVC	Central Huron
26-151	Oct 19 26	Medical	North Huron
26-152	Oct 21 26	False Alarm-Fire	North Huron
26-153	Oct 24 26	Vehicle Fire - (Tractor)	Central Huron
26-154	Oct 24 26	Call Cancelled on Route - Medical	Central Huron
26-155	Oct 26 26	Rescue	Central Huron
26-156	Oct 26 26	False Alarm-CO	North Huron
26-157	Oct 30 26	No Loss - Outdoor Fire (Brush)	Morris Turnberry
26-158	Oct 31 26	MVC	North Huron

Note - During this reporting period, North Huron responded to four calls for service in Morris-Turnberry under the department's coverage agreement.

Significant Event

There were no significant events during this reporting period. All calls for service were managed effectively through normal departmental operations, with no major operational concerns or unusual circumstances identified.

October Training Report

October's training program focused on maintaining operational readiness, reinforcing firefighter safety and continuing the development of practical emergency response skills.

Regular equipment inspections, apparatus checks and hall duties were conducted to ensure that firefighting equipment remained properly maintained and ready for service. These activities also provided an opportunity to identify equipment deficiencies, review operational requirements and maintain a safe and organized working environment.

Training activities included firefighting foam operations and vehicle extrication, with an emphasis on vehicle stabilization, hydraulic rescue equipment, patient protection and safe rescue techniques. Practical exercises reinforced teamwork, communication and the effective use of specialized rescue equipment.

Firefighter safety remained an important component of the training program, with additional emphasis on SCBA operations, emergency communications and firefighter rescue procedures.

Overall, the month's training supported ongoing skills maintenance, equipment familiarity and operational preparedness while reinforcing safe and effective emergency response practices.

Training Activities

Training Topic	Description of Activities
Equipment Checks and Hall Duties	Routine inspection and maintenance of apparatus, firefighting equipment and station facilities. Reviewed equipment inventories, operational readiness and general housekeeping requirements.
Foam Operations	Reviewed foam application techniques, equipment setup and safe operating procedures for flammable-liquid fire incidents.
Auto Extrication	Practical training involving vehicle stabilization, hydraulic rescue tools, cribbing, lifting equipment and patient access and removal.
Vehicle Rescue Operations	Reviewed vehicle stabilization, glass management, rescue tool operation and patient protection during vehicle extrication incidents.
Advanced Extrication Techniques	Continued practical skill development involving door and roof removal, dashboard displacement and coordinated rescue operations.
Firefighter Safety and RIT	Reviewed SCBA procedures, firefighter rescue, MAYDAY communications and Rapid Intervention Team operations.

October 2026 Budget Update

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

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

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

Equipment & Maintenance Updates

Throughout October, routine apparatus inspections, equipment checks and preventative maintenance activities continued to ensure operational readiness and equipment reliability.

No significant new mechanical failures or extended out-of-service periods were identified during the reporting period. Ongoing mechanical concerns with Engine 1 continued to be monitored, while Ladder 2 remained under operational restrictions.

Regular inspections and general maintenance were carried out to identify potential deficiencies, address minor maintenance requirements and ensure firefighting apparatus and equipment remained in a state of readiness for emergency response.

Fire Prevention and Public Education

Throughout October, fire prevention and public education activities continued, with a focus on fire safety inspections, Ontario Fire Code compliance and community awareness.

Fire prevention activities included ongoing inspections, fire safety plan reviews and follow-up on identified fire safety concerns. Emphasis remained on commercial properties, multi-residential buildings and vulnerable occupancies, ensuring that fire and life safety requirements continue to be addressed.

Fire Prevention Week provided an opportunity to reinforce important fire safety messages, with particular attention to lithium-ion battery safety, safe charging practices, working smoke and carbon monoxide alarms, and home fire escape planning.

Social media continued to be an important tool for delivering public education and engaging with the community. Fire safety information and seasonal prevention messages were shared to increase public awareness, encourage safe practices and provide residents with accessible fire safety resources.

These ongoing efforts support the department's commitment to reducing fire risks, strengthening community partnerships and promoting fire and life safety throughout the municipality.

Fire Chief's Update

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

Closing Remarks

Regional collaboration continues to be a priority as the Huron County Fire Chiefs meet regularly to discuss issues affecting the fire service and identify opportunities to improve service delivery across the County. These meetings provide a valuable opportunity to share information, discuss current legislation, review operational challenges, and work together on initiatives that benefit all Huron County municipalities.

This month, discussions focused on firefighter certification, mutual aid planning, apparatus replacement, emergency management, training, and consistent operational practices across the County. Open communication and shared resources better equip departments to support one another during routine and large-scale emergencies.

The Huron County mutual aid system remains one of our greatest strengths. Through continued cooperation, planning, and strong working relationships, local fire departments can provide timely support when additional resources are needed, helping ensure a high level of service and public safety for Huron County residents.

Maitland CONSERVATION

Membership Minutes

Membership Meeting #11-2026

October 21, 2026

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

Staff Present: Phil Beard, General Manager-Secretary-Treasurer
Patrick Huber-Kidby, Planning & Regulations Supervisor
Michelle Quipp, Executive Assistant

Others Present: None

1. Call to Order

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

2. Declaration of Pecuniary Interest

There were no pecuniary interests at this time.

3. Minutes

Motion FA #110-26
Moved by: Alvin McLellan Seconded by: Megan Gibson
THAT the minutes from the General Membership Meeting #9-2026 held on September 16, 2026, be approved.
AND THAT the minutes from the Special Membership Meeting #10-2026 held on September 30,1026 be approved.
(carried)

4. Business Out of the Minutes

a) **Approval of the 2027 Work Plan and Budget: Report #73-2026**

Report #73-2026 was presented and the following motions were made:

Motion FA #111-26
Moved by: Vanessa McMillan Seconded by: Evan Hickey
THAT the cost apportionment be approved at $128,394 for 2027; AND THAT the cost be apportioned to each municipality in accordance with the 2027 schedule.
(carried)

Municipality	Member	Assessment Value (%)	In Favour	Not In Favour	No Comment	Absent
Central Huron	Alison Lobb	9.44	✓			
ACW	Evan Hickey	12.5	✓			
Goderich	Vanessa McMillan	10.63	✓			
Howick	Megan Gibson	4.40	✓			
Huron East	Alvin McLellan	10.26	✓			
Huron Kinloss	Ed McGugan	6.08	✓			
Mapleton	Ed Podniewicz	0.89	✓			
Minto	Ed Podniewicz	7.12	✓			
Morris-Turnberry	Sharen Zinn	5.14	✓			
North Huron	Anita van Hittersum	5.57	✓			
North Perth	Matt Duncan	22.92	✓			
Perth East	Andrew Fournier	1.76	✓			
South Bruce	Ed McGugan	0.07	✓			
Wellington North	Ed Podniewicz	2.76	✓			
West Perth	Andrew Fournier	0.46	✓			

Motion FA #112-26
Moved by: Matt Duncan Seconded by: Megan Gibson
THAT the 2027 Work Plan and Budget be approved as outlined in Report #73-2026;
AND THAT that the year-end surpluses and deficits be directed to the appropriate accumulated surplus categories;
AND FUTHER THAT all deferred revenue be directed to the designated projects in the 2027 budget.
(carried)

b) **Communications Strategy Response from MCF: Report #74-2026**

Report #74-2026 was presented to the members for their information.

5. Business Requiring Direction and/or Decision: None

6. Consent Agenda

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

a) Revenue/Expenditure Revenue/Expenditure Report for September: Report #75-2026
b) Agreements Signed: Report #76-2026
c) Conservation Ontario Council Meeting Summary September 21, 2026: Report #77-2026
d) Carbon Footprint Initiative Leaders Meeting Summary October 14, 2026: Report #78-2026

Motion FA #113-26
Moved by: Alison Lobb Seconded by: Anita van Hittersum
THAT Report #75-2026 to Report #78-2026 along with the respective motions as outlined in those reports be approved.
(carried)

7. Chair and Member Reports

Chair, Ed McGugan, thanked staff for their work on the MVCA River Festival held in September.

8. Closed Session: Legal Matter

Motion FA #114-26
Moved by: Ed Podniewicz Seconded by: Sharen Zinn
THAT the Members meeting be moved into a closed session at 7:40pm.
(carried)

Motion FA #115-26
Moved by: Alison Lobb Seconded by: Alvin McLellan
THAT the Members meeting be moved into an open session at 8:50pm.
(carried)

Motion FA #116-26
Moved by: Alison Lobb Seconded by: Alvin McLellan
That the Chair's Letter of Resignation from the Transition Committee for the Lake Huron Regional Conservation Authority be circulated to the Project Executive, member municipalities and the media.
(carried)

9. Adjournment

Next Meeting Date, Wednesday, November 25, 2026, at 7:00pm at the Administration Centre in Wroxeter.

Motion FA#117-26
Moved by: Matt Duncan Seconded by: Megan Gibson
THAT the Members Meeting be adjourned at 8:52pm.
(carried)





Ed McGugan
Chair

Phil Beard
General Manager / Secretary-Treasurer

Avon Maitland District School Board
Engage, Inspire, Innovate... Always Learning

Board Highlights - Inaugural Meeting
November 17, 2026

Welcome to our New Board!

The 2026-2030 AMDSB Trustees were officially sworn in at the inaugural meeting. CEO Graham Shantz and the senior team extended a warm welcome to our new members and expressed appreciation to those that are returning for another term. The entire team is looking forward to working alongside the board to support the students and families of Avon Maitland!



Back row (left to right):

Michael Bannerman - Stratford
Carling Buchanan - North Perth*
Qui Phuc Cao (Ethan) - Perth East*
Alysha Dowson - Central/East Huron*
Robert Hunking - Northwest Huron

Front row (left to right):

Sheila Marshall - St. Marys, Perth South and West Perth
Deepika Mishra - Stratford
Patricia Smith - North Huron, Morris Turnberry and Howick
Marnie Van Esbroeck - South Huron*

* new members

Full details about the board, including which schools they represent, can be found on the Meet our Board page.

Patricia Smith Elected as Chair and Robert Hunking as Vice Chair

Congratulations to Patricia Smith (Trustee for North Huron, Morris Turnberry and Howick) who was elected as Chair for 2027 and Robert Hunking (Northwest Huron) who was elected as Vice Chair.





Future Board Meetings

Regular Board Meetings are held in person unless otherwise noted. Links to join the Regular Board meetings online will be posted on the Board Meeting page the day before the meeting.

- Tuesday, November 24, 2026 - Regular Board Meeting followed by Committee of the Whole, Closed Session
- Tuesday, December 8, 2026 - Regular Board Meeting followed by Committee of the Whole, Closed Session

Future Meetings/Events with Trustee Representation

- Trustee Orientation – Tuesday, December 1, 2026 at 4:45 p.m.

Board Meeting Highlights
November 24, 2026

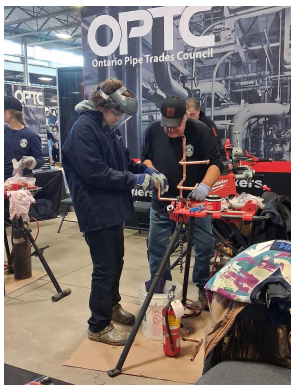
Good News

Grade 7, 8 and 10 Students Participate in LevelUp!

Superintendent Paul Langis shared that more than 1200 grade 7, 8 and 10 AMDSB students had the opportunity to explore a wide range of career possibilities at the LevelUp! Career Fair, held at the Western Fair Pavilion in London. Hosted by the Ministry of Labour, Immigration, Training and Skills Development in partnership with Skilled Trades Ontario and the Ministry of Education, the three-day event brought together industry representatives from across the skilled trades and technology sectors.

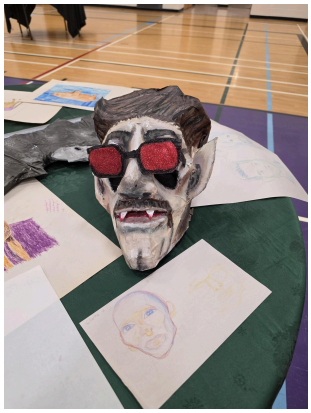
Students explored career areas including construction, electrical, welding, manufacturing, transportation, automotive, hairstyling, and culinary, along with opportunities in fields such as heavy equipment operation and marine careers with the Canadian Navy. From trying tools and equipment to using simulators and virtual reality, students were able to experience different aspects of these careers rather than simply reading about them. Events like LevelUp! help students recognize that there is no single route to a rewarding career, and provides an opportunity for students to explore, ask questions, try something new, and start thinking about where their interests might take them.





FE Madill SS Hosts Arts Night

Chair Patricia Smith shared that she was pleased to attend a very vibrant Arts Night at FE Madill SS. Students showcased their talent throughout the evening by creating paintings, performing music (singing, instruments, including the band). An evening filled with talent!!



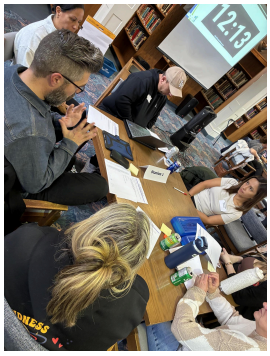




Secondary Educators and Support Staff Enjoy a Day of Learning during the November 6 PA Day

Superintendent Jane Morris highlighted that secondary educators participated in a full day of professional learning at one of three sites - South Huron DHS, Stratford District SS, and Mitchell District HS. Staff were grouped based on their main subject area and learned subject-specific information alongside their colleagues.

In addition, Superintendent Riley Culhane highlighted that Educational Assistants completed Behaviour Management System and safe lifting training. Learning Services staff also provided information to educators about how students learn and process information, and strategies to reach every learner.





Elementary School Fair Hosts Annual General Meeting and Presents Student Awards



Chair Patricia Smith shared that at the Elementary School Fair AGM, students of all ages received awards that were presented in partnership with Minister of Rural Affairs Lisa Thompson. Congratulations!

Stratford District SS Creates a Connection with Local Seniors

Trustee Michael Bannerman shared that SDSS is launching a new "Senior's Club" that connects students with seniors to play games and spend time together. Students can gain community involvement hours and will enjoy connecting!

November Days of Significance

Schools are celebrating important days throughout the month of November. The video below provides a sampling of these activities!

November DOS Wrap-Up Video - 2026 by AMDSB Communications

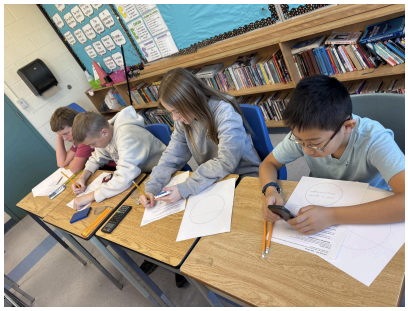
School Showcase

Communications Manager Chera Longston highlighted **Milverton Public School**, located in Milverton (Perth East - Trustee Ethan Cao), which serves approximately 380 students from Grades K to 8. Some students from this school attend Stratford Intermediate School for Grades 7 and 8 and all progress onto Listowel District SS. The current building opened as Milverton High School in 1924 and then became Milverton Public School in 1970, is led by Principal Don Rauser, under the supervision of Superintendent Jane Morris.

Highlights from Milverton PS include:

- Strong Positive Learning Experience (We are Prepared):
  Milverton PS students demonstrate strong reading, writing and mathematics EQAO results. Also, their youngest readers are involved in the Strong Start Literacy Initiative that welcomes parent and community volunteers to work one on one with students who are learning to read.
  The school also has a very strong Arts program and projects including visual Land Acknowledgements, music performances and participation in the annual Kiwanis Music Festival.
- Sense of Belonging (We are Well):
  Relationships and positive involvement are two core elements of what Milverton PS Staff provide as they ensure wrap-around support for the students, their colleagues and families in need. They have a very strong team of parents who provide fresh local fruit and vegetables for their daily nutrition program and offer a wide variety of activities for students to get involved with in order to feel connected to Milverton PS. From choir to chess, knitting, intramural sports, opportunities for drumming and string instruments, Student and Sports Council. Their amazing Mental Health Counsellor JayJ McKinley supports some students directly at the school, helps the school team navigate challenges involving student mental health and is a great support to parents in navigating challenges with children and helps make connections with the right supports in the community.

- Meaningful Connection to Community (We are Engaged):
  Milverton PS enjoys a positive working relationship with Perth Care for Kids as they operate a child care centre on the school's property, that also includes a very busy Before and After School Program. They also benefit from a very strong School Council with active participation at all meetings and excellent support for organizing events like the Welcome Back barbecue which includes meet the teacher and book fair. The Optimist Club of Mornington also supports Milverton students each year with a number of initiatives, and families actively fundraisers and school events. Finally, the Municipality of Perth East is a strong partner of Milverton PS as they maintain a full sized soccer field and Greenwood Park, which are beautiful spaces that students regularly enjoy.





Student Trustee Update

Student Trustee Mollie Hannam reported that the senate is working on two initiatives. First they are hoping to prepare 'exam stress kits' that will include items associated with each of the senses (for example, a fidget to play with or a sour gummy candy). They are investigating options for fundraising in order to create the kits. Second, they are interested in helping address the issue of vaping in schools. They would like to create an awareness social media campaign in partnership with each school's mental health counsellor. They also plan to promote the posts more widely so that intermediate students (grades 7-8) can learn about the risks of vaping.

Future Board Meetings

Regular Board Meetings are held in person unless otherwise noted. Links to join the Regular Board meetings online will be posted on the Board Meeting page the day before the meeting.

- Tuesday, December 8, 2026 at 4:45 p.m. – Regular Session, followed by Committee of the Whole, Closed Session
- Tuesday, January 26, 2027 at 4:45 p.m. – Regular Session, followed by Committee of the Whole, Closed Session

Future Meetings/Events with Trustee Representation

- Trustee Orientation – Tuesday, December 1, 2026 at 4:45 p.m.
- Special Education Advisory Committee (SEAC) – Wednesday, December 2, 2026 at 4:00 p.m. (online)
- SAL (Supervised Alternative Learning) – Monday, December 14, 2026 at 8:30 a.m. (online)
- Equity Steering Committee – Wednesday, December 16, 2026 at 12:30 p.m.
- Trustee Orientation – Tuesday, January 12, 2027 at 4:45 p.m.

Outstanding Action Items
Open Session

December 1

Meeting Date	Action Item	Action By	Current Status	Next Step
September 1, 2026	Bluevale Hall Permanent Liquor License	CAO	Staff are drafting amendments to the Municipality's Alcohol Policy, and reviewing requirements for the application.	Report to Council with amendments to policy and licence application.
October 6, 2026	Pioneer Park Revitalization Grant Application	CAO	Staff are working with members of the Committee to develop a grant application for work at Pioneer Park	Report ot Council with grant application results once available

CORPORATION OF THE MUNICIPALITY OF MORRIS-TURNBERRY

BY-LAW NO. 58-2026

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 December 1, 2026.

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 December 1, 2026, meeting be confirmed and adopted by By-law;

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

1. The action of the Council of the Corporation of the Municipality of Morris-Turnberry at its meeting held on December 1, 2026, in respect of each recommendation contained in the Minutes and each motion and resolution passed and other action taken by the Council of the Corporation of the Municipality of Morris-Turnberry at the meeting, is hereby adopted and confirmed as if all such proceedings were expressly embodied in this By-Law; and

2. The Mayor and proper officials of the Corporation of the Municipality of Morris-Turnberry hereby authorize and direct all things necessary to give effect to the action of the Council to the Corporation of the Municipality of Morris-Turnberry referred to in the preceding section thereof;

3. The Mayor and CAO/Clerk are authorized and directed to execute all documents necessary in that behalf and to affix thereto the Seal of the Corporation.

Read a FIRST and SECOND time, December 1, 2026

Read a THIRD time and FINALLY PASSED, December 1, 2026

_____
Mayor, Jamie Heffer

_____
Clerk, Trevor Hallam