



MUNICIPALITY OF MORRIS-TURNBERRY

COUNCIL AGENDA

Tuesday, December 17, 2024, 7:30 pm

The Council of the Municipality of Morris-Turnberry will meet in Council Chambers in regular session on December 17, 2024, at 7:30 pm.

1.0 CALL TO ORDER

Disclosure of recording equipment.

2.0 ADOPTION OF AGENDA

*Moved by ~
Seconded by ~*

THAT the Council of the Municipality of Morris-Turnberry hereby adopts the agenda for the meeting of December 17, 2024, as circulated.

~

3.0 DISCLOSURE OF PECUNIARY INTEREST / POTENTIAL CONFLICT OF INTEREST

4.0 MINUTES

*Moved by ~
Seconded by ~*

THAT the Council of the Municipality of Morris-Turnberry hereby adopts the December 3, 2024, Council Meeting Minutes as written.

~

5.0 ACCOUNTS

*Moved by ~
Seconded by ~*

THAT the Council of the Municipality of Morris-Turnberry hereby approves for payment the December 17 accounts in the amount of \$ 131,430.177.

~

6.0 PUBLIC MEETINGS AND DEPUTATIONS

6.1 MASSON MUNICIPAL DRAIN COURT OF REVISION

The meeting to consider the engineer's report for Masson Municipal Drain 2024 was held on November 19, 2024. Notice of the sitting of the Court of Revision was sent on November 20, 2024.

On November 19th Council appointed Councillor Snell, Councillor Zinn and Councillor McCallum to sit on the Court of Revision.

6.1.1 Open Court of Revision

Moved by ~
Seconded by ~

THAT the Council of the Municipality of Morris-Turnberry hereby adjourns their regular meeting of Council, to reconvene following the Court of Revision for the Masson Municipal Drain 2024.

~

Masson Municipal Drain 2024 Court of Revision

6.2 Call to order by the Clerk.

6.3 Appointment of Chair

Moved by ~
Seconded by ~

THAT _____ be appointed as Chairperson for the Masson Municipal Drain 2024 Court of Revision.

~

6.4 Appeals

No appeals were received by the deadline of December 7, 2024.

6.5 Late or Verbal Appeals

One appeal has been received as of the time of publication of the agenda. The Court may hear verbal appeals from the floor at their discretion.

The court of revision may, by resolution, allow a late appeal to be heard.

An appeal from PBG Farms was received on December 9th, the details of which are a provided for the benefit of the Court.

Moved by ~
Seconded by ~

THAT the Court of Revision for the Masson Municipal Drain 2024 shall allow the appeal of PBG Farms received on December 9 to be heard.

~

6.6 Appeal #1 – PBG Farms

6.6.1 Engineer

The engineer will present evidence regarding the appeal.

6.6.2 Appellant

The appellant may present their case orally to the Court

6.7 Deliberations of the Court

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

6.8 Decision of the Court

6.8.1 Appeal # 1

The Court may issue its decision verbally, to be followed by a written decision following the adjournment of the Court.

6.9 Adjournment

*Moved by ~
Seconded by ~*

*THAT, the Court of Revision for the Masson Municipal Drain
2024 be adjourned.*

~

7.0 **STAFF REPORTS**

7.1 PUBLIC WORKS

7.1.1 Operations Report

A report has been prepared by Director of Public Works Mike Alcock to providing an update on Public Works activities for the information of Council.

8.0 **BUSINESS**

8.1 EARLY TENDER APPROVAL

A report has been prepared by Director of Public Works Mike Alcock in this regard.

*Moved by ~
Seconded by ~*

*THAT the Council of the Municipality of Morris-Turnberry hereby
accepts the offer of Pollard Distribution Inc. to extend 2024
pricing for 2025 for dust control,*

*AND FUTHER THAT the Director of Public Works is hereby
authorized to tender for maintenance gravel prior to Council
receiving the 2025 draft budget.*

~

8.2 TENDER AWARD – MT 24-602 TANDEM

A report has been prepared by Director of Public Works Mike Alcock in this regard.

*Moved by ~
Seconded by ~*

*THAT the Council of the Municipality of Morris-Turnberry hereby
accepts the quotation of Altruck International Truck Centres for a
2026 **International HV615 SBA 6 x 4**, Tandem Cab & Chassis
Complete with Viking Combination Dump and Spreader Body
and Snowplow Harness as specified, in the amount of
\$416,156.50 (excluding HST).*

*AND FURTHER THAT the Mayor and CAO are hereby
authorized to execute the tender and all other required
documents.*

~

8.3 BELGRAVE SIDEWALK INFORMATION

A report has been prepared by Director of Public Works Mike Alcock in this regard for the information of Council.

8.4 FIRE SUPPRESSION SERVICES AGREEMENT EXTENSION

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 extension of the Fire Suppression Agreement signed under the authority of by-law 92-2018 with the Township of North Huron for an additional period of one year.

AND FURTHER, THAT Council agrees that unless otherwise approved in writing by all other parties to the Fire Agreements (Central Huron, Ashfield Colborne-Wawanosh, Morris-Turnberry, and North Huron), 2025 capital purchases by North Huron during the one-year extension shall not exceed the following:

- *Replacement of Rescue # 7 - \$300,000*
- *Extrication Equipment - \$60,000*

~

8.5 TURNBERRY CONSERVATION AREA MEMORIAL GATE REPAIRS

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

9.0 **COUNCIL REPORTS**

Kevin Freiburger

Jamie McCallum

Sharen Zinn

Jodi Snell

Jamie Heffer

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

- 10.1 Media Release – Policy Consultation Process – Saugeen Valley Conservation Authority
- 10.2 Board Meeting Highlights – AMDSB – December 10
- 10.3 Outstanding Action Items

11.0 **ITEMS FOR A FUTURE AGENDA**

12.0 **BY-LAWS AND AGREEMENTS**

12.1 FEES AND CHARGES

At the December 3 meeting, staff were directed to return a by-law establishing schedules of Fees and Charges for the Municipality. By-law 60-2024 is presented here for consideration.

*Moved by ~
Seconded by ~*

THAT leave be given to introduce By-Law 60-2024, being a by-law to establish fees, rates, and charges for the Municipality of Morris-Turnberry, and that it now be read severally a first, second, and third time, and finally passed.

~

12.2 REVENUE COLLECTION POLICY

At the December 3 meeting, staff were directed to return a by-law to adopt a policy regarding the collection of taxes and other revenues for the Municipality. By-law 61-2024 is presented here for consideration.

*Moved by ~
Seconded by ~*

THAT leave be given to introduce By-Law to adopt a policy with respect to the collection of taxes and other revenues by the Municipality, and that it now be read severally a first, second, and third time, and finally passed.

~

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) (e) regarding potential litigation affecting the Municipality.*

~

13.2 Return to open session.

*Moved by ~
Seconded by ~*

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

~

13.3 Report and Action from Closed Session.

14.0 CONFIRMING BY-LAW

*Moved by ~
Seconded by ~*

THAT leave be given to introduce By-Law 62-2024, being a by-law to confirm the proceedings of the Municipality of Morris-Turnberry meeting of Council held on December 17, 2024, 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 ____ pm.

~

NEXT MEETINGS:

Regular Meeting of Council – Tuesday, January 14, 2025, 7:30 pm
Special Meeting of Council – Tuesday, January 28, 2025, 9:00 am
Regular Meeting of Council – Tuesday, February 4, 2025, 7:30 pm

5.0 **ACCOUNTS**

Motion 272-2024

*Moved by Kevin Freiburger
Seconded by Jodi Snell*

THAT the Council of the Municipality of Morris-Turnberry hereby approves for payment the December 3rd accounts in the amount of \$ 1,470,536.38

Carried.

6.0 **PUBLIC MEETINGS AND DEPUTATIONS**

None.

7.0 **STAFF REPORTS**

None.

8.0 **BUSINESS**

8.1 APPLICATION C57-2024 – REQUEST FOR RELIEF FROM RECOMMENDED CONDITIONS

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

Klaas Jorritsma addressed Council to explain his reasoning for requesting relief from the Municipality's Site Plan Control and Entrance Policies.

Motion 273-2024

*Moved by Sharen Zinn
Seconded by Jamie McCallum*

THAT the Council of the Municipality of Morris-Turnberry hereby grants relief from the requirements of the Municipality's Entrance Policy under By-Law 44-2012, for the proposed severed and retained lots at 205 and 213 Arthur Street

Carried.

Motion 274-2024

*Moved by Sharen Zinn
Seconded by Jamie McCallum*

THAT the Council of the Municipality of Morris-Turnberry hereby grants relief from the requirements of Site Plan Control under By-Law 13-2023, for the proposed severed and retained lots at 205 and 213 Arthur Street

Carried.

8.2 FEES AND CHARGES 2025 – UNLICENCED DOGS

A report prepared by CBO/By-Law Enforcement Officer Kirk Livingston in this regard was presented by Mr. Hallam.

Motion 275-2024

*Moved by Jamie McCallum
Seconded by Kevin Freiburger*

THAT the Council of the Municipality of Morris-Turnberry hereby approves the proposed administrative fees as presented, and directs staff to return the updated fees and charges by-law for consideration at the next meeting of Council;

AND FURTHER THAT staff is hereby directed to conduct a review and propose amendments to the current Animal Control By-law for the Municipality of Morris-Turnberry, and present the revised by-law to Council for consideration at a future meeting.

Carried.

8.3 HURON COUNTY OPP DETATCHMENT BOARD REMUNERATION AND BUDGET

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

Council requested that minutes be shared in the future.

Motion 276-2024

*Moved by Kevin Freiburger
Seconded by Jodi Snell*

THAT leave be given to introduce By-Law 56-2024, being a by-law to establish the remuneration rates for members of Council and Local Boards for the Municipality of Morris-Turnberry, and that it now be read severally a first, second, and third time, and finally passed this 3rd day of December 2024.

AND FURTHER THAT it be requested that minutes of Detachment Board meetings be shared with Council.

**A recorded vote was requested, and the motion was carried as follows:*

*Yea (4): Freiburger, Snell, McCallum, Heffer
Nay (1): Zinn*

8.4 IMPLEMENTATION OF A COLLECTION POLICY

A report prepared by Tax Collector Kelly Tiffin in this regard was presented by Mr. Hallam.

Motion 277-2024

*Moved by Jodi Snell
Seconded by Sharen Zinn*

THAT the Council of the Municipality of Morris-Turnberry hereby directs staff to return a by-law adopting the Collection Policy, as presented, to the next meeting of Council.

Carried.

8.5 APPLICABILITY OF THE LINE FENCES ACT

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

Motion 278-2024

*Moved by Jodi Snell
Seconded by Jamie McCallum*

THAT the Council of the Municipality of Morris-Turnberry hereby directs staff to return a by-law regarding the applicability of the Line Fences Act in the Municipality of Morris-Turnberry, as presented, to the next meeting of Council.

Carried.

9.0 **COUNCIL REPORTS**

Kevin Freiburger

None.

Jamie McCallum

None.

Sharen Zinn

November 20th attended a meeting of the MVCA Board.

November 27th attended the Warden's inaugural meeting at the County of Huron.

Jodi Snell

November 27th attended a meeting of the Listowel Wingham and area Family Health Team Board

November 27th attended the Warden's inaugural meeting at the County of Huron.

Jamie Heffer

November 28th attended the staff appreciation Christmas dinner

November 30th attended the opening of Red Door Millin in Bluevale.

10.0 CORRESPONDENCE, MINUTES, ITEMS FOR INFORMATION

- 10.1 Media Release – Jamie Heffer Appointed Warden – Huron County
- 10.2 Media Release – Bruce Power Donation – County of Huron
- 10.3 Media Release – South Bruce not moving ahead with DGR – Municipality of South Bruce
- 10.4 Correspondence – ARU Framework – Ministry of Municipal Affairs and Housing
- 10.5 Draft Conservation Areas Strategy – MVCA
- 10.6 Minutes – MVCA Membership Meeting – October 16, 2024
- 10.7 AMDSB Board Meeting Highlights – November 26, 2024
- 10.8 Resolution – GST to Municipalities – Township of King
- 10.9 Resolution – Ambulance Shortages and Healthcare System Issues – Township of Terrace Bay
- 10.10 Resolution – Excess Soil Management – Township of Puslinch
- 10.11 Resolution – Resuming the assessment cycle – Township of North Glengarry
- 10.12 Draft Budget – SVCA
- 10.13 Draft Levy – MVCA
- 10.14 Year in review – Community Safety and Wellbeing Plan
- 10.15 Action Plan and Proposed Budget – Community Safety and Wellbeing Committee
- 10.16 Outstanding Action Items

Motion 279-2024

Moved by Jamie McCallum

Seconded by Sharen Zinn

THAT the Council of the Municipality of Morris-Turnberry hereby supports and endorses item 10.11.

Carried.

11.0 ITEMS FOR A FUTURE AGENDA

None.

12.0 BY-LAWS AND AGREEMENTS

12.1 EMPLOYEE REMUNERATION

At the November 19th meeting, staff were directed to return a by-law establishing the remuneration rates for staff of the Municipality. By-law 57-2024 was presented for consideration.

Motion 280-2024

Moved by Sharen Zinn

Seconded by Jamie McCallum

THAT leave be given to introduce By-Law 57-2024, being a by-law to establish the pay range grid for employees of the Municipality of Morris-Turnberry, and that it now be read severally a first, second, and third time, and finally passed this 3rd day of December 2024.

Carried.

12.2 COUNCIL AND BOARD MEMBER REMUNERATION

At the November 19th meeting, staff were directed to return a by-law establishing the remuneration rates for members of Council and Boards of the Municipality. By-law 58-2024 was presented for consideration.

Motion 281-2024

*Moved by Kevin Freiburger
Seconded by Jodi Snell*

THAT leave be given to introduce By-Law 58-2024, being a by-law to establish the remuneration rates for members of Council and Local Boards for the Municipality of Morris-Turnberry, and that it now be read severally a first, second, and third time, and finally passed this 3rd day of December 2024.

Carried.

13.0 CLOSED SESSION

13.1 Enter closed session.

Motion 282-2024

*Moved by Sharen Zinn
Seconded by Jodi Snell*

THAT the Council of the Municipality of Morris-Turnberry enter a closed session at 8:34 p.m., with the CAO/Clerk remaining in attendance, for the purpose of discussing confidential matters pursuant to the following sections of the Municipal Act:

- a) Section 239 (2) (c) regarding a proposed disposition of land (Request to purchase a lane);*
- b) Section 239 (2) (b) regarding personal matters about an identifiable individual (CAO/staff performance reviews);*
- c) Section 239 (3.1) for the purpose of training the members regarding processes under the Drainage Act.*

Carried.

13.2 Return to open session.

Motion 280-2024

*Moved by Jodi Snell
Seconded by Kevin Freiburger*

THAT the Council of the Municipality of Morris-Turnberry rise from a closed session at 9:47p.m.

Carried.

13.3 Report and Action from Closed Session.

Council considered a request to purchase a municipally owned lane, received reports on CAO and Staff performance reviews, and received training regarding processes under the drainage act.

14.0 **CONFIRMING BY-LAW**

Motion 281-2024

*Moved by Jamie McCallum
Seconded by Sharen Zinn*

THAT leave be given to introduce By-Law 59-2024, being a by-law to confirm the proceedings of the Municipality of Morris-Turnberry meeting of Council held on December 3rd, 2024, and that it now be read severally a first, second, and third time, and finally passed this 3rd day of December 2024.

Carried.

15.0 **ADJOURNMENT**

Motion 282-2024

*Moved by Jodi Snell
Seconded by Jamie McCallum*

THAT the Council of the Municipality of Morris-Turnberry does now adjourn at 9:48 pm.

Carried.

NEXT MEETINGS:

Regular Meeting of Council – Tuesday, December 17th, 2024, 7:30 pm
Regular Meeting of Council – Tuesday, January 14th, 2025, 7:30 pm

Mayor, Jamie Heffer

Clerk, Trevor Hallam

Municipality of Morris-Turnberry
Account List for

December 17 2024

General

Bell Canada	Emergency Lines	121.90
Hydro One	Streetlights	1,172.86
Hydro One	Morris Office	399.04
Enbridge	Morris Office	25.11
Tuckersmith Communications	Office Internet & Security Charges	180.80
MicroAge Basics	Office Supplies & IT Support	961.30
McDonald Home Hardware	Office Supplies	15.80
North Huron Publishing Company Inc.	Advertisement	67.80
Midwestern Newspaper Corp	Advertisement	192.10
Donnelly & Murphy	Legal	508.50
Rebecca Schlosser	Wedding Solemnization	300.00
Ausable Bayfield Conservation Authority	Drinking Water Protection	6,682.75
Bluevale Community Committee	Hall Rentals	600.00
To Recipient	Refund Hall Rental - Cancelled	113.00
Blyth Brewing & Distilling Inc	Christmas Party	3,173.47
Green's Meat Market	Christmas Party	1,900.00
Property Owners	Return Tax Credits & Overpayments	18,565.23

Payroll

December 4 2024	Payroll	24,994.29
	Expenses	128.80

General Total 60,102.75

Building Department

Foxton Fuels	Fuel for Vehicle	418.62
--------------	------------------	--------

Payroll

December 4 2024	Payroll	5,610.70
	Expenses	-

Building Total 6,029.32

Property Standards

Keppelcreek	October Property Standards	1,429.04
-------------	----------------------------	----------

Property Standards Total 1,429.04

Drainage

Chuck Hull	Armstrong, Elliott-Underwood & Hyslop MDs	833.30
------------	---	--------

Drainage Total 833.30

Parks & Cemeteries

Hydro One	Kinsmen Park	31.81
-----------	--------------	-------

Parks & Cemeteries Total 31.81

Belgrave Water

Hydro One	Belgrave Water	1,206.60
Hydro One	Humphrey Well	39.19
Bell Canada	Belgrave Water	165.89
Hay Communications	Belgrave Water	22.60

Water Total 1,434.28

Landfill

Hydro One	Morris Landfill	333.94
McDonalds Home Hardware	Morris Landfill	120.43
PE Inglis Holdings Inc	Morris Landfill	135.60
Bluewater Recycling Association	December Curbside Pickup	8,026.89

Landfill Total 8,616.86

Roads

Hydro One	Morris Shop	199.52
Hydro One	Turnberry Shop	275.76
Enbridge	Morris Shop	50.23
Bell Canada	Turnberry Shop	121.91
HuronTel	Turnberry Shop Internet	66.56
Stainton Hardware	Shop Supplies	9.02
McDonald Home Hardware	Shop Supplies	78.62
PBJ Cleaning Depot Inc.	Shop Supplies	168.28
Steffens Auto Supply	Shop Supplies	611.74
Radar Auto Parts	Shop Supplies & Parts for 16-05 Tandem	307.00
Foxton Fuels	Fuel	13,780.07
Joe Kerr Ltd.	Repairs for 16-05 Tandem	1,075.63
Toromont Cat	Parts for 15-10 Backhoe	374.60
Huron Tractor	Filters for 09-02, 13-03 & 17-01 Graders	2,664.92
Chuck Hull	Ditching	268.04
Ausable Bayfield Conservation Authority	Phragmites Control	1,663.27

Payroll

December 4 2024	Payroll	31,237.64
	Expenses	-

Roads Total 52,952.81

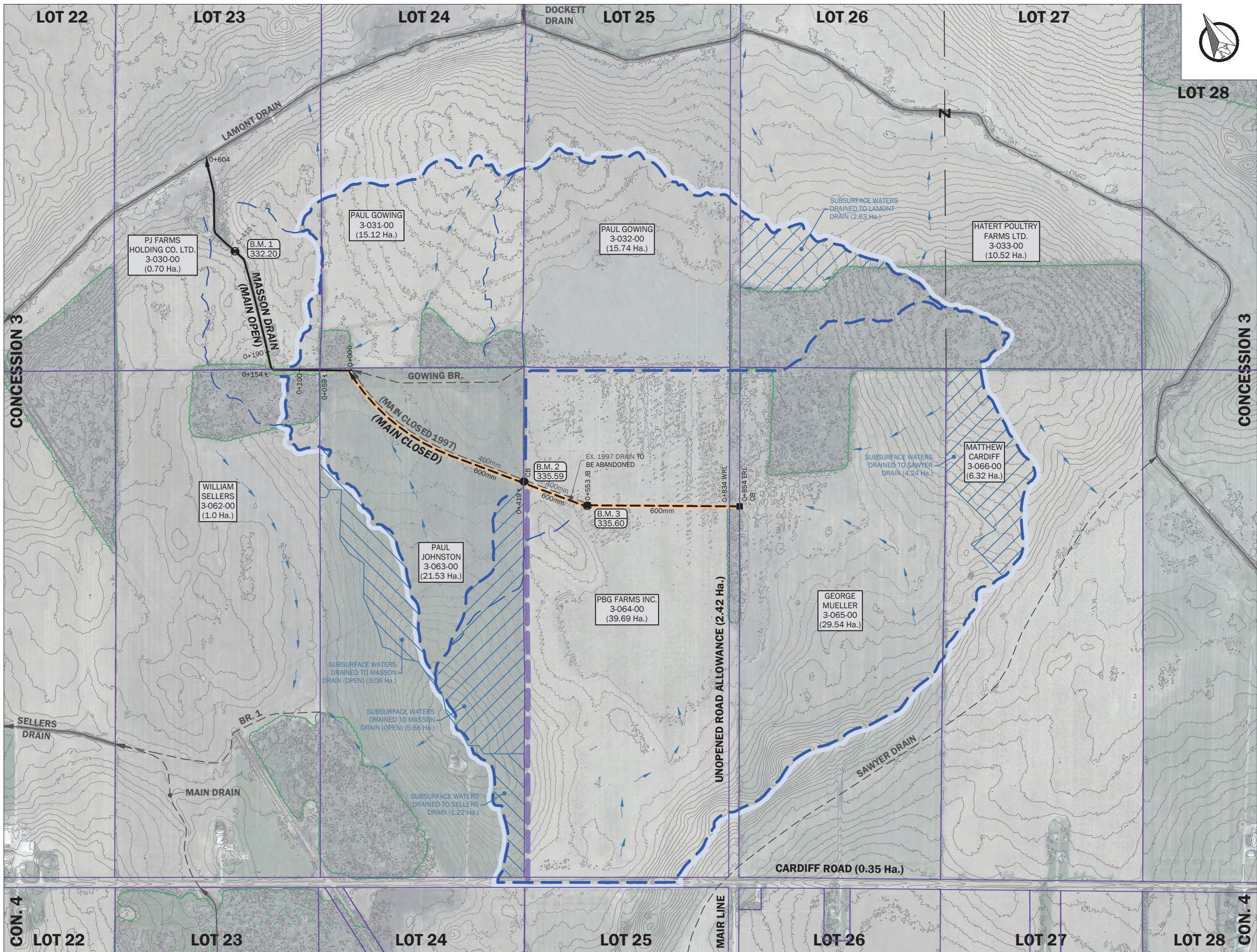
Account Total ***131,430.17***

Approved By Council:

December 17 2024

Mayor - Jamie Heffer

Treasurer- Sean Brophy



MUNICIPALITY OF
MORRIS-TURNBERRY

MORRIS WARD

MASSON MUNICIPAL DRAIN

Watershed Plan

- NOTES:**
- 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.
 - THE CONTOURS WERE CREATED USING IMAGERY DERIVED DIGITAL DATA (2015) FROM LAND INFORMATION ONTARIO.

BENCHMARK DESCRIPTIONS

BENCHMARK No. 1 TOP UPSTREAM END OF 750mmØ CSP CULVERT AT STA. 0+403 (OPEN)	ELEV.=332.20
BENCHMARK No. 2 TOP SOUTHWEST CORNER OF EXISTING CATCH BASIN AT STA. 0+419 (CLOSED)	ELEV.=335.59
BENCHMARK No. 3 TOP SOUTHWEST CORNER OF EXISTING CATCH BASIN AT STA. 0+553 (CLOSED)	ELEV.=335.60

LEGEND

- LOT/CONCESSION LINE
- PROPERTY LINE
- MAJOR WATERSHED BOUNDARY
- MINOR WATERSHED BOUNDARY
- WETLAND LIMIT
- CONSTRUCTION/MAINTENANCE ACCESS

BENCHMARK LOCATION

B.M. 1
123.45

JOHN & JANE SMITH
12-345

LANDOWNER NAME(S)
ASSESSMENT ROLL No. (ABBREVIATED)
AREA WITHIN WATERSHED

EXISTING FEATURES:

DRAIN NAME (with crossing and flow direction)

DRAIN NAME (with catch basin, manhole and flow direction)

OVERLAND FLOW PATH

PROPOSED FEATURES:

DRAIN NAME (with crossing and flow direction)

DRAIN NAME (with catch basin, manhole and flow direction)

	4	REPORT SUBMISSION	24-10-25
	3	MYCA SUBMISSION	24-10-23
	2	PUBLIC INFORMATION MEETING	24-08-28
	1	ON-SITE MEETING	23-11-30
	No.	REVISION	DATE (YY-MM-DD)



DRAWN BY: R.U.	DESIGNED BY: M.T.	CHECKED BY: S.B.
DATE: 2024-10-25	REFERENCE No. MT-003	DRAWING No. 1 OF 4

Schedule of Assessment for Construction
Masson Municipal Drain

Main Open	Property Details					Drainage Act Instruments of Assessment			For Information		
	Part Lot	Concession	Landowner	Roll Number	Approx. Ha. Affected	Benefit (Sec. 22)	Outlet Liability (Sec. 23)	Total Assessment	Less Gov't Grant	Less Allowances	Net Estimated Expense
	23	3	PJ Farms Holding Co. Ltd.	3-030-00	0.70	\$ 878.00	\$ 39.00	\$ 917.00	\$ 306.00	\$ 800.00	-\$ 189.00
	23	3	William Sellers	3-062-00	1.00	\$ 400.00	\$ 25.00	\$ 425.00	\$ 142.00	\$ 700.00	-\$ 417.00
	24	3	Paul Gowing	3-031-00	15.12	\$ 3,965.00	\$ 1,571.00	\$ 5,536.00	\$ 1,845.00	\$ 1,100.00	\$ 2,591.00
	24	3	Paul Johnston	3-063-00	21.53	\$ 5,207.00	\$ 2,623.00	\$ 7,830.00	\$ 2,610.00	\$ 1,310.00	\$ 3,910.00
	25	3	Paul Gowing	3-032-00	15.74	\$ -	\$ 1,839.00	\$ 1,839.00	\$ 613.00	\$ -	\$ 1,226.00
	25	3	PBG Farms Inc.	3-064-00	39.69	\$ -	\$ 4,637.00	\$ 4,637.00	\$ 1,546.00	\$ -	\$ 3,091.00
	26 & 27	3	Hatert Poultry Farms Ltd.	3-033-00	10.52	\$ -	\$ 246.00	\$ 246.00	\$ 82.00	\$ -	\$ 164.00
	26	3	George Mueller	3-065-00	29.54	\$ -	\$ 3,118.00	\$ 3,118.00	\$ 1,039.00	\$ -	\$ 2,079.00
	27	3	Matthew Cardiff	3-066-00	6.32	\$ -	\$ 491.00	\$ 491.00	\$ 164.00	\$ -	\$ 327.00
	Total Assessments on Lands					\$ 10,450.00	\$ 14,589.00	\$ 25,039.00	\$ 8,347.00	\$ 3,910.00	\$ 12,782.00
	Cardiff Road			Municipality of Morris-Turnberry		0.35	\$ -	\$ 164.00	\$ 164.00		
Unopened Road Allowance			Municipality of Morris-Turnberry		2.42	\$ -	\$ 197.00	\$ 197.00			\$ 197.00
Total Assessments on Roads					\$ -	\$ 361.00	\$ 361.00			\$ 361.00	
Total Assessments											
Main Open					\$ 10,450.00	\$ 14,950.00	\$ 25,400.00	\$ 8,347.00	\$ 3,910.00	\$ 13,143.00	

Main Closed	Property Details					Drainage Act Instruments of Assessment			For Information			
	Part Lot	Concession	Landowner	Roll Number	Approx. Ha. Affected	Benefit (Sec. 22)	Outlet Liability (Sec. 23)	Total Assessment	Less Gov't Grant	Less Allowances	Net Estimated Expense	
	24	3	Paul Johnston	3-063-00	6.88	\$ 15,369.00	\$ 2,939.00	\$ 18,308.00	\$ 6,103.00	\$ 9,430.00	\$ 2,775.00	
	25	3	PBG Farms Inc.	3-064-00	39.69	\$ 77,079.00	\$ 29,082.00	\$ 106,161.00	\$ 35,387.00	\$ 11,680.00	\$ 59,094.00	
	26 & 27	3	Hatert Poultry Farms Ltd.	3-033-00	3.89	\$ -	\$ 677.00	\$ 677.00	\$ 226.00	\$ -	\$ 451.00	
	26	3	George Mueller	3-065-00	29.54	\$ 56,756.00	\$ 46,474.00	\$ 103,230.00	\$ 34,410.00	\$ 500.00	\$ 68,320.00	
	27	3	Matthew Cardiff	3-066-00	6.32	\$ -	\$ 7,314.00	\$ 7,314.00	\$ 2,438.00	\$ -	\$ 4,876.00	
	Total Assessments on Lands					\$ 149,204.00	\$ 86,486.00	\$ 235,690.00	\$ 78,564.00	\$ 21,610.00	\$ 135,516.00	
	Cardiff Road			Municipality of Morris-Turnberry		0.35	\$ -	\$ 1,579.00	\$ 1,579.00			\$ 1,579.00
	Unopened Road Allowance			Municipality of Morris-Turnberry		1.77	\$ 526.00	\$ 2,205.00	\$ 2,731.00			\$ 2,731.00
	Total Assessments on Roads					\$ 526.00	\$ 3,784.00	\$ 4,310.00			\$ 4,310.00	
	Total Assessments											
	Main Closed					\$ 149,730.00	\$ 90,270.00	\$ 240,000.00	\$ 78,564.00	\$ 21,610.00	\$ 139,826.00	

- Notes:
- 1 All Lands may be 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 Construction
Masson Municipal Drain

Masson Municipal Drain	Property Details					Summary of Assessment			For Information		
	Part Lot	Concession	Landowner	Roll Number	Approx. Ha. Affected	Main Open	Main Closed	Total	Less Gov't Grant	Less Allowances	Net Estimated
					Expense						
	23	3	PJ Farms Holding Co. Ltd.	3-030-00	0.70	\$ 917.00	\$ -	\$ 917.00	\$ 306.00	\$ 800.00	\$ (189.00)
	23	3	William Sellers	3-062-00	1.00	\$ 425.00	\$ -	\$ 425.00	\$ 142.00	\$ 700.00	\$ (417.00)
	24	3	Paul Gowing	3-031-00	15.12	\$ 5,536.00	\$ -	\$ 5,536.00	\$ 1,845.00	\$ 1,100.00	\$ 2,591.00
	24	3	Paul Johnston	3-063-00	21.53	\$ 7,830.00	\$ 18,308.00	\$ 26,138.00	\$ 8,713.00	\$ 10,740.00	\$ 6,685.00
	25	3	Paul Gowing	3-032-00	15.74	\$ 1,839.00	\$ -	\$ 1,839.00	\$ 613.00	\$ -	\$ 1,226.00
	25	3	PBG Farms Inc.	3-064-00	39.69	\$ 4,637.00	\$ 106,161.00	\$ 110,798.00	\$ 36,933.00	\$ 11,680.00	\$ 62,185.00
	26 & 27	3	Hatert Poultry Farms Ltd.	3-033-00	10.52	\$ 246.00	\$ 677.00	\$ 923.00	\$ 308.00	\$ -	\$ 615.00
26	3	George Mueller	3-065-00	29.54	\$ 3,118.00	\$ 103,230.00	\$ 106,348.00	\$ 35,449.00	\$ 500.00	\$ 70,399.00	
27	3	Matthew Cardiff	3-066-00	6.32	\$ 491.00	\$ 7,314.00	\$ 7,805.00	\$ 2,602.00	\$ -	\$ 5,203.00	
Total Assessments on Lands						\$ 25,039.00	\$ 235,690.00	\$ 260,729.00	\$ 86,911.00	\$ 25,520.00	\$ 148,298.00
Cardiff Road			Municipality of Morris-Turnberry		0.35	\$ 164.00	\$ 1,579.00	\$ 1,743.00			\$ 1,743.00
Unopened Road Allowance			Municipality of Morris-Turnberry		2.42	\$ 197.00	\$ 2,731.00	\$ 2,928.00			\$ 2,928.00
Total Assessments on Roads						\$ 361.00	\$ 4,310.00	\$ 4,671.00	\$ -	\$ -	\$ 4,671.00
Total Assessments Masson Municipal Drain						\$ 25,400.00	\$ 240,000.00	\$ 265,400.00	\$ 86,911.00	\$ 25,520.00	\$ 152,969.00

Notes:

- 1 All Lands may be 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 Masson Municipal Drain

Masson Municipal Drain	Property Details				Portion of Maintenance Assessment	
	Part Lot	Con.	Landowner	Roll Number	Main Open	Main Closed
	23	3	PJ Farms Holding Co. Ltd.	3-030-00	2.00%	
	23	3	William Sellers	3-062-00	0.35%	
	24	3	Paul Gowing	3-031-00	10.31%	
	24	3	Paul Johnston	3-063-00	17.21%	5.45%
	25	3	Paul Gowing	3-032-00	12.06%	
	25	3	PBG Farms Inc.	3-064-00	30.42%	40.82%
	26 & 27	3	Hatert Poultry Farms Ltd.	3-033-00	1.61%	0.62%
	26	3	George Mueller	3-065-00	20.46%	42.24%
	27	3	Matthew Cardiff	3-066-00	3.22%	6.65%
Total Assessments on Lands					97.64%	95.78%
Cardiff Road Municipality of Morris-Turnberry					1.07%	2.22%
Unopened Road Allowance Municipality of Morris-Turnberry					1.29%	2.00%
Total Assessments on Roads					2.36%	4.22%
Total Assessments Masson Municipal Drain					100.00%	100.00%

Notes:

- 1 Lands located upstream of the maintenance shall be determined by the Drainage Superintendent.

To: The Clerk of the Corporation of the Municipality of Morris-Turnberry

Re: Masson Municipal Drain 2024
(Designation of drainage works)

Take notice that I/we, an owner or owners of land assessed for the above-mentioned drainage works, appeal to the Drainage Court of Revision under:

- ☒ Section 52 (1) for the construction or improvement of a drain; or
- ☐ Section 76 (4) for the development of a new assessment schedule for the drain on the grounds that:
- ☒ My/our land has been assessed too high;
 - ☐ My/our land has been assessed too low;
 - ☐ Other land or road has been assessed too high;
 - ☐ Other land or road has been assessed too low;
 - ☐ Other land or road that should have been assessed has not been assessed;
 - ☐ Due consideration has not been given as to type of use of land.

Include Details of Appeal (attach additional pages if needed):
[See attached documents.](#)

Property Owners Appealing to Court of Revision

- Your municipal property tax bill will provide the property description and parcel roll number.
- In rural areas, the property description should be in the form of (part) lot and concession and civic address.
- In urban areas, the property description should be in the form of street address and lot and plan number, if available.
- If appealing to Court of Revision regarding multiple properties, attach additional page with property information.

Property Description

[South Lot 25, Concession 3](#)

Ward or Geographic Township
[Morris Ward](#)

Parcel Roll Number
[3-064-00](#)

If property is owned in partnership, all partners must be listed. If property is owned by a corporation, list the corporation's name and the name

and corporate position of the authorized officer. Only the owner(s) of the property may appeal to the Court of Revision.

Corporation

Corporate Ownership

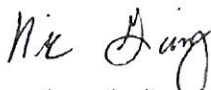
Name of Signing Officer (Last Name, First Name) (Type/Print)

[Nic Gowing](#)

Name of Corporation
[PBG Farms Inc.](#)

Position Title
[Administrator](#)

Signature



I have the authority to bind the Corporation.

Date (yyyy/mm/dd)

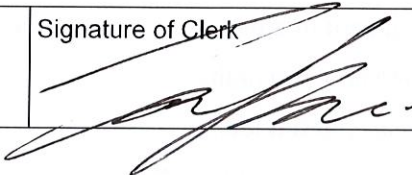
[2024/12/06](#)

Enter the mailing address and primary contact information of property owner below:

Last Name Gowing		First Name Jacquie	Middle Initial C
Mailing Address			
Unit Number	Street/Road Number 42249	Street/Road Name Browntown Road	PO Box
City/Town Bluevale		Province ON	Postal Code N0G 1G0
Telephone Number 519 887-9248	Cell Phone Number (Optional)	Email Address (Optional)	

To be completed by recipient municipality:

Notice filed this 9th day of December, 20 24

Name of Clerk (Last Name, First Name) Hallam, Trevor	Signature of Clerk 
---	--

To Whom It May Concern

RE: Masson Municipal Drain 2024

On behalf of PBG Farms Inc., we feel the cost assessment of the proposed drainage works designated as Masson Municipal Drain 2024 is unfairly allocated across the parties which contribute collected water to the drain, specifically the closed portion in its entirety.

In regards to specifics, PBG Farms (roll number 3-064-00) has approximately 40 ha of land collecting and contributing to the closed portion of the drain. Water from this land enters the drain at sta. 0+419 (approximately the mid-point of the closed drain length).

We feel that any portion of closed drain beyond (uphill) sta. 0+419 does not provide benefit the 40 ha owned by PBG Farms. Water collected is conveyed by private tile drainage to the provided outlet at the west property line (sta. 0+419 of the proposed drain).

There is approximately 37 ha requiring the closed portion of the drain from sta. 0+419 to the top end 0+854, which we acknowledge requires an adequate outlet via the proposed drain across the lands owned by PBG Farms.

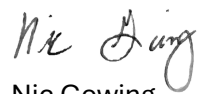
Currently, the property owned by PBG Farms is assessed at 44% of the total closed drain cost (before allowances and grants) but is only able to benefit from approximately 50% of the total length. For the length that provides benefit to PBG Farms (sta. 0+000 to 0+419), PBG Farms only accounts for approximately 40 ha of the 77 ha of land (or 51.9% of total ha) which contributes water to that length of the closed drain. From this perspective, PBG Farms requires 50% of the proposed length and consists of only 51.9% of the area requiring that length, which would equate to approximately 25% of the total construction costs for the closed portion of the drain.

Maintenance costs for the closed portion of the drain indicate 40% of incurred costs are allocated to PBG Farms. Again, PBG Farms only accounts for approximately 50% of the flow, on the lower 50% of length of the closed drain (i.e. approximately 25% of maintenance costs would appear to be a fair assessment).

There doesn't appear to be a specific need for the new junction box at sta. 0+533 as the proposed drain doesn't change grade or alignment at that station. Can this proposed junction box be eliminated, and just cap the top end of the existing 400mm pipe that is to be abandoned?

Given part of the existing drain that was constructed in 1997 was not designed to any standard but accepted by the Municipality, will the Municipality be agreeable to incurring additional financial responsibility for this drain replacement as the 1997 drain has only achieved less than 50% of its expected service life? In the current assessment schedule, the Municipality accounts for approximately 1.7% (\$4,700) of total construction costs. We request that the Municipality consider absorbing an additional 3.3% of the construction costs to provide some relief to landowners impacted by the shortcomings of the previous works.

Respectfully,



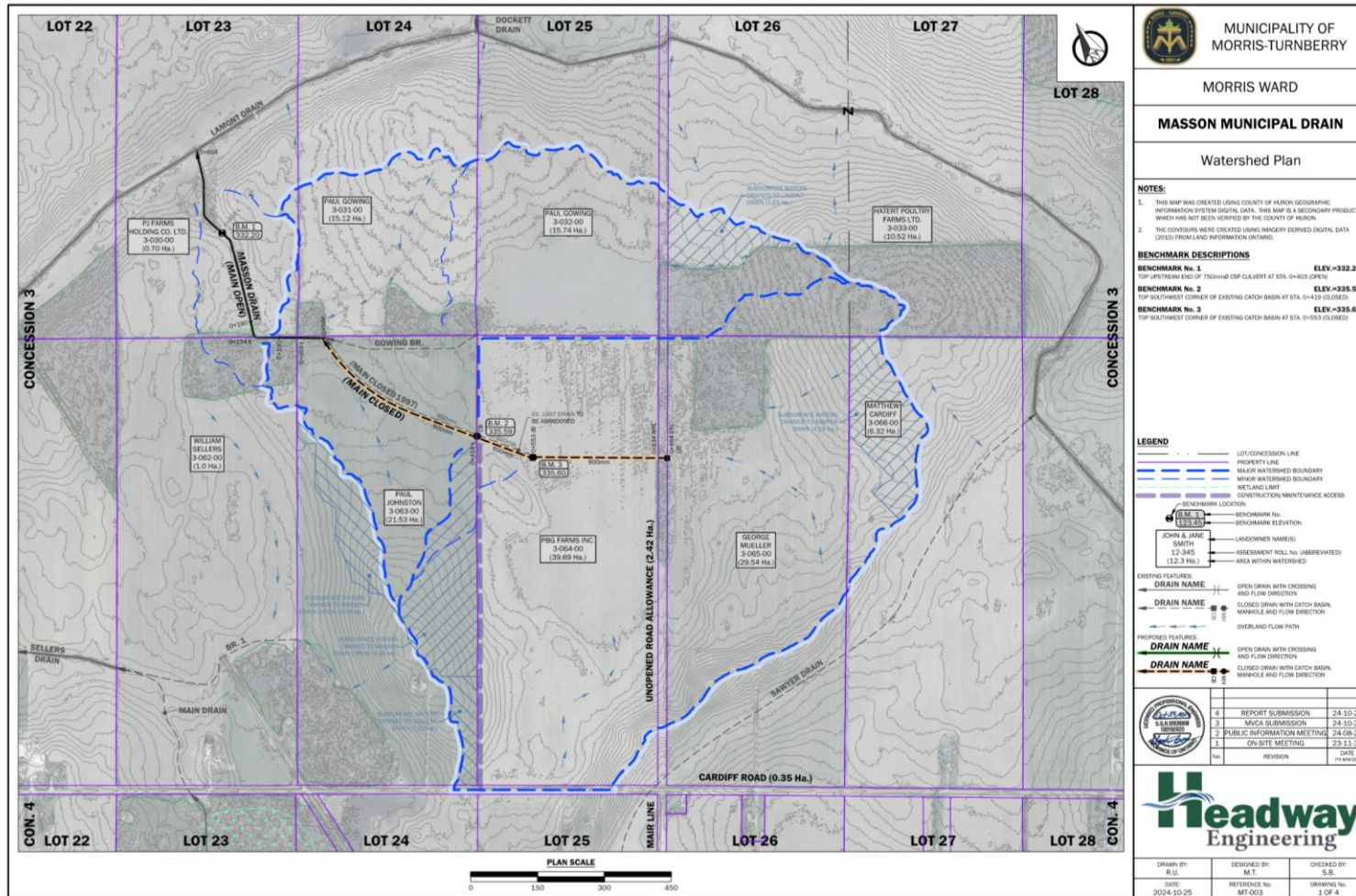
Nic Gowing

PBG Farms Inc.

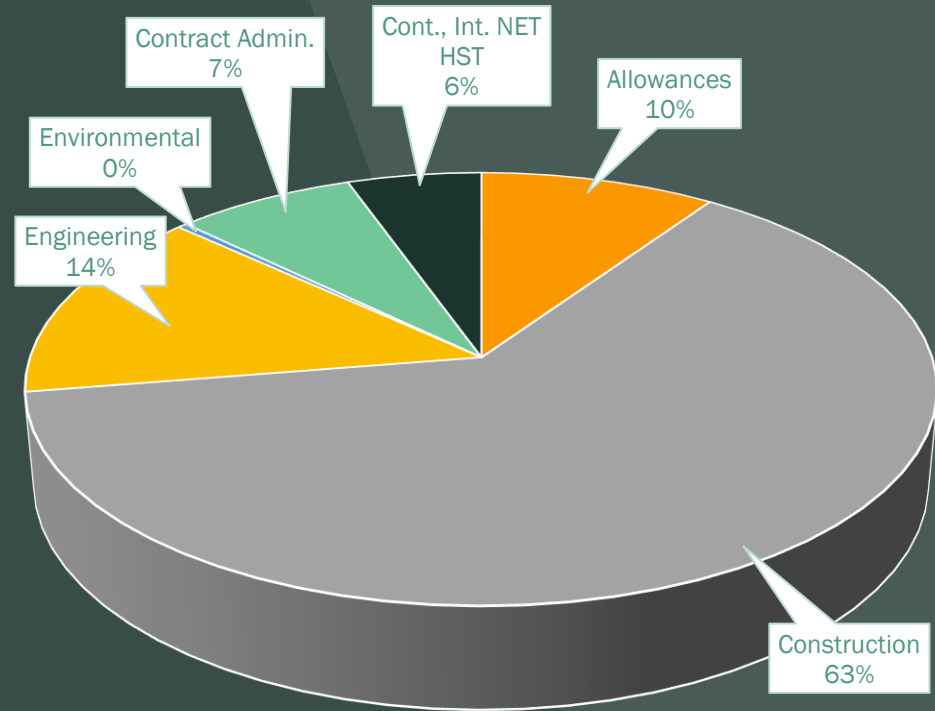
Masson Municipal Drain

Court of Revision

Hearing Date: December 17, 2024



Estimated Project Costs



Allowances



Construction Costs (including Provisional items)



Meetings/Correspondence, Survey, Design, Cost Estimates, Reporting, etc.



Environmental Consultations/Approvals



Contract Documents, Administration, Supervision & Inspection



Contingencies, Interest & NET HST



Total Estimated Costs: \$265,400



Assessment of Costs for Construction



Assessment of Estimated Costs

Schedule of Assessment for Construction Masson Municipal Drain

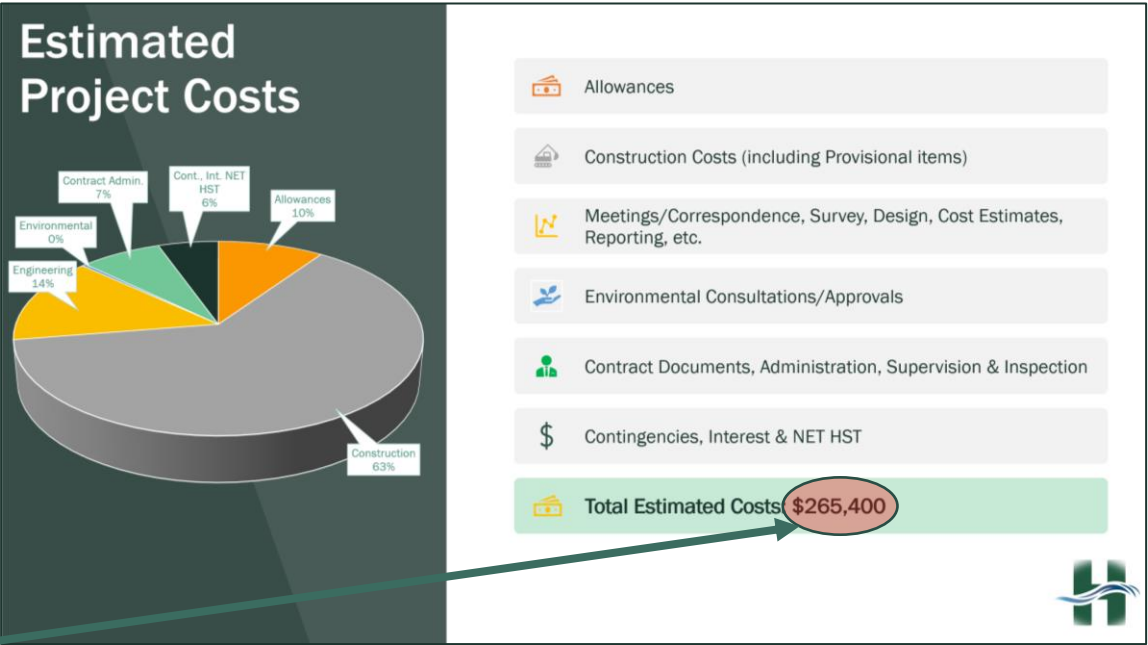
	Property Details					Drainage Act Instruments of Assessment			For Information		
	Part Lot	Concession	Landowner	Roll Number	Approx. Ha. Affected	Benefit (Sec. 22)	Outlet Liability (Sec. 23)	Total Assessment	Less Gov't Grant	Less Allowances	Net Estimated Expense
Main Open	23	3	PJ Farms Holding Co. Ltd.	3-030-00	0.70	\$ 878.00	\$ 39.00	\$ 917.00	\$ 306.00	\$ 800.00	\$ 189.00
	23	3	William Sellers	3-062-00	1.00	\$ 400.00	\$ 25.00	\$ 425.00	\$ 142.00	\$ 700.00	\$ 417.00
	24	3	Paul Gowing	3-031-00	15.12	\$ 3,965.00	\$ 1,571.00	\$ 5,536.00	\$ 1,845.00	\$ 1,100.00	\$ 2,591.00
	24	3	Paul Johnston	3-063-00	21.53	\$ 5,207.00	\$ 2,623.00	\$ 7,830.00	\$ 2,610.00	\$ 1,310.00	\$ 3,910.00
	25	3	Paul Gowing	3-032-00	15.74	\$ -	\$ 1,839.00	\$ 1,839.00	\$ 613.00	\$ -	\$ 1,226.00
	25	3	PBG Farms Inc.	3-064-00	39.69	\$ -	\$ 4,637.00	\$ 4,637.00	\$ 1,546.00	\$ -	\$ 3,091.00
	26 & 27	3	Hatert Poultry Farms Ltd.	3-033-00	10.52	\$ -	\$ 246.00	\$ 246.00	\$ 82.00	\$ -	\$ 164.00
	26	3	George Mueller	3-065-00	29.54	\$ -	\$ 3,118.00	\$ 3,118.00	\$ 1,039.00	\$ -	\$ 2,079.00
	27	3	Matthew Cardiff	3-066-00	6.32	\$ -	\$ 491.00	\$ 491.00	\$ 164.00	\$ -	\$ 327.00
	Total Assessments on Lands					\$ 10,450.00	\$ 14,589.00	\$ 25,039.00	\$ 8,347.00	\$ 3,910.00	\$ 12,782.00
Main Closed	Cardiff Road	-	Municipality of Morris-Turnberry		0.35	\$ -	\$ 164.00	\$ 164.00			\$ 164.00
	Unopened Road Allowance	-	Municipality of Morris-Turnberry		2.42	\$ -	\$ 197.00	\$ 197.00			\$ 197.00
	Total Assessments on Roads					\$ -	\$ 361.00	\$ 361.00			\$ 361.00
	Total Assessments										
	Main Open					\$ 10,450.00	\$ 14,950.00	\$ 25,400.00	\$ 8,347.00	\$ 3,910.00	\$ 13,143.00
Main Closed	24	3	Paul Johnston	3-063-00	6.88	\$ 15,369.00	\$ 2,939.00	\$ 18,308.00	\$ 6,103.00	\$ 9,430.00	\$ 2,775.00
	25	3	PBG Farms Inc.	3-064-00	39.69	\$ 77,079.00	\$ 29,082.00	\$ 106,161.00	\$ 35,387.00	\$ 11,680.00	\$ 59,094.00
	26 & 27	3	Hatert Poultry Farms Ltd.	3-033-00	3.89	\$ -	\$ 677.00	\$ 677.00	\$ 226.00	\$ -	\$ 451.00
	26	3	George Mueller	3-065-00	29.54	\$ 56,756.00	\$ 46,474.00	\$ 103,230.00	\$ 34,410.00	\$ 500.00	\$ 68,320.00
	27	3	Matthew Cardiff	3-066-00	6.32	\$ -	\$ 7,314.00	\$ 7,314.00	\$ 2,438.00	\$ -	\$ 4,876.00
	Total Assessments on Lands					\$ 149,204.00	\$ 86,486.00	\$ 235,690.00	\$ 78,564.00	\$ 21,610.00	\$ 135,516.00
	Cardiff Road	-	Municipality of Morris-Turnberry		0.35	\$ -	\$ 1,579.00	\$ 1,579.00			\$ 1,579.00
	Unopened Road Allowance	-	Municipality of Morris-Turnberry		1.77	\$ 526.00	\$ 2,205.00	\$ 2,731.00			\$ 2,731.00
	Total Assessments on Roads					\$ 526.00	\$ 3,784.00	\$ 4,310.00			\$ 4,310.00
	Total Assessments										
	Main Closed					\$ 149,730.00	\$ 90,270.00	\$ 240,000.00	\$ 78,564.00	\$ 21,610.00	\$ 139,826.00

Notes:

- 1 All Lands may be eligible for ADIP Grants.
- 2 The Net Estimated Expense is the Total Assessment less gov't grants and allowances (if applicable).



Assessment of Estimated Costs



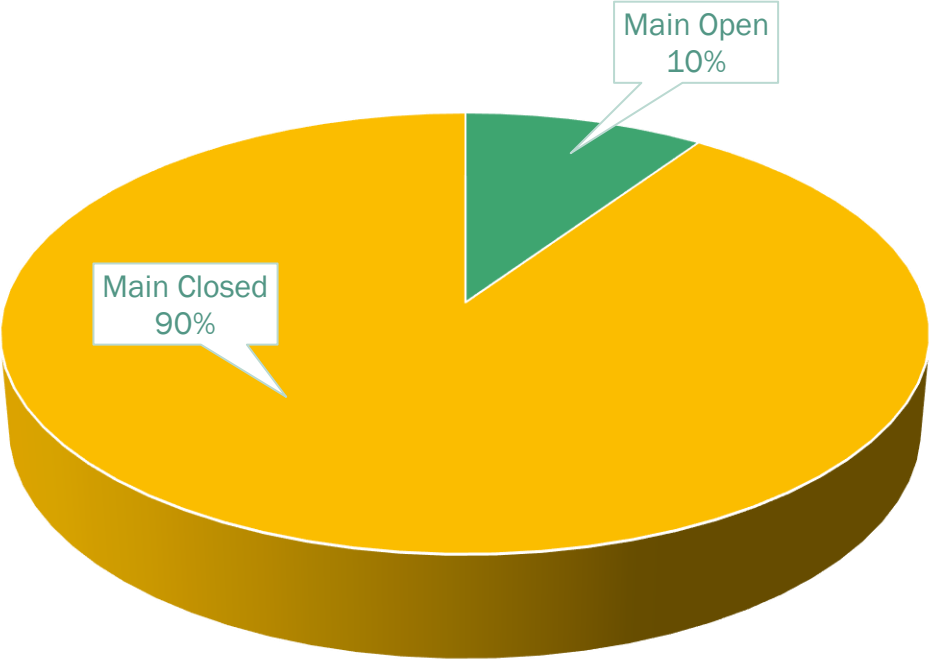
Schedule of Assessment for Construction Masson Municipal Drain										
Property Details				Summary of Assessment			For Information			
Part Lot	Concession	Landowner	Roll Number	Approx. Ha. Affected	Main Open	Main Closed	Total Assessment	Less Gov't Grant	Less Allowances	Net Estimated Expense
23	3	PJ Farms Holding Co. Ltd.	3-030-00	0.70	\$ 917.00	\$ -	\$ 917.00	\$ 306.00	\$ 800.00	\$ (189.00)
23	3	William Sellers	3-062-00	1.00	\$ 425.00	\$ -	\$ 425.00	\$ 142.00	\$ 700.00	\$ (417.00)
24	3	Paul Gowing	3-031-00	15.12	\$ 5,536.00	\$ -	\$ 5,536.00	\$ 1,845.00	\$ 1,100.00	\$ 2,591.00
24	3	Paul Johnston	3-063-00	21.53	\$ 7,830.00	\$ 18,308.00	\$ 26,138.00	\$ 8,713.00	\$ 10,740.00	\$ 6,685.00
25	3	Paul Gowing	3-032-00	15.74	\$ 1,839.00	\$ -	\$ 1,839.00	\$ 613.00	\$ -	\$ 1,226.00
25	3	PBG Farms Inc.	3-064-00	39.69	\$ 4,637.00	\$ 106,161.00	\$ 110,798.00	\$ 36,933.00	\$ 11,680.00	\$ 62,185.00
26 & 27	3	Hatert Poultry Farms Ltd.	3-033-00	10.52	\$ 246.00	\$ 677.00	\$ 923.00	\$ 308.00	\$ -	\$ 615.00
26	3	George Mueller	3-065-00	29.54	\$ 3,118.00	\$ 103,230.00	\$ 106,348.00	\$ 35,449.00	\$ 500.00	\$ 70,399.00
27	3	Matthew Cardiff	3-066-00	6.32	\$ 491.00	\$ 7,314.00	\$ 7,805.00	\$ 2,602.00	\$ -	\$ 5,203.00
Total Assessments on Lands					\$ 25,039.00	\$ 235,690.00	\$ 260,729.00	\$ 86,911.00	\$ 25,520.00	\$ 148,298.00
Cardiff Road					\$ 164.00	\$ 1,579.00	\$ 1,743.00			\$ 1,743.00
Unopened Road Allowance					\$ 197.00	\$ 2,731.00	\$ 2,928.00			\$ 2,928.00
Total Assessments on Roads					\$ 361.00	\$ 4,310.00	\$ 4,671.00	\$ -	\$ -	\$ 4,671.00
Total Assessments							\$ 265,400.00			
Masson Municipal Drain					\$ 25,400.00	\$ 240,000.00	\$ 265,400.00	\$ 86,911.00	\$ 25,520.00	\$ 152,969.00

Notes:

- 1 All Lands may be eligible for ADIP Grants.
- 2 The Net Estimated Expense is the Total Assessment less gov't grants and allowances (if applicable).



Assessment of Estimated Costs



**Schedule of Assessment for Construction
Masson Municipal Drain**

Property Details						Summary of Assessment			For Information		
Part Lot	Concession	Landowner	Roll Number	Approx. Ha. Affected		Main Open	Main Closed	Total Assessment	Less Gov't Grant	Less Allowances	Net Estimated Expense
23	3	PJ Farms Holding Co. Ltd.	3-030-00	0.70	\$	917.00	\$ -	\$ 917.00	\$ 306.00	\$ 800.00	\$ (189.00)
23	3	William Sellers	3-062-00	1.00	\$	425.00	\$ -	\$ 425.00	\$ 142.00	\$ 700.00	\$ (417.00)
24	3	Paul Gowing	3-031-00	15.12	\$	5,536.00	\$ -	\$ 5,536.00	\$ 1,845.00	\$ 1,100.00	\$ 2,591.00
24	3	Paul Johnston	3-063-00	21.53	\$	7,830.00	\$ 18,308.00	\$ 26,138.00	\$ 8,713.00	\$ 10,740.00	\$ 6,685.00
25	3	Paul Gowing	3-032-00	15.74	\$	1,839.00	\$ -	\$ 1,839.00	\$ 613.00	\$ -	\$ 1,226.00
25	3	PBG Farms Inc.	3-064-00	39.69	\$	4,637.00	\$ 106,161.00	\$ 110,798.00	\$ 36,933.00	\$ 11,680.00	\$ 62,185.00
26 & 27	3	Hatert Poultry Farms Ltd.	3-033-00	10.52	\$	246.00	\$ 677.00	\$ 923.00	\$ 308.00	\$ -	\$ 615.00
26	3	George Mueller	3-065-00	29.54	\$	3,118.00	\$ 103,230.00	\$ 106,348.00	\$ 35,449.00	\$ 500.00	\$ 70,399.00
27	3	Matthew Cardiff	3-066-00	6.32	\$	491.00	\$ 7,314.00	\$ 7,805.00	\$ 2,602.00	\$ -	\$ 5,203.00
Total Assessments on Lands						\$ 25,039.00	\$ 235,690.00	\$ 260,729.00	\$ 86,911.00	\$ 25,520.00	\$ 148,298.00
Cardiff Road Municipality of Morris-Turnberry						0.35	\$ 164.00	\$ 1,579.00	\$ 1,743.00		\$ 1,743.00
Unopened Road Allowance Municipality of Morris-Turnberry						2.42	\$ 197.00	\$ 2,731.00	\$ 2,928.00		\$ 2,928.00
Total Assessments on Roads						\$ 361.00	\$ 4,310.00	\$ 4,671.00	\$ -	\$ -	\$ 4,671.00
Total Assessments											
Masson Municipal Drain						\$ 25,400.00	\$ 240,000.00	\$ 265,400.00	\$ 86,911.00	\$ 25,520.00	\$ 152,969.00

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



Some Primary Assessment Principles



Always assessing the property
and not the landowner.



Assessments are not absolute
calculations, they are relative
(to other properties)



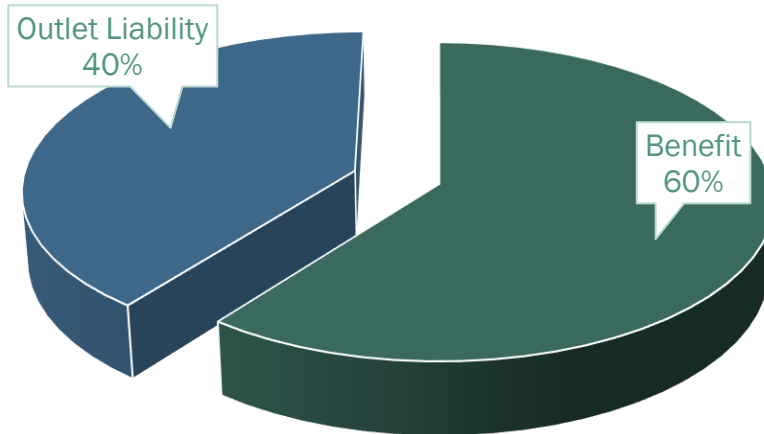
General Method of Assessment

1. Separate the project into logical intervals. Assess each interval independently from the others.
2. Separate any Special Benefit or Special Assessment items.
3. Determine the split between Benefit and Outlet Liability.
 - a. Based on the lands which make use of the drain at the time of the investigation.
4. Identify the benefits and the benefiting lands.
5. Distribute Benefit assessments relative to other benefiting lands.
6. Distribute Outlet Liability assessment relative to other lands using *adjusted areas*.
7. Check for fairness
 - a. Review the assessment from many perspectives.
 - b. Multiple professional opinions
 - c. Seek out feedback (from public, and others)



Drainage Act Instruments of Assessment

**Schedule of Assessment for Construction
Masson Municipal Drain**



	Property Details					Drainage Act Instruments of Assessment			For Information		
	Part Lot	Concession	Landowner	Roll Number	Approx. Ha. Affected	Benefit (Sec. 22)	Outlet Liability (Sec. 23)	Total Assessment	Less Gov't Grant	Less Allowances	Net Estimated Expense
Main Open	23	3	PJ Farms Holding Co. Ltd.	3-030-00	0.70	\$ 878.00	\$ 39.00	\$ 917.00	\$ 306.00	\$ 800.00	\$ 189.00
	23	3	William Sellers	3-062-00	1.00	\$ 400.00	\$ 25.00	\$ 425.00	\$ 142.00	\$ 700.00	\$ 417.00
	24	3	Paul Gowing	3-031-00	15.12	\$ 3,965.00	\$ 1,571.00	\$ 5,536.00	\$ 1,845.00	\$ 1,100.00	\$ 2,591.00
	24	3	Paul Johnston	3-063-00	21.53	\$ 5,207.00	\$ 2,623.00	\$ 7,830.00	\$ 2,610.00	\$ 1,310.00	\$ 3,910.00
	25	3	Paul Gowing	3-032-00	15.74	\$ -	\$ 1,839.00	\$ 1,839.00	\$ 613.00	\$ -	\$ 1,226.00
	25	3	PBG Farms Inc.	3-064-00	39.69	\$ -	\$ 4,637.00	\$ 4,637.00	\$ 1,546.00	\$ -	\$ 3,091.00
	26 & 27	3	Hatert Poultry Farms Ltd.	3-033-00	10.52	\$ -	\$ 246.00	\$ 246.00	\$ 82.00	\$ -	\$ 164.00
	26	3	George Mueller	3-065-00	29.54	\$ -	\$ 3,118.00	\$ 3,118.00	\$ 1,039.00	\$ -	\$ 2,079.00
	27	3	Matthew Cardiff	3-066-00	6.32	\$ -	\$ 491.00	\$ 491.00	\$ 164.00	\$ -	\$ 327.00
	Total Assessments on Lands					\$ 10,450.00	\$ 14,589.00	\$ 25,039.00	\$ 8,347.00	\$ 3,910.00	\$ 12,782.00
	Cardiff Road Municipality of Morris-Turnberry					0.35	\$ -	\$ 164.00	\$ 164.00		\$ 164.00
Main Closed	Unopened Road Allowance Municipality of Morris-Turnberry					2.42	\$ -	\$ 197.00	\$ 197.00		\$ 197.00
	Total Assessments on Roads					\$ -	\$ 361.00	\$ 361.00			\$ 361.00
	Total Assessments Main Open					\$ 10,450.00	\$ 14,950.00	\$ 25,400.00	\$ 8,347.00	\$ 3,910.00	\$ 13,143.00
	Property Details					Drainage Act Instruments of Assessment			For Information		
	Part Lot	Concession	Landowner	Roll Number	Approx. Ha. Affected	Benefit (Sec. 22)	Outlet Liability (Sec. 23)	Total Assessment	Less Gov't Grant	Less Allowances	Net Estimated Expense
	24	3	Paul Johnston	3-063-00	6.88	\$ 15,369.00	\$ 2,939.00	\$ 18,308.00	\$ 6,103.00	\$ 9,430.00	\$ 2,775.00
	25	3	PBG Farms Inc.	3-064-00	39.69	\$ 77,079.00	\$ 29,082.00	\$ 106,161.00	\$ 35,387.00	\$ 11,680.00	\$ 59,094.00
	26 & 27	3	Hatert Poultry Farms Ltd.	3-033-00	3.89	\$ -	\$ 677.00	\$ 677.00	\$ 226.00	\$ -	\$ 451.00
	26	3	George Mueller	3-065-00	29.54	\$ 56,756.00	\$ 46,474.00	\$ 103,230.00	\$ 34,410.00	\$ 500.00	\$ 68,320.00
	27	3	Matthew Cardiff	3-066-00	6.32	\$ -	\$ 7,314.00	\$ 7,314.00	\$ 2,438.00	\$ -	\$ 4,876.00
	Total Assessments on Lands					\$ 149,204.00	\$ 86,486.00	\$ 235,690.00	\$ 78,564.00	\$ 21,610.00	\$ 135,516.00
	Cardiff Road Municipality of Morris-Turnberry					0.35	\$ -	\$ 1,579.00	\$ 1,579.00		\$ 1,579.00
	Unopened Road Allowance Municipality of Morris-Turnberry					1.77	\$ 526.00	\$ 2,205.00	\$ 2,731.00		\$ 2,731.00
	Total Assessments on Roads					\$ 526.00	\$ 3,784.00	\$ 4,310.00			\$ 4,310.00
	Total Assessments Main Closed					\$ 149,730.00	\$ 90,270.00	\$ 240,000.00	\$ 78,564.00	\$ 21,610.00	\$ 139,826.00

Notes:

- 1 All Lands may be eligible for ADIP Grants.
- 2 The Net Estimated Expense is the Total Assessment less gov't grants and allowances (if applicable).

Project Reference
Number: MT-003

Schedule "C" - Schedule of Assessment for Construction

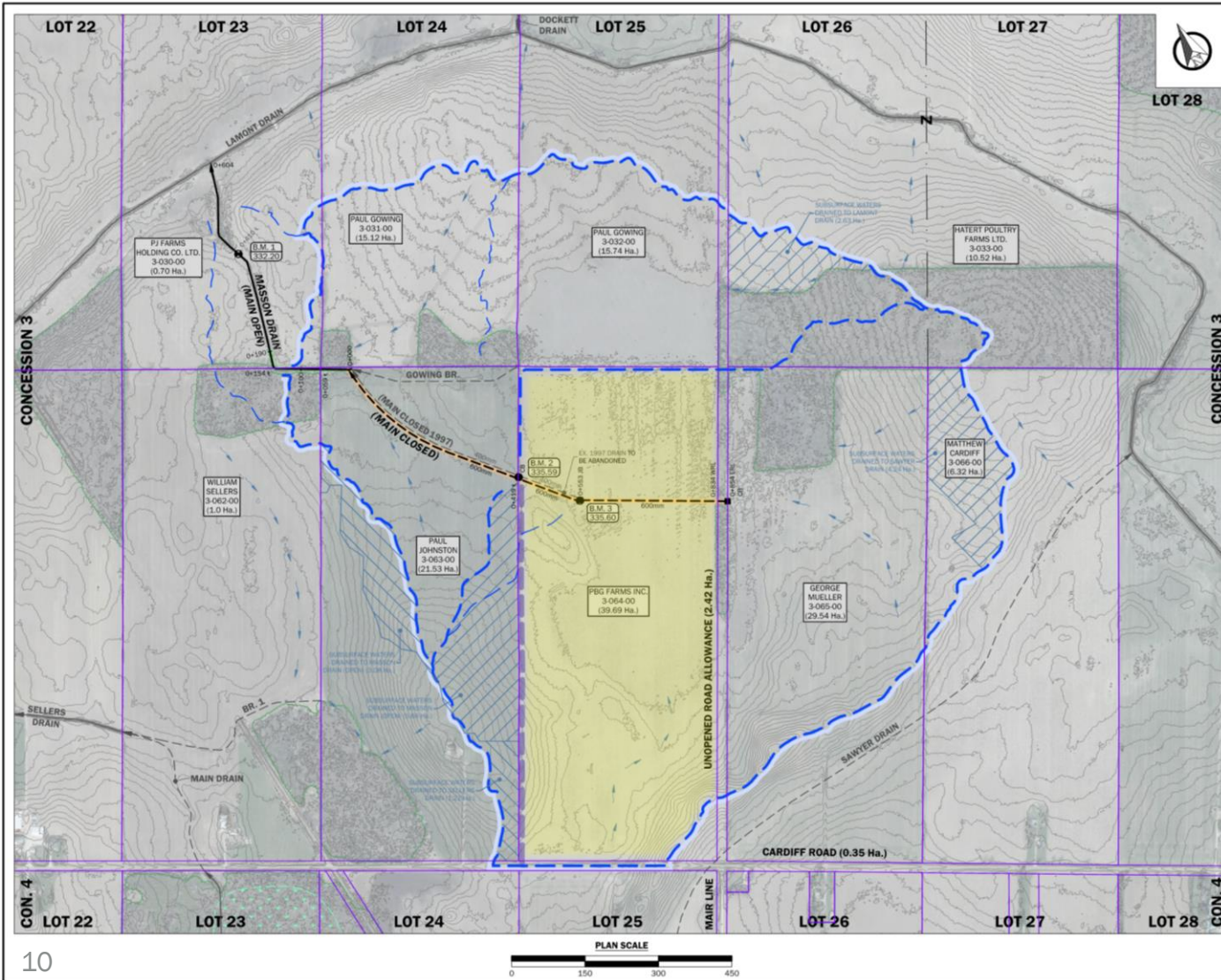


Page 1



PBG Property Appeal

PBG Farms Inc. (Roll No. 3-064-00)



	MUNICIPALITY OF MORRIS-TURNBERRY
MORRIS WARD	
MASSON 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 IMAGERY DERIVED DIGITAL DATA (2015) FROM LAND INFORMATION ONTARIO.	
BENCHMARK DESCRIPTIONS	
BENCHMARK No. 1	ELEV = 332.20
TOP UPSTREAM END OF 750mm CSP CULVERT AT STA. 0+403 (OPEN)	
BENCHMARK No. 2	ELEV = 435.59
TOP SOUTHWEST CORNER OF EXISTING CATCH BASIN AT STA. 0+419 (CLOSED)	
BENCHMARK No. 3	ELEV = 335.60
TOP SOUTHWEST CORNER OF EXISTING CATCH BASIN AT STA. 0+553 (CLOSED)	
LEGEND	
LOT/CONCESSION LINE	
PROPERTY LINE	
MAJOR WATERSHED BOUNDARY	
MINOR WATERSHED BOUNDARY	
WETLAND LIMIT	
CONSTRUCTION/MAINTENANCE ACCESS	
BENCHMARK LOCATION	
BENCHMARK NO.	
BENCHMARK ELEVATION	
LANDOWNER NAME(S)	
ASSESSMENT ROLL NO. (ABBREVIATED)	
AREA WITHIN WATERSHED	
EXISTING FEATURES:	
DRAIN NAME	
OPEN DRAIN WITH CROSSING AND FLOW DIRECTION	
DRAIN NAME	
CLOSED DRAIN WITH CATCH BASIN, MANHOLE AND FLOW DIRECTION	
OVERLAND FLOW PATH	
PROPOSED FEATURES:	
DRAIN NAME	
OPEN DRAIN WITH CROSSING AND FLOW DIRECTION	
DRAIN NAME	
CLOSED DRAIN WITH CATCH BASIN, MANHOLE AND FLOW DIRECTION	
REPORT SUBMISSION 24-10-25	
MPCA SUBMISSION 24-10-23	
PUBLIC INFORMATION MEETING 24-08-28	
ON-SITE MEETING 23-11-30	
REVISION DATE	
DRAWN BY: R.U.	
DESIGNED BY: M.T.	
CHECKED BY: S.B.	
DATE: 2024-10-25	
REFERENCE NO.: MT-003	
DRAWING NO.: 1 OF 4	

To Whom It May Concern

RE: Masson Municipal Drain 2024

On behalf of PBG Farms Inc., we feel the cost assessment of the proposed drainage works designated as Masson Municipal Drain 2024 is unfairly allocated across the parties which contribute collected water to the drain, specifically the closed portion in its entirety.

In regards to specifics, PBG Farms (roll number 3-064-00) has approximately 40 ha of land collecting and contributing to the closed portion of the drain. Water from this land enters the drain at sta. 0+419 (approximately the mid-point of the closed drain length).

We feel that any portion of closed drain beyond (uphill) sta. 0+419 does not provide benefit the 40 ha owned by PBG Farms. Water collected is conveyed by private tile drainage to the provided outlet at the west property line (sta. 0+419 of the proposed drain).

There is approximately 37 ha requiring the closed portion of the drain from sta. 0+419 to the top end 0+854, which we acknowledge requires an adequate outlet via the proposed drain across the lands owned by PBG Farms.

Currently, the property owned by PBG Farms is assessed at 44% of the total closed drain cost (before allowances and grants) but is only able to benefit from approximately 50% of the total length. For the length that provides benefit to PBG Farms (sta. 0+000 to 0+419), PBG Farms only accounts for approximately 40 ha of the 77 ha of land (or 51.9% of total ha) which contributes water to that length of the closed drain. From this perspective, PBG Farms requires 50% of the proposed length and consists of only 51.9% of the area requiring that length, which would equate to approximately 25% of the total construction costs for the closed portion of the drain.

Maintenance costs for the closed portion of the drain indicate 40% of incurred costs are allocated to PBG Farms. Again, PBG Farms only accounts for approximately 50% of the flow, on the lower 50% of length of the closed drain (i.e. approximately 25% of maintenance costs would appear to be a fair assessment).

There doesn't appear to be a specific need for the new junction box at sta. 0+533 as the proposed drain doesn't change grade or alignment at that station. Can this proposed junction box be eliminated, and just cap the top end of the existing 400mm pipe that is to be abandoned?

Given part of the existing drain that was constructed in 1997 was not designed to any standard but accepted by the Municipality, will the Municipality be agreeable to incurring additional financial responsibility for this drain replacement as the 1997 drain has only achieved less than 50% of its expected service life? In the current assessment schedule, the Municipality accounts for approximately 1.7% (\$4,700) of total construction costs. We request that the Municipality consider absorbing an additional 3.3% of the construction costs to provide some relief to landowners impacted by the shortcomings of the previous works.

Respectfully,

Nic Gowing

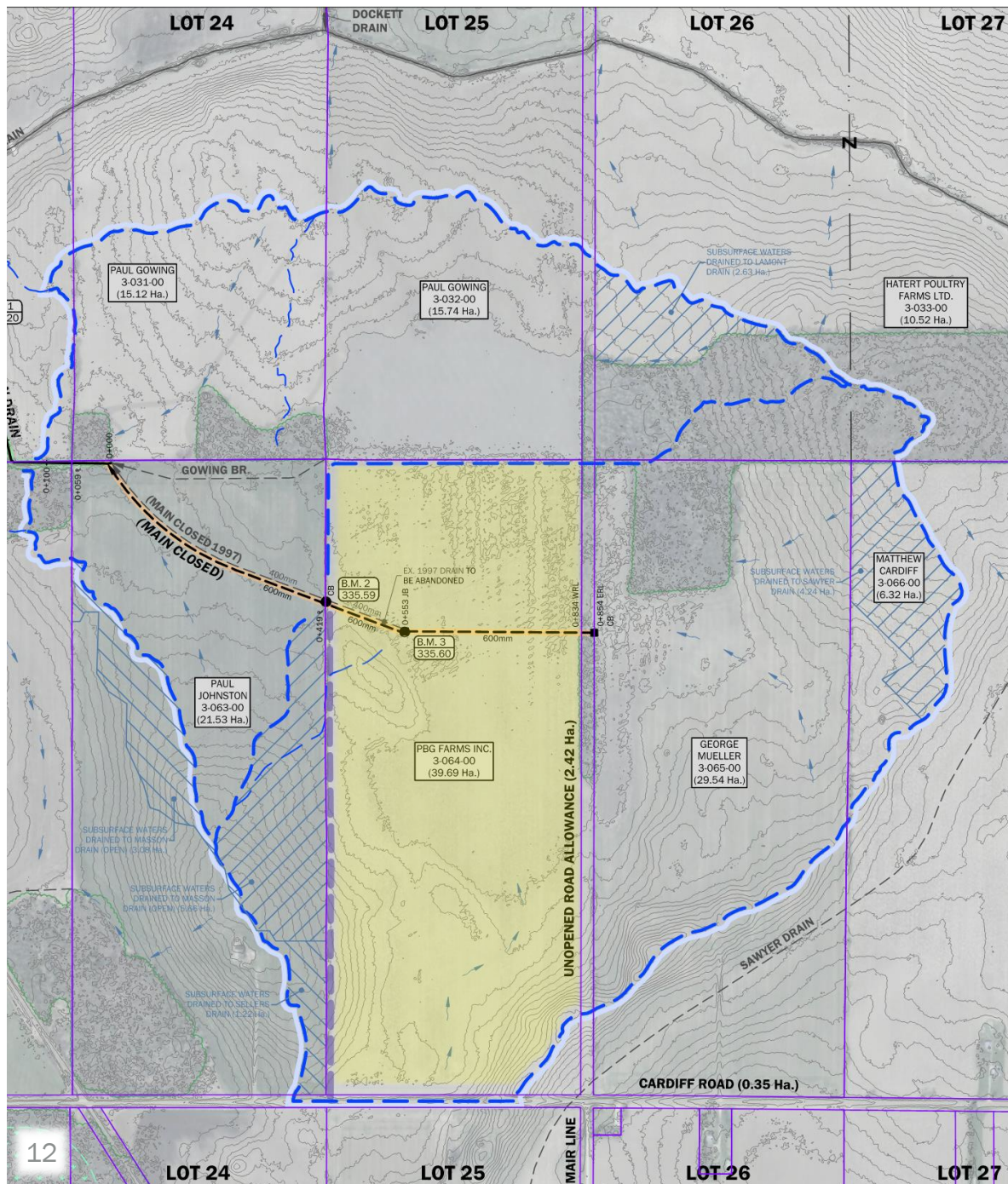
PBG Farms Inc.

PBG Property Appeal

PBG Farms Inc. (Roll No. 3-064-00)

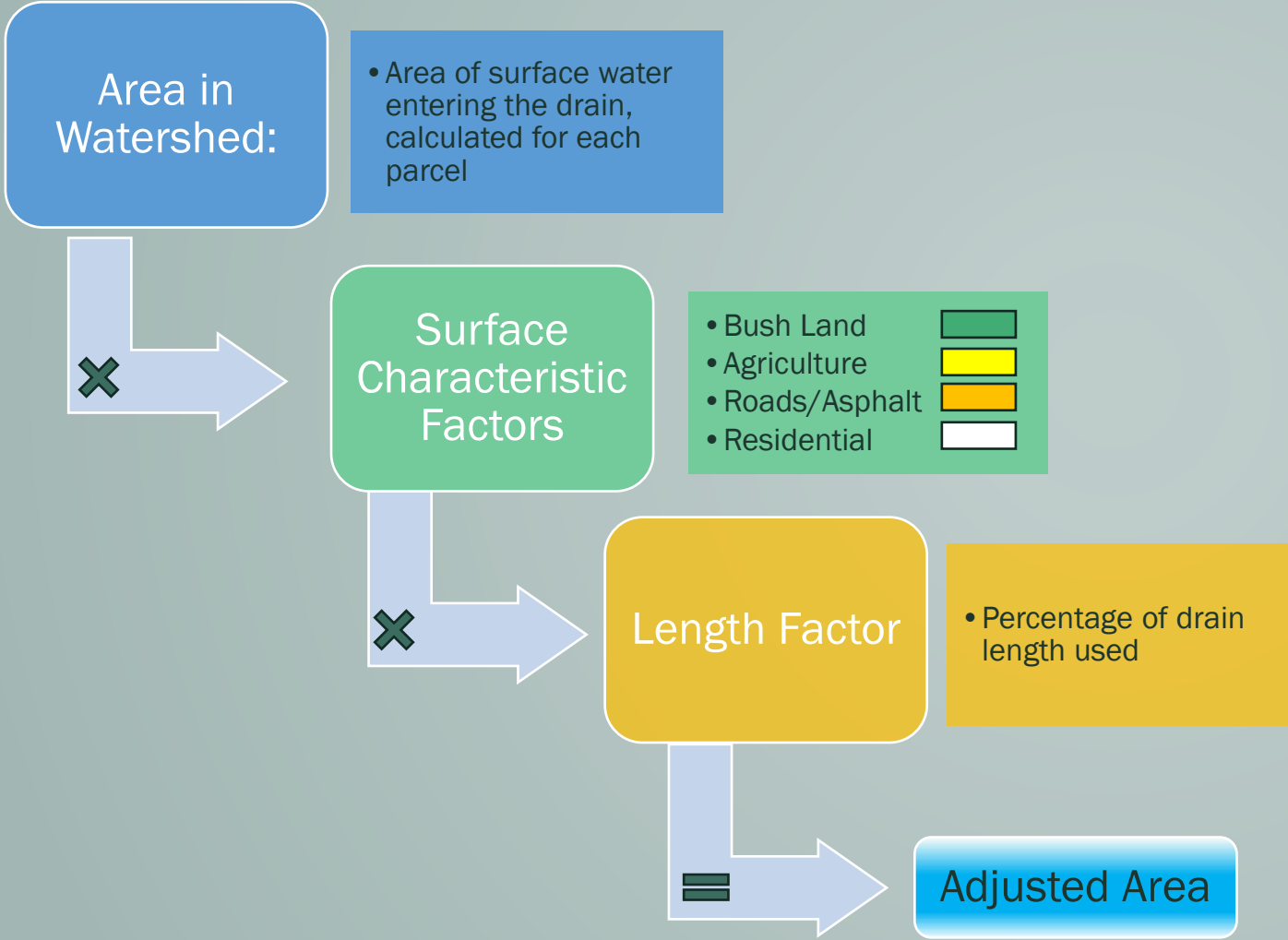
Main Closed	Property Details					Drainage Act Instruments of Assessment			For Information			
	Part Lot	Concession	Landowner	Roll Number	Approx. Ha. Affected	Benefit (Sec. 22)	Outlet Liability (Sec. 23)	Total Assessment	Less Gov't Grant	Less Allowances	Net Estimated Expense	
	24	3	Paul Johnston	3-063-00	6.88	\$ 15,369.00	\$ 2,939.00	\$ 18,308.00	\$ 6,103.00	\$ 9,430.00	\$ 2,775.00	
	25	3	PBG Farms Inc.	3-064-00	39.69	\$ 77,079.00	\$ 29,082.00	\$ 106,161.00	\$ 35,387.00	\$ 11,680.00	\$ 59,094.00	
	26 & 27	3	Hatert Poultry Farms Ltd.	3-033-00	3.89	\$ -	\$ 677.00	\$ 677.00	\$ 226.00	\$ -	\$ 451.00	
	26	3	George Mueller	3-065-00	29.54	\$ 56,756.00	\$ 46,474.00	\$ 103,230.00	\$ 34,410.00	\$ 500.00	\$ 68,320.00	
	27	3	Matthew Cardiff	3-066-00	6.32	\$ -	\$ 7,314.00	\$ 7,314.00	\$ 2,438.00	\$ -	\$ 4,876.00	
	Total Assessments on Lands					\$ 149,204.00	\$ 86,486.00	\$ 235,690.00	\$ 78,564.00	\$ 21,610.00	\$ 135,516.00	
	Cardiff Road			Municipality of Morris-Turnberry		0.35	\$ -	\$ 1,579.00	\$ 1,579.00			\$ 1,579.00
	Unopened Road Allowance			Municipality of Morris-Turnberry		1.77	\$ 526.00	\$ 2,205.00	\$ 2,731.00			\$ 2,731.00
	Total Assessments on Roads					\$ 526.00	\$ 3,784.00	\$ 4,310.00			\$ 4,310.00	
Total Assessments Main Closed					\$ 149,730.00	\$ 90,270.00	\$ 240,000.00	\$ 78,564.00	\$ 21,610.00	\$ 139,826.00		





Outlet Liability Distribution

Property Details						Drainage Act Instruments of Assessment		
Part Lot	Concession	Landowner	Roll Number	Approx. Ha. Affected	Benefit (Sec. 22)	Outlet Liability (Sec. 23)	Total Assessment	
24	3	Paul Johnston	3-063-00	6.88	\$ 15,369.00	\$ 2,939.00	\$	18,308.00
25	3	PBG Farms Inc.	3-064-00	39.69	\$ 77,079.00	\$ 29,082.00	\$	106,161.00
26 & 27	3	Hatert Poultry Farms Ltd.	3-033-00	3.89	\$ -	\$ 677.00	\$	677.00
26	3	George Mueller	3-065-00	29.54	\$ 56,756.00	\$ 46,474.00	\$	103,230.00
27	3	Matthew Cardiff	3-066-00	6.32	\$ -	\$ 7,314.00	\$	7,314.00
Total Assessments on Lands						\$ 149,204.00	\$ 86,486.00	\$ 235,690.00
Cardiff Road Municipality of Morris-Turnberry					0.35	\$ -	\$ 1,579.00	\$ 1,579.00
Unopened Road Allowance Municipality of Morris-Turnberry					1.77	\$ 526.00	\$ 2,205.00	\$ 2,731.00
Total Assessments on Roads						\$ 526.00	\$ 3,784.00	\$ 4,310.00
Total Assessments Main Closed						\$ 149,730.00	\$ 90,270.00	\$ 240,000.00





Benefit Distribution

Benefit means the advantages to any lands, roads, buildings or other structures from the construction, improvement, repair, or maintenance of a drainage works such as will result in a higher market value or increased crop production or improved appearance or better control of surface or sub-surface water, or any other advantages relating to the betterment of lands, roads, buildings or other structures.



Benefit Calculation

Main Drain (Closed)

Benefits to be derived:

Main Closed	Property Details					Drainage Act Instruments of Assessment			For Information		
						Benefit	Outlet Liability				Net Estimated
	Part Lot	Concession	Landowner	Roll Number	Approx. Ha. Affected	(Sec. 22)	(Sec. 23)	Total Assessment	Less Gov't Grant	Less Allowances	Expense
	24	3	Paul Johnston	3-063-00	6.88	\$ 15,369.00	\$ 2,939.00	\$ 18,308.00	\$ 6,103.00	\$ 9,430.00	\$ 2,775.00
	25	3	PBG Farms Inc.	3-064-00	39.69	\$ 77,079.00	\$ 29,082.00	\$ 106,161.00	\$ 35,387.00	\$ 11,680.00	\$ 59,094.00
	26 & 27	3	Hatert Poultry Farms Ltd.	3-033-00	3.89	\$ -	\$ 677.00	\$ 677.00	\$ 226.00	\$ -	\$ 451.00
	26	3	George Mueller	3-065-00	29.54	\$ 56,756.00	\$ 46,474.00	\$ 103,230.00	\$ 34,410.00	\$ 500.00	\$ 68,320.00
	27	3	Matthew Cardiff	3-066-00	6.32	\$ -	\$ 7,314.00	\$ 7,314.00	\$ 2,438.00	\$ -	\$ 4,876.00
	Total Assessments on Lands					\$ 149,204.00	\$ 86,486.00	\$ 235,690.00	\$ 78,564.00	\$ 21,610.00	\$ 135,516.00
	Cardiff Road		Municipality of Morris-Turnberry			0.35	\$ -	\$ 1,579.00	\$ 1,579.00		
Unopened Road Allowance		Municipality of Morris-Turnberry			1.77	\$ 526.00	\$ 2,205.00	\$ 2,731.00			\$ 2,731.00
Total Assessments on Roads					\$ 526.00	\$ 3,784.00	\$ 4,310.00				\$ 4,310.00
Total Assessments											
Main Closed					\$ 149,730.00	\$ 90,270.00	\$ 240,000.00	\$ 78,564.00	\$ 21,610.00		\$ 139,826.00

Benefit Description

Calculated Benefit Amount

Area Considerations
 Higher Market Value
 Area with improved legal outlet (depth & capacity)
 Increased Crop Production
 Better Control of Sub-Surface Water

\$66,165

Length Considerations
 Better Control of Surface Water (Inlet)
 Improved Usability

\$10,914

Total Estimated Costs of work on PBG Farms Inc. Property

\$77,079



Net Estimated Expense PBG Farms Inc. Property

Net Estimated Expense = [Benefit Assessment + Outlet Liability(Open + Closed)] – Gov Grant – Allowances

Net Estimated Expense = \$110,798 – \$36,933 – \$11,680

Net Estimated Expense = \$62,185

Masson Municipal Drain	Property Details					Summary of Assessment			For Information		
	Part Lot	Concession	Landowner	Roll Number	Approx. Ha. Affected	Main Open	Main Closed	Total Assessment	Less Gov't Grant	Less Allowances	Net Estimated Expense
	23	3	PJ Farms Holding Co. Ltd.	3-030-00	0.70	\$ 917.00	\$ -	\$ 917.00	\$ 306.00	\$ 800.00	\$ (189.00)
	23	3	William Sellers	3-062-00	1.00	\$ 425.00	\$ -	\$ 425.00	\$ 142.00	\$ 700.00	\$ (417.00)
	24	3	Paul Gowing	3-031-00	15.12	\$ 5,536.00	\$ -	\$ 5,536.00	\$ 1,845.00	\$ 1,100.00	\$ 2,591.00
	24	3	Paul Johnston	3-063-00	21.53	\$ 7,830.00	\$ 18,308.00	\$ 26,138.00	\$ 8,713.00	\$ 10,740.00	\$ 6,685.00
	25	3	Paul Gowing	3-032-00	15.74	\$ 1,839.00	\$ -	\$ 1,839.00	\$ 613.00	\$ -	\$ 1,226.00
	25	3	PBG Farms Inc.	3-064-00	39.69	\$ 4,637.00	\$ 106,161.00	\$ 110,798.00	\$ 36,933.00	\$ 11,680.00	\$ 62,185.00
	26 & 27	3	Hatert Poultry Farms Ltd.	3-033-00	10.52	\$ 246.00	\$ 677.00	\$ 923.00	\$ 308.00	\$ -	\$ 615.00
	26	3	George Mueller	3-065-00	29.54	\$ 3,118.00	\$ 103,230.00	\$ 106,348.00	\$ 35,449.00	\$ 500.00	\$ 70,399.00
27	3	Matthew Cardiff	3-066-00	6.32	\$ 491.00	\$ 7,314.00	\$ 7,805.00	\$ 2,602.00	\$ -	\$ 5,203.00	
Total Assessments on Lands						\$ 25,039.00	\$ 235,690.00	\$ 260,729.00	\$ 86,911.00	\$ 25,520.00	\$ 148,298.00
Cardiff Road			Municipality of Morris-Turnberry		0.35	\$ 164.00	\$ 1,579.00	\$ 1,743.00			\$ 1,743.00
Unopened Road Allowance			Municipality of Morris-Turnberry		2.42	\$ 197.00	\$ 2,731.00	\$ 2,928.00			\$ 2,928.00
Total Assessments on Roads						\$ 361.00	\$ 4,310.00	\$ 4,671.00	\$ -	\$ -	\$ 4,671.00
Total Assessments Masson Municipal Drain						\$ 25,400.00	\$ 240,000.00	\$ 265,400.00	\$ 86,911.00	\$ 25,520.00	\$ 152,969.00



Questions

Assessment Calculations

MUNICIPALITY OF MORRIS-TURNBERRY

REPORT TO COUNCIL

TO: Mayor and Council

PREPARED BY: Mike Alcock, Director of Public Works

DATE: December 17th, 2024

SUBJECT: Public Works Operations Report

RECOMMENDATION

That the Council of the Municipality of Morris-Turnberry receive the Public Works Operations Report for information.

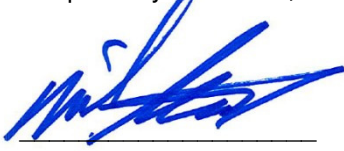
Executive Summary:

This report is intended to provide Council with an outline of Public Works Staff operations:

- Routine Road Patrols are being completed as scheduled and / or as required.
- Winter Patrols began November 1, 2024, and continues in accordance with the MMS.
- Winter Maintenance (Plowing, sanding, ice blading) is ongoing as required.
- Several days of winter storms have occurred through the month of December. Significant Winter Events have been declared during some of these days. A significant winter event is a tool offered in the Minimum Maintenance Standards when a significant amount of snow or ice is expected or occurring to notify the public that road conditions could be worse than expectations.
- Public works staff are completing Tree cutting along Municipal roads when workload and weather permits. Stump grinding is complete for 2024
- The grader mounted brush cutter also remains quite busy cutting brush along roadsides and sight lines right up until winter maintenance equipment needed to be installed.
- Shop maintenance and vehicle maintenance are being completed as time permits and as required.
- The Replacement landfill packer was delivered in the first week of November.
- Paving was completed in Lower Town by Armstrong Paving in October.
- Grading roads and shoulders up until the beginning of winter maintenance operations began.
- Winter Maintenance equipment was all ready to respond to the first winter event.
- Winter sand was loaded into the sand storage areas at the Morris-Turnberry patrol yards in the first week of October.
- At the request of the Huron County Road Supervisors membership, The County of Huron negotiated with Compass Minerals to allow lower tier Municipalities in Huron County to receive the same pricing that had been offered to the County of Huron. The new negotiated price is \$75.23 per tonne vs. \$91.13 per tonne previously offered to Morris-Turnberry. The resulting savings to Morris-Turnberry is expected to approximately \$5,000 per year.
- One Morris-Turnberry Public Works Operator competed in the Provincial Truck Safety Roadeo held in Peterborough by AORS. Greg Nicholson ranked 10th in Ontario in his first year competing in the Roadeo. The top 2 drivers from each Local Association (County) earn the right to compete at the provincial level.

- Morris-Turnberry public works shared the rental of a Mastic Machine for some road repairs. These machines use hot asphalt mastic material to repair asphalt surfaces that are difficult to repair otherwise. We will monitor the quality of the repair to determine if this is a practice that will continue.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read 'Mike Alcock', is written over a horizontal line.

Mike Alcock,
Director of Public Works

MUNICIPALITY OF MORRIS-TURNBERRY

REPORT TO COUNCIL

TO: Mayor and Council

PREPARED BY: Mike Alcock, Director of Public Works

DATE: December 17th, 2024

SUBJECT: Early Tender Approval – Dust Control

RECOMMENDATION

That the Council of the Municipality of Morris-Turnberry:

Accept the offer of Pollard Distribution Inc. to extend 2024 pricing for 2025

OR

Authorize the Director of Public Works to tender for dust control prior to Council receiving the 2025 draft budget

AND

Authorize the Director of Public Works to tender for maintenance gravel prior to Council receiving the 2025 draft budget

Executive Summary:

Municipalities are tendering earlier in efforts to get the best pricing for their Public Works needs. Normally a report to the Council of Morris-Turnberry for early tendering is brought out in January of each year. This coming January will be no different. However, some of the commodities that we use each year such as maintenance gravel and dust control are already being tendered in neighbouring municipalities.

Presenting an early tender report prior to Council seeing the initial draft of the Morris-Turnberry budget may not be well received, so I am bringing this report for Maintenance Gravel and Dust Control to take advantage of early tendering. The rest of the items will follow in an early tender report in January.

Comments:

Dust Control:

Dust Control which is included in the Proposed Draft Public Works budget is a high priority as well as time sensitive to ensure that the dust control products are applied at the right time of year for full effectiveness.

Prior to 2023 we only used 35% calcium dust control, but following a trial completed in 2022 and the success in 2023 and 2024, we have determined that other products perform equally as well and save the Municipality approximately \$42,000 or 22% per year.

Securing a supplier of dust control is essential to ensure product availability and the timely delivery of dust suppressing materials.

While contacting suppliers for expected dust control pricing for budgeting purposes, I was informed that a large percentage of dust control products have already been allocated to early tendering as well as multi-year contracts. In addition to that, the dust control contractor that the Municipality used in 2024 offered to extend their price to 2025. The Morris-Turnberry Procurement Policy permits the single source practice when "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. In this case Morris-Turnberry conducted the procurement process in 2024 with the following results.

The following table summarizes the tender prices received February 1ST, 2024 for Dust Control:

	Contractor	Dust Control Price for 2023	Over Low Bid	Flake Tonne Equivalent	Price per liter of 35% CaCl2 Equivalent
1.	Pollard Distribution Inc.	\$189,472.50	\$0.00	\$421.05	\$0.2597
2.	552976 Ontario Ltd.	\$224,550.00	\$35,077.50	\$499.00	\$0.3078
3.	Da-Lee Dust Control	\$230,602.50	\$41,130.00	\$512.45	\$0.3161
	2023 Draft Budget Amount	\$200,000.00	\$10,527.50	\$444.44	\$0.2741

Price Excluding HST

On December 10th, 2024 an adjacent Municipalities Dust Control tender closed and their Flake Tonne Equivalent price was \$430.00, compared to the price offered to Morris-Turnberry by Pollard Distribution Inc. of \$421.05. The draft 2025 Public Works budget estimates \$200,000 for dust control in 2025, and with the pricing being extended the estimated dust control price will be \$193,000. Our annual dust control product use is 450 Flake Tonne Equivalent.

Maintenance Gravel:

Similarly, the Public Works department is requesting to tender for maintenance gravel prior to Council receiving the 2025 draft budget in order to ensure timely supply and delivery of maintenance gravel.

Maintenance gravel which is included in the Proposed Draft Public Works budget is a high priority as well as time sensitive for various reasons.

In 2025 Maintenance gravel is scheduled for the North part of Turnberry and the South Part of Morris. This is accomplished using 2 contracts to supply, deliver and spread maintenance gravel. The contract for 2025 will include approximately 35,000 tonnes of granular 'M' maintenance gravel.

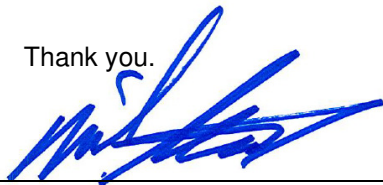
Early tendering is important to give contractors time to prepare gravel stockpiles in the most beneficial locations for them and the Municipality. It is unlikely that the Municipality will expense any funds towards this maintenance gravel contract prior to budget approval.

Budget:

Early tendering does not have a budget implication until the time of award.

Extending the dust control contract has an estimated budget implication for 2025 of \$192,807.22 based on estimated quantities and including the effective rate of HST (1.76%). This results in expected savings.

Thank you.



Mike Alcock

Director of Public Works

MUNICIPALITY OF MORRIS-TURNBERRY

REPORT TO COUNCIL

TO: Mayor and Council

PREPARED BY: Mike Alcock, Director of Public Works

DATE: December 17th, 2024

SUBJECT: Tender MT 24-602 – NEW Tandem Cab and Chasis c/w Combination Dump Body

RECOMMENDATION

That the Council of the Municipality of Morris-Turnberry accept the quotation of:

Altruck International Truck Centres for a 2026 **International HV615 SBA 6 x 4**, Tandem Cab & Chassis Complete with Viking Combination Dump and Spreader Body and Snowplow Harness as specified, in the amount of \$416,156.50 (excluding HST).

and authorize the Mayor and CAO Clerk to execute the tender and all other required documents.

Executive Summary:

The Council of the Municipality of Morris-Turnberry authorized proceeding to tender for a 2026 Tandem Truck / Snow Plow at the November 5, 2024 Council Meeting, in order to meet the extended delivery times and equipment supply chain timelines that we are currently facing.

The tender closed at 12:00 noon on December 10th, 2024, at the Municipality of Morris-Turnberry office. Four equipment suppliers picked up tenders and two submitted tenders for the Tandem Snow Plow. Tenders were opened publicly with 3-Morris-Turnberry employees present.

The equipment specified by both suppliers meets all of the required specifications. A specifications from each supplier did not meet our specification, but are considered minor in nature, or replaced by a suitable alternative.

The following table identifies the specifications that are not met by the equipment supplier.

Comments:

Altruck International has added a clause in their bid to deduct \$3,000 plus HST if payment for the chassis is made upon delivery of the chassis to Viking-Cives to build the body. The recommendation and budget impact includes this discount.

Both of the Tandems currently in service at Morris-Turnberry are made by International and supplied and serviced by Altruck in Goderich. Altruck performance in sales and service has been satisfactory.

Included in the prices shown in this report is a \$15,000 contingency allowance for additional items that may become requirements during the extended delivery period for this piece of equipment. Examples of items that may be required during that period include, but are not limited to:

- Technology such as backup cameras or dash cameras
- Sensors such as box up sensors as required in Quebec and other jurisdictions
- Spare Tires mounted on Rims.
- Electronic logs, or other hardware / software
- Other requirements that may be required due to standards or legislation.

The following table summarizes the actual initial cost to the Municipality:

Supplier	Manufacturer	Cab & Chassis Price	Fully Equipped Price with plow equipment	Applicable HST (1.76%)	Actual Cost including 1.76% HST
Altruck International Truck Centres - Goderich c/w early pay Discount	International	\$229,946.50	\$416,156.50	\$7,324.35	\$423,480.90
Premier Truck Group - Cambridge	Freightliner	\$235,245.00	\$421,455.00	\$7,417.61	\$428,872.60

Budget:

The Municipality of Morris-Turnberry included \$400,000 for the replacement of the 2016 Tandem Cab & Chassis Complete with Combination Dump and Spreader Body and Snowplow Harness in the Equipment Replacement Schedule for 2026. The budget impact will be \$233,933.56 (including 1.76% HST) upon delivery of the cab & chassis, with the balance paid when the unit is put into service (est. 2026). The maximum total amount to be funded by the Fleet Reserve in 2026 will be \$423,480.90 including the effective rate of HST (1.76%) and a \$15,000 contingency allowance.

Thank you.



Mike Alcock

Director of Public Works

MUNICIPALITY OF MORRIS-TURNBERRY

REPORT TO COUNCIL

TO: Mayor and Council

PREPARED BY: Mike Alcock, Director of Public Works

DATE: December 17th, 2024

SUBJECT: Requests to Councilors from Residents regarding Public Works Issues

RECOMMENDATION

That the Council of the Municipality of Morris-Turnberry receive the Report on accessibility issues relating to sidewalks, for information purposes and provide direction to staff if required.

Executive Summary:

At the request of a Morris-Turnberry Councilor, this report is being provided for information purposes. The issue raised was with regard to the sidewalk and stairs located at John Street and Brandon Road in Belgrave and the fact that they are not wheel chair accessible and also if retrofitting the sidewalk could be included in the budget process.

Retrofitting infrastructure such as sidewalks is not advised due to the extensive cost associated with retrofit work. Retrofitting one asset in a right-of-way (R.O.W.) often results in retrofitting many other associated assets in the R.O.W. Replacing and bringing R.O.W. infrastructure up to current standards is better suited to planned complete road reconstruction where everything can be designed to work together within the R.O.W.

Comments:

Although the request is valid, and stairs located on a sidewalk are neither desirable or accessible, the stairs at the intersection of John Street and Brandon Road in Belgrave do appear to substantially meet the standard at the time of installation, other than they may be 1 more step than was considered acceptable in the Ontario Provincial Standards (OPSD 512.011) in the year 2000. The exact age of the sidewalk in this location is not known, but it is estimated that it was installed in the 1980's.

None of the sidewalks in Belgrave would be considered wheelchair accessible. This is due to none of them meeting the minimum width for accessibility standards of 1.5m. Most sidewalks in Belgrave are approximately 0.9 m (3') wide. Bringing these types of deficiencies up to standard are normally reserved for and completed at times of road reconstruction when sewers and utilities are already being extended or relocated. In general, infrastructure is meant to meet the standard of the time period when they were constructed and brought up to standard at the time of major construction.

In the specific area of John and Brandon where the stairs are, there are significant grade restrictions on both sides of the road. Dealing with these grades creates significant challenges.

Sidewalk Replacement on same side of John Street:

- Adjacent property would need to agree to grading on their property for the most cost affective way of reconstructing the sidewalk. Otherwise retaining walls would need to be constructed.
- This may result in extensive relocation of many utility locates (gas, phone, cable?)
- The most logical and forgiving placement for sidewalk would be curb faced sidewalk. This would require relocating hydro poles and extending storm sewers to the curb line, installing curb and cutter (which needs to extend at least the entire block).

Option to Relocate to the west side of John Street:

- The possibility exists to locate the sidewalk on the other side of John Street, but it comes with significant problems as well.
- The existing retaining wall on the west side of the road would need to be increased in height substantially. Hand rails would be required as well as probable guide rail systems.
- Concrete curb faced sidewalk would likely also be required on this side.
- Some tree removal and retaining wall modifications or removal would be required further south on John Street.
- There is no sidewalk connection at the south end on the west side of the road, so additional sidewalk at the corner of Jane and John would be required.

It is difficult to determine an accurate cost for retrofit, until a full investigation and design is completed. This is due in part to underground and hydro relocations of which costs have to come from the utilities.

I would estimate it would cost more than \$75,000 to complete a retrofit sidewalk on one block.

A solution to consider would be to remove the stairs and sidewalk and replace with topsoil and seed. This could be completed for between \$5,000 and \$10,000. Note: there is currently no funds specific to this in the 2025 draft budget since it was not believed that removal would be Council's preferred option.

Several of the homes have concrete walks to the sidewalk. These could remain, but they would look a little strange ending at the boulevard. Diverting those sidewalks to the respective driveways would add some expense.

Neither option of Retrofitting a new sidewalk or the removal of the sidewalk would require the assistance of a consultant and could be designed and completed in house.

Complete reconstruction would include upgrading storm water infrastructure, roads, and sidewalks. This work would be designed and administered by a consulting engineer Municipal input.

In addition to the above accessible sidewalks cannot have a maximum grade greater than 8%. In some locations in Belgrave that may not be possible. Other obstacles to retrofitting accessible sidewalks will likely present themselves at the time of design.

Budget:

There is no budgeted allocation associated with this report.

Respectfully Submitted,



Mike Alcock,
Director of Public Works

MUNICIPALITY OF MORRIS-TURNBERRY

REPORT TO COUNCIL

TO: Mayor and Council

PREPARED BY: Trevor Hallam, CAO/Clerk

DATE: December 17, 2024

SUBJECT: North Huron Fire Agreement Extension

RECOMMENDATION

That council extends the terms of the current North Huron Fire Services Agreement for an additional period of one year by resolution.

BACKGROUND

In December of 2018, the municipality entered into an agreement with the Township of North Huron for the provision of fire suppression services. The agreement came into effect on January 1, 2019 for a term of 5 years, expiring on December 31, 2023. Around the same time, North Huron entered into similar agreements with Central Huron and Ashfield-Colborne-Wawanosh (ACW).

COMMENTS

In the spring of 2023, in a meeting with North Huron Fire Chief Kent Readman I noted that the agreement would be expiring at the end of the year. I made it clear that the agreement had been working well for the municipality, and that no changes would likely be proposed by Morris-Turnberry staff. I gave the same reminder later in the year in August.

I also raised the upcoming expiry with North Huron CAO Dwayne Evans following a meeting that was held in July of 2023 in Blyth regarding cross border servicing. Again, I indicated that the agreement had been working well and that no changes were needed.

At the end of July 2023, I received correspondence from Mr. Evans addressed to myself and the CAOs of Central Huron and ACW proposing a meeting regarding the agreement in September of 2023. Four days before that meeting was scheduled to happen, I was informed by Mr. Evans that Central Huron had requested more time to review the agreement, as their new fire chief had not had an opportunity to review the agreement thoroughly. CAOs from the four municipalities agreed to recommend to their respective councils that the current terms of the agreement be extended for one year by resolution. Morris-Turnberry Council passed a resolution extending the terms of the then current agreement for an additional year at their November 21 2023 meeting.

CAOs and fire chiefs from the 4 municipalities met again in June of 2024. Central Huron requested more time to complete their Fire Master Plan which was underway, with results and recommendations due to be available in September 2024. The group agreed to reconvene once the details were available. Again, I emphasized to Mr. Evans that as each municipality had a separate agreement with North Huron, it would be Morris-Turnberry's preference to proceed with renewing the current agreement. Mr. Evans stated a preference for renewing all three agreements simultaneously.

The group met again in September of 2024, and Central Huron presented a number of requests for changes to their agreement with North Huron. ACW and Morris-Turnberry again reiterated their willingness to move ahead with the existing terms and allow North Huron and Central Huron to negotiate separately. Mr. Evans chose to continue with the intention of completing all three agreements simultaneously. I noted that there would not likely be time to finalize an agreement, present it to our respective Councils and get approval in the remaining months of the year, and recommended that another extending resolution be considered by all.

On December 5th of this year, I was contacted by North Huron's Interim CAO/Clerk Carson Lamb regarding the agreement. Mr. Lamb proposed that all four Councils consider a resolution extending the current terms of the agreement for an additional year to allow time for new agreements to be finalized. Mr. Lamb has also requested that wording be included in the resolution limiting 2025 capital purchases to \$300,000.00 for the replacement of Rescue #7 and \$60,000.00 for extrication equipment, unless otherwise approved in writing by all four municipalities. Staff were aware of these capital purchases and they have already been accounted for in the draft 2025 budget.

It is recommended that Council pass a resolution extending the terms of the current Fire Service Agreement with North Huron for an additional year.

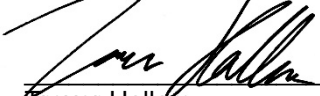
ATTACHMENTS

None.

OTHERS CONSULTED

Carson Lamb, Interim CAO/Clerk, North Huron

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Trevor Hallam', written over a horizontal line.

Trevor Hallam,
CAO/Clerk

MUNICIPALITY OF MORRIS-TURNBERRY

REPORT TO COUNCIL

TO: Mayor and Council

PREPARED BY: Trevor Hallam, CAO/Clerk

DATE: December 17, 2024

SUBJECT: Turnberry Conservation Area Memorial Gate Repair Update

RECOMMENDATION

That Council take no action to repair or replace the memorial gates at the Turnberry Conservation Area.

COMMENTS

The June 18th report to Council on this subject is included with this report for reference and context.

As the Municipality embarks on its 2025 budget process, staff recommend revisiting the potential repair or replacement of the memorial gates at the Turnberry Conservation Area.

As outlined in the June report, there are multiple options available to Council regarding the repairs needed and their future preservation.

While the exact location of the gates in relation to property lines is uncertain, it should be made clear that they are constructed for and associated with the property owned by the Maitland Valley Conservation Authority, and if any part of the structure is located on the municipal right of way, it should be regarded as an encroachment, not an implication of ownership or responsibility for their care and maintenance. That being said, the current owner, the Maitland Valley Conservation Authority, is willing to allow the municipality to conduct work on the gates but are not in a position to contribute financially.

In summary, the options available include but are not necessarily limited to:

1 – Do nothing.

While the location of the gates is uncertain, they are not considered a municipal asset and are not the responsibility of the Municipality. Any action taken to remediate the condition of the gates should be done by the landowner.

2 – Undertake a Request for Quotations for the repair of the gates.

The scope of the work could be from the minimum amount of remediation (repointing etc) to slow the deterioration of the gates, to the refurbishment of all stone and metal work. However, the condition of the foundations is unknown but expected to be poor, and a repair that does not address the foundations is inadvisable.

3 – Undertake a Request for Quotations for the restoration or replacement of the gates.

The scope of work could include the deconstruction of the gates, repair or replacement of foundations, and reconstruction and restoration that is sympathetic to or maintains the original design. This option could also include the removal of the gates and their replacement with gates constructed of new materials.

4 – Remove the gates.

The gates could be removed, and the site reverted to natural landscaping.

5 – Remove the gates and construct an alternate memorial.

The gates could be removed, and a plaque, memorial cairn, or other similar structure could be erected to provide a replacement that maintains the memorial function of the original gates.

At the direction of Council, staff conducted an informal request for quotation process to develop a potential price range for the project. Two quotes were received, with the scope of work ranging from repointing and basic masonry repair in for approximately \$5,000.00 to \$6,000.00, to the restoration of the gates, including dismantling, cataloging the stones and reconstructing using the original stones in their original locations, for approximately \$20,000.00. If Council chooses to move forward, new quotes would have to be requested, and some increase due to inflation should be expected. It should be noted that neither quote included work on the foundations, which would add additional cost to the project.

Following the initial discussion at the Council table, correspondence was received from the Huron County Historical Society, strongly encouraging the restoration of the gates (attached). Two members of Council have also noted to staff that community members have expressed their support for the restoration of the gates.

Given the apparent community support, Council may wish to explore the opportunity for the community to contribute financially to the preservation or restoration of the gates through fundraising efforts.

While staff is sympathetic to and understand the historical importance of the gates, it is the prudence of the financial outlay required to repair or place something that is not in the care of the municipality that is cause for pause. For this reason, staff recommend option 1 – do nothing.

If pressed to provide a recommendation to undertake some kind of action, staff would recommend option 5, the removal of the gates and replacement with an alternative monument, pending financial support from the community, as this has the potential to be the next best option financially for the Municipality.

ATTACHMENTS

1. June 18th report to Council
2. Correspondence – Huron County Historical Society

OTHERS CONSULTED

Respectfully submitted,



Trevor Hallam,
CAO/Clerk

MUNICIPALITY OF MORRIS-TURNBERRY

REPORT TO COUNCIL

TO: Mayor and Council

PREPARED BY: Trevor Hallam, CAO/Clerk

DATE: June 18th, 2024

SUBJECT: Turnberry Conservation Area Memorial Gate Repairs

RECOMMENDATION

For information only.

COMMENTS

On February 2nd Mayor Heffer received an email from a resident requesting that Council consider making repairs to the Turnberry Conservation Authority gates, erected in the memory of veterans from Turnberry who have served in the Canadian Forces.

The Turnberry Conservation Area, also known as Galbraith Field and formerly the Turnberry Agricultural Park, was home to the Turnberry Agricultural society, and was later purchased by the Maitland Valley Conservation Authority. According to the Turnberry history book, "In 1928 two Turnberry Councillors, JJ Wright and R Grain, along with the Agricultural Society and the WI formed the committee to see memorial gates built at the park..... The gates were built for \$500 and later an additional \$100 added lights to the plans" The history book also states that the gates were refurbished when the MVCA purchased the property in 1976.



**Photo from A Harvest of Memories Volume II: A History of Turnberry, pg 600*

On February 6th, Council gave direction to staff solicit quotes for the repairs and to discuss the matter further with the MVCA. Council also expressed concerns for the future of the memorial gates and a desire to ensure that they are not removed in the future, and the need for community involvement if a repair or restoration project is to be undertaken.

The project can be divided along these lines into two separate focuses, the first being the repair or restoration of the gates, and the second being finding a solution to the future preservation of the gates.

Repair and Restoration

Four stone masonry companies have been contacted for quotes. At the time of publishing this report, two have been received, and one is pending after the contractors met on site with CAO/Clerk Hallam.

A report will follow with the results once all quotes have been received, but staff believe an interim report has merit in order to provide an update on the process, and to make Council aware of the potential scope of the project at hand.

Two separate contractors, one who visited the site in person, and one who did an assessment through detailed photos provided by staff, have indicated that the condition of the stonework and foundations at the gates have deteriorated to the point where it is not advisable to simply repair the existing structures. The mortar used internally has deteriorated and is no longer effectively bonding the stones, and there is excessive moisture infiltration and corresponding deterioration. The condition of the foundations for the pillars is very poor, and the concrete used has similarly

deteriorated. Both contractors recommend complete demolition and reconstruction. One contractor has indicated a willingness to work with the original stone to reconstruct the gates as faithfully as possible, and another has expressed a preference to work with all new materials to construct a new, but sympathetic monument.

One quote has been received for re-pointing and basic repair, and another for the same scope of work is expected.

In advance of the presentation of the quotes, staff recommend that Council consider the scope of the project they wish to undertake. Specifically, whether the preservation or replication of the gates as they stand today is the primary goal, or if the presence of a monument that may contain all new material and a different design is acceptable.

Other options may be considered as well if the cost of the repair or replacement is thought to be prohibitive, such as the removal of the gates and the construction of a smaller memorial cairn using stone recovered from the gates and the installation of a suitable dedication plaque.

Further options can be discussed at a future meeting once all anticipated quotes have been received.

Future Preservation

The gates are believed to be on or very near the property line between the municipal road allowance for Helena Street and the property currently owned by the MVCA. In the absence of a legal survey showing the location of the pillars relative to the lot line, whether they are on municipal property is unknown.

If they are located on private (MVCA) property, the matter of their preservation becomes one that requires the cooperation of the current owner, as well as any subsequent owners of the property. To this end, if Council wanted to ensure that the care, maintenance and preservation of the gates there are at least two options that could be considered.

An agreement could be entered into with the landowner and registered on title, stipulating that the Municipality shall be responsible for the repair and maintenance of the gates and that the landowner may not alter or remove them. This option may expose both parties to increased liability and other potential issues and so may not be the best way forward.

Another option is to commission a legal survey to identify the location of the pillars relative to the lot line, and if they are found to be on private property, to add a part to that survey that encompasses the entire gate structure with a buffer of three meters, and for the municipality to offer to purchase that part from the owner. The newly created part could then be owned by the municipality and maintained as a separate parcel.

The best option will depend on whether the gates are repaired or reconstructed as they stand, or removed and an alternative monument is constructed.

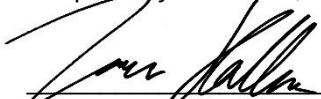
ATTACHMENTS

1. Selected photos of the condition of the gates and foundations.

OTHERS CONSULTED

Stewart Lockie, Conservation Authorities Coordinator, MVCA

Respectfully submitted,


Trevor Hallam,
CAO/Clerk

The Huron County Historical Society
P O Box 3
Goderich Ontario N7A 3Y5



August 15, 2024

Mayor and Council
Municipality of Morris-Turnberry
PO Box 310, 41342 Morris Rd
Brussels, ON
N0G 1H0

Dear Mayor Heffer and Members of Council:

The Huron County Historical Society is committed to educating local citizens and visitors about the history of this beautiful county and to preserving this rich heritage for future generations. Of course, this includes the commemoration of those from Huron County who served in past conflicts and particularly those who gave their lives for the freedoms we enjoy today.

We noted with interest the recent article concerning your discussion about the memorial gates at the Turnberry Conservation Area and their need for significant repairs. We certainly understand that these repairs will be costly. At the same time, we believe that there is a desire by the public to hold onto their community history and that includes monuments to the men and women who defended those threatened in the World Wars. We see evidence of this in the quick support of Huron County Council for the book *For One Fleeting Dream of Right* by David Yates and Conrad Kuiper. This book will focus on Huron County Cenotaphs and could include the memorial gates.

As a Society, we commend the past efforts in Morris-Turnberry to commemorate the lives of those who served, and we strongly encourage you to restore the memorial gates so they will remain a legacy in your community for years to come.

Sincerely,

A handwritten signature in cursive script, which appears to read 'David Armstrong'.

David Armstrong, President 2023-24

C: Trevor Hallam, CAO/Clerk
David Yates

Wingham and Area Historical Society
Warden McNeil and Huron County Council

FOR IMMEDIATE RELEASE – December 5th, 2024

Saugeen Conservation Invites Public Feedback on Updated Policies Manual

SAUGEEN WATERSHED, ONTARIO – Bruce, Dufferin, Huron, Grey, and Wellington Counties.

Saugeen Valley Conservation Authority (SVCA) is inviting the public to share their thoughts on the updated Environmental Planning and Regulations (EPR) Policies Manual through an open consultation process.

This important document outlines how SVCA reviews planning and development applications and ensures safety around natural hazards like flooding and erosion. The manual has been updated to reflect current provincial guidelines, improve accessibility, and make it easier for everyone to understand.

The public is encouraged to review the manual and share their feedback through an easy-to-use online form.

The consultation period closes on Monday, January 6th, 2025, so now is the time to have your say. Whether you're a local resident, developer, farmer, or business owner, your input is valuable in shaping policies that impact development and natural spaces across the region.

"Our goal is to make these policies transparent and user-friendly. This is a chance for the community to help guide decisions that will protect people and property from natural hazards like flooding and erosion."

- Matt Armstrong, Manager of Environmental Planning and Regulations, SVCA

For more information and to submit your feedback, visit www.saugeenconservation.ca/policymanual

For more information, please contact:

Saugeen Valley Conservation Authority

Email: media@svca.on.ca

Cell: 519-369-4295

Website: www.saugeenconservation.ca



Good News

Pathways Updates

Superintendent Paul Langis provided a summary of the various activities related to Pathways programming. A group of AMDSB Guidance, Career Studies and Student Success Teachers attended TradeUcation at Conestoga College. They participated in various trades-based workshops on carpentry, masonry, CNC machining, electrical engineering, and welding. Also, the LevelUp! career fair was hosted at the Western Fairgrounds in London and the Ontario Youth Apprenticeship Program (OYAP) provided transportation for over 1,000 grade 7 and 8 students to attend. Trades and Tapas was a two-night event for students in grades 9 or 10 to experience the culinary and carpentry worlds along with a significant adult in their lives. Participants made a charcuterie board, pickled red onions, and grainy mustard. They also learned about OYAP and the apprenticeship pathway and how they can access pathways programming in high school.



In addition, Langis reported that AMDSB continues to surpass provincial averages in Specialist High Skills Major (SHSM) participation and completion. New partnerships with Gauge Hydraulics in St Marys and Equipment Ontario in Listowel enable additional opportunities for our students.

Finally, 14 young women from across AMDSB successfully completed the inaugural Electrical for Women Dual Credit course. This ground-breaking program welcomed young women to explore Residential and

Industrial Electrical studies, including an introduction to the requirements for entering the Powerline Technician program. This new program was recently featured in a [Stratford Beacon Herald news article](#).

Thanks and Appreciation During Inclement Weather

Director Graham Shantz provided a sincere thank you to the staff who supported students throughout the snowy weather last week. Several bus cancellations occurred throughout the week but educators and support staff continued to ensure students who were able to arrive safely were engaged. He wished to particularly acknowledge our custodial and facilities staff as they are the first to arrive at school buildings and ensure that the facilities are safe for staff and students. Trustee Robert Hunking also pointed out that clearing the snow from buildings (roofs, etc.) was crucial throughout this time and shared his sincere appreciation.

Student Trustee Update

Student Trustee Alexandra Haviaras shared that the Student Senate continues to work with the equity group at LDSS in order to develop a survey for students and staff. They are also working on a student mental health initiative that will be rolled out in the New Year.

Chair's Update

Chair Michael Bannerman expressed a sincere thank you to staff and warm holiday wishes to our AMDSB community.

Senior Staff Updates

North Perth Boundary Review Update

Superintendent Cheri Carter indicated that the board is actively recruiting parents/guardians from the affected schools to join the North Perth Boundary Review Committee. The recruitment survey closes December 13 and the first meeting is scheduled for January 9, 2025. Full details about the project are posted on the board website: [North Perth Boundary Review 24/25](#).

Future Board Meetings

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

- Tuesday, January 28, 2025, at 4:45 p.m. Regular Session, followed by Committee of the Whole, Closed Session
- Tuesday, February 11, 2025, at 4:45 p.m. Committee of the Whole, Open Session
- Tuesday, February 25, 2025, at 4:45 p.m. Regular Session, followed by Committee of the Whole, Closed Session

Future Meetings/Events with Trustee Representation

- Special Education Advisory Committee (SEAC) – January 15, 2025
- OPSBA Public Education Symposium in Toronto – January 24 and 25, 2025
- Supervised Alternative Learning (SAL) – January 27, 2025



Outstanding Action Items
Open Session

December 17

Meeting Date	Action Item	Action By	Current Status	Next Step
February 6, 2024	Turnberry Conservation Area Memorial Gate Repairs	CAO	Report presented to Council Dec 17	Pending Council direction
November 19, 2024	Belgrave Sidewalk Accessibility	Director of Public Works	Report presented to Council Dec 17	Pending Council direction



CORPORATION OF THE MUNICIPALITY OF MORRIS-TURNBERRY

BY-LAW NO. 60-2024

Being a by-law to establish fees, rates, and charges for the Municipality of Morris-Turnberry.

WHEREAS Section 391 of the *Municipal Act*, 2001, S.O. 2001, c. 25 provides that a municipality or local board may pass by-laws imposing fees or charges for services;

AND WHEREAS Section 69 of the *Planning Act*, R.S.O. 1990, c. P.13 provides that a municipality may establish a tariff of fees for the processing of applications made in respect of planning matters;

AND WHEREAS Section 7 of the *Building Code Act*, 1992, S.O. 1992, C.23 provides that a municipality may pass by-laws requiring the payment of fees and prescribing the amounts of fees for the issuance of permits and related matters;

AND WHEREAS it is deemed necessary to establish fees, rates, and charges in the Municipality;

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

1. That Schedules ‘A’ and ‘B’ attached hereto and forming part of this by-law are adopted as the fees, rates and charges for the matters described therein for the Corporation of the Municipality of Morris-Turnberry;
2. That the fees or charges imposed pursuant to this By-law constitute a debt owing to the Corporation of the Municipality of Morris-Turnberry, and without limiting any collection remedy otherwise available to the municipality, the Corporation of the Municipality of Morris-Turnberry may add outstanding fees and charges, including interest on the unpaid balance pursuant to this By-law, to the tax roll for any real property within the municipality owned by the person responsible for paying the fees and charges, and the amount may be collected in a like manner as municipal taxes;
3. That this by-law shall be cited as the “Consolidated Fee By-Law”;
4. That this by- law shall supersede by-law 65-2023 and all previous by-laws or resolutions and parts of by-laws or resolutions inconsistent with the provisions of this by-law regarding fees, rates, and charges for the Municipality;
5. That this by-law shall come into force and effect on January 1, 2025.

Read a FIRST and SECOND time, December 17, 2024.

Read a THIRD time and FINALLY PASSED, December 17, 2024.

Mayor, Jamie Heffer

Clerk, Trevor Hallam

*All applicable taxes included unless otherwise noted

Administration			
Tax Certificate		\$ 50.00	
Duplicate Tax/AR Statement		\$ 10.00	
Zoning Certificate		\$ 80.00	
Photocopies		\$ 0.20	per sheet
Fax		\$ 1.00	per sheet
Misc. Postage		Full cost recovery	
Returned Cheques/PAP		\$ 40.00	per occurrence
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	
History Books (set of 2)		\$ 30.00	

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	*HST Inc
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	

Schedule 'A' By-Law 60-2024

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		\$ 40.00	per appliance
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	\$ 100.00	per hour

Landfill and Waste Disposal (Continued)			
Curbside pickup receptacles	35 Gallon - Small	\$ 135.00	
	65 Gallon - Medium (Rural)	\$ 135.00	
	65 Gallon - Medium (Urban)	\$ 200.00	
	95 Gallon - Large	\$ 270.00	
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	\$ 2.00	per minute, 30 minute minimum, plus HST
	Tandem or Backhoe	\$ 1.50	per minute, 30 minute minimum, plus HST
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	\$ 135.60	Inc. HST
Downstairs floor only	no alcohol, includes kitchen	\$ 135.60	Inc. HST
Both floors	no alcohol	\$ 169.50	Inc. HST
Under 2 hour rental		\$ 56.50	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	

2025 PLANNING APPLICATION FEES: (Effective January 1, 2025)

TYPE OF APPLICATION	Local Municipal	Huron County	TOTAL FEE
Official Plan Amendment (OPA), Local OPA, County OPA	\$1,840.00	\$4,280.00	\$6,120.00
Official Plan Amendment (OPA), Local OPA, County OPA-New or expanding aggregate operation	\$3,670.00	\$8,570.00	\$12,240.00
Zoning By-law Amendment (ZBLA)	\$1,350.00	\$2,730.00	\$4,080.00
Zoning By-law Amendment (ZBLA) -New or expanding aggregate operation if no OPA is required	\$3,370.00	\$6,830.00	\$10,200.00
Minor Variance (1 variance)	\$1,100.00	\$1,450.00	\$2,550.00
Minor Variance (2 variances)	\$1,430.00	\$1,890.00	\$3,320.00
Minor Variance (3 or more variances)	\$1,750.00	\$2,330.00	\$4,080.00
Consent-Technical (e.g. lot additions, easements, ROW's, Validation Certificates, re-creation of original lots, cancellation certificate etc.)	\$765.00	\$2,295.00	\$3,060.00
Consent-New Lot Creation (e.g. new lots, surplus farm severances)- Base fee includes one severed and one retained. Add \$2550 (Municipal \$640/County \$1910) for each additional lot created.	\$1150 \$640	\$3440 \$1910	\$4590 Base fee includes one severed and one retained - add \$2550 for each additional lot created
Retained Land Certificate		\$510.00	\$510.00
Cancellation Certificate		\$510.00	\$510.00
Change of Consent Condition or Consent Endorsement Certificate		\$510.00	\$510.00
Plan of Subdivision/Condominium	\$2,550.00	\$7,650.00	\$10,200.00
Lots/Blocks/Units over 10	add \$70 per lot/unit/ block	add \$130 per lot/unit/ block	add \$200 per lot/unit/ block
Draft approval extension - First extension	\$640.00	\$1,910.00	\$2,550.00
-Any subsequent extension	\$1,270.00	\$3,830.00	\$5,100.00
Phasing, Final Approval*	\$765.00	\$2,295.00	\$3060 per final approval/phase*
Changes to a Draft Approval Plan or Conditions*	\$510.00	\$1,530.00	\$2,040.00
*Note: Where Final Approval, Phasing or Changes to draft plan conditions result in the creation of additional lots/blocks/units, an additional fee of \$200/lot/block/unit shall apply.	\$70.00	\$130.00	\$200 per lot/block/unit
Removal of Holding (H) Symbol	\$510.00	\$510.00	\$1,020.00
Renewal of Temporary Use Zoning By-law	\$1,010.00	\$2,050.00	\$3,060.00
By-law to Deem lots not in a Plan of Subdivision, or the repeal of such By-law *	\$510.00	\$510.00	\$1,020.00
Part Lot Control *	\$1,530.00	\$1,530.00	\$3,060.00
	add \$100 per additional conveyable Part over 2	add \$100 per additional conveyable Part over 2	plus \$200 per additional conveyable Part over 2
*For Deeming and Part Lot Control, applicants cover all legal costs & by-law prep			
Application Re-circulation fee (resulting from a change/meeting cancellation requested by the applicant)	Fee to be paid to Municipality responsible for re-circulation.	Fee to be paid to Municipality responsible for re-circulation.	\$510.00
Site Plan Control	Fee to be set by local Municipality	\$760 County base fee (additional cost recovery for more than 4 hours of review)	Variable
Agreements: , subdivision, condominium, development, lot grading & drainage (Costs to be reimbursed for legal and engineering).	Cost recovery	Cost recovery	Variable-Cost recovery
Natural Heritage Review by County Biologist (if development is proposed within 120m of a Natural Heritage feature): comments on planning application Review terms of reference and EIS		\$510 comments on planning application \$60/hour billed hourly for review of Terms of Reference and EIS	\$510 for comments on planning application \$60/hour 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 Consumer Price Index for Ontario for the previous calendar year (October to October), if the index shows an increase.			



CORPORATION OF THE MUNICIPALITY OF MORRIS-TURNBERRY

BY-LAW NO. 61-2024

Being a By-law to adopt a policy with respect to the collection of taxes and other revenues by the Municipality.

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 224 of the *Municipal Act, 2001*, as amended, establishes that it is the role of Council to develop and evaluate the policies and programs of the municipality;

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

- 1) That the Revenue Collection Policy of the Municipality of Morris-Turnberry Attached hereto as Schedule 'A' and forming part of this by-law is adopted;
- 3) That this by-law comes into force on the final passing thereof.

Read a FIRST and SECOND time, December 17, 2024.

Read a THIRD time and FINALLY PASSED, December 17, 2024.

Mayor, Jamie Heffer

Clerk, Trevor Hallam

Policy and Procedure

Municipality of Morris-Turnberry Revenue Collection Policy	
Approved By: Council	Date: December 4, 2024
Last Review Date: December 4, 2024	Effective Date: December 17, 2024

Appendix

- 1.0 Purpose
- 2.0 Scope and Applicability
- 3.0 Legislative Authority
- 4.0 Application
- 5.0 Responsibilities and Authorities
- 6.0 Access to Information
- 7.0 Payments
- 8.0 Returned Items
- 9.0 Refunds/Overpayments
- 10.0 Returned Mail
- 11.0 Collection Agencies
- 12.0 Collection Policy and Process Review
- 13.0 Compliance
- 14.0 Records
- 15.0 Severability

1.0 Purpose:

The purpose of this policy is to ensure the Municipality of Morris-Turnberry's collection practices for various types of invoices and bills meet the goal of a responsible, cost effective and accountable local government. Further that promotes consistency and accountability with respect to the treatment of revenue owed to the Municipality for various municipal services, and establishes guidelines and control requirements for:

- 1. Billing & Payment Terms
- 2. Collection Process
- 3. Returned cheques / items
- 4. Write-off approvals
- 5. Adjustment approvals include the waiving of interest, late penalties, overdue charges, cancellations and administrative fees
- 6. Payment Methods
- 7. Refunds

2.0 Scope and Applicability:

2.1 The Collection Policy applies to all accounts within the control of the Municipality, including the General Accounts Receivable Collection, Tax Collection, and Drainage Assessments Collection.

2.2 Municipal staff assigned to the administration and collection on these various accounts shall adhere to the policy and procedures detailed below.

Departments are responsible for effective communication with debtors, third parties and the Treasury Department, ensuring that accounts receivable are adequately reported, collected, extinguished or written off as appropriate.

3.0 Legislative Authority:

This policy is written in compliance with:

- a) *Assessment Act, R.S.O. 1990, c.A.31 (Assessment Act)*, as amended, and related Ontario Regulations made under this Act.
- b) *Assessment Review Board Act, R.S.O. 1990, c. A.32, (ARB Act)*, as amended, and related Ontario Regulations made under this Act;
- c) *Municipal Act, 2001, S.O. 2001, c. 25 (Municipal Act)*, as amended, and related Ontario Regulations made under the Act;
- d) *Planning Act, RSO 1990, c P.13 (Planning Act)*, as amended, and related Ontario Regulations made under this Act; and
- e) applicable Municipal by-laws, as amended from time to time.

Definitions:

In this policy, the following words will have the following meanings:

Accounts Receivable

Are generally represented by a sales invoice or some other form. Under generally accepted accounting principles, accounts receivable are assets that are recognized when the revenues are earned.

Business Days

Means Monday to Friday, 8:30 am to 4:30 pm, excluding statutory holidays.

Cancellation Price

Is the amount equal to all the tax arrears owing at a given point in time in respect of land, together with all current real property taxes owing, including all penalties and interest and all reasonable costs incurred by the Municipality after the registration of a tax arrears certificate.

Collection Agency

An accredited collection company appointed by the Municipality to collect debts owing to the Municipality from delinquent customers.

Collection Costs

Are the total costs incurred by the Municipality to obtain further information for collection purposes in compliance with the regulations during the tax sale registration process. This includes, and is not limited to, title search fees, corporate search fees, consultant fees, registered mail, administrative charges, legal costs, registration fees, tax sale administration fees and the like.

Construction or Improvements

Drainage works conducted under the supervision of an appointed Engineer to improve or construct a municipal drain.

Customer

Means any owner, occupant, lessee, tenant or any other person purchasing or receiving services from the Municipality.

Council

The Council of the Corporation of the Municipality of Morris-Turnberry.

Department

Any Department of the Corporation including any division within a department.

Due Date

The date at which an invoiced or billed amount must be received in order to avoid penalty.

Dwelling Unit

Means a room or a suite of rooms operated as a housekeeping unit, used or intended to be used as a domicile by one or more persons and supporting general living conditions usually including cooking, eating, sleeping, and sanitary facilities.

Extension Agreement

Is an agreement between the Municipality and the ratepayer (or party of interest) to extend the period in which the cancellation price is to expire. This agreement freezes the tax sale registration (TSR) process. An extension agreement outlines the details of the payment plan set in place to remit payments on the TSR file to clear the balance owing. This type of agreement becomes void if one payment is missed and the TSR file continues from the point where the agreement was frozen in the tax sale process.

Interest

Is the amount added to the unpaid levies from prior.

Invoice

Means a bill issued by the Municipality to a customer indicating the amount owing for a service rendered.

Maintenance

Work required to preserve an existing asset such as a drain.

Municipal Drain

Drainage infrastructure constructed under the authority of the Drainage Act is a system of channels and water courses which can legally move water across private lands, from agricultural land or remove excess water that collects on properties.

Municipality

Means The Corporation of the Municipality of Morris-Turnberry.

Municipal Property Assessment Corporation (MPAC)

A Crown Corporation responsible for accurately assessing and classifying properties in Ontario in compliance with the Assessment Act and regulations set by the Government of Ontario.

Office

Means the Municipality of Morris-Turnberry Administration Office (41342 Morris Rd)

Owner

Means an owner of a building or of lands; or their agent/designate.

Payment Plan

Means an agreed payment arrangement authorized by appropriate municipal staff.

Penalties

Are the amount added to the unpaid levies from the current year.

Property Taxes

Are the total amount of levies calculated for Municipality, County and School Board purposes and includes all amounts added to the tax roll as permitted by the Municipal Act, 2001. Property taxes are calculated based on the current value assessment (CVA) determined by MPAC multiplied by the tax rate as determined by the Municipality, County and the Minister of Finance in relation to education.

Receivables

Are claims for money, goods, services and/or other non-cash assets.

Tax Arrears

Are any property tax amounts that remain unpaid after the due date has passed.

Tax Arrears Certificate

Is the instrument registered at the land registry office on a parcel register. This document indicates that the described property will be sold by public sale if all property taxes are not paid to the Municipality within one year of the registration of this certificate.

CAO (Tax Collector – delegated authority)

Means an appointed individual by the Municipality of Morris-Turnberry to perform the roles and responsibilities as laid out in Section 286 of the Municipal Act, 2001.

Write-off

Means to remove an account receivable from the Municipality's accounts receivable records.

4.0 Application

This Policy applies to all the Sub-Policies and the Sub-Policies set out in Schedules, shall apply to their appropriate area.

5.0 Responsibilities and Authorities

Once all internal and external collection attempts have been exhausted, an approval for write-off request will be initiated. The CAO is responsible for approving all write-offs up to \$500. Requests for a write-off of over \$500 will be subject to council approval.

6.0 Access to Information

The disclosure of information received 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.

7.0 Payments

7.1 Customers must ensure the applicable account number or roll number is included with their payment.

7.2 Payment may be made in the form of:

1. Cash; in person at the municipal office
2. Cheque; mailed or in person at the municipal office (drop slot after hours)
3. Debit; in person at the municipal office
4. Through most Financial Institutions (At branch, by phone, or online)
5. Pre-Authorized Payment Plans (contact the Tax Collector to apply)
6. eTransfer to payments@morristurnberry.ca
7. Credit Cards (paysimply.ca) Credit card payments are not accepted in the office however, may be used for property tax payments using this third party provider.

7.3 Cheques which are post-dated to the due date will be accepted and held by the Municipality. However, 'Third-Party' cheques will not be accepted. A cheque payable to the property owner is a third-party cheque and is not accepted as payment.

7.5 All payments must be received by the Municipality by the payment due date. Customers are encouraged to allow 2-3 business days for processing of online payments, payment made at banks and allow sufficient time for your payment to be received by regular mail. Any payments received after the due date (whether made online or sent by regular mail) will be charged with the applicable penalties.

7.6 Payments are required to be in Canadian Currency. However, should a payment be tendered in U.S. funds, it will be accepted at the exchange rate

established by the financial institution holding the accounts of the Municipality on the day deposited.

7.7 Please note that if a payment is not paid to the correct account, the penalty will not be reversed. It is the payee's responsibility to ensure that the payment is made to the correct account. The Municipality may charge a fee as per the current Fees and Charges By-law, for each amount that needs to be moved between accounts.

7.8 Other than payment made at the Office during business hours. A receipt will only be issued if payment is accompanied by the payment stub and a self-addressed stamped envelope was included.

8.0 Returned Items

8.1 Returned items are cheques received by the Municipality and returned by the bank as not negotiable (i.e., insufficient funds, stop payments, account frozen, etc.) or transactions declined or illegitimately refused by the cardholder, preauthorized payments that could not be processed (i.e. insufficient funds, account frozen, etc.). The Tax Collector will attempt a first collection step by notifying the customer, in writing of the returned cheque/payment.

8.2 Returned items may be subject to an administration fee as established in the current Municipality's Fees and Charges By-law. If there are two cheques returned from the bank of the property owner within a one-year period, no further cheques will be accepted from the customer unless the cheques are certified, until there is an acceptable payment history for a further one-year period.

8.3 Managers of those municipal operations where credit is extended are responsible for establishing credit limits in consultation with the Treasurer for regular users and notifying the appropriate facility of those customers who will and who will not be extended credit.

When deciding to extend credit, departments should consider any outstanding receivables owing to the Municipality as well as the prior payment history of the proposed customer.

9.0. Refunds/Overpayments

9.1 Refunds are reviewed by staff and approved by the CAO, if all the eligibility criteria have been met. Accounts with any balance owing on other related accounts will not be eligible for a refund. All adjustments and rebates processed during the year will be applied to outstanding balances on the same account.

9.2 Amounts in arrears (over 30 days) will be subject to interest/penalty charges. All invoices, statements, letters and agreements will clearly specify this charge.

9.3 There are a few instances where interest may not be charged such as negotiated payment arrangements, or specific arrangements between the operating department and a customer at the discretion of the Tax Collector.

10.0 Returned Mail

When mail is returned to the Municipality, efforts will be made to find the proper mailing address such as a preliminary search using 411, internet, and MPAC. Returned mail will be noted on the account (electronically) but the physical mail will not be kept for longer than six months.

11.0 Collection Agencies

If the outstanding balance is less than the small claims court limit, currently twenty-five thousand dollars (\$25,000), the account will be transferred to a collection agency when municipal collection options are exhausted. The collection agency's fee is paid by the creditor.

12.0 Collection Policy and Process Review

The CAO shall review collection related files, from time to time, to determine the effectiveness and integrity of the processes and to monitor policy adherence.

13.0 Compliance

All persons involved in the Collection provided for in this Policy shall act in a manner consistent with the requirements and objectives of this Policy.

14.0 Records

All bills, collection records, reports, manual and electronic files must be retained and filed in accordance with the Municipality's Records Retention By-law.

15.0 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 therefrom and shall continue in full force and effect unless and until similarly found invalid or beyond the power of Council to enact.

Accounts Receivable Invoices

Schedule "A"

Purpose:

The purpose of this policy is to establish the responsibilities, internal controls, authorizations and procedures for the accurate and timely preparation of customer invoices for goods and services provided by the Municipality of Morris-Turnberry and the management of the related accounts receivable created by these invoices.

Scope and Applicability:

This sub-policy applies to all Municipality of Morris-Turnberry employees engaged in the management of accounts receivable or other unsecured debt as assigned, excluding municipal property taxes, utilities, and drainage. (Although there may be constant changes in legislation from time to time, this policy shall attempt to be as accurate as possible and conform with the *Municipal Act*. In the case where current legislation differs from this policy, legislation shall be followed.

Invoices

Invoices are issued when payment is not received at the time of the transaction and are required to be prepared and authorized by the originating department in a timely manner. Invoices will be issued at the end of the month that the delivery of the goods or the service to the customer took place, or before if required for pre-payment, and in any case should not be later than 30 days from such date. Invoices should be mailed out within 3 business days of issuance as the interest calculation period is based on the invoice date.

Responsibilities and Authorities

Operating departments within the Municipality initiate the sales of goods and services. When goods or services have been provided, the operating department prepares the billing advice (including the name and address of the customer, and the amount to invoice) and forwards the billing advice to the Tax Collector/Accounts Receivable Clerk. The preparation of billing advice should be timely, accurate and complete.

There are instances where the Municipality acquires goods and services through contracts or leases and payment terms are set out in these agreements. It is the responsibility of the operating department to ensure that billing advice is prepared in accordance with the terms and conditions of the contracts.

The collection of accounts receivable is a shared responsibility between the operating department and the Finance Department. All staff will make every effort to collect outstanding accounts receivable as efficiently and effectively as possible.

The Tax Collector will:

1. Prepare invoices from received billing advices and send the invoices to customers
2. Forward statements of account and overdue correspondence to customers.
3. Contact customers to collect accounts.
4. Initiate collection procedures for overdue accounts receivable.
5. Collaborate with the operating department in collection efforts.
6. Prepare aged accounts receivable trial balances and balance to the appropriate general ledger accounts
7. Recommend write-offs, transfers to Tax Roll or use of a Collection Agency to the CAO when appropriate.

The Municipality's standard payment terms are 30 days. There are rare instances where payment terms may be other than 30 days such as negotiated payment arrangements or specific arrangements between the operating department and a customer(s). Payment terms other than 30 days must be approved in writing by the CAO and will then be appropriately recorded in the Accounts Receivable records.

Collection Process

All collection tools available under the Municipal Act and other applicable legislation are used to collect outstanding balances. At 90 days a letter will be sent that advises the customer that if they do not contact the Municipality or make payment within 30 days, the invoice balances will be sent to a collection agency, transferred to the tax roll providing the account meets the criteria outlined in the current Provincial legislation, or offset against invoices owed to them by the Municipality. At any point, the Treasurer and the CAO may determine that no further credit will be extended to the customer until all outstanding accounts are paid.

Late payment charges

The Municipality will impose a late payment charge for non-payment of all outstanding Accounts Receivable as described in the current Fees & Charges By-Law.

Account Statements

To keep customers informed of their account balances, monthly statements will be sent to all open accounts by the Tax Collector. The statement summarizes the amount owed, any account activity and any interest owing.

Customers may elect to receive their monthly statement through email. If a customer who receives emailed statements fails to make payment, a statement will be mailed to them when the account reaches 60 days outstanding.

Accounts Receivable Adjustments

Accounts receivable adjustments may result from time delays from date of receipt of the customers payment to recording of payments against a customer account and include interest that may result from a timing delay. Receivable account adjustments cannot be used to correct an amount that has been invoiced and require correction.

As a regular and ongoing housekeeping function, adjustments may be applied to invoice for the removal of nuisance balances per write-off authorization limits including interest and/or penalty charges.

Property Taxes

Schedule "B"

Purpose:

This policy will provide direction to staff of the municipality regarding the timely and efficient billing and collection of property taxes. This policy will also provide an open and transparent framework for the tax billing and tax collection process and will provide a reference document for Municipal staff and Council in their communications with ratepayers.

The tax billing and collection process is an important activity as it's the primary source of revenue for the Municipality. This policy will help to:

- a) Outline the procedures to be followed by staff in the taxation division of the Finance Department.
- b) Set out consistent guidelines regarding collection of property tax payments to the Municipality.
- c) Streamline activities and eliminate questions as to the appropriate steps required for collection.
- d) Ensure all activities conform to current legislation.

Scope and Applicability:

This policy is written in compliance with the Municipal Act, 2001 ("M.A."), related to Ontario Regulations made under the Ministerial Authority and applicable Municipality by-laws, as amended from time to time. The Municipal Act serving as the base, this policy provides a guide to staff on aspects of billing and collection of property tax as it applies. Although there may be constant changes in legislation from time to time, this policy shall attempt to be as accurate as possible and conform with the *Municipal Act*. In the case where current legislation differs from this policy, legislation shall be followed.

Billing

Property taxes are billed in two stages, being the interim and final tax billings, as established by the Municipality by by-law annually and in accordance with the Municipal Act, as amended.

The tax billing may include, beside tax levies, local improvement charges, area charges, business improvement area charges and any special charges levied by the Municipality, County, or provincial government.

Property tax bills are mailed to the address of the property tax account as shown on the tax roll unless the ratepayer has submitted a written request to the Municipality requesting an alternate address. Tax bills may be sent to the ratepayer electronically in

the manner specified by the Municipality if the ratepayer has chosen to receive the tax bill in this manner. Tax Bills will be sent at least 21 days before any taxes shown on the tax bill are due as prescribed in the *Municipal Act*.

Bills that are not sent electronically are sent by standard letter mail and are considered delivered to and received by the addressee unless the mailing is returned to sender by Canada Post. It is the ratepayer's responsibility to ensure the mailing address is correct on their tax account. Failure to notify the Municipality of an address change in writing is not an error on behalf of the Municipality. Despite all efforts being made, if an error or omission in the form or substance of a tax bill occurs, it does not invalidate any proceedings for the recovery of taxes.

Important Dates

Due dates for the payment of property taxes are determined in relation to the approval of the budget by Council and the passing of the levying by-law. Pending fluctuations as a result of the budget approval process or other unforeseeable delays, tax billing due dates will normally be as follows:

1. Interim bill as determined by the annual Interim Billing By-Law will be due in two installments, on the last Thursday in March and the last Thursday in June.
2. Final bill as determined by the annual Final Billing By-Law will be due in two installments, on the last Thursday in September and the last Thursday in November.

Tax Bill Format

The Municipal tax bill will meet all requirements of the provincially legislated standard tax bill. Arrears are included in the first installment due date amount. Installment due dates will be indicated on the payment stubs. Billing messages may be used to relay information to ratepayers (i.e.: penalty and interest rates). Installments will also be established by Municipality by-law.

Interim Billing

Interim billing is based on 50% of the annualized taxes of the property for the previous calendar year. This includes local improvement or special charges levied that will remain due in the current year. If taxes levied on a property were for only part of the previous year because of assessment changes, an amount shall be added to the levies equal to the additional taxes that would have been levied on the property if the taxes had been levied for the entire year.

Final Billing

Final billing is based on phased-in assessment value for the current year as provided by MPAC, the applicable tax rate, local improvement charges, and any special charges levied. Final tax bills are produced after the passing of the annual municipal budget and

are based on the rates established by the by-law to meet the budget requirements of the Municipality, the County of Huron, and the Minister of Finance in relation to education.

Supplementary & Omitted Assessment Billing

Supplementary tax bills are issued and sent in the same manner as interim and final tax bills with the exception that it is a separate levy where a by-law is not required. The number of installments and due dates of the supplementary bills will be determined by the Tax Collector. Penalties and interest charges will be assessed on supplementary taxes that remain owing following the due date, consistent with other Municipality tax due dates. Supplementary bills for the current year will be processed following the final billing.

Apportionment Tax Billing

The Municipal Act, 2001, Section 356 provides grounds for apportioning realty taxes to present owners for lands previously assessed as one block but has been assessed to two or more parcels. Under the authority of The Municipal Act, the CAO or designate may divide the assessment roll into the parcels being severed and direct the property taxes accordingly. The apportionment should reflect the revised configurations and the levied and unpaid realty taxes.

Consolidations are processed by MPAC at the written request of the property owner. Property owners should contact MPAC directly to complete this process if they are interested. A severance or consolidation of a parcel identification number at the Land Registry Office does not necessarily constitute a consolidation or severance of a tax roll.

Ownership Changes

The Provincial Land Registry System is the legal determinant of the ownership of land. The names of the owners on the property tax account are to agree with the ownership registered at the Land Registry Office on the parcel register. The Municipality requires the instrument (deed / transfer of land) registered at the Land Registry Office to be submitted to the Tax Collector for processing. This includes removing a name from ownership, changing a name on title or adding a name to ownership for all tax accounts.

Letters submitted by a law office are not sufficient for ownership changes to be processed. The property owner is responsible for ensuring that their tax account has the correct mailing address.

Cancellation of Late Payment Charges, Penalties and Interest

Late payment charges are cancelled where permitted by the *Municipal Act*. The amount of late payment charges cancelled is limited to the amount related to the tax reduction

associated with the tax adjustment.

This includes processing time once adjustment information is received by the Municipality, gross manifest errors or omissions by the Municipality.

Charitable Rebate Programs

The program requires an application to be submitted no later than February 28th of the year following the year for which the application is made. Upon the submission of the form and supporting documents, the Municipality will calculate the amount of credit to be received.

Tax Pre-Authorized Payment Plans

The Municipality offers two (2) pre-authorized payment plans ("PAP") for property owners to choose from.

1. Installment due dates (Interim, Final)
2. 12 Month - Payment on the last business day of the month from January to December of each year.

All payment plan applications must be received fifteen (15) business days prior to the first withdrawal date requested. All changes to pre-authorized payment plan applications must be submitted in writing fifteen (15) business days prior to the effective change. Cancellation of pre-authorized payment plans must be received in writing fifteen (15) business days prior to the end date.

Any preauthorized dishonored payments are treated in the same manner as other forms of payment, with the same administration fees involved. When a second scheduled payment attempt is dishonored, or the bank has returned notice account is closed after the first attempt, access to the new preauthorized payment plan will not occur until the account is paid up to date within one year from the date of the initial dishonored date.

Late payment charges

In accordance with *The Municipal Act*, the Municipality will impose a late payment charge on all outstanding property tax accounts. No interest shall be imposed on the interest charges per Provincial Legislation. The rate of the penalty will be set out in the annual Interim Tax Levies By-law and the adoption of the tax rates By-law. Any costs incurred by the Municipality to obtain information for collection purposes and/or collect tax arrears are payable by the property owner and are added to the tax account.

Collection Process

All collection tools available under the Municipal Act and other applicable legislation are used to collect outstanding balances. Arrears notices are sent as per the Tax Arrears section of this policy.

Application of Payments

Property tax payments are applied in accordance with the Municipal Act. The payment is first applied against any late payment charges according to the length of time the charges have been outstanding, with the charges that have been outstanding the longest being discharged first. The payment is then applied in the same manner against the property taxes owing, with the property taxes that have been outstanding the longest being discharged first.

Once a Tax Arrears Certificate has been registered on title against a property, partial payments are not accepted unless the property owner and the Municipality have entered into an extension agreement. If there is no extension agreement in place, a partial payment received on a tax account with a Tax Arrears Certificate registered will be returned or refunded as appropriate.

Tax Arrears

Property taxes are a secure priority lien on land in significance to any other claim, except a claim by the Crown. Taxes may be recovered with costs as a debt due to the Municipality from the original owner and/or any subsequent owner of the property.

Arrears Notices are sent to all outstanding properties after each installment due date. In January of each year, in accordance with legislation, a notice is sent to all property owners who owed taxes as of December 31st of the preceding year. This notice requirement is met through the interim tax bill.

Payment Arrangements

The Municipality may, at any time, enter a payment arrangement with the property owner in arrears, before registering for a Certificate of Tax Arrears on title to a property. The property owner shall provide a written commitment to pay all the outstanding taxes on terms agreeable to the Tax Collector. The agreement to commit to pay all property taxes due by the ratepayer, may cause the Tax Collector to forego or forestall the registration of a Certificate of Tax Arrears. The Municipality may accept verbal arrangements pertaining to any property arrears for less than three years.

Tax Sale

For tax accounts that are at the point of Registration of Tax Arrears for taxes owing, a collection letter is sent in the first quarter of the current year to the property owner(s) advising them of the tax arrears situation and asking for payment in full or to contact the municipality with a deadline of not less than one (1) month.

If no response to the letter or payments are received, the Municipality will start the Tax Sale Process. The tax sale process will follow Provincial Legislation for timeline and notices.

Municipal Drain Assessments

Schedule "C"

Purpose:

To formalize the Municipality's policy for the billing and collection of costs related to municipal drains.

Scope and Applicability:

This policy applies to all properties assessed into municipal drains as outlined in the Drainage Act, along with all staff involved in the drainage management process. Although there may be changes in legislation from time to time, this policy shall attempt to be as accurate as possible and conform with the *Municipal Act*. In the case where current legislation differs from this policy, legislation shall be followed.

Drain Maintenance

Section 75(3) of the Drainage Act states a municipality is not required to levy amounts charged for maintenance or repair more than once every five years if the total expense doesn't exceed \$5,000. To reduce annual general ledger reconciliation costs, the Municipality will strive to levy and bill all maintenance and repair costs as they are completed, and the maintenance grants have been received. The exception to this is when the cost of collection is deemed too expensive in comparison to the amount that is recoverable. In this scenario the Municipality will hold the costs for up to 5 years, or to \$5,000 limit to save on collection costs.

When drain assessments (after Provincial grant reductions) for individual properties are valued at \$50.00 and over, owners will be billed following the Morris-Turnberry accounts receivable invoicing procedure. A copy of the assessment schedule will be provided. Values less than \$50.00 will be added as a special charge to the final tax bill.

Properties that are in the Farm Tax Class will have the 1/3 grant currently offered by the Ministry of Agriculture, Food and Rural Affairs (OMAFRA) applied for by the Municipality. The Municipality will obtain agricultural grants and bill the remainder as per the current by-law and engineer's report for the said municipal drain.

Drain Construction

Once a drain construction project has reached completion and the final costs are known, the municipality will proceed to invoice the property owners using the final assessment schedule, less the expected amounts to be received from the provincial grant.

When the grant is received, the municipality will check to ensure the amount received

matches the amount applied for. If there is a difference the municipality will investigate as to why there is a difference and then update the final assessment schedule to match the grant received, if needed. The municipality will prepare appropriate refunds and additional invoices for the affected landowners if necessary. When invoicing for a completed construction project the municipality will include a copy of the final assessment.

Payment Plans

Capital charges over \$1000 may be financed over 3 years following a written request from the property owner.

Late Payment Charges

The Municipality will impose a late payment charge outlined in the current Fees and Charges By-law for non-payment on all outstanding Accounts Receivable. At 90 days a letter will be sent that advises the customer that if they do not contact the Municipality or make payment within 30 days, the outstanding balance will be transferred to the Property Tax account with priority lien status.

Collection Process

All collection tools available under the Municipal Act and other applicable legislation are used to collect outstanding balances. At 90 days a letter will be sent that advises the customer that if they do not contact the Municipality or make payment within 30 days, the invoice balances will be sent to a collection agency, transferred to the tax roll providing the account meets the criteria outlined in the current Provincial legislation; or offset against invoices owed to them by the Municipality.



CORPORATION OF THE MUNICIPALITY OF MORRIS-TURNBERRY

BY-LAW NO. 62-2024

Being a by-law regarding the non-application of the *Line Fences Act* in Settlement Areas in the Municipality of Morris-Turnberry.

WHEREAS Subsection 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 Subsection 5 (3) of the *Municipal Act* 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 Subsection 26 of the *Line Fences Act, RSO 1990, c L. 17* establishes that that act does not apply to land in an area that is subject to a by-law passed under subsection 98(1) of the *Municipal Act, 2001*

AND WHEREAS Subsection 98(1) of the *Municipal Act* establishes that a local municipality may provide that the *Line Fences Act* does not apply to all or any part of the Municipality;

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

1. That the *Line Fences Act* shall not apply to lands within Settlement Areas as defined by the Morris-Turnberry Official Plan, as amended from time to time; and
2. That, notwithstanding the above, in the event there is a dispute regarding the construction, reconstruction, repair, or maintenance of a fence between an owner of land that lies within a Settlement Area and one that lies outside of a Settlement Area, the *Line Fences Act* shall continue to apply.
3. That this by-law shall come into effect on the date of its passing.

Read a FIRST and SECOND time, December 17, 2024.

Read a THIRD time and FINALLY PASSED, December 17, 2024.

Mayor, Jamie Heffer

Clerk, Trevor Hallam