

Addington Highlands

Agenda

Regular Meeting

Tuesday, July 7, 2026 @ 1:00 PM

Council Chambers



The Public is invited to attend in person or watch a livestream of the meeting using the following link:

https://www.youtube.com/channel/UCL07ewt7KGVJwxvj_iRvYHg/

	Page
1. CALL TO ORDER	
2. APPROVAL OF AGENDA	
2.1 Approval of the Regular Meeting Agenda dated July 7, 2026	
THAT it be resolved that the Regular Meeting Agenda dated July 7, 2026 be approved.	
3. ADOPTION OF MINUTES	
3.1 Adoption of the Regular Meeting Minutes of June 16, 2026	
4. BUSINESS ARISING FROM MINUTES	
4.1 <u>Resolution Requesting Provincial Review of CVA-Based Apportionment for Shared Municipal and Provincially Mandated Services - Municipality of Calvin (Ref. Reso. #239/2026)</u>	9 - 16
Provincial Review of CVA-Based Apportionment for Shared Municipal and Provincially Mandated Services - Pdf	
THAT it be resolved that the report prepared by the CAO/Clerk-Treasurer regarding the resolution from the Municipality of Calvin requesting a provincial review of current value assessment-based apportionment for shared municipal and provincially mandated services be received and further [that the resolution from the Municipality of Calvin be received and supported] OR [that the resolution from the Municipality of Calvin be received].	
4.2 <u>External Auditing Services - Result of Request for Proposal</u>	17 - 31
External Audit Services - Result of Request for Proposal - Pdf	
THAT the proposal from KPMG LLP for the supply of external audit services for the 2026 - 2027 fiscal years be received [and approved]	

4.3 **Comments from the First Draft of the Rules of Procedures** 33 - 112

[Rules of Procedure - Comments from Deputy Reeve Hook](#)

[Staff Report - Procedure By-law Update - Pdf](#)

THAT it be resolved that the comments received regarding the update to the Township's Rules of Procedure be received [and further]

5. DISCLOSURE OF PECUNIARY INTERESTS & THE GENERAL NATURE THEREOF

6. DELEGATIONS & PETITIONS

6.1 **Mary Kelly, Chair of the Board of Land O' Lakes Community Services**

Request to Waive the Building Permit Fee for the Replacement of the Roof at Pine Meadow Nursing Home

6.2 **Andrew Mirabella - Hemson, Presentation on 2026 Asset Management Plan** 113 - 126

[HEMSON Addington Highlands AMP Council Info Session July 7 2026](#)

THAT it be resolved that the presentation from Andrew Mirabella from Hemson regarding the 2026 Asset Management Plan be received [and further]

7. MATTERS FOR CONSIDERATION

7.1 **Resolution** 127 - 128

The Township of Larder Lake seeks support for their resolution endorsing the resolution from the Federation of Northern Ontario Municipalities calling on the Government of Ontario to establish a \$100 million Northern Ontario Policing Grant, phased in over three years, to support the 157 municipalities across Northern Ontario served by the Ontario Provincial Police and municipal police services, and the grant include a base funding allocation for all municipalities, with additional funding distributed based on population to ensure equitable support across communities of varying sizes, and that the Province work collaboratively with Northern municipal leaders, including FONOM and NOMA, to design and implement a sustainable funding framework that recognizes the unique economic and geographic realities of Northern Ontario.

[Support Resolution FONOM Establishment of a Northern Ontario Policing Grant](#)

7.2 **Resolution** 129 - 130

The County of Prince Edward seeks support for their resolution requesting that the Provincial Government redistribute a portion of the Land Transfer Tax to

municipalities to address public health funding gaps and the rising % share of municipal contributions to public health units; and that when the province announces its new Ontario Public Health Standards, it also commits to minimum annual funding increases tied to Ontario's consumer price inflation, currently holding at 2.4%.

[2026-244](#)

7.3 **Resolution**

131 - 136

The City of Burlington seeks support for their resolution asking that staff submit a list of projects and apply to the Development Charge Reduction Program on the basis that, through the application, the City requests to receive credit for the significant development charge reductions for new residential units, being 28 per cent, already made and in effect; and the development charge exemptions available for a broad range of housing through the amended Community Improvement Plan; and the City's 10 per cent portion being eliminated or funded from non-tax supported sources, including Housing Accelerator Fund funding and development charges; and that the COA provide an accompanying letter to the City of Burlington's application under the DCRP detailing these considerations and requesting that the Ministry of Municipal Affairs and Housing and Housing, Infrastructure and Communities Canada evaluate program applications with fair consideration for previous municipal actions to reduce DCs and provide flexibility in working municipalities to ensure successful program implementation.

[Information on the new Development Charge Reduction Program \(FIN-06-26\)](#)
[2](#)

[2026 06 15 Letter to Minister Flack](#)

7.4 **Resolution**

137 - 143

The Township of Puslinch seeks endorsement supporting the Province's proposed amendments to the Planning Act under schedule 7 of Bill 119 permitting the use of Administrative Monetary Penalties for zoning by-law contraventions relating to prohibited land uses; and that Council recognizes these amendments as providing municipalities, particularly rural municipalities, with a practical, efficient, and cost-effective enforcement tool that will improve compliance outcomes while reducing administrative and legal burdens.

[Township of Puslinch Council Resolution No 2026-212](#)

[10.5 Proposed Planning Act Changes Schedule 7 of Bill 119 the Proposed Protecting Ontario Streets and Communities Act](#)

7.5 **Resolution**

145

The County of Peterborough seeks support for their resolution urging the Province of Ontario to immediately encourage prioritization of the review of

data specifically related to non-resident property owners to ensure voter lists are as accurate as possible prior to August 14, 2026.

[County of Peterborough Resolution re Request for Provincial Action on the Accuracy of Municipal Voters Lists](#)

7.6 **Resolution**

147 - 148

The Town of Whitby seeks support for their resolution requesting that the Government of Ontario review the role and mandate of the Ontario Land Tribunal to ensure greater respect for municipal planning decisions that are supported by evidence, public consultation, and approved planning policies; and that the Province consider amendments to the Planning Act and Ontario Land Tribunal Act to provide stronger deference to municipal decisions that align with provincial planning frameworks and Official Plans; and that the Province explore measures to reduce the financial burden on municipalities defending planning decisions before the OLT, helping to protect taxpayer dollars and improve the efficiency of the planning process.

[ltr_corr_Review of the Ontario Land Tribunal and Enhancing Deference to Municipal Planning Decisions](#)

7.7 **Resolution**

149 - 150

The City of Mississauga seeks support for their resolution requesting the Mayor, on behalf of Council, write the Premier of Ontario, the Minister of Children, Community and Social Services, the Minister of Municipal Affairs and Housing and the local Members of Provincial Parliament a provincial review of benchmarking, funding formulas, and length-of-stay standards for emergency shelters serving women and children experiencing intimate partner violence, with a view to ensuring adequate shelter stays and preventing reductions in funding that could negatively impact service delivery and client outcomes.

[0147-2026 A Notice of Motion regarding a provincial review of women and children experiencing intimate partner violence](#)

8. MATTERS FOR INFORMATION

8.1 Mississippi Valley Conservation Authority, Board Summary Report from May 11, 2026

151 - 176

[26-05-11 Board Summary Report May 11](#)

8.2 Eastern Ontario Trails Alliance, Board Meeting Minutes from May 14, 2026

177 - 180

[Eastern Ontario Trails Alliance Board Meeting MinutesMay2026](#)

8.3 County of Lennox & Addington, County Council Regular Meeting Minutes of June 24, 2026

181 - 189

[County Council Regular Meeting - 24 Jun 2026 - Minutes - Pdf](#)

- | | | |
|------|--|-----------|
| 8.4 | Ministry of Natural Resources, Letter dated June 15, 2026 regarding Updates to Certain Operational Policies under the Aggregates Resource Act | 191 |
| | MNR Decision LTR Mun Stake Ind EBR 025-0216 | |
| 8.5 | Ministry of Health, News Release dated June 19, 2026 regarding Protecting Yourself from Tick Bites this Summer | 193 - 195 |
| | Protect Yourself from Tick Bites this Summer Ontario Newsroom | |
| 8.6 | ALTO Train, Newsletter dated June 22, 2026 regarding an update to the Public Consultation | 197 - 198 |
| | ALTO Newsletter - What We Heard | |
| 8.7 | Ministry of Seniors and Accessibility, Letter dated June 22, 2026 regarding the 2025 Ontario Senior Achievement Award Recipients | 199 - 204 |
| | 2025 Ontario Senior Achievement Award Recipients Ontario Newsroom | |
| 8.8 | Southeast Public Health, Media Release dated June 24, 2026 regarding the Board of Health update for June 2026 | 205 - 206 |
| | Media release Board of Health Update for June 2026 | |
| 8.9 | Ministry of the Environment, Conservation and Parks, Letter dated June 26, 2026 regarding the Minister's direction under section 1.14 of the Conservation Authorities Act with respect to budget and apportionment matters | 207 - 213 |
| | 357-2026-1745 - signed letter | |
| 8.10 | Ministry of Municipal Affairs and Housing, letter dated June 30, 2026 regarding changes to a Regulation under the Planning Act to support a new framework for developer-identified parkland dedication. | 215 - 218 |
| | 234-2026-2403 HOCs Parkland Regulation SIGNED R26207_e | |

THAT it be resolved that all matters for information be received.

9. REPORTS OF COMMITTEES & BOARDS

- 9.1. Community Control Group
- 9.2. AHEAD Committee
- 9.3. Personnel and Finance Committee
- 9.4. Properties & Recreation Committee
- 9.5. Working Group - Waste Management/Waste Diversion
- 9.6. East Lennox & Addington OPP Detachment Board
- 9.7. Library Board

9.8. Joint Fire Committee

9.8.1. **Meeting Minutes - February 13, 2026**

219 - 223

THAT it be resolved that the meeting minutes from the Joint Fire Committee be received.

[Joint Fire Committee Kaladar Barrie - 13 Feb 2026 - Minutes - Pdf
June 12 2026 Resolution](#)

10. REPORTS OF OFFICERS

10.1. Manager of Roads and Waste

10.1.1. **Roads and Waste Update**

225 - 228

THAT it be resolved that the update prepared by the Manager of Roads be received [and further]

[Roads and Waste Update 7-Jul-2026 - Pdf](#)

10.1.2. **RFP 2026-03 Denbigh Roof Replacement**

229 - 231

THAT it be resolved that Council awards RFP 2026-03 to Bel-Con Design Builders Ltd for \$228,450.02 including HST for roof replacement and removal of existing insulation as detailed in original RFP.

[RFP 2026-03 Denbigh Roof - Pdf](#)

10.1.3. **County Construction and Maintenance Agreement 7-Jul-2026**

233

THAT it be resolved that Council receives the County Construction and Maintenance Agreement and instructs staff to prepare a By-law authorizing the execution of the Agreement for August 4th, 2026 Council meeting.

[County Construction and Maintenance Agreement 7-Jul-2026 - Pdf](#)

10.1.4. **Northbrook Tractor Backhoe**

235 - 239

THAT it be resolved that the report prepared by the Manager of Roads and Waste regarding the Northbrook Tractor Backhoe be received [and further that Council approves leasing the backhoe from Terapro for the remainder of 2026 with the intention of purchasing it in 2027.

10.2. CBO/MLEO/Facilities Manager

10.2.1. **CBO Report:**

241 - 242

THAT it be resolved that the report prepared by the CBO/MLEO/Facilities Manager be received [and further that the quote for the minor renovations at the Northbrook Medical Centre in order to accommodate the new physician in the amount of \$18,219.32 be approved and further that whereas this project was not included in the 2026 budget that the funds be taken from the Capital Medical Centre Reserve.]

[CBO REPORT FOR JUNE - Pdf](#)

10.3. CAO/Clerk-Treasurer

10.4. Deputy Clerk/Planning Secretary

10.4.1. **Results of RFP for Municipal Land Use Planning Consulting Services - RFP 2026-04**

Report Pending

10.5. Deputy Treasurer/Office Supervisor

10.6. Fire Chief & CEMC

11. REPORTS OF APPOINTEES

12. RESOLUTIONS

13. APPROVAL OF ACCOUNTS

13.1 **As of June 30, 2026**

14. MEMBER'S STATEMENT

15. NEW BUSINESS

16. BY-LAWS

17. CLOSED MEETING

17.1 Pursuant to Section 239(2) of the Municipal Act, 2001, as amended, this part of the meeting will be closed to the public in order to adopt Closed Meeting Minutes of June 16, 2026, to receive an update regarding the Weslemkoon Waste Site Custodian Position and to receive a response regarding a property related complaint which contains personal information about an identifiable individual.

18. RISE AND REPORT

19. CONFIRMING BY-LAW

19.1 **By-law #1040/2026** Being a By-law to Confirm the Proceedings of the Council of the Corporation of the Township of Addington Highlands at Its Regular Meeting Held on July 7, 2026

243

[1040 Confirming By-law July 7](#)

THAT it be resolved that By-law #1040/2026 be passed pursuant to three readings thereof and be signed and sealed.

20. ADJOURNMENT

20.1 Motion to Adjourn

THAT it be resolved that the meeting be adjourned at _____.

Regular Meeting

STAFF REPORT



To: Council

Subject: Resolution Requesting Provincial Review of CVA-Based Apportionment for Shared Municipal and Provincially Mandated Services - Municipality of Calvin (Ref. Reso. #239/2026)

Meeting: Regular Meeting - 07 Jul 2026

Department: Administration

Staff Contact: Christine Reed, CAO/Clerk-Treasurer

BACKGROUND INFORMATION:

At the June 2, 2026 Regular Meeting, Council requested additional information regarding the resolution from the Municipality of Calvin seeking a provincial review of CVA-Based apportionment for shared and provincially mandated services. A copy of the resolution is attached to this report as information.

Property taxes are calculated by multiplying current value assessment (CVA) by the tax rate set by the lower tier, upper tier and Ministry of Education.

Revenue generated by property taxes is used to not only to pay for local services such as transportation, fire, environmental, recreation and facilities but also to pay for services that are shared among other municipalities or regions. These types of services would include policing, conservation authorities, social services, ambulance and long-term care facilities. The CVA or weighted assessment is used to determine what a municipalities' share of these expenses are. The higher a municipality's assessment, the larger the portion that they pay.

The resolution from the Municipality of Calvin notes that the intent of the current CVA-based apportionment is only a reflection of the municipalities 'ability to pay' but doesn't take into account that assessment values do not accurately represent the actual level of services available within the municipality, the resident income levels, the local economic strength, the access to services, population density and transportation challenges. This leads to some rural municipalities experiencing disproportionately high levy impacts on a per-household or per-resident basis.

The resolution identifies that as levy pressures continue to rise, concerns regarding the fairness and sustainability of existing apportionment models are likely to become increasingly significant for rural municipalities across Ontario.

As a result, the Municipality of Calvin is requesting that the Province of Ontario review the use of CVA-based apportionment for the provincially mandated and shared municipal services and consider more balanced approaches that better reflect household impacts, rural realities, service access and municipal capacity.

RECOMMENDATION:

THAT it be resolved that the report prepared by the CAO/Clerk-Treasurer regarding the resolution from the Municipality of Calvin requesting a provincial review of current value assessment-based apportionment for shared municipal and provincially mandated services be received and further [that the resolution from the Municipality of Calvin be received and supported] OR [that the resolution from the Municipality of Calvin be received].

ATTACHMENTS:

[Request for Provincial Review of CVA](#)



Corporation of the Municipality of Calvin Council Resolution

Date: May 27, 2026

Request for Provincial Review of CVA-Based Apportionment for Shared Municipal and Provincially Mandated Services

Resolution Number: 2026-173

Moved By: Mayor Gould

Seconded By: Councillor Manson

WHEREAS many provincially mandated services, shared municipal services, and board-imposed levies are apportioned among municipalities using Current Value Assessment (CVA) or weighted assessment formulas; and

WHEREAS CVA-based apportionment formulas are intended to reflect municipal assessment capacity, but often do not adequately account for population, service access, geographic isolation, infrastructure constraints, or the differing realities of small and rural municipalities; and

WHEREAS municipalities with significant industrial assessment, utility corridors, resource infrastructure, protected lands, seasonal properties, or large geographic areas may experience disproportionately high per-resident levy impacts despite limited local services and lower resident incomes; and

WHEREAS some municipalities contribute substantially toward regional services such as long-term care, policing, conservation authorities, social services, and other provincially mandated boards and agencies, while residents may have limited local access to those services due to geography, travel distance, or service availability; and

WHEREAS increasing levy pressures are creating significant financial strain for small and rural municipalities and their residents;

NOW THEREFOR BE IT RESOLVED THAT The Council of the Municipality of Calvin requests that the Province of Ontario, including the Minister of Municipal Affairs and Housing and the Minister of Finance, undertake a review of policies, legislation, and regulations governing the use of Current Value Assessment (CVA) and weighted assessment as the basis for apportioning provincially-mandated levies and shared municipal service costs;

AND THAT the Province consider developing fairer and more balanced apportionment models which may include:

- hybrid formulas incorporating both CVA and population;
- consideration of service access and service availability;
- household count or permanent population metrics;
- ability-to-pay considerations for small and rural municipalities;
- rurality and geographic isolation factors; and
- measures to limit disproportionate per-resident levy impacts on smaller municipalities; and


AND THAT the Province work with the Association of Municipalities of Ontario (AMO), Rural Ontario Municipal Association (ROMA), rural municipalities, municipal service boards, and regional service providers to develop best practices and model apportionment frameworks for shared municipal services and provincially mandated boards;

AND THAT this resolution with the mayor's report attached, be circulated to:


- the Premier of Ontario;
- the Minister of Municipal Affairs and Housing;
- the Minister of Finance;
- The Minister of Rural Affairs
- the Association of Municipalities of Ontario (AMO);
- the Rural Ontario Municipal Association
- local Member of Provincial Parliament;
- all Ontario municipalities;
- and relevant municipal service boards and associations for consideration and support.

Result: Carried

CERTIFIED to be a true copy of
Resolution No. 2026-173 passed by the Council of
The Corporation of the Municipality of Calvin
on the 26th day of May, 2026.



Trish Araujo
Deputy Clerk



11.1 b

Report to Council by: Mayor Richard Gould Date: May 26, 2026

Subject: Request for Provincial Review of, and Change to CVA-Based Apportionment

The purpose of this report is to provide background information and supporting rationale for the attached resolution requesting that the Province of Ontario review the use of Current Value Assessment (CVA) and weighted assessment formulas as the basis for apportioning costs for provincially-mandated services, regional boards, and shared municipal services.

The report focuses on the growing financial impacts that CVA-based apportionment can have on small and rural municipalities, particularly where assessment values do not accurately reflect resident income levels, service access, or local municipal capacity.

Many shared municipal services and provincially-mandated boards in Ontario allocate costs among participating municipalities using Current Value Assessment (CVA) or weighted assessment formulas.

Examples include: Long-Term Care facilities; District Social Services Administration Boards (DSSAB); policing costs; conservation authorities; health and social service boards; and School boards and other regional service arrangements.

Under these formulas, municipalities with higher assessment values contribute a larger percentage of overall costs.

The intent of the current CVA-based apportionment is only a reflection of the municipalities "ability to pay." However, in many rural municipalities, assessment values do not accurately represent:

- or the actual level of services available within the municipality
- resident income levels;
- local economic strength;
- access to services;
- population density;
- transportation challenges.

As a result, some rural municipalities experience disproportionately high levy impacts on a per-household or per-resident basis.

Rural and Northern Municipal Realities

Small rural municipalities often differ significantly from urban centres in both geography and service availability.

In many cases:

- residents must travel substantial distances to access healthcare and government services;
- municipalities may lack public transit;
- municipalities may not have local hospitals, long-term care homes, or other major services;
- populations may be older and more geographically dispersed;
- infrastructure costs may be high due to large geographic areas and low population density.

At the same time, rural municipalities may contain:

- pipelines;
- hydro corridors;
- industrial infrastructure;

- protected lands;
- provincial parks;
- seasonal properties;
- or large acreages.

These features can substantially increase municipal assessment values while providing little indication of the financial capacity of local residents. This creates a disconnect between the assessed property value; and actual household ability to absorb increasing levy costs.

The Municipality of Calvin is a small rural municipality with approximately 230 households.

A significant portion of municipal assessment is influenced by industrial infrastructure, including a major pipeline corridor. The municipality also contains multiple provincial parks and large acreages, much of which limits future residential or commercial development opportunities.

Many residents live on inherited rural properties and have fixed or modest incomes. While assessment values may appear significant on paper, they do not necessarily reflect disposable household income or enhanced municipal service levels.

The Township has no hospital, no long-term care facility, no public transit, and limited local health and social service infrastructure.

Despite these limitations, the Township contributes toward many regional services through CVA-based apportionment formulas.

Cassellholme Capital Cost Example

The attached Appendix "A" illustrates the distribution of Cassellholme redevelopment capital costs among participating municipalities using:

- the current CVA formula;
- a household-based formula; and
- a hybrid formula combining CVA and household count.

The analysis demonstrates substantial differences in per-household impacts between municipalities.

Under the current CVA model:

- Calvin households contribute approximately \$393.89 per household;
- South Algonquin contributes approximately \$377.48 per household;
- Mattawan contributes approximately \$283.74 per household.

By comparison:

- Mattawa contributes approximately \$94.50 per household;
- Chisholm contributes approximately \$193.18 per household;
- North Bay contributes approximately \$203.56 per household.

Under a purely household-based model, the contribution would be approximately \$209.09 per household across all municipalities.

The analysis suggests that CVA-based formulas can create substantial disparities in per-household costs between municipalities, particularly in smaller rural communities where industrial or resource-based assessment inflates municipal valuation figures.

Hybrid and Alternative Models

The report recommends that the province review whether the current reliance on CVA alone remains the most equitable method of apportionment in all circumstances.

Alternative approaches could include:

- hybrid formulas combining CVA and household count;
- formulas incorporating permanent population;
- service availability considerations;
- rurality and geographic isolation factors;
- ability-to-pay considerations;
- or mechanisms to limit disproportionate impacts on smaller municipalities.

The attached example demonstrates that even a partial hybrid approach can reduce extreme disparities while still recognizing assessment capacity.

Broader Provincial Relevance

This issue extends beyond the Municipality of Calvin.

Many rural Ontario municipalities face similar circumstances where; industrial assessment; utility corridors, hydro infrastructure, pipelines, resource lands, or protected lands, increase municipal assessment values without proportionally increasing local service access or household financial capacity.

As provincial and regional levy pressures continue to rise, concerns regarding the fairness and sustainability of existing apportionment models are likely to become increasingly significant for rural municipalities across Ontario.

Conclusion

The current use of CVA and weighted assessment formulas was developed to reflect municipal assessment capacity. However, the growing divergence between assessment values and the realities facing many rural municipalities suggests that a provincial review is warranted.

The Municipality of Calvin is requesting that the Province of Ontario review the use of CVA-based apportionment for provincially-mandated and shared municipal services and consider more balanced approaches that better reflect:

- household impacts;
- rural realities;
- service access;
- and municipal capacity.
- The attached resolution seeks to initiate that broader provincial discussion.
- Recommendation:

That Council adopt the attached resolution requesting a provincial review of Current Value Assessment (CVA)-based apportionment formulas for shared municipal and provincially-mandated services.

Appendix A:

Distribution of Capital cost for Cassellholme construction:

This chart shows the distribution of costs based on current CVA, Per Household, and a Hybrid of 75% per household and 25% CVA.

Municipality	Households	Current CVA		Per Household			Hybrid 75/25			
		Current CVA Pct	Current CVA Annual	Per household	Household based PCT	Household Based Annual	by household only	Hybrid PCT	Hybrid Annual	hybrid by household
North Bay	23470	79.187%	\$4,777,615.40	\$203.56	81.34%	4,907,375.69	209.09	80.8000%	4,874,935.62	207.71
East Ferris	1890	7.742%	\$467,100.64	\$247.14	6.55%	395,182.79	209.09	6.8480%	413,162.25	218.60
South Algonquin	530	3.316%	\$200,065.32	\$377.48	1.84%	110,818.45	209.09	2.2066%	133,130.17	251.19
Bonfield	890	3.237%	\$195,298.99	\$219.44	3.08%	186,091.37	209.09	3.1225%	188,393.27	211.68
Papineau-Cameron	405	1.726%	\$104,135.33	\$257.12	1.40%	84,682.03	209.09	1.4842%	89,545.35	221.10
Chisholm	510	1.633%	\$98,524.33	\$193.18	1.77%	106,636.63	209.09	1.7338%	104,608.55	205.11
Calvin	227	1.482%	\$89,414.00	\$393.89	0.79%	47,463.75	209.09	0.9605%	57,951.31	255.29
Mattawa	860	1.347%	\$81,269.00	\$94.50	2.98%	179,818.62	209.09	2.5721%	155,181.22	180.44
Mattawan	70	0.329%	\$19,861.73	\$283.74	0.24%	\$14,636.40	209.09	0.2642%	15,942.73	227.75
TOTAL	28852		\$6,033,284.73		99.99%	\$6,032,705.73	209.09	1.00	6,032,850.48	
Totals	65693		\$6,033,284			\$6,033,333			\$6,033,333	

Total Capital rebuild cost is an estimate of \$121,000,000 plus \$110,000,000 interest, minus the \$50,000,000 arranged by the province to be divided in each of the first years of the loan. This is a Total of \$181,000,000. Divided over the next 30 years this equals \$6,033,333 per year.

Regular Meeting STAFF REPORT



To: Council
Subject: External Auditing Services - Result of Request for Proposal
Meeting: Regular Meeting - 07 Jul 2026
Department: Administration
Staff Contact: Christine Reed, CAO/Clerk-Treasurer

BACKGROUND INFORMATION:

Further to Council resolution #248/2026 from the Regular Meeting of June 2, 2026, staff contacted KPMG LLP and requested a proposal for the supply of external audit services for the 2026-2027 fiscal years.

Attached to this report is the proposal for Council's consideration.

RECOMMENDATION:

THAT the proposal from KPMG LLP for the supply of external audit services for the 2026 - 2027 fiscal years be received [and approved]

ATTACHMENTS:

[2026-27 KPMG Fee Quote - Addington Highlands](#)



Building on a solid foundation

The Corporation of the Township of Addington Highlands

June 12, 2026





KPMG LLP
863 Princess Street
Suite 400
Kingston, ON K7L
5N4

Telephone (613) 549-1550
Fax (613) 549-6349
kpmg.com/ca

June 12, 2026

Christine Reed, CAO\Clerk-Treasurer
Corporation of the Township of Addington Highlands
PO Box 89
Flinton, ON K0H 1P0

Dear Christine,

We are honoured to serve The Corporation of the Township of Addington Highlands (the Township) and would be proud to continue to do so as we hope our proposal demonstrates. Because of our history together, we have insights into your operations that took years to build, and that no other firm can provide. This means we can identify and mitigate key risks, deliver relevant and valuable insights, and minimize disruption to you and your finance team. KPMG is the only firm with this proven track record with the Township, and we would like to continue providing this value to you for many years to come.

We will continue to bring our extensive experience working with the public sector across Canada, particularly in Eastern Ontario, bringing you insight into best practices, strategies and current issues. My role as the Township's audit engagement partner for over five years is a testament to the continuity we bring. But most importantly, with KPMG, there is no transition, and that represents real savings in time and effort for your finance staff, various boards and committees, Council, and ultimately the citizens you represent.

Thank you for the opportunity to show why KPMG continues to be the best choice for the Township and our ability to meet your current and evolving audit needs. KPMG would like to continue to serve as auditors of the Township and look forward to continuing the conversation in the next phase of the process.

If you have any questions regarding our proposal or require additional information, please contact us.

Sincerely,



Katie Mahon, CPA, CA, LPA

Lead Engagement Partner
613-541-7340 | kmahon@kpmg.ca

KPMG remains the best choice

No one knows you better. With KPMG's five years of dedicated service, we have gained unique insights into your operations, culture, and vision that are unmatched by any other firm, and we are eager to continue delivering this value to you in the years ahead.



Avoid unnecessary transition

KPMG has been at your side through the past five years, and we are eager to continue our involvement with the Township to assist you as auditors and advisors going forward.



Leading municipal auditor

KPMG audits over 80 of Ontario's 444 municipalities; We serve 42% of the top 100 municipalities in Canada, more than any other firm.



Dedicated national network

KPMG has dedicated Municipal and Public Sector Networks, all focusing on providing expertise for the benefit of Council and the Management team.

What this means for the Township:

- ✓ Leverage KPMG's municipal network for enhanced insight sharing and best practice application.
- ✓ Experience swift resolution of technical issues.
- ✓ Trust in our proven municipal audit methodology.
- ✓ Benefit from an audit team consistently connected to the broader municipal network.
- ✓ Our large municipal sector practice enables investment in guides and academies for professional development.
- ✓ Stay ahead with our proactive approach to new sector pronouncements.

At KPMG, we are proud that our culture has been recognized by many organizations, including:



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KPMG Confidential

| 3

KPMG Experience and Ability

KPMG LLP, a Canadian limited liability partnership established under the laws of Ontario, is a Canadian member firm affiliated with KPMG International Cooperative (KPMG International), a Swiss entity. KPMG is a global network of professional firms providing Audit, Tax, and Advisory services.

KPMG is the leading auditor of Ontario municipalities, and more notably in Eastern Ontario – far more than any other firm.

The audit for The Township and its related bodies will continue to be conducted from our Kingston office; Katie Mahon will maintain overall responsibility for The Township audit.

270,000+

Professionals
across

143

countries

155+ Years supporting
Canadian entities

310+ Professionals
in Eastern Ontario



Sections 296 and 297 of the Municipal Act deal directly with the role of the Auditor. KPMG confirms that it is compliant with the Municipal Act, 2001 and associated regulations. More specifically, Katie Mahon holds a public license under the Public Accounting Act, 2004, as required by Section 296(1) of the Municipal Act.



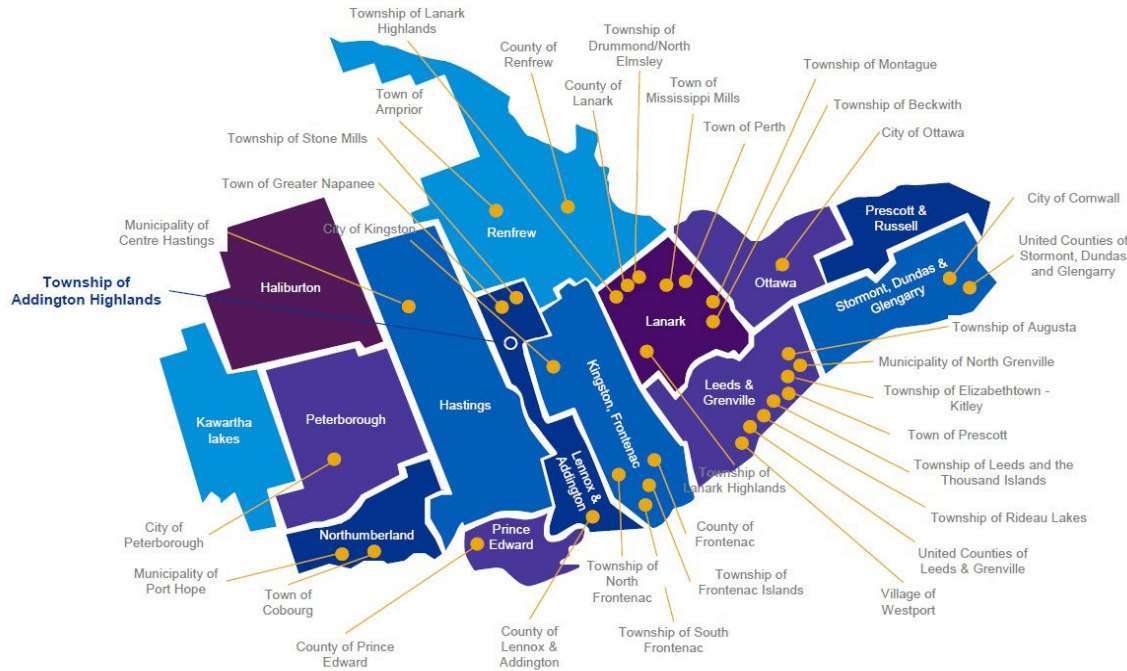
KPMG confirms that it is independent of the Township and related bodies, as defined by the Chartered Professional Accountants of Ontario and that no member of KPMG is an employee of the Township or of a local board of the Township (Section 296(4) of the Municipal Act).



We walk the talk

Over the past five years, KPMG has worked with the Township in completing your audit and related obligations. Throughout, we have strived to provide service that was timely, relevant, collaborative and to the highest level of quality. We will remain focused on your success.

KPMG is the leading auditor of Ontario municipalities, and more notably in Eastern Ontario – far more than any other firm.

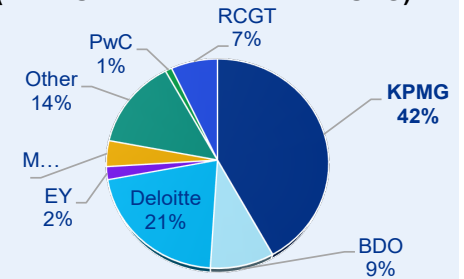


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FY2021 - CANADIAN LARGEST MUNICIPALITIES MARKET SHARE (BY MUNICIPALITY REVENUES)

42%

We serve 42% of the top 100 municipalities in Canada (by revenue).



ACTIVE INVOLVEMENT IN MUNICIPALITY GOVERNMENT SECTOR

Our Public Sector practice includes individuals dedicated to meeting the needs of local governments and who, in their efforts to better serve government entities, focus all of their professional activities on working with civil servants. KPMG demonstrates considerable support of the public sector through active participation in such municipal organizations as:

- Institute of Governance (CICA)
- Canadian Association of Chiefs of Police (CACP)
- CCAF
- Canadian Government Executive
- Public Policy Forum
- Public Sector Accounting Board (PSAB)
- The Canadian Institute of Chartered Accountants
- The Institute of Public Administration of Canada (IPAC)
- Municipal Information Systems Association (MISA)
- The Government Finance Officers Association (GFOA)
- Municipal Service Delivery Officials (MSDO)
- The Municipal Finance Officers Association

Local expertise, like no other

As a leader in auditing local governments, we have extensive local, provincial and national experience in Public Sector Accounting Standards, including with the Ontario Municipal Act. Further, KPMG has extensive experience auditing complex and computerized municipalities; we have provided below a summary of our current municipal clients (audit, tax, and auxiliary services) serviced by our Kingston office, that we feel are the most relevant to The Township:

Municipality	Years Served	Services Performed
City of Belleville	4	A
City of Kingston	50+	A, Ad, T, M, L
County of Lanark	10+	A, Ad, M, L
County of Lennox & Addington	50+	A, T, M, L
County of Prince Edward	5+	A, T, L
County of Renfrew	3	A
Municipality of Port Hope	15+	A, M, L
Municipality of Mississippi Mills	10+	A
Town of Arnprior	5+	A
Town of Cobourg	15+	A, Ad, T, M, L
Town of Perth	10+	A, Ad, M
Town of Prescott	8	A
Town of Smiths Falls	10+	A
Township of Beckwith	10+	A
Township of Drummond/North Elmsley	10+	A
Township of Elizabethtown – Kitley	10+	A
Township of Frontenac Islands	5+	A
Township of Lanark Highlands	20+	A
Township of North Frontenac	20+	A
Township of Rideau Lakes	5+	A, Ad, M, L
Township of South Frontenac	5+	A
United Counties of Leeds & Grenville	10+	A

LEGEND

A - Audit and Accounting Services, Ad - Advisory Services – PSAB 3150, Policy, Strategic Planning, Program Evaluation, Performance Measurement, Operations Review, COVID Funding, Asset Management Planning, AROs, or other, T - Indirect Tax Services, Harmonized Sales Tax, Goods and Services Tax, Provincial Tax, Workplace Safety & Insurance Board, M – Municipal Review Projects (Financial Services Reviews/LTC Reviews/Asset Management Planning etc.), L – Lean-in-Audit Services



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CAPACITY

As the only local Big Four accounting firm, our size and scope differentiates us from other accounting firms in the area. **The Township will continue to be served primarily by members of our Kingston office.** The synergy between the KPMG offices in Eastern Ontario is evident through their client service excellence to our local clients, built upon the tremendous individual relationships of our team members, our geographic proximity, and our passion to provide our clients with the best teams—always. We operate as one unit to bring the best talents to our clients no matter where they are located.

This means that KPMG has the staff and capacity to provide consistent high-quality audit services to The Township. To minimize disruptions to your staff, maximize the efficiency of our work, and build on our experience from year to year, we are committed to maintaining continuity of senior members. **We have the depth of staff and capacity to provide flexibility in scheduling audit services to best suit your needs.** A strong differentiator of KPMG is that our teams are dedicated to their area of practice. We are large enough that our audit team can focus on your audit files and not have to juggle other priorities, such as personal tax deadlines, through the timeframe of your audit.

Scope understanding

KPMG understands its role in providing auditing services to the Township as one of utmost importance.

OUR ROLE

We are committed to delivering a comprehensive and objective audit, ensuring the Township's financial statements are free from material misstatement. KPMG's role involves assessing the Township's internal controls, evaluating the appropriateness of accounting policies, and confirming the reasonableness of significant estimates made by the Township's management. Their goal is to provide an independent opinion on the Township's financial statements, thereby enhancing the reliability of the information for all stakeholders.

PROJECT SCOPE

KPMG will perform the audits listed below for the Township in accordance with Canadian generally accepted auditing standards (GAAS), including:

- Township of Addington Highlands, and
- Library Board.

UPHOLDING PUBLIC TRUST AND COMPLIANCE

Our Public Sector practice includes individuals dedicated to meeting the needs of local governments and who, in their efforts to better serve government entities, focus all of their professional activities on working with civil servants. KPMG demonstrates considerable support of the public sector through active participation in such municipal organizations.

We appreciate that municipalities have unique operational needs. From keeping your citizens safe to budgeting and governance, municipalities are constantly seeking the most efficient ways to manage resources while helping to ensure transparency and accountability to the public, regulatory bodies and the infrastructure that support them. To ensure we bring the best of our firm to you, we work with the regulators to whom you report.

The Township will benefit from:

- ✓ Enhanced efficiencies in the audit process leading to quicker turnaround times.
- ✓ Maintained high-quality deliverables without compromise.
- ✓ Utilization of advanced tools to uncover hidden trends and risks.
- ✓ Empowered leadership with the ability to make informed and strategic decisions.
- ✓ Focused on long-term operational and fiscal health.

WELL-DEVELOPED PROFESSIONAL AUDITING TECHNIQUES

Based on our extensive and long-standing relationship with the Township and our municipal experience, KPMG's audit methodology incorporates the latest techniques in the audit of internal controls, including general-level and application-level computer controls as well as the use of statistical sampling in financial statement audits.

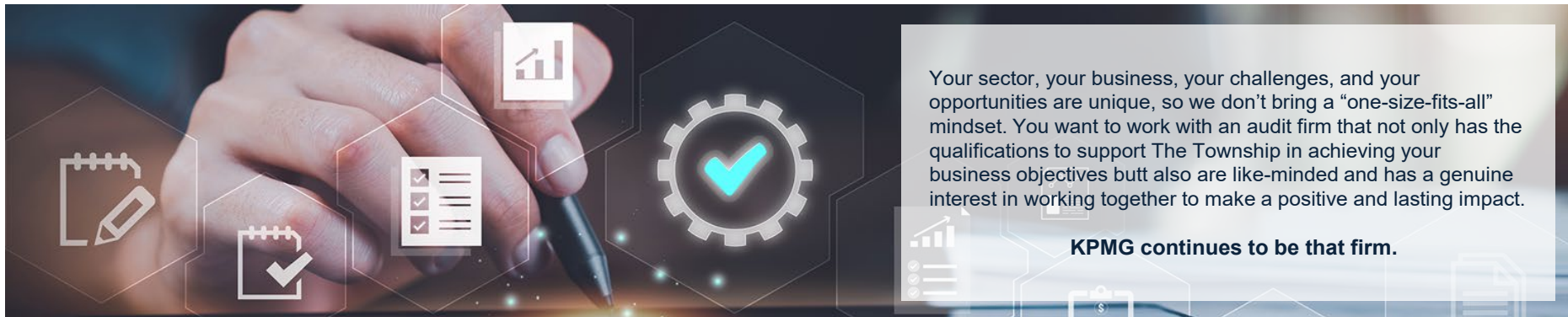
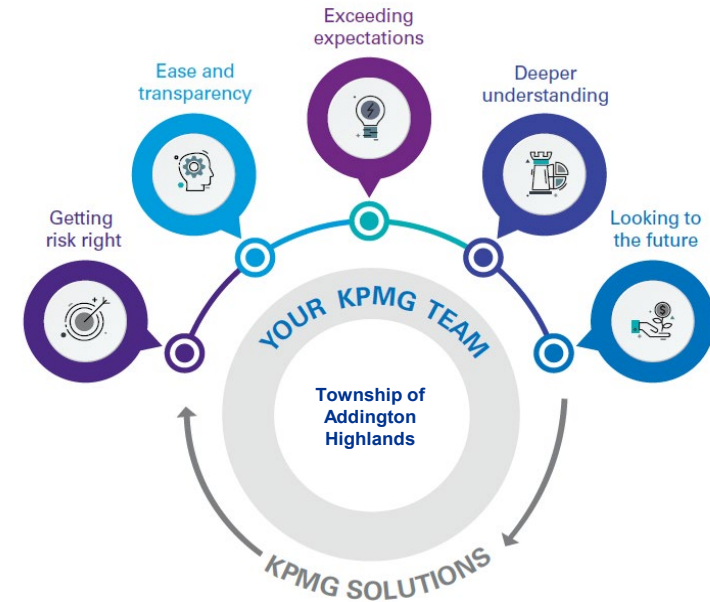


An innovative audit strategy

Throughout all the phases of the audit, from risk assessment to responding to and reporting those risks to management, we leverage technology that makes our approach more efficient and insightful. At KPMG, we:

- Engage extraordinary professionals who understand your industry, your operations and your risks
- Design an innovative approach to continuously improve and add value to your audit
- Promote global consistency and centralized resources for efficiency
- Harness technology to analyze data at a larger scale—increasing coverage, and the precision and speed in which auditors respond to risk
- Invest in new methodologies, technologies and strategic alliances to transform the auditing process and the profession.

These are the cornerstones of our approach to your audit. Put it all together and you get an audit focused on what is most important for your operations – raising the right questions at the right time, bringing relevant matters to the table with time to respond thoughtfully and minimizing disruption to your operations.



Value for services

Our fees at KPMG are not determined by hours, but rather by the value and experience we bring to the audit process. They are reflective of current market conditions for not-for-profit organizations, taking into account the costs to attract and retain our team, invest in technology, and meet the ever-increasing professional standards. We base our fees on our understanding of your existing operations, adjusting them if there are significant operational changes to the Hospital that impact our audit, or if new accounting or auditing standards are established. We commit to reviewing and discussing our fees with you annually, and to working with you to continuously improve the effectiveness and efficiency of our audit.

We strive to present our best price for the value an audit with us provides, aiming for a relationship where both the Hospital and KPMG can agree that the fees are reflective of the quality of service delivered, the value of the services provided, and the experience of those involved in the audit. We believe our professional fees are fair and competitive, but should they be a concern, we are open to discussing them with you. We are committed to working with you.

The Corporation of the Township of Addington Highlands	2025 Fees per Existing Proposal	2026	2027**
Audit of the annual financial statements of the Township	\$19,500	\$24,000	\$25,000
Audit of the annual financial statements of the Library	Included	8,000	8,500
Additional time and analysis related to accounting assistance and financial statement presentation	\$8,500	9,000	9,500
Additional time and analysis related to mandatory adoption of new audit and accounting standards*	\$11,000	Included	Included**
Technology and support fee @ 10%	Included	Included	Included
TOTAL (exclusive of HST)	\$39,000	\$41,000	\$43,000

*Similar to previous fiscal years, we have separately billed incremental fees due to the continued impact of auditing and accounting standards adopted since the August 31, 2021, proposal. Beginning in fiscal 2026, these costs have been incorporated into the base audit fee as presented.

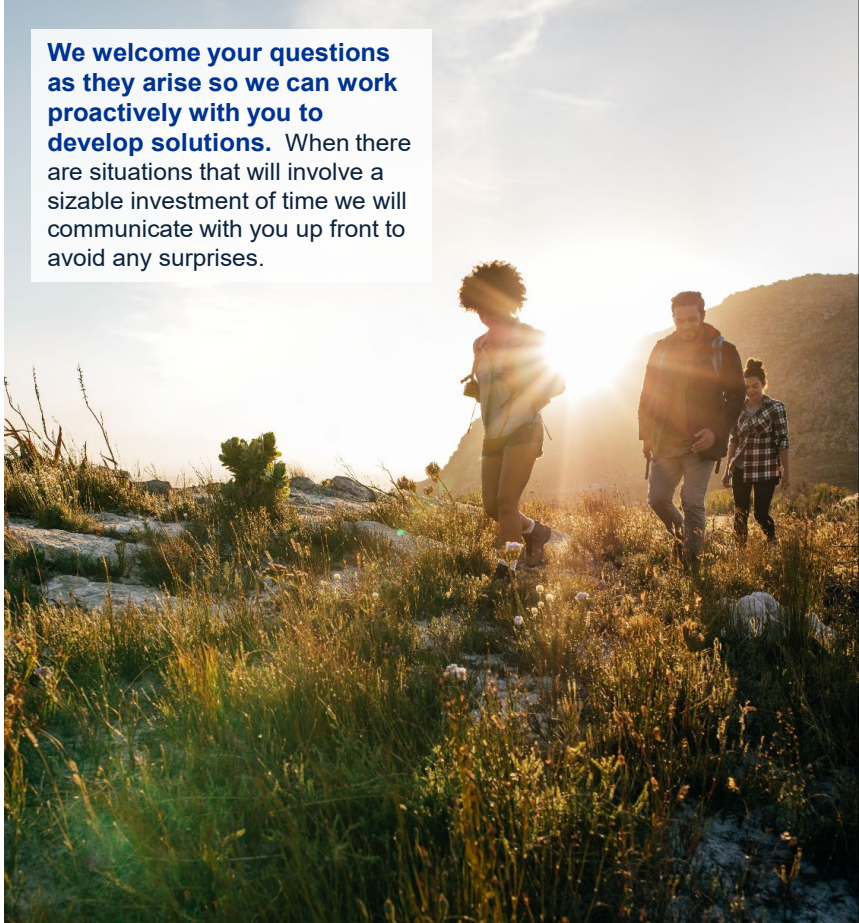
**In anticipation of a new accounting standard in fiscal 2027 that will be significant to the Township, PS1202, Financial Statement Presentation, there will be additional fees based on time incurred, which we will always discuss with you in advance of beginning any related work.



Fee assumptions

In preparing our pricing for the online forms, we have made the following assumptions, and identify factors that could cause a change in our professional fees:

- The Township is responsible for preparing the supporting documentation to compile the first draft of the financial statements and related notes
- Audit readiness, including delays in the receipt of requested working papers, audit samples, inquiries and financial statements information from the agreed upon timelines, and the books and records being properly closed at the start of our year-end audit work
- The availability, participation and responsiveness of key the Township team members during the audit
- Significant changes to the relevant financial reporting framework
- Significant new or changed accounting policies or application thereof
- Significant changes to internal control over financial reporting
- Significant changes in the nature or size of the operations or unusual transactions of the Township beyond those contemplated in our planning processes
- Significant unusual and/or complex transactions
- New audit standards or requirements arising as a result of changes
- Changes in the timing of our work
- Other significant issues (e.g. cyber security breaches) and
- Requirements for accounting advice and additional audit procedures



We welcome your questions as they arise so we can work proactively with you to develop solutions. When there are situations that will involve a sizable investment of time we will communicate with you up front to avoid any surprises.



Hourly rates

We want you to be completely comfortable in calling us at any time on matters without feeling that “the meter is running”. **At KPMG, our goal is to be your trusted advisor. It is important that you call us when you need help and remember that we are your auditors for 12 months of the year.** Day-to-day phone calls for questions and to discuss the Hospital matters of interest and emerging issues will not be billed to the Hospital. This allows for the kind of communication and level of collaboration that are essential to highly productive client-auditor relationships. We expect and look forward to providing advice from time to time on accounting and reporting issues as they arise, without charge, as part and parcel of providing top quality day to day service.

Occasionally, events might warrant additional billing, such as circumstances requiring substantial additional audit work or research. For assignments outside of our normal audit engagement, we will discuss the scope and timing with you and agree on a reasonable fee before starting the work. **The rates we charge depend on the level of staff required, the nature of the project and the time of year.** If something you ask us to do would result in extra cost, we will always alert you in advance, discuss with you the work involved and agree on an equitable fee.

We normally discount our standard hourly rates by 20% - 60% for our not-for-profit organization audit clients. The table shows the rates that are used as a basis for setting fees for services performed outside the audit.



Personnel Category	Standard Rates	Proposed Rate \$/Hr
Partner	\$925	\$370 - \$740
Senior Manager	\$705	\$280 - \$560
Manager	\$475	\$190 - \$380
Senior Accountant	\$345	\$140 - \$280
Staff Accountant	\$230	\$90 - \$180



Specialists, when you need them

A significant differentiator of KPMG is that our core team members frequently work together with, and are strengthened by, our **regional specialists** that are available to provide support in specific, relevant areas of the audit and tax matters. Our team has worked closely with multiple municipalities on **cyber, ESG, accounting advisory, fraud awareness, tax compliance**, and other **regulatory matters**. Below, we present a select few of our specialists that will be made available to the Township, as and when needed.



Imraan Bashir
Partner, National Cyber Leader

Imraan provides specialized cybersecurity guidance and services to public sector organizations, helping them manage cyber threats efficiently. His tailored approach allows clients to focus on their core objectives, saving time and money in handling cyber incidents promptly.



Bruce Peever
Partner, Public Sector Advisory

Bruce is a Partner in the Public Sector practice and works with cities and towns and other public sector entities across Canada helping them drive performance improvement and innovation by cutting through the complexity of their work. He is a former local government executive with over 30 years of experience supporting Canadian municipalities.



Rob Leavoy
Indirect Tax

Rob is the Executive Director of KPMG Canada's Regions East Indirect Tax Services practice. He has more than 30 years of experience, providing Canadian indirect tax (i.e., GST/HST, QST, PST and payroll tax) advisory and recovery services to both private companies and public sector, including not-for-profit organizations.



Bailey Church
Partner, ESG

Bailey leads KPMG's National Public Sector Accounting Advisory service, leveraging over 20 years of experience in advising public sector entities and NPOs on complex accounting and reporting issues. Bailey is an expert in ESG discovery, reporting, and assurance, and he facilitates ESG Discovery sessions with clients as they begin their ESG journey.

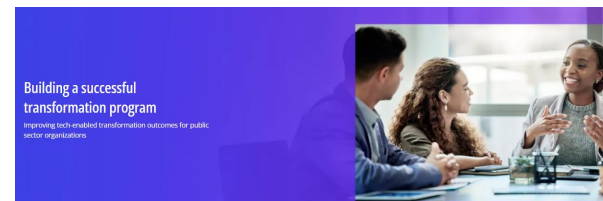
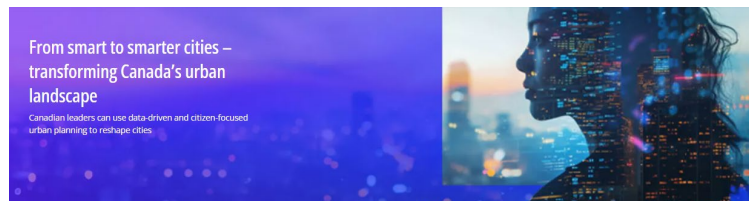


Complimentary value-add

To remain your trusted advisor, KPMG will continue to invest in our relationship with you, providing you with insight, advice and value that goes above and beyond your financial statement audit. Our value-added services may fluctuate from year-to-year depending on matters of interest to the Township to ensure we are giving you the best possible service.

When it comes to value-added insights, we offer a full suite of offerings:

- Invitations and attendance to relevant seminars, webinars, and webcasts
- Attendance of key audit personnel at required meetings
- Access to a national and global network of professionals
- Advice to The Township of any and all changes in accounting and reporting requirements
- Consultation on accounting and related issues throughout the fiscal year
- Routine consultations on accounting matters
- Access to training and publications





[kpmg.ca](https://www.kpmg.ca)

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KPMG International and its related entities provide no client services. No member firm has any authority to obligate or bind KPMG International, any of its related entities, or any other member firm vis-à-vis third parties, nor does KPMG International or any of its related entities have any such authority to obligate or bind any member firm

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From: Ken Hook <khook@addingtonhighlands.ca>
Sent: June 17, 2026 1:35 PM
To: Tony Fritsch <tfritsch@addingtonhighlands.ca>; Christine Reed <clerk@addingtonhighlands.ca>; Patricia Gray <deputyclerkplanning@addingtonhighlands.ca>
Subject: Role of the Deputy Reeve

Hi:

At yesterday's meeting, I was thinking about the role of the Deputy Reeve and what could be added to our Procedure By-law to better define the role.

Because the Deputy Reeve is remunerated more than Councillors, there should be an expectation of doing more work and having more responsibility, particularly when the Reeve has regular attendance, and there is little or no need for the Deputy Reeve to Chair a meeting.

I think we could add some wording that there is an expectation that the Deputy Reeve should serve on more committees than Councillors. There could also be the expectation that the Deputy Reeve would attend community events whenever possible and also sit on community boards when the opportunity arises to unofficially represent the Township.

I have tried to do the above by serving on the AHEAD, Roads & Waste, JFB, Community Safety and Personnel committees this term, as well as on the Lakelands FHT and the Land O' Lakes Community Services Board of Directors. Laying of wreaths at the Cenotaphs during Remembrance Day celebrations could be another expectation.

In the community, I regularly attend events ranging from the Speakers' Forums, most Lions events, most Touch the Trucks, Christmas parades and Festival of Lights events, lake festivals, and many more, to represent the Township, as does the Reeve.

I hope this helps define what the role could be, rather than just a title with no extra duties.

Regards

Ken

Regular Meeting Staff Report



To: Council
Subject: Procedure By-law Update
Meeting: Regular Meeting - 16 Jun 2026
Department: Council
Staff Contact: Christine Reed, CAO/Clerk-Treasurer

BACKGROUND INFORMATION:

The current Rules of Procedure were originally adopted at the time of amalgamation with amendments from time to time as required. The last amendment was adopted during COVID in order to permit electronic participation in Council and Committee meetings.

With changes in legislation and additional policies adopted by Council, staff felt it was time to do a complete review and update to the Rules of Procedure with the intent that this would be done once every term of Council moving forward.

Attached to this report is the draft Rules of Procedures for Council's review and comment as well as the current Rules of Procedure for comparison.

The proposed significant changes include:

- changing the notice period for a Special Meeting from 48 hours to 24 hours
- moving the Budget Adoption date from the first meeting in May to the first meeting in April
- addition of a land acknowledgement during the inaugural meeting of Council
- addition of a public forum on the agenda which would allow members of the public to address Council regarding matters included on the current agenda
- remove the requirement for a recorded vote while livestreaming if all Members of Council are present in the Council Chambers or Meeting Room
- remove sections of the Rules of Procedures which are now included in other policies (eg. council remuneration, travel reimbursement, benefits, telephone allowance, organization chart, etc.)
- additional detail with respect to roles of both Members of Council and Staff
- additional detail with respect to the conduct of business, conduct of debate and motions
- inclusion of the Livestreaming Policy
- inclusion of the Terms of Reference for Committees
- inclusion of the Procedure for Filling a Council Vacancy by Appointment
- inclusion of the Council Code of Conduct and the Council and Staff Relationship Policy

This draft has been created based on feedback from Reeve Fritsch, Patricia Gray and myself. During our discussions, it was suggested that identifying specific duties for the Deputy Reeve might be desirable and we are looking to Council to offer suggestions.

Changes to the Township's Rules of Procedures do require public notice and the opportunity for the public to provide comment. The timeline for adoption is as follows:

- June 16th Regular Council Meeting - first draft to Council and direction to staff to place a notice on the Township's website and in the Frontenac News alerting the public of Council's intention to adopt Rules of Procedure
- June 30 - deadline for Members of Council and the public to provide comments to the Clerk regarding the draft
- July 7th Regular Council Meeting - Council to consider all comments received and to direct staff on amendments to draft Rules of Procedure
- August 4th Regular Council Meeting - Council to adopt the Rules of Procedure by By-law

RECOMMENDATION:

THAT it be resolved that the report prepared by the CAO/Clerk-Treasurer regarding the Procedure By-law Update be received and further that the timeline proposed in the report be approved.

ATTACHMENTS:

[Rules of Procedure - Draft 1 - 11-Jun-26](#)

[BYLAW 98-18](#)



Schedule “A” to By-law #0000/2026
DRAFT Township of Addington Highlands – Rules of
Procedure

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DRAFT



Schedule “A” to By-law #0000/2026
DRAFT Township of Addington Highlands – Rules of
Procedure

1.0 Definitions

Abstention means a refusal to vote either for or against a motion

Act means the *Ontario Municipal Act, 2001*, as amended from time to time

Adjourn in an unqualified manner, means that the adjournment is effective immediately

Advisory Committee means a Committee appointed by Council to act in an advisory capacity to Council on operational and strategic issues during the full term of Council

Chair means the Reeve or Deputy Reeve or Chairman and is the person in a meeting who is actually presiding at the time that the meeting is being held

Chief Administrative Officer means the Chief Administrative Officer of the Township of Addington Highlands designated by By-law

Clerk means the Clerk of the Township of Addington Highlands authorized by the *Municipal Act* and appointed by By-law

Closed Meeting means a meeting or portion of a meeting that is closed to the general public

Committee of Council means any advisory or other committee, subcommittee or similar entity of which at least 50% of the Members are also Members of Council

Council means the Members of the Council of the Township of Addington Highlands who were elected by registered voters or who have been appointed by virtue of a vacancy.

Debate means a discussion to put forth reasons for or against, in which a difference of opinion may be expressed

Deputy Reeve means the Member of Council appointed under By-law to act from time to time in the place and stead of the Reeve

Electronic Means of Communication shall include telephone, video or audioconferencing or other interactive method whereby members of Council or local boards or committees of either, staff and the public are able to hear the member(s) participating by electronic means of communication, and the member(s) participating by electronic means of communication are able to hear the member(s), staff and the public who are physically present at the meeting.

Electronic Meeting means a Council meeting or local board meeting or committee meeting which is open to the public or closed to the public pursuant to Section 239(2) of the *Municipal Act, 2001* where at least one member of Council, local board or



Schedule “A” to By-law #0000/2026 DRAFT Township of Addington Highlands – Rules of Procedure

committee is not physically present but participates in the meeting by electronic means of communication.

Local Board means a municipal service board, transportation commission, public library board, board of health, police services board, planning board, or any other board, commission, committee, body, or local authority established or exercising any power under any Act with respect to the affairs or purposes of one or more municipalities, excluding a school board and a conservation authority

Meeting means any regular, special, committee or other meeting of Council, of a local board or of a committee of either of them where a quorum of Members is present and Members discuss or otherwise deal with any matter in a way that materially advances the business or decision-making of the Council, local board or committee

Members means an Elected or Appointed Member of the Council of the Township of Addington Highlands or Appointed Member of a Local Board, Committee or Working Group

Municipal Corporation means the Township of Addington Highlands

Point of Information means a request through the Chair, for information relevant to the business at hand, but not related to parliamentary procedure

Point of Order means a matter that a Member considers to be a departure from or contravention of the rules, procedures or generally accepted practices of Council

Question of Privilege means a matter that a Member considers to question their integrity or the integrity of the Council, which relates to the rights and privileges of the assembly or any of its Members to be brought up for possible immediate consideration because of its urgency

Recorded Vote means the making of a written record of the names and the vote of each Member who votes on a formal question

Seal means the authenticating seal of the Township of Addington Highlands

Streaming (Webcasting) The process of delivering multimedia content via the internet, in audio and/or video format from a single content source to multiple listeners/viewers.

Time means the time as defined in the *Time Act*

Working Group means a committee appointed by Council from time to time, to act on a temporary or singular issue and shall be discontinued by Council when their recommendations upon the specified initiative or matter have been provided and dealt with by Members of Council and further recommendations are no longer required.



Schedule "A" to By-law #0000/2026 DRAFT Township of Addington Highlands – Rules of Procedure

2.0 Meetings of Council

A meeting means any regular, special or other meeting of council, where,

- a) A quorum of members is present
- b) Members discuss or otherwise deal with any matter in a way that materially advances the business of the council.

2.1 Inaugural Meeting

- a) The Inaugural Meeting of Council, following a regular election, shall be considered the Council's first meeting and shall be held on the third Tuesday of November in an election year, beginning at 1:00 pm, in the Meeting Room at 31 Central Street, Denbigh in accordance with Section 230 of the **Municipal Act, 2001, as amended**, wherein it states that the first meeting of a new council shall be held not later than 31 days after the term commences.
- b) Pursuant to Section 232(1) of the **Municipal Act, 2001 as amended**, a person shall not take a seat on the council of a municipality, including a person appointed to fill a temporary vacancy on an upper-tier Council under Section 267 but not including a person appointed to act in place of a Head of Council under Section 242, until the person takes the Declaration of Office in the English or French version of the form established by the Minister for that purpose.

2.2 Regular Meeting

- a) Subsequent to its Inaugural Meeting, Council shall meet on the first and third Tuesday of each month with the exception of January when they will meet on the third Tuesday only and July and August when they will meet on the first Tuesday only. Meetings will be held at such time and place within the Township of Addington Highlands designated for such purpose by the Council and shall be held in accordance with the schedule of meetings of Council as prepared by the Clerk and approved by Council in December of each year for the following year.
- b) The schedule of meetings shall be in the format depicted as Appendix "A" to this Schedule.



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- c) Council may, by resolution alter the date and/or time of a Regular Meeting provided that notice of the change is adequately posted.
- d) All Regular Meetings of Council and Committees will have a limit of three hours unless an extension of time is approved by the whole Council or Committee, otherwise, another meeting will be called to deal with the unfinished business.

2.3 Special Meeting

- a) The Reeve may at any time summon a special meeting.
- b) The Reeve shall, on requisition, in writing, signed by a majority of the members of Council, call a Special Meeting of Council and, in the case of the absence, or the neglect or refusal of the Reeve to convene such a meeting, the Clerk shall call a Special Meeting for the purpose and at the time mentioned in the written petition.
- c) At least twenty-four (24) hours notice of a Special Meeting shall be given to all members of Council by the Clerk unless such notice requirement is waived by consent of two-thirds (2/3) of the members of Council. Such consent may be given verbally to either the Reeve or the Clerk.
- d) Notwithstanding the notice requirement set out above, in the event of a bona fide emergency, the meeting may be held as soon as practicable following receipt of the summons or petition, as the case may be, and notices may be given by telephone or personal contact as determined by the Clerk.
- e) The notice of a Special Meeting shall specify the purpose for the meeting.
- f) Unless the petition fixes the place of the Special Meeting, such meeting shall be held in the Council Chambers at 72 Edward St., Flinton.
- g) The agenda of a Special Meeting shall include the approval of the agenda, any such other items which Council agrees to consider and a confirming by-law.

2.4 Budget Meeting

- a) The Council shall, at its first regularly scheduled meeting in April of each year, adopt in open session, a budget for the year.
- b) The Council may, at its last regularly scheduled meeting in December of each year, adopt in open session, as deemed necessary, any adjustments which fall



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within the overall spending limits of the current budget adopted as per Section 2.5 a).

- c) The Council may, by resolution, alter the dates of its meeting(s) provided that notice of the change is given at least one week prior to the meeting date(s) by publication on the Township website, social media page and in a newspaper that, in the opinion of the Clerk has such circulation within the municipality as to provide reasonable notice.
- d) Notice of meetings referred to in Section 2.4 a) and b) shall be included in the Schedule of Meetings prepared pursuant to Section 2.2 of Schedule “A” to By-law #0000/2026.

2.5 Quorum

A quorum for Council meetings will consist of three (3) members. A majority vote of members present will be used to reach decisions.

2.6 Order of Business – Inaugural Meeting

The following order shall be observed at the Inaugural Meeting of Council:

- Call to Order
- First Nations Acknowledgement Statement (included as Appendix)
- Approval of the Agenda
- Selection of the Deputy Reeve
- Selection of Committees and Appointments
- Adoption of Previous Meeting Minutes
- Business Arising from Minutes
- Disclosure of Pecuniary Interest
- Delegations and Petitions
- Public Forum
- Matters for Consideration
- Matters for Information
- Reports of Committee/Boards
- Reports of Officers
- Reports of Appointees
- Resolutions
- Approval of Accounts
- Members Statements
- New Business



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By-laws
Adjournment

2.7 Order of Business – Regular Meeting

The following order shall be observed at Regular Meetings of Council:

Call to Order
Approval of the Agenda
Adoption of the Minutes
Business Arising from the Minutes
Disclosure of Pecuniary Interest
Delegations and Petitions
Public Forum
Matters for Consideration
Matters for Information
Reports of Committees/Boards
Reports of Officers
Resolutions
Approval of Accounts
Members Statements
New Business
By-laws
Adjournment

2.8 Notice of Meeting and Agenda

- a) An agenda package, corresponding to the Order of Business, shall be prepared by the Clerk and be available to members of Council by the end of day on the Thursday prior to the regular meetings of Council.
- b) Items received after the agenda package has been distributed may be placed as addenda in a revised package. All "Action Required Items" not included in the regular agenda package shall be deferred to the next regular Council meeting unless to be deemed to be a matter of urgency by Council.
- c) Access to the agenda package by the public shall be in accordance with Section 11.
- d) Subject to Section 238(2.1) of the ***Municipal Act, 2001, as amended***, the public shall be provided notice of meetings on the Township's website.



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2.9 Meetings Open to the Public

- a) Pursuant to Section 239 of the ***Municipal Act, 2001, as amended***, all meetings of Council and its committees shall be open to the public except that a meeting, or part of a meeting, may be closed to the public if the subject matter being considered is:
- i) the security of the property of the Township;
 - ii) personal matters about an identifiable individual, including Township employees;
 - iii) a proposed or pending acquisition or disposition of land for Township purposes;
 - iv) labour relations or employee negotiations;
 - v) litigation or potential litigation, including matters before administrative tribunals affecting the Township;
 - vi) the receiving of advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
 - vii) a matter in respect of which Council may hold a closed meeting under another Act;
 - viii) information explicitly supplied in confidence to the municipality by Canada, a province or territory or a Crown Agency of any of them;
 - ix) a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization;
 - x) a trade secret or scientific, technical, commercial or financial information that belongs to the municipality and has monetary value or potential monetary value; or
 - xi) a position, plan, procedure, criteria, or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality.
- b) A meeting or part of a meeting shall be closed to the public if the subject matter is related to the consideration of a request under the ***Municipal Freedom of Information and Protection of Privacy Act***.
- c) A meeting may also be closed to the public if it is held for the purpose of education or training of members, so long as no member discusses or otherwise deals with any matter during the closed meeting in a way that materially advances the business or decision-making of the council, local board or committee.
- d) Before holding a meeting or part of a meeting that is to be closed to the public, Council shall state by resolution:



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- i) the fact of the holding of the closed meeting and the general nature of the matter to be considered at the closed meeting; or
 - ii) in the case of a meeting held for the purpose of educating or training the members, the fact of the holding of the closed meeting, the general nature of its subject matter and that it is to be closed under that subsection.
- e) A meeting shall not be closed to the public during the taking of a vote except a meeting may be closed to the public during a vote if:
- i) the meeting has been closed for the consideration of a matter included in Section 2.9 a) or b); and
 - ii) the vote is for a procedural matter or for giving directions or instructions to employees or agents of the Township or persons retained by or under contract with the Township.
- f) When a meeting is closed to the public, no one shall leave and re-enter the meeting room without the approval of the Reeve or their designate, or in the case of an advisory committee, the chairperson.

2.10 Electronic Meeting Participation

- a) That while every effort shall be made by members to attend meetings physically in person, during the following circumstances members of Council, Local Boards and Committees may participate by telephone or other electronic video teleconferencing means in a meeting to the extent and in the manner set out in this policy:
- i) It is not safe or possible to attend an in person meeting due to a natural weather event;
 - ii) It is not practical to attend an in person meeting due to location or health concerns;
 - iii) Health and safety restrictions as determined by the CAO in consultation with the Reeve or the Township of Addington Highlands Emergency Control Group;
 - iv) Restrictions or guidelines set out by the local Health Unit, the Ontario Provincial Police or the Province of Ontario;
 - v) The activation of the Emergency Control Group or a declared emergency by any level of government of health unit



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- b) Members participating electronically are required to use their Township issued equipment or use their own personal equipment (i.e. phone and/or computer) at their own expense.
- c) Members shall advise the Clerk, or designate, as soon as practicable prior to the scheduled meeting of their intent to participate electronically. In all cases, staff will accommodate electronic participation on a best effort basis and subject to available resources that may be required for the delivery of competing essential municipal services. All attempts will be made to ensure meetings are live streamed and recorded.
- d) Members participating electronically will count towards quorum and have the ability for full participation including the ability to vote in both public and closed meetings. All votes during meetings where at least one member is participating electronically will be recorded votes, ensuring that Members and the public are aware of how each member votes. The Clerk shall record the same in the meeting minutes.
- e) In the event of a technical failure during the meeting, a recess of not more than 10 minutes can be taken to allow staff to reinstate the electronic participation. If a Member can no longer participate by electronic means it will not affect the validity or continuation of the meeting or decisions. If a quorum is lost, the meeting will be deemed to be adjourned.
- f) Electronic participants are permitted to participate in Closed Meetings only for the purpose of a meeting held while under the circumstances provided in Section 2.9 of this Policy. In the case that Members of Council participate electronically in Closed Meetings, all Members must attest to the fact that they recognize that they will be in closed session and are able to ensure confidentiality.



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3.0 Roles

3.1 Council

It is the role of Council to:

- a) Represent the public and to consider the well-being and interest of the municipality;
- b) Develop and evaluate the policies and programs of the municipality;
- c) Determine which services the municipality provides;
- d) Ensure that administrative policies, practices and procedures and controllership policies, practices and procedures are in place to implement the decisions of Council;
- e) Ensure the accountability and transparency of the operations of the municipality, including the activities of the senior management of the municipality;
- f) Maintain the financial integrity of the municipality; and
- g) Carry out the duties of Council under the *Municipal Act, 2001, as amended* or any other Act.

3.1.1 No Individual Council Member may direct any Member of Staff to perform such duties that have not been authorized by resolution of Council.

3.1.2 Members of Council shall respect and adhere to the Policies set out by Council and under no circumstances take it upon themselves individually to circumvent established policies. Council shall refer to the Code of Conduct and Staff Relationship Policy attached as Appendix E.

3.1.3 Council Members will liaise with the Chief Administrative Officer on any given matter concerning the municipality.

3.1.4 Council Members may request information from members of staff, at a meeting, who have been assigned the responsibility of providing standard operating procedures.

3.1.5 Questions or issues surrounding operational concerns or complaints, excluding basic issues covered in Section 3.1.4 shall be directed to the Chief Administrative Officer, who will then direct the questions or issues to the appropriate Manager.



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3.2 Head of Council (Reeve)

It is the role of the Head of Council to:

- a) Act a Chief Executive Officer of the municipality;
- b) Preside over Council meetings so that its business can be carried out efficiently and effectively;
- c) Provide leadership to the Council;
- d) Provide information and recommendations to the Council with respect to the role of Council as described in Section 3.1 (d) and (e) above; (without limiting Section 3.2 (c));
- e) Represent the municipality at official functions;
- f) Carry out the duties of the Head of Council under the *Municipal Act, 2001, as amended* or any other Act;
- g) Uphold and promote the purpose of the municipality;
- h) Promote public involvement in the municipality’s activities;
- i) Act as the representative of the municipality both within and outside the municipality, and promote the municipality locally, nationally, and internationally; and
- j) Participate in and foster activities that enhance the economic, social and environmental well-being of the municipality and its residents.

3.3 Deputy Reeve

When the Reeve is absent or refuses to act, or the office is vacant, the Deputy Reeve shall act in the place of the Head, and, while so acting, the Deputy Reeve has and may exercise all the rights, powers and authority of the Reeve;

- a) If the Reeve and Deputy Reeve are not in attendance, the Council may appoint one of the members of Council to chair the meeting providing there is a quorum

3.3.1 Selection of the Deputy Reeve

Following a regular municipal election, the position of Deputy Reeve shall be offered firstly to the Councillor:

- a) who received the highest number of votes in the municipal election; and
- b) who was elected as a Councillor in the opposite Ward than the one in which the Reeve *elected to qualify as an elector*.



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In the event that this Councillor declines to accept the position of Deputy Reeve it shall then be offered as follows:

- to the remaining Councillor who *elected to qualify as an elector* in the Ward other than the one in which the Reeve *elected to qualify as an elector*.

In the event that the votes cast in the election for two Councillors from a Ward are equal, the selection of the Deputy Reeve shall be conducted by lot under the supervision of the Clerk.

The definition of ‘by lot’ shall be as follows:

The names of the candidates shall be clearly written upon two equal sized pieces of paper not being greater than 4” by 4” which after having been folded once and then once again are deposited into a container of sufficient depth to prevent the ballots from being easily seen; after which one ballot shall be selected and the name written thereupon announced by the Clerk in the presence of all members of the Council.

3.4 Chief Administrative Officer

It is the role of the Chief Administrative Officer to:

- a) Exercise general control and management of the affairs of the municipality for the purpose of ensuring the efficient and effective operation of the municipality; and
- b) Perform such other duties as assigned by the municipality.

3.5 Clerk

It is the role of the Clerk to:

- a) Record, without note or comment, all resolutions, decisions and other proceedings of the Council;
- b) Record the name and vote of every Member voting on any matter or question, if required by any Member present at a vote;
- c) Keep the originals or copies of all By-laws and of all minutes of the proceedings of the Council;
- d) Perform the other duties require under the *Municipal Act, 2001, as amended*, or under any other Act; and
- e) Perform such other duties as are assigned by the Municipality.



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3.5.1 Delegation – by Clerk

The Clerk may delegate in writing to any person, other than a Member of Council, any of the Clerk’s powers and duties under the *Municipal Act, 2001, as amended* and any other Act.

- a) Despite the delegation, the Clerk may continue to exercise the delegated powers and duties.

3.6 Municipal Administration – Officers – Employees

It is the role of Municipal Administration to:

- a) Implement Council’s decisions and establish administrative practices and procedures to carry out Council’s decisions;
- b) Undertake research and provide advice to Council on the policies and programs of the municipality; and
- c) Carry out other duties required under the *Municipal Act, 2001, as amended*, other duties assigned by the municipality.

4.0 Conduct of Business

4.1 Opening Procedure

- a) As soon after the time that the meeting is scheduled to begin and there is a quorum present, the Reeve shall take the Chair and call the Members to order.
- b) In the event that the Reeve does not attend within fifteen (15) minutes after the time appointed, the Deputy Reeve will preside. Failing that, the members present may appoint a Chair from among themselves.
- c) Unless there is a quorum present within thirty (30) minutes of the time appointed for the meeting of Council, the Council shall stand adjourned until the next scheduled meeting and the Clerk shall take down the names of the Members present at the expiration of such thirty (30) minutes. The time may be extended at the discretion of the Members present.



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4.2 Delegations/Petitions

- a) Individuals, groups or organizations may make presentations to Council for matters that fall under the Council’s mandate.
- b) Anyone wishing to address Council shall normally do so under the “Delegations and Petitions” in the Order of Business.
- c) Persons wishing to address Council must make their request in writing to the Clerk by noon on the Tuesday preceding the meeting. The request must include the name(s) of the presenter and the nature of the business to be presented. Any written material accompanying the presentation must also be submitted at the time of the request.
- d) Delegations will be given five (5) minutes to present their request or proposal.
- e) Council, from time to time, may request a delegation from an individual, group or organization and such delegations are exempt from the time limit noted in Section 4.2 (d).
- f) Where any person or persons not being a Member of Council or a person who has a statutory right to be heard by Council wishes to address Council, and they do not appear on the agenda, they shall be permitted to do so on a two-thirds (2/3) vote of the members of Council present.
- g) Any person wishing to offer advice or comments to Council may do so in writing for Council to consider.

4.3 Keeping Order

No person present at any meeting of Council shall be allowed to speak or make a noise, or in any way disturb or interrupt the proceedings of the Council, or behave in a riotous, disorderly, or unseemly manner, and any person who shall do so may be ordered by the Reeve, or Chair, to leave the meeting and in the case of refusal to do so may, on order of the Reeve be removed by the Police.



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5.0 Conduct of Debate

5.1 Conduct of Speaker

- a) Every Member of Council prior to speaking to any question or motion shall address the Reeve or Chair.
- b) No Member of Council shall speak disrespectfully of the reigning Sovereign, or any member of the Royal Family, or of the Governor General, or of persons administering the Government of Canada, or of this Province, nor shall they use offensive words in or against Council, or against any Member thereof, or any other person and they shall confine their remarks to the question in debate, and no Member shall disparage any vote of the Council except for the purpose of moving that such vote be rescinded.
- c) No speaker shall resist the Rules of Council, or disobey the decision of the Reeve or Chair or of the Council on questions of order or practice or upon the interpretation of the ruling of Council, and upon being called to order from the Chair, shall immediately sit down, but may, afterwards, explain and the Council, if appealed to, shall decide the case, without debate; if there is no appeal, the decision of the Reeve or Chair shall be final. In case any Member shall so resist or disobey, they may be ordered by the Council to leave their seat for that meeting and in case of refusing to do so, may, on the order of the Reeve or Chair be removed by the Police. But in the case of ample apology being made by the offender, may by the vote of Council be permitted to take their seat.

5.2 Order of Precedence of Speakers

When two (2) or more members wish to speak, the Reeve or Chair shall name the Member who, in their opinion, raised their hand first.

5.3 Conduct of Members: Conflict of Interest

Pursuant to the *Municipal Conflict of Interest Act*, if a Member of Council either on their behalf or while acting for another, has any pecuniary interest, direct or indirect, and is present at a meeting of Council or its advisory committees at which the contract or other matter is the subject of consideration, they shall



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disclose the interest under “Disclosure of Pecuniary Interest and the General Nature Thereof”, or as soon as is practicable.

At a meeting at which the Member discloses an interest, or as soon as is possible afterwards, the Member shall file a written statement of the interest and its general nature with the Clerk or the secretary of the committee. Every disclosure of interest shall be recorded in the minutes, and a registry of the disclosures shall be maintained and made available to the public.

The Member shall not take part in the consideration or discussion of, or vote on any question with respect to the contract, proposed contract or other matter, or attempt in any way to influence the voting on any such question. If the meeting is not open to the public, the Member shall leave the meeting or the part of the meeting during which the matter is under consideration.

5.4 Conduct During Voting

When the Reeve or Chair is putting the question, no Member shall walk across or out of the room, or make any noise or disturbance, nor when a Member is speaking shall any other Member pass between them and the Chair or interrupt them except to raise a point of order.

5.5 Reading of Question or Motion

Any Member may require the question or motion under discussion to be read at any time during the discussion, but not so as to interrupt a Member while speaking.

5.6 The Right to Speak

No Member shall speak more than once to the same question without the permission of the Reeve or Chair except in explanation of a material part of their speech which may have been misconceived. In doing so they are not to introduce a new matter. A reply is allowed to a Member who has made a substantive motion to the Council, but not any Member who has moved an order of the day, an amendment, the previous question, or any instruction to a committee. No Member, without leave of Council, shall speak to the same question, or in reply for longer than ten (10) minutes.



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5.7 Points of Order

Points of Order shall be stated without unnecessary comment and disposed of by the Reeve.

5.8 Points of Privilege

Whenever any Point of Privilege arises, it shall be immediately taken into consideration.

5.9 Cessation of Debate

After the question is finally put by the Reeve or the Chair, no Member shall speak to the question, nor shall any other motion be made until the result of the vote has been declared.

6.0 Motions

6.1 Introduction of Motions

All motions shall be seconded before being discussed or put by the Chair. When a motion is seconded, it may be read by the Clerk or the Reeve.

6.2 Withdrawal of Motions

After a motion is read by the Clerk or Reeve, it shall be deemed to be in possession of Council but may, with the permission of the mover and seconder be withdrawn any time before or after discussion or amendment.

6.3 Motion to Adjourn

A motion to adjourn the Council, or to adjourn the discussion shall always be in order. Motions to adjourn are not amendable or debatable. Such a motion to adjourn does not preclude the introduction or consideration of the By-law confirming the proceedings.



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6.4 Motions During Consideration

When a question is under consideration, no motion shall be received except to:

1. Refer
2. Amend
3. Lay on the Table
4. Postpone to a Certain Time
5. Put the Question
6. Adjourn

The foregoing motions shall have precedence in the order in which they are listed.

6.5 Permissible Amendments

An amendment modifying the intention of a motion shall be in order. Only two (2) amendments will be allowed to a motion at one time.

6.6 Separation of Motion

When a motion under consideration contains distinct propositions, the Reeve, or any Members, may request individual proposition(s) to be separated. The motion, exclusive of the separated proposition(s), will first be considered. Following this, the separated proposition(s) will be considered.

6.7 Motions Ruled Out of Order

Whenever the Reeve or the Chair is of the opinion that a motion is contrary to the rules and privilege of Council, they shall inform the Members immediately before putting the question and shall cite the rule of authority applicable to the case without argument or comment.

6.8 Reconsideration of Motions

Any resolution may be reconsidered by Council if permission is received by a motion of reconsideration carried by two-thirds (2/3) of the vote of the Members present. However, any resolution on which irreversible action has been taken cannot be reintroduced without unanimous consent of Council. A motion to



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reconsider must be made by one who voted with the prevailing side. Any Member may second it.

6.9 Rescinding Resolutions and By-laws

Resolutions and By-laws may be rescinded by a majority vote. However, a motion to rescind is not in order when it applies to a resolution or by-law on which irreversible action has been taken.

6.10 Other Business

a) **Members Statement**

When a Councillor wishes to inform Council of a matter that does not require action or consideration by Council, such information may be announced under "Members Statement". It is understood that these announcements are made solely for Council's information and that under no circumstances shall an action be undertaken by Council within this category.

b) **Notice of Motion**

A notice of motion may be received by the Clerk at any time Council is in session or in advance of the production and distribution of the agenda material and they shall be printed in the agenda.

A notice of motion shall be dealt with by Council, at the Council meeting at which it appears printed in the agenda. A notice of motion which is not printed in the agenda shall be dealt with in the order of business of motions at any subsequent meeting.

7.0 Voting

7.1 Procedure

- a) Members present shall immediately take their places when any vote is called.
- b) **Recorded Vote** – When a vote is taken for any purpose and a Member requests immediately prior or immediately subsequent to the taking of



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the vote that the vote be recorded, or in the case of electronic participation, each Member present, except a Member who is disqualified from voting by an Act, shall announce their vote openly. Any failure to vote by a Member who is not disqualified shall be deemed to be a negative vote. The Clerk shall record each vote and report it in the minutes accordingly.

- c) A recorded vote shall be taken clockwise beginning to the left of the Reeve or Chair, the Reeve’s vote shall be last.
- d) Any Member may ask for a recount of any vote taken.

8.0 By-laws

- a) No by-law shall be presented to Council unless the subject matter has been considered and approved by Council.
- b) All by-laws shall be given three (3) readings before being passed. At the discretion of Council, the readings of a by-law may be consolidated under a single motion.
- c) Every by-law shall be introduced by a motion which shall recite the title or state its object, whenever possible, state the provincial statute authorizing it; and it will be read short, or taken as read, unless any member objects.
- d) No by-law shall be committed or amended until it has been read twice.
- e) Every by-law passed by the Council shall be numbered and dated and shall be sealed with the Seal of the Municipal Corporation and signed by the Reeve and Clerk and shall be kept by the Clerk in the Clerk’s Office or any place appointed for that purpose.

9.0 Committees

9.1 Advisory Committees

Advisory Committees may be appointed by Council to provide input and expertise regarding a specialized service as described in terms of reference adopted by Council. The terms of reference shall outline the advisory committees’ mandate, membership, term and general matters as required and shall be included as an appendix to Council’s rules of procedure.



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9.2 Selection of Appointees to Advisory Committees, Boards and Agencies

Council shall make the following appointments:

Addington Highlands Public Library Board
Alternative Representative to County Council
Kaladar/Barrie Joint Fire Committee (3 members)

Mississippi Valley Conservation Authority (1 member)
Quinte Conservation Authority (1 member)
Renfrew County Veterinary Services Committee (1 member)
Eastern Ontario Trails Alliance (1 member)
AHEAD Committee
Properties and Recreation Facilities Committee
Personnel and Finance Committee

- a) The selection of appointees to advisory committees, boards and agencies will take place at the beginning of every term of Council at the Inaugural Meeting for a four (4) year term.
- b) Members shall be nominated for a committee, board or agency by expressing their interest.

9.3 Non-elected Appointees

When Council wishes to appoint a non-elected person to a position, the Clerk shall request nominees from Members of Council and by advertising on the Township website, social media page and in a newspaper that, in the opinion of the Clerk has such circulation within the municipality as to provide reasonable notice. Council shall then make the appointments in Closed Session from among those nominated and expressing an interest in serving.



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10.0 Conduct of Business by Committees

10.1 Scheduling of Meetings

- a) Committee meetings will be held at the call of the Chair.
- b) The Chairperson of a committee may cancel a meeting or call a meeting as warranted by the business at hand.
- c) The date, time and place of a committee meeting will be determined by the Chairperson, unless prescribed in the Committee’s Terms of Reference.

10.2 Agenda

- a) Agendas for all committee meetings shall be available to all members of the committee and Council forty-eight (48) hours in advance of the meeting.
- b) Agenda packages shall include:
 - motions referred to committee by Council
 - written reports from staff
 - separate reports from staff on confidential matters when necessary
 - correspondence directed to the committee, or referred to it by the Chief Administrative Officer
 - financial information
 - other items as required
- c) Items received after the agenda has been published may be placed, as addenda, in a revised package.

10.3 Quorum

A majority of the members of any committee shall form a quorum.

10.4 Attendance at Meetings

- a) Members of Council who are not members of a particular committee may attend its meetings, but shall not be allowed to vote, nor shall they be allowed to take part in any discussion. They may take part in discussion by permission of the majority of the members present.



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- b) The office of a Committee Member becomes vacant if the Member is absent from the meetings of the Committee for three successive meetings without being authorized to do so by a resolution of the Committee.

10.5 Chairperson

The Chairperson shall be selected by the Committee’s Membership from among those Members of Council appointed to the Committee. The Chairperson shall preside at every meeting. In the absence of the Chairperson, the Vice-Chairperson shall preside. In the absence of both the Chairperson and the Vice-Chairperson, one of the other members shall be elected to preside during the meeting or until the arrival of the Chairperson or Vice-Chairperson.

10.6 Debate and Motions

Council’s rules for debate and motions (see Sections 5 and 6) shall be followed in committees in so far as may be applicable.

10.7 Voting

- a) Each member shall have one (1) vote during committee proceedings.
- b) The Chairperson may vote on all questions submitted. Any question on which there is an equality of votes shall be deemed to be lost.
- c) If a recorded vote is requested by any member during advisory committee proceedings, the recording secretary will record the vote of each member in the minutes.

10.8 Minutes

- a) In the minutes of committees, motions shall be cross referenced to the related agenda items.
- b) The draft minutes of each advisory committee shall be included in the next Regular Council Meeting Agenda
- c) The Clerk, Deputy Clerk or a person appointed by the Clerk, will attend committee meetings and record all proceedings.



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10.9 Sub-Committees

- a) Committees may establish a sub-committee(s) for such purposes as may be deemed expedient. The committee shall name the sub-committee chairperson.
- b) Sub-committees shall be responsible to, and report through, the committee by which they were established.

11.0 Public Relations

11.1 Notification of Meetings

The schedule of Regular Council meetings for the upcoming year will be available for public review on the Township’s website.

11.2 Agenda Package

- a) The agenda package, exclusive of the separate confidential reports, for all Council meetings shall be published four days prior to the meeting.
- b) Notwithstanding Part a) above, in the event that Members of Council do not receive the agenda five days prior to the meeting, the agenda shall be published as soon as practicable after the Members of Council have received their agendas.

11.3 Attendance at Meetings

The public may attend all regular meetings of Council, or its committees, unless such meetings go into closed session for the reasons outlined in Section 2.9 in which, any or all members if the public shall be excluded from the meeting.

11.4 Addressing Council or Advisory Committee

- a) Those wishing to address Council may do so according to the provisions outlined in Section 4.2.
- b) The same rules, with necessary modifications (e.g. chairperson and staff approve placing on agenda), apply to those wishing to address advisory committee.



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11.5 Minutes

Approved minutes of Council and Committee meetings shall be published on the Township’s website.

11.6 News Releases

All news releases of a policy nature shall be given by the authority of the Reeve. Requests from the news media for explanations of approved matters may be given by the Chief Administrative Officer or by senior staff as directed by the Chief Administrative Officer.

11.7 Proclamation Policy

All requests for a proclamation from any special interest group will be noted and received without comment or opinion.

11.8 Council Vacancies

When a Council vacancy occurs, Council must determine whether that vacancy will be filled by by-election or appointment. If filling by by-election, the process to follow is outlined in the Municipal Act. If filling by appointment, the process shall be in accordance with the Procedure for Filling Council Vacancy by Appointment as attached in Appendix D.

12.0 Interpretation

- a) In these Rules of Procedure, the term “Reeve” shall include a presiding officer.
- b) In these Rules of Procedure, the term ‘member’ refers to a member of the Council of the Township of Addington Highlands or Committee or Working Group thereof
- c) In all un-provided for cases in the proceedings of Council and committees, Roberts Rules of Order shall be followed.



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Appendix “A”

Land Acknowledgment Statement

We will begin this Inaugural Meeting of the Township of Addington Highlands Council by acknowledging that the Township of Addington Highlands is on traditional land that has been inhabited by Indigenous peoples from the beginning. We thank all the generations of people who have taken care of this land for thousands of years. We recognize and deeply appreciate their historic connection to this place. Today, the Township of Addington Highlands is still home to many Indigenous and Metis people, and we are grateful to have an opportunity to meet here, work and continue stewardship on this land.

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**Appendix “B”
Livestreaming Policy**

1.0 PURPOSE

This Policy aims to improve accessibility and community participation in relation to decision making processes. It is predicted that live streaming Meetings on the Township’s YouTube page will provide more flexible and convenient access of Council debate and decisions to a wider audience.

Live streaming Meetings also eliminates geographic and time barriers which may prevent the public from attending meetings in person; thereby resulting in greater community confidence in the integrity and accountability of the decision-making process. The Live Streaming of Meetings Policy provides the policy direction and guidelines for Councillors, Staff and the community.

This Policy reflects Council’s commitment to transparent and accessible decision-making processes, with the introduction of live streaming of Regular and Special Meetings of Council and Committee of Adjustment. Any parts of Meetings that are closed to members of the public under Section 239 of the *Municipal Act* are regarded as confidential and will not be recorded.

2.0 SCOPE

This Policy applies to:

- Regular and Special Meetings of Council;
- Committee of Adjustment Meetings
- Councillors and Officers of the Corporation of the Township of Addington Highlands; and
- Members of the public, both as visitors in the gallery and when invited to speak in a Meeting.

3.0 DEFINITIONS

Closed Council Meeting - A meeting of the council which has been closed to members of the public under Section 239 of the *Municipal Act*

Chair - the person who chairs a meeting of the Council, predominantly, the Reeve.



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Controls Any process, policy, device, practice or other action which impacts on the consequence or likelihood of a particular risk occurring, that is currently in place.

Defamation - Intentional false communication which damages the reputation of another individual.

Meeting - any regular, special or other meeting of Council, where a quorum of Members is present and Members discuss or otherwise deal with any matter in a way that materially advances the business or decision-making of the Council.

Streaming (Webcasting) The process of delivering multimedia content via the internet, in audio and/or video format from a single content source to multiple listeners/viewers.

4.0 POLICY

- 4.1 Meetings held in the Council Chambers at the Municipal Office in Flinton and the Meeting Room at the Addington Highlands Community Centre – Denbigh will be streamed live, on the Township of Addington Highlands' YouTube channel in accordance with this Policy and will be able to be accessed from the Township website: www.addingtonhighlands.ca.

Any parts of Meetings that are closed to members of the public under Section 239 of the *Municipal Act* are regarded as confidential and will not be recorded.

The Chair and/or the Clerk have the discretion and authority at any time to direct the termination or interruption of live streaming. Such direction will only be given in exceptional circumstances where deemed relevant. Circumstances may include instances where the content of debate is considered misleading, defamatory or potentially inappropriate to be published.

Council will make every effort to ensure that live streaming is available, it takes no responsibility for, and cannot be held liable for technical issues beyond its control. Technical issues may include, but are not limited to, the availability of the internet connection, device failure or malfunction, unavailability of social media platforms or power outages.

The official record of all Meetings shall be the written minutes in accordance with the *Municipal Act* Section 239(1). The live stream file will be archived to the Township's YouTube channel. Files will be hosted on the Township's YouTube Channel for a period of one year.

Video files from live streaming on the internet are part of the public realm and as such, are subject to alteration by a member of the public with no municipal



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control over such alterations. The Township assumes no liability associated with any alterations that may be made by a member of the public on the internet.

4.2 Publication of Notices – Informing Attendees

It is not the intention of live streaming to capture those attending the Meeting in the gallery, however this may occur due to camera angles and seating arrangements. By attending the public meeting, attendees are consenting to their image, voice or comments being recorded.

There will be a number of notices informing attendees that live streaming will be taking place. At the commencement of each Meeting, the Chair will read a statement included in the Meeting Agenda notifying those present that the Meeting will be live streamed on the internet and that a link to the YouTube Channel can be found on the Township’s website. [Attachment 1]

Signage communicating a similar message will be visibly displayed in the foyer of the Township Office and the Hallway of the Addington Highlands Community Centre – Denbigh. [Attachment 2]

Notice will also be published on the Township’s website. [Attachment 3]

4.3 Public Interaction in Meetings

Any attendee who is invited to speak will be recorded and their voice and image will form part of the live stream.

Should an attendee invited to speak not wish to be recorded, they are required to make this request known to Staff prior to the meeting commencing.

This request can be made either by emailing the Clerk a minimum of two hours prior to the Meeting or in person no later than thirty minutes prior to the meeting.

4.4 Presentation of Awards/Public Acknowledgements

Any attendee who is invited to make or receive a presentation or acknowledgement from Council will be recorded and their voice and image will form part of the live stream.

In circumstances where time permits, correspondence to the attendees shall be made to include the public notice information that Council undertakes live streaming of its Meetings [Attachment 2]



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5.0 POLICY COMMUNICATION

The Clerk will be responsible for:

- Communicating the relevant public notices in Attachments 1, 2 and 3, to be included in:

Public Notice in the Meeting Agenda
Public Notice Signage at the Meeting
Public Notice on the Township’s Website

- Publishing the Meeting Live Stream recording links to the Township Website
- Undertaking relevant archiving and destruction procedures.
- Setting up, positioning and testing the video equipment for each Meeting
- Provide ongoing support to ensure the Live Stream is operational for each meeting
- Arranging for the servicing of equipment

6.0 POLICY REVIEW

This Policy will be reviewed once per Term of Council or more often as needed.

7.0 COMPLIANCE

In cases of Policy violations, the Township may investigate and determine appropriate corrective action.



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**Attachment 1 – Public Notice to be Included in the Council Agenda and to be
Read out by the Meeting Chair**

Live Streaming of Council Meetings

Today’s Meeting is being streamed live via the Township of Addington Highlands’ YouTube Channel. To those present in the gallery today, by attending a public meeting of Council you are consenting to your image, voice and comments being recorded.

Anyone invited to speak will be recorded and their voice, image and comments will form part of the live stream.

The Chair and/or Clerk have the discretion and authority at any time to direct the termination or interruption of the live streaming. Such direction will only be given in exceptional circumstances where deemed relevant. Circumstances may include instances where the content of debate is considered misleading, defamatory or potentially inappropriate to be published.

Notice is hereby provided that under the authority of the *Municipal Act, 2001* and in accordance with Ontario’s *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA), that all information provided for or at a public meeting/consultation or other public process are considered part of the public record.

Members of Council, Staff, Delegations and Attendees should be mindful of using names of individuals or entities when discussing matters in public. Attendees are advised that they may be subject to legal action if their actions result in inappropriate and/or acceptable behaviour and/or comments.

Thank you.



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**Attachment 2 – Public Notice to be Displayed as Signage in the Foyer of the
Township Office and the Hallway of the Addington Highlands Community Centre
– Denbigh**

Today’s Meeting is being streamed live on the Township of Addington Highlands’ YouTube channel.

This Meeting is being streamed live in accordance with the Township’s Live Streaming in Council Meetings Policy. A copy of the Policy can be viewed on the Township website.

By attending a public meeting of the Council, you are consenting to your image, voice and comments being recorded. Should you wish to attend and/or speak without being recorded you must make this request to Staff prior to the meeting commencing.

This request can be made either by emailing the Clerk a minimum of two hours prior to the meeting or in person no later than thirty minutes prior to the meeting.

The Chair and/or the Clerk have the discretion and authority at any time to direct the termination or interruption of live streaming. Such direction will only be given in exceptional circumstances where deemed relevant. Circumstances may include instances where the content of debate is considered misleading, defamatory or potentially inappropriate to be published.

Whilst Council will make every effort to ensure that live streaming is available, it takes no responsibility for, and cannot be held liable for technical issues beyond its control. Technical issues may include but are not limited to the availability of the internet connection, device failure or malfunction, unavailability of social media platforms or power outages.

It should be noted that no protection is afforded to Councillors, Staff or the Public for comments made during Meetings which are subsequently challenged in a court of law and/or determined to be defamatory.



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Attachment 3 – Public Notice to be included on the Township’s Website

All public meetings of the Council are being streamed live on the Township of Addington Highlands’ YouTube Channel in accordance with Township’s Live Streaming in Council Meetings Policy, which is available on the Township of Addington Highlands’ website:

www.addingtonhighlands.ca

While meetings are open to the public, Council recognizes that not everyone can attend in person. Livestreaming gives all community members the opportunity to watch and listen to meetings, either in real time or at their convenience, giving greater access to Council decision making and debate.

By attending a public meeting of the Council attendees are consenting to their image, voice and comments being recorded. Should attendees wish to attend and/or speak without being recorded they must make this request to Staff prior to the meeting commencing.

This request can be made either by emailing the Clerk two hours prior to the meeting or in person no later than thirty minutes prior to the meeting.

The Chair and/or the Clerk have the discretion and authority at any time to direct the termination or interruption of live streaming. Such direction will only be given in exceptional circumstances where deemed relevant. Circumstances may include instances where the content of debate is considered misleading, defamatory or potentially inappropriate to be published.

Whilst Council will make every effort to ensure that live streaming is available, it takes no responsibility for, and cannot be held liable for technical issues beyond its control. Technical issues may include but are not limited to the availability of the internet connection, device failure or malfunction, unavailability of social media platforms or power outages.



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Appendix “C”

Terms of Reference

AHEAD Committee

General Purpose

The AHEAD Committee was formed by a motion of Council of the Township of Addington Highlands.

The purpose of the AHEAD Committee is to look at ways to foster economic growth and make recommendations back to Council.

Membership

The AHEAD Committee will be comprised of the following members appointed by Council:

- Two (2) members of Council
- Two (2) members of the Business Community, one (1) from each Ward
- Two (2) members of the Community, one (1) from each Ward

Business and Community Member vacancies will be filled by placing an advertisement in the Frontenac News and on the Township website. Council will then consider submissions and appoint membership.

Term

A member of the AHEAD Committee from the Council of the Township of Addington Highlands will be appointed for a term of two (2) years.

A member of the Business or Community at large will be appointed for a term of four (4) years.

Auxiliary Panel

A staff member of the County of Lennox and Addington will represent the County on the Committee.



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A staff member of the Township of Addington Highlands will provide administrative support to the Committee.

Chairperson and Vice Chairperson

The Chairperson and Vice Chairperson will be selected by the AHEAD Committee from the members of Council within its membership at the commencement of each calendar year. The Vice Chairperson will be the remaining member of Council sitting on the Committee.

Meetings

Meetings will be held five (5) times per year, as required, or at the call of the Chairperson. The meetings will be held in February, April, June, September and November. The February, April, June and September meetings will be on the third Wednesday of the month at 10:00 a.m. unless otherwise determined. The November meeting will be held on the first Wednesday of the month at 10:00 a.m. unless otherwise determined.

Meetings may be in person or electronic.

Quorum

A quorum for the AHEAD Committee will consist of four (4) members. A majority vote on members present will be used to reach a decision on a matter.

Function and Role of Membership

Committee members may be assigned specific projects to research and make recommendations to the AHEAD Committee.

Report to Council

A report outlining the recommendations of the AHEAD Committee to the Council of the Township of Addington Highlands on a regular basis.

Approved by Council October 4, 2022



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Terms of Reference

Properties and Recreation Facilities Committee

Mandate

The mandate of the Addington Highlands Properties and Recreation Facilities Committee (AHPRC) is to advise the Municipality on the management of their facilities.

The advisory role scope includes leadership and direction for the overall management of all facilities including areas such as strategies, policies, procedures, prioritization of new/expansion/upgrade projects, project management, maintenance programs, maintenance contracts, and compliance issues.

Meeting Schedule

The Committee will normally meet once every 3-6 months, with the frequency being increased or decreased based on need.

Committee Membership

Membership shall consist of:

- Reeve (ex-officio member)
- Councillor (2)
- Administrative Staff (1)
- Community representatives – Ward 1 (2).
- Community representatives – Ward 2 (2).

The Manager of Roads and Waste and the Fire Chief will participate in and provide input to the Committee as required.

All meetings will be open to the public.

In the event that the Committee determines its membership or terms of reference not to be appropriate, it shall have the power to recommend to the Council amendments to these Terms of Reference.

The Committee shall have a Chair (Councillor) and a Recording Secretary (Admin Staff).

Quorum

A majority (50% plus 1) of all members shall constitute a quorum for the meetings of the Properties and Recreation Facilities Committee.



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Reporting to Council

The Committee will provide a written report to the Council after each meeting.

Committee Duties

- In an advisory role, provide input for the overall management of Addington Highlands facilities, including areas such as strategies, programs, policies, procedures, projects, inspection programs, maintenance programs, compliance issues and contracts and budgets.
- Planning best allocation and utilisation of space and resources for new buildings, or re-organising current premises.
- Planning for future development in line with strategic business objectives.
- Advise the Municipality on preparation of building specifications, preparation of designs (using third party where required), tender documents, tender evaluations, award recommendations etc.
- Advise the Municipality on compliance with relevant legislated acts and regulations, including the Ontario Drinking Water Protection Regulations 459/505, Ontario Fire Code, Occupational Health and Safety Act and Regulations, Ontario Building Code, Technical Standards and Safety Authority, WHMIS, and Municipal by-laws.
- Respond appropriately to emergencies or urgent issues as they arise.
- Participate in the development of policies and procedures that affect the use of supplies and facilities.
- Participate in preparing the budget ensuring that facilities maintenance will have adequate funds for its operation.

Recreation Facilities

- Flinton Recreation Hall
- Flinton Rink
- Flinton Ball Diamond
- Flinton Rec Grounds including Playground Equipment.
- Denbigh Community Hall
- Denbigh Rink (& Rink Building)
- Denbigh Ball Diamond
- Denbigh Rec Grounds (Heritage Park) including Playground Equipment.
- AHCC Denbigh - gymnasium
- AHCC Denbigh Playground Equipment.



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- Northbrook Skate Park
- Northbrook Rink Concrete Pad and Playground Equipment.
- Kaladar Park
- Slate Falls Cemetery
- Denbigh Cemetery
- Glenfield Cemetery

Associated Contracts:

- Custodial — Flinton Hall
- Custodial — Denbigh Hall
- Groundskeeper - Heritage Park, Cemeteries, Boat Launch, Community Hall, AHCC Denbigh
- Groundskeeper - Flinton Office, Ball Diamond, Parks and Library
- Groundskeeper – Northbrook Park, Kaladar Park and Helipad.
- Rink Attendant – Denbigh
- Rink Attendant - Flinton
- Snow Removal — Flinton Hall
- Snow Removal - Flinton Library

Roads Department Buildings

Note: The Manager of Roads and Waste would retain general maintenance responsibility for the buildings, however there would be liaison with this committee regarding ensuring all required maintenance and inspection programs were in place. Major deficiencies or problems encountered would be brought to the Committee.

- Denbigh Garage
- Denbigh Equipment Storage Building (coverall)
- Denbigh Sand Dome
- Denbigh Salt Shed
- Building on Mill St. Denbigh — used for storage
- Northbrook Garage
- Northbrook Sand/Salt Shed
- Various outbuildings on the Northbrook Property used for storage

Waste Site Buildings

All waste sites have a small building for the custodian

Northbrook Medical Centre



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AHCC - Denbigh

Fire Department Related Buildings

Note: The Fire Chief would retain general maintenance responsibility for the buildings, however there would be liaison with this committee regarding ensuring all required maintenance and inspection programs were in place. Major deficiencies or problems encountered would be brought to the Committee.

- Denbigh Fire Hall
- Northbrook Fire Hall

Other

Burial holding vault in Flinton

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Appendix “D”

Procedure for Filling Council Vacancy by Appointment

Procedure – Application for Appointment Process

The Clerk, or designate, shall be responsible for interpreting and, where appropriate, facilitating this Appointment Application Process. For the purposes of this procedure, the term “lot” means a method of determination by placing the names of the Candidates on equal size pieces of paper and placed in a container with one name being drawn by the Clerk, or designate.

Application Procedure:

1. The process will be initiated through an Advertisement placed in a local newspaper and on the Township’s municipal website, indicating Council’s intent to appoint a qualified elector to fill the seat vacancy and calling for applications for a minimum of two consecutive weeks following Council’s decision to fill a vacancy by appointment;
2. Such Notice shall indicate Council’s intention to appoint an individual to fill a vacancy and shall outline the nomination process, similar to the example provided at the end of this document;
3. Interested persons will be required to complete a Council Vacancy Application Form and a Declaration of Qualification, provide personal identification showing their name and qualifying address within the Township of Addington Highlands, and may be required to provide a written response to specific questions as may be determined by Council;
4. Applicants are referred to hereinafter as Candidates.
5. Candidate(s) may submit, to the Clerk, a personal statement of qualification for consideration of Council. Personal statements shall be typewritten on 8 ½” X 11” paper not exceeding two pages in length and will include the Candidate name and address. Statements that do not comply shall not be included in the Council meeting agenda or provided to Council by the Clerk. Candidates will be advised of the deadline for submission of a personal statement.



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6. Once submitted, the forms will be made available to the public in the same way as a nomination form for a Candidate in a municipal election or by-election and may be included on a Council agenda published on the municipality’s civic portal;
7. A deadline will be established for filing the Consent of Nominee and Declaration of Qualification, as determined by Council in consultation with the Clerk;
8. Individuals who have submitted the necessary forms may appear before Council at a date and time so determined by the Council, and the Clerk will advise all applicants of the established date and time;
9. The Clerk will create a list of all Candidates and publicly post said list on the Township’s website and at the Municipal Office. This list will be updated as applications are received, once deemed complete by the Clerk;
10. Notwithstanding the requirement of the Township’s Procedural By-law, the agenda for the meeting shall be set by the Clerk to allow for the orderly proceeding of selecting a Candidate and the agenda shall include the following:
 - a. A certified list of all Candidates listed in alphabetical order, by last name;
 - b. Any personal statement of qualification for consideration of Council;
11. Copies of all application documents will be included with the agenda package for the Appointment Meeting and will be made available as part of the public agenda posted on the Township’s civic portal. The Agenda shall be published to Members of Council and to the public in the same manner as a Regular or Special Council agenda.

Procedure at Appointment Meeting of Council:

12. At the Appointment Meeting which may be at a Regular or Special Meeting of Council, the Head of Council shall make a brief statement to outline the purpose of the meeting and the order of proceedings;
13. The Clerk will provide a list of Candidates who have completed the Consent of Nominee and Declaration of Qualification, and the Chair will call for a motion to consider the Candidates to fill the vacancy, as follows:
 - a. “BE IT RESOLVED THAT the following individuals who have signified in writing that they are legally qualified to hold office and consented to accept the office if they are appointed to fill the vacancy, be considered for appointment to fill such vacancy”;



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14. Copies of all application documents will be included with the agenda package for the Appointment Meeting and will be made available as part of the public agenda posted on the Township’s civic portal;
15. Candidates will be sequestered in an adjacent room until it is their time to answer questions posed by Council. Once a Candidate has answered the questions, they will return to a separate room until all Candidate interviews are complete.
16. At the Appointment Meeting, each Candidate will be afforded an opportunity to address Council for a period not to exceed ten(10) minutes;
17. The order of speaking will be alphabetical by last name;
18. Candidates will be asked a series of questions prepared by the Clerk. Prior to the meeting, Council members may submit proposed questions for the Clerk’s consideration. The Clerk will have full discretion in selecting and finalizing the questions to be asked. During the meeting, all questions will be asked by the Clerk, and candidates will have a maximum of two (2) minutes to respond to each question.
19. Upon hearing all Candidate submissions, Council will proceed to vote by ballot, 4”X4” piece of paper, for their preferred candidate, similar to the Ranked Voting process, in rounds of voting as follows:
 - a) The Clerk will ask each Member of Council to write the name of their preferred Candidate on a ballot. The Clerk will collect the ballots from each member of Council in an envelope. The Clerk will pull one ballot from the envelope at a time and record the name from the ballot. The Clerk will tally the votes.
 - b) If the Candidate receiving the greatest number of votes cast does not receive more than one-half the votes of all voting Members of Council, the Candidate or Candidates who received the fewest number of votes shall be excluded from consideration;
 - c) The vote will be taken again by the Clerk and, if necessary, more than once, excluding in each successive vote the Candidate or Candidates who receive the fewest number of votes*;
 - d) The process shall be repeated until the Candidate receiving the greatest number of votes has also received more than one-half of the votes of the voting Members of Council;
 - e) In the event the votes cast are equal for all Candidates:
 - i) If there are three or more Candidates remaining, the Clerk shall by lot select one such Candidate to be excluded from subsequent voting;
 - ii) If only two Candidates remain, the tie shall be broken and vacancy shall be filled by the Candidate selected by lot, as conducted by the Clerk, wherein the first name drawn shall be declared the successful Candidate**;



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f) Upon conclusion of the voting, the Clerk will declare to be elected the Candidate receiving the votes of more than one-half of the number of voting Members, or as provided in 19(i)(ii).

g) A resolution confirming the appointment shall be enacted by Council to appoint the successful Candidate to the office for the remainder of the term and the Clerk will administer the Oath of Office to the successful Candidate at the next Regular Council meeting.

h. The Minutes of the Appointment Meeting shall include a full disclosure of all voting results, including the name of each Member of Council and their selected Candidate in any and all voting rounds.

***Explanation of Voting:**

Example: In a contest with four (Candidates) and four (4) Members of Council present, a Candidate would need a minimum of three (3) votes to be Appointed:

Round One:

Candidate A – 2 votes

Candidate B – 1 vote

Candidate C – 1 vote

Candidate D – 0 votes

In this scenario, as no majority vote was achieved, Candidate D is eliminated from further voting and another round of voting will occur.

Round Two:

Candidate A – 2 votes

Candidate B – 2 votes

Candidate C – 0 votes

In this scenario, Candidate C is eliminated and a further voting round will occur.



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Round Three – Scenario “A”: Candidate A is the Successful Appointee

Candidate A – 3 votes

Candidate B – 1 votes

Round Three – Scenario “B”: Clerk Proceeds with i(ii), Determination by Lot**

Candidate A – 2 votes

Candidate B – 2 votes

**The process of determination by lot in the event of a tied vote is provided for in the Municipal Elections Act, 1996, Subsection 63(10). Although it specifically relates to recount procedures, it is an accepted practice throughout Ontario in this type of voting process.

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Public Notice

TAKE NOTICE that a vacancy exists on the Township of Addington Highlands Council for one (1)

Ward 1 Councillor and that Council has determined to fill this vacancy by appointment in accordance with Resolution #494/2025

The term of this position is from the date of Council appointment to November 14th, 2026.

A Special Council Meeting to appoint a successful candidate will be held on February 10th, 2026, at 1:00pm.

Interested candidates shall be required to attend the appointment meeting in person. Failure to do so will result in disqualification from the selection process.

A candidate for municipal office must be a qualified municipal elector as set out in the Municipal Elections Act, 1996 and fulfill all of the following requirements:

- Eighteen (18) years of age or older; and
- A Canadian Citizen; and
- A resident of Ward 1 in the Township of Addington Highlands, or an owner or tenant of land in Ward 1 or the spouse of such an owner or tenant; and
- Not prohibited from voting under any other Act or disqualified from holding municipal office.

The application form will be available from the Clerk starting January 14th, 2026.

Prior to submitting an application, interested individuals should refer to the Municipal Act, 2001

and the Municipal Elections Act, 1996 for further details relating to the required qualifications.

Any qualified individual may submit, in person with identification, an application form, a declaration of qualification form in a sealed envelope by 2:00pm on February 6, 2026, to:

Christine Reed, CAO/Clerk-Treasurer 72 Edward Street

Flinton ON



**Schedule "A" to By-law #0000/2026
DRAFT Township of Addington Highlands – Rules of
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COUNCIL VACANCY APPLICATION FORM

Please complete this form in its entirety and submit in person (no fax or email) with identification (Passport or Driver's Licence) by February 6, 2026, to:

The Corporation of the Township of Addington
Highlands Attention: Christine Reed,
CAO/Clerk-Treasurer
72 Edward Street,
Flinton ON K0H 1P0
Email:
clerk@addingtonhighlands.ca

Council Vacancy Application Form	
Name:	
Qualifying Address:	
Email Address:	
Telephone (home):	
Telephone (work):	

Eligibility Requirements	Yes	No
Canadian Citizen		
Minimum 18 years of age		
Eligible elector in the Township of Addington Highlands (owner or tenant or spouse of such owner or tenant)		
Not prohibited from voting otherwise by-law		

Explain why you would like to serve on Council (if extra space required, please attach)





**Schedule "A" to By-law #0000/2026
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DECLARATION OF QUALIFICATION

I, _____, an applicant mentioned in this application form, declare that I am presently legally qualified, or would be presently legally qualified if I were not a member of the Legislative Assembly of Ontario or the Senate or House of Commons of Canada, to be appointed and to hold the office to which I have applied for appointment and I make this solemn declaration conscientiously believing it to be true and knowing it is of the same force and effect as if made under oath.

DECLARED before me at the Township of Addington Highlands, in the town of Flinton, this _____ day of _____, 202__.

Signature of Applicant

Signature of Clerk or Commissioner

Received By

Date

CERTIFICATE

I, the undersigned Clerk of this municipality, do hereby certify that I have examined the application form of the aforesaid applicant filed with me and am satisfied that the nominee is qualified for appointment to municipal office.

Signature of Clerk or Designate

Date Certified

Personal information collected on this form is pursuant to the Municipal Act and is collected in accordance with the Municipal Freedom of Information and Protection of Privacy Act and will be used for the purpose of determining a nominee's eligibility for appointment to municipal office. This application form will be attached to a Special Council Appointment Meeting agenda and posted on the Township website. Questions can be directed to the Clerk.





**Schedule “A” to By-law #0000/2026
DRAFT Township of Addington Highlands – Rules of
Procedure**

Appendix “E”

Council Code of Conduct and Staff Relationship Policy

COUNCIL AND STAFF RELATIONSHIP POLICY

1.0 Application & Purpose

- 1.1 This Council and Staff Relationship Policy applies to all Members of the Council of the Township of Addington Highlands, including the Reeve, and all members of Staff of the Township of Addington Highlands, including the CAO.
- 1.2 The purpose of this Policy is set out a general standard to ensure that Council and Staff share a common understanding of their respective roles and responsibilities as well as a common basis of their relationship, and to set out acceptable standards to govern their relationship and to which all Members and Staff are expected to adhere to and comply with.
- 1.3 The purpose of this Policy is to establish a policy to govern the relationship between Members of Council and Staff of the Township in accordance with paragraph 2.1 of subsection 270(1) of the *Municipal Act, 2001*.

2.0 Statement of Principles

- 2.1 This Policy is intended to set a high standard for relations between Council and Staff in order to provide good governance and instill a high level of public confidence in the administration of the Township by its Members as duly elected public representatives and its Staff as public administrators.
- 2.2 The following key statements of principle are intended to guide Council and Staff and to assist with the interpretation of the Policy:
 - Council and Staff shall recognize that positive internal relations are central to the collective ability of Members and Staff to provide good governance and instill a high level of public confidence in the administration of the Township;



Schedule “A” to By-law #0000/2026 DRAFT Township of Addington Highlands – Rules of Procedure

- Members and Staff shall relate to one another in a respectful, professional and courteous manner;
- Members and Staff shall understand and respect each other’s respective roles and responsibilities; and
- Members and Staff shall work together in furtherance of the common goal of serving the public good.

The above statements are key principles that are intended to facilitate an understanding, application and interpretation of the Policy – these principles are not operative provisions of the Policy.

3.0 Definitions

3.1 The following terms shall have the following meanings in this Policy:

- (a) “CAO” means the Chief Administrative Officer of the Township;
- (b) “Clerk” means the Clerk of the Township;
- (c) “Council” means the council for the Township;
- (d) “Member” means a Member of Council;
- (e) “Policy” means this Council and Staff Relationship Policy;
- (f) “Reeve” means the head of Council;
- (g) “Staff” means the CAO and all officers, directors, managers, supervisors and all non-union and union employees, whether full-time, part-time, contract, seasonal or volunteer employees, as well as agents and consultants acting in furtherance of the Township’s business and interests; and
- (h) “Township” means The Corporation of the Township of Addington Highlands.

4.0 General Obligations

4.1 In all respects, Members and Staff shall:



**Schedule “A” to By-law #0000/2026
DRAFT Township of Addington Highlands – Rules of
Procedure**

- (a) relate to one another in a courteous, respectful and professional manner;
- (b) maintain formal working relationships in order to promote equality and discourage favouritism, which includes but is not limited to using proper titles and avoiding first names during public meetings or formal business dealings;
- (c) understand their respective roles and responsibilities, and appreciate and respect the roles and responsibilities of the other;
- (d) work together to produce the best results and outcomes for the Township and always for the collective public interest of the Township; and
- (e) act in a manner that enhances public confidence in local government.

5.0 Roles and Responsibilities of Members

5.1 Members acknowledge and agree that:

- (a) Council as a whole is the governing body of the Township and that it comprises a collective decision-making body;
- (b) they are representatives of the entire Township;
- (c) Staff serve the whole of Council rather than any individual Member;
- (d) they govern, provide political direction and make decisions as Township;
- (e) they will respect the administrative and managerial chain of command by:
 - (i) directing any questions or concerns in relation to the administration or management of the Township to the Reeve or the CAO for their consideration;
 - (ii) giving direction to Staff only as Council and through the CAO; and
 - (iii) refraining from becoming involved in the management of Staff.
- (f) they shall use Staff time effectively, which includes but is not limited to only referring essential matters to Staff for reports;



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Procedure

- (g) they ensure any requests for information to Staff that were not received at a meeting of Council are made in writing and circulated in writing to all Members;
- (h) they understand that Staff will undertake significant projects only if they have been directed to do so by Council through the CAO;
- (i) whenever possible, they shall notify Staff if an action or position of Staff is to be questioned or criticized at a public meeting to ensure Staff has sufficient time to formulate an intelligent, informed and helpful response for the consideration of Council and that any such questioning or criticism shall be undertaken with courtesy, respect and professionalism, and in no event shall there be any attempt to humiliate, berate, disparage or denigrate Staff
- (j) and that they shall refrain from publicly criticizing members of Staff in relation to their intelligence, integrity, competence or otherwise;
- (k) they shall request advice from the Clerk about the appropriate wording of motions, amendments, and formal directions of Staff;
- (l) they shall request information regarding meeting agendas or minutes from the CAO or Clerk;
- (m) as individual Members, they have no greater access to records or information held by the Township than any member of the public and that they cannot access records or information otherwise protected from disclosure by the *Municipal Freedom of Information and Protection of Privacy Act* or in accordance with the process set out in that statute;
- (n) they shall recognize Staff are not expected to provide information or take action in outside of regular administrative business hours, except in extenuating circumstances;
- (o) certain members of Staff are statutory officers and have specific statutory authorities, duties, powers and responsibilities that cannot be interfered with or derogated from;



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- (p) they shall at all times comply with the Township’s Code of Conduct for Members of Council; and
- (q) they shall at all times comply with any policies relating to Council that the Council may implement from time to time.

6.0 Roles and Responsibilities of Staff

6.1 Staff acknowledge and agree that:

- (a) Council is the collective decision-making and governing body of the Township and is ultimately responsible to the electorate for the good governance of the Township;
- (b) they shall implement Council’s decisions and establish administrative practices and procedures to carry out Council’s decisions and any duties specifically assigned to them by Council;
- (c) they shall assist Council in their decision-making process with respect to its decision, policies and programs by providing Council with information based
- (d) on professional expertise, research and good judgment in a professional and timely manner;
- (e) they shall serve the whole of Council rather than any individual Member;
- (f) that all Members are equal and shall be treated as such and always with courtesy, respect and professionalism;
- (g) they shall respond to inquiries from Council and provide appropriate and timely follow-up to such inquiries as necessary;
- (h) they shall ensure any responses to requests for information by a Member that were not received at a meeting of Council are circulated to all Members;
- (i) they shall refrain from becoming involved in the policy and decision-making process of Council, outside of ensuring that Council is provided with the information necessary in order to make their decisions and that Council is aware of any issues that may impact such decisions;
- (j) they shall diligently and impartially implement Council’s decisions;



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- (k) they shall notify management or the CAO, as appropriate, of any issues that may impact the Township and of ongoing activities in each department;
- (l) they shall not speak publicly on any matter respecting any Council decisions or policies without authorization to do so, and without limiting the generality of the foregoing, shall not publicly criticize any decision or policy of Council;
- (m) they shall refrain from publicly criticizing decisions of Council or Members in relation to their intelligence, integrity, competence or otherwise; and
- (n) they shall at all times comply with any policies relating to Staff that the Council may implement from time to time.

DRAFT

Schedule "A" to By-Law No. 98 – 18

THE CORPORATION
OF THE
TOWNSHIP OF
ADDINGTON HIGHLANDS

RULES OF PROCEDURE

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 - 1.3 Regular Meeting
 - 1.4 Special Meeting
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 - 1.7 Order of Business – Regular Meeting
 - 1.8 Notice of Meeting and Agenda
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4. Conduct of Business
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RULES OF PROCEDURE

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RULES OF PROCEDURE

1. MEETINGS OF COUNCIL

1.1 Oath of Office

1.2 Inaugural Meeting

The inaugural meeting of Council, after a regular election, shall be held on the first Monday in December, in the Council Chambers at 1300 hours and in the case of a by-election the inaugural meeting shall be held in conjunction with the first regularly scheduled meeting following the by-election.

1.3 Regular Meeting

The Council shall in December of each year prepare and adopt, in open session, an annual schedule of all regular Council meetings for the next preceding year which schedule shall be in the format depicted as appendix A to this schedule. Council may, by resolution alter the date and/or time of a Regular meeting provided that notice of the change is adequately posted.

1.4 Special Meeting

- (a) The Head of Council may, at any time, summon a Special Meeting.
- (b) The Clerk shall summon a Special Meeting upon receipt of a petition of the majority of the Council members for the purpose and at the time and date mentioned in the petition.
- (c) In either case of (a) or (b) above, the Special Meeting shall be held not sooner than 48 hours following the Head's summons or receipt of the petition, as the case may be and the Clerk shall provide written notice of the Special Meeting immediately following receipt of the summons or petition.
- (d) Notwithstanding the notice requirement set out above, in the event of a bona fide emergency, the meeting may be held as soon as practicable following receipt of the summons or petition, as the case may be, and notices may be given by telephone or personal contact as determined by the Clerk.

RULES OF PROCEDURE

... Council meetings, cont'd

- (e) Unless otherwise specified in the notice described in Paragraph 1.4(c) above, a Special Meeting shall be held in the Council Chambers, Flinton, ON
- (f) The notice of a Special Meeting shall specify the purpose for the meeting.
- (g) All regular meetings of Council and committees will have a limit of two and one-half hours unless an extension of time is approved by the whole Council or committee, otherwise, another meeting will be called to deal with unfinished business.

1.4.1 Budget Meeting

- (a) The Council shall at its first regularly scheduled meeting in May of each year adopt, in open session, a budget for the year.
- (b) The Council may at its last regularly scheduled meeting in December of each year, adopt in open session, as deemed necessary, any adjustments which fall within the overall spending limits of the current budget adopted as per Sec 1.4.1 (a).
- (c) The Council may, by resolution, alter the dates of its budget meeting(s) provided that notice of the change is given at least one week prior to the meeting date(s) by publication in a newspaper that, in the opinion of the Treasurer has such circulation within the municipality as to provide reasonable notice as well as on the Township web site.
- (d) Notice of meetings referred to in Sec 1.4.1 (a) and (b) shall be included in the Schedule of meetings prepared pursuant to Sec 1.3 of Schedule "A" to By-law #98 – 18.

1.5 Quorum

If no Quorum is present one half hour after the time appointed for a Council meeting, the Clerk shall record the names of the members present and the meeting shall stand adjourned until the date of the next regular meeting or until rescheduled.

RULES OF PROCEDURE

1.6 Order of Business – Inaugural Meeting

- 1) Call to Order
- 2) Adoption of Agenda
- 3) Selection of Deputy Reeve
- 4) Selection of Committees and Appointments
- 5) Other Business (see Regular Meeting)

1.7 Order of Business – Regular Meeting

Agendas shall be generally formatted as follows:

- Call to Order
- Approval of Agenda
- Adoption of Previous Meeting Minutes
- Business Arising from Minutes
- Disclosure of Pecuniary Interest
- Delegations and Petitions
- Matters for Consideration
- Matters for Information
- Reports of Committees
- Reports of Officers
- Reports of Appointees
- Resolutions
- Approval of Accounts
- Member’s Statements
- New Business
- By-Laws
- Adjournments

1.8 Notice of Meeting and Agenda

The Clerk shall prepare agendas of Council and Committee meetings as assigned. Insofar as is practical, Council agendas, along with supporting material, shall be prepared and made available to members on the Wednesday prior to a regular meeting. All “action required items” not included in the regular agenda package shall be deferred until the next regular council meeting unless deemed to be a matter of urgency by Council.

RULES OF PROCEDURE

1.9 Meetings Open to the Public

- (a) All Council and Committee Meetings shall be open to the public.
- (b) Notwithstanding Paragraph 1.9 (a) above, a meeting *or part of a meeting* of Council or a Committee may be closed to the public if the subject matter being considered relates to:
 - i) The security of the property of the *municipality*;
 - ii) Personal matters about an identifiable individual including *municipal or local board* employees;
 - iii) A proposed or pending acquisition *or disposition of land by the municipality*;
 - iv) *Labour relations or employee negotiations*;
 - v) Litigation or potential litigation, including matters before administrative tribunals, affecting *the municipality*;
 - vi) *Advice that is subject to solicitor-client privilege, including communications necessary for that purpose*;
 - vii) A matter in respect of which the council or a committee of the council may hold a closed meeting under another Act.
- (c) A meeting shall be closed to the public if the subject matter relates to the consideration of a request under the Municipal Freedom of Information and Protection of Privacy Act.
- (d) A meeting may be closed if a) it is held for the purpose of education or training of the members and b) no member discusses or otherwise deals with any matter in a way that materially advances the business or decision making of the Council.
- (e) Before all or part of a meeting is closed to the public, the Council shall state by resolution i) the fact of the holding of a closed meeting; ii) the general nature of the matters to be considered and in the case of (d) the fact of the holding of the closed meeting, the general nature of the subject matter and that it is to be closed under that section.
- (f) Subject to subsection (g), a meeting shall not be closed to the public during the taking of a vote.

RULES OF PROCEDURE

... meetings open to the public, cont'd

(g) A meeting may be closed to the public during a vote if,

- i) Subsection 1.9 (b) (c) or (d) permits or requires a meeting or part of a meeting to be closed to the public; and,
- ii) The vote is for a procedural matter or for giving directions or instructions to officers, employees or agents of the municipality or Committee or persons retained by or under contract with the municipality.

(h) Meetings or sessions, which are closed to the public, may be referred to as in-camera meetings or sessions.

1.10.1 “Electronic Means of Communication” shall include telephone, video or audioconferencing or other interactive method whereby members of Council or local boards or committees of either, staff and the public are able to hear the member(s) participating by electronic means of communication, and the member(s) participating by electronic means of communication are able to hear the member(s), staff and the public who are physically present at the meeting.

1.10.2 “Electronic Meeting” means a Council meeting or local board meeting or committee meeting,

- a) which is open to the public or closed to the public pursuant to Section 239(2) of the Municipal Act, 2001
- b) which is held during any period where an emergency has been declared to exist in all or part of the municipality under Section 4 or 7.0.1 of the *Emergency Management and Civil Protection Act*, and
- c) where at least one member of Council or local board is not physically present but participates in the meeting by electronic means of communication.

1.10.3 “Stream (Webcast)” means the process of delivering multimedia content via the internet, in audio and/or video format from a single content source to multiple listeners/viewers.

1.10.4 A member of Council, or local board or committee of either may participate by electronic means of communication in an electronic meeting.

1.10.5 Any member of Council or local board or committee of either who wishes to participate by electronic means of communication in an electronic meeting shall be counted in determining whether or not a quorum of members is present at any point in time during the electronic meeting and shall be permitted to vote.

- 1.10.6 That a member of Council or local board or committee of either who wishes to participate by electronic means of communication in an electronic meeting shall provide advance notice via email of such participation to the Clerk or Secretary of the local board or committee.
- 1.10.7 That the Clerk or Secretary of the local board or committee as applicable shall record in the minutes of the electronic meeting if any member of Council or local board or committee has participated by electronic means of communication.
- 1.10.8 That any electronic meeting held shall be streamed (webcasted) to the public.
- 1.10.9 That the Reeve or Chair as applicable shall call for a recorded vote for all votes taken during an electronic meeting and the Clerk or Secretary as applicable shall record the same in the meeting minutes.

2) DUTIES OF REEVE

- 2.01 shall preside at all meetings of the Council;
- 2.02 may expel, from a meeting, anyone who engages in improper conduct;
- 2.03 to open the meeting by taking the chair and calling the members to order;
- 2.04 to receive and submit, in the proper manner, all motions presented by the members;
- 2.05 to put to a vote, all questions which are moved and seconded, or necessarily arise in the course of the proceedings, and to announce the result;
- 2.06 to decline to put to vote motions, which infringe upon the rules of procedure;
- 2.07 to enforce, on all occasions, the observance of order and decorum among the members;
- 2.08 to call by name any member persisting in breach of the rules of order of the Council thereby ordering the member to vacate the Council Chambers;
- 2.09 to authenticate, by signature, all by-laws and minutes of the Council;
- 2.10 to inform the Council when necessary or when referred to for the purpose, on a point of order or usage;
- 2.11 to select the members of Council who are to serve on Committees;

RULES OF PROCEDURE

... duties of reeve (cont'd)

- 2.12 to represent and support the Council, declaring its will and implicitly obeying its decisions in all things;
- 2.13 to ensure that the decisions of Council are in conformity with the laws and By-laws governing the activities of the municipal Corporation;
- 2.14 to adjourn the meeting, without question, in the case of grave disorder arising in the Council Chambers;
- 2.15 to order any individual or group in attendance at the meeting to cease and desist any behavior, which disrupts the order and decorum of the meeting and to order the individual or group to vacate the Council Chambers where such behavior persists;
- 2.16 to decide questions of order;
- 2.17 to make such remarks for information or to assist Council;
- 2.18 to ensure that decisions of Council are in conformity with laws governing it;
- 2.19 to carry out all duties under Sec. 225, 241 (1) and 241 (2) of the Municipal Act or any other Act that pertains to Good Municipal Government;
- 2.20 will be ex-officio of all committee meetings;

3. DUTIES OF DEPUTY REEVE

When the Reeve is absent or refuses to act, or the office is vacant, the Deputy Reeve shall act in the place and stead of the head, and, while so acting, the Deputy Reeve has and may exercise all the rights, powers and authority of the Reeve;

- (a) If the Reeve or Deputy Reeve are not in attendance, the Council may appoint one of the members of Council to chair the meeting providing there is a Quorum;

RULES OF PROCEDURE

4. CONDUCT OF BUSINESS

- 4.1 As soon after the hour of meeting as there shall be a quorum present, the Reeve shall take the chair and call the meeting to order.
- 4.1.1 A Council member shall declare a conflict of interest on his behalf or, while acting for another person, if both have any pecuniary interest in the said subject and shall not take part in the consideration or discussion or vote on question with respect to the proposed matter. All disclosures of pecuniary interest shall be recorded in the minutes;
- 4.2 If there is no quorum within 30 minutes of the appointed time, Council shall stand adjourned until the next meeting. The Clerk shall take down the names of members present. The 30 minutes may be extended if the members present are agreeable;
- 4.3 Individuals or groups wishing to appear before Council at a regular meeting, shall advise the Clerk not later than 12:00 noon on the Tuesday prior to the meeting and to advise the nature of their business. Any person not registered as a delegation may do so on the vote of Council;
- 4.4 Each delegation will be given five minutes to present their request or proposal and agencies or groups asked by Council or employees to appear be exempt from the time line.
- 4.5 Any person wishing to offer advice or comments to Council may do so in writing for Council to consider;
- 4.6 All individuals, with the exception of the press, be discouraged from asking questions during a meeting, to guests or Council. This does not apply to persons appearing under Sec 4.4;

RULES OF PROCEDURE

5. MOTIONS

- 5.1 Motions shall be seconded before being discussed or put by the chair.
When the motion is seconded the chair or the Clerk may read it.
- 5.2 With the permission of the mover and the seconder, a motion may be withdrawn any time.
- 5.3 A notice of motion may be submitted to the Clerk if advance notice is required or desired.
- 5.4 When a motion is under consideration, no further motions can be accepted, except to:
- 5.4.1 Refer
 - 5.4.2 Amend
 - 5.4.3 lay on table
 - 5.4.4 postpone to a certain time
 - 5.4.5 put the question
 - 5.4.6 adjourn
- Proceeding in the order as listed.
- 5.5 Any member requesting a recorded vote must do so immediately before or after the taking of the vote.
- 5.6 A recorded vote shall be taken clockwise; the vote of the Reeve shall be last.
- 5.7 Closed meetings will be conducted the same as regular ones;

RULES OF PROCEDURE

... motions (cont')

5.8 The Reeve will chair Closed Meetings. If the Reeve is not in attendance procedure 3 and 3 (a) will prevail.

6. BY-LAWS

6.1 No by-law shall be presented to Council unless the subject matter has been considered and approved by Council.

6.2 Every by-law, when introduced, shall be in typewritten form and shall contain no blanks except as may be required to conform to accepted procedure or to comply with provisions by any Act.

6.3 Every by-law shall be given three readings prior to passage.

6.4 The first and second readings of a by-law shall be decided without amendment or debate.

6.5 By-laws may be given three readings on the same day, except when requested otherwise, as provided in law.

6.6 Unless any member objects, at the discretion of Council, a by-law may be passed under single motion.

6.7 Upon passage, by-laws shall be numbered, signed by the Reeve or presiding officer and embossed with the seal of the Corporation.

RULES OF PROCEDURE

...by-laws (cont'd)

6.8 Any proposed by-law may be referred to a Committee, Department Head or other officer for review and comment, including the solicitor for the Corporation.

7. COMMITTEES

7.1 "Committee" means a committee defined in Sec 238 (1) of the Municipal Act SO, 2001, c.25. Committee appointments shall be made at the inaugural meeting of Council and shall be appointed as per organizational chart. Committees will be for the full term of Council. There will be a minimum of two members of Council appointed to each committee.

7.2 A member of Council will be the chairperson of the committees that Council controls.

7.3 All committee meetings will be conducted in the same manner as Council meetings and control of the meetings as laid out in Section 2 and Section 1.9 will apply;

7.3 The chairperson of a committee may cancel a meeting for a particular month or call additional meetings if warranted.

7.4 A list of dates and time of committee meetings for each month will be included in Council's agenda.

7.5 The committee chairpersons shall give written reports and recommendations to the Council at regular Council meetings.

RULES OF PROCEDURE

... committees (cont'd)

7.6 The Clerk, Deputy Clerk or a person appointed by the Clerk, will attend committee meetings and record all proceedings which will be presented to Council at its regular meetings.

7.7 Committee minutes may be presented to Council, prior to adoption.

7.7 The office of a committee member becomes vacant if the member is absent from the meetings of the committee for three successive meetings without being authorized to do so by a resolution of the committee.

7.8 Anyone sitting/serving on a Township committee shall be a ratepayer

8. COUNCIL MEMBERS REMUNERATION

8.1 Reeve shall be paid at the rate of \$18,000 per annum effective May 1, 2007.

8.2 Deputy-Reeve shall be paid at the rate of \$15,000 per annum effective May 1, 2007.

8.3 Councillors shall be paid at the rate of \$10,000 per annum effective May 1, 2007.

8.4 These rates shall be adjusted annually in accordance with the rate adjustments for union employees.

9. TRAVEL

9.1 Members of Council and Committees to be paid mileage at the rate established annually by the Canada Revenue Agency for travel from their residence within the municipality, for all municipal functions effective July 1, 2018.

RULES OF PROCEDURE

10. BENEFITS

10.1 Allowances for conventions, seminars and meetings outside the boundary of the Township be set as follows:

- (a) accommodations as per receipts
- (b) meals will be reimbursed according to submitted receipts subject to the following limits:
 - (i) full day event – total limit \$75.00; or, in the event of a partial day
 - (ii) breakfast - \$15.00
 - (iii) lunch - \$25.00
 - (iv) dinner - \$35.00
- (c) per diem of \$125.00 per day, plus bus / rail or mileage plus registration for convention or seminar.

10.2 Council members, including the Reeve, are permitted to claim re-imbusement for expenses for one (1) convention or seminar per year, to be held within Ontario and further that all expenses are to be supported by receipts where possible.

11. TELEPHONE

11.1 All telephone calls invoiced , shall be supported by copies of original bills

12. ORGANIZATION CHART

(attached)

13. SELECTION OF A DEPUTY - REEVE

Following a regular municipal election the position of Deputy Reeve for the Township shall be offered firstly to the councillor:

- 1) who has received the highest number of votes in the municipal election; and
- 2) who *elected to qualify as an elector* in a ward other than the one in which the Reeve *elected to qualify as an elector*.

In the event that this councillor refuses to accept the position of Deputy Reeve it shall then be offered as follows:

- to the remaining councillor who elected to qualify as an elector in a ward other than the one in which the Reeve elected to qualify as an elector.

RULES OF PROCEDURE

...selection of deputy-reeve, cont'd

In the event that the votes cast in an election for two councillors from a ward are equal, the selection of a Deputy-Reeve shall be conducted by lot under the supervision of the Clerk.

The definition of "by lot" shall be as follows:

The names of the candidates shall be clearly written upon two equal sized pieces of paper not being greater than 4" by 4" which after having been folded once and then once again are deposited into a container of sufficient depth to prevent the ballots from being easily seen; after which one ballot shall be selected and the name written thereupon announced by the Clerk in the presence of all members of the Council.

14. RULES OF ORDER, AMENDMENT OF

14.1 Notice of Motion, only, may amend rules of procedure.

15. PROCLAMATIONS

15.1 Township Council may initiate its own proclamations at any time and advertise as deemed appropriate. All other requests for a proclamation from any special interest group will be noted and received without comment or opinion.

16. (for future use)

RULES OF PROCEDURE

History of Amendments
(not officially part of the ROP)

Sec	Amendment/New	Resolution #
8.1	Amendment Reeve Remuneration	143 & 172/05
8.2	Amendment Deputy Reeve Remuneration	143 & 172/05
8.3	Amendment Councillor Remuneration	143 & 172/05
7.8	New Committee member absence policy	172/05
15	New Proclamations	430/05
8.1	Amendment Reeve Remuneration	153/06
8.2	Amendment Deputy Reeve Remuneration	153/06
8.3	Amendment Councillor Remuneration	153/06
9	Amendment Travel rate	153/06
8.1	Amendment Reeve Remuneration	200/06
8.2	Amendment Deputy Reeve Remuneration	200/06
8.3	Amendment Councillor Remuneration	200/06
9	Amendment Travel rate	200/06
1.2	Amendment Inaugural meeting	082/07
1.3	Amendment Regular meeting	082/07
1.4	New Special meeting	082/07

RULES OF PROCEDURE

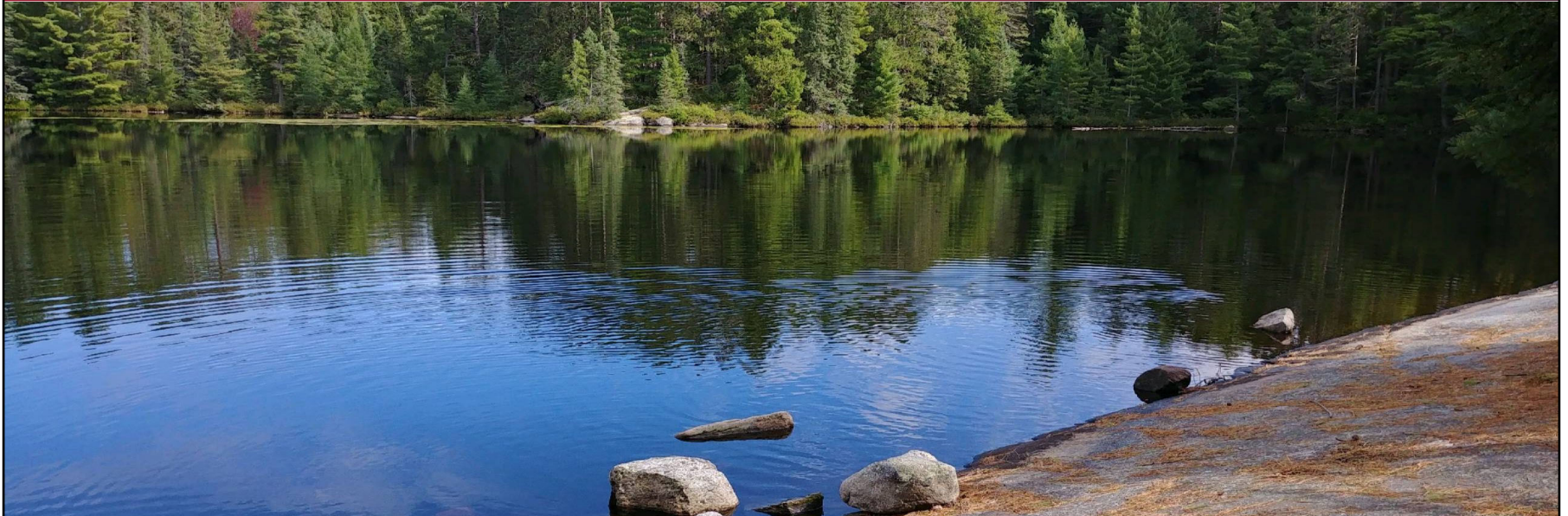
History of Amendments
(not officially part of the ROP)

Sec	Amendment	Resolution #
1.9	Amendment Meetings open to public (b) – (g) & (i)	082/07
7.7	Amendment Committee minutes	082/07
9.1	Amendment Committee members mileage option	082/07
8.1	Amendment Reeve remuneration	120/07
8.2	Amendment Deputy-Reeve remuneration	120/07
8.3	Amendment Councillor remuneration	120/07
8.4	New Annual adjustment provision	120/07
7.7	New Committee membership	161/07
9.1	Amendment Travel rate change from \$00.40/km	210/08
10.1	Amend (Part) Include mtgs outside Township as a per diem cost and amend per diem from \$70 to \$80/day	211/08
1.4.1	New Budget meeting included in annual schedule	136/09
9.1	Amendment Mileage payment clarification	072/10
		<u>By-law</u>
13	Amendment Selection of Deputy-Reeve after election	0357/2012
1.8	Amendment Addendum items on agenda deferred	0386/2012
10	Amendment Attendance of Conventions and Seminars	0422/2015

9.1	Amendment	Travel (mileage rate)	0498/2017
10	Amendment	Meal Allowance and Per Diem	0498/2017
9.1	Amendment	Travel (mileage rate)	0541/2018
1.10	New	Electronic Meetings	0655/2020
1.10	Amend	Electronic Meetings (to include Closed Mtgs)	0674/2020

Council Information Session

2026 Asset Management Plan



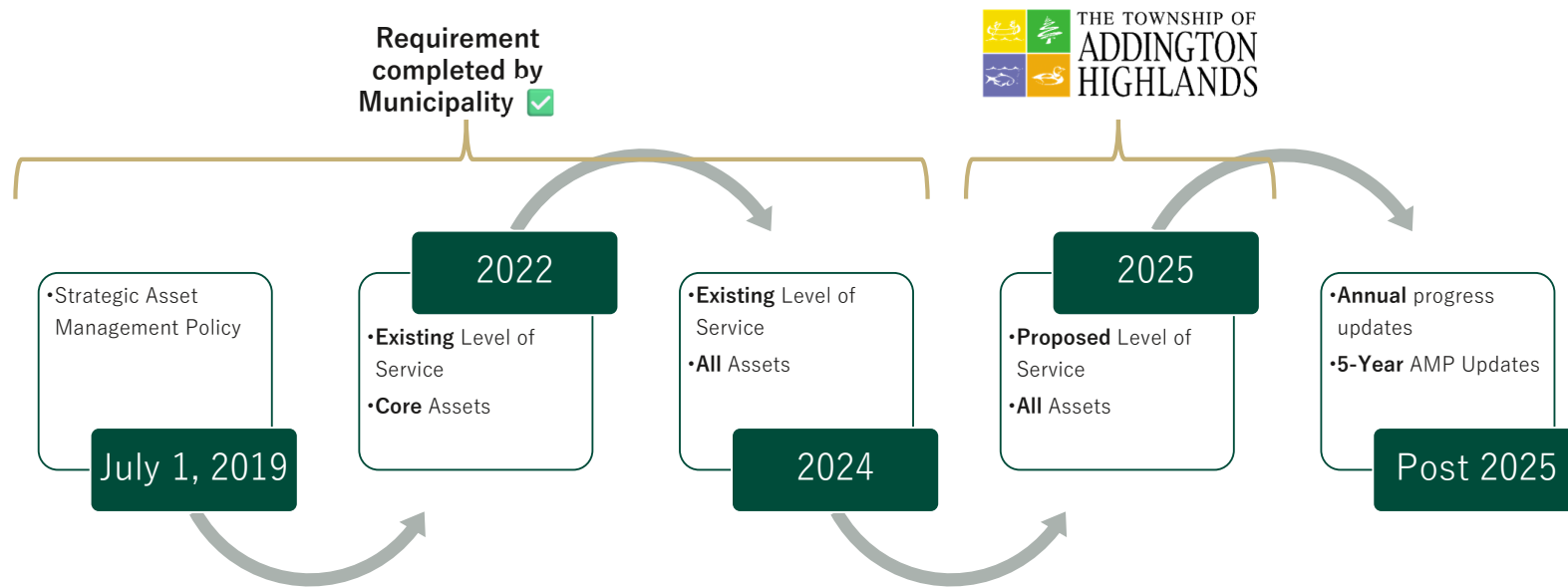
TOWNSHIP OF ADDINGTON HIGHLANDS

July 7, 2026

Image Source: addingtonhighlands.ca

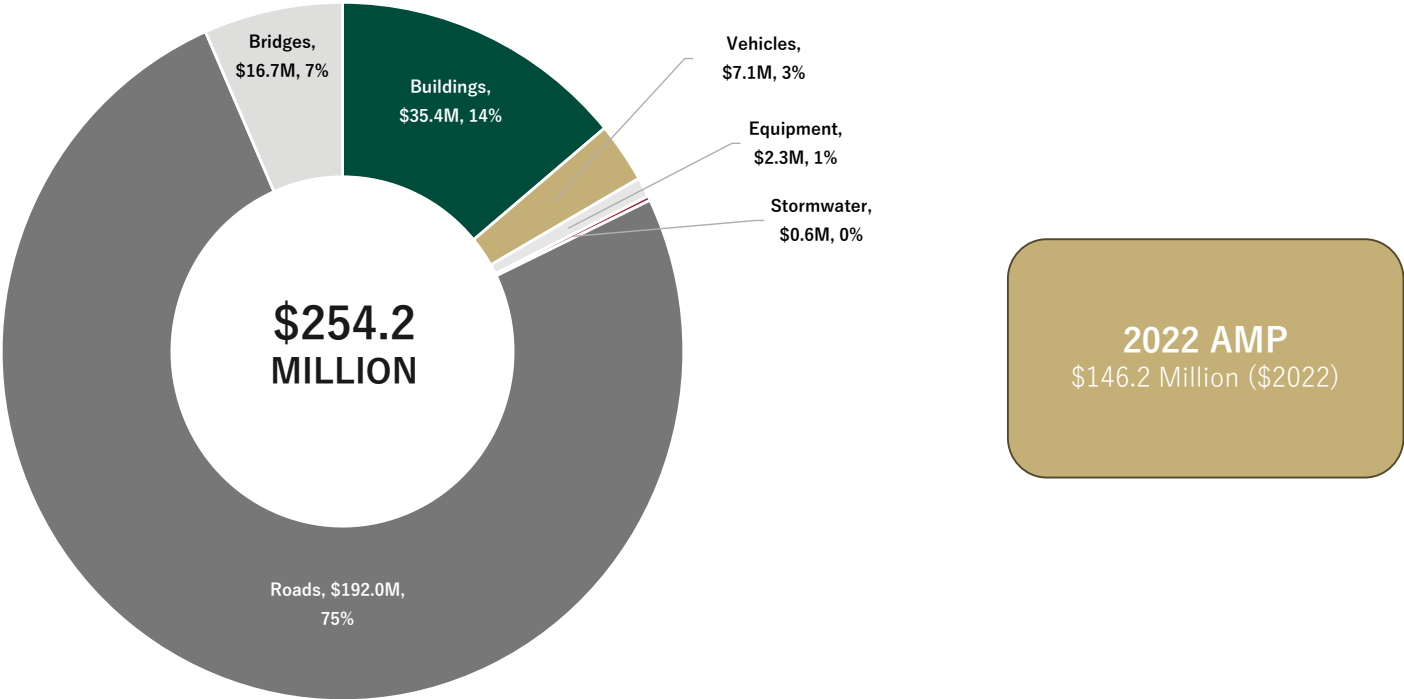


Asset Management Progress: O. Reg. 588/17 (Current Approach)



Note: On March 11, 2021 the Province revised O. Reg. 588/17 to extend regulatory deadlines by one year.

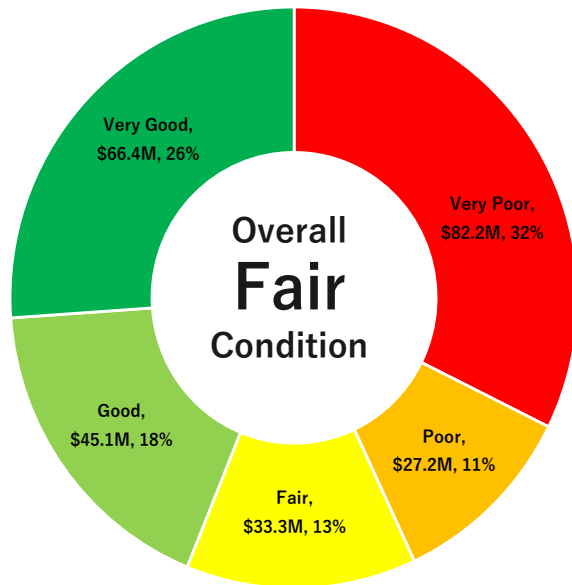
Current Replacement Value of Assets (\$ millions)



2 *Note: Total asset value based on replacement costs in 2026 dollars and relates to all assets considered under the AMP.
Note: Other assets includes Information Technology and Furniture and Fixtures.*



Overall Assets are in “Fair” Condition



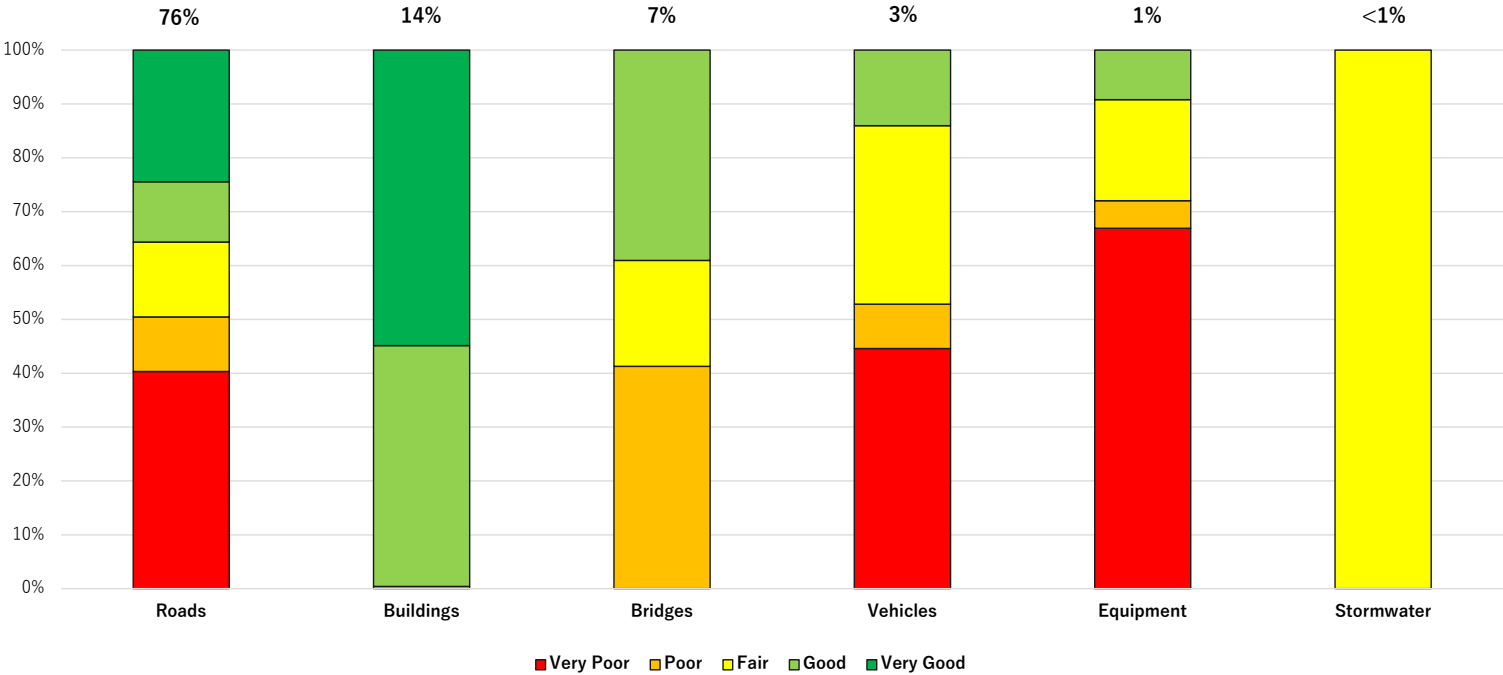
Total Replacement Value = \$254.2 million (2026\$)

3

- About 44% (\$111.5 million) of the assets are rated to be in “Good” to “Very Good” condition.
- About 13% (\$33.3 million) are in “Fair” condition.
- About 43% (\$109.4 million) are in “Poor” or “Very Poor” condition.
 - Mostly in Roads, Bridges, Vehicles, and Equipment

HEMSON

Condition of Assets by Category



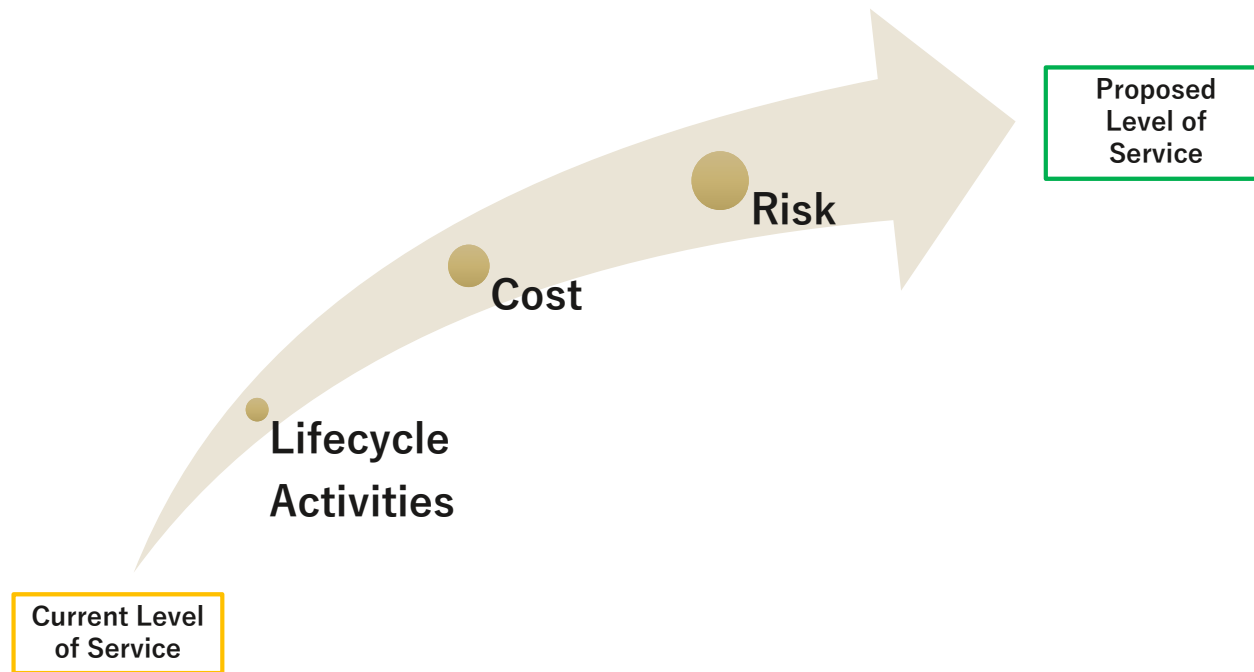
Note: The reference percentage at the top of each category illustrates the replacement value of each service relative to the total \$254.2 million replacement value.

Note: OSIM scale for bridges does not have a very poor category, therefore, the illustration for bridges only illustrates the poor category.

4



Key Objective: Proposed Levels of Service



Summary of Proposed Level of Service

For paved roads in the municipality, the average pavement condition index value (O. Reg. 588/17)

- Current: 73.7 (Good)
- Proposed: Maintain Minimum of 70

For unpaved roads in the municipality, the average surface condition (O. Reg. 588/17)

- Current: 57.9 (Poor)
- Proposed: Maintain Minimum of 50

For bridges in the municipality, the average bridge condition index value (O. Reg. 588/17)

- Current: 64 (Fair)
- Proposed: Maintain Minimum of 60

For structural culverts in the municipality, the average bridge condition index value (O. Reg. 588/17)

- Current: 59 (Poor)
- Proposed: Maintain Minimum of 60 (Fair)

Summary of Proposed Level of Service

Percentage of Buildings in Good or Better Condition

- Current: 100%
- Proposed: Maintain Minimum of 90%

Average Weighted Condition Assessment of Equipment (Age-Based)

- Current: Poor
- Proposed: Fair

Percentage of Vehicles Beyond their useful lives

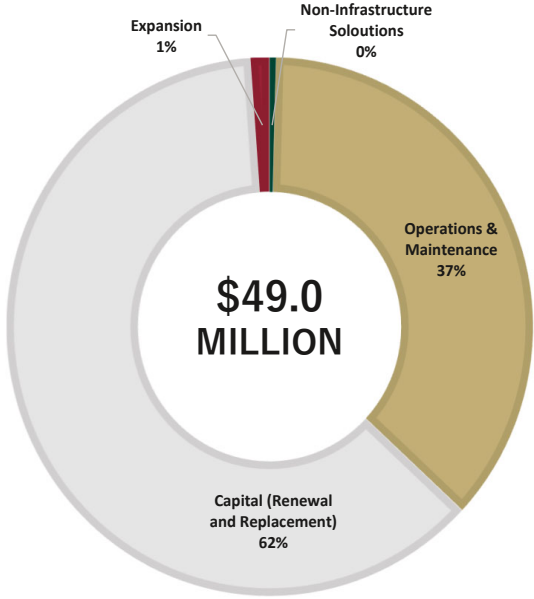
- Current: 25%
- Proposed: Maintain Maximum of 25%

All other Asset Categories

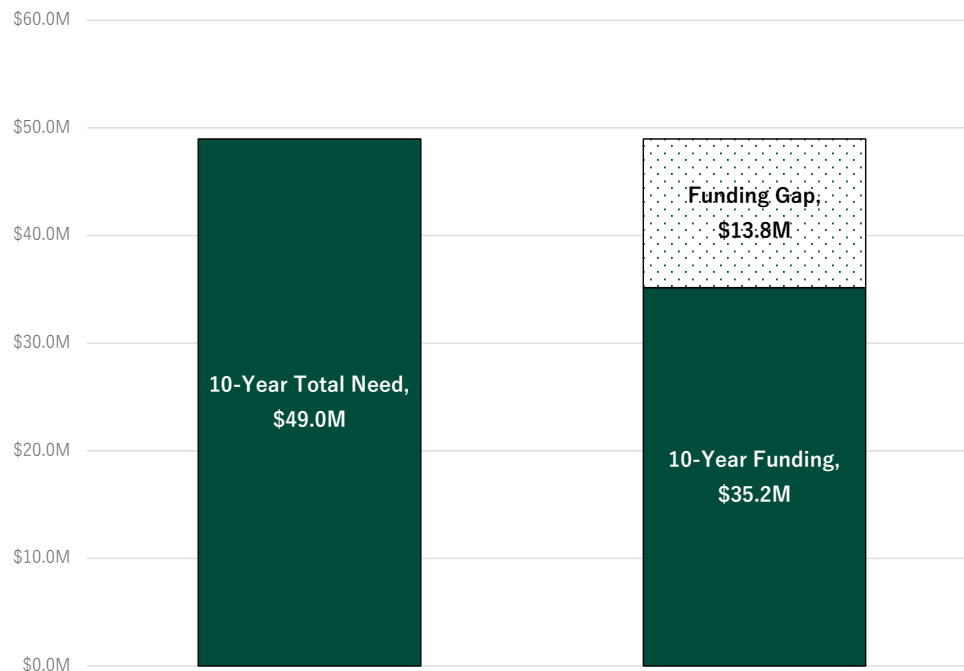
- Generally, set to maintain Current Service Level

What are the Lifecycle Activities?

- Non-Infrastructure Solutions**
 - Actions or policies that can lower costs or extend asset life
- Expansion Activities**
 - Acquiring assets or expanding current asset capacity
- Maintenance Activities**
 - Servicing assets on a regular basis to fully realize the original service potential (not performing maintenance activities could reduce an asset's service life)
- Renewal/Rehabilitation Activities**
 - Enhancements that improve the service potential of an asset (including reaching target condition and meet regulations)
- Replacement Activities**
 - Allows an asset to reach target functional condition and meet regulations by completely replacing or restructuring the asset (like for like replacement)
- Disposal Activities**
 - Some assets have costs associated with disposal or demolition



Tax Funded Capital vs Current Funding (10-Year Benchmark Funding Gap)



- 2026 Estimated tax supported capital funding contribution = **\$1 Million**
- Other Revenue Assumptions:
 - CCBF over 10 years (86K/annum)
 - OCIF in 2026 (\$125K)
 - Existing Capital Reserves (\$6.4M)
 - Existing and future tax supported O&M costs
- Closing the gap by the end of the 10-year period would require a tax levy increase equal to **about 7.2%**
 - \$307,300 in 2027 and onward

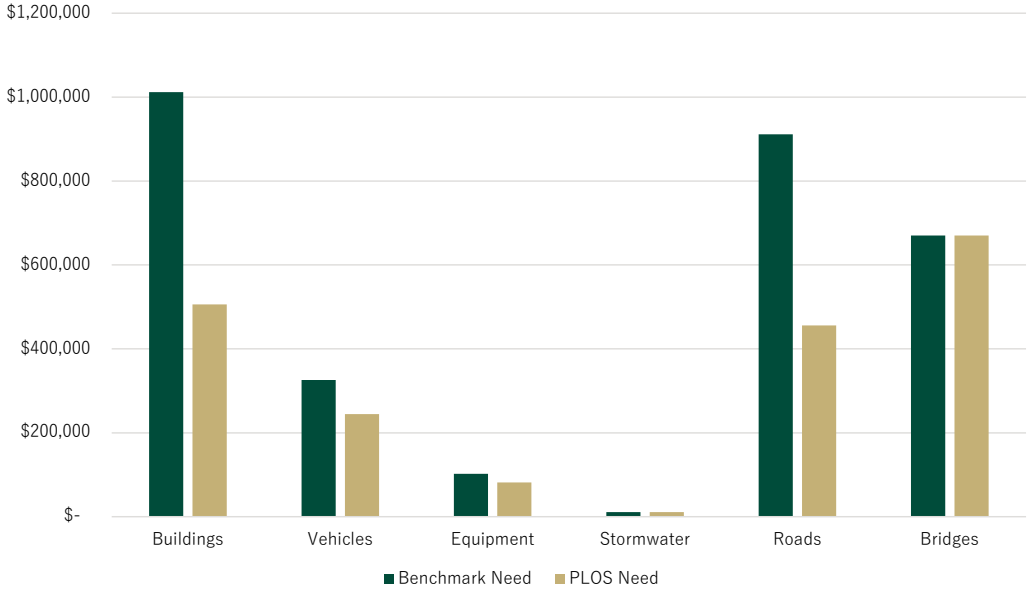
Note: All figures in constant 2026 dollars.
Note: 2025 budget tax levy amounts to about \$4.3 million.

9

HEMSON

Lifecycle Analysis – Approach

Benchmark Annual Need vs. PLOS Annual Need

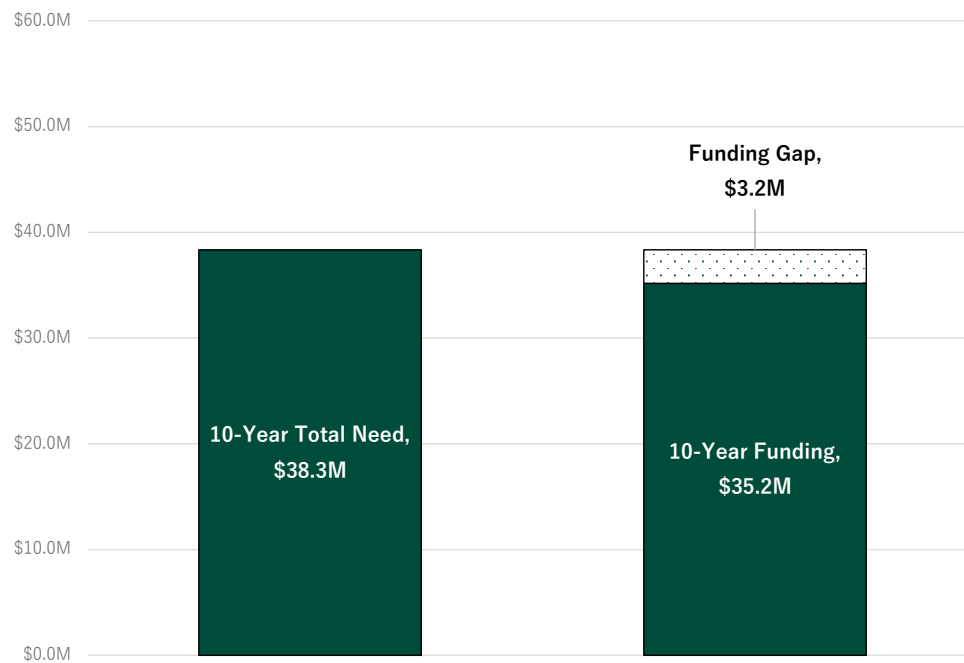


Asset Group	Adjustment Factor
Buildings	50%
Vehicles	75%
Equipment	80%
Stormwater	100%
Roads	50%
Bridges	100%
Total	

10



Tax Funded Capital vs Current Funding (10-Year PLOS Funding Gap)



- 10-Year lifecycle costs to meet proposed levels of service totals about **\$38.3 million**
- 10-year cumulative funding gap equates to about **\$3.2 million**
- Closing the gap by the end of the 10-year period would require a tax levy increase equal to **about 1.7%**
 - **\$70,300** in 2027 and onward

11

*Note: All figures in constant 2026 dollars.
Note: 2025 budget tax levy amounts to about \$4.3 million.*



Approaches to Close The Gap



Continue to seek Funding Support from Upper Levels of Government



Increased Investment in infrastructure



Improved Data Quality



Levels of Service Measures



Assessing Risk Tolerance Level



Continued Project Co-ordination

Next Steps

- Seek feedback from Council
- Finalize Report
- Council to adopt AMP – August 4 2026



THE CORPORATION OF THE TOWNSHIP OF LARDER LAKE
69 FOURTH AVENUE, P. O. BOX 40, LARDER LAKE, ON P0K 1L0
PH: 705-643-2158 FAX: 705-643-2311
LARDERLAKE.CA

May 28, 2026

To whom it May Concern:

RE: Resolution – support Federation of Northern Ontario Municipalities (FONOM) Resolution No.2026-02 - Establishment of a Northern Ontario Policing Grant

Please be advised that at the Township of Larder Lake's Regular Council Meeting held on Tuesday, May 26th, 2026, the following resolution of support was adopted:

Resolution #15, May 26th, 2026

Moved by: Councillor Hull

Seconded by: Councillor Kelly

Carried

BE IT RESOLVED THAT the Council of the Corporation of the Township of Larder Lake supports the resolution from the Federation of Northern Ontario Municipalities (FONOM) regarding the Establishment of a Northern Ontario Policing Grant

WHEREAS Municipalities across Northern Ontario face disproportionately high policing costs due to low population densities, geographic isolation, and limited municipal tax bases;

AND WHEREAS many Northern communities rely on the Ontario Provincial Police (OPP) for policing services, while others operate municipal police services that are also experiencing significant cost pressures;

AND WHEREAS recent increases in policing costs have placed unsustainable pressure on municipal budgets, forcing communities to make difficult decisions between maintaining public safety and funding essential municipal services such as infrastructure, roads, water systems, and recreation facilities;

AND WHEREAS Northern Ontario municipalities provide essential services across a vast geographic region while supporting key sectors of Ontario's economy, including mining, forestry, transportation, and energy;

AND WHEREAS municipalities require predictable and equitable provincial support to ensure policing costs remain sustainable and communities remain safe;

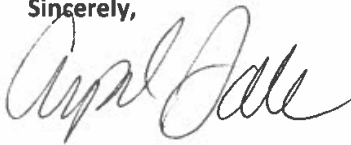
NOW THEREFORE BE IT RESOLVED THAT the Federation of Northern Ontario Municipalities call on the Government of Ontario to establish a \$100 million Northern Ontario Policing Grant, phased in over three years, to support the 157 municipalities across Northern Ontario served by both the Ontario Provincial Police and municipal police services;

AND THAT the grant include a base funding allocation for all municipalities, with additional funding distributed based on population to ensure equitable support across communities of varying sizes;

AND THAT the Province work collaboratively with Northern municipal leaders, including FONOM and NOMA, to design and implement a sustainable funding framework that recognizes the unique economic and geographic realities of Northern Ontario.

BE IT FURTHER RESOLVED THAT a copy of this resolution be forwarded to the Premier of Ontario, the Minister of the Solicitor General, the Minister of Finance, the Minister of Northern Economic Development and Growth, the Association of Municipalities of Ontario (AMO), the Northwestern Ontario Municipal Association (NOMA), and all Northern Ontario Municipalities.

Sincerely,



Crystal Labbe
CAO/ Clerk Treasurer

Encl.

cc: Doug Ford, Premier of Ontario
Michael Kerzner, Minister of the Solicitor General
Peter Bethlenfalvy, Minister of Finance
George Pirie, Minister of Northern Economic Development and Growth
Association of Municipalities of Ontario
Northwestern Ontario Municipal Association (NOMA)

May 29, 2026

Please be advised that during the regular Council meeting of May 26, 2026 the following resolution seeking support for sustainable funding for Public Health Units was carried.

RESOLUTION NO. 2026-244

DATE: **May 26, 2026**

MOVED BY: **Councillor Roberts**

SECONDED BY: **Councillor Nieman**

WHEREAS Ontario public health units and agencies provide a vital service to Ontarians that keeps people healthy, out of hospitals and out of the acute care system;

WHEREAS rural-urban equity in Ontario's public healthcare delivery is essential for a thriving provincial economy that keeps people at work and contributing;

WHEREAS Ontario's public health units & agencies sector has received a mere 1% in its annual budget increase from Queen's Park since 2018, a sum significantly below inflation and real-world cost increases;

WHEREAS public health faces steadily increasing demands, such as a 231% increase in respiratory outbreaks supported in Ontario's long-term care homes, hospitals, and retirement homes since 2018, as well as a 637% increase in Infection Prevention & Control complaints follow-ups;

WHEREAS according to the Association of Municipalities of Ontario (AMO), municipalities across Ontario spend close to \$4 billion on health despite receiving less than \$2 billion in provincial grants, and Canada's Constitution Act 1867 clearly asserts provincial responsibility for health;

WHEREAS Ontario consistently ranks at the bottom for provincial health spending per capita, at \$876 below the average of other provinces using 2022-2023 data;

WHEREAS 60% of Ontario's hospitals are overwhelmed and in dire operating deficits, yet the Canadian Public Health Association asserts that investment in Ontario public health's preventative and health promotion initiatives delivers a 4:1 return on investment, for example, for every dollar spent on upstream public health vaccine immunization of children, \$16 in downstream hospital and primary health care costs are saved;



From the Office of the Clerk
The Corporation of the County of Prince Edward
T: 613.476.2148 x 1021 | F: 613.476.5727
clerks@pecounty.on.ca | www.thecounty.ca

WHEREAS municipalities are being asked to shoulder an escalating percentage of public health unit costs while also asked to solve complex social determinates of health such as rural homelessness and food insecurity but with limited revenue tools;

WHEREAS the province and federal governments continue to collect significant revenue from local/municipal property transactions through the Land Transfer Tax and Goods & Services Tax;

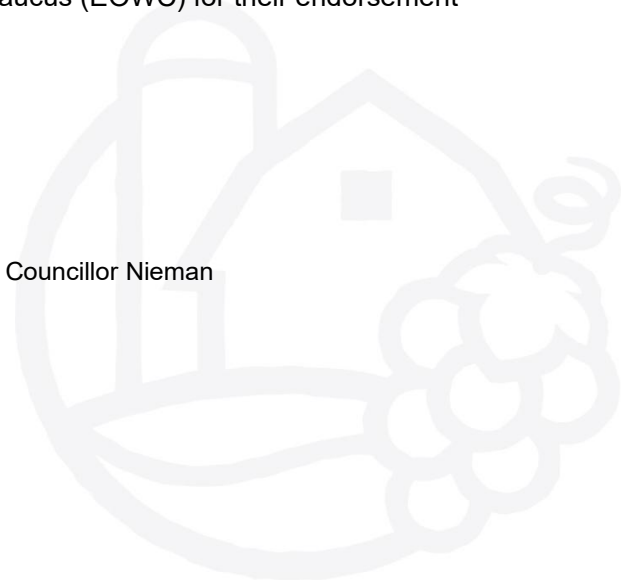
NOW THEREFORE BE IT RESOLVED THAT The Council of the Corporation of the County of Prince Edward requests:

1. **THAT** the Provincial Government redistribute a portion of the Land Transfer Tax to municipalities to address public health funding gaps and the rising % share of municipal contributions to public health units;
2. **THAT** when the province announces its new Ontario Public Health Standards, it also commits to minimum annual funding increases tied to Ontario's consumer price inflation, currently holding at 2.4%;
3. **THAT** this resolution be forwarded to Prime Minister Mark Carney, Premier Doug Ford, the Ontario Minister of Finance, the Minister of Municipal Affairs and Housing, Bay of Quinte Member of Parliament, Chris Malette, and Member of Provincial Parliament, Tyler Allsop; and
4. **THAT** this resolution be forwarded to all 444 Municipalities in Ontario, the Federation of Canadian Municipalities (FCM), and the Association of Municipalities of Ontario (AMO) Rural Ontario Municipal Association (ROMA) and the Eastern Ontario Wardens' Caucus (EOWC) for their endorsement and advocacy.

Yours truly,

Catalina Blumenberg, **CLERK**

cc: Mayor Steve Ferguson, Councillor Roberts, Councillor Nieman



June 16, 2026

SUBJECT: Information on the new Development Charge Reduction Program (FIN-06-26)

Please be advised that at its Special Council meeting held Monday, June 15, 2026, the Council of the City of Burlington approved the following resolution:

Whereas on March 30, 2026, the federal and provincial government signed the Canada-Ontario Partnership to Build agreement to support the shared goals of building more homes faster, making housing more affordable and accelerating key infrastructure projects to protect jobs and help communities grow, and the agreement included \$8.8 billion in federal and provincial funding over 10 years to support housing-enabling infrastructure investments for municipalities; and

Whereas on June 1, 2026, the Province released information on the Development Charge Reduction Program, including details on the application process, eligibility and assessment criteria and funding requirements; and

Whereas municipalities had limited opportunity to provide input on the program design prior to its release, despite the commitment of up to \$8.8 billion for housing enabling infrastructure representing a significant investment in municipal infrastructure and housing priorities; and

Whereas eligible projects must primarily enable the construction of new housing units, accelerate the delivery and implementation of shovel-ready infrastructure projects in the municipality's DC background study and capital plan, begin construction by July 31, 2030, and be complete by October 31, 2035; and

Whereas applications will also be assessed based on the percentage of committed DC rate reduction, the number of housing units projected to be built as a result of the proposed DC relief, and the municipality's financial contribution, with at least 10 per cent of eligible project costs to be funded by the municipality; and

Whereas the City supports the objectives of the Canada-Ontario Partnership to Build and recognizes the importance of senior government investment in housing-enabling infrastructure; and

Whereas the City has already taken significant Council-approved actions to reduce its DC rates, which are among the lowest in Halton Region and low compared to other GTHA municipalities, and has also used other municipal and planning tools, including the City of Burlington Housing Community Improvement Plan, to support housing supply, affordability and complete communities; and

Whereas the current DCRP design, including the requirement for an across-the-board 30 per cent to 50 per cent residential DC reduction, the minimum municipal contribution requirement, the March 30, 2026 measurement date and the absence of a mechanism to cap municipal exposure, presents significant municipal financial exposure; and

Whereas in addition to the risk that the program could result in a subsidy from City taxes, there does not appear to be consideration given to early and creative actions already enacted by municipalities to support the creation of new housing while also meeting specific housing targets and goals to deliver complete communities; and

Whereas a number of Council-approved actions have been implemented that support the creation of housing and do not impact the tax base, including:

- Staff-driven initiative to reduce the proposed DC rates to mitigate the proposed increase in the DC Background Study that has been in effect since June 2024, resulting in residential DC rates being reduced by 28 per cent and non-residential DC rates being reduced by 32 per cent;
- Development of the City's first Affordable Rental Housing Community Improvement Plan, including 10 programs in 2025;
- Amendments to the Affordable Rental Housing Community Improvement Plan in May 2026 to broaden the scope of the CIP and develop a suite of new temporary programs in the now named City of Burlington Housing Community Improvement Plan, approved in May 2026 and currently within the appeal period, including DC grant programs to incentivize purpose-built rental units and ownership units with criteria related to built form, bedroom numbers and unit size, including within midrise and tall buildings, as well as other temporary programs including a Missing Middle Municipal Fee Waiver, Tax Increment Equivalent Grants and Accessible Design Grant;
- Modernized Official Plan policies and associated Residential Zoning By-law to support the creation of new residential units;
- Completion of all Housing Accelerator Fund Action Plan items; and

Whereas in considering the DCRP, staff also note that Council recently reviewed options to support housing through development-related financial incentives, and through that work, broad DC reductions were identified as presenting financial and implementation risks, including reduced flexibility in future DC by-law updates, limitations in targeting specific housing policy objectives and pressure on tax-supported funding sources; and

Whereas Council ultimately approved amendments to the City's housing-related Community Improvement Plan as a more targeted, temporary and controlled approach to supporting housing while protecting existing taxpayers;

Therefore, be it resolved that staff submit a list of projects and apply to the Development Charge Reduction Program on the basis that, through the application, the City requests to receive credit for:

1. The significant development charge reductions for new residential units, being 28 per cent, already made and in effect; and
2. The development charge exemptions available for a broad range of housing through the amended Community Improvement Plan; and
3. The City's 10 per cent portion being eliminated or funded from non-tax-supported sources, including Housing Accelerator Fund funding and development charges;

Therefore, be it further resolved that the CAO provide an accompanying letter to the City of Burlington's application under the DCRP detailing these considerations and requesting that the Ministry of Municipal Affairs and Housing and Housing, Infrastructure and Communities Canada evaluate program applications with fair consideration for previous municipal actions to reduce DCs and provide flexibility in working with municipalities to ensure successful program implementation;

Therefore, be it further resolved that a copy of this motion be shared with the Premier, the Minister of Municipal Affairs and Housing, the Minister of Finance, Halton Regional Council, all Ontario municipalities, the Association of Municipalities of Ontario and the Federation of Canadian Municipalities.

Sincerely,



Mike de Rond
City Clerk, Director of Legislative Services



June 15, 2026

Hon. Robert J. Flack
Minister of Municipal Affairs and Housing
777 Bay Street, 17th Floor
Toronto, ON M7A 2J3

Dear Minister Flack,

Re: Canada-Ontario Development Charge Reduction Program (DCRP)

On behalf of Council for the Town of Plympton-Wyoming, I am writing to acknowledge the Province of Ontario's Canada-Ontario Development Charge Reduction Program (DCRP) and its intent to support housing development and critical infrastructure investment across municipalities.

Council appreciates the Province's efforts to address housing supply challenges by incentivizing development and providing access to infrastructure funding. The objectives of increasing housing availability and supporting growth-related infrastructure are important priorities that align with the Town's long-term planning goals.

However, Council wishes to express concern that the current structure of the DCRP presents significant challenges for small, rural, and northern municipalities such as the Town of Plympton-Wyoming. Municipalities are required to commit to substantial development charge reductions while also preparing competitive applications for large, shovel-ready projects within a limited timeframe.

The program's compressed application intake period provides limited opportunity for municipalities with constrained staffing and financial capacity to properly evaluate participation, identify eligible projects, and assemble a competitive submission.

Additionally, the requirement to prioritize large-scale infrastructure projects that clearly enable housing development, coupled with the expectation of upfront municipal financial contributions, places smaller municipalities at a disadvantage. Many rural communities do not have the same breadth of shovel-ready growth-enabling projects readily available, nor the internal resources required to mobilize applications within such tight timelines.

Council is concerned that, without adjustments, the current program design may limit participation from smaller municipalities and result in an inequitable distribution of funding, favouring larger urban centres with greater administrative capacity and project readiness.

The Corporation of the Town of Plympton-Wyoming

546 Niagara St., P.O Box 250, Wyoming ON, N0N 1T0 | Phone: (519) 845-3939 | www.plympton-wyoming.com



In light of these concerns, Council respectfully requests that the Province of Ontario consider establishing a dedicated program stream for small, rural, and northern municipalities. Such a stream should include:

- More flexible and extended application timelines;
- Scaled project requirements that reflect community size and capacity; and
- Adjusted eligibility criteria that recognize the unique infrastructure funding models and operational realities of rural municipalities.

These modifications would help ensure that all municipalities, regardless of size, have a fair opportunity to participate in the program and contribute to the Province's shared objective of increasing housing supply.

The Town of Plympton-Wyoming remains committed to working collaboratively with the Province to support sustainable growth and infrastructure investment in our community.

A copy of this correspondence has been shared with our local Members of Provincial Parliament and Federal Parliament, as well as neighbouring municipalities, to encourage broader support for these requested program enhancements.

Thank you for your consideration.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'AS'.

Adam Sobanski
Chief Administrative Officer
Town of Plympton-Wyoming



Planning and Housing Policy
Branch
Address
13th Flr, 777 Bay St
Toronto, ON
M7A 2J3
Canada

Township of Puslinch
7404 Wellington Road 34
Puslinch, ON N0B 2J0
www.puslinch.ca

June 19, 2026

RE: 10.5 Proposed Planning Act Changes Schedule 7 of Bill 119, the Proposed Protecting Ontario Streets and Communities Act

Please be advised that Township of Puslinch Council, at its meeting held on June 17, 2026 considered the aforementioned topic and subsequent to discussion, the following was resolved:

Resolution No. 2026-212: Moved by Councillor Goyda and
Seconded by Councillor Sepulis

That Correspondence Item 10.5 Proposed Planning Act Changes Schedule 7 of Bill 119, the Proposed Protecting Ontario Streets and Communities Act be received for information; and,

Whereas the Province of Ontario has proposed amendments to the Planning Act through Schedule 7 of Bill 119, the Protecting Ontario's Streets and Communities Act, 2026, to authorize municipalities to utilize Administrative Monetary Penalties (AMPs) for zoning by-law contraventions related to prohibited land uses; and

And Whereas the current enforcement process for zoning by-law violations requires prosecution through the Provincial Offences Court system, which can be time-consuming, costly, resource-intensive, and result in lengthy delays before compliance is achieved; and

And Whereas rural municipalities often face unique challenges in enforcing zoning by-laws due to limited staffing resources, large geographic areas, and increasing complexity of land use issues; and



And Whereas the proposed AMP framework would provide municipalities with a more efficient and responsive compliance tool while maintaining procedural fairness through administrative review and appeal mechanisms; and

And Whereas the proposed changes would reduce pressure on the Provincial Offences Court system by resolving appropriate zoning enforcement matters through an administrative process rather than requiring formal court proceedings; and

And Whereas a streamlined administrative process would provide greater certainty and timelier outcomes for both municipalities and property owners, encouraging voluntary compliance and reducing enforcement costs; and

Now Therefore Be It Resolved That the Council of the Township of Puslinch supports the Province's proposed amendments to the Planning Act under Schedule 7 of Bill 119 permitting the use of Administrative Monetary Penalties for zoning by-law contraventions relating to prohibited land uses; and,

That Council recognizes these amendments as providing municipalities, particularly rural municipalities, with a practical, efficient, and cost-effective enforcement tool that will improve compliance outcomes while reducing administrative and legal burdens; and,

That a copy of this resolution be forwarded to the Premier, Honourable Minister of Municipal Affairs and Housing, the Association of Municipalities of Ontario (AMO), the Rural Ontario Municipal Association (ROMA), MPP Joseph Racinsky, and all Ontario municipalities for consideration and support.

CARRIED

As per the above resolution, please accept a copy of this correspondence for your information and consideration.

Sincerely,

Justine Brotherston
Municipal Clerk



Proposed Planning Act Changes (Schedule 7 of Bill 119, the Proposed Protecting Ontario's Streets and Communities Act, 2026)

ERO (Environmental Registry of Ontario) number	026-0558
Notice type	Act
Act	Planning Act, R.S.O. 1990
Posted by	Ministry of Municipal Affairs and Housing
Notice stage	Proposal
Proposal posted	May 26, 2026
Comment period	May 26, 2026 - June 25, 2026 (30 days) Open
Last updated	May 26, 2026

This consultation closes at 11:59 p.m. on:

June 25, 2026

Proposal summary

The government is seeking feedback on proposed legislative changes to the Planning Act regarding zoning by-law contraventions that relate to land uses that are not permitted that would be made by Bill 119, the proposed Protecting Ontario's Streets and Communities Act, 2026.

Proposal details

The government is seeking public feedback on proposed legislative changes to the *Planning Act* under the Protecting Ontario's Streets and Communities Act, 2026 that would enable municipalities to use an administrative monetary penalty (AMP) system for zoning by-law contraventions that relate to land uses that are not permitted.

We welcome your thoughts on the following changes proposed in Bill 119, the proposed Protecting Ontario's Streets and Communities Act, 2026.

Proposed Planning Act changes

Schedule 7 of Bill 119 proposes amendments to the *Planning Act* to provide local municipalities with a new tool to enforce certain zoning by-law contraventions. If passed, proposed changes would enable local municipalities to implement an AMP system for zoning by-law contraventions that relate to land uses that are not permitted. This is similar to the system many municipalities currently use for enforcement of certain by-laws under the *Municipal Act, 2001* such as those for parking, fences, clean yards and noise and for property standards violations under the *Building Code Act, 1992*.

Currently, the *Planning Act* provides for maximum financial penalties for individuals and corporations on conviction of an offence for contravention of a zoning by-law. The actual amount of the fine imposed in any instance is determined by Provincial Offences Court following a conviction (on a finding that the offence has been committed). The Act does not currently permit local municipalities to levy AMPs for zoning by-law contraventions. Municipalities have expressed concerns that the current enforcement system for zoning by-law contraventions is challenging, time consuming and costly to implement.

The proposed changes would allow local municipalities to implement an AMP system to set an administrative penalty amount for zoning by-law contraventions regarding land uses that are not permitted. The penalty could not be punitive in nature and could not exceed an amount reasonably required to promote compliance with the by-law. A person could not be charged with an offence if they had already paid an administrative penalty for the same by-law contravention.

Unpaid fines and administrative penalties would generally be able to be added to the tax roll for any property owned by the same persons responsible for paying the AMP and could be collected in the same manner as municipal taxes. The proposed changes to enable municipalities to use an AMP system, if passed could not be used for other types of zoning by-law contraventions (e.g., prohibited uses of buildings or performance standards such as minimum or maximum heights and densities).

Impact on the Environment

The proposed legislative changes, which would enable municipalities to implement an AMP system for certain types of zoning by-law contraventions, are anticipated to have a neutral to positive impact on the environment. If passed, municipalities would be able to more quickly enforce zoning by-law contraventions regarding land uses that are not permitted, some of which may have direct environmental impacts (e.g. drainage issues, noise, odour). As a result of changes to enable AMPs, there may be indirect but positive impacts on the environment, if, for example, as a result of staff realignments municipalities have more time to address other types of by-law contraventions that could impact the environment.

Analysis of Regulatory Impact

The initiatives are anticipated to streamline the processes to address zoning by-law contraventions that relate to land uses that are not permitted.

Costs

The proposed legislative changes would result in additional costs related to municipal staff learning about the changes. For local municipalities that currently use an AMP system and choose to use it for zoning by-law contraventions, there would be incremental cost increases associated with expanding their AMP system to also enforce zoning by-law contraventions regarding land uses that are not permitted (e.g., software updates, equipment, amendments to by-laws, website updates). There would be additional costs for local municipalities that do not currently use an AMP system for by-law enforcement and that choose to set up an AMP system to enforce zoning by-law contraventions.

There are no direct compliance cost implications to other parties, including consumers, businesses, and the government, arising from these proposed legislative changes.

Benefits

The changes would benefit Ontarians broadly, as they are intended to make the process to enforce certain types of zoning by-law contraventions easier and faster. This could result in time and cost savings for local municipalities and cost savings to government as a result of a reduction in the volume of cases involving zoning by-law contraventions that are prosecuted through the court

system. Local municipalities that currently utilize an AMP system and choose to enforce zoning by-law contraventions using the same system may benefit from utilizing the system for a broader range of by-law contraventions.

Supporting materials

Related links

[Planning Act \(https://www.ontario.ca/laws/statute/90p13\)](https://www.ontario.ca/laws/statute/90p13)

[Municipal Act, 2001 \(https://www.ontario.ca/laws/statute/01m25\)](https://www.ontario.ca/laws/statute/01m25)

[Building Code Act, 1992 \(https://www.ontario.ca/laws/statute/92b23?highlight=false&lang=en&option=%7B%22selection%22%3A%5B%22current](https://www.ontario.ca/laws/statute/92b23?highlight=false&lang=en&option=%7B%22selection%22%3A%5B%22current)

[Bill 119, Protecting Ontario's Streets and Communities Act, 2026 \(https://www.ola.org/en/legislative-business/bills/parliament-44/session-1/bill-119\)](https://www.ola.org/en/legislative-business/bills/parliament-44/session-1/bill-119)

View materials in person

Some supporting materials may not be available online. If this is the case, you can request to view the materials in person.

Get in touch with the office listed below to find out if materials are available.

Planning and Housing Policy Branch
13th Flr, 777 Bay St
Toronto, ON
M7A 2J3
Canada

Comment

Let us know what you think of our proposal.

Have questions? Get in touch with the contact person below. Please include the [ERO \(Environmental Registry of Ontario\)](#) number for this notice in your email or letter to the contact.

[Read our commenting and privacy policies. \(/page/commenting-privacy\)](#)

Submit by mail

PlanningConsultation@ontario
.ca

Connect with us

Contact

PlanningConsultation@ontari
o.ca



PlanningConsultation@ontario.ca



June 25, 2026

Re: Request for Provincial Action on the Accuracy of Municipal Voters Lists

Please be advised that at its regular County Council meeting held Wednesday, June 24, 2026, the Council of the County of Peterborough passed the following Resolution:

Resolution No. 129-2026

Moved by Councillor Carolyn Amyotte

Seconded by Councillor Carol Armstrong

Whereas the Province of Ontario shifted responsibility of the municipal election voters list from MPAC to Elections Ontario by amending the Municipal Elections Act, 1996, through the Helping Tenants and Small Businesses Act, 2020, effective after the 2022 municipal election; and

Whereas many of the eight lower-tier Township elector lists presented by Elections Ontario have discrepancies in voter counts from the 2022 municipal election, specifically in the number of eligible non-resident property owners which are significantly lower than the 2022 numbers; and

Whereas Elections Ontario has acknowledged the discrepancies and is planning to address them;


Now therefore be it resolved that the Corporation of the County of Peterborough urges the Province of Ontario to immediately encourage prioritization of the review of data specifically related to non-resident property owners to ensure voter lists are as accurate as possible prior to August 14, 2026; and


That this resolution be forwarded to the Premier, the Minister of Municipal Affairs and Housing, the local MPPs, AMO, ROMA, AMCTO, EOWC, FOCA, all Ontario municipalities and the eight lower-tier Township Clerks for support.


Sincerely,

Kari Stevenson

Director of Legislative Services/Clerk

 705-743-0380
1-800-710-9586

 ptbocounty.ca

 County Courthouse
470 Water Street
Peterborough, ON, K9H 3M3

Town of Whitby
575 Rossland Road East,
Whitby, ON L1N 2M8
905.430.4300
whitby.ca



June 25, 2026

Via Email

The Honourable Doug Ford
Premier of Ontario
premier@ontario.ca

Re: Review of the Ontario Land Tribunal and Enhancing Deference to Municipal Planning Decisions

Please be advised that at its meeting held on June 22, 2026, the Council of the Town of Whitby adopted the following as Resolution # 166-26:

Whereas local councils are elected by residents to make planning decisions that reflect the needs and priorities of their communities;

Whereas municipalities rely on extensive public consultation, professional planning advice, engineering studies, and technical reports when making land-use decisions;

Whereas the Ontario Land Tribunal (OLT) has the authority to overturn municipal planning decisions, often requiring municipalities to spend significant taxpayer dollars defending decisions that have already undergone a thorough local review process;

Whereas lengthy and costly appeals can delay housing projects, consume municipal resources, and reduce the ability of municipalities to focus on delivering services to residents; and,

Whereas local governments should have greater certainty and authority when decisions are consistent with approved Official Plans, provincial policies, and sound planning principles.

Now Therefore be it Resolved:

1. That the Government of Ontario be requested to review the role and mandate of the Ontario Land Tribunal to ensure greater respect for municipal planning decisions that are supported by evidence, public consultation, and approved planning policies;

2. That the Province consider amendments to the Planning Act and Ontario Land Tribunal Act to provide stronger deference to municipal decisions that align with provincial planning frameworks and Official Plans;
3. That the Province improve transparency and accountability within the Ontario Land Tribunal by requiring clear and detailed reasoning when municipal decisions are overturned;
4. That the Province explore measures to reduce the financial burden on municipalities defending planning decisions before the OLT, helping to protect taxpayer dollars and improve the efficiency of the planning process; and,
5. That Staff be directed to circulate this resolution to the Premier of Ontario, the Minister of Municipal Affairs and Housing, Local Members of Provincial Parliament, the Association of Municipalities of Ontario (AMO), and all Ontario municipalities for consideration and support.

Should you require further information, please do not hesitate to contact the Office of the Town Clerk at 905-430-4300.



Kathryn Douglas
Supervisor, Legislative Services
clerk@whitby.ca

Copy: C. Harris, Director of Legislative Services/Town Clerk - clerk@whitby.ca

The Honourable Rob Flack, Minister of Municipal Affairs and Housing -
minister.mah@ontario.ca
Peter Bethlenfalvy, MPP, Pickering-Uxbridge - peter.bethlenfalvy@pc.ola.org
Lorne Coe, MPP, Whitby - lorne.coe@pc.ola.org
Jennifer K. French, MPP, Oshawa - jfrench-co@ndp.on.ca
Todd J. McCarthy, MPP, Durham - todd.mccarthy@pc.ola.org
Rob Cerjanec, MPP, Ajax - rcerjanec.mpp.co@liberal.ola.org
Laurie Scott, MPP, Haliburton-Kawartha Lakes-Brock - laurie.scott@pc.ola.org
Robin Jones, President, Association of Municipalities of Ontario -
amopresident@amo.on.ca
All Ontario Municipalities



MISSISSAUGA

RESOLUTION 0147-2026
adopted by the Council of
The Corporation of the City of Mississauga
at its meeting on June 24, 2026

0147-2026 Moved by: Councillor N. Hart

Seconded by: Councillor C. Fonseca

WHEREAS women and children experiencing intimate partner violence rely on emergency shelters as a critical component of their safety, recovery, and transition to stable housing;

WHEREAS adequate lengths of stay in emergency shelters are often necessary to support safety planning, access to social services, legal supports, mental health resources, and housing stabilization;

WHEREAS funding formulas and service benchmarks directly influence shelter capacity, operations, and the ability of service providers to meet community needs;

Whereas The City of Mississauga declared Intimate Partner Violence an epidemic on September 13th 2023;

WHEREAS municipalities across Ontario utilize varying approaches to shelter funding and length-of-stay expectations, providing opportunities for benchmarking and best-practice review;

WHEREAS any reductions to funding based on the formulas may have unintended consequences on service levels and the availability of supports for individuals fleeing intimate partner violence;

THEREFORE BE IT FURTHER RESOLVED THAT the Mayor, on behalf of Council, write to the Premier of Ontario, the Minister of Children, Community and Social Services, the Minister of Municipal Affairs and Housing, and the local Members of Provincial Parliament requesting a provincial review of benchmarking, funding formulas, and length-of-stay standards for emergency shelters serving women and children experiencing intimate partner violence, with a view to ensuring adequate shelter stays and preventing reductions in funding that could negatively impact service delivery and client outcomes;

AND BE IT FURTHER RESOLVED THAT a copy of this resolution be forwarded to the Premier of Ontario, the Minister of Children, Community and Social Services, the Minister of Municipal Affairs and Housing, local MPPs, the Association of Municipalities of Ontario (AMO), and all Ontario municipalities for their information and consideration.

Recorded Vote	YES	NO	ABSENT	ABSTAIN
Mayor C. Parrish				
Councillor S. Dasko	X			
Councillor A. Tedjo	X			
Councillor C. Fonseca	X			
Councillor J. Kovac	X			
Councillor N. Hart	X			
Councillor J. Horneck	X			
Councillor D. Damerla	X			
Councillor M. Mahoney	X			
Councillor M. Reid	X			
Councillor S. McFadden	X			
Councillor B. Butt	X			

Carried (11, 0)



Board Summary Report

May 11, 2026

Municipal Clerks/Chief Administrative Officers,

Re: FOR DISTRIBUTION TO COUNCIL

As a member of the Authority, please find below highlights of the May 11, 2026, Board of Directors meeting for distribution. Attached are draft minutes of the meeting, and approved minutes of the April 13, 2026, Board of Directors Annual General meeting.

EMPLOYEE PRESENTATION: WATERSHED CONDITIONS UPDATE AND FRESHET PRESENTATION

Staff provided an overview of the phases of the 2026 freshet. The current goal is to stabilize the system and achieve target summer levels. One of the boom anchors at Mazinaw Lake dislodged during the freshet peak. Staff provided drone footage that staff were able to capture of the event. Staff discussed the temporary boom installation completed on May 6.

Staff reviewed the current watershed status, water levels and streamflow conditions. Staff compared current conditions to historical averages and noted that water levels peaked in April and have returned to seasonal norms. Current operations are aimed at maintaining stable water level conditions for fish spawning and summer recreation.

GM UPDATE

S. McIntyre provide the GM Update. She highlighted:

- The Annual Watershed Tour scheduled for June 8, 2026, including a tour of the Mill of Kintail Museum, Morris Island Conservation Area, lunch in Almonte, and a tour of Brian J. Gallagher Generation Station in Almonte.
- Meeting with Bruce Fanjoy (MP Carleton) to advocate for continued funding of the federal Disaster Mitigation Adaptation Fund (DMAF) and the Flood Hazard Identification and Mapping Program (FHIMP).

10970 Highway 7, Carleton Place ON, K7C 3P1 | (613) 253-0006 | info@mvc.on.ca
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AMALGAMATION UPDATE

Staff highlighted concerns regarding potential delays in the award of major tendered projects such as the Kashwakamak Lake Dam replacement. The Board authorized staff to notify the OPCA of key initiatives that may require exemption in accordance with the Minister's Direction.

10-YEAR CAPITAL PLAN UPDATE

The Board approved the 10-year Capital Plan Update and Schedule of Capital Levy increases for 2026-2035.

INVESTMENT UPDATE AND 2026 STRATEGY

Staff reviewed investments since approval of MVCA's Investment Strategy in March 2025. The Board approved implementation of the 2026 Investment Strategy.

PROPOSED BUDGET PROCESS

The Board approved the proposed 2027 budget process. The province requires conservation authority 2027 budgets to be approved before year-end. The draft budget will go to the Finance and Administration Advisory Committee in late August, be tabled with the Board in September, and finalized in October.

PROPOSED 2027 BUDGET AND LEVY ASSUMPTIONS

The Board directed staff to develop the 2027 Budget and related documents in accordance with the following parameters:

1. An increase of 3.0% plus assessment growth to the Operating Levy;
2. An increase of 7.5% plus assessment growth to the Capital Levy;
3. An assumed assessment growth rate of 1.5%; and
4. A cost-of-living increase to the 2027 Pay Scale of 2.5%.

SECTION 29 VIOLATIONS

MVCA has had several violations and thefts at conservation areas in recent years. Recently, someone dug an illegal trench across the K&P Trail that caused damage to a vehicle and posed a significant health and safety risk to trail users. The Board approved a pilot to install surveillance devices at MVCA properties that have experienced Section 29 violations and amendment of the electronic monitoring policy.

REGISTRY OF NATURAL HAZARDS UPDATE

MVCA maintains a registry of natural hazard events mainly intended for trend analysis over time. The information will be useful for future generations to understand historical natural hazard events.

ATTACHMENTS:

- Draft minutes of May 11, 2026, Board of Directors Meeting.
- Approved Minutes of April 13, 2026, Board of Directors Annual General Meeting.
- [Registry of Natural Hazardous Events](#).



DRAFT Minutes: Board of Directors Meeting

May 11, 2026

Hybrid Meeting via Zoom and MVCA Office Boardroom

ROLL CALL

Members Present

- Roy Huetl, Chair
- Paul Kehoe, Vice Chair
- Allan Hubley (Remote)
- Bev Holmes (1:02 p.m.)
- Cathy Curry
- Cindy Kelsey
- Dena Comley
- Glen Gower (Remote)
- Helen Yanch
- Janet Mason
- Mary Lou Souter
- Taylor Popkie
- Wayne Baker

Staff

- Sally McIntyre, General Manager
- Stacy Millard, Treasurer
- Juraj Cunderlik, Director of Engineering
- Ben Dopson, Manager of Planning and Stewardship
- Alex Broadbent, Manager of I&CT
- Kathryn Starratt, Water Resources Specialist
- Kelly Hollington, Recording Secretary

Members Absent

- Clarke Kelly
- Jeannie Kelso
- Jeff Atkinson
- Richard Kidd

R. Huetl called the meeting to order at 1:00 p.m.

DECLARATIONS OF INTEREST

Members were asked to declare any conflicts of interest and informed that they may declare a conflict at any time during the session. No declarations were received.

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AGENDA REVIEW

There were no additions or discussions regarding the agenda.

BOD26/05/11 - 1

MOVED BY: H. Yanch

SECONDED BY: D. Comley

Resolved, that the agenda for the May 11, 2026, Board of Directors Meeting be adopted as presented.

“CARRIED”

MAIN BUSINESS

1. Approval of Minutes: Board of Directors Meeting, April 13, 2026

There were no amendments or discussions regarding the minutes.

BOD26/05/11 - 2

MOVED BY: P. Kehoe

SECONDED BY: M. Souter

Resolved, that the minutes of the Board of Directors Meeting held on April 13, 2026, be received and approved as printed.

“CARRIED”

a. Receipt of Draft Minutes: Finance and Administration Advisory Committee Meeting, May 4, 2026

There were no discussions regarding the minutes.

2. Employee Presentation: Watershed Conditions Update and Freshet Presentation, Juraj Cunderlik & Kathryn Starratt.

J. Cunderlik provided an overview of the phases of the freshet. He noted that the current goal is to stabilize the system and achieve target summer levels. He reviewed the progression of watershed conditions during the 2026 freshet and highlighted that both the Mississippi and Carp River watersheds would be downgraded to normal conditions shortly and summarized conditions across Ontario.

J. Cunderlik stated that one of the boom anchors at Mazinaw Lake dislodged during the peak and showed Board members drone footage of the event that staff were able to

capture. He stated that a similar event occurred at Mazinaw Lake Dam in 2019 and commented on the rehabilitation works undertaken at that time. He discussed the temporary boom installation completed on May 6 and thanked staff for their efforts and commitment including system monitoring, dam operations, data collection, flood patrol, communications and coordination with other organizations during the 2026 freshet. He highlighted that the team received positive feedback from residents regarding the management of the system to mitigate flooding risks.

K. Starratt reviewed the current watershed status, current water levels and streamflow conditions. She compared current conditions to historical averages and noted that water levels peaked in April and have returned to seasonal norms. She stated that current operations are aimed at maintaining stable water level conditions for fish spawning and summer recreation.

K. Starratt reviewed conditions for the Lower Ottawa River and reminded members that MVCA does not operate or forecast conditions on the Ottawa River. Data is provided by the Ottawa River Regulatory Board. She provided imagery taken by staff doing flood patrol on the Ottawa River. She reviewed the weather forecast and noted no significant weather events on the horizon.

3. GM Update, Report 3562/26, Sally McIntyre.

S. McIntyre provided the GM Update, she highlighted:

- The Annual Watershed Tour is scheduled for June 8, 2026, including a tour of the Mill of Kintail Museum, Morris Island Conservation Area, lunch in Almonte, and a tour of Brian J. Gallagher Generation Station in Almonte.
- Meeting with Bruce Fanjoy (MP Carleton) to advocate for continued funding of the federal Disaster Mitigation Adaptation Fund (DMAF) and the Flood Hazard Identification and Mapping Program (FHIMP).

4. Amalgamation Update, Report 3563/26, Sally McIntyre.

S. McIntyre spoke of the Ministerial Direction letter and highlighted that some decisions will require (OPCA) approval moving forward.

J. Mason asked how the 2027 Budget will be handled. S. McIntyre responded that she hopes to have the opportunity to ask for clarity regarding the 2027 budget at an upcoming briefing for General Managers.

B. Holmes asked how the new direction will affect the Request for Proposal (RFP) process for the Mill of Kintail Museum collections. S. McIntyre responded that the

reallocation of the museum collection will be included as one of the key initiatives that may require exemption in the letter to the OPCA. She highlighted that the letter to the OPCA will include questions along with the list of key projects. She expressed concern regarding potential delays in the tender award of major projects such as the Kashwakamak Lake Dam replacement.

BOD26/05/11 - 3

MOVED BY: P. Kehoe

SECONDED BY: B. Holmes

Resolved, That the Board of Directors authorize staff to notify the OPCA of key initiatives that may require exemption in accordance with the Minister's Direction as set out in report #3563/26.

"CARRIED"

5. 10-Year Capital Plan Update, Report 3559/26, Stacy Millard.

S. Millard noted that MVCA policy states that the 10-Year Capital Plan should be reviewed annually, and that the current update was delayed in order to receive the results of building condition assessments were completed early winter. She also noted that the Plan had been amended since the Finance and Administration Advisory Committee meeting to address failure of the Mazinaw Lake Dam boom, which add approximately \$945,000 in costs--\$567,000 in direct costs and \$150,000 in inflation costs over the life of the plan.

S. Millard stated that cost estimates for the Kashwakamak Lake Dam are based upon 60% design completion and construction estimates received from CIMA Canada. She noted inflation factors of 3.5% on direct costs and 2.5% on MVCA staff costs.

S. Millard reviewed the Capital Plan Summary and stated that it assumes that the Kashwakamak Lake Dam, Mazinaw Lake Dam, Big Gull Lake Dam, Bennett Lake Dam, and HQ water and sewer connections will be debt financed.

B. Holmes asked what the difference is between Visitor Services and Mill of Kintail Museum Conservation Area. S. Millard explained that Visitor Services applies to Category 3 improvements to the Gatehouse, Museum, Education Centre and Cloister. She noted that the Gatehouse and Museum will require septic replacement in the future.

R. Huetl asked how staff estimated the costs for the Water and Sewer Connection. He highlighted that costs rise with delays. S. Millard explained that the cost is an estimate based on a design prepared in the past.

S. Millard reviewed the proposed Schedule of Annual Capital Levy Increases.

B. Holmes expressed concern regarding the potential changes to the 10-Year Capital Plan due to amalgamation. S. McIntyre stated the importance of long-term financial planning, and the document will help with the amalgamation transition by providing our priorities to the new board and CAO. The 10-Year Capital Plan also demonstrates good financial management to the OPCA.

J. Mason expressed concern regarding the Mazinaw Lake Dam Boom dislodgement. She noted that the dam was labelled as good condition at the Finance and Administration Advisory Committee meeting. She expressed concern regarding the surprise addition of approximately \$500,000 for repairs on a structure deemed as *good condition*. J. Cunderlik explained that dam condition assessments, staff inspections, and dam safety reviews are considered when prioritizing which dams require work. He noted that Big Gull Dam is nearing 120 years old. S. McIntyre added the report contains a list of recommended capital works. She noted that the Board approved an asset management plan for water control structures in 2024. The *Asset Management Plan* included a categorization of the criticality of all of MVCA's dams. She acknowledged that there is always embedded risk relating to dam ownership. She noted that work was done in 2019 to stabilize the embankment at Mazinaw Lake Dam.

J. Mason commented that with climate change comes more frequent high-water levels and high flows, as per J. Cunderlik's presentation. She expressed concern regarding increased risk and criticality due to climate change. She commented that these concerns should be communicated to B. Fanjoy (MP Carleton) to demonstrate the need for consistent grant funding for capital improvement projects. S. McIntyre confirmed that the MP had been informed.

S. Millard reviewed revenues and reserves. She noted that staff plan to use reserves to complete work at Widow Lake Dam. She highlighted that starting from 2031 the focus will be on building reserves.

B. Holmes asked if there should be an emergency reserve for situations similar to the Mazinaw Lake Dam boom dislodgement. S. McIntyre explained that the operating reserve allows for any number of contingency events. She highlighted that MVCA has

developed a sound capital program. S. Millard added that the water control structure reserve allows MVCA to be able to put funds aside for dam works.

M. Souter expressed concerns regarding the lack of information regarding amalgamation and fiscal responsibilities moving forward. S. McIntyre explained that one of the stated objectives of the province regarding the amalgamation process is to allow for a redistribution of funds that bring all Conservation Authorities (CAs) to a common standard across the province. Some CAs know that their operating budget for 2027 is going to be at a deficit. It is unknown how these deficits will be addressed. She highlighted that this will need to be addressed by the amalgamation transition committees.

P. Kehoe asked which of the CAs in the St. Lawrence Region CA is the most disadvantaged. S. McIntyre explained that Raisin Region CA (RRCA) took on a property that was previously run by the St. Lawrence Commission. Significant investments were made to the property, and it accounts for a significant amount RRCA's operating revenues. Currently, there is uncertainty whether RRCA's will be able to renew its lease with the St. Lawrence Parks Commission.

S. Millard reviewed average annual costs from 2029-2035. She reviewed reserves including current balance, 2029 target and the current percentage of the target balance.

BOD26/05/11 - 4

MOVED BY: C. Kelsey

SECONDED BY: W. Baker

Resolved, That the Board of Directors approve the 10-year Capital Plan Update and Schedule of Capital Levy increases set out in report 3559/26 for the period 2026-2035.

"CARRIED"

6. Investment Update and 2026 Strategy, Report 3561/26, Stacy Millard.

S. Millard reviewed investments since approval of the investment strategy in March 2025 and transition in June 2025. She noted that on the high interest savings account, the rate of returns averaged to 2.75% since account opening.

BOD26/05/11 - 5

MOVED BY: B. Holmes

SECONDED BY: H. Yanch

Resolved, That the Board of Directors approve implementation of the 2026 Investment Strategy set out in report 3561/26.

“CARRIED”

7. Proposed 2027 Budget Process, Report 3560/26, Sally McIntyre.

S. McIntyre reviewed the proposed 2027 budget process. She highlighted that budgets must be approved before year-end as per Provincial direction. She noted that the draft budget would go to the Finance and Administration Advisory Committee in late August and be tabled with the Board in September and finalized in October.

M. Souter asked for the date of the October Board meeting. S. McIntyre responded that the meeting is scheduled for the Monday following Thanksgiving: Monday October 19.

BOD26/05/11 - 6

MOVED BY: P. Kehoe

SECONDED BY: D. Comley

Resolved, That the Board of Directors approve the timelines set out in report 3560/26 for development and approval of the 2027 Budget.

“CARRIED”

8. Proposed 2027 Budget and Levy Assumptions, Report 3564/26, Sally McIntyre.

S. McIntyre explained that staff usually look to the City of Ottawa for direction on annual levy increases. With adjustments to the budget timeline, staff are taking the approach of an average of the past few years to determine levy assumptions. She presented the recommended levy assumptions.

BOD26/05/11 - 7

MOVED BY: W. Baker

SECONDED BY: C. Curry

Resolved, That the Board of Directors direct staff to develop the 2027 Budget and related documents in accordance with the following parameters:

1. *An increase of 3.0% plus assessment growth to the Operating Levy;*
2. *An increase of 7.5% plus assessment growth to the Capital Levy;*
3. *An assumed assessment growth rate of 1.5%; and*
4. *A cost-of-living increase to the 2027 Pay Scale of 2.5%.*

“CARRIED”

9. Section 29 Violations, Report 3565/26, Scott Lawryk.

S. McIntyre explained that MVCA has had several violations occur at conservation areas in recent years. Recently, an individual dug an illegal trench across the K&P Trail that caused damage to a vehicle and posed a significant health and safety risk to users. She noted the section of affected trail on the K&P resides within the County of Frontenac and would be part of their transferred portion. Staff recommend the use of surveillance cameras at conservation areas to monitor areas that have experienced violations. S. McIntyre explained that amendment of the electronic monitoring policy is required to include a statement regarding public video surveillance. She noted that staff were provided an example policy statement regarding surveillance from the County of Frontenac.

P. Kehoe expressed concern regarding the potential for cameras being stolen or damaged. He noted that D/NE uses cameras at waste sites and has had to place them on 40-foot-tall poles.

J. Mason noted that the cameras will transmit the camera feed and capture any individuals tampering with them.

C. Curry asked if the Electronic Monitoring Policy is being changed. S. McIntyre explained that the Electronic Monitoring Policy currently applies to in-house monitoring of the building and computer devices. The recommendation is to add a section to include public surveillance.

R. Huetl commented that signage will have to be posted to notify the public of the camera surveillance. S. McIntyre explained that MFIPPA has guidelines that will be followed in the establishment of the pilot.

BOD26/05/11 - 8

MOVED BY: J. Mason

SECONDED BY: C. Kelsey

Resolved, That the Board of Directors approve a pilot to install surveillance devices at MVCA properties that have experienced Section 29 violations, in accordance with report 3565/26.

And further resolved, That the Board of Directors approve amendment of the Electronic Monitoring Policy to include:

“Video transmissions and recordings are monitored, saved, and archived for security purposes, and to monitor compliance with applicable policies, procedures and expectations”

“CARRIED”

10. Registry of Natural Hazards Update, Report 3566/26, Juraj Cunderlik.

S. McIntyre explained that MVCA maintains a registry of natural hazard events. She highlighted that the information will be useful for future generations to understand historical natural hazard events. The registry is mainly intended for trend analysis over time.

J. Mason asked if the registry is available online. She recommended that it be posted.

H. Yanch expressed support to making the registry available online.

S. McIntyre confirmed that staff will post the registry online.

ADJOURNMENT

BOD26/05/11 - 9

MOVED BY: C. Curry

SECONDED BY: H. Yanch

Resolved, That the Board of Directors meeting be adjourned at 2:12 p.m.

“CARRIED”

The meeting adjourned at 2:12 p.m.

K. Hollington, Recording Secretary



Minutes: Board of Directors Annual General Meeting

April 13, 2026

Hybrid Meeting via Zoom and MVCA Office Boardroom

ROLL CALL

Members Present

- Roy Huetl, Chair
- Paul Kehoe, Vice Chair (Remote)
- Allan Hubley (Remote at 1:13 p.m.)
- Bev Holmes
- Cathy Curry
- Cindy Kelsey
- Clarke Kelly
- Dena Comley
- Glen Gower
- Helen Yanch
- Janet Mason
- Jeannie Kelso
- Jeff Atkinson
- Mary Lou Souter
- Taylor Popkie (Remote)
- Wayne Baker

Members Absent

- Richard Kidd

Staff

- Sally McIntyre, General Manager
- Stacy Millard, Treasurer
- Juraj Cunderlik, Director of Engineering
- Scott Lawryk, Property Manager
- Ben Dopson, Manager of Planning and Stewardship
- Alex Broadbent, Manager of I&CT
- Kathryn Starratt, Water Resources Specialist
- Diane Reid, Environmental Planner
- Mercedes Liedtke, Environmental Planner
- Bryan Flood, Water Resources Engineer
- Rikke Brown, Water Resources Engineer
- Kelly Hollington, Recording Secretary

Guests

- Donna Rotar, Baker Tilly REO
- Adrianna Martin, Baker Tilly REO
- Marika Livingston, Project Manager, Mississippi-Rideau Source Water Protection

R. Huetl called the meeting to order at 1:01 p.m.

LAND ACKNOWLEDGEMENT

R. Huetl provided a land acknowledgement noting that MVCA's jurisdiction includes land subject to treaties with Indigenous peoples: Treaty 27, the Williams Treaty, and the Crawford purchases of 1783 and the traditional and unceded territory of the Algonquin Anishinaabeg.

DECLARATIONS OF INTEREST

Members were asked to declare any conflicts of interest and were informed that they may declare a conflict at any time during the session. No declarations were received.

AGENDA REVIEW

There were no additions or discussions regarding the agenda.

BOD26/04/13 - 1

MOVED BY: M. Souter

SECONDED BY: J. Kelso

Resolved, that the agenda for the March 13, 2026, Board of Directors Annual Meeting be adopted as presented.

"CARRIED"

MAIN BUSINESS

1. Approval of Minutes:

a. Board of Directors Meeting, March 9, 2026

There were no amendments or discussions regarding the minutes.

BOD26/04/13 - 2

MOVED BY: H. Yanch

SECONDED BY: M. Souter

Resolved, that the minutes of the Board of Directors Meeting held on March 9, 2026, be received and approved as printed.

"CARRIED"

b. Board of Directors Meeting, March 30, 2026.

There were no amendments or discussions regarding the minutes

BOD26/04/13 - 3

MOVED BY: B. Holmes

SECONDED BY: D. Comley

Resolved, that the minutes of the Board of Directors Meeting held on March 30, 2026, be received and approved as printed.

“CARRIED”

2. Committee Minutes for Information

a. Executive Committee Meeting Minutes, November 27, 2025.

b. Draft Executive Committee Meeting Minutes, March 25, 2026.

c. Draft Finance and Administration Advisory Committee Meeting Minutes, March 30, 2026.

There were no amendments or discussions regarding the minutes

BOD26/04/13 - 4

MOVED BY: W. Baker

SECONDED BY: J. Atkinson

Resolved, That the Board of Directors receive the following minutes for information:

- *Executive Committee Meeting Minutes, November 27, 2025*
- *Draft Executive Committee Meeting Minutes, March 25, 2026*
- *Draft Finance and Administration Advisory Committee Meeting Minutes, March 30, 2026*

“CARRIED”

3. Employee Presentation: Planning Summary, Diane Reid and Mercedes Liedtke.

D. Reid and M. Liedtke provided an overview of MVCA’s mandate and role in planning and regulations. MVCA received 427 General Inquiries in 2025 related to property regulations. M. Liedtke provided a map indicating the location of permit applications received in 2025. MVCA received a total of 315 planning applications and 175 permit

applications in 2025. D. Reid provided a breakdown of planning permit applications by municipality and by type of application.

D. Reid provided comparisons of planning and permit applications from 2023 to 2025. She noted an increase in planning applications within the City of Ottawa and a decrease in planning applications within Beckwith Township. She noted a minor downward trend in permit applications, particularly within the City of Ottawa and Beckwith Township.

M. Liedtke provided a map indicating location of planning applications received in 2025. She noted that the map shows new planning applications received and does not take into consideration any applications received pre-2025 still in progress due to resubmissions etc. M. Liedtke highlighted items that impact planning and regulations including provincial changes to mandate and review timelines. She noted that MVCA conducted 150 site visits related to planning and permitting and 221 site visits related to violations, compliance and concerns in 2025.

D. Reid highlighted challenges related to balancing *Planning Act* timelines with ensuring appropriate technical reviews and increasing development pressures in sensitive areas. She also noted expanded regulatory responsibilities related to the completion of floodplain mapping along the Fall River and a portion of Shirley's Brook Tributary 2.

C. Curry commented that from the province's perspective, conservation authorities (CAs) represent a barrier to building homes. She asked if there is data to show that CAs have or have not prevented from housing being built. M. Liedtke responded that data regarding planning would be difficult to extrapolate. Permitting data could demonstrate compliance with provincial and Conservation Ontario timelines. B. Dopson noted that the average turnaround for permits to be issued once deemed completed is 4-days, for 2025. M. Liedtke commented that previous years have been similar. D. Reid highlighted that timelines are subject to permit and planning application complexity. Revisions to applications restart the timeline process. C. Curry commented that it would be beneficial to develop a report that shows if any large developments have been delayed due to the conservation authority.

C. Kelly noted that there is back and forth between the applicant and MVCA before an application is deemed complete, this could be interpreted as a delay. D. Reid commented that the root of the challenge is receiving incomplete applications. M. Liedtke highlighted the importance of pre-consultation to communicate what is required to deem an application complete.

C. Kelly noted the reduction in applications since 2023 and questioned the cause. M. Liedtke explained that MVCA saw an increase in applications following the 2017 and 2019 floods that necessitate the raising of homes and shoreline restoration. She also noted that the cost of living as a potential cause and the inability for homeowners or developers to afford projects. B. Dopson commented that in 2025, MVCA saw approximately double the number of violations compared to the year previous, as identified using updated geo-mapping. C. Kelly noted that the reduction in overall applications could also be due to people choosing not to apply as evidenced by the increase in violations.

4. Watershed Outlook, Verbal Report, Juraj Cunderlik and Kathryn Starratt

K. Starratt reviewed the Mississippi and Carp River watersheds in Flood Outlook Statement and the Lower Ottawa River Water Safety Statement and projected timeline for evolving watershed conditions. She highlighted an early onset of the spring freshet in March and that a second rise in levels and flows is currently underway.

She reviewed current water levels, noting limited storage capacity in the upper reservoir lakes. She stated that MVCA is actively monitoring and operating the system to manage these levels. She highlighted the early onset of increased water levels in Shabomeka Lake and the two peaks in the levels of Mississippi Lake.

K. Starratt reviewed streamflow conditions across the watersheds and noted that conditions on the Mississippi River are above average, have surpassed their initial peak, and may continue to rise. The Carp River peaked in mid-March and stream flows have dropped below average. She noted that flows within the Carp River will be largely driven by rainfall as little snowpack remains in the watershed.

She reviewed snowpack conditions across the watershed. As of April 1, the Snow-Water Equivalent (SWE) remained above average, but within normal range. She highlighted that there is significant snowpack remaining in the upper watershed that could result in significant runoff. K. Starratt reviewed the weather forecast. She highlighted the rain and mild temperatures in the short and long-term forecast and associated risk. And, she provided MVCA drone photos taken during flood patrol activities on the Upper Mississippi River that are used to validate floodplain mapping models.

S. Starratt explained that MVCA receives model results from the Ottawa River Regulation Planning Board (ORRPB) to inform MVCA what is coming downstream. Condition messaging regarding the lower Ottawa River is generated by the ORRPB and

issued by MVCA in collaboration with Rideau Valley and South Nation Conservation Authorities and other organizations for our local communities. She highlighted that the Lower Ottawa River is likely to move into Flood Outlook and Mississippi River may move into Flood Watch conditions.

C. Kelly asked if there is any information, such as SWE, from the Upper Ottawa River that could speak to future conditions. She explained that information received at the beginning of the freshet spoke to the drought conditions experienced throughout the summer and higher capacity for storage, specifically within Quebec. She noted that there is forecasted rainfall warning in areas such as North Bay and an active flood watch for the Ottawa River from Pembroke to Britannia. Data indicates increasing levels and staff are monitoring these changes and will react accordingly.

C. Kelly asked what the term *Apprehension Level* means. K. Starratt explained that it is the equivalent to what MVCA considers a Water Safety Statement.

M. Souter expressed concern regarding rain in the weather forecast. K. Starratt commented that while levels are high, capacity remains to capture water in the Mississippi River watershed. MVCA staff are managing the system with higher water levels in mind.

5. GM Update, Report 3551/26, Sally McIntyre.

S. McIntyre provided an update regarding amalgamation and noted that MVCA is preparing for information requests from the province. She highlighted that the Project Executives (PE) to oversee the amalgamation process are to be paid by the OPCA until they assume the position of CAO, at which point the cost will be born by the CA levy. It is understood that the OPCA will set the rate of pay. PEs will likely be appointed late May or early June.

She highlighted that, as per the *CA Act* and to ensure business continuity, all Board members are to stay in their positions following the election until their municipality replaces or reappoints them, regardless of whether they stand for re-election or win their seat. She noted that the Transition Working Groups may not be formed until the summer.

She expressed concern regarding the compressed timeline for the Working Groups to complete their deliverables. She noted that the province appears to realize that deferred implementation date is possible. She highlighted that the 2027 Budget process must be completed by December 31, 2027. The regional GMs have discussed tabling

the 2027 Budget prior to the municipal elections in the Fall. Staff are mapping out the process for tabling the budget at the September or October Board of Directors meeting. She highlighted that municipalities are expected to pay 2027 levies. Municipalities are expected to pay according to the existing model until the official transition date. She reviewed the table demonstrating potential regional Board representation. She noted that the Boards are expected to have fifteen to seventeen members from the upper or single tier municipal level. It is unknown which upper or single tier municipalities will receive multiple seats. She highlighted that it is unclear whether areas with smaller population density will have representation. She explained that the CAs have been tasked with appointing members to the Transition Committee to be struck by the OPCA. She highlighted that unless City of Ottawa Board members seek an additional seat on the Transition committee that there may not be many representatives from the City of Ottawa. She noted that an application for an additional seat is required to be submitted by City of Ottawa staff to the province and OPCA.

R. Huetl commented that the transition will happen on February 1, 2027, but allowing two years to transition fully. S. McIntyre explained that legislation states transition will happen February 1, 2027. The minister has the power to change the date by regulation.

R. Huetl commented that the transition committee has been tasked with overseeing the amalgamation process. If members of the committee is unable to come to consensus the province will settle matters. S. McIntyre confirmed.

J. Kelso asked how the Working Group will function. S. McIntyre responded that until the playbook is shared, it is unknown how the group will function.

C. Curry asked about MVCA's City Stream Watch Program. She asked how stream health is measured and if water quality is measured. S. McIntyre confirmed that staff monitor water quality. Staff mainly monitor physical attributes such as erosion, temperature, salinity. C. Curry asked if things such as arsenic, lead and methyl mercury are tested. S. McIntyre responded that those items are not tested for. She noted the expense related to those types of testing. She asked to be notified of City Steam Watch activities in Kanata North.

C. Curry noted the topic of the Institute for Catastrophic Loss Reduction 2025 Annual Report. She commented that residents in Kanata North are experiencing damage to their houses such as cracks in foundations that are not being covered by insurance. She highlighted that many residents are communicating that insurance companies are

denying coverage for their homes. She noted that several developers in the area are communicating similar concerns from residents of Kanata North.

S. McIntyre highlighted that MVCA received funding for three summer students.

6. Financial Update – YTD December 31, 2025, Audited, Report 3558/26, Stacy Millard.

S. Millard explained that the Audit is complete. Financial statements were tabled with the Finance and Administration Advisory Committee where concerns were raised regarding significant unplanned deficit. Following the Finance meeting staff discovered an error and the auditor worked with staff to resolve this. Statements in the Board of Directors agenda package address these corrections. She noted that calculations regarding annual surplus were incorrect in 2024. Baker Tilly has worked with staff to explain how to use accumulated surplus on the statement of operations to calculate the post-audit surplus/deficit.

J. Mason thanked S. Millard and S. McIntyre for their work to find and correct the errors in the calculations.

M. Souter thanked J. Mason for tabling her concerns.

7. Financial Statements, Baker Tilly REO.

D. Rotar from Baker Tilly REO provided an audit findings report. She reviewed the responsibilities of management, the Board and the auditor regarding the audit process. She highlighted that the auditor provides reasonable assurance, not a guarantee, that financial statements are free from material misstatement. She provided an overview of the audit process. She noted materiality is calculated based on expenses and was \$100,000 for 2025. She reviewed key findings. She highlighted that there were no significant internal control concerns or other matters to address. She noted that two unadjusted misstatements were identified that were not significant, related to accrued interest and amortization of hazard mapping intangibles for 2024. She provided a summary of conclusions. She noted that the qualification related to Asset Retirement Obligations (ARO) was removed. A specialist was hired to evaluate buildings and was able to confirm there is no asbestos present. She reviewed the Statement of Financial Position and Statement of Operations and Accumulated Surplus. She highlighted that expenses were under budget significantly, primary due to the reclassification of hazard mapping from operating expenses to capital. She highlighted that the annual surplus is an accounting surplus of \$679,664, not available cash surplus. She reviewed the

updated accumulated surplus. She reviewed final steps in the audit process including signing of the management representation letter, signing of the reporting letter, Board approval of the Financial Statements, and subsequent events review up to date.

8. Auditor's Report, Baker Tilly REO

Items 7 and 8 were discussed together.

BOD26/04/13 - 5

MOVED BY: C. Curry

SECONDED BY: J. Mason

Resolved, That the Board of Directors:

1. *Approve the 2025 Audited Financial Statements; and direct that they be posted and distributed in accordance with Section 38 of the Conservation Authorities Act; and*
2. *Receive and authorize signing of the Auditor's Report.*

"CARRIED"

9. Election of Officers, Report 3552/26, Sally McIntyre.

BOD26/04/13 - 6

MOVED BY: J. Kelso

SECONDED BY: M. Souter

Resolved, That Sally McIntyre be appointed as Chair for administering the Election of Board of Directors for 2026.

"CARRIED"

S. McIntyre noted that the election will be carried out in accordance with procedures set out in MVCA's *Administrative Bylaw*. The elections were conducted in the order of Chair followed by Vice Chair.

S. McIntyre asked for nominations, three times.

J. Atkinson nominated R. Huetl for reappointment as Chair.

S. McIntyre asked R. Huetl if he accepts the position of chair. R. Huetl accepted the position.

BOD26/04/13 - 7

MOVED BY: J. Kelso

SECONDED BY: H. Yanch

Resolved, That nominations for the position of Chair be closed.

“CARRIED”

S. McIntyre declared R. Huetl as Chair by acclamation.

R. Huetl asked for nominations for Vice-Chair, three times.

C. Curry nominated P. Kehoe for reappointment as Vice-Chair.

R. Huetl asked P. Kehoe if he accepts the position of Vice-Chair. P. Kehoe accepted the position. R. Huetl declared P. Kehoe as Vice Chair, by acclamation.

BOD26/04/13 - 8

MOVED BY: J. Kelso

SECONDED BY: M. Souter

Resolved, That nominations for the position of Vice Chair be closed.

“CARRIED”

10. 2026 Regulations Committee and Other Appointments, Report 3553/26, Sally McIntyre.

S. McIntyre explained that she did not receive any feedback from members of the Board wanting to change their appointments. Board representatives for the Foundation, Mill of Kintail Advisory Committee and Watershed Plan Implementation Advisory Committee have confirmed interest in continuing.

S. McIntyre noted that T. Popkie communicated his interest in staying on the Regulations Committee. She asked J. Atkinson if he was interested in continuing on the Regulations Committee. J. Atkinson confirmed. S. McIntyre noted that she did not receive confirmation from R. Kidd regarding continuing on the Regulations Committee. P. Kehoe expressed his interest in serving on the Regulations Committee. J. Mason commented that there are no members from the City of Ottawa on the Regulations Committee. She asked the City of Ottawa Councillors if they have interest in serving.

R. Huetl noted that the Chair and Vice-Chair serve on the Regulations Committee.

G. Gower asked how many times the Regulations Committee met within the last year. S. McIntyre responded that they did not meet within the past year. G. Gower put his name forward to serve on the Regulations Committee.

BOD26/04/13 - 9

MOVED BY: H. Yanch

SECONDED BY: M. Souter

1. *Resolved, That the Board of Directors:*
 - a. *Appoint the Board members listed in Table 2, as amended, to the Regulations Committee to hear applications pursuant to Ontario Regulation 41/24 and MVCA's Administrative Bylaw; and*
 - b. *Direct members of the Regulations Committee to deliberate on the evidence presented at a hearing, and grant or deny such permission on behalf of the Mississippi Valley Conservation Authority and provide the applicant with reasons, in writing, thereof.*
2. *That the Board of Directors appoint Janet [Mason] as Board Representative on the Mississippi Valley Conservation Foundation.*
3. *That the Board of Directors appoint Bev [Holmes] as Board Representative on the Mill of Kintail Museum Advisory Committee.*
4. *That the Board of Directors appoint [Dena Comley] as Board Representative on the Mississippi River Watershed Plan Implementation Public Advisory Committee.*
5. *That the Board of Directors appoint the Board Chair and General Manager to the Transition Committee to be struck by the OPCA.*

"CARRIED"

11. 2026 Conservation Ontario Appointments, Report 3554/26, Sally McIntyre.

BOD26/04/13 - 10

MOVED BY: C. Kelly

SECONDED BY: C. Kelsey

Resolved, That the Board of Directors appoint the following to Conservation Ontario Council for 2026.

- *The 2026 Board Chair as Voting Delegate*
- *The 2026 Board Vice Chair as First Alternate*
- *The General Manager as Second Alternate*

“CARRIED”

12. Appointment of 2026 Auditor, Report 3555/26, Sally McIntyre

S. McIntyre highlighted Baker Tilly’s efforts to complete the audit and in correcting issues tabled at the Finance meeting.

BOD26/04/13 - 11

MOVED BY: D. Comley

SECONDED BY: J. Kelso

Resolved, That the Board of Directors appoint the firm Baker Tilly REO as the Authority’s auditor for the year 2026.

“CARRIED”

13. ALTO HSR Initial Assessment, Report 3556/26, Sally McIntyre

S. McIntyre explained that staff were tasked with a review of implications for MVCA and a high-level assessment, within the scope of MVCA’s responsibilities and within the Authority’s jurisdiction, regarding the ALTO high speed train proposal. She highlighted that maps included in the assessment illustrate, by municipality, where regulatory limits and MVCA structures overlap with the proposed corridor. MVCA’s comments within the report are from a landowner and system operator perspective. MVCA has a regulatory responsibility and will not be commenting on the proposal itself.

M. Souter expressed thanks to staff for developing the report. S. McIntyre agreed. She expressed her thanks to staff for developing the report on a short timeline.

BOD26/04/13 - 12

MOVED BY: C. Kelsey

SECONDED BY: H. Yanch

Resolved, That the Board of Directors direct staff to submit the attached Initial Assessment to Alto as part of the ongoing consultation for the proposal High Speed Rail corridor.

“CARRIED”

14. 2025 Annual Report, Sally McIntyre.

S. McIntyre noted that the 2025 Annual Report is potentially the last as MVCA.

She highlighted the effort that went into the completion of numerous projects throughout 2025. She highlighted updates to floodplain mapping, completion of safety improvements at the Lanark Dam, continued work on the Kashwakamak Lake Dam replacement, numerous stewardship initiatives, the Parklands and Trails mini-conference, sale of the K&P Trail, rehabilitation of a pit at the Palmerston-Canonto conservation area, and MVCA's education program. She recommended members of the Board take time to review the annual report. She expressed thanks to the Board for their support in the completion of the projects.

J. Mason expressed her appreciation for the 2025 Annual Report.

15. 2026 Work Plan & Needs Assessment, Report 3557/26, Sally McIntyre

S. McIntyre reviewed the 2026 Work Plan and the *Programs and Services Needs Assessment*. She highlighted that the projects listed are considered corporate priorities that the Board is tasking staff with completing. Projects outside of the workplan are completed by staff as time and resources allow. She reviewed the 2026 Priority Projects contained in the report. She highlighted that CA Amalgamation is a top priority. Staff have been working on MVCA's digital archives in preparation for amalgamation. She noted that staff have applied for WECl funding for projects planned at Widow and Bennett Lake. If funding for only one project is approved, the priority will be Widow Lake.

M. Souter asked if the Water and Sewer connection is a priority project for 2026. S. McIntyre explained that, to her understanding, Carleton Place is still in negotiations with the adjacent landowner who installed and owns the infrastructure. Until an agreement is reached between the town and the owner, the Town is unable to provide a permit to MVCA to allow connection for water and sewer connection.

16. In Camera, HR Matter, Verbal Report, Roy Huetl

All discussions were held in-camera.

BOD26/04/13 - 13

MOVED BY: C. Kelsey

SECONDED BY: P. Kehoe

Resolved, That the Board of Directors move to in-camera session for discussions regarding personal matters about an identifiable individual including employees of the Authority; and

Further resolved, That Sally McIntyre, all MVCA Staff and any guests leave the room.

“CARRIED”

BOD26/04/13-14

MOVED BY: M. Souter

SECONDED BY: J. Kelso

Resolved, That the Board of Directors move out of in-camera session.

“CARRIED”

ADJOURNMENT

BOD26/04/13 - 15

MOVED BY: J. Kelso

SECONDED BY: D. Comley

Resolved, That the Board of Directors meeting be adjourned.

“CARRIED”

The meeting adjourned at 2:42 p.m.

Followed by the Source Protection Authority Meeting.

K. Hollington, Recording Secretary

**Eastern Ontario Trails Alliance
Board Meeting Minutes – Tweed Municipal Office and Zoom
Thursday, May 14, 2026 at 10:00 AM**

Cindy Cassidy – EOTA, Loyde Blackburn – Hastings County, Roger Davis-Hastings Highlands, Fred Fowler-North Frontenac, Jennifer Genereaux-EOTA, Kelly Way-EOTA, Eric Daoust-Marmora and Lake, Dennis Savery-Trent Hills, Bill Cox-Addington Highlands, Cindy Kelsey-Central Frontenac, George Eastman-Town of Bancroft, Brock Kerby-Centre Hastings, Beverly Flagler-Havelock-Belmont-Methuen, Robert Sararas-Centre Hastings, Jeremy Solmes-Stirling-Rawdon

Regrets: Cam McKenzie-Highlands

Chair Jeremy Solmes called the meeting to order, a **Motion** to go into closed was made by board member Fred Fowler, seconded by Loyde Blackburn. Carried.

Motion

To go out of closed made by board member Dennis Savery, seconded by board member Eric Daoust. Carried.

Motion

To direct staff to follow through with what was discussed in closed was made by board member Roger Davis, seconded by Robert Sararas. Carried.

Chair Solmes asked if there was any pecuniary interest. None noted.

Motion

To approve the minutes made by board member Brock Kerby, seconded by board member Cindy Kelsey. Carried.

Business Arising

Cindy said that the North Frontenac agreement has been signed.

The Letter of Offer from Hastings County has been signed, but we still have not received any money.

The ALTO letter has been posted on our social media.

Board member Bill Cox and Cindy Cassidy met with Addington Highlands about Frontenac ATV Club wanting permission to ride through Addington Highlands. Board member Cox said that Council was receptive to what EOTA had to say but they have not made a decision. Cindy said that they see the benefits of EOTA and are writing a letter to the Minister of Tourism, who is now the lead for the One Pass.

EOTA Board Meeting Minutes
Thursday, May 14, 2026
Page 2

Financials

We had \$171,286.88 in the bank at the end of April.

The Municipalities of Centre Hastings, Trent Hills, Marmora and Lake and the Township of Central Frontenac and the City of Quinte West have sent in their annual trail maintenance donation.

Destination Ontario has sent \$7,500.00 for the links on the Rockin' the Trail website.

Permit sales for the month of April were \$55,150.00.

Year to date permit sales \$74,239.00.

Total income for April was \$105,650.00.

Year to date income total was \$219,018.01.

Total expenses for April were \$39,197.97.

Year to date expenses \$106,364.57.

Calvin has been out on the trails. Grading has started.

We have \$203,286.88 to work from.

Board member Davis asked when the grader will be going through Bancroft and Lake St. Peter. Cindy said it is being done now.

Justin Harrow from Hastings County said that we should be getting \$15,000.00 from OFATV/CoeHill ATV club which Cindy suggested could be used for that section of trail.

Motion

To approve the financials made by board member Cindy Kelsey, seconded by board member Robert Sararas. Carried.

Correspondence

We received an email from Katherine Johnston of the OFSC on April 27th regarding setting up an end of season meeting saying that she would attend on behalf of District 3 and Scott Boon from District 2 will also attend. We have not heard from them since.

Motion

To accept correspondence made by board member Eric Daoust, seconded by board member George Eastman. Carried.

EOTA Board Meeting Minutes
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Page 3

Destination Ontario

The monthly stats for the website and social media was included in the board packages. It shows how many people are viewing the pages.

We are up to around 844 tickets sold for Rockin' the Trail. They are selling daily. Cindy is anticipating that we will reach the 1000 mark. Board member Dennis Savery noticed that ticket sales went up drastically after the radio ads were aired and wondered if we should consider running more. Cindy said that radio ads started last Monday and we will be giving away 20 tickets through the radio.

Aaron Goodvin will be coming on Friday and going on the ride Saturday.

Yamaha will be supplying machines for Aaron Goodvin and Dirt Trax and will be sending something for the bags and maybe hats for the 80 volunteers.

Cindy would like Aaron to lead the pack and break off at Palmateer Lake for a photo op.

OFSC District 2 and 3

We are working on scheduling a meeting. There are some items that need to be discussed such as remaining signage and outhouse holes that need to be filled in. There was also a culvert that was damaged by the grader. EOTA had to replace it because the OFSC person said the grader did the damage.

Lindsay to Uxbridge Trail

The government is looking for a lease extension and amending agreement. It is still in the name of EOTA and Heart of Ontario Snowmobile club, even though the snowmobile club says that they are out of it. There are still two out of five bridges that need to be repaired by the government (Infrastructure Ontario). EOTA should not extend the lease until the bridges are repaired or the money allocated for the repairs. Trans Canada Trail will give \$60,000.00 towards the repairs. Cindy says we can terminate the lease if the board chooses to do so, but she told the government that EOTA would likely continue if there is money. Board member Eastman would like a letter sent to the regional municipalities asking for them to help EOTA with the maintenance costs.

Motion

To send a letter made by board member George Eastman, seconded by board member Dennis Savery. Carried.

EOTA Board Meeting Minutes
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Frontenac ATV Club

An updated agreement has been sent this morning. The agreement in the package had some issues with the indemnification section. Vice-Chair Blackburn asked if this is the agreement that will be signed. Cindy said yes. Cindy was told yesterday by Mayor Smith that if we don't sign this agreement that Central Frontenac would cancel the license of occupation for EOTA and give us six month's notice then renegotiate a new agreement. Cindy said that she is good with the agreement as long as it meets the indemnification EOTA requires. Any minor maintenance they will do will require written approval from EOTA. The wardens can only be out during designated Frontenac ATV club events.

Motion

To sign the agreement made by Vice-Chair Loyde Blackburn, seconded by board member Cindy Kelsey. Carried.

Cindy's Report

All items previously discussed.

Motion

To accept Cindy's report made by board member Bill Cox, seconded by board member Robert Sararas. Carried.

Meeting adjourned.

Council of the County of Lennox and Addington

Regular Meeting

Wednesday, June 24, 2026 at 6:30 PM

Council Chamber, County Court House

Call to Order

Deputy Warden Hegadorn called the meeting to order at 6:30 p.m.

Present:	Deputy Warden Jim Hegadorn	Councillor Ken Hook
	Councillor Brian Calver	Councillor Terry Richardson
	Councillor Doug Davison	Alternate Lorna Willis
	Councillor Tony Fritsch	Councillor John Wise

Staff Present:

- Brenda Orchard, Chief Administrative Officer
- Tracey McKenzie, Clerk
- Mark Day, Director, Financial Services
- Craig Jones, Chief, Emergency Services
- Pam Kent, Manager, Social Services
- Angela Malcolm, Director, Long Term Care Services
- Trina McGarvey, Director, Human Resources
- Rob Plumley, Senior Economic Development Officer
- Beth Readman, Deputy Clerk
- Chris Wagar, Director, Infrastructure Services

Adoption of Minutes

Moved by: Councillor Fritsch

CC-26-133

Seconded by: Councillor Davison

CARRIED

That the minutes of the Regular Monthly Meeting held *May 13, 2026* be adopted.

Moved by: Councillor Hook

CC-26-134

Seconded by: Councillor Wise

CARRIED

That the minutes of the Special Meeting held *June 17, 2026* be adopted.

Approval of Agenda

Moved by: Alternate Willis

CC-26-135

Seconded by: Councillor Richardson

CARRIED

That the agenda, with circulated addendums and the addition of the Yarker Daycare Project verbal report as Item #7 under Matters for Consideration, be approved.

Disclosure of Pecuniary Interest and General Nature Thereof

No disclosure of pecuniary interest and the general nature thereof was declared.

Motion to Suspend the Rules of Procedure

Moved by: Councillor Fritsch

Seconded by: Councillor Calver

That the Rules of Procedure be suspended to allot a maximum of ten minutes per delegation rather than twenty minutes.

CC-26-136
CARRIED

Delegations/Presentations

Potential Tree Removals

Julie Bogdanowicz, concerned resident, presented virtually to Council regarding opposition to the planned removal of the Old Growth Oak trees on County Road 9.

Marilyn Murray, Chair, Lennox and Addington Stewardship Council, and Dawn Mitchell, concerned resident, presented to Council regarding opposition to the planned removal of the Old Growth Oak trees on County Road 9.

Lori Forester, concerned resident, presented to Council regarding opposition to the planned removal of the White Bur Oak tree on County Road 41.

Josef Reeve, concerned resident, presented to Council regarding opposition to the planned removal of trees on County Roads.

Matters for Consideration

Clear Zone Tree Removals

Moved by: Councillor Richardson

Seconded by: Councillor Wise

That the *May 15, 2026* - staff report re: **Tree Removals in Clear Zones** (Director, Infrastructure Services) be noted and received; and further,

That staff provide a report to Council taking into account all mitigating factors, including the installation of stop signs to protect the tree canopy (trees 8-16) on County Road 9;

and further,

That all mitigating options be exhausted prior to the removal of any trees on County Road 9.

CC-26-137
CARRIED

Moved by: Councillor Davison

CC-26-138

Seconded by: Councillor Calver

CARRIED

That staff provide a report to council outlining further investigation into the option of installing guiderail to protect the White Bur Oak Tree on County Road 41.

Deputy Warden Hegadorn called a 10 minute recess at 8:06 p.m.

Council reconvened at 8:19 p.m.

Strategic Planning Update

Moved by: Councillor Fritsch

CC-26-139

Seconded by: Councillor Calver

CARRIED

That the *June 16, 2026* – staff report re: **2026 Strategic Planning Update** (Chief Administrative Officer) be noted and received.

Lame Duck Period

Moved by: Councillor Wise

CC-26-140

Seconded by: Councillor Hook

CARRIED

That the June 12, 2026 - staff report re: Delegation of Powers During Lame Duck Period (County Clerk) be noted and received;
and further,

That staff prepare a by-law for consideration at the July 15, 2026 Regular Monthly Meeting delegating the following authorities from August 21, 2026 to December 9, 2026:

- That the Warden has the authority to recruit, hire or terminate the Chief Administrative Officer; and,
- That the Chief Administrative Officer be the financial signing authority for expenditures, outside the current budget, exceeding \$50,000 and/or for the disposition of any real or personal property of the municipality which has a value exceeding \$50,000 at the time of disposal;

and further,

That the by-law shall come into force and effect only in the event that the new Council of the County of Lennox and Addington will absolutely include less than 3/4 of the current members of Council after Nomination Day of the 2026 Municipal Elections, as determined by the County Clerk.

Paramedic Services Vehicle Replacement

Moved by: Councillor Hook

CC-26-141

Seconded by: Councillor Wise

CARRIED

That the May 26, 2026 - staff report re: **Paramedic Services Vehicle Replacement Strategy – Transition to Type II Ambulances** (Chief, Emergency Services) be noted and received;

and further,

That Council authorize the purchase of two (2) type II ambulances from MoveMobility in 2026 for delivery in 2027 (no deposit is required), to replace two ambulances scheduled for retirement from the fleet in 2027, at an estimated cost of \$203,000 each plus applicable taxes.

Naturally L&A Activation Program

Moved by: Councillor Davison

CC-26-142

Seconded by: Councillor Fritsch

CARRIED

That the June 17, 2026 – staff report re: **Naturally L&A Activation Program** (Director, Community and Development Services) be noted and received; and further,

That the Naturally L&A Activation Fund application as recommended by the Economic Development Coalition Evaluation Committee be approved for a total of \$2,500.

Notice of Motion

Moved by: Councillor Richardson

CC-26-143

Seconded by: Councillor Calver

LOST

That Council direct that an independent investigation/review be initiated forthwith, regarding the creation, posting, recruitment and hiring of the newly created position of Director of Communications and Community Development, with the County of Lennox and Addington; and further,

That Council direct that this investigation/review be conducted by a Council selected, outside, third party agency that reports directly to Council.

Moved by: Councillor Wise

CC-26-144

Seconded by: Councillor Fritsch

CARRIED

That staff provide Council with a report at their earliest convenience detailing all decisions, actions and circumstances that can be shared publicly, relevant to the hiring of the Director, Communications and Community Development, for Councils consideration.

Yarker Childcare Project

Moved by: Councillor Davison

CC-26-145

Seconded by: Alternate Willis

CARRIED

That the *June 24, 2026* - verbal report re: Yarker Childcare Project (Pam Kent, Acting Director, Social Services) be noted and received; and further,

That Council approve the Yarker Childcare Project at an additional cost of \$15,000, which will be covered by available provincial funding.

Advisory Committee Recommendations and Reports

Moved by: Councillor Calver

CC-26-146

Seconded by: Councillor Hook

CARRIED

That the **Technical Advisory Committee - Roads and Bridges** report of meeting held April 28, 2026 be adopted.

Moved by: Councillor Wise

CC-26-147

Seconded by: Councillor Calver

CARRIED

That the **John M. Parrott Centre Compliance Report** for the month of *May 2026* be adopted.

County Department Activity Reports

Moved by: Councillor Calver

CC-26-148

Seconded by: Alternate Willis

CARRIED

That the following department Activity Reports be noted and received.

June 15, 2026 - staff report re: **Administrative Services Activities** (Chief Administrative Officer)

June 15, 2026 - staff report re: **Financial Services Activities** (Director, Financial Services)

June 15, 2026 - staff report re: **Social Services Activities** (Director, Social Services)

June 16, 2026 - staff report re: **Community & Development Services Activities** (Director, Community & Development Services)

June 15, 2026 - staff report re: **Long Term Care Services Activities** (Director, Long-Term Care Services)

June 15, 2026 - staff report re: **Emergency Services Activities** (Chief, Emergency Services)

June 15, 2026 - staff report re: **Human Resources Activities** (Director, Human Resources)

June 15, 2026 - staff report re: **Infrastructure Services Activities** (Director, Infrastructure Services)

Resolutions

Public Sector Salary Disclosure

Moved by: Councillor Fritsch

CC-26-149

Seconded by: Councillor Wise

CARRIED

That the *May 12, 2026* - resolution re: **Public Sector Salary Disclosure Inflation Adjustments** (Township of Clearview) be endorsed.

FIPPA Compliance

Moved by: Councillor Hook

CC-26-150

Seconded by: Councillor Wise

CARRIED

That the *May 12, 2026* - resolution re: **Requirements for Compliance with FIPPA** (Prince Edward County) be endorsed.

Opposition to FIPPA Changes

Moved by: Alternate Willis

CC-26-151

Seconded by: Councillor Wise

CARRIED

That the *May 14, 2026* - resolution re: **Opposition to the Changes to Ontario's Freedom of Information and Protection of Privacy Act** (Township of Stone Mills) be endorsed.

Matters for Information

Moved by: Councillor Fritsch

CC-26-152

Seconded by: Councillor Richardson

CARRIED

That the following Matters for Information be noted and received.

Regional Conservation Authorities Update

May 26, 2026 - correspondence re: **Update on the Regional Consolidation of Ontario's Conservation Authorities** (Ontario Provincial Conservation Agency)

Protecting Ontario's Street and Communities Act

June 1, 2026 - correspondence re: **Proposed Planning Act Changes** (Ministry of Municipal Affairs and Housing)

Flood Hazard Mapping

June 12, 2026 - correspondence re: **Protecting People and Property: Ontario's Flooding Strategy** (Ministry of Natural Resources)

Aggregates Resource Act

June 15, 2026 - correspondence re: **Updates to Certain Operational Policies Under the Aggregates Resource Act** (Ministry of Natural Resources)

County Road 9 Oak Trees

June 24, 2026 - correspondence re: **Oak Trees on County Road 9** (Town of Greater Napanee)

Closed Session

Moved by: Councillor Wise

CC-26-153

Seconded by: Councillor Richardson

CARRIED

That pursuant to section 239 (2) of the Municipal Act 2001, as amended, this part of the meeting will be closed to the public in order to adopt closed session minutes, and to consider proposed or pending acquisition of lands by the municipality.

Rise and Report

Deputy Warden Hegadorn reported that in Closed Session, County Council adopted closed session minutes from the meeting held May 13, 2026, received a report on a potential property purchase, and received a verbal update regarding a potential property acquisition.

Motions from Closed

Moved by: Councillor Wise
Seconded by: Councillor Richardson
That staff proceed as directed in Closed Session.

CC-26-154
CARRIED

Selection of the Warden

According to the Rules of Procedure of the County of Lennox and Addington, the Clerk presided over the selection of the Warden.

The following nomination for Warden was received by the Clerk:

Councillor Fritsch nominated Councillor Hegadorn for the position of Warden for the remainder of the 2026 term. Alternate Willis seconded the nomination.

Councillor Calver nominated Councillor Richardson for the position of Warden for the remainder of the 2026 term. No seconder was identified.

At the conclusion, the Clerk announced that Councillor Hegadorn had been acclaimed as Warden for the County of Lennox and Addington for the remainder of the 2026 term.

Moved by: Councillor Fritsch
Seconded by: Alternate Willis
That Councillor Jim Hegadorn be acclaimed to the position of County Warden for the remainder of the year 2026.

CC-26-155
CARRIED

Warden's Declaration of Office

The Declaration of Office, as administered by the Clerk, Tracey McKenzie, was subscribed to by Councillor Hegadorn.

Selection of Deputy Warden

According to the Rules of Procedure of the County of Lennox and Addington, the Clerk presided over the selection of Deputy Warden.

The following nominations for Deputy Warden were received by the Clerk:

Councillor Calver nominated Councillor Richardson for the position of Deputy Warden for the remainder of the 2026 term. No seconder was identified.

Alternate Willis nominated Councillor Fritsch for the position of Deputy Warden for the remainder of the 2026 term. Councillor Hook seconded the nomination.

Councillor Richardson nominated Councillor Calver for the position of Deputy Warden for the remainder of the 2026 term. No seconder was identified.

At the conclusion, the Clerk announced that Councillor Fritsch had been acclaimed Deputy Warden for the County of Lennox and Addington for the remainder of the 2026 term.

Moved by: Alternate Willis

Seconded by: Councillor Hook

That Councillor Tony Fritsch be acclaimed to the position of Deputy Warden for the remainder of the year 2026.

CC-26-156
CARRIED

By-Laws

Rules of Procedure

A By-law to Amend By-law #3586/23 and to Provide Rules Governing the Proceedings of the Municipal Council of the County of Lennox and Addington and the Conduct of its Members was introduced.

Moved by: Councillor Wise

Seconded by: Councillor Calver

That the By-law be given three readings, numbered 3659/26, signed by the Warden and Clerk, sealed and finally passed.

CC-26-157
CARRIED

Confirmation of Proceedings

A By-law to Confirm the Proceedings of the Council of the Corporation of the County of Lennox and Addington at its Meeting held on Wednesday, *June 24, 2026* was introduced.

Moved by: Councillor Hook

Seconded by: Councillor Richardson

That the By-law be given three readings, numbered 3660/26, signed by the Warden and Clerk, sealed and finally passed.

CC-26-158
CARRIED

Adjournment

Moved by: Alternate Willis

Seconded by: Councillor Wise

That this meeting of County Council be adjourned at 9:31 p.m.

CC-26-159

CARRIED

Clerk

Warden

Helping People Live Their *Best Lives*

Ministry of Natural Resources

Development and Hazard Policy
Branch
Policy Division
300 Water Street
Peterborough, ON K9J 3C7

Ministère des Richesses Naturelles

Direction general de l'elaboration et des
politiques sur les risqué
Division de l'elaboration des politiques
300, rue Water
Peterborough (Ontario) K9J 3C7



June 15, 2026

RE: Updates to certain operational policies under the *Aggregate Resource Act*

Greetings,

Further to a letter from the ministry dated August 8th, 2025, I am writing to inform you that a decision notice has been posted regarding the updates to certain operational policies under the *Aggregate Resources Act* (ERO # [025-0216](#)).

These policies were updated as part of the ministry's initiative to modernize operational policies that support the effective delivery of Ontario's *Aggregate Resources Act* program. The updates are intended to clarify requirements and improve program efficiency.

Policies related to the following have been updated:

- Cultural Heritage Report
- Matters to be Considered in the Issuance of a Licence
- Water Report
- Maximum Predicted Water Table Report (New Policy)

These updates better align policy guidance with the requirements of the Aggregate Resources of Ontario Standards. Details of the decision and revised policies are available through the Environmental Registry of Ontario (ERO #[025-0216](#)) and will be posted soon on the aggregates policies and procedures page.

In addition, the ministry has rescinded 28 policies that were outdated or no longer needed. Rescinding these policies is expected to provide greater certainty and clarity to industry and the public about current program requirements and processes.

If you have any questions regarding these changes, please contact us by email at aggregates@ontario.ca.

Sincerely,

A handwritten signature in cursive script that reads "John Dungavell".

John Dungavell,
Director, Development and Hazard Policy Branch

NEWS RELEASE

Protect Yourself from Tick Bites this Summer

Reduce your risk of Lyme disease and tick-borne illnesses

June 19, 2026

[Health](#)

TORONTO — As outdoor activity increases during the summer season, the Ontario government is encouraging people across the province to take precautions to prevent tick bites and reduce the risk of Lyme disease and other tick-borne illnesses when enjoying the outdoors.

Lyme disease is a potentially serious infection that comes from being bitten by an infected blacklegged tick, commonly known as a deer tick. If you have [any symptoms](#) such as fever, headache, chills, muscle and joint pain, fatigue and an expanding circular rash that resembles a bulls-eye, consult a health-care provider as soon as possible.

“As we head outside to enjoy the warmer weather, it is important to protect ourselves from Lyme disease and other tick-borne illnesses,” said Sylvia Jones, Deputy Premier and Minister of Health. “By taking simple precautions, Ontarians can protect themselves and their families while enjoying the outdoors in our beautiful province.”

You can [protect yourself from tick bites by](#):

- Wearing light coloured clothing so it's easier to spot ticks
- Wearing long-sleeved shirts, long pants tucked into your socks and closed-toed shoes
- Using insect repellent with DEET or icaridin in it
- Checking yourself, your children and your pets for ticks after being outdoors
- Removing any found ticks [promptly](#).
- Putting clothes on high heat in the dryer for at least 10 minutes before washing clothing after spending time outdoors
- Staying on marked trails and avoiding tall grass, brush, leaf litter and along trail edges, where ticks are commonly found

“As cases of Lyme disease and other tick-borne illnesses rise and ticks continue to expand into new areas, more Ontarians may be at risk of tick bites,” said Dr. Kieran Moore, Chief Medical Officer of Health. “Simple precautions can help reduce that risk, including being vigilant in wooded and grassy areas, even close to home, wearing appropriate clothing and doing routine tick checks after spending time outdoors.”

[Ticks](#) are very small and hard to see. When a tick is found, it should be [removed immediately](#) using fine-tipped tweezers to grasp the tick as close to your skin as possible without crushing it. Once you have removed the tick, wash the area and your hands with soap and water, and then disinfect the area and your hands with rubbing alcohol or an iodine swab. Before disposing of the tick, call or check the website of your [local public health unit](#) to get advice on how to identify the tick. You can also submit a photo of the tick to [etick.ca](#) for identification.

If you have any health concerns after a tick bite, consult a health-care provider as soon as possible. Most cases of Lyme disease can be treated successfully with antibiotics. In Ontario, pharmacists can assess tick bites and provide medication, where appropriate, to help prevent Lyme disease, making it easier for people to access timely care.

Quick Facts

- To make it easier for people to access care closer to home, Ontario pharmacists are able to treat and prescribe medications for [19 common ailments](#), including tick bites.
- Infected blacklegged ticks can be found almost anywhere in the province. Since 2021, there have been over 10,000 cases of Lyme disease in Ontario. Since 2023 there have been over 300 cases of anaplasmosis, approximately 20 cases of Powassan virus and 30 cases of babesiosis in Ontario.
- While ticks are most active in spring and summer, they can be found during any time of the year when the temperature is above freezing (0°C).
- Laboratory testing is conducted only on ticks collected by the [local public health unit](#) using a method called tick dragging. The test results are used to monitor [where infected and uninfected ticks live](#).
- The method for removing a tick is the same for humans and animals.

Additional Resources

- For more information on ticks and tick-borne diseases visit [Ontario.ca/ticks](#)
-

Related Topics

Government

Learn about the government services available to you and how government works.

[Learn more](#)

Health and wellness

Get help navigating Ontario's health care system and connecting with the programs or services you're looking for. [Learn more](#)

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From: Alto <info@communications.altotrain.ca>
Sent: June 22, 2026 9:49 AM
To: Patricia Gray <deputyclerkplanning@addingtonhighlands.ca>
Subject: What we heard and how it's shaping next steps



What we heard and what comes next

Read here: [Public Consultation - What We Heard Report - Corridor Study Area](#)

Alto has published two ***What We Heard*** reports capturing feedback from thousands of participants across public and Indigenous consultations for Canada's high-speed rail project.

This input is already helping shape the next stages of planning, from corridor refinement to potential route analysis and station planning and will continue to guide decisions as the project moves forward.

The reports highlight key themes, questions and ideas expressed by the general public, civic society stakeholders and Indigenous communities. Topics included community and environmental impacts, property and agricultural considerations, station locations, local benefits, and future travel needs.

Consultations with Indigenous communities, ongoing since October 2025, also reflect perspectives on land, cultural heritage, environmental protection and meaningful participation as the project advances.

By the numbers:

- 26 open houses |10,000 + attendees
- 31 roundtable discussions
- 10 virtual sessions
- 324,000 + visits to the online platform
- Nearly 20,000 comments received

Following the review of the findings, the Minister of Transport directed Alto to develop a plan to assess a southern route option between Peterborough and Ottawa that includes a potential stop in Kingston that would interconnect with VIA Rail services, subject to technical feasibility and project requirements.

While the consultation with Indigenous communities is ongoing, another phase of consultation will take place this fall as part as continued efforts to continue the conversation with Canadians, based on a narrower corridor for the central segment (Ottawa-Montréal). Consultation will follow subsequently for the western and eastern segments.

For more on how the project advancing through a step-by-step planning process, [read our latest blog](#).

Read the public consultation
What We Heard report

Read the Indigenous consultation
What We Heard report



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BACKGROUND

2025 Ontario Senior Achievement Award Recipients

June 22, 2026

[Seniors and Accessibility](#)

The [Ontario Senior Achievement Award](#) recognizes people who have made outstanding contributions to their communities through voluntary or professional activities after the age of 65.

There are 18 recipients:

Dennis Bayley has demonstrated exceptional, sustained service within and beyond his community for many years, supported by his wife of 66 years, Patricia. He has helped address physician shortages in Scugog, strengthened the Port Perry Lawn Bowling Club through sponsorship and district representation, and earned three Paul Harris Fellowships as a dedicated Rotarian and former District 7070 Literacy Chair. Over the past decade, he has organized annual gifts of hand-knitted clothing for students in a remote Indigenous fly-in school, coordinating partnerships and transportation. He also educates community leaders on the health impacts of emissions. At 90, Dennis continues to give generously.

Pat Best exemplifies extraordinary, unwavering commitment to the Bracebridge community. Through her work with Meals on Wheels, the Bracebridge United Church, and the Out of the Cold Program, she demonstrates humility, integrity, and tireless dedication. For nine years, she has played a leading role in Meals on Wheels, ensuring every meal reached the correct recipient, even during the pandemic. She volunteers weekly at her church, supporting every initiative with reliability. As a team leader for Out of the Cold, she coordinates shopping, cooking, and delivery of meals. Pat consistently puts others first, making her an outstanding volunteer.

Kathy Clulow is a steadfast leader in Uxbridge, dedicated to strengthening the community and enhancing quality of life, especially for seniors. She has revitalized clubs, committees, and community groups, ensuring they not only return but thrive. Through her work with the Age Friendly Advisory Committee, the Uxbridge Seniors Club, the Uxbridge Probus Club, and 100 Women Who Care, she provides invaluable leadership and insight. When she sees a gap, she steps forward, taking

on key roles. After COVID-19, she rebuilt community engagement, including reviving 100 Women Who Care, which has raised over \$100,000. Kathy remains a tireless advocate for inclusiveness and community well-being.

Maria-Eva Cristante has made an extraordinary, lasting contribution to Vaughan for over two decades. As President of the Maple Pioneer Italian Seniors Association since 2003, she has united Italian seniors through programs that foster social connection, cultural pride, and lifelong learning. Her leadership has strengthened the mental and physical well-being of seniors across the city. Beyond the association, she has served as a Minister of the Eucharist at St. David's Parish, supported residents at the Maple Health Centre, and contributed to Worldwide Marriage Encounter. A 2020 Civic Hero Award recipient, she embodies compassion, integrity, and dedicated community service.

Diane Doré has been a driving force in Vanier's community development for decades, contributing through her business, cultural advocacy, and dedicated public service. As Chair of Fondation Pauline Charron and longtime Board member of Centre Pauline Charron, she supports vital programs for adults 50 and over. Her passion for French language and culture has inspired widespread civic engagement. A true woman of action, she has served on key committees while volunteering weekly at the Centre. Her leadership also extends to the Vanier Museopark, Sugar Shack, and major fundraisers. At 79, she remains a tireless, influential volunteer.

Linda Gordon has served for eight years as Treasurer of the Hillview Active Living 50-plus Centre in Acton, where her financial leadership and commitment to innovation have supported the program's growth. She modernized payment systems to include debit options, contributes actively to fundraising and partnerships, and helped launch both women's and men's breakfasts. Linda also volunteers with multigenerational initiatives, including summer camps that foster connection between older and younger residents. Her efforts have created new opportunities for Acton seniors to build friendships, stay healthy, and reduce social isolation.

Valerie Hinsperger has made wide-ranging contributions to Renfrew County and the Ottawa Valley. As co-owner of the Bonnechere Caves, she has helped create a beloved attraction that educates thousands and provides meaningful local employment. Val has also dedicated herself to ensuring older adults have access to recreational opportunities that keep them healthy and connected, including coordinating the Summer and Winter Seniors Games. She is active in the Eganville and Area Horticultural Society, the Ottawa Valley Food Co-op, and is part of the

Therapeutic touch team for those undergoing care at the Madawaska Valley Hospice Palliative Care in Barry's Bay. Her commitment continues to uplift the community.

Ka Shing “Stephen” Lee has been a dedicated volunteer with the Yet-Keen Seniors’ Day Centre since 2011, following a long career in the restaurant industry. Affectionately known as “The Chef,” he plans the weekly seniors’ lunch menu, preparing healthier, lower-salt traditional Chinese dishes for about 40 attendees, including favourites like barbeque pork and curry chicken. In 2018, he helped launch a partnership with the Dalhousie Food Cupboard, providing fresh vegetables to Yet-Keen and cooking hot meals for the Cupboard’s clients—building cultural connections that continue today.

Andrea Levy is a dedicated member of the rural Matawatchan-Griffith community, helping residents stay active and connected. At 73, she leads three weekly exercise classes and shares practical health and nutrition guidance to support participants’ well-being. She also serves as Secretary of the Matawatchan Hall Board, coordinating community events such as the Christmas market, summer socials, Canada Day celebrations, and regular gatherings that bring residents together. Andrea maintains the Hall’s free lending library, ensuring books are updated and accessible. Her efforts help local seniors stay fit, healthy, and socially engaged.

Alan Marr has made a lasting impact on Dorchester, Thames Centre, and Middlesex County through more than five decades of volunteer work and public service. For over 50 years, he has been an active member of the Dorchester and District Lions Club, raising funds for the senior centre, food bank, and diabetes awareness, and supporting countless community events. He has also served as Reeve of North Dorchester, Mayor of Thames Centre, and Warden of Middlesex County, and continues to contribute on municipal committees and the Western Fair board. A two-time Queen’s Jubilee medal recipient, Al is widely respected as a mentor and community leader.

Lloyd Orson is the heart of Carol’s Cupboard Food Bank in Hamilton, where for five years he has been a steady, compassionate presence. He treats every visitor as a neighbour, creating an experience rooted in dignity for seniors, newcomers, and families alike. Lloyd has helped reorganize the food bank through two moves, recruited more than 30 volunteers, and established a community garden that supplies fresh produce. He also books appointments and arranges deliveries for those unable to visit. Lloyd has built a welcoming space that nourishes both body and spirit, strengthening community connections.

Anna Passarelli for more than a decade, has supported over 400 seniors each year through her volunteer work at the Elspeth Heyworth Centre for Women in Vaughan. She leads healthy cooking and baking classes, shares practical nutrition tips, and helped create a seniors' cookbook. Each month, she helps plan and prepare dinners for more than 100 seniors. Anna also creates crafts that raise funds and lift spirits, and during COVID-19 she made masks and knitted hats for long-term care residents and premature babies. She reaches out to isolated seniors, connecting them to programs that foster friendship and engagement.

Leslie Rodrigues raised in Karachi and later settling in Toronto, has spent decades dedicated to volunteer service. He organized monthly teams to serve meals at St. Vincent's Kitchen in Oshawa, providing a warm environment for up to 75 people. After moving to Markham, he remained active through the Knights of Columbus and founded OASIS in 2018, offering weekly programs that supported the mind, body, and spirit of 75 seniors. Internationally, he led volunteer efforts at an orphanage in Kenya. Leslie's compassion and leadership continue to enrich communities locally and abroad.

Bernice Royce has been an exceptional volunteer and vital source of support at Circle of Care for more than 25 years. As a long-standing Board member, she championed the volunteer voice and helped strengthen the organization's volunteer program. She has also made a direct impact through hands-on service—as a Phone Pal to isolated seniors, a Meals on Wheels volunteer, and a member of the Volunteer Advisory Committee. Her deepest commitment is her weekly work in the Adult Day Program, engaging seniors with dementia in meaningful activities. A passionate ambassador and animal-rescue volunteer, Bernice exemplifies outstanding service.

Nancy Salvage of Port Colborne is an outstanding community leader whose dedication has made a lasting impact on her city. Since 2004, she has been the driving force behind the Port Colborne Terry Fox Run, raising significant funds and awareness for cancer research while uniting residents of all ages. She even shaved her head in support of the cause. Beyond the run, Nancy has contributed to initiatives supporting arts, culture, health care, environmental stewardship, fair trade, and animal welfare. As a member of the Seniors Advisory Committee, she continues to strengthen her community with kindness and integrity.

Judy Smith of Newmarket has made a significant, lasting impact on patient-centred and senior-friendly health care. A former Clinical Nurse Specialist in geriatrics, she brings rare insight from both professional expertise and lived experience as a patient and caregiver. Since 2019, she has contributed over 1,000 volunteer hours

as a Patient Experience Partner at Southlake, helping shape policies grounded in dignity and inclusion. Judy was pivotal in developing Southlake's Essential Care Partner Program and advocates for caregiver recognition. She also mentors volunteers, supports regional engagement initiatives, and contributes to provincial best-practice guideline development.

Pamela Stagg is an internationally respected science communicator and volunteer broadcaster whose work has brought global attention to Prince Edward County. Since 2005, she has co-led instructional nature hikes, and for more than a decade she has produced and hosted *The County, Naturally* on 99.3 County FM. Self-taught in research, hosting, and audio production, she has earned recognition for scientific accuracy and exceptional quality, with segments broadcast nationally by the CBC. Her work attracts listeners worldwide, and she has created educational presentations for nature groups for 15 years. A Royal Horticultural Society Gold Medal recipient, Pamela exemplifies excellence and dedication.

Dr. Stephen Stokl of Newmarket has spent nearly four decades providing psychiatric care with a strong focus on community-based mental health services. After a long hospital career, he continued offering free, accessible care for depression, anxiety, social isolation, dementia-related challenges, and grief. An Adjunct Assistant Professor of Psychiatry at the University of Toronto, he also served nine years as Chief of Psychiatry at Southlake. He led the development of multiple programs that expanded services in South Simcoe and provided trauma support at Ground Zero in 2001. At 73, he continues to practise 65–70 hours weekly.

Additional Resources

- [Ontario Recognizes Outstanding Seniors](#)

Please visit [Senior Achievement Award](#) for more information on how to recognize an exceptional individual.

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Southeast Public Health

Media release

For immediate release
June 24, 2026

Board of Health update for June 2026

The Southeast Public Health (SEPH) Board of Health met today in Kingston for their regular monthly meeting. The [agenda package](#) is available online.

Board Chair re-appointed

The Board passed a motion to re-appoint Nathan Townend as Chair for the remainder of 2026. Townend previously sat on the SEPH Board as an elected official. He recently left his elected municipal office role to accept the position of Director of Communications and Community Development with the County of Lennox and Addington, and the county re-appointed him as their representative to the SEPH Board.

Townend noted that he was pleased to continue serving in the role of Board Chair, and to provide leadership continuity for the remainder of 2026.

Strategic plan update

Following a presentation by facilitator Erik Lockhart, the Board passed a motion to receive and endorse the direction for the 2026-2028 strategic plan and assess the financial implications of it at the July 22 Board meeting.

The direction for strategic plan was developed by the Board with the core purpose of “ensuring every community in the Southeast has access to high quality, equitable public health services delivered by a unified and trusted health unit working with communities and partners”.

The final plan will go to the Board in August for approval.

Staff presentation: Blastomycosis inquest recommendations

Deputy Medical Officer of Health Dr. Ethan Toumishey provided a presentation on SEPH’s response to the recommendations made by the coroner’s inquest into a fatal blastomycosis outbreak in Constance Lake First Nation in late 2021, early 2022. Blastomycosis is an infection caused by a fungus (*Blastomyces*) that grows most commonly in moist soil and decaying wood and leaves. The outbreak resulted in five deaths and more than 50 infections in the community of 750.

The coroner’s inquest, which concluded in late 2025, examined the circumstances surrounding these deaths and issued recommendations aimed at preventing similar events in the future. Five of the recommendations require

Boards of Health to report back how they will implement the recommendations. The Board has endorsed SEPH's proposed responses to the coroner's inquest recommendations and directed staff to submit them to the Office of the Chief Coroner on their behalf.

SEPH logo wins prestigious international award

The SEPH identity recently received the gold award in the Logo/Letterhead Design category at the [43rd Annual Healthcare Advertising Awards](#). With more than 4,300 entries submitted from around the world, the Healthcare Advertising Awards are among the largest and most recognized health-care marketing competitions internationally. This achievement reflects the talent and dedication of the SEPH Communications Team, as well as the expertise of branding and marketing consultant Scott Thornley and Company (STC).

The next meeting of the Board of Health is July 22, 2026.

-30-

Media contact: Communications@SoutheastPH.ca

Ministry of the Environment,
Conservation and Parks

Office of the Minister

777 Bay Street, 5th Floor
Toronto ON M7A 2J3
Tel.: 416 314-6790

Ministère de l'Environnement,
de la Protection de la nature et des
Parcs

Bureau du ministre

777, rue Bay, 5^e étage
Toronto ON M7A 2J3
Tél.: 416 314-6790



357-2026-1745

June 26, 2026

TO: Conservation Authorities Chairs, GMs/CAOs, and municipalities

SUBJECT: Minister's direction under section 1.14 of the *Conservation Authorities Act* with respect to budget and apportionment matters

I am writing with regards to the transition of Ontario's conservation authority system to a consolidated regional model. Pursuant to my authority under section 1.14 of the *Conservation Authorities Act* (CAA), I am issuing a direction ("Direction") to conservation authorities on budget and apportionment matters leading up to the transition date – please see attached Direction.

The purpose of this Direction, effective from June 26, 2026 to the transition date under the CAA (i.e., February 1, 2027, or such later date as may be prescribed by the regulations), is to require conservation authorities to complete the budgetary process for the 2027 calendar year budget before the transition date, and in accordance with the CAA and applicable budget and apportionment regulations.

This Direction establishes deadlines for key budget process milestones, including the holding of meetings to approve apportionment amounts and final budgets, and the sending of notices of apportionment to participating municipalities. Conservation authorities are also required to notify the Ministry of the Environment, Conservation and Parks and the Ontario Provincial Conservation Agency (OPCA) as certain steps of the budget process are completed. This Direction applies to all conservation authorities listed in Appendix A, with additional guidance set out in Appendix B of the attachment.

The Direction is intended to ensure that the transition to consolidation is successful with minimal disruptions to conservation authorities' governance, programs and services.

If you have any questions regarding this Direction, please contact the Conservation Authorities Section of the Ministry of the Environment, Conservation and Parks at ca.office@ontario.ca.

...2

Conservation Authorities Chairs, GMs/CAOs, and municipalities
Page 2.

Sincerely,

A handwritten signature in blue ink, appearing to read "Todd McCarthy". The signature is fluid and cursive, with a long horizontal flourish extending to the left and a tail extending to the right.

Todd McCarthy
Minister of the Environment, Conservation and Parks

Enclosures

c: The Honorable Rob Flack, Minister of Municipal Affairs and Housing

ATTACHMENT A

Minister's Direction Issued Pursuant to Section 1.14 of the *Conservation Authorities Act* (this "Direction")

Section 1.14 of the *Conservation Authorities Act* (CAA) provides the Minister with the authority to issue a direction to a conservation authority in relation to various matters for the purpose of facilitating the transition to a regional watershed-based framework for conservation authorities. The types of directions that can be issued by the Minister are set out in clauses 1.14(1)(a) to (d):

- (a) prohibiting the authority from making a decision in relation to its exercise of any of its powers under this Act or any other Act in the circumstances specified in the direction and subject to any specified conditions;
- (b) requiring the authority to give notice, in accordance with the direction, of a decision that it has made;
- (c) requiring the authority to send notices under subsection 25 (2), 27 (3) or 27.2 (3) by the date specified in the direction;
- (d) governing budgetary and apportionment matters relating to the authority that are otherwise addressed in a regulation made under clause 40 (1) (c), (e) or (f) or clause 40 (3) (k).

Section 1.14 further provides that an authority that receives such a direction shall comply with the direction within the time specified in the direction.

Pursuant to the authority of the Minister of the Environment, Conservation and Parks under clauses 1.14(1)(c) and (d), the conservation authorities set out under Appendix "A" of this Direction (the "**authorities**" or each, an "**authority**") are hereby directed as follows:

1. Each authority shall take all necessary steps to develop and approve its budget for the 2027 calendar year, in accordance with the CAA, to ensure that the authority complies with paragraphs 2 and 3 of this Direction.
2. No later than thirty (30) calendar days prior to the transition date, each authority shall:
 - i. Hold a meeting to approve apportionment amounts for its participating and specified municipalities as required by section 16 of O. Reg. 402/22.
 - ii. Hold a meeting to approve a final budget as required by section 22 of O. Reg. 402/22.
3. Prior to the transition date, each authority shall:
 - i. Provide a copy of its final budget to the Minister and each of its participating and specified municipalities in accordance with section 24 of O. Reg. 402/22, and in addition, provide a copy of the approved final budget to the Ontario Provincial Conservation Agency (OPCA).
 - ii. Send notices to the authority's participating and specified municipalities in accordance with subsections 25(2) (notices of apportionment of capital

costs), 27(3) (notices of apportionment of operating expenses) and 27.2(3) (notices of amounts owed by specified municipalities) of the CAA.

4. Upon completion of each of the following steps, each authority shall provide written notice of the completion of the step to the Ministry of the Environment, Conservation, and Parks and the OPCA:
 - i. Approval of a draft budget for consultation purposes in accordance with section 14 of O. Reg. 402/22.
 - ii. Approval of apportionment amounts for participating and specified municipalities in accordance with section 18 of O. Reg. 402/22.
 - iii. Approval of a final budget in accordance with section 23 of O. Reg. 402/22.
 - iv. Sending of notices to participating and specified municipalities in accordance with subsections 25 (2), 27(3) and 27.2(3) of the CAA.

General

5. This Direction applies to the authorities listed in Appendix "A" to this Direction.
6. This Direction is effective from the date of its issuance to the transition date, within the meaning of the CAA (i.e., February 1, 2027 or such later date as may be prescribed by the regulations).
7. This Direction may be amended in writing from time to time at the sole discretion of the Minister.



Todd McCarthy
Minister of the Environment, Conservation and Parks
[June 26, 2026]

APPENDIX A

LIST OF CONSERVATION AUTHORITIES TO WHICH THE DIRECTION APPLIES

Ausable Bayfield CA	Lower Trent Region CA
Cataraqui Region CA	Maitland Valley CA
Catfish Creek CA	Mattagami Region CA
Central Lake Ontario CA	Mississippi Valley CA
Credit Valley CA	Niagara Peninsula CA
Crowe Valley CA	Nickel District CA
Essex Region CA	North Bay-Mattawa CA
Ganaraska Region CA	Nottawasaga Valley CA
Grand River CA	Otonabee Region CA
Grey Sauble CA	Quinte Region CA
Halton Region CA	Raisin Region CA
Hamilton Region CA	Rideau Valley CA
Kawartha Region CA	Saugeen Valley CA
Kettle Creek CA	Sault Ste. Marie Region CA
Lake Simcoe Region CA	South Nation River CA
Long Point Region CA	St. Clair Region CA
Lower Thames Valley CA	Toronto and Region CA
	Upper Thames River CA

APPENDIX B

Guidance document for the Minister’s Direction issued under section 1.14 of the CAA with respect to budget and apportionment matters

The Minister’s Direction issued June 26, 2026 under s.1.14 of the CAA aims to preserve operational and budget process continuity through the transition to a regional governance model for conservation authorities.

While Ontario Regulation 402/22 (Budget and Apportionment) does not set out specific dates or deadlines for the completion of the various phases of the budget and apportionment process, this Direction sets the following timing requirements and additional notification requirements:

Item/Task	Deadline
i. Holding of meeting to approve apportionment amounts for participating and specified municipalities (s. 16 of O. Reg. 402/22)	No later than 30 calendar days before the transition date
ii. Holding of meeting to approve final budget (s. 22 of O. Reg. 402/22)	
i. Providing copies of the approved final budget (s. 24 of O. Reg. 402/22)	Prior to the transition date
ii. Sending of notices to participating and specified municipalities (s. 25(2), 27(3), and 27.2(3) of the CAA)	
i. Providing a notice to the Ministry of the Environment Conservation and Parks (MECP) and Ontario Provincial Conservation Agency (OPCA) when each of the following steps is completed: a. Approval of a draft budget for consultation purposes b. Approval of apportionment amounts c. Approval of the final budget d. Sending of notices to participating and specified municipalities	Upon completion of each step

With respect to any documents and notice required to be given to the MECP and OPCA (e.g., approved final budget and notice of completion of various steps), please send those documents and notices to MECP at ca.office@ontario.ca and OPCA at CCEO@ontario.ca.

2027 Annual Budget

Conservation authorities will carry out the 2027 calendar year budget process in accordance with Ministers Directions, the CAA and its regulations. The determination of revenue, expenses and costs under Section 5 of O. Reg. 402/22 and determination of reduced amounts to be apportioned under Section 6 of O. Reg. 402/22 should reflect continuity of normal operations of an authority according to current organization’s

governance, financial structures, and programs and services. Any anticipated impacts from regional consolidation should not be considered or incorporated into the preparation of the budget for the 2027 calendar year under this direction.

Municipal Consultation

Current participating and specified municipalities are to be consulted on the draft budget for the 2027 calendar year, in accordance with existing legislative/regulatory requirements.

Voting

Budget-related votes are conducted using current authority membership and existing governance rules and in accordance with regulations, where that is set out.

Final Approval and Posting

Authorities approve, post, and provide copies of the final budget for the 2027 calendar year in accordance with existing requirements and the Minister's Direction.

Municipal Apportionment

The approach to municipal apportionment will not change for 2027 calendar year budgets and will follow the existing methods set out in O. Reg. 402/22 and O. Reg. 401/22 (Determination of Amounts Under Subsection 27.2 (2) of the Act) and apply to the current participating and specified municipalities of each authority per the apportionment percentages distributed by the Ministry of the Environment Conservation and Parks.

Once apportioned amounts are determined and approved by authorities, notices of apportionment are sent to each participating municipality and notices setting out amounts owing are sent to each specified municipality. Each municipality shall be required to pay the amount apportioned to it even after the transition date under the CAA, at which point the payment will be due to the regional conservation authority.

Future Annual Budget

Budget alignment across regional conservation authorities will occur following the transition date.

The ministry will assess whether any changes need to be made to the budgeting process as set out in the budget and apportionment regulations as a result of the regional consolidation of authorities and will consider amendments to those regulations in Fall 2026, where appropriate.

**Ministry of
Municipal Affairs
and Housing**

Office of the Minister

777 Bay Street, 17th Floor
Toronto ON M7A 2J3
Tel.: 416 585-7000

**Ministère des
Affaires municipales
et du Logement**

Bureau du ministre

777, rue Bay, 17^e étage
Toronto (Ontario) M7A 2J3
Tél. : 416 585-7000



234-2026-2403

June 30, 2026

Dear Head of Council,

I am writing to provide an update that the government has amended a regulation under the *Planning Act* to support a new framework for developer-identified parkland dedication.

Specifically, amendments to the regulation prescribes requirements to support:

- The identification of land
- Notice to owners
- Record to the Ontario Land Tribunal, and
- Land suitability criteria

The changes affect the following regulation:

- O. Reg. 509/20: Community Benefits Charges and Parkland

The amending regulation supports the government's plan to support increased housing supply, job creation, and economic activity in Ontario.

Please see the links below to the amending regulation: [O. Reg. 207/26: Community Benefits Charges and Parkland](#)

Updates will also be noted on the ERO posting: [Proposed Changes to Support Standardizing of Parkland Requirements Under the Planning Act](#)

These changes were filed on June 26, 2026, and will come into force on July 1, 2026.

Sincerely,

A handwritten signature in blue ink that reads "Robert J. Flack".

Robert J. Flack
Minister of Municipal Affairs and Housing

- c. Municipal Chief Administrative Officer and/or Treasurer
Robert Dodd, Chief of Staff to the Minister of Municipal Affairs and Housing
Martha Greenberg, Deputy Minister of Municipal Affairs and Housing
Laurie Miller, Assistant Deputy Minister, Local Government Division, Municipal Affairs and Housing

Français

ONTARIO REGULATION 207/26

made under the

PLANNING ACT

Made: June 26, 2026

Filed: June 26, 2026

Published on e-Laws: June 26, 2026

Published in *The Ontario Gazette*: July 11, 2026

Amending O. Reg. 509/20

(COMMUNITY BENEFITS CHARGES AND PARKLAND)

1. Section 8 of Ontario Regulation 509/20 is revoked and the following substituted:

Identification of land, prescribed requirements

8. For the purposes of identifying land in accordance with subsection 42 (4.30) of the Act, the owner of the land shall provide the following information and material in relation to the part of the land the owner proposes to be conveyed to the municipality:

1. A plan of survey, prepared by an Ontario land surveyor licensed under the *Surveyors Act*, that includes the information set out in subsection 24 (1) of Ontario Regulation 216/10 (Performance Standards for the Practice of Professional Land Surveying) made under that Act.
2. A description of any existing or proposed easements or other restrictions to which the land is, or could become, subject.
3. A description of any existing or proposed below grade infrastructure that is encumbering, or could encumber, the land.
4. A statement by the owner indicating whether the land meets the criteria set out in section 11.

2. Section 9 of the Regulation is revoked and the following substituted:

Notice of refusal

9. A notice provided by a municipality under subsection 42 (4.34) of the Act to refuse to accept the conveyance of land shall meet the following requirements:

1. The notice shall be given by personal service, ordinary mail, fax or email.
2. The notice shall be given within 20 days of the day the municipality decides to refuse to accept the conveyance of land.
3. The notice shall include,
 - i. a statement that the council of the municipality has decided to refuse to accept the conveyance of the land,
 - ii. an explanation for the refusal,
 - iii. a statement that the owner of the land may appeal the refusal, within 20 days of the notice being given, to the Ontario Land Tribunal by filing with the clerk of the municipality a notice of appeal accompanied by the fee charged by the Tribunal, and
 - iv. the last date for filing a notice of appeal.

Record following notice of appeal

10. For the purposes of clause 42 (4.36) (a) of the Act, the following information and material shall be included in the record:

1. A copy of the information and material set out in section 8.
2. If applicable, a copy of the notice given under subsection 42 (4.34) of the Act.
3. A copy of any report considered by the council relating to the land identified in accordance with subsection 42 (4.30) of the Act.

Criteria for purposes of s. 42 (4.38) of the Act

11. For the purposes of subsection 42 (4.38) of the Act, the following criteria are prescribed in relation to land identified in accordance with subsection 42 (4.30):

1. The land does not have in it any contaminants that would pose a risk to human health.
2. None of the land comprises any part of hazardous lands or hazardous sites, as those terms are defined in the Provincial Planning Statement issued under subsection 3 (1) of the Act.
3. None of the land is affected by mine hazards or oil, gas and salt hazards, as those terms are defined in the Provincial Planning Statement issued under subsection 3 (1) of the Act.
4. None of the land is affected by former mineral mining operations, mineral aggregate operations or petroleum resource operations, as those terms are defined in the Provincial Planning Statement issued under subsection 3 (1) of the Act.
5. The land does not contain and is not adjacent to any natural heritage features and areas, as that term is defined in the Provincial Planning Statement issued under subsection 3 (1) of the Act, unless the use of the land for a park would have no negative impacts on the feature or area.
6. The land will contain a sufficient depth and volume of soil to accommodate trees.
7. The land does not contain any liens, charges or other financial encumbrances that will not be removed before being conveyed to the municipality.
8. The land will be available to the public at all times, subject to any rules the municipality may choose to put in place.
9. The land will be visible from municipal or other publicly-owned land.
10. The land will be accessible by all users directly from municipal or other publicly-owned land.
11. The land is of a size and shape that is appropriate for park or other public recreational purposes.
12. The land identified in accordance with subsection 42 (4.30) of the Act is not located in the Greenbelt Area, unless the land proposed for development or redevelopment is in the Greenbelt Area.
13. If the land is within the Greenbelt Area, its use as a park would conform with the Greenbelt Plan, Oak Ridges Moraine Conservation Plan and Niagara Escarpment Plan, as applicable.

Commencement

3. This Regulation comes into force on the later of the day subsection 12 (15) of Schedule 9 to the *More Homes Built Faster Act, 2022* comes into force and the day this Regulation is filed.

Made by:
Pris par :

Le ministre des Affaires municipales et du Logement,

ROB FLACK
Minister of Municipal Affairs and Housing

Date made: June 26, 2026
Pris le : 26 juin 2026

Français

[Back to top](#)

MINUTES

Joint Fire Committee Kaladar Barrie

9:00 AM - Friday, February 13, 2026

Northbrook Fire Hall 11905 Highway 41 Northbrook, Ontario



Present: Addington Highlands Members: Councillor Ken Hook; Councillor Kirby Thompson and Councillor Helen Yanch
North Frontenac Members: Councillor Vernon Hermer, and Councillor Roy Huetl

Also Present: Casey Cuddy, Fire Chief (Kaladar Barrie); Brooke Drechsler, Secretary; and Kelly Watkins, Treasurer (North Frontenac)

1. Call to Order

The Secretary called the meeting to order at 9:03 a.m.

2. Approval of Agenda

a) February 13, 2026

1-26 Moved by Deputy Mayor Roy Huetl, Seconded by Councillor Kirby Thompson

Be It Resolved That the Committee approves the Agenda dated February 13, 2026, as amended, to appoint a Chair for 2026.

Carried

3. Appointment of Chair

a) Appointment of Chair for 2026

2-26 Moved by Councillor - Addington Highlands Helen Yanch, Seconded by Deputy Mayor Roy Huetl

Be It Resolved That, as per the Procedural Policy, a Chair must be selected annually; **And That** the Committee selects Kirby Thompson as Chair of the Committee for 2026.

Carried

4. Disclosure of Pecuniary Interest and General Nature Thereof

None declared.

5. Delegations

North Frontenac Joint Fire Committee Kaladar Barrie Minutes

February 13, 2026

Page 1 of 4

None.

6. Adoption of Minutes

a) *Minutes of the Meeting(s) to be adopted by Committee*

3-26 Moved by Councillor - Addington Highlands Helen Yanch, Seconded by Deputy Mayor Roy Huetl

Be It Resolved That the Committee adopts the Joint Fire Committee Minutes dated December 19, 2025, as circulated.

Carried

7. Business Arising Out of Minutes

8. Member Reports and Staff Administrative Reports

a) *Kaladar Barrie Fire Chief: Budget Review*

Note: North Frontenac Councillor Wayne Good arrived at 9:19 a.m.

4-26 Moved by Deputy Mayor Roy Huetl, Seconded by Councillor - Addington Highlands Helen Yanch

Be It Resolved That the Committee receives the Administrative Report from the Kaladar Barrie Fire Chief entitled "Budget Review".

Carried

b) *Kaladar Barrie Fire Chief: 2026 Draft Budget*

5-26 Moved by Councillor Wayne Good, Seconded by Councillor Ken Hook

Be It Resolved That the Committee requests the Kaladar Barrie Fire Chief bring back additional information regarding the Cancer Prevention Program, specifically testing for fire fighters, for the Committee to review at a future meeting.

Carried

6-26 Moved by Councillor - Addington Highlands Helen Yanch, Seconded by Deputy Mayor Roy Huetl

Be It Resolved That the Committee receives for information the 2026 Draft Budget for the Kaladar Barrie Fire Department:

And That the Committee instructs the Fire Chief to make the following change:

- Increase the contribution to the Reserves to \$250,000

And That the Committee instructs the Clerks to provide the Budget to each Council for consideration.

Carried

c) ***Kaladar Barrie Fire Chief: Wildfire Work Boots***

7-26 Moved by Councillor - Addington Highlands Helen Yanch, Seconded by Deputy Mayor Roy Huetl

Be It Resolved That the Committee receives the Kaladar Barrie Fire Chief's Administrative Report entitled "Wildfire Work Boot Allowance";

And That the Committee does not approve the proposed increase;

And That the reimbursement will remain at \$150.

Carried

d) ***Kaladar Barrie Fire Chief: Quick Updates***

8-26 Moved by Deputy Mayor Roy Huetl, Seconded by Councillor - Addington Highlands Helen Yanch

Be It Resolved That the Committee receives the Administrative Report from the Kaladar Barrie fire Chief entitled "Quick Updates".

Carried

9. Financial Reports

a) ***Treasurer's Report***

9-26 Moved by Councillor - Addington Highlands Helen Yanch, Seconded by Deputy Mayor Roy Huetl

Be It Resolved That the Committee receives for information the following from the Treasurer for the Kaladar/Barrrie Fire Department:

1. Budgetary Control for the period of January 1, 2025 to December 31, 2025;
2. General Ledger for the period of January 1, 2025 to December 31, 2025;

And That the attached 2025 information is unaudited financial information and is subject to adjustments that may be identified when audit work is performed on our year-end financial statements, which could result in significant differences from this unaudited financial information.

Carried

10. Communications

None.

11. Public Forum

None.

12. Closed Session

None.

13. Rise and Report

None.

14. Adjournment

a) ***Motion to Adjourn***

10-26 Moved by Deputy Mayor Roy Huetl, Seconded by Councillor - Addington Highlands Helen Yanch

Be It Resolved That the Committee adjourns the Meeting at 10:44 a.m. until June 5, 2026, or at the call of the Chair.

Carried

Chair

Secretary



Resolution of the Joint Fire Committee Kaladar Barrie

Date: June 12, 2026

Resolution # ¹⁶11-26

Moved By:
Helen Yanch

Seconded By:
Roy Huetl

Be It Resolved That the Committee instructs the Fire Chief to remove the cancer testing from the health and wellness program.

Carried

Chair

Regular Meeting STAFF REPORT



To: Council
Subject: Roads and Waste Update
Meeting: Regular Meeting - 07 Jul 2026
Department: Roads and Waste Department
Staff Contact: Brett Reavie, Manager of Roads and Waste

BACKGROUND INFORMATION:

Roads:

Calcium chloride application has started and will continue until complete. This is weather dependent.

Grading of roads has continued as required and as weather allows.

Ditching on Upper Flinton road is continuing.

Mowing has started and will continue until completed.

Salt Pricing 2026/2027

The TAC group has recommended an extension to our salt contract with our current provider. This extension meets County purchasing requirements and is done with the TAC group.

Winter of 2026/2027 pricing would be \$114.44 / tonne.

2025/2026 pricing was \$108.55 / tonne.

This is an increase of 5.5% but is still well below the going rate in other municipalities. We have allowed for an increase of 4% in our winter materials budget but most of the salt would be used on County roads that would be recouped.

Bridge Street Culvert Update:

Bridge Street culvert design is continuing and is with our consultant's foundation engineers currently. I have attached a draft of the preliminary design from the consultant that is subject to change. We can comment on the draft now but will also have another chance to review and provide comments before the design is finalized.

Welcome Signage Project:

Signs are on hand and we will endeavor to get signs installed as soon as possible. We have asked the supplier for some additional quotes to install signs at Flinton Office, Denbigh Garage, Northbrook Medical Center and have also asked for a quote to make and install a new sign for the Denbigh Firehall like the one at the Northbrook Firehall. We have had some delays in getting permits for signage installation on the Highways so they may take longer to get installed. Further updates will be provided as project progresses.

Waste:

Waste site work is continuing, and Weslemkoon Waste Site has had some modifications to site to allow for easier access and use.

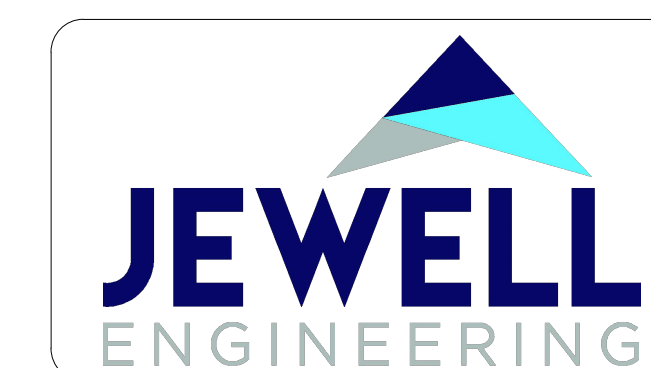
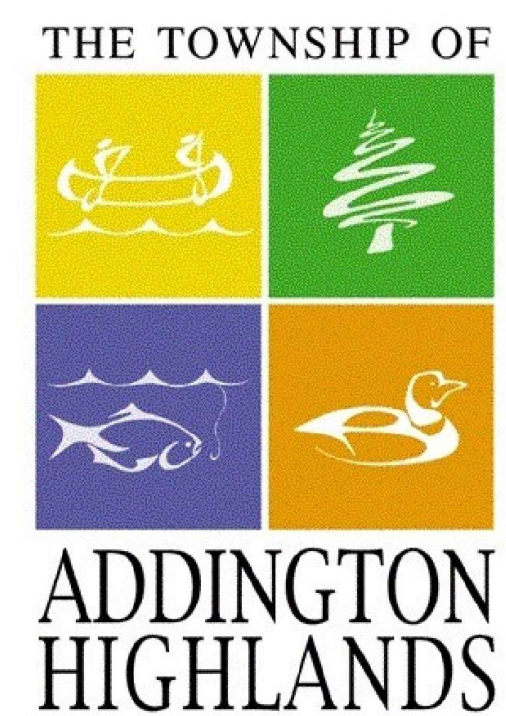
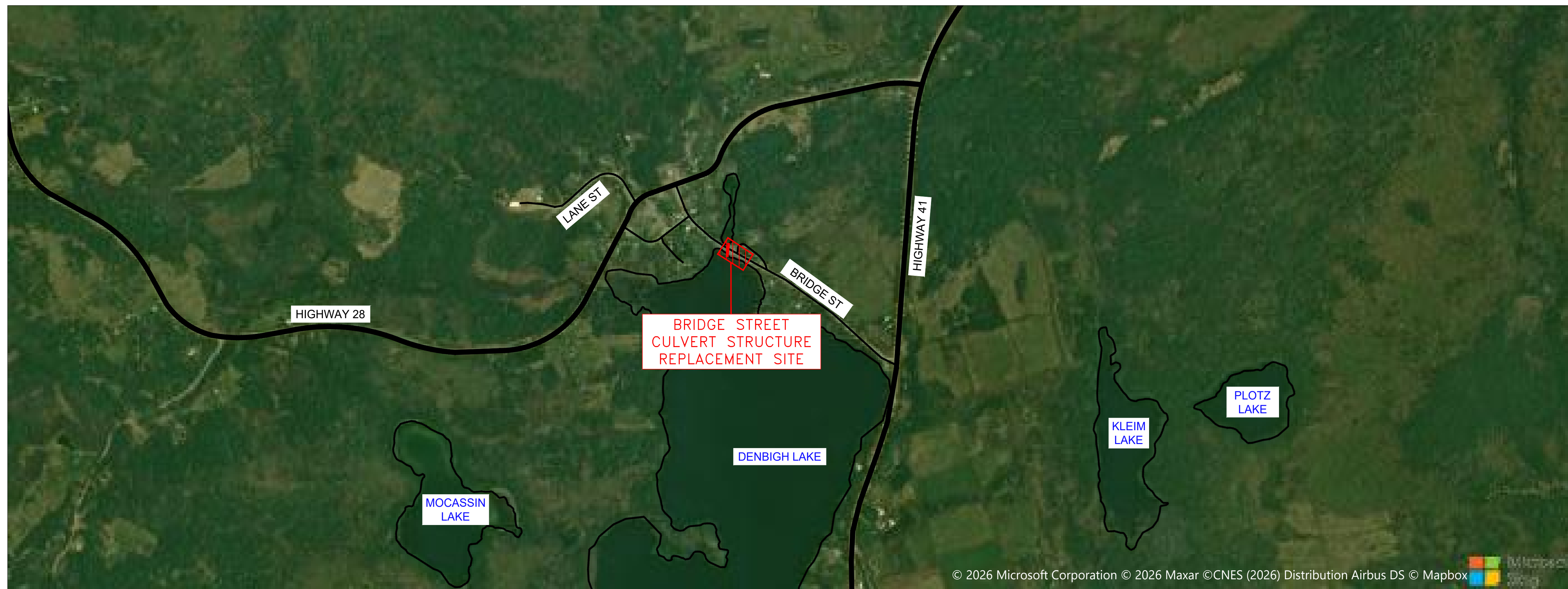
RECOMMENDATION:

Recommendation that council receives this report and provides any additional comments for Bridge Street Culvert preliminary design.

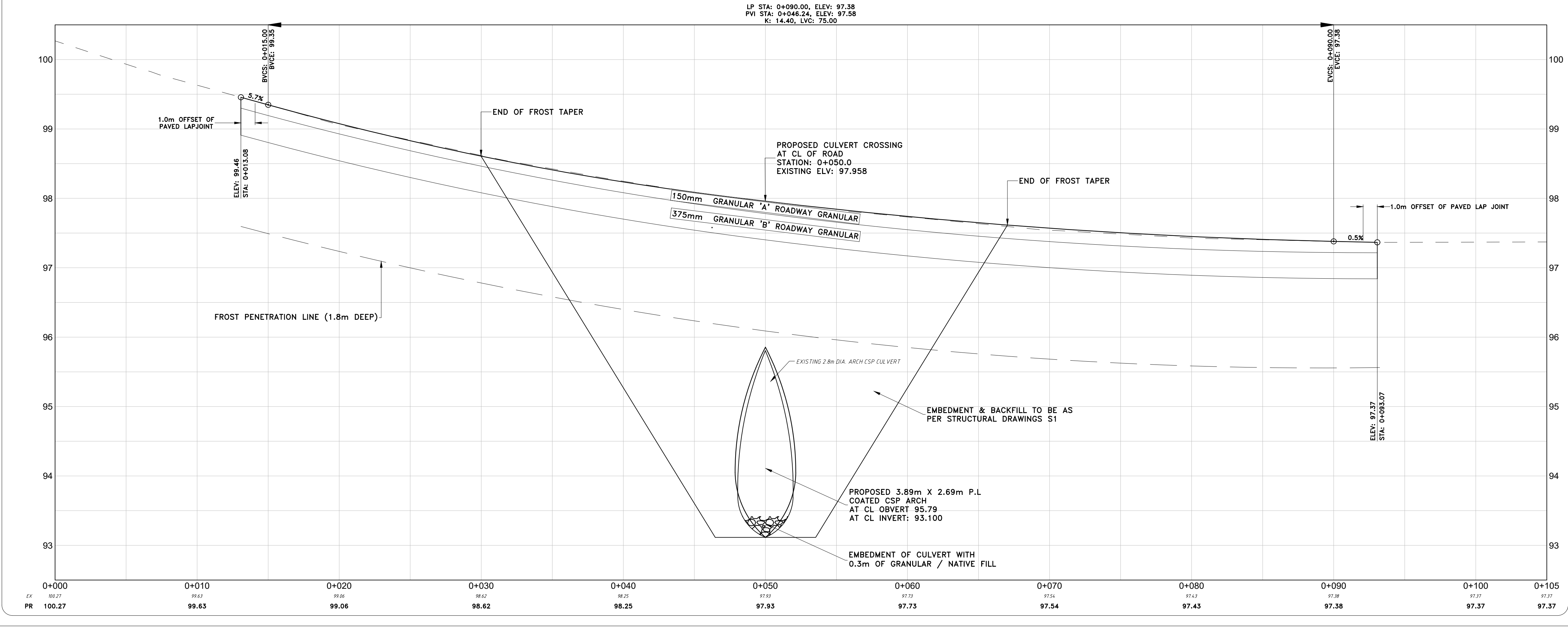
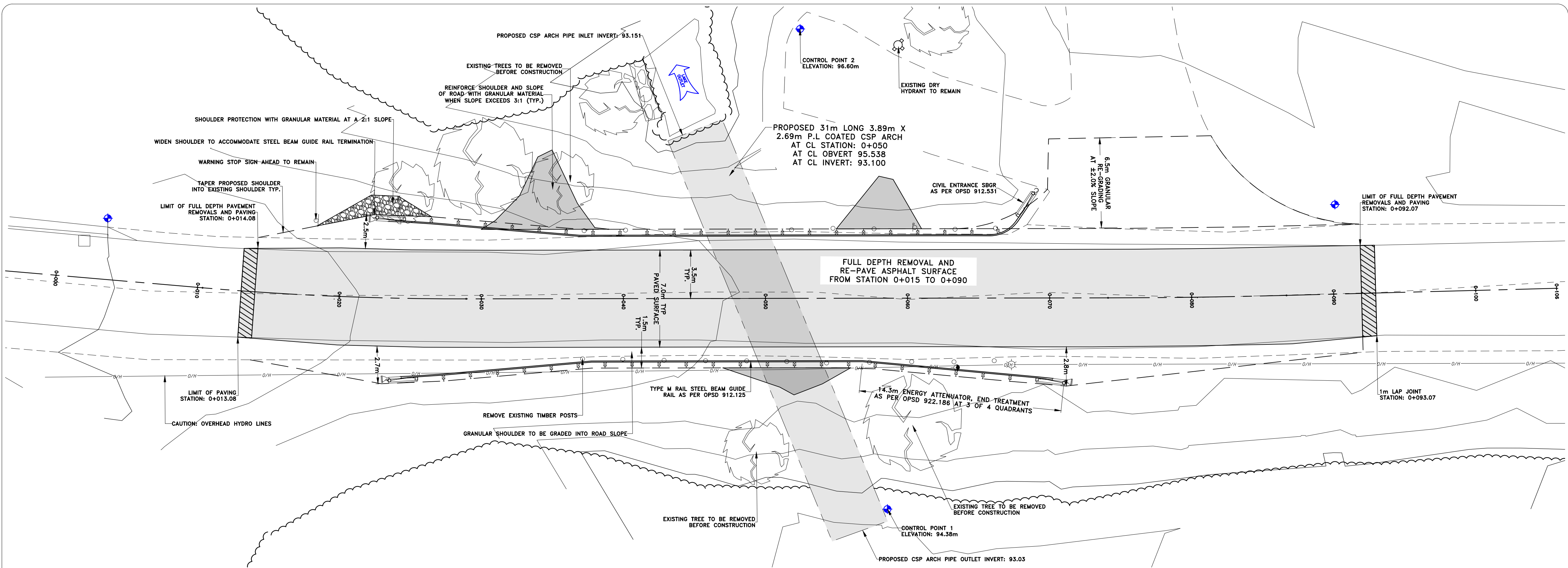
ATTACHMENTS:

[Bridge St Culvert preliminary design](#)

ADDINGTON HIGHLANDS BRIDGE STREET CULVERT REPLACEMENT PROJECT NO. 250-5935 CONTRACT NO. xxx - xxx



TITLE	DRAWING
TITLE PAGE	C1
PLAN AND PROFILE	C2
DETOUR ROUTE DRAWINGS	C3
GENERAL ARRANGEMENT - NEW CONDITION	S1



GENERAL NOTES:

- ALL INFORMATION TO BE VERIFIED ON SITE PRIOR TO COMMENCING ANY WORK. ANY DISCREPANCIES ARE TO BE REPORTED TO THE CONSULTANT IMMEDIATELY.
- ALL UTILITY LOCATIONS SHOWN ON THE DRAWINGS ARE APPROXIMATE. THE CONTRACTOR SHALL CONFIRM THE LOCATION ON SITE AND ASSUME ALL LIABILITY FOR DAMAGE TO ALL UTILITIES.
- OTHER ELEVATIONS ARE TO BE USED AS A REFERENCE ELEVATION FOR ANY PURPOSE.

METRIC NOTE:

- ALL DIMENSIONS SHOWN ARE IN METRES OR MILLIMETRES, UNLESS OTHERWISE NOTED.

GEOMETRIC NOTE:

- ALL SURVEY DATA SHOWN ON THIS DRAWING WAS RECORDED USING REAL TIME KINETIC (RTK) GPS OBSERVATIONS IN REFERENCE TO UTM 18 NORTH COORDINATE SYSTEM.
- ALL ELEVATIONS ARE IN REFERENCE TO LOCAL DATUM NAD83 - GEODETIC MODEL NVD, UNLESS DESCRIBED OTHERWISE.
- DRAWINGS ARE NOT TO BE SCALED!!

REVISIONS		
NO.	DATE	DESCRIPTION

LEGEND

EXISTING	PROPOSED
PROPERTY LINE	PROPERTY LINE
SHOULDER OF ROAD	SHOULDER OF ROAD
CENTRELINE	CENTRELINE
PAVEMENT	PAVEMENT
EDGE OF EXCAVATION	EDGE OF EXCAVATION
ASPHALT LAP JOINT	ASPHALT LAP JOINT
SLOPE PROTECTION	SLOPE PROTECTION
GRAVEL DRIVE WAY RESURFACE	GRAVEL DRIVE WAY RESURFACE
STEEL BEAM GUIDE RAIL	STEEL BEAM GUIDE RAIL
FENCE	FENCE
BUSH/TREE LINE	BUSH/TREE LINE
WATER COURSE	WATER COURSE

UTILITIES

- LIGHT STANDARD: ○
- POLE: ▭
- POLE ANCHOR: +
- OVERHEAD WIRE: ---
- TRANSFORMER: □
- COMMUNICATION BOX: □
- UNDERGROUND CONDUIT: ---

STORMWATER

- DRAINAGE CULVERT: ---

BENCHMARKS:
 CONTROL POINT: CP1 ELEVATION: 96.60m
 CONTROL POINT: CP2 ELEVATION: 94.38m

JEWELL ENGINEERING

TOWNSHIP OF
 ADDINGTON HIGHLANDS
 BRIDGE STREET CULVERT
 REPLACEMENT

PLAN AND PROFILE

DRAWN BY: ASG	PROJECT NO: 250-5935
DESIGNED BY: ASG	DATE: May 2026
CHECKED BY: CB	SCALE: HORIZONTAL - VERTICAL -
APPROVED BY: CB	CONTRACT NO: ----- DRAWING NO: P&P

Regular Meeting STAFF REPORT



To: Council
Subject: RFP 2026-03 Denbigh Roof Replacement
Meeting: Regular Meeting - 07 Jul 2026
Department: Roads and Waste Department
Staff Contact: Brett Reavie, Manager of Roads and Waste

BACKGROUND INFORMATION:

2026 Budget included repair/replacement of roof at Northbrook Garage

RFPs were sent out as requested and the RFP was advertised on the Bidding and Township Website.

Mandatory site meeting was held June 10th with 5 contractors attending.

1 contractor submitted a completed RFP. Analysis is attached.

In contractor's proposal they have offered a credit of \$23,292.57 +HST should they be allowed to leave existing insulation in place. They feel it will dry out with new roof system and doesn't require removal.

After consultation with our CBO and mould consultant we would recommend removal of the insulation as specified in our RFP.

FINANCIAL IMPACT:

Original budget was \$220,000.

RFP including insulation removal price \$228,450.02 including HST.

Price if we don't require removal of existing insulation \$202,129.42 including HST.

RECOMMENDATION:

Recommendation that council awards RFP 2026-03 to Bel-Con Design Builders Ltd for \$228,450.02 including HST for roof replacement and removal of existing insulation as detailed in original RFP.

ALTERNATIVES:

Council could award leaving wet insulation in place and save \$23,292.57 +HST at this time. This could result in future costs to remove that insulation as the insulation is saturated at this time and appears to be very deteriorated.

ATTACHMENTS:

[Denbigh Roof RFP Analysis](#)

Criteria	Company	Points	Price	Comments	
Insurance Certificate (5 Points)	Bel-Con	5			
WSIB (5 Points)		5			
Length of Time in Business (5 Points)		5		53 yrs	
References (5 Points)		5		Provided references and worked with us on Northbrook Roof previously	
Warranty (10 Points)		10		3 year warranty from Defects, Roof Panel Warranty 25 yrs, 25 yr Weathertightness warranty.	
Construction Schedule (10 Points)		10		October 15th, 2026	
Proposal Evaluation (30 Points)		30		Proposal meets our requirements.	
Price (30 Points)		25	Budget \$220,000		
Total (100 Points)			95	\$ 228,450.02	Butler MR 24 roof system over existing. Complete with insulation removal, snow guard and eaves troughing.

Regular Meeting STAFF REPORT



To: Council
Subject: County Construction and Maintenance Agreement 7-Jul-2026
Meeting: Regular Meeting - 07 Jul 2026
Department: Roads and Waste Department
Staff Contact: Brett Reavie, Manager of Roads and Waste

BACKGROUND INFORMATION:

County Road Maintenance Agreement

In 2025 the TAC group comprised of Local Township and County staff began reviewing the County Construction and Maintenance Agreement. The TAC group has made several modifications to the agreement and will be taking to County Council for review. It was agreed that it should go to council as soon as possible as well.

Although the agreement is not available at time of publishing, we anticipate having available to publish on 6-Jul-2026.

Summary of changes will be provided with the updated agreement at that time.

RECOMMENDATION:

Recommendation that council reviews the agreement and instructs staff to create a bylaw to enter into for August 4th Council meeting.

Regular Meeting STAFF REPORT



To: Council
Subject: Northbrook Tractor Backhoe
Meeting: Regular Meeting - 07 Jul 2026
Department: Roads and Waste Department
Staff Contact: Brett Reavie, Manager of Roads and Waste

BACKGROUND INFORMATION:

In 2025 we started having some more problems with our Northbrook Tractor Backhoe mostly concerning problems related to the engine that caused it to go into limp mode. This spring we realized that the unit was going to require loader bushings all around. We talked to our JCB mechanic that stated the loader was in good shape other than the bushings. He said that the engine DEF and EGR were fixed as best he could tell for that time. We decided at that time we would fix the loader bushings and have for a couple more years. In February we scheduled our backhoe in for the loader work to be done. We got that completed but it was noticed at that time the engine was having problems going into limp mode again. It was fixed and we got the backhoe back May. Total cost of repairs in 2025 and 2026 so far are at \$49356.34. Rental loader for the winter while backhoe was down \$3304.12 for 2025 and \$14759.21 for 2026.

Middle of June the backhoe went down in limp mode again and has been at JCB since to get repaired. JCB supplier is very frustrated with the unit as we have made many service calls over the past couple of years to address and we are concerned with this unit's reliability as this is a main piece of equipment that we use in the winter and summer.

In an effort to come up with a solution we have done some investigation. We do not have a backhoe in the budget for this year. If we rent a backhoe, it would be \$4250 + HST/ 4 weeks. We can do a lease and buyout of a backhoe through the canoe program. Pricing is attached but below are a couple of scenarios.

If we lease a Case same unit as Denbigh it would be \$4233.08 + HST/ month and if we bought out the lease in January, the total backhoe cost would be \$222549.33 +HST.

If we did the same until May 2027 the total cost would be \$226878.26 +HST.

This unit could be delivered middle of July 2026.

FINANCIAL IMPACT:

Lease would come out of operational budget for 2026 or until unit was bought out.

RECOMMENDATION:

Recommendation that council reviews lease and purchase options attached. Staff recommends the lease of Backhoe from Terapro purchasing in 2027.

ALTERNATIVES:

Purchasing could be an alternative, but unit was not in 2026 budget.

Another option would be to continue fixing existing JCB and hope for the best until a new unit could be purchased in 2027 possibly. This would require a rental unit while the existing unit is being repaired.

ATTACHMENTS:

[Addington Highlands 695SV Finance Scenario 6 30 2026](#)

[Addington Highlands 695SV Quote 6 30 2026](#)

TERAPRO CONSTRUCTION STITTSVILL495 Jinkinson rd
Stittsville (ON) K2S 1B9

Phone: 613 836-0654

Fax: 613 836-8038

Quote Financial Proposal**Quote:** 21425**Expiry Date:** 2026-06-30**Reference:****Amortization schedule**

Description	Amount Due	Date	Frequency	Rate	Terms
LEASE	\$215,499.01	2026-07-22	Monthly	6.90%	60

Period	Date	Payment	Interest	Principal	Balance
0	2026-07-22	\$0.00	\$0.00	\$0.00	\$215,499.01
1	2026-07-22	\$4,233.08	\$0.00	\$4,233.08	\$211,265.93
2	2026-08-22	\$4,233.08	\$1,238.08	\$2,995.00	\$208,270.93
3	2026-09-22	\$4,233.08	\$1,197.56	\$3,035.52	\$205,235.41
4	2026-10-22	\$4,233.08	\$1,180.10	\$3,052.98	\$202,182.43
5	2026-11-22	\$4,233.08	\$1,162.55	\$3,070.53	\$199,111.90
6	2026-12-22	\$4,233.08	\$1,144.89	\$3,088.19	\$196,023.71
7	2027-01-22	\$4,233.08	\$1,127.14	\$3,105.94	\$192,917.77
8	2027-02-22	\$4,233.08	\$1,109.28	\$3,123.80	\$189,793.97
9	2027-03-22	\$4,233.08	\$1,091.32	\$3,141.76	\$186,652.21
10	2027-04-22	\$4,233.08	\$1,073.25	\$3,159.83	\$183,492.38
11	2027-05-22	\$4,233.08	\$1,055.08	\$3,178.00	\$180,314.38
12	2027-06-22	\$4,233.08	\$1,036.81	\$3,196.27	\$177,118.11
13	2027-07-22	\$4,233.08	\$1,018.43	\$3,214.65	\$173,903.46
14	2027-08-22	\$4,233.08	\$999.94	\$3,233.14	\$170,670.32
15	2027-09-22	\$4,233.08	\$981.35	\$3,251.73	\$167,418.59
16	2027-10-22	\$4,233.08	\$962.66	\$3,270.42	\$164,148.17
17	2027-11-22	\$4,233.08	\$943.85	\$3,289.23	\$160,858.94
18	2027-12-22	\$4,233.08	\$924.94	\$3,308.14	\$157,550.80
19	2028-01-22	\$4,233.08	\$905.92	\$3,327.16	\$154,223.64
20	2028-02-22	\$4,233.08	\$886.79	\$3,346.29	\$150,877.35
21	2028-03-22	\$4,233.08	\$867.54	\$3,365.54	\$147,511.81
22	2028-04-22	\$4,233.08	\$848.19	\$3,384.89	\$144,126.92
23	2028-05-22	\$4,233.08	\$828.73	\$3,404.35	\$140,722.57
24	2028-06-22	\$4,233.08	\$809.15	\$3,423.93	\$137,298.64
25	2028-07-22	\$4,233.08	\$789.47	\$3,443.61	\$133,855.03
26	2028-08-22	\$4,233.08	\$769.67	\$3,463.41	\$130,391.62
27	2028-09-22	\$4,233.08	\$749.75	\$3,483.33	\$126,908.29
28	2028-10-22	\$4,233.08	\$729.72	\$3,503.36	\$123,404.93
29	2028-11-22	\$4,233.08	\$709.58	\$3,523.50	\$119,881.43
30	2028-12-22	\$4,233.08	\$689.32	\$3,543.76	\$116,337.67
31	2029-01-22	\$4,233.08	\$668.94	\$3,564.14	\$112,773.53

TERAPRO CONSTRUCTION STITTSVILL495 Jinkinson rd
Stittsville (ON) K2S 1B9

Phone: 613 836-0654

Fax: 613 836-8038

Quote Financial Proposal**Quote:** 21425**Expiry Date:** 2026-06-30**Reference:**

32	2029-02-22	\$4,233.08	\$648.45	\$3,584.63	\$109,188.90
33	2029-03-22	\$4,233.08	\$627.84	\$3,605.24	\$105,583.66
34	2029-04-22	\$4,233.08	\$607.11	\$3,625.97	\$101,957.69
35	2029-05-22	\$4,233.08	\$586.26	\$3,646.82	\$98,310.87
36	2029-06-22	\$4,233.08	\$565.29	\$3,667.79	\$94,643.08
37	2029-07-22	\$4,233.08	\$544.20	\$3,688.88	\$90,954.20
38	2029-08-22	\$4,233.08	\$522.99	\$3,710.09	\$87,244.11
39	2029-09-22	\$4,233.08	\$501.65	\$3,731.43	\$83,512.68
40	2029-10-22	\$4,233.08	\$480.20	\$3,752.88	\$79,759.80
41	2029-11-22	\$4,233.08	\$458.62	\$3,774.46	\$75,985.34
42	2029-12-22	\$4,233.08	\$436.92	\$3,796.16	\$72,189.18
43	2030-01-22	\$4,233.08	\$415.09	\$3,817.99	\$68,371.19
44	2030-02-22	\$4,233.08	\$393.13	\$3,839.95	\$64,531.24
45	2030-03-22	\$4,233.08	\$371.05	\$3,862.03	\$60,669.21
46	2030-04-22	\$4,233.08	\$348.85	\$3,884.23	\$56,784.98
47	2030-05-22	\$4,233.08	\$326.51	\$3,906.57	\$52,878.41
48	2030-06-22	\$4,233.08	\$304.05	\$3,929.03	\$48,949.38
49	2030-07-22	\$4,233.08	\$281.46	\$3,951.62	\$44,997.76
50	2030-08-22	\$4,233.08	\$258.74	\$3,974.34	\$41,023.42
51	2030-09-22	\$4,233.08	\$235.88	\$3,997.20	\$37,026.22
52	2030-10-22	\$4,233.08	\$212.90	\$4,020.18	\$33,006.04
53	2030-11-22	\$4,233.08	\$189.78	\$4,043.30	\$28,962.74
54	2030-12-22	\$4,233.08	\$166.54	\$4,066.54	\$24,896.20
55	2031-01-22	\$4,233.08	\$143.15	\$4,089.93	\$20,806.27
56	2031-02-22	\$4,233.08	\$119.64	\$4,113.44	\$16,692.83
57	2031-03-22	\$4,233.08	\$95.98	\$4,137.10	\$12,555.73
58	2031-04-22	\$4,233.08	\$72.20	\$4,160.88	\$8,394.85
59	2031-05-22	\$4,233.08	\$48.27	\$4,184.81	\$4,210.04
60	2031-06-22	\$4,233.08	\$24.21	\$4,208.87	\$1.17
61	2031-07-22	\$1.00	-\$0.17	\$1.17	\$0.00



**J.R. BRISSON
EQUIPMENT**

QUOTE / SOUMISSION

SOLD BY: James Marchington (613) 818 1702 / jmarchington@terapro.ca

DATE / DATE: Tuesday, June 30, 2026

SOLD TO:
 NAME / NOM: TOWNSHIP OF ADDINGTON HIGHLANDS
 ADDRESS / ADRESSE: 72 EDWARD STREET, FLINTON, ON K0H 1P0
 PHONE / TÉLÉPHONE: 613-336-2286
 E-MAIL: roadsandwaste@addingtonhighlands.ca
 CUSTOMER / CLIENT #: BP0031916

SHIP TO:
 NAME / NOM: _____ PICK UP
 ADDRESS / ADRESSE: _____
 PHONE / TÉLÉPHONE: _____
 E-MAIL: _____
 INVOICE / ESA: _____

BRAND / MARQUE	MODEL / MODÈLE	YEAR / ANNÉE	DESCRIPTION	SERIAL # / # DE SÉRIE	STOCK # / # DE STOCK	AMOUNT / MONTANT
CASE	695SV	2025	NEW CASE 695SV TRACTOR LOADER BACKHOE 4WD,CAB,HEATER,A/C,AM-FM BLUETOOTH RADIO,HEATED AIR SEAT,MEDIUM FRONT COUNTERWEIGHT,PILOT CONTROLS,FLIPOVER PADS,440/80 R 28 MICHELIN XMCL TIRES,COMBO REAR AUX HYD,15' EXTENDAHOE BACKHOE,LED WORKING LIGHTS,ROTATING BEACON,TOOL BOX,STANDARD LUBRICANTS,FRONT FENDERS,CASE SITEWATCH W/5 YEAR ADVANCED SUBSCRIPTION.	FNH695SVNZHH14160	TBD	\$256,595.85
Sourcewell / CANOE Discount 28% Canoe Procurement Contract # 011723-CNH, Membership # LAS 1093						\$71,846.84
CASE	BKT	2025	24" PIN ON REAR TOOTH BUCKET	TBD	TBD	\$2,500.00
D&S	BKT	2026	96" FFC STYLE BUCKET	TBD	TBD	\$6,750.00
HLA	QA	2026	FRONT FFC QUICK ATTACH	TBD	TBD	\$4,000.00
FACTORY FREIGHT						\$3,500.00
PDI, ASSEMBLY, INSTALLATION						\$10,500.00
Power Train, Hydraulic Warranty (5 year / 4000 hours)						\$6,500.00
Terapro Discount						\$3,000.00
PICK UP BY TOWNSHIP						\$0.00
Offer Valid for 7 Days, All Sales Incentives Applied, F.O.B. Stittsville, ON						
All items listed above are sold "As Is, Where Is" based on availability & financing approval, if applicable, unless stated otherwise. Equipment remains the property of J.R. Brisson Equipment Ltd. until paid in full						
SUB TOTAL						\$215,499.01
TRADE- INS / ÉCHANGES						
BRAND / MARQUE	MODEL / MODÈLE	YEAR / ANNÉE	DESCRIPTION	SERIAL # / # DE SÉRIE	HOURS / HEURES	AMOUNT / MONTANT
** NONE **						
Trade in allowed						\$0.00
Payout						
Net trade						\$0.00
*** Customer is responsible for any money owed on the machine being traded-in on this invoice*** Initials: _____						
INSURANCE INFORMATION CONFIRMATION				SUB TOTAL		\$215,499.01
AGENT		POLICY#		HST (Ontario 13%) R102726528		\$28,014.87
COMPANY		AGENT EMAIL		GST (Québec 5%) R102726528		\$0.00
CUSTOMER'S SIGNATURE / SIGNATURE DU CLIENT			X	QUE PST/TVP (9.975%) M1008257414TQ0001FM		\$0.00
SALES MANAGER / GÉRANT DES VENTES			X	OTHER/AUTRE		\$0.00
THIS CONTRACT IS NOT VALID UNLESS SIGNED BY AN AUTHORIZED MANAGER				DOWN PAYMENT		
CE CONTRAT DOIT ETRE SIGNÉ PAR UN GÉRANT AUTORISÉ POUR ETRE VALIDE				TOTAL		\$243,513.88

PLAISANCE | STITTSVILLE | SUDBURY | VARS



Regular Meeting Staff Report



To: Council
Subject: CBO Report:

Meeting: Regular Meeting - 07 Jul 2026
Department: Building/By-law/Facilities Manager
Staff Contact: David Twiddy, Chief Building Official/By-law Enforcement Officer/Facilities Manager

BACKGROUND INFORMATION:

CBO Report:

Applications for building permits are continuing to improve. However, permits are lagging last year's numbers. Continuing action to close out existing permits.

Facilities Management:

- Work to repair and replace shingles at NBM is scheduled to begin July 13/2026.
- I have reached out for quotes for electrical at the Community Gardens. This involves moving electrical from the west end of the Flinton Hall over to the Garden Shed.
- Grounds keepers are very busy looking after our community.
- Fencing project involving ball field in Denbigh and property fencing at the Northbrook Fire department will begin shortly.

NBM Renovations:

1. Northbrook Medical is looking at minor renovations work.
2. The renovations were originally scheduled to be undertaken by Dynacare and were to be designed to better accommodate space requirements at NBM. That undertaking has not materialized. NBM would like to proceed with these renovations. The renovations include an examination room, office space and storage. These improvements will better service underutilized areas and provide office space for our new Doctor. Renovations will need to be completed by September 1st to accommodate the above as noted.
3. I have reached out to contractors and received one quote. \$18219.32

Bylaw Enforcement:

- No noted dog violations.
- No pigs running loose.

- Goats on Hwy 41.

THE CORPORATION OF THE TOWNSHIP OF ADDINGTON HIGHLANDS

By-law No. 1040/2026

Being a By-law to Confirm the Proceedings of the Council of the Corporation of the Township of Addington Highlands at Its Regular Meeting Held on July 7, 2026

WHEREAS pursuant to Section 5(1), of the Municipal Act, 2001, the powers of a municipality are to be exercised by its Council;

AND WHEREAS Part II and Part III of the Municipal Act, 2001 outline the powers which are to be exercised by a municipal council;

AND WHEREAS it is deemed expedient that the proceedings of the Council of the Corporation of the Township of Addington Highlands, at this meeting, be confirmed and adopted by By-law;

NOW THEREFORE the Council of the Corporation of the Township of Addington Highlands enacts as follows:

1. That the actions of the Council of the Corporation of the Township of Addington Highlands, at its Regular Meeting held at 1:00 p.m. July 7, 2026, in respect of each motion and resolution passed and other actions taken by the Council of the Corporation of the Township of Addington Highlands, at this meeting, are hereby adopted and confirmed as if all such proceedings were expressly embodied in this By-law;
2. That the Reeve and proper Officers of the Corporation are hereby authorized and directed to do all things necessary to give effect to the said action, to obtain approvals where required, and, except where otherwise provided, to execute all documents necessary in that behalf in accordance with the By-laws of Council relating thereto.

Enacted, pursuant to three readings thereof, on July 7, 2026.

Tony Fritsch, Reeve

Christine Reed, Clerk