MUNICIPALITY OF MORRIS-TURNBERRY
COUNCIL CHAMBERS
41342 Morris Road

Tuesday, November 6th, 2018  7:30 pm

AGENDA

Public Notice - Published in the Wingham Advance and Citizen Newspaper – October 24th, 2018
Posted on the Website – October 18th, 2018
Agenda placement on the counter - November 2nd, 2018
Notice placed on the front door – October 18th, 2018

RECORDING EQUIPMENT: Excerpt from the Procedural By-law Section 28.1:
At the meetings of Council or a Committee, the use of cameras, electric lighting equipment, flash bulbs, recording equipment, television cameras and any other device of a mechanical, electronic or similar nature used for transcribing or recording proceedings by auditory or visual means by the members of the public, including accredited and other representatives of any news whatsoever, may be permitted and shall be subject to the approval of the Council and/or direction of the Mayor or Committee Chair, unless otherwise decided by the Council or a Committee, prior to the Call to order of the meeting.

Disclosure of recording equipment:
The Mayor or designate shall ask the members of the gallery if anyone wishes to request approval for the use of recording equipment, etc., as stated in the Council Procedural By-law.
Please disclose Name and type of equipment to be used.

1) Call to order: Mayor Paul Gowing

2) Agenda:
   To add items to the agenda, please state item and nature of item
   ** Item must be added to the agenda to be discussed in Other Business

Adoption of Agenda:
Moved by
"That the agenda for the meeting of November 6th, 2018 be adopted as circulated or amended or"
Any discussion
Is everyone in Favour or Opposed
Disposition Carried or Defeated
3) **Declaration of Pecuniary Interest:**
   Does any member wish to declare a pecuniary interest?
   ◆ State interest and nature

4) **Minutes:**
   **4.1 Minutes**
   Are there any errors or omissions to the minutes of the October 16th, 2018 Council Meeting?

   Moved by Seconded by
   "That the minutes of the October 16th, 2018 Council Meeting, be adopted as circulated or as amended."
   Any discussion
   Is everyone in Favour or Opposed
   Disposition Carried or Defeated

5) **Business from the Minutes**
   Is there any business from the minutes to be discussed.

6) **Accounts**
   **6.1 Account List:**
   A copy of the November 6th, 2018 account listing is attached.

   Moved by Seconded by
   "That the 2018 Accounts dated November 6th, 2018 be approved for payment in the amount of $ ." or
   Any discussion
   Is everyone in Favour or Opposed
   Disposition Carried or Defeated

   **6.2 Pay Report**
   Moved by Seconded by
   "That the Council of the Municipality of Morris-Turnberry accept the pay reports, dated October 17th and October 31st, 2018 ."
   Any discussion
   Is everyone in Favour or Opposed
   Disposition Carried or Defeated
7) **Huron Domestic Assault Review Team**  
Deborah Logue – Executive Director of the Victim Services  
Moved by Seconded by  
That the Council of the Municipality of Morris-Turnberry receive the report submitted by the Huron Domestic Assault Review Team and authorize that the Municipality of Morris-Turnberry lower the flags on December 6th, 2018 in recognition of Remembrance and Action on Violence Against Women.

Any discussion  
Is everyone in Favour or Opposed  
Disposition Carried or Defeated

8) **Request for the Keeping of Mini Pigs/Pot Belly Pigs**  
Kirk Livingston will be in attendance.  
A report is attached with a report from the Planning Department with questions on proceeding.

Moved by Seconded by  
That the Council of the Municipality of Morris-Turnberry give the following direction for preparation of the Zoning By-law ‘In regards to the ‘Keeping of two (2) Pot Bell Pigs in the Urban areas’ of the Municipality of Morris-Turnberry.

Any discussion  
Is everyone in Favour or Opposed  
Disposition Carried or Defeated

9) **Drainage Matters:**  
Kirk Livingston – Drainage Superintendent

9.1 **Gregory Drain – Request Section 78**  
Moved by Seconded by  
That the Council of the Municipality of Morris-Turnberry accept the petition for improvement to the Gregory Municipal Drain at 745 Josephine Street North, Wingham, Turnberry, under Section 78 of the Drainage Act; and that Engineering Firm, be appointed to prepare a report.

Any discussion  
Is everyone in Favour or Opposed  
Disposition Carried or Defeated
9.2 Blyth Creek Drain Tenders Results: attached
Moved by ____________________ Seconded by ____________________
"That the Council of the Municipality of Morris-Turnberry approve the tender recommendation of R J Burnside that the tender be awarded to _________ at the tender price of _________."

Any discussion
Is everyone in Favour or Opposed
Disposition Carried or Defeated

10) Business:
10.1 Resolutions
1. McKellar – Governance Models attached
Moved by ____________________ Seconded by ____________________
"That the Council of the Municipality of Morris-Turnberry support and endorse the following resolution:

or"

Any discussion
Is everyone in Favour or Opposed
Disposition Carried or Defeated

10.2 Draft Procurement Policy: attached
Moved by ____________________ Seconded by ____________________
"That the Council of the Municipality of Morris-Turnberry approve the draft Procurement Policy as presented or amended as:

and that the Clerk be instructed to prepare a by-law to adopt the Procurement Policy-2018 or"

Any discussion
Is everyone in Favour or Opposed
Disposition Carried or Defeated

10.3 Contract for Water Operations
Copy of the current contract and report is attached attached
Moved by ____________________ Seconded by ____________________
"That the Council of the Municipality of Morris-Turnberry hereby grant approval for the renewal of the agreement for the operation of the Belgrave Water system with Veolia Water Canada Inc and to engage Veolia Water Canada Inc to assume the role of testing water at the Bluevale Community Hall and the Morris-Turnberry Municipal office, as required by the Huron County Health Unit. or"

Any discussion
Is everyone in Favour or Opposed
Disposition Carried or Defeated
10.4 Cost Sharing Policy – MVCA Water and Erosion Control Infrastructure attached

Moved by Seconded by
“That the Council of the Municipality of Morris-Turnberry hereby approve the Cost Sharing Policy with MVCA for Water and Erosion Control Infrastructure Projects or

Any discussion
Is everyone in Favour or Opposed
Disposition Carried or Defeated

10.5 Notice from LPAT in regards to 30 McCrea Street Belgrave attached

A copy of the October 31, 2018 letter is attached for information, only

10.6 Santa Claus Parades attached

A report of the parades is attached.
Who wishes to attend?

10.7 Huron Manufacturing Gala Event attached

Who wishes to attend:
Jim Nelemans, Dorothy Kelly and Sharen Zinn advised that they wished to attend.
We have 2 extra seats.

10.8 Council Meetings in November and December, 2018. attached

Moved by Seconded by
“That the Council of the Municipality of Morris-Turnberry hereby approve the following Council meetings and the meetings shall be advertised pursuant to the required Notice of the Meetings:
1. November 13th Closed session - employee issue
2. November 27th Meeting to finalize the business of the current council.
3. December 11th Budget Meeting time........
or

Any discussion
Is everyone in Favour or Opposed
Disposition Carried or Defeated

10.9 Report on Municipal Insurance for 2019 attached

Moved by Seconded by
“That the Council of the Municipality of Morris-Turnberry hereby request a renewal of the Municipal Insurance coverage for the year 2019 from JLT Canada or

Any discussion
Is everyone in Favour or Opposed
Disposition Carried or Defeated
11) **By-laws:**

11.1 **By-law to Adopt a Complaint Handling Policy**

Moved by ____________________ Seconded by ____________________

"That By-Law No 72-2018 be adopted as given first, second, third and final readings being a by-law to adopt a Complaint Handling Policy, in the Municipality of Morris-Turnberry or"

Any discussion
Is everyone in Favour or Opposed
Disposition Carried or Defeated

12) **Council Reports:**

Jamie Heffer:

Sharen Zinn:

Jim Nelemans:

Dorothy Kelly
13) **Items for Information**  
   1. Thankyou - Nolan Johnston  
   2. Drinking Water Source Protection  
   3. Retirement Sid VanderVeen  
   4. North Huron Community Improvement Plan  
   5. North Huron Fire Report  
   6. Morris-Turnberry Election Voter Turnout 2018  
   7. JLT Canada Sector Summit  

14) **Minutes**  
   1. Maitland Valley Conservation Authority  

15) **Other Business:**  
   Items must be added to the agenda to be discussed in ‘Other Business’  

16) **Additions to the agenda for the next meeting:**  
   1. Is there any business to add to the agenda for the next or any following meeting?
17) **Closed Session:**

**Confidential Matters:**

1. Proposed Acquisition and Disposition of Land by the Municipality, pursuant to Section 239 (2)(c) of the Municipal Act;
2. Agreement/ Provision of Services, pursuant to Section 239 (2)jb) Personal matters of an identifiable individual.
3. Matter of Contract Negotiations, pursuant to Section 239 (2)jb) Personal matters of an identifiable individual.
4. Matters concerning Employees, pursuant to Section 239 (2)jb) Personal matters of an identifiable individual.

17.1 **Enter into Closed Session:**

Moved by [Name]  Seconded by [Name]

"That the Council adjourn the Public Session of Council and enter into a Closed to the Public Session for the following matters:

1. 

Or

Any discussion
Is everyone in Favour or Opposed
Disposition  Carried or Defeated

17.2 **Adjourn the Closed Session:**

Moved by [Name]  Seconded by [Name]

"That the Council adjourn the Closed to the public session and re-enter regular open session of council."

Any discussion
Is everyone in Favour or Opposed
Disposition  Carried or Defeated

17.3 **Report to the Public from Closed Session.**

17.4 **Action from the Closed Session:** (if required)

1. Moved by [Name]  Seconded by [Name]

Any discussion
Is everyone in Favour or Opposed
Disposition  Carried or Defeated
18) By-law No. 73 - 2018  Confirming By-law 

Moved by Seconded by
"That By-law No.73 - 2018 be passed as given first, second, third and final readings, being a by-law to Confirm the actions of the Municipality of Morris-Turnberry for the Meeting November 6th, 2018."

Any discussion
Is everyone in Favour or Opposed
Disposition       Carried or Defeated

19) Adjournment:

Moved by Seconded by
"That the meeting be adjourned at pm. and this is deemed to be a hour meeting."

Any discussion
Is everyone in Favour or Opposed
Disposition       Carried or Defeated

Next Meetings:
1. Huron Manufacturing Gala Event       Thursday November 15, 2018
2. Regular Council Meeting              Tuesday November 20th, 2018  7:30 pm
Minutes of the Meeting

1) **Call to order:** The meeting was called to order by Mayor Paul Gowing at 7:30 pm with all members in attendance.

**Council in Attendance:**
- Paul Gowing
- Jamie Heffer
- Dorothy Kelly
- Jim Nelemans
- John Smuck
- Sharen Zinn

**Staff in Attendance:**
- Nancy Michie: Administrator Clerk – Treasurer
- Kirk Livingston: Chief Building Official
- Mike Alcock: Director of Public Works
- Robert Trick: Animal Control Officer
- Kim Johnston: Recording Secretary

**Media in Attendance:**
1. Colin Burrowes: Wingham Advance Times
2. Denny Scott: The Citizen

**Others in Attendance:**
1. John Schwartzentruber: Property Owner
2. Natalee Roberts: Gallery Observer
3. Andrew Somers: Property Owner
4. Arnold Egli: Property Owner
5. John Schenk

1.1 **Recording Equipment:**
Colin Burrowes of the Wingham Advance Times disclosed the use recording equipment, for the use of writing articles.
John Schwartzentruber disclosed the use of recording equipment for the use of writing a Research paper.
2) **Agenda:**

2.1 **Adoption of Agenda:**
An Addendum from the Clerk was presented with four items for the Open session and three items for Closed Session of Council.

**Adoption of Agenda:**

**Motion:** 448-2018  Moved by Dorothy Kelly  Seconded by Jim Nelemans  
“That the agenda for the meeting of October 16th, 2018 be adopted as amended.”
Disposition Carried

3) **Declaration of Pecuniary Interest:**
No member declared a pecuniary interest, at this time

4) **Minutes:**

4.1 **Minutes**
Amended Minutes of September 18th, 2018, Page 4 were reviewed for Council’s information.

**Motion:** 449-2018  Moved by Sharen Zinn  Seconded by Jamie Heffer  
“That the minutes of the October 2nd, 2018 Council Meetings, be adopted as circulated.”
Disposition Carried

5) **Business from the Minutes**
There was no business from the minutes to be discussed.

6) **Accounts**

6.1 **Account List:**

**Motion:** 450-2018  Moved by Jim Nelemans  Seconded by Jamie Heffer  
“That the 2018 Accounts dated October 16th, 2018 be approved for payment in the amount of $192,449.51.”

Jim Nelemans withdrew his motion and declared a Pecuniary Interest due to a relative that works for Lavis Contracting.

**Motion:** 451-2018  Moved by John Smuck  Seconded by Jamie Heffer  
“That the 2018 Accounts dated October 16th, 2018 be approved for payment in the amount of $192,449.51.”
Disposition Carried

6.2 **Pay Report**

**Motion:** 452-2018  Moved by Jamie Heffer  Seconded by Dorothy Kelly  
“That the Council of the Municipality of Morris-Turnberry accepts the pay reports, dated October 3rd, 2018.”
Disposition Carried
7) **Request for the Keeping of Mini Pigs/Pot Belly Pigs**  

Kirk Livingston and Bob Trick were in attendance. An updated report was reviewed by Nancy Michie

**Motion: 453-2018**  
Moved by Sharen Zinn  
Seconded by Jim Nelemans  
“That the Council of the Municipality of Morris-Turnberry rescind Motion No. 367-2018 In regards to the ‘Keeping of two (2) Pot Bell Pigs in the Urban areas’ of the Municipality of Morris-Turnberry and leave in place, the current Zoning Bylaw and Animal Control Bylaw.”  
Disposition: Defeated

**Motion: 454-2018**  
Moved by Sharen Zinn  
Seconded by Jim Nelemans  
“That the Council of the Municipality of Morris-Turnberry revisit Motion No. 367-2018 In regards to the ‘Keeping of two (2) Pot Bell Pigs in the Urban areas’ of the Municipality of Morris-Turnberry.”  
Disposition: Carried

**Motion: 455-2018**  
Moved by Sharen Zinn  
Seconded by Jim Nelemans  
“That the Council of the Municipality of Morris-Turnberry hereby rescind and revoke Motion No. 367-2018 In regards to the ‘Keeping of two (2) Pot Bell Pigs in the Urban areas’ of the Municipality of Morris-Turnberry, due to the information that has been presented from the Huron County Planning Department and the Huron County Health Unit.”  
Disposition: Defeated

**Motion: 456-2018**  
Moved by Jim Nelemans  
Seconded by Dorothy Kelly  
“That the Council of the Municipality of Morris-Turnberry hereby rescind and revoke Motion No. 367-2018 In regards to the ‘Keeping of two (2) Pot Bell Pigs in the Urban areas’ of the Municipality of Morris-Turnberry, and any requests be site specific for better control.”  
Disposition: Defeated

**Motion: 457-2018**  
Moved by Sharen Zinn  
Seconded by Jim Nelemans  
“That the Council of the Municipality of Morris-Turnberry revisit Motion No. 456-2018 In regards to the ‘Keeping of two (2) Pot Bell Pigs in the Urban areas’ of the Municipality of Morris-Turnberry, and any requests be site specific for better control.”  
Disposition: Defeated

Mayor Gowing stated- Motion 367-2018 will remain in place and the Municipal staff will proceed with the request to the Planning Department to draft amendment to the Zoning, to allow the ‘Keeping of two (2) Pot Bell Pigs in the Urban areas’ of the Municipality of Morris-Turnberry.
8) **Building Department:** 8:15pm
Kirk Livingston - CBO was in attendance.

8.1 **Building Department / Property Standards Activity Reports – August and September, 2018**

Robert Trick, Andrew Somers and Natalee Roberts left the meeting at 8:20pm

**Motion: 458-2018** Moved by Jamie Heffer Seconded by Dorothy Kelly
“That the Council of the Municipality of Morris-Turnberry receive the Building Department Activity Report for August and September, 2018, and the Property Standards/By-law Enforcement report for September, 2018, as submitted October 16th, 2018.”
Disposition Carried

9) **Public Works:** 8:20 pm
Mike Alcock – Director of Public Works was in attendance.

9.1 **Operations Report**

**Motion: 459-2018** Moved by John Smuck Seconded by Jamie Heffer
“That the Council of the Municipality of Morris-Turnberry accept the Public Works Operation Report.”
Disposition Carried

9.2 **Hard Surface Paving**

**Motion: 460-2018** Moved by Dorothy Kelly Seconded by Sharen Zinn
“That the Council of the Municipality of Morris-Turnberry receive and accept the Hard Road Surface Report, dated October 16, 2018 and instruct staff to set up the plan as a budget tool, for the 2019 budget.”
Disposition Carried

Arnold Egli arrived at the meeting at 8:40pm

9.3 **OCIF Application – direction to resubmit application**

**Motion: 461-2018** Moved by Sharen Zinn Seconded by Dorothy Kelly
“That the Council of the Municipality of Morris-Turnberry receive the Report and authorize staff to submit an application to OCIF Top-Up Funding for Hard Surfacing on Salem Road, and furthermore declare that the project is a priority to the Municipality as outlined in the Principals of the Municipality of Morris-Turnberry Asset Management Plan”
Disposition Carried
10) Business: 8:47pm

10.1 Resolutions

1. Township of Amaranth / supported by the City of Hamilton – NAFTA – Dairy Supply Management Program
2. Township of Amaranth – Licensing process to take water for Commercial Water Bottling Facilities

Motion: 462-2018 Moved by John Smuck Seconded by Sharen Zinn

“That the Council of the Municipality of Morris-Turnberry file the following resolutions:

1. Township of Amaranth / supported by the City of Hamilton – NAFTA – Dairy Supply Management Program
2. Township of Amaranth – Licensing process to take water for Commercial Water Bottling Facilities.”

Disposition Carried

Jennifer Burns and Eric Steele arrived at the meeting at 8:50pm

10.2 Remembrance Day

Motion: 463-2018 Moved by Jim Nelemans Seconded by John Smuck

“That the Council of the Municipality of Morris-Turnberry approve the Remembrance Day 2018 report, and that Paul Gowing attend the service in Brussels and that Jamie Heffer attend the service in Wingham and the banquet at the Wingham Legion on Sunday November 11, 2018.”

Disposition Carried

10.3 Drainage Agreement- Barnard Drain

Report is attached

Motion: 464-2018 Moved by Jamie Heffer Seconded by Dorothy Kelly

“That the Council of the Municipality of Morris-Turnberry hereby approves the Drain Maintenance agreement for the Barnard Drain, in conjunction with Condition 8 File No. B77-2017.”

Disposition Carried

10.4 Financial Report

as of October 11th 2018

Council received the Financial Report for their information.

John Schenk arrived at the meeting at 8:55pm
10.5 AG 4 Planning Comments:
Email from John Schwartzentruber was reviewed for information.
The Council had passed the following motion October 2, 2018.

Motion: 443-2018 Moved by Dorothy Kelly Seconded by Sharen Zinn
“That the Council of the Municipality of Morris-Turnberry respond to the request of John
Schwartzentruber, as follows:
1. John Schwartzentruber’s request, as outlined in a response on September 27, 2018, will
be responded to when more information is received from the Huron County Planning Department;
and 2. The email from Sandra Weber will be released to the Public.”
Disposition Carried.

A report will go to the County of Huron and the local Councils in November, 2018.

11) By-laws:
11.1 By-law to Adopt a Site Plan Agreement
Motion: 465-2018 Moved by Dorothy Kelly Seconded by Sharen Zinn
“That By-Law No 69 -2018 be adopted as given first, second, third and final readings
being a by-law to adopt a Site Plan Agreement for 2518333 Ontario Inc. Howick Mutual
Insurance Company, in the Municipality of Morris-Turnberry.”
Disposition Carried

11.2 By-law to Authorize an Agreement for a Demolition
Motion: 466-2018 Moved by John Smuck Seconded by Dorothy Kelly
“That By-Law No 71 -2018 be adopted as given first, second, third and final readings
being a by-law to authorize an agreement for the Demolition of the Residence located at
87083 West Street, Wingham, ON, described as Concession B Npt Lot 11 and 12,
Turnberry, in the Municipality of Morris-Turnberry.”
Disposition Carried

John Schwartzentruber left the meeting at 9:00pm

12) Consent applications
9:00pm
Jennifer Burns and Eric Steele - Huron County Planning Department were in attendance.
Arnold Egli and John Schenk were in attendance.

12.2.1 Consent Application -40882 Blyth Road, Lot 9 Concession 10, Morris
A copy of the application, checklist and Planning report were reviewed by Jennifer Burns.

Motion: 467-2018 Moved by Jim Nelemans Seconded by Dorothy Kelly
“That the Council of the Municipality of Morris-Turnberry recommend consent for
File # C60/18; because it is marginal farmland, with the conditions as follows:
1. That the severed parcel be zoned to AG 4,
2. That an entrance be installed for the retained lands, prior to finalizing the
consent,
3. That a fee of $300.00 be paid, cash in lieu of parkland, and
4. That a Drainage agreement be entered into by the parties and a fee of $200.00 be paid.”
Disposition Carried Unanimously
12.2.2  Consent Application – 40541 & 40559 Howick-Turnberry Road, Lot 18 & 19 Concession 8, Turnberry

A copy of the application, checklist and Planning report was reviewed by Eric Steele. John Schenk was in attendance.

Motion: 468-2018  Moved by Jamie Heffer  Seconded by Dorothy Kelly
"That the Council of the Municipality of Morris-Turnberry recommend consent for File # C 25/18 with the conditions as follows
1. The sum of $300 be paid to the Municipality as cash-in-lieu of parkland.
2. 911 addressing for the subject lands be dealt with to the satisfaction of the Municipality.
3. a survey showing the lot lines of the severed parcel and the location of any buildings thereon.
4. The subject property be rezoned to recognize the Minimum Distance Separation (MDS) deficiency to the barn and house on both the severed and retained lands.
5. If a new entrance for the retained lands is required, that an access/entrance permit be obtained to the satisfaction of the Municipality."

Disposition Carried

Jennifer Burns, Eric Steele, Arnold Egli and John Schenk left the meeting at 9:20pm

13)  Council Reports:
Jamie Heffer:
He attended the Rural talks to Rural Conference on October 16, 2018. There was a follow up regarding the United Way and the Living wage. There will be a report coming to Council in November, 2018.

Sharen Zinn:
She attended a CHIP meeting on October 10, 2018.
She attended the two Candidate meetings, they were well attended.

Jim Nelemans:
He attended the two Candidate meetings. Ben Lobb did a good job as a moderator.
He attended a Belmore Arena meeting on October 15, 2018. They looked at the cost of Hydro and might be able to get a break from Ontario Hydro.

Dorothy Kelly
She attended a Brussels, Morris and Grey Recreation meeting on October 10, 2018.
The Committee raised $1200.00 from the Fair Tailgate supper.
They are planning a meeting with the building committee on November 27, 2018.
They have a News Years Dance with Adam Cousins is scheduled and a Valentines dance with Yuk Yuks.
They are hopeful for grants available for renovations.
She presented a Press Release from the Physician Recruitment, which is in the Clerk’s Addendums.

John Smuck
He attended a Bluevale Community Committee meeting. They are giving out prizes in Bluevale for Halloween decorations.
Mayor Paul Gowing:
He attended the Fowl supper in Belgrave on October 3, 2018. It was a full house and a great fundraiser.
He attended FE Madill on October 5th for the Commencement.
He attended the two Candidates meetings and thought the moderators at the two meetings did a great job.

14) Items for Information
1. OPP – Update on 2018 Court Security and Prisoner Transportation Grant allotment.
2. Township of North Huron - Application for Consent for Severance
3. Thank you – Lisa Reaman, Howick-Turnberry Ambassador Competition

15) Minutes
1. Coalition for Huron Injury Prevention

16) Other Business:
   Council received the Press Release for their information.

   2. Tribunal decision on the Workman Municipal Drain.
   Nancy Michie read the decision to Council from the Tribunal on the Workman Municipal Drain.

   3. Blyth Creek Drain has been retendered, due November 2, 2018
   Council received the report on the Blyth Creek Drain being retendered. A report will be brought to Council in November, 2018.

17) Additions to the agenda for the next meeting:
1. There was no other business to add to the agenda for the next or any following Meeting.

BREAK-The Council took a short break at 9:30pm and returned at 9:45pm.

Colin Burrowes, Denny Scott, Kim Johnston, Kirk Livingston, and Mike Alcock left the meeting at 9:30pm

18) Closed Session:
Confidential Matters:
1. Property matter- pursuant to Section 239 (2) (c) of the Municipal Act, a proposed or pending acquisition or disposition of land by the municipality
2. Legal matter- pursuant to Section 239 (2) (c) of the Municipal Act, litigation or potential litigation, including matters before administrative tribunals, affecting the municipality
3. Employee Matter – pursuant to Section 239 (2) (b)
4. Agreement Matter – Identifiable Individual pursuant to Section 239 (2) (b)
5. Property Matter – pursuant to Section 239 (c) pending disposition of land.
18.1 Enter into Closed Session:

Motion: 469-2018 Moved by John Smuck Seconded by Dorothy Kelly
"That the Council adjourn the Public Session of Council and enter into a Closed to the Public Session for the following matters:

1. Property matter- pursuant to Section 239 (2) (c) of the Municipal Act, a proposed or pending acquisition or disposition of land by the municipality
2. Legal matter- pursuant to Section 239 (2) (e) of the Municipal Act, litigation or potential litigation, including matters before administrative tribunals, affecting the municipality
3. Employee Matter – pursuant to Section 239 (2) (b)
4. Agreement Matter – Identifiable Individual pursuant to Section 239 (2) (b)
5. Property Matter – pursuant to Section 239 (c) pending disposition of land."
Disposition Carried

18.2 Adjourn the Closed Session: 10:50pm

Motion: 470-2018 Moved by John Smuck Seconded by Dorothy Kelly
"That the Council adjourn the Closed to the public session and re-enter regular open session of council."
Disposition Carried

18.3 Report to the Public from Closed Session.
The Council discussed five (5) items in Closed session regarding two Property Matters, a Legal Matter, an Employee Matter and an Agreement Matters.

19) By-law No. 70 - 2018 Confirming By-law

Motion: 471-2018 Moved by Dorothy Kelly Seconded by Sharen Zinn
"That By-law No.70 - 2018 be passed as given first, second, third and final readings, being a by-law to Confirm the actions of the Municipality of Morris-Turnberry for the Meeting October 16th, 2018."
Disposition Carried

20) Adjournment:

Motion: 472-2018 Moved by Jim Nelemans Seconded by Dorothy Kelly
"That the meeting be adjourned at 10:51pm. and this is deemed to be a 2 - 4 hour meeting."
Disposition Carried
## Account List for October 16 2018.xlsx

### General
- **Hydro One**: Streetlights 706.43
- **HuronTel**: Morris Office Internet 99.38
- **Huron Clean**: Office Cleaning 271.20
- **CJ Johnston Office Solutions Inc.**: Office Supplies 179.56
- **MicroAge Basics**: Office Supplies 1,487.50
- **McDonald Home Hardware**: Office Supplies 64.40
- **Pitneyworks**: Postage 1,677.40
- **CIBC VISA**:
  - Water 41.92
  - Adobe Software 105.02
  - AMCTO Training 1,582.00
- **DataFix**: Election 791.00
- **Belgrave Community Centre Board**: Candidates Meeting 125.00
- **Wingham Golf & Curling Club**: Advertisement 250.00
- **Pletch Electric Limited**: Streetlight Repair 443.05
- **Krantz Law**: Legal 158.20
- **Wingham Knights of Columbus Centre**: Economic Development 83.62
- **Minister of Finance**: Policing - August 39,147.00

#### Payroll
- **October 3 2018**
  - Payroll 17,388.02
  - Expenses 1,060.15
- **General Total** 65,661.75

#### Building Department
- **Donnelly Murphy**: Legal 197.75
- **Foxton Fuels**: Fuel for Vehicle 46.64

#### Payroll
- **October 3 2018**
  - Payroll 8,021.82
  - Expenses 147.40
- **Building Total** 8,413.61

#### Property Standards
- **Keppelcreek**: Property Standards & Bylaw Enforcement 498.60
- **Property Standards Total** 498.60

#### Drainage
- **Hydro One**: Hopper Pump 31.43
- **GM Blueplan Engineering**: Ellison Municipal Drain 1,078.20
- **Drainage Total** 1,109.63

#### Parks & Cemeteries
- **PE Inglis Holdings Inc.**: Portable Unit 158.20
- **Parks & Cemeteries Total** 158.20

#### Belgrave Water
- **Allstream**: Phone 47.46
- **Kincardine Cable**: Internet 42.60
- **Water Total** 90.06

#### Landfill
- **John McKercher Construction Ltd.**: Morris Landfill 1,282.55
- **Sittler Grinding Inc.**: Grinding Brush & Stumps 5,035.00
- **Bluewater Recycling Association**: Curbside Pickup - October 12,586.91
- **Landfill Total** 18,954.46
**Roads**

- Union Gas: Turnberry Shop
- Huron Tel: Turnberry Shop Internet
- Hodgins RONA: Shop Supplies
- McDonald Home Hardware: Shop Supplies
- Radar Auto Parts: Shop Supplies
- Ideal Supply: Safety Equipment
- Schmidt's Power Equipment: Chainsaw Supplies
- Ontario One Call: Locates
- Steffen's Auto Supply: Shop Supplies, Part for 08-08 Pickup
- Foxton Fuels: Fuel
- Brophy Tire: Repair for 08-11 Backhoe
- Neils Repair Service: Repairs for 17-14 Pickup & 04-07 1Ton
- John McKercher Construction Ltd.: Stump Removal
- Lavis Contracting Co. Ltd.: B-Line Paving
- Lavis Contracting Co. Ltd.: Winter Sand
- Compass Minerals: Road Salt
- BM Ross: Bridge Inspections
- Centra Door North Co. Ltd.: Turnberry Shop Overhead Door
- United Rentals: Storage Shed
- Municipality of Morris-Turnberry: Storage Shed Building Permit

**Payroll**

- October 3 2018: Payroll
- Payroll Expenses

**Account Total October 16 2018.xlsx**

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**Account Total**

| Account Total | 192,449.51 |

**Approved By Council:**

October 16 2018

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Mayor - Paul Gowing

Treasurer - Nancy Michie
Morris Turnberry
Account List for November 6 2018

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| DC Craig Excavating                                                   | Wallace Municipal Drain | 6,046.63 |
| D&amp;L Wattam Construction Ltd.                                         | Mathers Municipal Drain | 1,208.10 |
| GM BluePlan Engineering Limited                                      | Wayne Fear Municipal Drain | 6,361.96 |
| Ron H. Williams Drainage Inc.                                        | Garniss Municipal Drain | 1,488.13 |
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Approved By Council: November 6 2018

Mayor - Paul Gowing
Treasurer- Nancy Michie
REQUEST:
THAT THE MUNICIPALITIES IN HURON COUNTY MARK THE NATIONAL DAY OF REMEMBRANCE AND ACTION ON VIOLENCE AGAINST WOMEN – DECEMBER 6, 2018

Huron Domestic Assault Review Team (DART)

- We are a community-based, cross-sector committee which works together to improve community response to victims of domestic violence.

- Agencies represented at Huron DART:
  - Huron Perth Children's Aid Society
  - Canadian Mental Health Assoc
  - Huron County Health Unit
  - Huron OPP
  - Victim Services
  - Huron Women's Shelter
  - Huron Perth Centre
  - Crown Attorney's Office
  - Rural Response for Healthy Children
  - Probation Office
  - Alexandra & Marine General Hospital
  - Victim Witness Assistance Program
  - Choices for Change
  - One Care
Huron Domestic Assault Review Team (DART)

- We aim to strengthen linkages among agencies and service providers, and enhance inter-agency cooperation, collaboration, coordination and integration.

- We provide training and educational sessions on how to live a life free from violence (training of service providers, community members and students)

- DART's work supports the ultimate goal of a place where all women and children are able to live healthy lives, free from violence.

National Day of Remembrance and Action on Violence Against Women

- December 6 is the National Day of Remembrance and Action on Violence against Women in Canada.

- Established in 1991 by the Parliament of Canada, this day marks the anniversary of the murders in 1989 of 14 young women at l'Ecole Polytechnique de Montréal.

- They died because they were women.

- It is a day of remembrance and a time to take action.

National Day of Remembrance and Action on Violence Against Women

- It is a day:
  - of commemoration of the 14 young women who were murdered.
  - to reflect on the phenomenon of violence against women in our society.
  - to consider the women and girls for whom violence is a daily reality, and to remember those who have died as a result of gender-based violence.
  - for communities to consider concrete actions to eliminate all forms of violence against women and girls.

December 6, 2018 – Huron County

- 10:00 a.m.
  - Outdoor Ceremony at Courthouse Park
  - Song by The Glee Choir
  - Remarks by Warden
  - Naming of the 14 Women Spoken Aloud
  - Song by The Glee Choir
  - Remarks by Mayor of Goderich (request to be made yet)
  - Remarks by Huron DART
  - Song by The Glee Choir

- 7:00 p.m.
  - Huron County Museum Theater
  - Remarks by Huron DART
  - Documentary Screening
December 6, 2018 – Approved by County Council

1. Lower flags to half mast on December 6th to acknowledge the National Day of Remembrance.

2. The Warden (or their designate) will speak at the 10 am ceremony.

3. 14 red roses with the names of each woman who was killed be displayed inside the Courthouse on December 6th. Huron DART will pay for and make arrangements for delivery and pick up of roses.

All Councillors and County staff are invited to attend the ceremony and join us at the documentary screening in the evening at the Museum.

December 6 is a day the National Flag of Canada is half masted

The Flag will be Half-masted on all federal buildings and establishments in Canada, including the Peace Tower, from sunrise to sunset on the following days:

- April 28, Day of Mourning for Persons Killed or Injured in the Workplace (Workers’ Mourning Day);
- June 23, National Day of Remembrance for Victims of Terrorism;
- Second Sunday in September, Firefighters’ National Memorial Day;
- Last Sunday in September, Police and Peace Officers’ National Memorial Day;
- November 11, Remembrance Day;
- December 6, National Day of Remembrance and Action on Violence Against Women.
Request of Municipalities in Huron County

- That the flags be lowered to half mast on December 6th to acknowledge the National Day of Remembrance.

- If the Municipality would like to mark December 6 in other ways, DART would be pleased to assist in the planning. Contact Garry Atkinson by email at <dart@huronwomensshelter.com>

We all have a role to play in ending violence against women

- "... discrimination against women violates the principles of equality of rights and respect for human dignity, is an obstacle to the participation of women, on equal terms with men, in the political, social, economic and cultural life of their countries, hampers the growth of the prosperity of society and the family and makes more difficult the full development of the potentialities of women in the service of their countries and of humanity."

Preamble to the UN Convention on the Elimination of All Forms of Discrimination Against Women
Report to the Council of Morris-Turnberry:
Subject- Pot Belly/Mini Pigs

Recommendation: That the Council of the Municipality of Morris-Turnberry give direction to staff for the preparation of the Official Plan and the Zoning Amendment to allow Pot Belly/Mini Pigs in all Urban areas of the Municipality of Morris-Turnberry.

Executive Summary:

Attached is a report from Jenn Burns, who has advised that an Official Plan amendment will be required as well as a Zoning Amendment. She will be in attendance for the discussion. Kirk Livingston will be in attendance for any questions that the Council may have in regards to the report.

We require answers to the questions on the Planning report, will be required for the preparation of the Official Plan and the Zoning by-law amendment:

1. Will the amendment be for all urban areas of the Municipality  Yes  No
2. Just pot belly pigs or non-conventional pets - as this opens the door for many different types of animals- horses, chickens, goats, sheep, etc
3. Limit of the number of the animals
4. Setbacks to residential properties
5. Health Unit concerns on private well systems- distance

The following will be required under an amendment to the Animal Control By-law, following the passage of the Zoning Amendment:

1. A form to be filled out and filed with the Municipality to house a Pot Belly/Mini Pig or Pigs;
2. A Premise ID number from OMAFRA
3. Pig Trace Tag
4. Licence fee of $80.00

Appeal:
Should a person or persons appeal the proposed Zoning by-law to LPAT, the Council must be aware that the costs to defend this by-law could be upwards of $100,000.

Does Council feel that the Municipality has the information required to defend this proposed by-law?

Note: A ratepayer advised me last week that a deadly pig virus is in China and it was linked to back yard pigs.

Thank you.

Nancy Michie
To: The Council of the Municipality of Morris-Turnberry  
From: Jennifer Burns, Planner  
Date: November 2, 2018  
Re: Further information and confirmation required regarding Motion 367-2018.

**Motion 367-2018:**  
Moved by John Smuck Seconded by Sharen Zinn  
"That the Council of the Municipality of Morris-Turnberry hereby authorize that the Morris-Turnberry Zoning By-law and Animal Control By-law be amended to allow a maximum of two (2) Pot-belly Pigs in a dwelling in the Urban areas of the Municipality, and that the Animal Control By-law include the conditions as outlined in the August 7th, 2018 report, but not limited to:
1. a Form to be filled out and filed with the Municipality to house a Pot-Belly Pig,
2. a Premise ID number must be obtained, issued by OMAFRA,
3. and the Pig must be tagged with a Pig Trace Tag;
4. and a Licence Fee of $80.00 per pig must be paid."

Council recently passed Motion 367-2018 to amend the Morris-Turnberry Zoning By-law (ZBL) and Animal Control By-law to allow for pot belly pigs in the urban areas of the Municipality subject to a list of criteria (see above). In preparing a draft by-law to implement Motion 367-2018, a number of considerations have arisen for discussion. Further clarification and confirmation is required on a number of items in order to finalize the by-law prior to initiating the formal amendment process.

**By-law Type**  
There are a couple of different tools that can be used to initiate a municipal wide change to the Zoning By-law. Either a Temporary Use By-law or a Zoning By-law Amendment can be utilized. There are ‘pros’ and ‘cons’ to each method, as outlined below. In drafting the by-law, confirmation as to the approach Council would like to take is required:

**Temporary Use By-law**  
- Trial period to allow for “pot belly pigs” or “livestock”, non-permanent change to policies.  
- Time period of up to 3 years as determined by Council.  
- If no issues arise, the by-law can be renewed once expires for an additional 3 years; or a zoning by-law amendment can be initiated once the temporary use by-law is due to expire.  
- Legal non-conforming status does not apply for any property once the by-law expires.  
- Deemed to conform to the Morris-Turnberry Official Plan.

**Zoning By-law Amendment**  
- More ‘permanent’ approach to address the issue at hand.  
- Requires an Amendment to the Morris-Turnberry Official Plan in addition to the amendment to the Zoning By-law.  
- If Council decides to do another zoning by-law amendment down the road to ‘reverse’ their decision, properties with ‘legal’ livestock in the settlement areas will be granted...
‘legal non-conforming status’. Status remains with each property, despite any ownership changes. Status is no longer valid once the livestock has been discontinued.

**Site specific vs Municipal Wide**

- Require confirmation that the proposed amendment will be for the entire municipality.
- Site specific temporary use by-law or zoning by-law amendment are both options to address pot belly pigs on a private property in Walton.
- Municipal wide approach to allowing for livestock everywhere could have further reaching implications. For example, Lowertown has a high water table and some flood prone areas.
- Some neighbourhoods in Morris-Turnberry have more densely populated residential areas. Presence of livestock in these areas may create noise and odour impacts. Furthermore, it is potentially inappropriate to have livestock near private wells, septic systems and within wellhead protection areas.
- The presence of livestock in the Settlement Area may create unanticipated consequences. Further research of potential impacts is recommended prior to initiating a Municipal wide approach.
- Site specific approach allows a thorough review of each property prior to permanently or temporarily allowing for pot belly pigs.
  - Allows for direct neighbours to provide comment and/or voice their concern regarding the issue.
  - If issues arise, it is at a much smaller scale and with a reduced geographic impact.

**Other Considerations**

1. Livestock types: Since the pot belly pig issue came to light, requests have been received for horses, cattle, chickens, etc. to be permitted within settlement areas. If the livestock is more than just pot belly pigs, then there needs to be a way to do an equivalency (specify number of animals of each livestock type or use nutrient units).
2. Dwelling types: allow pot belly pigs in all dwelling types (townhome, duplex, semi-detached, and single detached) or just single detached?
3. Minimum acreage of landscaped open space (ie. grassed area)?
4. Buffering/fencing between neighbouring properties required?
5. Setbacks:
   a. To residential neighbours?
   b. Lot lines?
   c. Septic systems including weeping beds?
   d. Wells on subject property/neighbouring properties?
6. Health Unit legislation/comments on pigs/livestock including nearby private well systems?
7. Other public health implications. A meeting with Health Unit may be in order.

I will be present at the November 6th Council Meeting and look forward to discussing this topic further.

Sincerely,

Jennifer Burns
Planner
Notice of Request for Drain Improvement

OCT 5/2018

Drainage Act, R.S.O. 1990, c. O.17, ss. 78(1)

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

Re: Gregory Municipal Drain

In accordance with section 78(1) of the Drainage Act, take notice that I/we, as owner(s) of land affected, request that the above mentioned drain be improved.

The work being requested is (check all appropriate boxes):

☐ Changing the course of the drainage works;

☐ Making a new outlet for the whole or any part of the drainage works;

☐ Constructing a tile drain under the bed of the whole or any part of the drainage works;

☐ Constructing, reconstructing or extending bridges or culverts;

☐ Constructing, reconstructing or extending embankments, walls, dykes, dams, reservoirs, pumping stations or other protective works in connection with the drainage works;

☐ Otherwise improving, extending to an outlet or altering the drainage works;

☐ Covering all or part of the drainage works; and/or

☐ Consolidating two or more drainage works.

Provide a more specific description of the proposed drain improvement you are requesting:

1/ Add 2 extra equal size culverts to the existing on the south side of 745 Josephine St. North.

2/ Construct new culverts under Hwy # 4 on the same water route.

Property Owners:

- 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.

Property Description

745 Josephine St N, Wingham

Con & Pt Lot 23 Morris-Turnberry

Ward or Geographic Township

Morris-Turnberry

Parcel Roll Number

40 60 490 023 02900 0000

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 request a drain improvement.

Rintoul's Pools & Spas Ltd

745 Josephine St N

Wingham NOG 2WE

Owner Michelle Kennedy

U Kennedy
## Tender Closing

**Blyth Creek Municipal Drain 2018**

**Date:** November 2, 2018  
**Client:** Municipality of Morris-Turnberry  
**Closing Date:** November 2, 2018  
**Prepared By:** Lori Speiran  
**Distribution:** N/A

<table>
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<tr>
<th>Rank</th>
<th>Contractor</th>
<th>Bid Bond &amp; Agmt. to Bond</th>
<th>Addenda</th>
<th>Subtotal</th>
<th>HST (@ 13%)</th>
<th>Total Tender Price</th>
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<tr>
<td>1</td>
<td>J.L. Henderson</td>
<td>$17,500 cc</td>
<td>30th Sept.</td>
<td>213,790.75</td>
<td>27,790.22</td>
<td>241,580.97</td>
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<td>Bomar Landscaping</td>
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<td>211,613.64</td>
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Information to be released at a public tender opening is strictly limited to each bidder’s name and associated total bid price. Bid results are considered unofficial at the time of opening.
October 24, 2018

Municipalities of Ontario

Re: Governance Models

Please be advised that at its regular meeting held, Monday October 1, 2018 the Council of the Township of McKellar passed the following resolution:

18-317 WHEREAS on September 17, 2018 the following statement was issued from the AMO Office of the President “We urge the Ontario government to clearly state its interests in having governance review, and how it will proceed. And we urge the Ontario government to work with AMO and the municipal order of government to change requirements that undermine municipal finance, infrastructure investment and efficient service delivery all across Ontario” as per the attached letter;

AND WHEREAS the current President of AMO is the Mayor of Parry Sound;

AND WHEREAS the goals for a “Governance Review” may not be the same for the Town of Parry Sound as they are for other municipalities in the District of Parry Sound;

AND WHEREAS AMO has no mandate from the District of Parry Sound Municipalities to speak on their behalf on governance models such as Regional Government or Amalgamations;

AND WHEREAS the Honourable Steve Clark, Minister of Municipal Affairs and Housing sent out the attached letter indicating there will be discussion with municipal partners regarding governance models;

NOW THEREFORE BE IT RESOLVED that the Township of McKellar requests that any discussions that AMO has with the Province be preceded with an open meeting between AMO, all members of Council and members of the public to determine the desires of each municipality in regard to governance models;
AND FURTHERMORE BE IT RESOLVED that our MPP Norm Miller and the Province of Ontario also have an open dialogue with the Township of McKellar and respect the opinions of the township as it regards to any review of the local governance model.

YEAS: Councillors Beier, Haskim, Kekkonen, Zulak and Reeve Hopkins
NAYS: Carried

Sincerely,

Ina Watkinson
Administrative/Treasury Assistant
Township of McKellar
SCHEDULE “A” TO BY-LAW#

Procurement of Goods & Services Policy

Effective Date:  

Prepared by: Nancy Michie, Administrator Clerk-Treasurer  

Applies To: Council, All Staff
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1. POLICY STATEMENT

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

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

(b) to encourage open and competitive bidding;

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

(d) to ensure fairness between bidders;

(e) to maximize savings for taxpayers;

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

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

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

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

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

(k) to ensure legislative compliance;

(l) to maintain timely and relevant policies and procedures
1.1 LEGISLATIVE AUTHORITY

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

2. DEFINITIONS

(a) In this policy:

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

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

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

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

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

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

“Budget” means the budget or portion of the budget approved by Council;
“Chief Administrative Officer/Clerk” or “CAO/Clerk” means the Chief Administrative Officer/Clerk of the Corporation of the Municipality of Morris-Turnberry their Designate or any successor position thereto;

“Compliant Bid” means a Bid that meets the terms and conditions;

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

(i) The giving or receiving of a direct or indirect personal gain or benefit, or a direct or indirect advantage or privilege, by any person or business that offers goods and/or services to the Corporation; or

(ii) a direct or indirect interest in any business that provides goods and/or services to the Corporation; or

(iii) a conflict of interest as defined in the Municipal Conflict of Interest Act

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

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

“Council” means The Council of the Corporation of the Municipality of Morris-Turnberry;

“Department” means any Department of the Corporation including any division within a Department;

“Department Head” means the individual accountable for the department and services assigned to each section thereof;
“Designate” means a person authorized by the Department Head to act on their behalf, for purposes of this policy;

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

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

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

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

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

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

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

“Municipality” means the Corporation of the Municipality of Morris-Turnberry;

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

(i) architects, engineers, economic development, designers, surveyors, geoscientists, project managers, consultants, auditors, accountants, medical professionals and legal counsel/advisors;

(ii) firms or individuals having specialized competence in environmental, planning or similar disciplines; and
(iii) software, graphic design and web-design consultants and any other persons providing similar services;

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

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

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

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

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

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

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

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

“Special Circumstance” means:

(i) an event that is exceptional or could not be foreseen and is likely to pose a threat to the health, safety or welfare of the public;
(ii) an event that, unless immediately addressed, is likely to cause significant loss or damage to property;
(iii) an event that has disrupted any essential service that needs to be re-established without delay; or an emergency as defined in the *Emergency Management and Civil Protection Act*, R.S.O. 1990, c.E.8, as amended, or any successor legislation thereto;

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

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

“Treasurer” means the Treasurer of the Corporation of the Municipality of Morris-Turnberry.

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

3. GOODS AND SERVICES EXEMPT FROM THE PROCUREMENT POLICY

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

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

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

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

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

(b) The following criteria will be used in the selection of the above:
   (i) Competence and experience on similar projects;
(ii) Previous experience and satisfactory performance in carrying out similar and related work in the Municipality including the ability to complete the work within the required time frame and project budget
(iii) Fees for service will be competitive and reasonable

5. APPLICATION

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

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

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

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

(d) Prior to commencement of work and where deemed appropriate, evidence of insurance coverage satisfactory to the Treasurer, must be obtained, ensuring indemnification of the Municipality of Morris-Turnberry from any and all claims, demands, losses, costs or damages resulting from the performance of a supplier’s obligations under a contract. A certificate of insurance must be submitted to the Treasurer for approval, prior to commencement of any service or work.
(e) WSIB Certificates of Clearance where deemed appropriate, must be submitted to the Treasurer at the commencement of a project and periodically as required. Prior to final payment to a supplier, a WSIB Certificate of Clearance shall be obtained ensuring all premiums or levies have been paid to the Board to date. Exemptions are subject to Schedule ‘A’

6. ACCESSIBILITY REQUIREMENTS

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

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

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

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

* Morris-Turnberry forms to be signed by the contractor prior to the commencement of work.

7. RESPONSIBILITIES AND AUTHORITIES

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

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

(i) acquire goods and/or services within the approved annual budget for such Department provided that the requirements of this policy have been met;

(ii) ensure any amendments to the budget shall be presented in a report to Council for a resolution to approve such
budget amendments. The staff report shall contain the purpose of the expenditure, cost estimate or expenditure limitation and how the expenditure will be funded;

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

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

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

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

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

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

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

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

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

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

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

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

(f) Payments – All invoices and accounts from suppliers shall be approved prior to payment. Approval signed by the Department Head or designate, denotes clerical accuracy, budget approval and
indication that the Goods and Services were received in good order, and must be provided to the Finance Department for payment. In addition, this approval shall include the correct account coding.

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

8. **REQUIREMENT FOR APPROVED FUNDS**

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

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

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

9. **TRADE AGREEMENTS**

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

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

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

(d) The Municipality shall publish annually on website.
10. **DRINKING WATER QUALITY MANAGEMENT STANDARD**

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

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

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

11. **ADVERTISING AND BID SOLICITATIONS**

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

- The Municipal website is the official location for bid process documentation.

- Other electronic tendering service websites may be used where applicable for RFPs and RFTs and RFQs.

- At a minimum, all bidding opportunities of $100,000.00 or greater for goods, services or construction are required to be advertised on the Municipality’s website for a minimum of 10 days.

- For goods and services with a value greater than $365,700.00 and construction with a value of $9,100,000.00 or greater will be advertised as follows:
40 calendar days, which can be reduced by the following:
- by 5 days if the bids are posted electronically
- by 5 days if bids are received electronically
- by 5 days if the tender document is posted at the same time as the procurement notice

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

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

12. METHODS OF PURCHASING

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

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

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

14. PETTY CASH – Purchases of $100 or Less

(a) A petty cash fund may be maintained by appropriate departments for the purchase of goods and/or services having a value of $100 or less
(b) Petty cash should only be used when it is not feasible to use the credit card
(c) All petty cash disbursements slips will accompany the Cheque Requisition form to replenish the fund.

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

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

(i) direct invoice from the supplier approved and signed by the Department Head;
(ii) credit card with the approval of the Department Head;

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

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

(a) Department Representatives are authorized to procure goods and/or services up to a total value of $20,000, excluding taxes. All purchases must be approved by the Department Head.
(b) Competitive process must be used
17. REQUEST FOR QUOTATION - FOR PURCHASES GREATER THAN $20,001 and NOT EXCEEDING $30,000 excluding taxes)

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

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

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

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

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

18. REQUEST FOR TENDER (RFT) - WRITTEN

(PURCHASES GREATER THAN $30,001 excluding taxes)

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

(i) two (2) or more sources are considered capable of supplying the goods and/or services;
(ii) the goods and/or services are adequately defined to permit the evaluation of tenders against clearly defined criteria;

(iii) it is intended that the lowest compliant bid will be accepted.

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

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

(d) Council Approval required as per Appendix “D”.

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

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

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

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

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

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

19. REQUEST FOR PROPOSAL (RFP) - WRITTEN

(PURCHASES GREATER THAN $30,001 excluding taxes)

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

(i) the purchase is required as a result of a particular problem, requirement or objective;
(ii) the selection of the supplier depends more upon the effectiveness of the proposed solution, rather than the price alone;
(iii) the precise goods and/or services, or the specifications therefore, are not known or are not definable and it is expected that suppliers will further define them.

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

(c) Council approval required as per Appendix “D”.

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

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

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

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

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

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

20. SINGLE SOURCE PURCHASES

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

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

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

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

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

21. SOLE SOURCE PURCHASES

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

(a) Statutory or market based monopoly;

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

(c) The complete item, service, or system is unique to one supplier and no alternative or substitute exists;
(i) The Sole-Single Source Justification Form shall be completed in its entirety and authorized by the CAO and Council prior to this method of procurement being used.

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

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

22. SPECIAL CIRCUMSTANCE PURCHASES

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

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

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

23. PURCHASE OF USED FLEET/EQUIPMENT

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

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

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

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

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

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

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

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

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

(b) a fee shall be paid; and

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

25. NEGOTIATION

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

(i) a Sole Source is being recommended;
(ii) two (2) or more identical Bids are received;
(iii) the lowest compliant bid received meeting all mandatory specifications exceeds the Budget amount;
(iv) the extension of an existing Contract would be more effective;
(v) only one (1) Bid is received in response to a Bid Solicitation;
(vi) there is Council authorization to do so.

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

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

26. FORMAL BID PROCESS

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

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

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

27. CO-OPERATIVE PURCHASING

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

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

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

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

29. LOCAL PREFERENCES

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

30. REPORTING PROCEDURES

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

31. PRESCRIBED COUNCIL APPROVAL

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

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

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

32. FINANCIAL SECURITIES AND INSURANCE

(a) The CAO or Department Head may require that a bid be accompanied by a Bid Deposit or other similar security to guarantee that the successful supplier enters into a contract with the Municipality
(b) In addition to the security referred to in Section 32(a), the successful supplier may also be required to provide:

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

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

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

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

33. BID IRREGULARITIES

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

34. FORM OF CONTRACT

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

(b) An email award may be used when the resulting Contract is straightforward and will refer to the Municipality’s standard terms and conditions outlined in the Bid Solicitation.
(c) A formal written agreement satisfactory to the CAO shall be used when the resulting Contract is complex. The Mayor and Clerk will execute the necessary documentation as per Appendix "D".

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

35. DOCUMENT EXECUTION AUTHORITY

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

36. DISPUTE RESOLUTION

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

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

(i) three (3) days from the conclusion of the Bid opening process for Request for Quotations or Request for Tenders; or
(ii) three (3) days from the Supplier being notified of the results of a Request for Proposals.

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

(d) The CAO will investigate the complaint and will make a recommendation to Council.
(e) Should a supplier continue to have concerns respecting the award and the decision, the supplier may then request, in writing to the CAO, a mediator, to assist in resolving any outstanding issues between the supplier and the Municipality.

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

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

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

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

37. LOBBYING RESTRICTIONS

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

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

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

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

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

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

39. COMPLIANCE

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

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

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

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

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

41. CONFLICT OF INTEREST

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

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

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

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

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

(d) No person shall provide consulting services or professional services to both the Municipality and a private firm on the same or related project.
(e) A contract for goods and/or services placed with a relative of the Municipality shall be declared and that employee shall not be placed in a position to supervise or approve the execution of that contract.

42. SEVERABILITY

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

43. POLICY REVIEW

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

44. ENQUIRIES

CAO/ Administrator
Municipality of Morris-Turnberry
41342 Morris Road, PO Box 310, BRUSSELS, ON N0G 1H0
Telephone: 519-887-6137 Ext. 21
nmichie@morristurnberry.ca
APPENDIX “A” to
Procurement Policy
CORPORATION OF THE
MUNICIPALITY OF MORRIS-TURNBERRY

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

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

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

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

Utilities
(a) Water and sewer charges  Eg. Veolia Water
(b) Hydro charges
(c) Internet connectivity charges
(d) Cable television charges
(e) Natural or propane gas
(f) Telephone/communication
(g) Municipal Drain Maintenance

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

All purchases of goods and/or services specifically authorized by resolution which waives the purchasing policy.
APPENDIX “B” to Procurement Policy

**ACTIONS FOR IRREGULARITIES CONTAINED IN BIDS**

<table>
<thead>
<tr>
<th>IRREGULARITY</th>
<th>ACTION</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>General</strong></td>
<td></td>
</tr>
<tr>
<td>1 Late bids</td>
<td>Automatic rejection. Return unopened to the bidder after date stamping, initial and witnessed.</td>
</tr>
<tr>
<td>2 Unsealed Envelopes</td>
<td>At the discretion of the Department Head</td>
</tr>
<tr>
<td>3 Failure to attend mandatory site visit (if required)</td>
<td>Automatic rejection.</td>
</tr>
<tr>
<td>4 Any Company, or principal of a Company, who has an outstanding claim or commenced legal action against the Municipality.</td>
<td>Automatic rejection.</td>
</tr>
<tr>
<td><strong>Bid Document – Execution</strong></td>
<td></td>
</tr>
<tr>
<td>5 Bids completed in erasable medium</td>
<td>Automatic rejection.</td>
</tr>
<tr>
<td>6 Signature of representative authorized to bind the Supplier missing or incomplete on the prescribed form which is to be submitted in response to a Bid Solicitation.</td>
<td>Automatic rejection</td>
</tr>
<tr>
<td>7 Electronic signature of representative or absence of corporate seal authorized to bind the Supplier shown on the prescribed form which is to be submitted in response to a Bid Solicitation.</td>
<td>Two (2) working days* to obtain original signature, otherwise automatic rejection.</td>
</tr>
<tr>
<td>8 Form of Proposal missing or incomplete.</td>
<td>Two (2) working days* to correct to the satisfaction of the Department Head, otherwise automatic rejection.</td>
</tr>
<tr>
<td>9 Form of Quotation or Tender missing or incomplete.</td>
<td>Automatic rejection.</td>
</tr>
<tr>
<td>10 Signature of witness, if required, missing or incomplete.</td>
<td>Two (2) working days* to correct, otherwise automatic rejection.</td>
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<tr>
<td>11</td>
<td>Date of Bid missing or incomplete</td>
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<td></td>
<td></td>
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<tr>
<td><strong>Insufficient Financial Security</strong></td>
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<tr>
<td>12</td>
<td>No Bid deposit, uncertified cheque, or financial security not an original (eg A photocopy or facsimile of a financial security)</td>
</tr>
<tr>
<td>13</td>
<td>Amount of financial security is insufficient</td>
</tr>
<tr>
<td>14</td>
<td>Amount of security is expressed as a percentage of the total bid sum.</td>
</tr>
<tr>
<td>15</td>
<td>Amount of security is expressed only as a dollar figure.</td>
</tr>
<tr>
<td>16</td>
<td>Name of signature of Supplier is missing or incomplete</td>
</tr>
<tr>
<td>17</td>
<td>Seal of Supplier is missing or incomplete.</td>
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<tr>
<td>18</td>
<td>Name, signature, or seal of bonding company is missing or incomplete.</td>
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<tr>
<td>19</td>
<td>Failure to provide a letter of agreement to bond (if required).</td>
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<tr>
<td><strong>Other</strong></td>
<td></td>
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<tr>
<td>20</td>
<td>Incomplete illegible or obscure Bids or Bids which contain information not called for, erasures, overwriting or strike outs (not initialed).</td>
</tr>
<tr>
<td>21</td>
<td>Document, in which all necessary Addenda have not been acknowledged.</td>
</tr>
<tr>
<td>22</td>
<td>Bid received on documents other than those provided in the Bid Solicitation.</td>
</tr>
<tr>
<td>23</td>
<td>Failure to insert the bidder’s business name in the space provided in the Bid Solicitation form.</td>
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<tr>
<td>Page</td>
<td>Description</td>
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</tr>
<tr>
<td>24</td>
<td>Mathematical errors</td>
</tr>
<tr>
<td>25</td>
<td>Qualified Bids (Bids qualified or restricted by an attached statement).</td>
</tr>
<tr>
<td>26</td>
<td>Bids containing minor obvious clerical errors.</td>
</tr>
<tr>
<td>27</td>
<td>Any other irregularities.</td>
</tr>
<tr>
<td>28</td>
<td>Alternate items bid in whole or in part.</td>
</tr>
</tbody>
</table>

*Where “working day” is specified, this is from the hour the Bidder is notified by Corporation staff of the irregularity.*
“APPENDIX C” TO PROCUREMENT POLICY
Lease Financing Policy

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

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

Adherence to the policies and procedures herein will result in a report presented to Municipal Council which clearly gives an opinion as follows;
   a) Whether or not the costs of the financing lease agreement are lower than other methods of financing available to the Municipality and
   b) Whether the risks associated with the financing lease are reasonable.

Definitions

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

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

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

Material impact means costs or risks that significantly affect, or would reasonably be expected to have a significant effect on, the debt and financial obligation limit prescribed under regulations.
**Combined material impact** means the costs or risks of a proposed non-material lease which, when combined with all other non-material leases entered into or proposed to be entered into in a particular year by the municipality, would result in a material impact.

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

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

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

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

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

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

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

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

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

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

Exemptions – Non-material leases
A financing lease may be entered into without complying with this policy if the financing lease is deemed by the Treasurer not to materially impact the Municipality’s debt and financial obligation repayment limit. The definition of material impact to be considered by the Treasurer in making this determination is included in the definitions section of this policy.
### APPENDIX D to Procurement Policy

<table>
<thead>
<tr>
<th>Purchasing Method</th>
<th>Value</th>
<th>Purchasing Authority</th>
<th>Dept. Head Approval</th>
<th>Treasurer Approval</th>
<th>CAO Approval</th>
<th>Council Approval</th>
<th>Document Execution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Petty Cash</td>
<td>Up to $100</td>
<td>Department Representative</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>N/A</td>
</tr>
<tr>
<td>Direct Purchase</td>
<td>$101 to $5000</td>
<td>Department Representative</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Dept Head</td>
</tr>
<tr>
<td>Informal Quotation</td>
<td>$5001–$20,000</td>
<td>Department Representative</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>Dept Head and CAO, or Mayor and Clerk where applicable</td>
</tr>
<tr>
<td>Request for Quotation</td>
<td>$20,001–$30,000</td>
<td>Department Head</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>Dept Head and CAO, or Mayor and Clerk where applicable</td>
</tr>
<tr>
<td>Request for Proposal</td>
<td>&gt;$30,001</td>
<td>Department Head</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Dept Head and CAO, or Mayor and Clerk where applicable</td>
</tr>
<tr>
<td>Request for Tender</td>
<td>&gt;$30,001</td>
<td>Department Head</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Dept Head and CAO, or Mayor and Clerk where applicable</td>
</tr>
<tr>
<td>Single Source &amp; Sole Source Purchases</td>
<td>&gt;$20,000</td>
<td>Department Head</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Dept Head and CAO, or Mayor and Clerk where applicable</td>
</tr>
<tr>
<td>Negotiation</td>
<td>&gt;$20,000</td>
<td>Department Head</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Dept Head and CAO, or Mayor and Clerk where applicable</td>
</tr>
<tr>
<td>Special Circumstances</td>
<td>&gt;$10,000 -$50,000</td>
<td>Department Head</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>CAO</td>
</tr>
<tr>
<td>Special Circumstances</td>
<td>&gt;$50,000</td>
<td>CAO</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>CAO</td>
</tr>
</tbody>
</table>
Execution Authority
Municipality of Morris-Turnberry
"APPENDIX E" TO PROCUREMENT POLICY
Purchase Requisition Form for Purchases Greater than $20,001
but not Exceeding $30,000

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

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

________________________________________________________________________________________

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

________________________________________________________________________________________

________________________________________________________________________________________

Have 3 written quotations been obtained? Yes No

________________________________________________________________________________________

Reason(s) for not obtaining three quotation:

________________________________________________________________________________________
Is quotation accepted the lowest price? Yes No

**Reasons for accepting quotation which is not the lowest price:**

WSIB coverage has been confirmed (for services) Yes No

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

Date: _______________ Department Head: ________________________
Date: _______________ Treasurer: _______________________________
Date: _______________ CAO: _________________________________
Municipality of Morris-Turnberry
“APPENDIX F” TO PROCUREMENT POLICY
Sole – Single Source Purchasing -Justification Form

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

Department and Supplier Information

Department ____________________________

Proposed Supplier: ____________________________

Description of Product/Service:

________________________________________________________________________

________________________________________________________________________

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

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

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

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

☐ Market – due to tight market conditions, only one supplier can provide the goods and/or service by the required on-site date. Provide background information.
☐ Emergency – A critical situation has occurred. (A planning deficiency is not an acceptable reason.) **Provide background information.**

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

Date: ___________________ Department Head*: __________________________

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

**Approval**

Date: ________________ Treasurer: ________________________________

Date: ________________ CAO: ________________________________

Recommendation was approved by Council Resolution # ________________ at a council meeting
Report to the Council of Morris-Turnberry:
Subject: Contract for Water Operations

Recommendation: That the Council of the Municipality of Morris-Turnberry give consideration to approval for the renewal of the agreement for the operation of the Belgrave Water System with Veolia Water Canada Inc and give consideration to Veolia Water Canada Inc assuming the role of taking water samples at the Bluevale Community Hall and the Morris-Turnberry Municipal Office, as required by the Huron County Health Unit, one sample every three months.

Executive Summary:

Belgrave Water System: The current agreement expires January 1, 2019. It is proposed to renew the agreement for a period of 5 years to January 1, 2024 at the cost of CPI.

The fee in 2018 is $49,392. If CPI is 2% the fee will be $50,379.84 for 2019. September, 2018 CPI is 2.2%. This will alleviate all paperwork for a new agreement. Veolia has proposed this method as they are happy with the current operation.

Testing water at the Bluevale Hall and Municipal Office:

The testing of water at the Bluevale Hall and the Municipal Office has been a requirement for several years and municipal staff has taken the samples. Based on new requirements for Water System Owners, the person taking the samples must be certified with a course – Operation of Small Drinking Water Systems.

Veolia Water is willing to take the required samples and submit the samples and required documents, for the Municipality at a cost of $500.00 per year. The samples are for e coli and coliforms.

Veolia Water has performed this service for ACW for several years and are willing to do the same for Morris-Turnberry.

Thank you.

Nancy Michie
October 30, 2018

Maitland Conservation

Dear Mayor Gowing and Members of Council:

Re: Approved Cost Sharing Policy: MVCA Water and Erosion Control Infrastructure

We are writing to council at this time to let you know that the members approved the proposed cost sharing policy for MVCA's water and erosion control infrastructure on October 17, 2018. A copy of the approved policy is attached to this letter.

We would like to thank our member municipalities for providing their comments on the proposed cost sharing policy.

As we explained in our earlier letter, this infrastructure was developed at a time when there were long term Provincial funding programs in place for both constructing and maintaining conservation authority water and erosion control infrastructure.

MVCA will work with each of the member municipalities where we have water and erosion control infrastructure to develop cost sharing agreements for each structure.

We will not start on this process until 2019 as the Provincial Government is in the process of reviewing all programs. We will begin work on developing cost sharing agreements once we have assurance from the Province that the Water and Erosion Control Funding program will be maintained and funded.

In closing, thank you again for your input to the development of this policy.

Sincerely;

Jim Campbell
Chair

Jim Campbell
Chair
### Approved Cost Sharing Policy for MVCA Water and Erosion Control Infrastructure:
**Oct. 17, 2018**

<table>
<thead>
<tr>
<th><strong>Flood/Erosion Control Infrastructure</strong></th>
<th><strong>MVCA</strong></th>
<th><strong>Municipality</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Minor Repairs</td>
<td>The cost of minor repairs would be cost shared as follows: 50% (funding to come from MNRF’s Annual Transfer Payment) All proposed work to be approved by both MVCA and the municipality.</td>
<td>50% from the local municipality where the structure is located.</td>
</tr>
<tr>
<td>Preventative Maintenance</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Major Repairs and technical studies</td>
<td>The cost of major repairs and technical studies would be cost shared as follows: 50% (subject to approval of funding from WECI Program) If the funding is not approved, the municipality would be responsible for 100% of the cost of repairs. All repairs/studies subject to approval of MVCA and Municipality.</td>
<td>50% from the local municipality unless WECI funding is not approved then the municipality would need to decide whether they would like to proceed with the repairs as they would be responsible for 100% of the costs.</td>
</tr>
<tr>
<td><strong>Recreational Water Control Structures</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Minor Repairs</td>
<td>The cost of minor repairs and preventative maintenance would be cost shared as follows: 50% to come from MNRF’s Annual Transfer Payment) All proposed work to be approved by both MVCA and the municipality</td>
<td>50% from the local municipality</td>
</tr>
<tr>
<td>Preventative Maintenance</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Major Repairs &amp; technical studies</td>
<td>The cost of Major Repairs and technical studies would be cost shared as follows: 50% (subject to approval of funding from Provincial WECI Program) from MVCA</td>
<td>50% from the local municipality unless WECI funding is not approved then the municipality would need to decide whether they would like to proceed with the repairs as they would be responsible for 100% of the costs.</td>
</tr>
<tr>
<td><strong>Decommissioning</strong></td>
<td>100% (subject to approval of WECI funding-50% grant; 50% to be funded by general levy from all member municipalities.</td>
<td></td>
</tr>
<tr>
<td><strong>Replacement/New Structure</strong></td>
<td>MVCA would be willing to transfer ownership of the structure to the municipality if they are interested in replacing the structure. Transfer of ownership would be subject to the approval of the MNRF</td>
<td></td>
</tr>
</tbody>
</table>

**Minor Repairs and Preventative Maintenance**: Safety signage replacement, touch up painting, small repairs to concrete surfaces, Lifting cable replacement, small equipment/tool replacement, etc.

**Major Repairs**: Decking Replacement, Stripping and repainting, Stop log replacement, Concrete repairs, Repairs to earth-filled embankments and downstream channels, stabilization of slopes, Dam safety studies, repairs to control structure, etc.
October 31, 2018

Nancy Michie
Administration Clerk- Treasurer
Municipality of Morris-Turnberry
41342 Morris Road, R.R.4
Brussels, ON
N0G 1H0

Subject: Case Number:PL180823
File Number: PL180823
Municipality: Morris-Turnberry
By-Law Number: 66-2018
Property Location: 30 McCrea Street
Applicant(s): Municipality of Morris-Turnberry
Appellant(s): Chris Palmer

The Tribunal acknowledges receipt of the above referenced file. When communicating with the Tribunal please quote the Tribunal’s case and/or file number.

This file has been assigned to Azeem Patel, Case Coordinator, Planning Assistant. For specific questions about this case, you may contact the Case Coordinator, Planning Assistant at (416) 326-6782 or Azeem.Patel3@ontario.ca.

As per Rule 26.05 of the Local Planning Appeal Tribunal (LPAT) Rules of Practice and Procedure, the Tribunal will conduct a preliminary screening of the notice(s) of appeal(s):

26.05 Preliminary screening of the notice of appeal The Tribunal shall, within 10 days of the Registrar’s acknowledgement of receipt of a notice of appeal, undertake a screening to make a preliminary determination on the validity of the notice of appeal, and shall thereafter advise the person who filed the notice, and the municipality or the approval authority of the result of this screening exercise.
You will be notified by the Tribunal of the results of the preliminary screening of your notice of appeal(s). Should the Tribunal deem the appeal to be valid, a Notice of Commencement will be issued and a Case Management Conference will be scheduled.

We are committed to providing accessible services as set out in the Accessibility for Ontarians with Disabilities Act, 2005. If you have any accessibility needs, please contact our Accessibility Coordinator as soon as possible by emailing ELTO@ontario.ca. If you require documents in formats other than conventional print, or if you have specific accommodation needs, please let us know so we can make arrangements in advance.

For general information concerning the Tribunal’s policies and procedures visit our website at www.elto.gov.on.ca or you may contact the Tribunal’s offices at (416) 212-6349.

Yours truly,

[Signature]

LPAT Registrar

c.c.
The Clerk (Morris-Turnberry) Via Email
John Alati, Davies Howe LLP, Via Email
Chris Palmer, Via Email
2018 Santa Claus parades

**Wingham** - Saturday November 24th, 2018 11 am Meet on Josephine Street adjacent to R J Burnside's Office @ 10:30 am

Who wishes to attend........................................................................................................................................

**Brussels** – Saturday December 1st, 2018 5 pm Meet on the Brussels Arena street @ 4:30 pm

Theme – Christmas Wish

Who wishes to attend........................................................................................................................................

**New this year**

**Blyth** – Saturday December 1st, 2018 2 pm Meet on the Howson’s Mills on Westmoreland Street @ 1:30 pm

Who wishes to attend........................................................................................................................................
Huron Manufacturing Association

2018 Awards of Excellence Gala
Thursday, November 15th, 2018

Trade Show 4:30 pm
Cocktails 5:00 pm
Opening Greetings followed by Dinner 5:30 pm
"Come Experience Rural Elegance in Huron County"

Brussels Four Winds Event Barn
60 Orchard Ln, Brussels, ON N0G 1H0

Individual Tickets $50 or Tables of 6 & 10 including Trade Show Booth on request.

RSVP to jhawley@huroneast.com
November, 2018 and December, 2018 Council and Upcoming Meetings:

1. **November 6, 2018**  
   Regular meeting 7:30 pm
2. **November 13th, 2018**  
   Special Meeting – Closed – employee matter
3. **November 15, 2018**  
   Huron Manufacturing Gala Awards 4:30 trade show
4. **November 20, 2018**  
   Regular meeting 7:30 pm
5. **November 22, 2018**  
   Training – new Council 8:15 am Clinton
6. **November 27, 2018**  
   A special meeting may be required for items to complete by the current council.

7. **December 4, 2018**  
   Inaugural meeting 5 pm
8. **December 11th, 2018**  
   Budget meeting tbd
9. **December 18, 2018**  
   Regular meeting 7:30 pm
Report to the Council of Morris-Turnberry:
Subject- Municipal Insurance Coverage

Background:

The Council has previously discussed going back to the market for a Municipal Insurance quote. There did not seem to be the time in 2018 for this process.

A review of rates was as follows:

<table>
<thead>
<tr>
<th>Year</th>
<th>Rate</th>
<th>Year</th>
<th>Rate</th>
<th>Year</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>2013</td>
<td>BFL $54,882.00</td>
<td>2014</td>
<td>JLT $41,344</td>
<td>2015</td>
<td>JLT $41,928</td>
</tr>
<tr>
<td>2017</td>
<td>JLT $45,575</td>
<td></td>
<td></td>
<td>2016</td>
<td>JLT $44,758</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2018</td>
<td>JLT $42,329</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

7% decrease

At this date and due to the near end to this council, would it be acceptable to ask for a quote for renewal for 2019 from JLT- Jardine, Lloyd Thompson Canada.

Thank you

Nancy Michie
CORPORATION OF THE MUNICIPALITY OF MORRIS-TURNBERRY

BY-LAW No. 72-2018

BEING A BY-LAW TO ESTABLISH A COMPLAINT HANDLING POLICY FOR THE MUNICIPALITY OF MORRIS-TURNBERRY

WHEREAS, Section 224 of the Municipal Act, 2001 as amended, states “It is the role of Council to (b) to develop and evaluate the policies and programs of the municipality”.

AND WHEREAS, Section 8 of the Municipality Act, 2001 states – Powers of a Natural Person “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, the Council of the Municipality of Morris-Turnberry deems it necessary to establish a Complaint Handling Policy;

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

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

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

3) That this by-law comes into force on the final passing and will be known as the Complaint Handling Policy, for the Municipality of Morris-Turnberry.

Read a First, Second, Third and Final time this 6th day of November, 2018.

Mayor, Paul Gowing

Administrator Clerk-Treasurer,
Nancy Michie
Complaint Handling Policy

Scope:
This policy is intended to enable the Municipality to promptly and effectively address program and service delivery concerns raised by members of the public. The policy will assist the Municipality in providing excellent service to the public, and contribute to continuous improvement of operations. The municipality strives to:

• Provide a timely and accurate response to complaints; and,
• Use complaints as an opportunity to improve program and service delivery issues

This policy is not meant to address:

• Complaints about non-municipal services;
• Issues already addressed by legislation, or an existing Municipal by-law, policy or procedure;
• A decision of Council or a decision of a committee of Council; or,
• Internal employee complaints

Definitions:
Designated Officer  the manager/supervisor responsible for the department in which the complaint was received

Complainant  the individual filing the complaint with the Municipality

Complaint  an issue or concern raised regarding a municipal program, service, or staff member that is not resolved at the time of the incident and for which the complainant submits their concerns to the Municipality in accordance with this policy

Frontline Resolution
• It is the responsibility of the complainant to attempt to resolve concerns by dealing with employee(s) directly involved with the issues where appropriate
• It is the responsibility of all employees to attempt to resolve issues or concerns before they become complaints, and identify opportunities to improve municipal services
Filing a Complaint

- Where frontline resolution cannot be achieved, complaints should be submitted to the appropriate department and include:
  - The name, phone number, email address, and mailing address of the individual submitting the complaint
  - The nature of the complaint including the:
    i. Background leading to the issue(s);
    ii. Date(s), time(s), and location(s) of any incident(s); and,
    iii. Name(s) of any employee(s) previously contacted regarding the issue(s); and,
  - Any action(s) being requested of the Municipality.

- Complaints shall be submitted in writing either via fax, electronic mail or regular mail.

Receipt and Acknowledgement

- The designated officer shall acknowledge in writing that the complaint has been received within five (5) business days of receipt of the complaint.

Investigation

- The designated officer shall review the issues identified by the complainant and in doing so may:
  - Review relevant municipal and provincial legislation;
  - Review the municipality’s relevant policies and procedures;
  - Interview employees or members of the public involved in the issue;
  - Identify actions that may be taken to address the complaint or improve municipal operations; or,
  - Take other actions the Designated Officer deems practical to resolving the matter.

- Records of all complaints shall be maintained in compliance with the Municipality's records management policy.

- The Designated Officer may, at their discretion, notify Council of an open complaint investigation for information purposes.

Decision

- Within thirty (30) calendar days of receipt of a complaint, the Designated Officer shall provide a response in writing to the complainant. The response shall include:
  - Whether the complaint was substantiated,
  - If the complaint is not substantiated, the Designated Officer shall provide reason(s) for their decision; and,
  - Any actions the municipality has or will take as a result of the complaint.

- If the Designated Officer is unable to provide a response within thirty (30) calendar days, they shall notify the complainant of the delay and provide an estimate of when a response will be provided.

- Decisions made by the Designated Officer may not be appealed to Municipal Council.
Internal Employee Complaints

Internal employee complaints should follow Section 25 of the Personnel Policy.

Complaints Regarding Staff/Services Contracted by the Municipality

- Complaints regarding staff members that are employed by a service provider contracted by the Municipality shall be subject to the policies of that service provider and not that of the Municipality.
- Complaints regarding services provided by a service provider contracted by the Municipality shall be handled in accordance with this policy, and may also be subject to any complaints policies and procedures employed by that service provider.

General

- Where appropriate, copies of correspondence shall be placed in the personnel file of the subject of the complaint.
- Communications with a complainant shall not provide details of disciplinary measures imposed on any employee.
- All notes and correspondence shall be dated and identified by the author.
- The Designated Officer or their delegate shall make dated records of any communications and attempted contacts with complainants.
- If the employee cannot be clearly identified then the complaint will be dismissed.
- If the incident was not witnessed directly by the complainant, then the complaint will be dismissed.
- If the complaint is made anonymously then the complaint will be dismissed.
- If the complaint is deemed to be frivolous or vexatious, the complaint will be filed.
I want to express my sincere appreciation and thanks to the Municipalities of Morris/Turnberry for recognizing me with the Louise Patton Memorial Award at F.E Madill commencement on October 5, 2018. I am honoured to receive it.

Thank you!

[Signature]

Nathan Johnson
Background
Section 36 (S. 36) of the Clean Water Act is intended to ensure that assessment reports (ARs) and source protection plans (SPPs) undergo a comprehensive review and update on a periodic basis. On January 19th, 2015, the Minister of the Environment and Climate Change (MOECC) issued an order under S. 36 of the Clean Water Act to the Ausable Bayfield Source Protection Authority (SPA). The order specified that the lead SPA (Ausable Bayfield) prepare and submit a workplan to the Ministry by November 30th, 2018. The order required that the workplan include detailed steps for the comprehensive review and update of the Assessment Reports and Source Protection Plan.

Note that in June, 2018 the MOECC was renamed the Ministry of Environment, Conservation and Parks (MECP), and is referred to as the Ministry or MECP in the Workplan.

Workplan Development:
The Ausable Bayfield SPA has followed the guidance provided in Ministry bulletins in the development of the S. 36 workplan. The main components of the S. 36 process that lead to workplan submission are:
1) Preliminary analysis of the specified review factors;
2) Consultation and stakeholder engagement; and
3) Workplan.

The workplan development process undertaken by the Ausable Bayfield SPA is described in detail in the attached workplan. SPA staff met or corresponded with municipal staff, water operators, SPC, MECP and other stakeholders to collect information related to the review factors and assist in the analysis. A consultation record is included in the workplan. Information gained from implementing the SPP and from the first annual progress report (2017) was taken into consideration in preparation of the workplan.

Summary of Proposed Workplan
Through consultation with stakeholders including municipalities, the following updates are proposed to the SPPs and associated Assessment Reports. The proposed updates are
detailed in the attached workplan. Most of the proposed updates result in updates to both the AR and SPP.

<table>
<thead>
<tr>
<th>Analysis Factor</th>
<th>Update No</th>
<th>Description of Proposed Review and Update</th>
</tr>
</thead>
<tbody>
<tr>
<td>Results of environmental monitoring</td>
<td>None required. Data gaps noted.</td>
<td></td>
</tr>
</tbody>
</table>
| Growth and infrastructure changes                    | 1         | a. Revised wellhead protection area mapping and vulnerability scores for a new groundwater well at the Palmerston drinking water system.  
b. Revised wellhead protection area mapping for Auburn drinking water system, due to replacement well |
| Technical rule changes                                | 2         | New prescribed threat per Clean Water Act O. Reg. 287/07 - liquid hydrocarbon pipeline – not assessed as SDWT. Determine if a policy should be added to the SPP, OR add note to Explanatory Document |
|                                                       | 3         | Update the significant groundwater recharge area vulnerability scoring.                                       |
|                                                       | 4         | Further review Great Lakes surface water intake vulnerability assessment of Goderich drinking water system |
| Policy effectiveness and gaps                         | 5         | Consider new SPP policy that requires OMAFRA to report on Prescribed Instruments                           |
|                                                       | 6         | Consider new SPP policy to address temporary storage of agricultural source material                        |
|                                                       | 7         | Education and Outreach policy was for one year only; ongoing outreach has been suggested                       |
|                                                       | 8         | Consider new SPP policy for Education and Outreach in an IPZ (no SDWT). Considering the large number of people on the two Great Lake intakes, outreach to this population has been suggested |
| Implementation challenges                            | 9         | Review Policy C. 8.2. -Best Management Practices for Existing and Future Road Salt Handling, Storage and Application |
|                                                       | 10        | Assess DNAPL prohibition policy to determine if RMP would be a more effective tool                           |
| Impacts of prohibition policies                       | 11        | No proposed update has been confirmed at this time. Further review of the impacts of prohibition policies on the agricultural community is needed. |
| Other                                                | 12        | Update Maitland Valley AR to include results of Tier 3 water quantity risk assessment. No related policies are proposed. |
| Other                                                | 13        | Re-structure the SPPs to remove triplicate policies                                                        |
| Other                                                | 14        | Update the Wingham WHPA to remove transport pathways                                                      |
| Other                                                | 15        | Impact study to assess the impact of effective porosity values used in recent WHPA delineations for this region |
| Other                                                | 16        | Further evaluation of the impact of sinkholes and extractions                                             |

Next Steps:
September 2018: Proposed Workplan endorsed by Source Protection Committee
October 2018: Proposed workplan approval from Source Protection Authority
November 2018: SPA will submit workplan to the Province for approval
RETIREMENT CELEBRATION
FOR SID VANDER VEEN

19 Dec 2018 | 2:00-4:1
Conference Rooms 2
1 Stone Road W, Guel

In lieu of speeches, please stop by, visit, reminisce and laugh with, and enjoy some light refreshments.

RSVP to arlene.robertson@ontario.ca by Dec 7

If you wish to contribute and/or sign a card, please see Katherine Morris,
NOTICE OF PUBLIC MEETING
REGARDING THE NORTH HURON
COMMUNITY IMPROVEMENT PLAN

TAKE NOTICE that the Council for the Corporation of the Township of North Huron will hold a public meeting on Monday, November 19, 2018 at 7:00 p.m. in the North Huron Council Chambers at 274 Josephine Street in Wingham to consider a Community Improvement Plan (CIP) for North Huron under Section 28 of the Planning Act, R.S.O. 1990 as amended. A formal presentation is scheduled for 7pm.

The PURPOSE of the public meeting is to consider a Community Improvement Plan (CIP) for the commercial business areas of Wingham and Blyth. Maps showing the exact location of the properties that fall into the Community Improvement Project Areas are available on the Township website (www.northhuron.ca) and at the municipal office (274 Josephine Street, Wingham). The CIP includes program criteria, goals and rationale, and administrative processes.

The EFFECT of the CIP is to provide financial incentives to stimulate private investment in rehabilitation, development and redevelopment of the buildings within the commercial areas of downtown Wingham and Blyth.

ANY PERSON may attend the public meeting and/or make written or verbal representation either in support of or in opposition to the proposed CIP. If a person or public body does not make oral submissions at a public meeting or make written submissions to the CAO/Clerk of the Corporation of the Township of North Huron at the address below before the proposed CIP is adopted, the person or public body is not entitled to appeal the decision of the Council of the Corporation of the Township of North Huron to the Local Planning Appeal Tribunal, and may not be added as a party to the hearing of an appeal before the Local Planning Appeal Tribunal unless, in the opinion of the Tribunal, there are reasonable grounds to do so.

IF YOU WISH TO BE NOTIFIED of the adoption of the proposed CIP, or the refusal to adopt the CIP, you must make a written request to the CAO/Clerk of the Township of North Huron at the address below and such request must include the name and address to which such notice should be sent.

ADDITIONAL INFORMATION relating to the proposed CIP is available on the North Huron website (www.northhuron.com) and is available for review during regular office hours at the North Huron municipal office.

DATED AT THE TOWNSHIP OF NORTH HURON this 19th day of October, 2018

Dwayne Evans, CAO/Clerk, Township of North Huron
274 Josephine Street, P.O Box 90 Wingham, Ontario N0G 2W0
Phone: 519-357-3550
North Huron
Community Improvement Plan, 2018

Schedule “A”
Wingham Community Improvement Plan Project Area

Draft
October 2018
North Huron
Community Improvement Plan, 2018

Schedule “B”
Blyth Community Improvement Plan Project Area
Below please find the fire department responses from January 1 to September 30, 2018:

<table>
<thead>
<tr>
<th></th>
<th>North Huron</th>
<th>Morris</th>
<th>Central Huron</th>
<th>ACW</th>
<th>Other</th>
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<tr>
<td>Fire</td>
<td></td>
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<td></td>
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<tr>
<td>No Loss Outdoor Fire</td>
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<td>1</td>
<td>1</td>
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<tr>
<td>Overheat (no fire present)</td>
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<tr>
<td>Unauthorized Controlled Burn</td>
<td>3</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Auto Alarm/Alarm System Equip.</td>
<td>20</td>
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<td></td>
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<tr>
<td>Carbon Monoxide Alarm</td>
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<td>4</td>
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</tr>
<tr>
<td>Other Alarm/False Fire Call</td>
<td>1</td>
<td></td>
<td></td>
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<tr>
<td>Gas Leak</td>
<td>2</td>
<td></td>
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<td>Power Line Dow, Arcing</td>
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<td>3</td>
<td></td>
<td></td>
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<tr>
<td>Other Public Hazard</td>
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<td></td>
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<tr>
<td>Vehicle Collision/Extrication</td>
<td>14</td>
<td>2</td>
<td></td>
<td></td>
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<tr>
<td>Rescue</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Medical</td>
<td>29</td>
<td>2</td>
<td>3</td>
<td>2</td>
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<tr>
<td>Mutual Aid</td>
<td>5</td>
<td>2</td>
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<tr>
<td>Assistance to Other Agencies</td>
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<tr>
<td>Call Cancelled on Route</td>
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<tr>
<td><strong>TOTAL</strong></td>
<td><strong>115</strong></td>
<td><strong>8</strong></td>
<td><strong>6</strong></td>
<td><strong>5</strong></td>
<td><strong>2</strong></td>
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</tbody>
</table>

136 FDNH Total Responses to date.

Attached is the Budget Year to Date expenditure report for your information. If you have any questions or concerns regarding this report please do not hesitate to contact me.

Sincerely,

Marty Bedard
Fire Chief, FDNH
## General Ledger

### Annual Department Budget vs. Actual Comparison Report

Fiscal Year Ending: DEC 31, 2018 - From Period 1 To Period 12 Ending DEC 31, 2018

<table>
<thead>
<tr>
<th>Account</th>
<th>Description</th>
<th>Previous Year Total Budget</th>
<th>Current Year To Date Budget</th>
<th>Budget Pct Used</th>
<th>Total Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Actual</td>
<td>Actual</td>
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</tr>
<tr>
<td>01-2100-5110</td>
<td>Donations</td>
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<td>0.00</td>
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<tr>
<td>01-2100-5125</td>
<td>Transfer from Reserves</td>
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<td>0.00</td>
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<tr>
<td>01-2100-5280</td>
<td>Grants/Lovies</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
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<tr>
<td>01-2100-5290</td>
<td>Revenue - Other Municipalities</td>
<td>311,078.16</td>
<td>325,078.00</td>
<td>316,367.00</td>
<td>316,367.00</td>
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<tr>
<td>01-2100-6700</td>
<td>User Fees</td>
<td>25,042.57</td>
<td>14,000.00</td>
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<tr>
<td></td>
<td>Total Revenue</td>
<td>337,120.73</td>
<td>325,078.00</td>
<td>331,367.00</td>
<td>331,367.00</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Account</th>
<th>Description</th>
<th>Previous Year Total Budget</th>
<th>Current Year To Date Budget</th>
<th>Budget Pct Used</th>
<th>Total Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Actual</td>
<td>Actual</td>
<td></td>
<td></td>
</tr>
<tr>
<td>01-2100-6100</td>
<td>Salaries &amp; Wages - Full Time</td>
<td>80,874.20</td>
<td>64,679.00</td>
<td>85,000.00</td>
<td>85,000.00</td>
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<tr>
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<td>Salaries - Part Time</td>
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<td>159,316.00</td>
<td>157,038.00</td>
<td>157,038.00</td>
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<tr>
<td>01-2100-6120</td>
<td>Benefits - Full Time</td>
<td>44,078.63</td>
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<td>45,666.00</td>
<td>45,666.00</td>
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<td>01-2100-6200</td>
<td>Clothing/Uniforms/Bunker Gear</td>
<td>28,543.03</td>
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<td>12,715.00</td>
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<tr>
<td>01-2100-6210</td>
<td>Subscriptions/Memberships</td>
<td>865.50</td>
<td>509.00</td>
<td>615.00</td>
<td>615.00</td>
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<tr>
<td>01-2100-6220</td>
<td>Training/Travel/Workshops</td>
<td>13,588.75</td>
<td>24,829.00</td>
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<tr>
<td>01-2100-6230</td>
<td>Health &amp; Safety</td>
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<td>1,018.00</td>
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<td>1,070.00</td>
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<td>01-2100-6240</td>
<td>Advertising/Promotion</td>
<td>3,094.06</td>
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<td>Office Supplies</td>
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<td>700.00</td>
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<td>01-2100-6265</td>
<td>Postage/Courier</td>
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<td>01-2100-6260</td>
<td>Phone/Fax/Internet</td>
<td>2,354.82</td>
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<td>2,460.00</td>
<td>2,460.00</td>
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<td>01-2100-6265</td>
<td>Lease/Copier Expense</td>
<td>407.13</td>
<td>784.00</td>
<td>720.00</td>
<td>720.00</td>
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<td>Insurance</td>
<td>17,238.82</td>
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<td>15,590.00</td>
<td>15,590.00</td>
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<tr>
<td>01-2100-6280</td>
<td>Legal/Accounting</td>
<td>305.29</td>
<td>814.00</td>
<td>800.00</td>
<td>800.00</td>
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<td>01-2100-6285</td>
<td>Service Awards</td>
<td>69.35</td>
<td>305.00</td>
<td>300.00</td>
<td>300.00</td>
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<tr>
<td>01-2100-6290</td>
<td>Materials/Supplies</td>
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<td>01-2100-6292</td>
<td>Misc</td>
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<td>01-2100-6295</td>
<td>Transfer to Reserve</td>
<td>130,702.78</td>
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<td>122,040.00</td>
<td>122,040.00</td>
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<tr>
<td>01-2100-6330</td>
<td>Inspections/Contracts</td>
<td>2,098.29</td>
<td>2,835.00</td>
<td>2,840.00</td>
<td>2,840.00</td>
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<tr>
<td>01-2100-6335</td>
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<td>01-2100-6400</td>
<td>Equip Repair/Maintenance</td>
<td>21,194.29</td>
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<td>01-2100-6410</td>
<td>Fuel</td>
<td>4,915.04</td>
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<td>Radio Equipment</td>
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<td>Mutual Aid</td>
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<td>Food</td>
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<td>Generator Expense</td>
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<td>1,200.00</td>
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<td>Public Education</td>
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<td>01-2100-6900</td>
<td>Loan Principal</td>
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<td>Loan Interest</td>
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<td>Depreciation</td>
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<td>(424.43)</td>
<td>0.00</td>
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<td>0.00</td>
</tr>
</tbody>
</table>

### Total Expense

<table>
<thead>
<tr>
<th></th>
<th>Previous Year Total Budget</th>
<th>Current Year To Date Budget</th>
<th>Budget Pct Used</th>
<th>Total Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Actual</td>
<td>Actual</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dept Excess Revenue Over (Under) Expenditures</td>
<td>699,226.28</td>
<td>531,116.00</td>
<td>408,719.51</td>
<td>585,242.00</td>
</tr>
</tbody>
</table>

**2110 Wingham Fire Hall**
### Township Of North Huron

**Annual Department Budget vs. Actual Comparison Report**

Fiscal Year Ending: DEC 31, 2018 - From Period 1 To Period 12 Ending DEC 31, 2018

<table>
<thead>
<tr>
<th>Account</th>
<th>Description</th>
<th>Previous Year Total</th>
<th>Current Year To Date</th>
<th>Budget Pct Used</th>
<th>Total Budget</th>
</tr>
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<tbody>
<tr>
<td></td>
<td></td>
<td>Actual</td>
<td>Budget</td>
<td>Actual</td>
<td></td>
</tr>
<tr>
<td>01-2110-6100</td>
<td>Salaries - Full Time</td>
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<td>1,291.06</td>
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<tr>
<td>01-2110-6110</td>
<td>Wages - Part Time</td>
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<td>183.00</td>
<td>0.00</td>
<td>187.00</td>
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<td>01-2110-6111</td>
<td>PW Support - Wages</td>
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<td>01-2110-6120</td>
<td>Benefits</td>
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<td>01-2110-6127</td>
<td>PW Support - Benefits</td>
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<tr>
<td>01-2110-6300</td>
<td>Bldg Repair/Maintenance</td>
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<td>559.55</td>
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<tr>
<td>01-2110-6320</td>
<td>Janitorial Supplies</td>
<td>268.35</td>
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<tr>
<td>01-2110-6330</td>
<td>Inspections/Contracts</td>
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<tr>
<td>01-2110-6350</td>
<td>Electricity</td>
<td>2,904.37</td>
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<td>2,116.47</td>
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<td>01-2110-6350</td>
<td>Water/Sewer</td>
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<td>850.00</td>
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<td>01-2110-6370</td>
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<td>Waste Disposal</td>
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<td>1,966.00</td>
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</tr>
</tbody>
</table>

#### Total Expense

12,887.69 25,743.00 11,200.06 25,516.00 44.13 25,516.00

<table>
<thead>
<tr>
<th>Dept Excess Revenue Over (Under) Expenditures</th>
</tr>
</thead>
<tbody>
<tr>
<td>(12,887.69) (25,743.00) (11,200.06) (25,516.00) 44.13 (25,516.00)</td>
</tr>
</tbody>
</table>

### 2116 Blyth Fire Hall

#### Expense

<table>
<thead>
<tr>
<th>Account</th>
<th>Description</th>
<th>Previous Year Total</th>
<th>Current Year To Date</th>
<th>Budget Pct Used</th>
<th>Total Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Actual</td>
<td>Budget</td>
<td>Actual</td>
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<tr>
<td>01-2115-6100</td>
<td>Salaries - Full Time</td>
<td>399.86</td>
<td>446.00</td>
<td>61.63</td>
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<td>01-2115-6110</td>
<td>Salaries Part time</td>
<td>1,372.83</td>
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<td>657.66</td>
<td>2,619.00</td>
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<td>01-2115-6111</td>
<td>PW Support - Wages</td>
<td>1,163.35</td>
<td>1,146.00</td>
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<td>1,145.00</td>
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<tr>
<td>01-2115-6120</td>
<td>Benefits</td>
<td>176.16</td>
<td>311.00</td>
<td>69.67</td>
<td>342.00</td>
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<td>01-2115-6127</td>
<td>PW Support - Benefits</td>
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<td>01-2115-6270</td>
<td>Insurance</td>
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<td>1,291.00</td>
<td>1,406.97</td>
<td>1,407.00</td>
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<td>01-2115-6300</td>
<td>Bldg Repair/Maintenance</td>
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<td>1,035.00</td>
<td>744.46</td>
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<td>01-2110-6330</td>
<td>Inspections/Contracts</td>
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<td>108.00</td>
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<td>01-2115-6350</td>
<td>Electricity</td>
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<td>5,557.00</td>
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<td>01-2115-6350</td>
<td>Water/Sewer</td>
<td>475.98</td>
<td>476.00</td>
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<td>487.00</td>
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<td>01-2115-6370</td>
<td>Natural Gas/Heat</td>
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<td>01-2115-6375</td>
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<td>01-2115-6380</td>
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<td>01-2115-6390</td>
<td>Snow/Plowing/Grass Cutting</td>
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<td>01-2115-6401</td>
<td>Machinery Rent</td>
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<td>2,059.00</td>
<td>1,941.75</td>
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#### Total Expense

13,670.09 18,228.00 7,531.85 18,709.00 40.26 18,709.00

<table>
<thead>
<tr>
<th>Dept Excess Revenue Over (Under) Expenditures</th>
</tr>
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<tbody>
<tr>
<td>(13,670.09) (18,228.00) (7,531.85) (18,709.00) 40.26 (18,709.00)</td>
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### Category Excess Revenue Over (Under) Expenditures

<table>
<thead>
<tr>
<th></th>
<th>Actual</th>
<th>Budget</th>
<th>Total Budget</th>
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<tbody>
<tr>
<td>(386,699.53)</td>
<td>(250,099.00)</td>
<td>(182,440.25)</td>
<td>(298,100.00)</td>
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# General Ledger

**Annual Department Budget vs. Actual Comparison Report**

Fiscal Year Ending: DEC 31, 2018 - From Period 1 To Period 12 Ending DEC 31, 2018

<table>
<thead>
<tr>
<th>Account</th>
<th>Description</th>
<th>Previous Year Total</th>
<th>Current Year To Date</th>
<th>Total Used</th>
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<tr>
<td></td>
<td>Actual</td>
<td>Budget</td>
<td>Actual</td>
<td>Budget</td>
</tr>
<tr>
<td>01-2100</td>
<td>Fire</td>
<td>337,120.73</td>
<td>325,078.00</td>
<td>245,071.16</td>
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<tr>
<td></td>
<td>Fund 01 Total Revenue</td>
<td>337,120.73</td>
<td>325,078.00</td>
<td>245,071.16</td>
</tr>
<tr>
<td>01-2100</td>
<td>Fire</td>
<td>698,226.28</td>
<td>531,116.00</td>
<td>408,719.51</td>
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<td>01-2110</td>
<td>Wingham Fire Hall</td>
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<tr>
<td>01-2115</td>
<td>Blyth Fire Hall</td>
<td>13,676.09</td>
<td>18,228.00</td>
<td>7,531.85</td>
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<tr>
<td></td>
<td>Fund 01 Total Expenditure</td>
<td>725,790.06</td>
<td>575,087.00</td>
<td>427,511.41</td>
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<tr>
<td></td>
<td>Fund 01 Excess Revenue Over (Under) Expenditures</td>
<td>(388,069.33)</td>
<td>(250,009.00)</td>
<td>(182,440.25)</td>
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<tr>
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<td>Report Total Revenue</td>
<td>337,120.73</td>
<td>325,078.00</td>
<td>245,071.16</td>
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<tr>
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<td>Report Total Expenditure</td>
<td>725,790.06</td>
<td>575,087.00</td>
<td>427,511.41</td>
</tr>
<tr>
<td></td>
<td>Report Excess Revenue Over (Under) Expenditures</td>
<td>(388,069.33)</td>
<td>(250,009.00)</td>
<td>(182,440.25)</td>
</tr>
</tbody>
</table>
2018 Voter Turnout

Municipality of Morris-Turnberry

Total electors  2897

Voter Turnout  1088  37.6%

October 23, 2018  

Nancy Michie

2018  37.6 %
2014  50.36%
2010  51.65%
2006  58.58%
2003  58.61%
Canadian municipalities are at the forefront of shaping the communities we live in. Municipal leaders play a difficult balancing act between planning for the future while also ensuring current municipal needs are met, and all against the backdrop of constrained budgets and limited resources.

The shift to a knowledge-based economy and the growth of high-tech sectors means that municipalities will need to embrace innovation and be adaptable to change. Municipal leaders need to plan how their communities can embrace and leverage new technology to improve the lives of citizens, enhance services, and tap into new business opportunities, while managing the challenges posed by the socio-economic impact of this immense change.

The emergence of new, transformative technology will influence every facet of municipal life, from transportation and infrastructure planning to security, citizen engagement and social capital. Machine automation and SMART cities will enable municipalities to achieve operational efficiencies and make data-driven decisions regarding budgeting, infrastructure planning and frontline services. It will also inevitably create a shift in industries, jobs, essential skills and training requirements. While this shift will present new economic opportunities, it will also create challenges that are borne from evolving economic landscapes.

The future promises to both elevate and disrupt Canadian communities, whether municipalities benefit from that change or get swept under by it will depend on how they manage the opportunities and challenges that arise.

JLT Canada’s Public Sector Summit 2017, Shifting The Focus, encouraged community leaders to consider forward-looking topics from a variety of fresh perspectives. Industry leading speakers shared real-life experiences and knowledge to reveal unique viewpoints. This year’s event builds on the fundamental issues and emerging social trends that were explored last year, presenting topics that were identified by our 2017 delegates as important issues that warranted further exploration. The Summit will offer further insights and considerations around the opportunities and challenges that will arise from the economic, technological, and social changes the future will bring.

Canadian municipalities will require innovative leaders and change makers capable of effectively navigating the challenges and capitalizing on the opportunities. Municipalities will need to evolve in order to grow, develop and thrive. They will need to plan for a future that is more digital, more data-driven, and more automated while also ensuring the change is manageable and both inclusive and beneficial for all members of society, including those adversely impacted. They will need to foster collaboration across sectors to effectively promote innovation and entrepreneurship as well as implement and manage new technologies and digital transformation. Municipal leaders will need to build communities that are resilient to disruption, and embrace positive change to build stronger communities and economies.

To help municipal leaders plan for the future, we invite you to join us for the JLT Canada Public Sector Summit 2018 – Challenges, Opportunities, Change. Held from November 21st to 23rd, 2018 in The Blue Mountains, Ontario, this exclusive and complimentary event will bring together decision makers and critical thinkers from across Canada. Thought leaders will share real-life experiences and case studies that provide delegates with key takeaways to inform their decision-making and business goals around planning the future vision of their communities. We will address themes such as economic development, trade, infrastructure management, automated machinery, leadership and crisis management.

* There is no cost for Public Sector Summit Municipal Delegates that have received an exclusive invitation (delegates are responsible for the cost of travel, parking, and any incidental costs). JLT Canada will cover the room cost for two evenings (Wednesday, November 21st, 2018 and Thursday, November 22nd, 2018) as well as food and beverages during official Summit activities (reception, breakfast, lunch, speaker sessions, formal dinner).
MEMBER’s PRESENT: Jim Campbell, David Turton, Deb Shewfelt, Art Versteeg, Alison Lobb, Wilf Gamble, Roger Watt, Matt Duncan, Paul Gowing

ABSENT WITH REGRETS: David Blaney

ABSENT: Bob Burtenshaw

STAFF PRESENT: Phil Beard, General Manager/Secretary-Treasurer
Danielle Livingston, Administrative/Financial Services Coordinator
Geoff King, Stewardship Services Coordinator
Jayne Thompson, Communications Coordinator
Stewart Lockie, Conservation Areas Coordinator

1. **Call to Order**

Chair Jim Campbell called the meeting to order at 7:00 pm and reviewed the meeting objectives.

2. **Declaration of Pecuniary Interest**

There were no pecuniary interests at this time.

3. **Minutes**

The minutes of the Board of Directors Meeting #6/18 held on June 20, 2018 have been circulated for information and approval. The Board agreed with the minutes and the following motion was made.

**Motion FA #48/18**

Moved by: Alison Lobb  
Seconded by: Dave Turton

THAT the minutes from Board of Directors meeting #6/18 held on June 20, 2018 be approved.

(carried)
4. Presentation

a) 2018 Work Plan Summer Highlights Presentation: Jayne Thompson, Communications/IT/GIS Coordinator:

Jayne Thompson, Communications/IT/GIS Coordinator presented highlights of the progress that has been made over the summer in each service area on MVCA’s 2018 work plan.

5. Business Out of the Minutes

a) In Camera Session: Property Matter

This item was deferred to the end of the meeting prior to item 9.

b) Administrative Bylaw: Review of Comments from Solicitor: Report #45/18

i) Draft Gift Acceptance Policy

ii) Draft Accumulated Surplus Policy

The board reviewed the recommendations from solicitor Darrell Hawreliak with respect to the draft Administrative Bylaw and the revisions that were made to the Bylaw based upon his comments. The Board agreed with the proposed revisions and the following motion was passed.

The Board also reviewed the draft Gift Acceptance Policy and Use of Accumulated Surplus Policy to be added as best practice policies in the Administrative Bylaw. Therefore the Board decided to approve the following motions.

Motion FA #49/18

Moved by: Alison Lobb Seconded by: Deb Shewfelt

THAT the revised Administrative Bylaw be given third reading and be approved by the Board.

(carried)

Motion FA #50/18

Moved by: Paul Gowing Seconded by: Roger Watt

THAT the gift acceptance policy be revised as outlined; AND THAT the gift acceptance and accumulated surplus policies be adopted and incorporated into the best practices section of MVCA’s Administrative Bylaw.

(carried)


Phil Beard, General Manager/Secretary-Treasurer advised the Board that since the report was written, responses have been received from three additional member municipalities. They are the Municipality
of North Perth, the Township of Morris-Turnberry and the Township of North Huron. A total of ten municipalities have provided comments on the draft cost sharing policy. There are five municipalities that have not responded.

Staff were directed to reach out to the municipalities that haven’t responded in an effort to obtain their opinions and comments on the draft WECI policy.

The following motion was approved.

**Motion FA #51/18**

**Moved by:** Alison Lobb  
**Seconded by:** Deb Shewfelt

THAT staff summarize the municipal feedback and list all of the structures that will fall within the terms of the WECI policy and report back to the Board at the October 17th meeting.

(carried)

6. **Business Requiring Direction/Decision**

   a) Wingham Special Policy Area Development: Report: Report #47/18

Phil Beard, General Manager/Secretary-Treasurer presented this report on behalf of Steve Jackson, Flood/Erosion Services Coordinator who is away at the Flood Forecast Conference. The report provides background on the Wingham Special Policy Area that was approved by the Provincial Government in 1995. Staff reviewed the conditions under which development is permitted to build in Section 2 of the Special Policy Area.

**Motion FA #52/18**

**Moved by:** Dave Turton  
**Seconded by:** Paul Gowing

THAT Report #47/18 be accepted as presented.

(carried)

   b) National Disaster Mitigation & Adaptation Fund: Report #48/18

The Chair, Vice Chairs and GM/ST met with Perth Wellington MP John Nater for MVCA to discuss how the National Disaster Mitigation and Adaptation Fund could be improved so that it would be of benefit to rural municipalities who are interested in developing flood/erosion damage reduction projects. MVCA presented a number of improvements that need to be made to the program. Mr. Nater identified a number of follow up actions that MVCA could undertake to suggest these improvements to the Federal Government.
Motion FA #53/18

Moved by: Matt Duncan  Seconded by: Dave Turton

THAT the Chair take this issue to Conservation Ontario Council and request that it be included in the agenda business for the association to lobby on behalf of all authorities; AND THAT staff prepare a letter to the Federal Minister outlining MVCA’s recommendations on improving the DMAF.

(carried)

7. Reports

   a) Chair’s Report

   There were no reports from the Chair

   b) Member’s Reports

   Deb Shewfelt reported that he and Phil were invited to make a presentation at a climate change workshop organized by Bruce Power. Bruce Power will be using the input received to develop a climate change strategy.

8. Consent Agenda

The following items were circulated to the Board for their information.

   a) Revenue/Expenditure Report – June/July/August Report #49/18
   b) Agreements Signed: Report #50/18
   c) 2018 Budget/Work Plan Progress Report: Report #51/18
   d) Correspondence for Member’s Information

The following motion was made.

Motion FA #54/18

Moved by: Roger Watt  Seconded by: Wilf Gamble

THAT reports #49/18 through #51/18 along with their respective recommended motions and correspondence as outlined in the Consent Agenda be accepted as presented.

(carried)

In Camera Session: from item 5.a)

All attendees except the Members, the GM/ST, the Conservation Areas Coordinator and the Administrative/Financial Services Coordinator were excused from the meeting at this time.
Motion FA #55/18

Moved by: Deb Shewfelt  Seconded by: Alison Lobb

THAT the Members move in camera to review a property matter.

(carr.)

The following motion was made at the in camera session.

Motion FA #56/18

Moved by: Matt Duncan  Seconded by: Alison Lobb

THAT the Member’s resume regular session.

(carr.)

Attendees that were excused from the closed session were invited back to regular session.

These motions followed.

Motion FA #57/18

Moved by: Deb Shewfelt  Seconded by: Wilf Gamble

THAT the MVCA advise the municipalities of North Perth and Perth East that MVCA is open to leasing the Galbraith Conservation Area under similar terms as with the Galbraith Optimists.

(carr.)

9. Review of Meeting Objectives/Follow-up Actions/Next meeting: October 17, 2018 at the Admin. Centre in Wroxeter.

Chair Jim Campbell reviewed the meeting objectives and declared that they have been achieved.

10. Adjournment

The meeting adjourned at 8:05pm with this motion.

Motion FA #58/18

Moved by: Alison Lobb  Seconded by: Paul Gowing

THAT the Board meeting be adjourned.
CORPORATION OF THE MUNICIPALITY OF MORRIS-TURNBERRY

BY-LAW NO. 73-2018

“CONFIRMATORY BY-LAW”

Being a by-law of the Corporation of the Municipality of Morris-Turnberry to confirm the proceedings of the Council of the Corporation of the Municipality of Morris-Turnberry, for the meeting, dated November 6th, 2018;

WHEREAS by Section 8 of the Municipal Act 2001, S.O. 2001, c. 25- 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;

WHEREAS by Section 5. (3) of the Municipal Act 2001, S.O. 2001, c. 25 – A municipal power, including a municipality’s capacity, rights, powers and privileges under Section 8, shall be exercised by by-law unless the municipality is specifically authorized to do otherwise;

AND WHEREAS it is deemed expedient that the proceedings of the Council of the Corporation of the Municipality of Morris-Turnberry for the November 6th, 2018 meeting, be confirmed and adopted by By-law;

NOW THEREFORE, THE COUNCIL OF THE CORPORATION OF THE MUNICIPALITY OF MORRIS-TURNBERRY ENACTS AS FOLLOWS:

1. The action of the Council of the Corporation of the Municipality of Morris-Turnberry at its meeting held the 6th day of November, 2018, in respect of each recommendation contained in the Minutes and each motion and resolution passed and other action taken by the Council of the Corporation of the Municipality of Morris-Turnberry at the meeting, is hereby adopted and confirmed as if all such proceedings were expressly embodied in this By-Law;

2. The Mayor and proper officials of the Corporation of the Municipality of Morris-Turnberry hereby authorized and directed to all things necessary to give effect to the action of the Council to the Corporation of the Municipality of Morris-Turnberry referred to in the preceding section thereof;

3. The Mayor and Administrator Clerk-Treasurer are authorized and directed to execute all documents necessary in that behalf and to affix thereto the Seal of the Corporation.

Read a first, second and third time and passed this 6th day of November, 2018.

Mayor, Paul Gowing

Clerk, Nancy Michie