

Addington Highlands

Agenda

Regular Meeting

Tuesday, June 16, 2026 @ 1:00 PM

Meeting Room - Addington Highlands Community
Centre – Denbigh



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 June 16, 2026	
THAT it be resolved that the Regular Meeting Agenda dated June 16, 2026 be approved.	
3. ADOPTION OF MINUTES	
3.1 Adoption of the Regular Meeting Minutes of June 2, 2026	
4. BUSINESS ARISING FROM MINUTES	
4.1 Business Arising from May 19, 2026 Request for Consideration Item #7.8 - Corridor Train Alliance Request	7 - 8
Staff Report - Business Arising from May 19, 2026 Request for Consideration Item #7.8 - Corridor Train Alliance Request - Pdf	
THAT it be resolved that the report prepared by the Deputy Clerk - Planning Secretary regarding the Corridor Train Alliance request be received and deferred pending receipt of the documentation requested.	
5. DISCLOSURE OF PECUNIARY INTERESTS & THE GENERAL NATURE THEREOF	
6. DELEGATIONS & PETITIONS	
7. MATTERS FOR CONSIDERATION	
7.1 <u>Blackwell Construction and Team Small Engine Repairs</u>	9
Request to use Township property on Pineview Drive for a fireworks display on July 1st, 2026.	

[Request to Use Township Property](#)

THAT it be resolved that the request from Blackwell Construction and Team Small Engine Repairs to use the Township property on Pineview Drive for a fireworks display on July 1st, 2026 be received [and approved]

7.2 **Invading Species Awareness Program - Quinte Conservation** 11

Request to set up a booth periodically throughout the summer at Trails End Boat Launch with information pamphlets and other outreach materials.

[Request from Invasive Species Team - Quinte Conservation](#)

THAT it be resolved that the request from Quinte Conservation to set up a booth periodically throughout the summer at Trails End Boat Launch be received [and approved]

7.3 **Hydro One Community Partnership Grant** 13 - 14

Hydro One invites Ontario municipalities and municipality-endorsed charitable organizations to apply for funding for programs and initiatives that strengthen local emergency preparedness, critical infrastructure or community well-being.

[Hydro One Community Partnership Grant](#)

7.4 **Letter from Glenn Davison regarding Township Road Policy**



Staff report pending at time of agenda publication

7.5 **Resolution** 15 - 16

The Village of Merrickville-Wolford seeks support for their resolution endorsing the resolution from the North Grenville, Merrickville-Wolford Village OPP Detachment Board requesting for North Grenville and Merrickville Councils to advocate that the province expand its stated interest and financial commitment to include all municipalities in Ontario, adopting a province-wide approach to public safety and thereby ensuring the well-being of all Ontarians.

[Council Resolution - OPP Detachment Board Resolution of Support - May 25, 2026](#)

7.6 **Resolution** 17 - 18

The Township of South Stormont seeks support for their resolution declaring that food insecurity an emergency(crisis) in South Stormont; and requesting the Provincial Government to immediately raise social assistance rates to meet life's basic needs; and requesting the Provincial and Federal Governments act to address the causes of food insecurity by establishing a Guaranteed Liveable Basic Income; and requesting that the Provincial and Federal Governments include the reduction of food insecurity as a component of all appropriate

government policies; and developing a working relationship with Food Banks United and other local food programs to communicate local needs and resources, and to advocate on behalf of people experiencing food insecurity at the local government level, and to strategize solutions to immediate food insecurity needs.

[Resolution - South Stormont - Food Insecurity Crisis](#)

7.7 **Resolution**

19 - 20

The Town of South Bruce Peninsula seeks support for their resolution requesting that the Province of Ontario recognize outdoor education as an essential educational service and commit to equitable access for all Ontario students; and halt the closure of outdoor education centres and restore stable funding for programming across Ontario.

[R 151-2026 Affirming Outdoor Education as Essential](#)

7.8 **Resolution**

21 - 24

The Town of Halton Hills seeks support for their resolution respectfully requesting the Province of Ontario, in consultation with municipalities, AMO, ROMA, conservation authorities, the Ontario Invasive Plant Council, Indigenous communities, agricultural organizations, environmental organizations, horticultural societies, the nursery and landscape sector, garden centres and other relevant stakeholders, undertake a review and modernization of Ontario's Invasive plant regulatory framework; and this review include consideration of expanding and regularly updating the list of prohibited and restricted invasive plant species, including invasive plants, shrubs, vines, groundcovers, ornamental species, seeds and nursery stock that pose a risk to Ontario's natural heritage, agriculture, municipal infrastructure, parks, trails, roadsides, stormwater systems and private property; and requesting to prohibit the sale, distribution, propagation and trade of listed invasive plant species through garden centres, nurseries, landscaping suppliers, online retailers, seed distributors and other commercial pathways; and requesting to develop clear labelling, public education, and retailer guidance requirements so that residents, gardeners, landscapers and retailers can easily identify invasive species and choose native or non-invasive alternatives; and requesting to work with the nursery, garden centre and landscape sectors on a practical transition plan that supports compliance, protects small businesses, promotes native and non-invasive alternatives, and prevents invasive plants from continuing to enter communities through ordinary consumer purchases; and requesting the Government of Canada to review and strengthen, where appropriate, federal import, border, labelling and online sales rules related to invasive plants, seeds and nursery stock entering Canada, so that provincial prevention efforts are not undermined by interprovincial or international trade; and requesting the Province of Ontario and Government of Canada to support municipalities, conservation authorities and community partners with stronger prevention tools, updated science-based lists, public education materials and funding programs that prioritize prevention over costly long-term control and removal.

[Resolution No. 2026-0107](#)

8. MATTERS FOR INFORMATION

- 8.1 Mississippi Madawaska Land Trust - Press Release 25

[Press Release - MMLT Celebrates Official Opening of Chatson Woods](#)

- 8.2 Eastern Ontario Regional Network, update on the Cell Gap Project for May 2026 27 - 30

[Lennox and Addington County May 2026](#)

- 8.3 Eastern Ontario Wardens' Caucus, June newsletter 31 - 44

[EOWC June 2026 Newsletter](#)

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

10. REPORTS OF OFFICERS

- 10.1. Manager of Roads and Waste

- 10.1.1. **Roads and Waste Update** 45

THAT it be resolved that the update prepared by the Manager of Roads and Waste be received.

[Roads and Waste Update 16-Jun-2026 - Pdf](#)

- 10.2. CBO/MLEO/Facilities Manager

- 10.3. CAO/Clerk-Treasurer

- 10.3.1. **Procedure By-law Update** 47 - 124

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].

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

- 10.4. Deputy Clerk/Planning Secretary
- 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 15, 2026**

14. MEMBER'S STATEMENT

15. NEW BUSINESS

16. BY-LAWS

- 16.1 **By-law #1038/2026** Being a By-law to Authorize the Naming of a Road located over Private Land for the Purpose of Civic Addressing located in the Geographic Township of Abinger commencing from Buckshot Drive (Beachfront Lane)

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[1038 By law to Authorize the Naming of a Road located over Private Land \(Beachfront Lane\)](#)

THAT it be resolved that By-law #1038/2026 be passed pursuant to three readings thereof and be signed and sealed.

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 2, 2026 and to receive a recommendation from the Personnel & Finance Committee regarding the Weslemkoon Waste Site Custodian Position, and to receive and review resumes for the Ward 1 Handyman Position, and to receive and consider personal information regarding an identifiable individual namely a Township employee.

18. RISE AND REPORT

19. CONFIRMING BY-LAW

19.1 **By-law #1039/2026** 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 June 16, 2026

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[1039 Confirming By-law June 16](#)

THAT it be resolved that By-law #1039/2026 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: Business Arising from May 19, 2026, Request for Consideration Item #7.8 - Corridor Train Alliance Request
Meeting:
Department: Council
Staff Contact: Patricia Gray, Deputy Clerk/Planning Secretary

BACKGROUND INFORMATION:

A request from the Corridor Train Alliance was included on the May 19, 2026 agenda, the request was deferred pending further information regarding the Townships ability to donate to such an organization.

Staff provided the CTA letter and recommended resolution to legal counsel the following legal opinion was obtained:

Based on the materials provided, the Township likely does have authority to make a modest contribution to the Corridor Train Alliance (“CTA”), provided Council is satisfied that the expenditure serves a legitimate municipal purpose connected to the Township’s interests and responsibilities. However, there are some legal and political risk considerations Council should be aware of.

The request from CTA is for municipalities to financially support a regional advocacy and lobbying effort respecting the routing of proposed high-speed rail infrastructure in Eastern Ontario. CTA is seeking municipal donations to fund government relations, media advocacy, and coalition-building activities. The proposed resolution expressly characterizes the payment as a “donation.”

Under the Municipal Act, 2001, municipalities possess broad powers respecting matters within their jurisdiction and may expend funds for purposes that Council considers to be in the public interest, provided the expenditure is connected to a municipal purpose. Municipalities also routinely participate in regional advocacy initiatives and intergovernmental lobbying through organizations such as AMO, ROMA, municipal associations, and issue-specific coalitions.

Council could reasonably conclude that advocacy regarding the routing of a major transportation corridor affecting the Township’s land use planning, agriculture, emergency services, environment, infrastructure, and economic development falls within legitimate municipal interests. CTA’s materials specifically identify concerns regarding impacts on rural communities, transportation, agriculture, emergency services, hydrology, and economic development. Those are all matters that relate to municipal governance and local welfare.

That said, there are several cautions:

- Characterization as a “donation”

- The terminology in the draft resolution is not ideal. Municipal expenditures are better framed as funding or contributions in support of an initiative that advances municipal interests, rather than a gratuitous “donation.” A municipality generally should not make purely philanthropic gifts absent a municipal purpose. It is recommended that the wording be revised to refer to a “contribution” or “funding support” toward regional advocacy respecting transportation corridor planning.
- Accountability / use of funds
 - CTA appears to be a newly formed not-for-profit corporation created specifically for this advocacy effort. Council should be satisfied regarding governance, accountability, and intended use of funds. If the Township wishes to contribute, it would be prudent to request:
 - confirmation of incorporation status;
 - a copy of CTA’s governing documents;
 - confirmation of banking/signing authority;
 - a budget or accounting of intended expenditures; and
 - confirmation that funds will only be used for the stated advocacy purposes.
- Intended use of Funds
 - There is no prohibition on municipalities supporting advocacy organizations or participating in intergovernmental advocacy. However, Council should understand the intended use of the funds and consciously determine if the use of funds is in line with municipality’s values and interest of the public.
- Procedural considerations
 - Any contribution should be authorized by Council resolution and funded through an appropriate budget line or reserve authority. If the Township has a grants/donations policy, the contribution should also be reviewed for consistency with that policy.
 - Accordingly, if Council wishes to proceed, it is recommended that the draft resolution be modified to avoid the “donation” language and instead authorize a contribution in support of regional transportation advocacy that Council considers to be in the Township’s interests.
- Suggested replacement wording for paragraph 2 of the resolution:
 - “That the Township approve a contribution in the amount of \$_____ to the Corridor Train Alliance Inc. to support regional advocacy efforts respecting the routing and planning of proposed high-speed rail infrastructure in Eastern Ontario.”

Subject to the above qualifications, it is the opinion of legal counsel that Council could lawfully authorize such a contribution if it determines the expenditure serves a municipal purpose and is in the public interest of the Township.

Staff requested the documentation described under Accountability above from the CTA and have followed up as a response has not yet been received.

RECOMMENDATION:

THAT it be resolved that the report prepared by the Deputy Clerk - Planning Secretary regarding the Corridor Train Alliance request be received and the matter deferred pending receipt of the documentation requested.

From: Blackwell Construction <blackwellconstruction1@gmail.com>
Sent: Tuesday, June 2, 2026 1:58:54 PM
To: Christine Reed <clerk@addingtonhighlands.ca>
Subject: Request Permission

Hi Christine,

I am writing on behalf of Steven Blackwell, Blackwell Construction and David Postma, Team Small Engine Repairs.

We are requesting permission to have a fireworks display on July 1, on the township property on Pineview Dr. (the old ball field). This would of course be weather and conditions permitting.

We had a display last year, but did not go through the proper channels, so we wanted to make sure to so correctly this year.

It was well attended and we received great feedback from the spectators.

Please let me know as soon as possible, so we can make arrangements.

Thank you,
Cheryl

Cheryl Hartwick

EMAIL : June 10, 2026

From: Invasive Species <invasivespecies@quinteconservation.ca>
Sent: June 10, 2026 9:02 AM
To: Patricia Gray <deputyclerkplanning@addingtonhighlands.ca>
Subject: ISAP Outreach in Addington Highlands

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hello Ms. Gray,

I hope you are doing well. My name is Jane Butler, I am the crew lead of the Invading Species Awareness Program (ISAP) Hit Squad based out of Quinte Conservation in Belleville.

A big part of the awareness program centres around public outreach to educate boaters about invasive species and how they can help limit the spread of invasives in our waterways.

I am writing you today to ask if it would be possible for our team to set up booths periodically throughout the summer at boat launches in Addington Highlands. This may include a table, tent, signs, pamphlets and other outreach materials. We will make sure to give plenty of notice before we plan to set up, through your preferred method of contact.

Thank you,

Jane Butler
OFAH Project Specialist
invasivespecies@quinteconservation.ca

Additional Information obtained by Staff

The intent is to set up on Skootamatta Lake at the Trails End Boat Launch, this would be done 2 -3 times over the summer and Quinte Staff would advise in advance of the dates they intend to be there.

From: Community Relations Inbox
Sent: Monday, June 1, 2026 11:20 AM
To: Tony Fritsch
Subject: Keeping you connected: Apply for the New Hydro One Community Partnership Grant



Hello Reeve Fritsch,

Introducing the Hydro One Community Partnership Grant

Today, we are launching our new **Hydro One Community Partnership Grant** to support community resilience and safety across Ontario. As municipalities face growing pressures from extreme weather to rapid population growth, we remain committed to being part of the solution.

Ontario municipalities and municipality-endorsed charitable organizations are invited to apply for an opportunity to receive **up to \$25,000** in funding for programs and initiatives that strengthen local emergency preparedness, critical infrastructure or community well-being.

Applications are open from **June 1 to June 30**. If you have any questions, please contact us at CommunityPartnershipGrant@HydroOne.com. We encourage all eligible applicants to apply.

Apply now

Building connections: conference highlights

So far this year, we've had the pleasure of meeting many of you at conferences across the province. We always value the opportunity to connect face to face, learn about your priorities and better understand how we can support your needs.

These conversations continue to highlight the importance of meaningful engagement, and we look forward to connecting with you at future events.



Want to connect?

Meet us at the [Association of Municipalities of Ontario \(AMO\) Annual Conference](#) in Ottawa on August 16 to 19.

You are always welcome to email us at Community.Relations@HydroOne.com or give us a call at [1-877-345-6799](tel:1-877-345-6799).

Sincerely,

Alex Moskalyk

Director, Community and Municipal Relations



Village of Merrickville Wolford

317 Brock Street W PO Box 340
Merrickville, ON K0G 1N0
T: 613-269-4791
W: Merrickville-wolford.ca

May 26, 2026

Re: OPP Detachment Board Resolution of Support - Traffic Calming & Speeding Mitigation Techniques

Please be advised that the Council of the Corporation of the Village of Merrickville-Wolford, at its Regular Meeting on May 25, 2026, passed the following motion pertaining to the OPP Detachment Board Resolution of Support - Traffic Calming & Speeding Mitigation Techniques:

Resolution #: R-24-05-25-26

Moved by: Councillor Maitland

Seconded by: Councillor Ireland

THAT the Council of the Corporation of the Village of Merrickville-Wolford receive for information the resolution from the Municipality of North Grenville, Merrickville-Wolford Village OPP Detachment Board dated May 7, 2026 regarding traffic calming and speeding mitigation techniques;

AND THAT Council endorse and support the resolution from the OPP Detachment Board and direct staff to circulate the resolution of support to Premier Doug Ford, the Minister of Transportation, the Minister of Finance, MPP Steve Clark, AMO, ROMA, all Ontario Police Service Boards, and all 444 Municipalities in Ontario.

Carried.

If you have any questions regarding the above resolution, please do not hesitate to contact me by email at clerk@merrickville-wolford.ca.

Thank you.

Julia McCaugherty-Jansman
Clerk



May 7, 2026

Traffic Calming/Speeding Mitigation Techniques

The North Grenville, Merrickville-Wolford Village OPP Detachment Board, at its Meeting on May 7, 2026, passed the following motion with the request for municipal support:

Moved by: Ian Fraser

Seconded by: Jim Goodman

WHEREAS history demonstrates that speeding and public safety concerns are increasing across Ontario;

WHEREAS the Provincial government has shown interest and allocated financial resources to certain municipalities to implement alternative measures to photo radar, reaffirming its ongoing commitment to addressing public safety issues;

WHEREAS this commitment currently applies only to municipalities utilizing photo radar as a deterrent;

AND WHEREAS such funding support would assist municipalities with limited financial resources in protecting their citizens - especially seniors and school-aged children.

NOW THEREFORE BE IT RESOLVED that the Grenville 1 OPP Detachment Board respectfully request North Grenville and Merrickville-Wolford Councils advocate that the province expand its stated interest and financial commitment to include all municipalities in Ontario, adopting a province-wide approach to public safety and thereby ensuring the well-being of all Ontarians;

AND THAT this resolution be sent to the following:

Premier Doug Ford
Minister of Transportation
Minister of Finance
MPP Steve Clark
AMO
ROMA
All Ontario Police Service Boards
And all 444 Municipalities in Ontario

Carried.

Good day,

Please find below Resolution No. 115/2026, as passed by Council of the Township of South Stormont on May 27, 2026.

Resolution No.: 115/2026

Moved By: Deputy Mayor Andrew Guindon

Seconded by: Councillor Jennifer MacIsaac

Whereas food insecurity is defined as the inadequate or insecure access to food due to financial constraints, a marker of pervasive material deprivation (poverty), and posing a serious public health problem because of its association with higher rates of numerous diseases and chronic health conditions and a higher risk of early death;

And whereas chronic stressors like disability, precarious work, and/or the cost-of-living crisis, and acute shocks like COVID-19, illness or eviction, make it more difficult to afford life's basic needs and live free from poverty;

And whereas current social assistance rates are woefully inadequate, making it impossible to afford a healthy diet; and

And whereas the Eastern Ontario Health Unit estimates that 1 in 4 households are food insecure;

And whereas over 36% of food bank visitors were children;

And whereas food banks are not funded by the Government of Canada and Government of Ontario;

And whereas Ontario non-profits, including food banks, are collectively experiencing stagnant and declining resources amidst climbing demand, and increased reserve use.

Now therefore be it resolved;

- 1. That Council declare food insecurity an emergency (crisis) in South Stormont; and**
- 2. That Council request the Provincial Government immediately raise social assistance rates to meet life's basic needs; and**
- 3. That Council request the Provincial and Federal Governments act to address the causes of food insecurity by establishing a Guaranteed Liveable Basic Income; and**
- 4. That Council request that the Provincial and Federal Governments include the reduction of food insecurity as a component of all appropriate government policies; and**
- 5. That Council develop a working relationship with Food Banks United and other local food programs to:**

- **Communicate local needs and resources.**
- **Advocate on behalf of people experiencing food insecurity at the local government level.**
- **Strategize solutions to immediate food insecurity needs.**

Result: CARRIED

Kind regards,



Ashley Sloan, AMP

Manager of Information and Customer Services

Deputy Clerk

Marriage Officiant

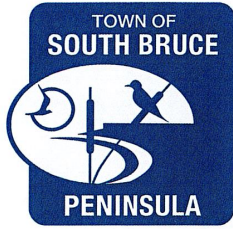


Email: ashley@southstormont.ca

Phone: 613-534-8889 ext. 204

2 Mille Roches Road, P0 Box 84, Long Sault, ON K0C 1P0

<https://www.southstormont.ca>



Excerpt from Council Meeting Minutes – June 2, 2026

19. Notice of Motion – Deputy Mayor Hull – Affirming Outdoor Education as an Essential Part of Public Education in Ontario

Deputy Mayor Hull explained the importance of outdoor education and how this motion is in response to the closure of the Toronto District School Board outdoor education centre. He explained that he is asking for the Parks, Recreation and Culture Department to be mindful of outdoor nature-related opportunities for citizens; he is not asking for a formal report.

Discussion included staff evaluation and making a change to the motion to recognize the work staff currently undertake regarding outdoor opportunities.

R-151-2026

It was **Moved** by C. Hull, **Seconded** by J. Kirkland and **Carried**

Whereas outdoor and experiential education provides students with critical opportunities to improve mental health, physical well-being, environmental literacy, teamwork, leadership, resilience, and academic engagement;

And whereas access to nature and outdoor learning opportunities should not depend on a family's income, geography, or ability to afford private camps, cottages, or outdoor recreation;

And whereas many students, especially those living in urban communities, rely on publicly funded school programs as their primary opportunity to experience forests, trails, waterways, dark skies, overnight camping, and land-based learning;

And whereas closures of Outdoor Education Centres risk creating long-term negative consequences for student wellness, environmental stewardship, and equitable access to experiential learning opportunities;

And whereas knowledgeable and experienced outdoor education staff are essential to delivering safe, inclusive, and curriculum-based learning experiences;

And whereas municipalities that benefit from tourism connected to parks, trails, and natural spaces depend on environmentally responsible stewardship by visitors.

Therefore be it resolved that the Town of South Bruce Peninsula requests the Province of Ontario to:

1. Recognize outdoor education as an essential educational service and commit to equitable access for all Ontario students, and
2. Halt the closure of outdoor education centres and restore stable funding for programming across Ontario;

And that the Town's Parks, Recreation and Culture Department continues to evaluate how it can increase nature-related educational opportunities for citizens of all ages and abilities;

And further that this motion be forwarded to the Bluewater District School Board Trustees, MPP Paul Vickers, the Ontario Minister of Education MPP Paul Calandra, AMO, ROMA, The Council of Outdoor Educators of Ontario, and all other municipalities across Ontario.

June 5, 2026

Honourable Doug Ford, Premier of Ontario
Via Email

Re: Modernizing Ontario's Invasive Plants Rules to Protect Taxpayers, Municipal Lands, Agriculture, Natural Heritage and Local Gardens

Please be advised that Council of the Town of Halton Hills at its meeting of Monday June 1, 2026, adopted Resolution No. 2026-0107 regarding Modernizing Ontario's Invasive Plants Rules to Protect Taxpayers, Municipal Lands, Agriculture, Natural Heritage and Local Gardens.

Attached for your information is a copy of Resolution No. 2026-0107.

Respectfully,



Melissa Lawr, AMP, Dipl.M.A.
Deputy Clerk – Legislation

- cc. Ontario Minister of Natural Resources
Ontario Minister of Agriculture, Food and Agribusiness
Ontario Minister of Municipal Affairs and Housing
Ontario Minister of the Environment, Conservation and Parks
Federal Minister of Environment and Climate Change
Federal Minister of Agriculture and Agri-Food
Halton area MPs and MPPs
Region of Halton
HRFA
OFA
Conservation Halton
Credit Valley Conservation
Grand River Conservation Authority
AMO
ROMA
FCM
Ontario Invasive Plant Council
Landscape Ontario
Canadian Nursery Landscape Association
All Ontario municipalities



THE CORPORATION
OF
THE TOWN OF HALTON HILLS

Resolution No.: 2026-0107

Title: **Modernizing Ontario's Invasive Plants Rules to Protect Taxpayers, Municipal Lands, Agriculture, Natural Heritage and Local Gardens**

Date: June 1, 2026

Moved by: **Councillor J. Brass**

Seconded by: **Councillor C. Garneau**

Item No. 12.3

WHEREAS invasive plants, shrubs, vines, groundcovers, ornamental species, seeds and nursery stock can cause significant damage to municipal infrastructure, roadsides, stormwater systems, parks, trails, natural heritage areas, agricultural lands, woodlots, shorelines, private property and local biodiversity;

AND WHEREAS Ontario municipalities and conservation authorities are estimated to spend approximately \$50.8 million annually managing invasive species, and the average annual cost per Ontario municipality has been estimated at \$218,148, with approximately 80% of expenditures directed toward control and management rather than prevention; (Invasive Species Centre)

AND WHEREAS these costs are ultimately borne by local taxpayers, conservation authorities, property owners, farmers, volunteers and community groups who are often left to manage invasive species after they have already been introduced, sold, planted, escaped cultivation and spread;

AND WHEREAS the Province of Ontario, through the Invasive Species Act, 2015, which allows species to be listed as prohibited or restricted, and which can make it illegal to import, possess, transport, propagate, buy, sell, lease or trade listed invasive species; (Invasive Species Centre)

AND WHEREAS the concern is not with plants that are already clearly prohibited or restricted, but with invasive species and seeds and nursery stock that may

continue to be sold or distributed before modernized provincial rules, public guidance and retail practices have fully caught up with current science and local experience;

AND WHEREAS garden centres, nurseries, landscape suppliers, seed distributors, online retailers, landscapers and residents all have an important role to play in preventing the spread of invasive plants before they become a costly municipal and environmental problem;

AND WHEREAS the Ontario Invasive Plant Council's Grow Me Instead program promotes native and non-invasive alternatives for healthy, diverse and wildlife-friendly gardens, and its updated Southern Ontario guide includes additional invasive plants and alternatives to help residents, gardeners and landscapers make better choices; (Ontario Invasive Plant Council)

AND WHEREAS recent local reporting in Halton Hills has highlighted the importance of choosing native alternatives to invasive garden plants, including through Grow Native Halton and the Ontario Invasive Plant Council's Grow Me Instead resources;

AND WHEREAS the continued sale and distribution of invasive ornamental plants undermine the work of municipalities, conservation authorities, environmental organizations, horticultural societies, local volunteers and residents who are investing time and taxpayer dollars to remove and manage these same species;

AND WHEREAS prevention at the point of sale is more cost-effective, more practical and more respectful of taxpayers than asking municipalities and property owners to pay for removal after invasive species have spread across property lines and municipal boundaries;

AND WHEREAS invasive plants do not recognize municipal boundaries, and effective prevention requires coordinated action by the Province of Ontario, the Government of Canada, municipalities, conservation authorities, Indigenous communities, agricultural organizations, the nursery and landscape sector, retailers, landowners and residents;

NOW THEREFORE BE IT RESOLVED THAT Council for the Town of Halton Hills respectfully request that the Province of Ontario, in consultation with municipalities, AMO, ROMA, conservation authorities, the Ontario Invasive Plant Council, Indigenous communities, agricultural organizations, environmental organizations, horticultural societies, the nursery and landscape sector, garden centres and other relevant stakeholders, undertake a review and modernization of Ontario's invasive plant regulatory framework;

AND FURTHER THAT this review include consideration of expanding and regularly updating the list of prohibited and restricted invasive plant species, including invasive plants, shrubs, vines, groundcovers, ornamental species,

seeds and nursery stock that pose a risk to Ontario's natural heritage, agriculture, municipal infrastructure, parks, trails, roadsides, stormwater systems and private property;

AND FURTHER THAT the Province of Ontario be requested to prohibit the sale, distribution, propagation and trade of listed invasive plant species through garden centres, nurseries, landscaping suppliers, online retailers, seed distributors and other commercial pathways;

AND FURTHER THAT the Province of Ontario be requested to develop clear labelling, public education and retailer guidance requirements so that residents, gardeners, landscapers and retailers can easily identify invasive species and choose native or non-invasive alternatives;

AND FURTHER THAT the Province of Ontario be requested to work with the nursery, garden centre and landscape sectors on a practical transition plan that supports compliance, protects small businesses, promotes native and non-invasive alternatives, and prevents invasive plants from continuing to enter communities through ordinary consumer purchases;

AND FURTHER THAT the Government of Canada be requested to review and strengthen, where appropriate, federal import, border, labelling and online sales rules related to invasive plants, seeds and nursery stock entering Canada, so that provincial prevention efforts are not undermined by interprovincial or international trade;

AND FURTHER THAT the Province of Ontario and Government of Canada be requested to support municipalities, conservation authorities and community partners with stronger prevention tools, updated science-based lists, public education materials and funding programs that prioritize prevention over costly long-term control and removal;

AND FURTHER THAT a copy of this resolution be forwarded to the Premier of Ontario, the Ontario Minister of Natural Resources, the Ontario Minister of Agriculture, Food and Agribusiness, the Ontario Minister of Municipal Affairs and Housing, the Ontario Minister of the Environment, Conservation and Parks, the federal Minister of Environment and Climate Change, the federal Minister of Agriculture and Agri-Food, Halton-area MPs and MPPs, the Region of Halton, HRFA, OFA, Conservation Halton, Credit Valley Conservation, Grand River Conservation Authority, AMO, ROMA, FCM, the Ontario Invasive Plant Council, Landscape Ontario, the Canadian Nursery Landscape Association, and all Ontario municipalities for their consideration and support.


Mayor Ann Lawlor



Mississippi Madawaska Land Trust
Conserving Land  Protecting Nature

– PRESS RELEASE –

Mississippi Madawaska Land Trust Celebrates Official Opening of Chatson Woods at Rose Hill Nature Reserve

Addington Highlands Township, ON – June 11, 2026 – On Saturday, June 6, 2026, the Mississippi Madawaska Land Trust (MMLT) welcomed numerous guests to the official opening of Chatson Woods at Rose Hill Nature Reserve in the Addington Highlands.

This special occasion marked the culmination of more than two years of collaborative effort involving the generosity of landowner Antonia Chatson, along with the support of Dale Dilamarter, Bethany Armstrong, countless community members, donors, funding partners, and the Mississippi Madawaska Land Trust. Together, Chatson Woods and neighbouring Rose Hill Nature Reserve now conserve a combined 640 acres in perpetuity.

Guests participated in a guided walk of the property's 2-kilometre trail loop, which is now open to the public. Local volunteer Dale Dilamarter noted: “It was a pleasure to take part in such a meaningful day for the community. This property has come full circle—from a natural forest to farmland and logging, and now, through the efforts of MMLT, protected with the opportunity to return to its natural state. It has been in the same family for more than 130 years, and its protection reflects a long tradition of community-minded stewardship and giving back.”

Additional information about Chatson Woods may be found at mmlt.ca.

About Mississippi Madawaska Land Trust

Mississippi Madawaska Land Trust is a charitable land trust dedicated to conserving ecologically significant lands in the Mississippi River and Lower Madawaska River watersheds. MMLT currently protects nearly 1,740 hectares (4,300 acres) of forests, wetlands, and other vital habitats in eastern Ontario, ensuring they remain wild and healthy for future generations.

Media Contact

Emily Moynes, Development and Communications Coordinator
Mississippi Madawaska Land Trust
admin@mmlt.ca 613-253-2722

EORN Cell Gap Project Monthly Update

May 2026

Regional view

	Planned	Completed	New this month
Upgrades to existing towers	311	311	n/a
New towers in service	257	204	11
New co-locations	89	78	0
Land use authority	257	257	n/a
Please note that this information is collected monthly and is subject to change as the project moves forward.			

Lennox and Addington County

	Planned	Completed	New this month
Upgrades to existing towers	13	13	n/a
New towers in service	11	9	0
New co-locations	3	3	n/a
Land use authority	11	11	n/a
Please note that this information is collected monthly and is subject to change as the project moves forward.			

Note: data is updated by Rogers on the 15th of each month. Data provided for this update was received on May 15, 2026.

Lennox and Addington County Uplifts Build Schedule

Tower identifier	Site name	Municipality	In-service plan
C0070	Napanee	Town of Greater Napanee	In-service
C2450	Conway	Town of Greater Napanee	In-service
C3367	Napanee Town	Town of Greater Napanee	In-service
C3394	Highway 33 (Bath and Conway)	Town of Greater Napanee	In-service
C3627	Highway 41 (Napanee and Erinsville))	Town of Greater Napanee	In-service
C6598	Napanee West	Town of Greater Napanee	In-service
C0233	Kaladar	Township of Addington Highlands	In-service
C3636	Highway 41 (Northbrook)	Township of Addington Highlands	In-service
C2173	Highway 401 and Highway 133 (Odessa)	Township of Loyalist	In-service
C2451	Bath and Millhaven	Township of Loyalist	In-service
C2751	Amherstview	Township of Loyalist	In-service
C2449	Erinsville South	Township of Stone Mills	In-service
C4686	Colebrook and Freeman Road	Township of Stone Mills	In-service

Lennox and Addington County Co-location Build Schedule

Tower identifier	Site name	Municipality	In-service plan
C8547	Weslemkoon Lake Road and Terry's Lane	Township of Addington Highlands	In-service
C8710	Beebee Road and Tower Road	Township of Addington Highlands	In-service
C4679	Enterprise	Township of Stone Mills	In-service

Lennox and Addington County New Tower Build Schedule

Tower identifier	Site name	Municipality	In-service plan
C8516	Fitchit Road and County Road 9	Town of Greater Napanee	In-service
C8500	Highway 41 and Massanoga	Township of Addington Highlands	In-service
C8534	ON-41 and Slate Falls Road	Township of Addington Highlands	2026
C8650	Mississippi Road and Aide Road	Township of Addington Highlands	In-service
C8651	Hughes Landing Road and Partridge Lake	Township of Addington Highlands	2026
C8499	Highway 28 and Lane Street	Township of Addington Highlands	In-service
C8530	ON-41 at Mazinaw Lakeside Resort Eatery	Township of Addington Highlands	In-service
C8475	Switzerville Road and Newburgh Road	Township of Loyalist	In-service
C3914	Milsap	Township of Stone Mills	In-service
C8694	Clareview Road and McGrath's Road	Township of Stone Mills	In-service
C8720	Pleasant Lake	Township of Stone Mills	In-service

Newsletter

June 2026

EOWC Advocacy Update

The EOWC Holds 2026 Queen's Park Day



Left-to-right: Kurt Greaves, CAO, County of Lanark; Sheridan Graham, Secretary-Treasurer, EOWC; Eric McGoe, Vice-President of Corporate Affairs, Canadian Nuclear Laboratories; Jessica Uitlugt, Administration and Communications Coordinator, EOWC; Richard Kidd, Warden, County of Lanark; Stephanie Silva, Strategic Advisor, Atlas Strategic Advisors; Bob Mullin, Warden, County of Hastings; Steve Clark, Member of Parliament, Leeds–Grenville–Thousand Islands and Rideau Lakes; Meredith Staveley-Watson, Executive Director, EOWC; Corinna Smith-Gatcke, Warden, United Counties of Leeds and Grenville; Francois Landry, Warden, United Counties of Stormont, Dundas and Glengarry; Nathan Townend, Vice-Chair, EOWC; Darrell Searles, President, Anchor Concrete Products LTD.; Hon. Rob Flack, Minister, Municipal Affairs and Housing; Hon. Doug Ford, Premier, Ontario; Carlos Benia, Vice President, Anchor Concrete Products LTD.; Bonnie Clark, Chair, EOWC; Hon. Graydon Smith, Associate Minister, Municipal Affairs and Housing; Jennifer Murphy, Warden, County of Renfrew; Stéphane Parisien, CAO United Counties of Prescott and Russell; Mario Zanth, Warden, United Counties of Prescott and Russell; Craig Kelley, CAO, County of Renfrew; Bill Saunders, Warden, County of Frontenac; Ryan Moore, Chief Stakeholder Relations Officer, Miranda Water Technologies; Steve Ferguson, Mayor, Prince Edward County; Kevin Farrell, CAO, County of Frontenac; Lynn Saunders, COO, Plaintree Systems; Dr. Alan Batt, Paramedicine Lead, Queen's University; Laura Smith, Parliamentary Assistant, Municipal Affairs and Housing; Jamie Fawthrop, CAO, South Glengarry; Tegan Legge, General Manager, Haliburton Forest; Adam Goheen, CAO, Prince Edward County; Gary Dyke, CAO, County of Haliburton; Larissa Fenn, Vice President Corporate Affairs, HOPA Ports; Michael Slatter, Chief/ Director, Haliburton County Paramedic Services; Dan Borrowec, CAO, County of Northumberland; Al Horsman, CAO, United Counties of Leeds and Grenville; John Grech, Director of Marine Logistics and Commercial Development, Picton Terminals.

The EOWC hosted a successful Queen's Park Advocacy Day. The day included a reception with MPPs, Ministers, eastern Ontario local business representatives,

and port partners from the Hamilton Oshawa Port Authority and Picton Terminals.

Provincial insights were shared from provincial leaders, including:

- Premier Doug Ford
- Hon. Rob Flack
- Hon. Steve Clark
- MPP Stephen Blais
- MPP Mike Schreiner

Representing 103 municipalities from across the region, EOWC members participated in a full day of strategic meetings with provincial decision-makers, including 16 meetings with Ministers, Parliamentary Assistants, and Members of Provincial Parliament, reflecting the Province's continued engagement with eastern Ontario municipalities and the importance of the region's priorities.

These meetings included Minister Rob Flack (Municipal Affairs and Housing), Minister Lisa Thompson (Rural Affairs), Minister Prabmeet Sarkaria (Transportation), Minister Nolan Quinn (Colleges, Universities, Research Excellence and Security), Minister Michael Kerzner (Solicitor General), Minister David Piccini (Labour, Immigration, Training and Skills Development), Associate Minister Graydon Smith (Municipal Affairs and Housing), House Leader Steve Clark, Parliamentary Assistant John Jordan (Health), Parliamentary Assistant Michelle Cooper (Finance), Parliamentary Assistant Dave Smith (Finance), Parliamentary Assistant Silvia Gualtieri (Solicitor General), MPP Ted Hsu, as well as staff from the Premier's Office, Ministry of Red Tape Reduction and the Ministry of Health.

Throughout the day, the EOWC advanced key priorities focused on strengthening municipal capacity, modernizing infrastructure investment, and supporting sustainable regional growth.

Key priorities included:

- Reinvesting the 1.76% non-refundable municipal HST portion directly back into municipal infrastructure;
- Establishing a province-wide standardized asset management system to support smarter infrastructure planning and investment decisions;
- Advancing the Eastern Ontario Transformation Action Plan to drive economic competitiveness, workforce development, and regional growth;
- Returning Ontario to a regular property tax reassessment cycle;
- Making community paramedicine funding permanent; and
- Supporting the establishment of a regulated paramedic college in Ontario.

[Read the EOWC's 2026 Queen's Park Advocacy Package](#)

The EOWC Attends the Ontario Government's \$8.8 billion Development Charge Reduction Program



The EOWC joined of the Government of Canada and Government of Ontario's announcement of the \$8.8 billion Development Charge Reduction Program.

Through this program, municipalities that reduce development charges by at least 30% and maintain that reduction for three years will be eligible to apply for funding to support housing-enabling infrastructure projects.

[Learn More](#)

The EOWC Attends the 2026 Grow Ontario Food Summit



Left-to-right: Bonnie Clark, Chair, EOWC; Hon. Trevor Jones, Minister, Ministry of Agriculture, Food and Agribusiness

The EOWC was happy to attend the 2026 Grow Ontario Food Summit, held in Guelph, ON.

The summit consisted of discussions centred around emerging opportunities, risks, and how Ontario's agriculture and food industry is a cornerstone for the economy, driving growth, supporting local jobs and sustaining communities.

The EOWC Attends the Unveiling of Ontario's Framework for Defence Industrial Strategy



The EOWC was pleased to attend Ontario's unveiling of their first-ever defence industrial strategy that aims to create 43,000 jobs and position Ontario as a key partner for allied defence and security.

The framework highlights Ontario's strengths and competitive advantage in research and development, critical minerals, nuclear energy, aeronautics, manufacturing and technology.

[Learn More](#)

The EOWC and OFA Sign MOU



Left-to-right: Ethan Wallace, Vice President, OFA; Drew Spoelstra, President, OFA; Bonnie Clark, Chair, EOWC; Nathan Townend, Vice-Chair, EOWC.

The EOWC has signed a Memorandum of Understanding (MOU) with the Ontario Federation of Agriculture (OFA).

This MOU sets the framework for ongoing collaboration on shared priorities and reinforces the critical role agriculture plays across eastern Ontario.

The EOWC Attends the 2026 Great Lakes St. Lawrence Cities Initiative Conference



Left-to-right: Ryan Sorenson, Past Chair, Great Lakes St. Lawrence Cities Initiative; Bonnie Clark, Chair, EOWC; Earl Provost, Ontario Agent General, Chicago.

The EOWC was pleased to attend the 2026 Great Lakes and St. Lawrence Cities Initiative in Hamilton, ON.

This conference was a great opportunity to talk about water sovereignty, the importance of investment in critical water and waste water infrastructure, and how the Great Lakes and St Lawrence Seaway can drive economic growth.

The EOWC is proud to share that EOWC Chair and Warden of Peterborough County, Bonnie Clark, was awarded the Rob Ford Leadership Award.

The EOWC Attends the 2026 CAMA Conference



Left-to-right: Jessica Uitvlugt, Administration and Communication Coordinator, EOWC; Meredith Staveley-Watson, Executive Director, EOWC; Sheridan Graham, Secretary-Treasurer, EOWC; Jennifer Stover, Deputy CAO, Peterborough County.

The EOWC was happy to attend the 2026 Canadian Association of Municipal Administrators Conference in Whistler, BC.

At the conference, the EOWC celebrated the end of term of EOWC member, CAO Brenda Orchard from the County of Lennox and Addington as President of CAMA moving to the position of Past President on the CAMA Board of Directors. In addition, we celebrated the achievement of EOWC staff member Jessica Uitvlugt for receiving the CAMA Young Professional Scholarship.

In The Media

MPP Billy Denault Rural Ontario Week New Emergency Shelter Opens in Kawartha Lakes



Left-to-right: Bob Bailey, Parliamentary Assistant to the Minister of Rural Affairs; Laurier Scott, MPP, Haliburton—Kawartha Lakes—Brock; Billy Denault, MPP, Renfrew—Nipissing—Pembroke; John Jordan, MPP, Lanark—Frontenac—Kingston; Lisa Thompson, Minister, Ministry of Rural Affairs; Steve Pinsonneault, Parliamentary Assistant to the Minister of Rural Affairs.

[Ontario has officially designated the third week of September as Rural Ontario Week](#), recognizing the "vitality and importance" of rural communities across the province. The motion, introduced by MPP Billy Denault, received support from all parties in the legislature.

Denault, who represents Renfrew—Nipissing—Pembroke, spoke passionately, highlighting the innovation, industry, and strong sense of community found in rural regions.

By the numbers, rural Ontario is home to 2.5 million people, 268,000 businesses, and supports 1.2 million jobs. In 2024 alone, it contributed over \$116.5 billion to Ontario's GDP.

MPP Denault stated that the new designation aims to raise awareness, celebrate achievements, and strengthen connections between urban and rural communities.



New Emergency Shelter Opens in Kawartha Lakes

[A new emergency shelter and support hub has opened in Kawartha Lakes](#) with funding from the Ontario government's Homelessness Prevention Program. The new facility includes 12 beds and offers life skills, health, and drop-in programming aimed at helping individuals experiencing homelessness access stable support.



Kingston to Transition Injection Site into New HART Hub

[Ontario is converting Kingston's existing supervised consumption site into a new HART Hub beginning October 1, 2026.](#) Backed by \$6.3 million in annual provincial funding, the new model will focus on addiction treatment, mental health care, housing, and recovery services.

Eastern Ontario Municipalities Receive Gas Tax Funding to Support Transit Improvements

Several eastern Ontario municipalities are receiving provincial [Gas Tax funding in 2025–26 to strengthen and expand local public transit services.](#) The investments will support improved accessibility, expanded routes and service hours, and transit upgrades across the region.



Ontario Expands Nursing Tuition Support in Peterborough Area

The Ontario government [is expanding the Ontario Learn and Stay Grant to include nursing programs at Trent University and Sir Sandford Fleming College in the Peterborough area](#). The initiative will cover tuition, books, and other education costs for up to 1,500 students who commit to working in eastern Ontario after graduation, helping strengthen the local health-care workforce.



SMITHS FALLS RISE AT THE FALLS

Smiths Falls Opens New Broadview Nursing Home with 128 Long-Term Care Beds

A new [128-bed Broadview Nursing Home has officially opened in Smiths Falls](#). The modern facility is designed to improve quality of life for residents while supporting local health-care jobs and increasing access to long-term care services in the region.

Partner Updates



Association of
Municipalities
of Ontario

AMO's New Council Program: AMO's Local Leadership Foundations

AMO has modernized its post-election onboarding with [Local Leadership Foundations](#), developed with the Institute on Governance and delivered by experienced municipal governance experts.

Guided by consultations with municipal associations, staff groups, and AMO's Executive Committee, the program reflects what members need to lead with

confidence.



Retaining Rural Wealth: Lessons from Intergenerational Housing Transfers in Ontario

Rural Canada faces a major but often overlooked economic opportunity as massive housing-based intergenerational wealth transfers risk leaving these communities without deliberate policy and investment to retain them.

The Connecting the Dots initiative at the University of Guelph is pleased to share a research summary of this important work. The summary explores:

- The estimated scale of housing-based wealth transfers occurring in rural communities across Canada
- Why this wealth is at risk of leaving rural areas without targeted investment and policy responses
- What rural planners, foundations, economic developers, and policymakers can do to retain and redirect this wealth locally
- The implications for community development, rural viability, and long-term regional economic planning

For rural practitioners and organizations working on economic resilience and community investment, this research offers both a diagnostic and a call to action. It invites a deeper conversation about how rural communities can capture and reinvest the wealth generated within their own boundaries.

Learn more through a [brief](#) and a [video](#).

Regional Updates and News



Ontario Expanding Access to Family Doctors and Primary Care

[Ontario has signed a new 2024–28 Physician Services Agreement](#) aimed at improving access to family doctors and primary care across the province. The agreement includes increased compensation for physicians, incentives to take on new patients, expanded evening and weekend appointments, and targeted

recruitment efforts for rural and northern communities as part of the province's goal to connect every Ontarian to a primary care provider by 2029.

Ontario Expanding Workplace Injury Protections Across Care Sector

The [Ontario government is taking steps to extend mandatory WSIB coverage to 29,000 more frontline care workers](#) across the province. The proposed legislation aims to create consistent workplace protections for employees in privately operated care facilities, ensuring access to wage-loss benefits, medical coverage, and return-to-work support if they are injured on the job.

Province Proposes New Measures to Speed Up Projects and Boost Workforce Growth

[Ontario's proposed POWER Act would cut red tape for businesses](#) while introducing new supports for workers and job seekers. The legislation includes plans to streamline permits, improve workplace safety standards, support international medical graduates, and create a more investment-ready economy.

Ontario Moves to Deliver HST Relief on New Homes

The [Ontario government has introduced the HST Relief Implementation Act, 2026](#) to support the rollout of a plan to remove the 13 per cent HST on most eligible new homes. The measure, delivered in partnership with the federal government, would provide homebuyers with up to \$130,000 in relief and aims to stimulate housing construction, support jobs, and improve affordability across the province.

Ontario Invests \$1.5M to Support Great Lakes Protection and Local Innovation

Ontario is investing [\\$1.5 million in the Great Lakes and St. Lawrence River Cities Initiative's Local Blue Economy Growth Fund](#) to help municipalities and First Nations improve water quality and strengthen climate resilience. The program will support small-scale local projects focused on stormwater management, pollution reduction, and green infrastructure to protect communities across the Great Lakes region.

Province Adds Uber Canada to Ontario Corps to Support Emergency Response

Ontario is enhancing its emergency preparedness system by [welcoming Uber Canada into the Ontario Corps network](#). The partnership will support rapid transportation for evacuees and first responders, as well as the movement of food, hygiene products, and other essential supplies during emergencies.

Ontario Expands Postsecondary Training with \$1.7B Investment

[Ontario is investing \\$1.7 billion to create 70,000 new postsecondary seats](#) in high-demand fields such as health care, STEM, education, and skilled trades. The

initiative aims to strengthen the province's workforce, support economic growth, and help more students access training for in-demand careers, with the first new seats available in Fall 2026.

Upcoming Events



AMO Conference

The AMO 2026 Conference will take place from August 16 to August 19, 2026, in Ottawa.

Register

Connect With Us on LinkedIn, Facebook and X



About the EOWC

The EOWC is a regional non-profit organization representing 13 upper and single-tier municipalities across eastern Ontario. The EOWC supports and advocates on behalf of 103 municipalities and serves 1.1 million residents. The EOWC covers an area of approximately 50,000 square kilometers from Northumberland County to the Québec border.

The EOWC has gained support and momentum by speaking with a united voice to champion regional municipal priorities and work with government, business leaders, the media, and the public.

Visit the EOWC's website at eowc.org.

Connect with the EOWC

2026 Chair, Warden of Peterborough County, Bonnie Clark

2026 Vice-Chair, Warden of Lennox and Addington County, Nathan Townend

Executive Director, Meredith Staveley-Watson

info@eowc.org



Meredith Staveley-Watson, Director of Government Relations and Policy | 235 Pinnacle Street | Belleville,
ON K8N 3A9 CA

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Regular Meeting STAFF REPORT



To: Council
Subject: Roads and Waste Update 16-Jun-2026
Meeting: Regular Meeting - 16 Jun 2026
Department: Roads and Waste Department
Staff Contact: Brett Reavie, Manager of Roads and Waste

BACKGROUND INFORMATION:

Roads:

Sweeping is nearing completion in all areas. If weather and equipment permit, we should be complete this week.

Ditching has restarted on Upper Flinton Road.

Playground clean up work in Denbigh at AHCC and Heritage Park are now completed.

Ditching on Ackroyd Lane was completed to allow for better drainage.

Mandatory site meeting for Denbigh Garage work was held June 10th and RFP closes June 30th, 2026.

Waste:

Clean up work at waste sites continues and soon new privy's will be installed.

Work is continuing at a steady pace.

RECOMMENDATION:

Recommendation that council receives this report.

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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DRAFT Township of Addington Highlands – Rules of Procedure

-
- 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.

DRAFT



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

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;



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



Schedule “A” to By-law #0000/2026
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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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 - 1.2 Inaugural Meeting
 - 1.3 Regular Meeting
 - 1.4 Special Meeting
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 - 1.6 Order of Business – Inaugural Meeting
 - 1.7 Order of Business – Regular Meeting
 - 1.8 Notice of Meeting and Agenda
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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-imburement 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

THE CORPORATION OF THE TOWNSHIP OF ADDINGTON HGIHLANDS

By-Law No. 1038/2026

Being a By-law to Authorize the Naming of a Road located over Private Land for the Purpose of Civic Addressing located in the Geographic Township of Abinger commencing from Buckshot Drive (Beachfront Lane)

WHEREAS pursuant to s. 8 of the *Municipal Act, 2001, S.O, 2001 c. 25* (the “ACT”) as amended, emphasizes that the powers of a municipality are to be “interpreted broadly” so as to confer broad authority upon the municipality to govern its affairs as “it considers appropriate and to enhance the municipality’s ability to respond the municipal issues”;

AND WHEREAS under s. 11 of the Act, lower and upper-tier municipalities of two-tier municipalities “may provide any service or thing that the municipality considers necessary or desirable for the public, subject to the rules”. Under s. 11(6) of the Act lower and upper-tier municipalities can pass by-laws respecting: Health, safety and well-being of persons;

AND WHEREAS the Civic Addressing System, adopted by By-law #509/2017, of the Municipality requires a road to be named;

AND WHEREAS at the meeting held May 19, 2026, the Council of the Corporation of the Township of Addington Highlands approved naming the road located over private land in the Geographic Township of Abinger commencing from Buckshot Drive travelling in an easterly direction for approximately one hundred thirty (130) metres as Beachfront Lane;

NOW THEREFORE the Council of the Corporation of the Township of Addington Highlands enacts as follows:

1. That the road located over private land in the Geographic Township of Abinger commencing from Buckshot Drive travelling in an easterly direction for approximately one hundred thirty (130) metres be hereby named “Beachfront Lane”
2. That this By-law shall not come into force and take effect until proper signage has been installed.

Enacted June 16, 2026 pursuant to three readings thereof.

Tony Fritsch, Reeve

Christine Reed, Clerk

THE CORPORATION OF THE TOWNSHIP OF ADDINGTON HIGHLANDS

By-law No. 1039/2026

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 June 16, 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. June 16, 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 June 16, 2026.

Tony Fritsch, Reeve

Christine Reed, Clerk