



AGENDA
Council Meeting
June 24, 2026 - 6:00 PM
Council Chambers

Page

1. CALL TO ORDER
2. ADOPTION OF AGENDA

BE IT RESOLVED THAT the Council Meeting Agenda of June 24, 2026, be adopted as circulated.

3. DISCLOSURE OF PECUNIARY INTEREST AND GENERAL NATURE THEREOF
4. PUBLIC INFORMATION

4.1 Presentations

4.2 Notices and Information by Members of Staff and Council

4.2.1 Staff

4.2.2 Council

4.3 Notice of Motion / Mayoral Matter

Notice of Motion: To be provided in writing to the Clerk by 12:00 PM on the Wednesday of the week preceding the Regular Council Meeting. The Motion may then be considered at a subsequent Council Meeting provided the Mover of the Motion is in attendance.

Mayoral Matter: As per the Strong Mayor Powers within Part VI.1 of the Municipal Act, 2001, the Mayor may require the Council to consider a matter without notice, if the Mayor is of the opinion that a particular matter could potentially advance a prescribed provincial priority.

5. DEPUTATIONS
6. CONSENT MATTERS
- 6.1 Correspondence

[Ontario Municipal Council Resolutions](#)

6.2 Minutes

BE IT RESOLVED THAT all of the proposed resolutions shown in Section 6.2 - Minutes of the Agenda be approved and adopted by Council in the order that they appear on the Agenda, and sequentially numbered.

6.2.1 Council Meeting Minutes - June 10, 2024

7 - 19

BE IT RESOLVED THAT the Council Meeting Minutes of June 10, 2026, be approved.

[11. Council Meeting - 10 Jun 2026 - Minutes](#)

6.3 Reports

BE IT RESOLVED THAT all of the proposed resolutions shown in Section 6.3 - Reports of the Agenda be approved and adopted by Council in the order that they appear on the Agenda, and sequentially numbered.

6.3.1 Highway 17 Pedestrian / Cyclist Active Transportation Safe Crossing Memorandum
Kathy Hughes, Council Member, Town of Deep River

20 - 21

BE IT RESOLVED THAT the Memorandum to Council from Kathy Hughes, Member of Council of the Town of Deep River, regarding a pedestrian / cyclist active transportation safe crossing on Highway 17, be received; and

WHEREAS TransCanada Highway (Highway 17) runs along the south side of the residential area of Town of Deep River with two main intersections, Deep River Road and Ridge Road about 1 km apart; and

WHEREAS commercial development on the highway has all been on the south side between those two (2) roads and currently includes various retail outlets, gas stations, various small businesses restaurants and fast-food eateries; and

WHEREAS a major new development is underway that will include a large chain retail store, another popular fast-food restaurant and other small businesses which can be expected to add to the number of residents wishing to access the highway corridor; and

WHEREAS the highway has evolved over the years to accommodate increased traffic and commercial development to now include three (3) main travel lanes (2 heading east and one travelling west) and one (1)

center turning lane to access the businesses on the south side; and

WHEREAS the only managed intersection for those using active transportation (walking, biking) to safely access the business on the highway is via traffic and pedestrian lights at the Deep River Road intersection; and

WHEREAS there is currently no managed safe crossing for those coming from the west side of town wishing to access the highway businesses via Ridge Road using active transportation requiring them to utilize the potentially extremely dangerous option of waiting for an opportunity to dash across the four (4) lanes when there is a gap in traffic; and

WHEREAS the lack of a managed safe crossing option limits the ability of many residents of all ages who do not have access to a vehicle to access these businesses safely as well as being a deterrent for many who would prefer to use active transportation, and

WHEREAS the Town of Deep River outlined its support for active transportation options in its 2026 *Recreation and Culture Master Plan* and believes all levels of government should encourage and provide supporting infrastructure to facilitate the use active transportation methods;

THEREFORE BE IT RESOLVED THAT the Town of Deep River request that the Ministry of Transportation assess the need for a traffic light at the corner of Ridge Road and Highway 17 taking into consideration the safety of active transportation users needing to cross the highway to access the businesses and service as well as the ongoing new development; and

FURTHER THAT a copy of this resolution be forwarded to Billy Denault, MPP, Renfrew, Nipissing, Pembroke

[memorandum on highway 17](#)

6.3.2 Report Number 2026-FIN-06 - Development Charges Treasurer's Annual Statement 2025
Elaine Taylor, Director of Finance / Treasurer

22 - 27

BE IT RESOLVED THAT Report Number 2026-FIN-06, “**Development Charges Treasurer’s Annual Statement 2025,**” be received,

THAT Council hereby adopts this Report by Resolution as required under the *Development Charges Act, 1997, Ontario Regulation 82 / 98,*

THAT Council directs staff to make the Report publicly available on the Town’s website as required under the *Development Charges Act, 1997, Ontario Regulation 82 / 98, and*

THAT Council directs staff to submit the Report to the Ministry of Municipal Affairs and Housing by July 15, 2026 as required under the *Development Charges Act, 1997*, and *Ontario Regulation 82 / 98*.

[2026-FIN-06 - Development Charge Report](#)

- 6.3.3 Report Number 2026-ADMIN-06 - Updated Swimming Pool Enclosures By-Law 28 - 37
Christian Kaiser, Director of Growth and Sustainability

BE IT RESOLVED THAT Report Number 2026-ADMIN-06, “**Updated Swimming Pool Enclosures By-law,**” be received, and

THATCouncil directs staff to present a By-Law regulating Swimming Pool Fences and Enclosures using the proposed wording presented in Attachment "1" to this Report.

[2026-ADMIN-06 Updated Swimming Pool Enclosures By-law](#)

- 6.3.4 Report Number 2026-PLAN-05 - Minimum Parking Requirements for Multi-Residential Development 38 - 46
Christian Kaiser, Director of Growth and Sustainability

BE IT RESOLVED THAT Report Number 2026-PLAN-05, “**Minimum Parking Requirements for Multi-residential Development,**” be received,

THAT Council directs staff to initiate the required Public Notice and engagement processes required by the *Planning Act* for amendments to the Town’s Zoning By-Law, and,

THAT Council directs staff to present a By-Law for Council’s consideration at a future meeting of Council to amend the Town’s Zoning By-Law to implement changes to the minimum parking requirements for residential uses.

[2026-PLAN-05 Min Parking Regs for Multires Dev v3](#)

- 6.3.5 Report Number 2026-PW-07 - Recreation and Culture Master Plan 47 - 79
David McCarthy, Director of Operations

BE IT RESOLVED THAT Report Number 2026-PW-007, “**Recreation and Culture Master Plan,**” be received, and

THAT Council approve the Draft 2 Recreation and Culture Master Plan (Attachment "1") to be utilized for a final draft to be presented to Council at the August 12, 2026, Council Meeting for adoption as a guide for Recreation and Culture decisions for the Town of Deep River.

[Rec & Culture Master Plan Draft 2](#)

6.4 Items Extracted from the Consent Agenda

7. BY-LAWS

BE IT RESOLVED THAT all By-Laws shown in Section 7 of the agenda be approved and adopted by Council in the order they appear on the agenda, and sequentially numbered.

- 7.1 By-Law Number 25-2026 - Frivolous, Vexatious, Unreasonable Requests and Complaints Policy: A-004 80 - 88

BE IT RESOLVED THAT the following By-Law be read a first, second and third time, numbered, passed, signed by the Mayor and the Clerk, and the seal of the Corporation be affixed thereto;

By-law Number 25-2026 - A By-Law to Amend By-Law 01-2022, the Corporate Policies and Procedures Manual to Include a Town of Deep River Frivolous, Vexatious, Unreasonable Requests and Complaints Policy: A-004.

[25-2025 - Frivolous, Vexatious, Unreasonable Requests and Complaints Policy v3](#)

- 7.2 By-Law Number 26-2026 - *Municipal Act*, 2001, Section 275 - Restricted Acts 89 - 90

BE IT RESOLVED THAT the following By-Law be read a first, second and third time, numbered, passed, signed by the Mayor and the Clerk, and the seal of the Corporation be affixed thereto;

By-law Number 26-2026 - A By-Law to Delegate Certain Authority to the Chief Administrative Officer (CAO) Pursuant to the *Municipal Act*, 2001, Section 275 - Restricted Acts.

[26-2026 - Municipal Act Section 275 - Section 275 Restricted Acts](#)

- 7.3 By-Law Number 27-2026 - Management and Administration Staff 91 - 108

BE IT RESOLVED THAT the following By-Law be read a first, second and third time, numbered, passed, signed by the Mayor and the Clerk, and the seal of the Corporation be affixed thereto;

By-law Number 27-2026 - A By-Law to Establish the Working Conditions and Remuneration for Management and Administration Staff Employed by the Corporation of the Town of Deep River.

[27-2026 - Management & Administration By-Law](#)

- 7.4 By-Law Number 28-2026 - Regulate the Erection and Maintenance of 109 - 115

Fences and Enclosures Around Outdoor Swimming Pools

BE IT RESOLVED THAT the following By-Law be read a first, second and third time, numbered, passed, signed by the Mayor and the Clerk, and the seal of the Corporation be affixed thereto;

By-law Number 28-2026 - A By-Law to Regulate the Erection and Maintenance of Fences and Enclosures Around Privately Owned Outdoor Swimming Pools in Deep River.

[28-2026 - Swimming Pool Fences and Enclosures by-law v2](#)

- 8. CLOSED SESSION
- 9. MATTERS FROM CLOSED SESSION
- 10. CONFIRMATORY BY-LAW
 - 10.1 **BY-LAW NUMBER 29-2026**

116

BE IT RESOLVED THAT the following By-Law be read a first, second and third time, numbered, passed, signed by the Mayor and the Clerk, and the seal of the Corporation be affixed thereto;

By-law Number 29-2026 - A By-Law to confirm the proceedings of the Council of the Town of Deep River at the meeting held on June 24, 2026.

[29-2026 - Confirmatory By-law - June 24, 2026](#)

- 11. ADJOURNMENT

BE IT RESOLVED THAT Council hereby adjourns the meeting at _____ PM.

**Town of Deep River
Meeting Minutes
June 10, 2026 - Council Meeting – 6:00 PM**

Present:

Mayor Suzanne D'Eon
Reeve Glenn Doncaster (Arrived at 6:02 PM)
Councillor Will Fitton
Councillor Christina Giardini
Councillor Kathy Hughes
Councillor Terry Myers
Councillor Tom Vaughan

Regrets:

NIL

Staff:

Sean Patterson, Chief Administrative Officer
Jackie Mellon, Clerk
Christian Kaiser, Director of Growth and Sustainability
Dave McCarthy, Director of Operations
Jessy Pace, Executive Assistant / Deputy Clerk

1. CALL TO ORDER

Mayor D'Eon called the Meeting to order at 6:00 PM.

2. ADOPTION OF AGENDA

RESOLUTION 2026 157

MOVED BY: Councillor Giardini
SECONDED BY: Councillor Fitton

BE IT RESOLVED THAT the Council Meeting Agenda of June 10, 2026, be adopted as circulated.

CARRIED

3. DISCLOSURE OF PECUNIARY INTEREST AND GENERAL NATURE THEREOF

There were no disclosures of pecuniary interest by any member of Council.

4. PUBLIC INFORMATION

4.1 Presentations

There were no presentations to Council.

4.2 Notices and Information by Members of Staff and Council

4.2.1 Staff

Sean Patterson, Chief Administrative Officer:

- Mr. Patterson extended a very big thank you to Emergency Services personnel of the Fire department, Police Services, Public Works department, and Facilities staff for their quick response to some crazy weather incidents that occurred recently. There were several fires and downed trees which could have been catastrophic. Fortunately, there were no injuries or serious property damage, and a great job was done by Emergency Services staff who responded to the incidents very quickly.

Dave McCarthy, Director of Operations:

- The month of June is very busy with it being Parks and Rec month, and Senior's month. Many events are planned throughout the month of June, and a schedule of events can be found on the Town website, Town Facebook Page, and in the North Renfrew Times newspaper.
- Two (2) Town facilities opening for the season are the Deep River Marina and Lamure Beach. The Marina opened on Friday, June 5, 2026, followed by the facility and gas pumps this Friday, June 12, 2026. The Capital Project to move the gas reels from their current location onto the fuel dock will be done this coming Friday, June 12, 2026, weather permitting. The facility at Lamure Beach will open on Friday, June 26, 2026 and the washroom facilities are currently available.
- Council may have noticed some activity at Hill Park. A Town Project that was approved by Council for this year is underway for a play structure at Hill Park. Work on the structure has commenced and will wrap up in about two (2) to three (3) weeks. Staff are planning a celebration on site when the work is completed so please stay tuned for more information regarding details of the planned celebration.
- At the May 20, 2026 Council Meeting Council approved the 2026 Road Plan and

the deadline for submission of Tenders closed last Friday, June 5, 2026. Two submissions were received and the contract was awarded to GOA Paving. They have begun work on Banting Road and have confirmed they will be completing the work before the Summerfest event scheduled for later this summer.

- The Deep River Arena Project is on track to pour the concrete slab in July. Currently two (2) layers of insulation are being added, followed by reinforced steel and piping, and then the pouring of the concrete slab with the reopening of the facility in September 2026.

Christian Kaiser, Director of Growth and Sustainability:

- Mr. Kaiser extended a big thank you to the Mackenzie High School Tech class for building the beautiful picnic tables located on Town property. The students have done a great job and to celebrate and thank them for their work staff will organize a get together with pizza and Council are invited to meet with the students.

4.2.2 Council

Councillor Giardini:

- On June 1st, 2026 the Pride Flag was raised, and the event was very well attended. Councillor Giardini was very happy to see the amount of people that turned out and a speaker from Deep River gave an excellent speech. An event is also planned for August 2026 and details of the event will be provided at a later date.

Councillor Fitton:

- The North Renfrew Landfill Operations Board will attend the Bagg's Road landfill site on the afternoon of June 11, 2026 to complete a waste audit.

Mayor D'Eon:

- Mayor D'Eon attended an interesting, well-organized workshop hosted by the Ottawa Valley Chamber of Commerce in Pembroke. Various business leaders were at the workshop including the CEO of the Pembroke Hospital and representatives from two (2) employment agencies. The workshop focused on how to attract people to our area, what the issues are, and how to attract workers and families to the broader area.
- Canadian Forces Base (CFB) Petawawa held a business lunch late last week. The current Commanding Officer Colonel Trenholm is leaving, and a new Commanding Officer will be sworn in. During the lunch an update was provided on the

investments being made in the military and how their role is changing.

Reeve Doncaster:

- Reeve Doncaster attended the Federation of Canadian Municipalities (FCM) Annual Conference that was held in Edmonton, Alberta during the week of June 1st, 2026. A highlight of the Conference is that Tim Tierney, a long-time member of Ottawa City Council is now the President of FCM. Reeve Doncaster will prepare a report regarding the Conference for Renfrew County Council and will also provide it to the Town of Deep River Council members.

4.3 Notice of Motion / Mayoral Matter

No Notices of Motion or Mayoral Matters were presented to Council.

5. PUBLIC MEETING IN ACCORDANCE WITH PLANNING ACT

Sections 17, 22 and 28 of the *Planning Act*, 1996.

Subject Lands: All lands within the Town of Deep River's municipal boundaries

Public Meeting: Public Meeting to gather public feedback to the proposed Official Plan Amendment.

Purpose: To expand the Community Improvement Plan (CIP) area to include all lands within the Town of Deep River's municipal boundary, as part of a comprehensive amendment to the Town of Deep River Community Improvement Plan.

5.1 Call Public Meeting to Order

Mayor D'Eon called the Public Meeting to order at 6:11 PM.

5.2 Staff Presentation

Christian Kaiser, Director of Growth and Sustainability

Christian Kaiser, Director of Growth and Sustainability provided an overview of the Official Plan Amendment to expand the Community Improvement Plan (CIP) area to include all lands within the Town of Deep River's municipal boundary.

5.3 Speakers from the Public Gallery

There were no speakers from the Public Gallery.

5.4 Written Submissions to the Clerk's Office

No written submissions were received by the Clerk's office.

5.5 Adjournment of the Public Meeting

RESOLUTION 2026 158

MOVED BY: Councillor Fitton
SECONDED BY: Councillor Giardini

BE IT RESOLVED THAT Council hereby adjourns the Public Meeting at 6:22 PM.

CARRIED

6. BUSINESS ARISING FROM PUBLIC MEETING

There were no items of business arising from the Public Meeting.

7. DEPUTATIONS

- 7.1 Deep River Community Centre Building
Ms. Eileen Burke on Behalf of the Deep River and District Health Auxiliary

RESOLUTION 2026 159

MOVED BY: Councillor Vaughan
SECONDED BY: Councillor Myers

BE IT RESOLVED THAT the deputation to Council by Ms. Eileen Burke on behalf of the Deep River and District Health Auxiliary regarding the Community Centre building, be received.

CARRIED

8. CONSENT MATTERS

- 8.1 Correspondence

[Ontario Municipal Council Resolutions](#)

RESOLUTION 2026 160

MOVED BY: Councillor Myers

SECONDED BY: Councillor Vaughan

BE IT RESOLVED THAT all of the proposed resolutions shown in Section 8.1 - Correspondence of the Agenda be approved and adopted by Council in the order that they appear on the agenda, and sequentially numbered.

CARRIED

- 8.1.1 CANDU Nuclear Technology
The Honourable Tim Hodgson, Minister of Energy and Natural Resources

RESOLUTION 2026 161

Approved under Consent Resolution.

BE IT RESOLVED THAT the correspondence to Council from the Honourable Tim Hodgson, Minister of Energy and Natural Resources, regarding the Town of Deep River Council Resolution in support of CANDU Nuclear Technology, be received.

- 8.1.2 Legislative Amendments to Improve Municipal Codes of Conduct
Ms. Katherine Hartel, Women of Ontario Say NO

RESOLUTION 2026 162

Approved under Consent Resolution.

BE IT RESOLVED THAT the correspondence to Council from Ms. Katherine Hartel on behalf of The Women of Ontario Say NO, regarding the passage of legislative amendments to Improve Municipal Codes of Conduct, be received.

- 8.1.3 Seniors Active Living Centres Funding: Renfrew-Nipissing-Pembroke 2026 / 2027
Mr. Billy Denault, Member of Provincial Parliament, Renfrew-Nipissing-Pembroke

RESOLUTION 2026 163

Approved under Consent Resolution.

BE IT RESOLVED THAT the correspondence to Council from Mr. Billy Denault, Member of Provincial Parliament for Renfrew-Nipissing-Pembroke, regarding the continuation of funding allocations in support of Seniors Active Living Centre(s), be

received.

- 8.1.4 County of Renfrew Council and Committee Summary - May 2026
Ms. Tina Peplinskie, Media Relations and Social Media Co-ordinator, County of Renfrew

RESOLUTION 2026 164

Approved under Consent Resolution.

BE IT RESOLVED THAT the correspondence to Council from Ms. Tina Peplinskie of the County of Renfrew regarding a County of Renfrew Council and Committee Summary for May 2026, be received.

- 8.1.5 Proposed *Protecting Ontario's Streets and Communities Act, 2026*
The Honourable Robert Flack, Minister of Municipal Affairs and Housing

RESOLUTION 2026 165

Approved under Consent Resolution.

BE IT RESOLVED THAT the correspondence to Council from the Honourable Robert Flack, Minister of Municipal Affairs and Housing, regarding the proposed *Protecting Ontario's Streets and Communities Act, 2026*, be received.

- 8.1.6 Concerns Raised Regarding the Highway 17 Expansion Project
Mr. Billy Denault, Member of Provincial Parliament, Renfrew-Nipissing-Pembroke

RESOLUTION 2026 166

Approved under Consent Resolution.

BE IT RESOLVED THAT the correspondence to Council from Mr. Billy Denault, Member of Provincial Parliament for Renfrew-Nipissing-Pembroke, regarding concerns raised at Renfrew County Council on the Highway 17 expansion project between Arnprior and Bruce Street, be received.

- 8.1.7 Ontario's New Development Charge Reduction Program (DCRP) Applications are now Open
Mr. Billy Denault, Member of Provincial Parliament, Renfrew-Nipissing-Pembroke

RESOLUTION 2026 167

Approved under Consent Resolution.

BE IT RESOLVED THAT the correspondence to Council from Mr. Billy Denault, Member of Provincial Parliament for Renfrew-Nipissing-Pembroke regarding Ontario's New Development Charge Reduction Program (DCRP) Applications, be received.

- 8.1.8 Canada-Ontario Development Charge Reduction Program (DCRP)
The Honourable Robert Flack, Minister of Municipal Affairs and Housing

RESOLUTION 2026 168

Approved under Consent Resolution.

BE IT RESOLVED THAT the correspondence to Council from the Honourable Robert Flack, Minister of Municipal Affairs and Housing regarding the Canada-Ontario Development Charge Reduction Program (DCRP), be received.

- 8.2 Minutes

RESOLUTION 2026 169

MOVED BY: Councillor Hughes
SECONDED BY: Reeve Doncaster

BE IT RESOLVED THAT all of the proposed resolutions shown in Section 8.2 - Minutes of the Agenda be approved and adopted by Council in the order that they appear on the agenda, and sequentially numbered.

CARRIED

- 8.2.1 Striking Committee Meeting Minutes - May 20, 2026

RESOLUTION 2026 170

Approved under Consent Resolution.

BE IT RESOLVED THAT the Striking Committee Meeting Minutes of May 20, 2026 be received, and

THAT the recommendations within the Minutes be approved by Council.

8.2.2 Council Meeting Minutes - May 20, 2026

RESOLUTION 2026 171

Approved under Consent Resolution.

BE IT RESOLVED THAT the Council Meeting Minutes of May 20, 2026, be approved.

8.3 Reports

RESOLUTION 2026 172

MOVED BY: Reeve Doncaster

SECONDED BY: Councillor Hughes

BE IT RESOLVED THAT all of the proposed resolutions shown in Section 8.3 - Reports of the Agenda be approved and adopted by Council in the order that they appear on the agenda, and sequentially numbered, save and except item number 8.3.2.

CARRIED

- 8.3.1 Report Number 2026-ADMIN-03 - Frivolous, Vexatious, Unreasonable Requests and Complaints Policy
Jackie Mellon, Clerk
Sean Patterson, Chief Administrative Officer

RESOLUTION 2026 173

Approved under Consent Resolution.

BE IT RESOLVED THAT Report Number 2026-ADMIN-03, "**Frivolous, Vexatious, Unreasonable Requests and Complaints Policy**," be received;

THAT a By-Law be presented to Council at the next regular meeting of Council for approval to enact a Frivolous, Vexatious, Unreasonable Requests and Complaints

Policy to be included in the Town of Deep River Corporate Policy and Procedure Manual; and

THAT Council direct staff to review the Council and Committee Code of Conduct By-Law and present any amendments required to align the By-Law with recent legislative changes to Council for approval.

- 8.3.3 Report Number 2026-ADMIN-04 - *Municipal Act*, 2001, Section 275 - Restricted Acts
Jackie Mellon, Clerk / Returning Officer

RESOLUTION 2026 174

Approved under Consent Resolution.

BE IT RESOLVED THAT, Report Number 2026-ADMIN-04 entitled “***Municipal Act, 2001 Section 275 -Restricted Acts***”, be received;

THAT, Council for the Town of Deep River delegates its’ authority in accordance with Section 275 (6) of the *Municipal Act*, RSO 2001, as amended, to the Chief Administrative Officer in the event it is determined that the 2026 to 2030 Municipal Council will contain less than 75% (being 6 members), or three quarters of the outgoing Council;

THAT, a By-Law to enact the Delegation of Authority to the Chief Administrative Officer be presented to Council for adoption; and

THAT, staff be directed to provide a report to Council identifying all decisions made by the Chief Administrative Officer that were subject to the Delegated Authority period at the next Special or Regular Council Meeting as appropriate.

- 8.3.4 Report Number 2026-ADMIN-05-2026 - Establish a Municipal Election Compliance Audit Committee
Jackie Mellon, Clerk / Returning Officer

RESOLUTION 2026 175

Approved under Consent Resolution.

BE IT RESOLVED THAT Report Number 2026-ADMIN-05 entitled “***Establish a Municipal Election Compliance Audit Committee***”, be received, and

THAT a By-Law to establish a Compliance Audit Committee for the 2026 - 2030 Term of Council, as mandated under the *Municipal Elections Act*, 1996, as amended, that

includes the Committee Terms of Reference and Remuneration, be presented to Council for approval.

8.4 Items Extracted from the Consent Agenda

8.3.2 Report Number 2026-PW-006 - Huron Street Rehabilitation
Dave McCarthy, Director of Operations

RESOLUTION 2026 176

MOVED BY: Councillor Vaughan

SECONDED BY: Councillor Fitton

BE IT RESOLVED THAT Report Number 2026-PW-006, “**Huron Street Rehabilitation**,” be received, and

THAT Council approve the addition of Huron Street (Deep River Road to Rutherford) in the 2026 Road Plan, to be funded from the original \$1.2 Million dollar budget.

CARRIED

9. **BY-LAWS**

9.1 By-Law Number 23-2026 - To Establish a 2026 - 2030 Municipal Election Compliance Audit Committee

RESOLUTION 2026 177

MOVED BY: Councillor Giardini

SECONDED BY: Councillor Fitton

BE IT RESOLVED THAT the following By-Law be read a first, second and third time, numbered, passed, signed by the Mayor and the Clerk, and the seal of the Corporation be affixed thereto;

By-law Number 23-2026 - A By-Law to Establish a 2026 - 2030 Compliance Audit Committee in Accordance with Section 88.37 of the Municipal Elections Act, 1996, as Amended.

CARRIED

8. CLOSED SESSION

RESOLUTION 2026 178

MOVED BY: Councillor Fitton

SECONDED BY: Councillor Giardini

BE IT RESOLVED THAT Council move into a Closed Session at 8:19 PM to address a matter in accordance with Section 239(2) of the Municipal Act, 2001 pertaining to:

(2) A meeting or part of a meeting may be closed to the public if the subject matter being considered is,

(b) personal matters about an identifiable individual, including municipal or local board employees; and

regarding: Closed Session Council Meeting Minutes of May 6, 2026, Employee Agreement Benefits, and Staffing and Resource Planning

CARRIED

9. MATTERS FROM CLOSED SESSION

There were no matters from Closed Session to report in Open Session.

10. CONFIRMATORY BY-LAW

10.1 BY-LAW NUMBER 24-2026

RESOLUTION 2026 179

MOVED BY: Councillor Hughes

SECONDED BY: Councillor Fitton

BE IT RESOLVED THAT the following By-Law be read a first, second and third time, numbered, passed, signed by the Mayor and the Clerk, and the seal of the Corporation be affixed thereto;

By-law Number 24-2026 - A By-Law to confirm the proceedings of the Council of the Town of Deep River at the meeting held on June 10, 2026.

CARRIED

11. ADJOURNMENT

RESOLUTION 2026 180

MOVED BY: Councillor Fitton

SECONDED BY: Councillor Hughes

BE IT RESOLVED THAT Council hereby adjourns the meeting at 8:34 PM.

CARRIED

Suzanne D'Eon, Mayor

Jackie Mellon, Clerk

June 12, 2026

To: Jackie Mellon, Clerk

From: Kathy Hughes, Councillor

I would like to request this memorandum and accompanying motion be added to the agenda for the upcoming regular Council meeting of Wednesday, June 24

Memorandum: Highway 17 Pedestrian/cyclist active transportation safe crossing

I often walk or bike from home to various establishments on the highway, usually to meet friends for coffee, and, as I live in the east end, use the pedestrian lights at the Deep River Road intersection to cross safely. A few times lately, however, I have come from the other direction via Ridge Road after a bike trip and have experienced first-hand the challenge of making the dash across the 4 lanes when there is a gap in traffic to get to those same establishments. What most walkers or cyclists coming from that direction do is walk along the unofficial path on the north side until they get to the establishment of their choice and then wait until it is safe to cross, which means there are people trying to cross at many different places. I sat in Tim Horton's one morning and watched a number of people, some with dogs, waiting on the other side of the highway for a chance to dash across.

The location of businesses all on the south side of the highway is unique along the road from Ottawa, but means that everyone coming from town has to cross the highway to access them. While most do choose to drive, for many the distance is cyclable or even walkable, but it is likely that for many people the lack of a safe crossing site acts as a deterrent to choosing those options. The new development underway, that will include popular chains Dollarama and MacDonalds, will certainly add to the number of residents of all ages who want to cross the road, and more development in the coming years is possible. The addition of a second traffic light at Ridge Road would seem to be reasonable solution that would help not only allow active transportation users to safely cross the highway, but drivers as well.

The town has stated its support for active transportation options in its new *Recreation and Culture Master Plan*. The challenge with Highway 17 is to request that MTO consider not only the usual criteria of traffic volume when assessing need for a set of lights, but to also consider the safety of active transportation users who wish to, and should be able to, cross Highway 17 safely from the west end of town to access the business and services located there. The current crossing situation is not safe to do so.

Proposed motion four council consideration:

Whereas TransCanada Highway (Highway 17) runs along the south side of the residential area of town of Deep River with two main intersections, Deep River Road and Ridge Road about 1 km apart; and

Whereas commercial development on the highway has all been on the south side between those 2 roads and currently includes various retail outlets, gas stations, various small businesses restaurants and fast-food eateries; and

Whereas a major new development is underway that will include a large chain retail store, another popular fast-food restaurant and other small businesses which can be expected to add to the number of residents wishing to access the highway corridor; and

Whereas the highway has evolved over the years to accommodate increased traffic and commercial development to now include 3 main travel lanes (2 heading east and one travelling west) and one centre turning lane to access the businesses on the south side; and

Whereas the only managed intersection for those using active transportation (walking, biking) to safely access the business on the highway is via traffic and pedestrian lights at the Deep River Road intersection; and

Whereas there is currently no managed safe crossing for those coming from the west side of town wishing to access the highway businesses via Ridge Road using active transportation requiring them to utilize the potentially extremely dangerous option of waiting for an opportunity to dash across the 4 lanes when there is a gap in traffic; and

Whereas the lack of a managed safe crossing option limits the ability of many residents of all ages who do not have access to a vehicle to access these businesses safely as well as being a deterrent for many who would prefer to use active transportation, and

Whereas the Town of Deep River outlined its support for active transportation options in its 2026 *Recreation and Culture Master Plan* and believes all levels of government should encourage and provide supporting infrastructure to facilitate the use active transportation methods;

Therefore be it resolved that the Town of Deep River request that the Ministry of Transportation assess the need for traffic light at the corner of Ridge Road and Highway 17 taking into consideration the safety of active transportation users needing to cross the highway to access the businesses and service as well as the ongoing new development; and

Further that a copy of this resolution be forwarded to Billy Denault, MPP, Renfrew, Nipissing, Pembroke

The Corporation of the Town of Deep River
REPORT
2026- FIN-06

Council Meeting Date: June 24, 2026
Council Meeting Time: 6:00 PM
Council Meeting Place: Council Chambers

Subject: Development Charges Treasurer's Annual Statement 2025
Author: Elaine Taylor, Director of Finance/Treasurer

RECOMMENDATION(S):

BE IT RESOLVED THAT report number 2026-FIN-06 "**Development Charges Treasurer's Annual Statement 2025**" be received,

THAT Council hereby adopts this report by Resolution as required under the *Development Charges Act, 1997, Ontario Regulation 82/98*,

THAT Council directs staff to make the report publicly available on the Town's website as required under the *Development Charges Act, 1997, Ontario Regulation 82/98*, and

THAT Council directs staff to submit the report to the Ministry of Municipal Affairs and Housing by July 15 as required under the *Development Charges Act, 1997, Ontario Regulation 82/98*.

Development Charges Treasurer's Annual Statement 2025
Report Number 2026-FIN-06

BACKGROUND:

Section 43 (1) of the Development Charges Act and Section 12 of Ontario Regulation 82/98 requires that the treasurer provide a financial statement to Council related to development charges and the associated reserve funds, including:

- A statement of the opening and closing balances of the reserve funds and of the transactions relating to the funds;
- A statement of any municipal borrowings against the development charge reserve funds;
- A statement identifying assets whose capital costs were funded under a development charge by-law during the year, and the manner in which any capital cost not funded under the by-law was or will be funded;
- A statement regarding future capital costs related to the services for which development charges are collected;
- A schedule of development charge credits recognized under section 17 of the Act; and
- A statement of compliance with Section 59.1(1) of the Act.

In addition, following the enactment of Bill 60 (Fighting Delays, Building Faster Act, 2025), which came into effect on November 27, 2025, starting in 2026, municipalities are required to:

- Present the Treasurer's Statement to Council by June 30; and
- Submit the statement to the Ministry of Municipal Affairs and Housing (mfpb@ontario.ca) by July 15.

These statutory deadlines mark a change from prior practice. While municipalities have long been required to prepare an annual Treasurer's Statement, there was previously no prescribed deadline for presenting it to Council (unless Council directed otherwise), and submission to the Ministry of Municipal Affairs and Housing (MMAH) was only required upon request. The updated requirements now establish deadlines for presentation to Council and require submission to the MMAH.

The Treasurer's Statement must also be made available to the public and posted on the municipal website, or, if there is no website, in the municipal office.

In 2022, Council approved By-Law 40-2022 *A By-Law for the Imposition of Development Charges for the Town of Deep River*. The By-Law imposed development charges for Wastewater Services.

Development Charges Treasurer's Annual Statement 2025
Report Number 2026-FIN-06

ANALYSIS & RATIONALE:

Statements of Compliance with section 59.1

The Municipality is compliant with section 59.1(1) of the Development Charges Act, whereby charges are not directly or indirectly imposed on development nor has a requirement to construct a service related to development been imposed, except as permitted by the Development Charges Act or another Act.

Statement regarding spending during 2025

The opening balance of the Development Charges reserve fund was \$NIL. Development Charges received in 2025 were \$NIL. A total of \$NIL was spent in 2025.

No projects were planned in 2025 that were to be funded by Development Charges.

Several growth-related projects identified in the Development Charges Background Study have been completed and were funded through municipal operating funds, as no development charges had been collected at that time.

Financial Statements of Development Charges for fiscal year 2025

For the fiscal year 2025, a total of \$NIL in Development Charges were imposed but not collected .

The following tables summarize the development charges collected, and provide further detail as required:

- Table 1 lists the individual development charges imposed and collected
- Table 2 lists the opening and closing balances of the Development Charges reserve fund
- Table 3 lists the assets and capital projects funded by Development Charges
- Table 4 lists Development Charges credits

Table 1: Statement of Development Charges imposed and collected

Building Permit Number	Type of development	Development Charges imposed	Development Charges collected	Comment
Total		\$NIL		

Development Charges Treasurer's Annual Statement 2025
Report Number 2026-FIN-06

Table 2: Opening and closing balances of Development Charges reserve fund

Description	Wastewater Services
Opening Balance, January 1, 2025	\$NIL
<u>Plus:</u>	
Development Charge Billed	0
Accrued Interest	0
Repayment of Monies Borrowed from Fund and Associated Interest (including source of funds)	0
Sub-Total	\$NIL
<u>Less:</u>	
Amount Transferred to Capital (or Other) Funds	0
Amounts Refunded	0
Amounts Loaned to Other D.C. Service Category for Interim Financing	0
Credits	0
Sub-Total	0
Closing Balance, December 31, 2025	\$NIL

Table 3: Capital projects funded by Development Charges

Project	Total project cost	Costs Incurred to December 31, 2024	Amount Funded from current DC reserves	Amount funded from future DCs	Amount Funded from Other Reserves	Debt	Funding from grants / subsidies / other sources
Total	\$NIL	\$NIL	\$NIL	\$NIL	\$NIL	\$NIL	\$NIL

Table 4: Development Charge Credits

Credit Holder	Applicable D.C. Reserve Fund	Credit Balance Outstanding Beginning of 2025	Additional Credits Granted During Year	Credits Used by Holder During Year	Credit Balance Outstanding End of 2025
No DC credits have been issued	Wastewater	\$NIL	\$NIL	\$NIL	\$NIL

In keeping with the requirements under Section 43 (2.1) of the Development Charges Act, staff will ensure that this report is publicly available by posting it on the municipal website and providing hard copies upon request at Town Hall. In addition, it will be submitted to

Development Charges Treasurer's Annual Statement 2025
Report Number 2026-FIN-06

the Ministry of Municipal Affairs and Housing by July 15 as required under the Development Charges Act, 1997, Ontario Regulation 82/98.

OTHER ALTERNATIVES CONSIDERED:

This report is required by Ontario Regulation 82/98. No other alternatives are considered.

FINANCIAL IMPLICATIONS:

The balances of the reserve funds and collection of development charges are taken into account when preparing the annual budget. Note that recent changes to the Development Charges Act require that municipalities spend “*at least 60% of the monies that are in a reserve fund for ...*”

1. *Water supply services, including distribution and treatment services.*
2. *Wastewater services, including sewers and treatment services.”*

(Section 35 (2) of the Development Charges Act)

Staff will incorporate this requirement into the funding for wastewater capital projects related to growth proposed for the future including:

- Wastewater system rehabilitation and extensions
- Sanitary Sewer main relining

ALIGNMENT WITH STRATEGIC PLAN:

This report is related to “A Foundation of Excellence and Stability” pillar in the strategic plan as this is a compliance report in accordance with the Development Charges Act, 1997 (O. Reg 82/98).

A Foundation of Excellence and Stability - We are committed to accountability, transparency, and excellence in our work. We will grow and nurture our people.

- Develop and implement a performance measurement framework to support the implementation of the Strategic Plan and prioritizes accountability and transparency
- Improve our two-way communication and engagement with our residents and community
- Improve our resident-facing processes
- Develop and nurture our people, our capabilities, and our workplace culture

Development Charges Treasurer's Annual Statement 2025
Report Number 2026-FIN-06

CONSULTATIONS:

Christian Kaiser

ATTACHMENTS:

No attachments.

The Corporation of the Town of Deep River
REPORT
2026-ADMIN-06

Council Meeting Date: June 24, 2026
Council Meeting Time: 6:00 PM
Council Meeting Place: Council Chambers

Subject: Updated Swimming Pool Enclosures By-law
Author: Christian Kaiser, Director of Growth and Sustainability

RECOMMENDATION(S):

BE IT RESOLVED THAT report number 2026-ADMIN-06, “**Updated Swimming Pool Enclosures By-law**” be received, and

THAT Council directs staff to present a by-law regulating Swimming Pool Fences and Enclosures using the proposed wording presented in Attachment 1 to this report.

BACKGROUND:

Ontario's pool fence regulations fall under the Ontario Building Code. The provincial baseline requires a minimum fence height of 1.2 metres (4 feet) around any pool with a water depth of 600 mm (about 24 inches) or more. Gates must be self-closing and self-latching, and the latch mechanism needs to be positioned out of reach of small children.

Municipalities have the authority under the Municipal Act, 2001, to set stricter standards, including introducing permitting requirements, increased height requirements, and enclosure construction standards.

In Deep River, swimming pool fences are regulated by by-law 29-1992, which applies to all privately-owned swimming pools capable of holding water over 24 inches deep. Any person installing a swimming pool enclosure must apply for a fence permit, and the by-law sets out the required construction standards.

The current by-law does not clearly account for:

- Enclosures around hot-tubs, spas, or whirlpools,
- Enclosures for above-ground pools, where the vertical walls of the pool form part of the enclosure, and
- Requirements for temporary enclosures during the construction of the pool or permanent enclosure.

ANALYSIS & RATIONALE:

Swimming pool enclosures are a critical safety requirement for owning a swimming pool. New swimming pool styles and designs often include some safety features, including built-in enclosures (particularly for permanent above-ground pools). These are not clearly accounted for in Deep River's current by-law.

Further, requirements for enclosures for hot tubs or spas are not included in the by-law.

Staff propose the following amendments to the by-law (see attachment 1)

- Allowing the walls of an above-ground pool to be part of the enclosure under certain circumstances
- Addition of a requirement for temporary enclosures during the construction of a swimming pool or pool enclosure
- Addition of a requirement for secure covers for hot tubs, spas, or whirlpools.

OTHER ALTERNATIVES CONSIDERED:

Staff considered other options in the preparation of this report:

- **Increased minimum heights for pool enclosures:** Several municipalities have increased the height requirement for swimming pool enclosures from 1.2m to 1.5m (Ottawa, Toronto, etc.). Staff do not recommend this change at this time. The current 1.2m height requirement is relatively consistent across most municipalities in Ontario, and meets the recently updated provincial requirements in Quebec.

FINANCIAL IMPLICATIONS:

There are no direct financial implications of the recommendations of this report.

Note that the proposed by-law contains fines under the Provincial Offenses Act for various infringements of the by-law.

ALIGNMENT WITH STRATEGIC PLAN:

Community Wellness and Quality of Life – We will build a healthier and more inclusive community.

CONSULTATIONS:

None

ATTACHMENTS:

Attachment 1: Proposed By-law regulating Swimming Pool Fences and Enclosures

**THE CORPORATION OF THE TOWN OF DEEP RIVER
BY-LAW NUMBER XX-2026**

**A BY-LAW TO REGULATE THE ERECTION AND MAINTENANCE OF FENCES
AND ENCLSURES AROUND PRIVATELY OWNED OUTDOOR SWIMMING
POOLS IN DEEP RIVER**

WHEREAS under the Municipal Act, R.S.O. 1990, Chapter M. 45, Section 210 (30), by-laws may be passed by the councils of local municipalities for requiring and regulating fences around privately-owned outdoor swimming pools;

NOW THEREFORE the Council of the Corporation of the Town of Deep River ENACTS AS FOLLOWS:

1 DEFINITIONS in this By-law:

1.1 **"Enclosure"** means a fence, wall or other structure, including doors and gates therein, which surrounds a privately-owned outdoor swimming pool and restricts access thereto.

1.2 "Privately-owned outdoor swimming pool" means any body of water located outdoors on privately-owned property, contained partly or wholly by artificial means, in which the depth of water can exceed ~~twenty four inches~~ 0.6 metres and which is used or capable of being used for swimming, bathing, or wading, including but not limited to:

a) "inground or semi-inground pool" means a swimming pool that is partially or completely buried under the ground surface;

b) "aboveground pool" means a hard-sided swimming pool installed permanently on the ground surface;

4.2c) "portable pool" means a soft-sided swimming pool, inflatable or not, designed to be installed on a temporary basis;

1.3 "Hot Tub" means a type of pool, which may or may not include a lid or safety cover or jets of water; and shall include tubs which are commonly called 'spas' or 'whirlpools'

1.3.1.4 "Service entrance" means that entrance into a building which would normally be used by persons entering such building for the purpose of delivering goods or rendering maintenance service.

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~~4.4~~1.5 "Owner" includes a person in possession of the property on which a swimming pool is located.

~~4.5~~1.6 "Permit" means permission or authorization in writing from the Chief Building Official to perform work regulated by this by-law.

~~4.6~~1.7 "Set of Plans and Specifications" means all of the following;

- ~~1.7~~1.1 site plan
- ~~1.7~~1.2 pool specifications including type
- ~~1.7~~1.3 fence and gate construction specifications.

2 Swimming Pool Enclosure Permits

2.1 No person shall erect an enclosure until a set of plans and specifications for such enclosure have been submitted to the Chief Building Official, the appropriate permit fee has been paid to the municipality, and a permit certifying approval of such plans and specifications has been issued.

~~2.2~~ No person shall excavate for, or erect a privately-owned outdoor swimming pool unless a permit for the enclosure of such pool has been issued.

~~2.2~~2.3 Notwithstanding section 3.12 below, no person shall install an aboveground pool with a wall height of 1.2 m or more, or a portable pool with a wall height of 1.4 m or more, unless a permit has been issued confirming compliance with this by-law.

~~2.3~~2.4 No person shall place water in a privately-owned outdoor swimming pool, or allow water to remain therein unless an enclosure has been erected in accordance with this by-law.

~~2.4~~2.5 The permit fee for an enclosure shall be \$30.00.

~~2.5~~2.6 The Chief Building Official may refuse to issue a permit if the enclosure proposed does not comply with any other by-law of the Town of Deep River.

3 Swimming Pool Enclosures

3.1 The owner of every privately-owned outdoor swimming pool shall erect and maintain an enclosure surrounding the entire swimming pool area in accordance with this by-law.

3.2 Except as further provided in section 3.8, every enclosure, including gates therein, shall extend from the ground to a height, measured from the grade at the base of the fence on the outside of the enclosure, of not less than 1.2 metres at all points around the enclosure.

3.3 When a wall of a building forms part of such enclosure, no main or service entrance to the building shall be located within the swimming pool area enclosure, except that this requirement shall not apply when the main entrance and all exterior service meters and intakes are located outside the enclosure and a sign is erected and maintained directing all service personnel to use the main entrance.

~~3.3.4~~ A hedge or bushes do not constitute an enclosure under this by-law.

~~3.4.3.5~~ Except as provided in 3.5.4, no enclosure shall have rails or other horizontal or diagonal bracing or attachments on the outside that would facilitate climbing.

~~3.5.3.6~~ An enclosure shall be of vertically boarded wood construction, chain link construction, or of other materials and construction as provided for in section 3.6.3.

~~3.5.1.3.6.1~~ If of chain link construction, an enclosure shall:

~~3.5.1.4.3.6.1.1~~ be of not greater than 3.8 cm diamond mesh;

~~3.5.1.2.3.6.1.2~~ be constructed of galvanized steel wire no less than No. 12 gauge, or of minimum 14-gauge steel wire covered with a vinyl or other approved coating forming a total thickness equivalent to No. 12 gauge galvanized wire;

~~3.5.1.3.3.6.1.3~~ be supported by a least 3.8 cm diameter galvanized steel posts each covered by a minimum of 5 cm of concrete from grade to a minimum of 0.6 metres below grade, such posts to be spaced not more than 3 metres apart. Top and bottom horizontal rails shall be provided of 3.2 cm minimum diameter galvanized pipe, but steel tension rod may be substituted for the bottom horizontal steel rail. A vinyl or other approved coating may be substituted for the galvanized coating;

~~3-5-23.6.2~~ If of wood construction, an enclosure shall:

~~3-5-2-43.6.2.1~~ have vertical boards attached to supporting members all of which are arranged in such a manner so as not to facilitate climbing from the outside. Such vertical boards shall not be less than one-inch by four-inch nominal dimensions spaced not more than 3.8 cm apart;

~~3-5-2-23.6.2.2~~ be supported by a minimum of four-inch square or four-inch diameter cedar posts, nominal dimensions, spaced not more than 2.4 metres on centre and securely embedded to a minimum of 0.6 metres below grade. That portion of the wood post below grade shall be treated with a wood preservative. Top and bottom horizontal rails shall be provided of wood two-inch by four-inch minimum nominal dimensions;

~~3-5-33.6.3~~ An enclosure may be of construction other than that specified in Section 3.65.1 and 3.65.2, provided that an equivalent degree of safety is maintained in the opinion of the Chief Building Official, and that the enclosure is constructed so that its rigidity is equal to that specified for those enclosures described in section 3.65.1 and 3.65.2.

~~3-5-43.6.4~~ An enclosure constructed other than as specified in Sections 3.65.1 or 3.65.2 may have rails or other horizontal or diagonal bracing or attachments on the outside that might facilitate climbing the outside of the enclosure, provided that the minimum clear vertical distance between any two such parts is 1.2 metres.

~~3-63.7~~ No enclosure shall include any barbed wire or part having similar dangerous characteristics, nor any device for transmitting an electric current through the enclosure.

~~3-73.8~~ No enclosure shall be located closer than 1.2 metres to any structure or condition on the property or on any adjacent property that would facilitate climbing of the enclosure.

~~3-83.9~~ Every enclosure shall be located not less than 1.2 metres from the swimming pool, unless the minimum height of the enclosure is 1.6 metres and a continuous handhold is available along the edges of the pool for the purpose of providing, in an emergency, support for a person in the pool area.

~~3-93.10~~ Gates forming part of an enclosure shall

3.9.43.10.1 be of construction and height equivalent to that required for the enclosure;

3.9.23.10.2 be supported on substantial hinges, and

3.9.33.10.3 be self-closing and equipped with a locking device and with a self-latching device placed at the top and on the inside of the gate such that the device latches when the gate is in the closed position.

3.103.11 Doors providing access from a building directly to an enclosed pool area, other than doors located in a dwelling unit or a rooming unit, shall each be self-closing and equipped with a locking device and a self-latching device located not less than 1.5 metres above the bottom of the door.

3.12 The owner of every privately-owned outdoor swimming pool shall ensure that every gate or door required by sections 3.9 or 3.10 to be equipped with a locking device shall be kept locked at all times if there is more than twenty-four inches of water in the pool and a responsible person is not present and supervising the pool.

3.13 Every device linked to the operation of the swimming pool must be installed more than 1.2 m from the pool wall or, as the case may be, the enclosure.

a) The pipes linking the device to the swimming pool must be flexible and not be installed in a way that facilitates the climbing of the pool wall or, as the case may be, the enclosure.

b) Despite a) above, a device may be less than 1.2 m from the swimming pool or enclosure if it is installed

i. inside an enclosure having the features described in sections 4 and 5;

ii. under a structure that prevents access to the swimming pool from the device and that has the features described in subparagraphs 2 and 3 of the first paragraph of section 4; or

iii. in a shed.

3.143.14 A structure or fixed equipment likely to be used for climbing over the wall or the enclosure must also be installed at more than 1.2 m from the pool wall or, as the case may be, the enclosure. That minimum distance applies to a window situated less than 3 m from the ground, except if its maximum opening does not allow the passage of a spherical object more than 10 cm in diameter.

3.15 Notwithstanding the foregoing, an aboveground pool with a wall height of at least 1.2 m from the ground at all points or a portable pool with a wall height of 1.4 m or more, is not required to be surrounded by an enclosure if:

a) access to the pool is by

i. a ladder equipped with a self-closing and self-latching safety gate preventing its use by children;

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- ii. a ladder or a platform access to which is protected by an enclosure that complies with the enclosure requirements of this by-law; or
 - iii. a patio attached to the residence and laid out so that the part giving access to the swimming pool is protected by an enclosure that complies with the enclosure requirements of this by-law.
- b) The vertical walls of the aboveground pool do not include any horizontal members or features that may facilitate climbing.

4 Requirements for Hot Tubs, Whirlpools, and Spas

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4.1 No person shall fail to construct and maintain an enclosure surrounding a hot tub that complies with this by-law, unless the hot tub is provided with a safety cover that meets the requirements of this by-law.

4.2 A safety cover shall be deemed to be an enclosure in compliance with thios by-law where the hot tub is equipped with a substantial and structurally adequate cover capable of supporting a minimum load of 90kg, or that complies with *ASTM F1346-91, Standard Performance Specifications for Safety Covers and Labeling Requirements for All Covers of Swimming Pools, Spas, and Hot Tubs* as amended, and the safety cover is permanently attached to the hot tub or its supporting structure.

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4.3 No person shall leave a hot tub unoccupied without first ensuring that the safety cover is securely fastened and locked at all times when the hot tub is not in use.

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45 Enforcement

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~~Any person convicted of a breach of any of the provisions of this by law shall be subject to a fine not exceeding One Thousand Dollars (\$1, 000.00) for each offence.~~

5.1 This by-law may be enforced by every building inspector and by every municipal law enforcement officer.

5.2 An Officer may enter onto any lands at any reasonable time for the purposes of determining compliance with this by-law or with an Order issued pursuant to this by-law.

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5.3 An Officer may, for the purposes of an inspection under section 5.2:

- c) Require the production of documents or things relevant to the inspection;
- d) Inspect and remove documents or things relevant to the inspection for the purposes of making copies or extracts; and
- e) Require information from any person concerning a matter related to the inspection.

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5.4 No person shall hinder or obstruct, or attempt to hinder or obstruct, any person exercising a power or performing a duty under this by-law.

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5.5 It is an offence for a person to contravene any provision of this by-law, and every person who contravenes this by-law is guilty of an offense, and upon conviction, is liable to a fine in accordance with the provisions of the Provincial Offenses Act and to any other applicable penalty.

5.6 The conviction of a person for the contravention of any provision of this by-law shall not operate as a bar to the prosecution against the same person for any subsequent or continued contravention of this by-law.

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6 SEVERABILITY

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6.1 Each provision of this By-Law is independent of all other provisions and if any provision of this By-Law is declared invalid for any reason, all other provisions of this By-Law shall remain valid and enforceable.

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57 Repeal of previous By-law

By-law ~~7-7629-92~~ is hereby repealed.

68 Enactment

This By-law comes into force upon adoption by Council of the Corporation of the Town of Deep River.

READ A FIRST, SECOND AND THIRD TIME, AND FINALLY PASSED THIS ____
DAY OF _____, 2026.

Suzanne D' Eon, MAYOR

Jackie Mellon, CLERK

The Corporation of the Town of Deep River
REPORT
2026-PLAN-05

Council Meeting Date: June 24, 2026
Council Meeting Time: 6:00 PM
Council Meeting Place: Deep River Town Hall

Subject: Minimum Parking Requirements for Multi-residential development
Author: Christian Kaiser, Director of Growth and Sustainability

RECOMMENDATION(S):

BE IT RESOLVED THAT report number 2026-PLAN-05 “**Minimum Parking Requirements for Multi-residential development**” be received,

THAT Council directs staff to initiate the required public notice and engagement processes required by the Planning Act for amendments to the Town’s Zoning By-law, and,

THAT Council directs staff to present a by-law for Council's consideration at a future meeting of Council to amend the Town’s Zoning By-law to implement changes to the minimum parking requirements for residential uses.

**Minimum Parking Requirements
for Multi-residential development
2026-PLAN-05**

BACKGROUND:

The Town of Deep River's Zoning by-law (bylaw 07-2024) requires that all properties provide off-street parking and sets out the minimum number of parking spaces, which varies by the use of the property. For residential uses, the following minimums are required:

Single Detached Dwelling, Semi-Detached Dwelling, Duplex Dwelling, Group Home, and Two Unit Dwellings	2 parking spaces per dwelling unit
Triplex Dwellings, Townhouses, Apartment Dwelling and Multiple Attached Dwelling	1.5 parking spaces per dwelling unit

The by-law also sets out the minimum size of parking bays (2.7 metres by 5.5 metres), and the location of parking areas (on the same property for residential zones).

As an example, a typical 2,500 sq. ft single family home would require at least 160sq.ft of parking, and a small 30-unit apartment building would require 45 parking spaces with a total area of 7,200 sq. ft, not including driveways, travel lanes, and turnaround areas.

Parking requirements vary significantly across municipalities in Ontario. While higher requirements are typical in smaller and more rural communities, many municipalities are lowering the required minimums. The Township of Russell, for example has proposed a reduction from 1.5 spaces / unit for multi-residential buildings to 1.2 spaces/unit. This is similar to the minimum rates required by the Town of Prescott (1.25 spaces/unit), Gananoque (1.25 spaces/unit), and the cities of Oshawa, Peterborough and Ottawa for suburban zones not serviced by public transit (all 1.2 spaces/unit).

The Planning Act, 1990, provides municipalities with the power to regulate parking provisions. Recent changes to the Act have given the Minister the authority to override municipal requirements and prescribe parking rates through regulations. To date these powers have been used to prohibit parking minimums in areas close to major transit stations.

ANALYSIS AND RATIONALE:

The provision of minimum parking increases the amount of land required for new development, promoting urban sprawl into undeveloped lands, and adding significantly to building costs. Large parking areas contribute significantly to local heat dome effects and increased stormwater runoff.

The Town's zoning by-law requires large parking areas for high density residential use. When implemented, typically sized apartment buildings (three to four stories, 45 to 55

**Minimum Parking Requirements
for Multi-residential development
2026-PLAN-05**

apartments per building) become surrounded by parking areas, with little soft landscaping (trees, gardens and/or lawns) or common-use space (such as patios, seating areas, etc.). This significantly detracts from the “look and character” of Deep River.

This recommendation provides the opportunity to capitalize on the nature of Deep River regarding active transportation, the growing trends to reduce reliance on vehicle ownership without limiting the developer’s ability to provide their clients with the appropriate number of spaces to meet their needs.

Staff propose the following amendments to the parking requirements for multi-residential only uses (see Attachment 1):

- Reduce the minimum number of parking spaces required from 1.5 to 1.25 spaces/residential unit
- Allow parking spaces to be located on adjoining lots (allowing for more efficient use of shared parking areas between apartment buildings)

These amendments would reduce the land area dedicated to parking, resulting in more efficient land use, and increased soft landscaping.

It is important to note that reducing the minimum requirements does not ban or restrict the provision of parking. Residential property owners can still build parking if they believe it is required. This shifts the decision-making drivers about the amount of parking from regulation to market demand.

While reducing minimum parking requirements for new apartment buildings may increase demand for on-street parking; however, this impact in Deep River is likely to be moderated by local conditions. On-street parking supply is already limited and subject to winter prohibitions, which naturally constrains long-term reliance on street parking. In addition, many recent and proposed apartment developments are located close to municipal parking lots, providing an existing off-street alternative for residents and visitors.

Process requirements

The Planning Act, 1990, describes the process by which amendments to the Town’s Zoning By-law must be made. This includes a defined public notice period, minimum methods of providing public notice, and the holding of a public meeting where residents can provide their feedback to Council.

OTHER ALTERNATIVES CONSIDERED:

The following alternatives were considered in the preparation of this recommendation:

- Larger decreases to parking minimums – while some municipalities have reduced their parking minimums by larger amounts, staff did not recommend this for Deep River at this time. The impact of the recommended reduction should be evaluated

over time before further reductions are implemented.

FINANCIAL CONSIDERATIONS:

There are no direct financial consequences of the recommendations of this report.

STRATEGIC AREAS OF FOCUS:

Strategic Pillar: A Vibrant and Growing Community

- **Objective:** Encourage and support sustainable housing development

Strategic Pillar: A Healthy Environment

- **Objective:** Protect and grow our tree canopy, green spaces and forests
- **Objective:** Improve our storm water quality and infrastructure

CONSULTATIONS:

The following people were consulted in the preparation of this report:

- County of Renfrew Planning department

ATTACHMENTS:

Attachment 1: Proposed amended wording of section 3.22 of the Town of Deep River Zoning By-law

2026-PLAN-05

Attachment 1: Proposed amended wording of section 3.22 of the Town of Deep River Zoning By-law

3.22 PARKING AND LOADING SPACE REQUIREMENTS

3.22.1 PARKING REQUIREMENTS

(a) Off Street Parking Requirements In Any Zone

In any Zone the owner of every building hereafter erected, enlarged or changed in use after the passing of this By-law shall provide and maintain at least the number of off-street parking space in accordance with the following:

<u>Type of Use</u>	<u>Minimum Parking Required</u>
(i) Single detached dwelling, Semi-detached dwelling, Duplex dwelling, Group Home , and Two-unit dwelling	2.0 parking spaces per dwelling
(ii) Triplex dwelling, Townhouses, Apartment dwellings, and Multiple-unit attached dwellings	1.5 1.25 parking spaces per dwelling
(iii) Bed and Breakfast	2.0 parking spaces per dwelling unit and 1.0 parking space for each room rented
(iv) Boarding House	1.0 parking space plus 1.0 parking space per every 3.0 beds
(v) Place of Worship, Assembly Hall	The greater of 1.0 parking space per 10 square metres of gross floor area or per every metre of gross floor area or per every four fixed seats or per every 2.5 metres of bench space
(vi) Medical Office	1.0 space per 20 square metres
(vii) Day Care Centre	1.0 parking space per 45 square metres of gross floor area
(viii) Eating Establishment	1.0 parking space per 10 square metres of gross leasable floor area

Commented [C1]: Administrative Amendment - duplicate of line (ix) below

Commented [C2]: Amendment - reduced minimum requirement for multi-residential buildings from 1.5 to 1.25 spaces per dwelling unit

(ix)	Group Home	1.0 parking space per duty employee plus 1 space per 5 beds
(x)	Hospital	3.0 parking spaces per four beds
(xi)	Hotel, Motel	1.0 parking space per guest room plus any required parking spaces for other uses listed in this table
(xii)	Licensed Establishment	1.0 parking space per 4 persons design capacity
(xiii)	Long-term Care Facility	1.0 space per 2 beds
(xiv)	Marina	1.0 parking space per boat slip
(xv)	Office	1.0 parking space per 29 square metres of gross leasable area
(xvi)	Place of entertainment, Recreational Facility, Indoor Sports Facility	1.0 parking space per 4 seat capacity
(xvii)	Retail Store, Convenience Store, Service Shop – General, Service Shop- Personal, Shopping Centre, Supermarket	1.0 parking space per 20 square metres of gross leasable floor area
(xviii)	Retirement Home	1.0 parking space per 2 dwelling units plus 0.25 spaces per unit for visitor parking
(xix)	School - Elementary	1.5 parking spaces per classroom plus the greater of 1.0 parking space per 6.0 square metres of floor area of the gymnasium space or 1.0 space per 6 fixed seats of any auditorium space
(xx)	School — Secondary	2.0 parking spaces per classroom plus the greater of 1.0 parking space per 6.0 square metres of floor area of the gymnasium space or 1.0 space per 6 fixed seats of any auditorium space
(xxi)	Shopping Centre	1.0 parking space per 21 square metres of gross leasable area
(xxii)	Warehouse, Bulk Storage	1.0 parking space per 185 square metres plus the requirement for office and retail components
(xxiii)	Other Non-Residential Uses	1.0 parking space per 30 square metres of gross floor area

Commented [C3]: Administrative Amendment - duplication of line (xvii) above

(b) Calculation of Spaces

If the calculation of the required parking spaces results in a fraction, the required parking spaces shall be the ~~next higher previous lower~~ whole number. Any parking space can serve only one building or facility for the purpose of the off street parking requirements listed above, except as provided for in mixed use developments.

Commented [C4]: Amendment - Round down fractions of parking spaces

(c) Location of Parking Areas

Parking space(s) shall be within 150 m of, within the same zone as, and on the same side of Highway 17 as the building or use served, except in any Residential 1, or Residential 2, Zone where the required parking shall be located on the same lot as the dwelling, and except in any Residential 3 or Residential 4 Zone where the required parking may be located in an adjoining lot.

Commented [C5]: Amendment - allow parking spaces for large multi-residential buildings to be on an adjoining lot.

(d) Yard Where Permitted

Notwithstanding the yard and setback provisions of this By-law to the contrary, uncovered surface parking areas shall be permitted in the required yards or in the area between the street line and the required setback in accordance with the following:

	<u>Zones</u>	<u>Required Yards in which Required Parking Area Permitted</u>
(i)	Residential or Rural Zones	Within 1.0 m of the property line except that a driveway is permitted to lead from a street or lane to a garage or a parking space, provided that any parking area in the required front or exterior side yard shall account for no more than 50 percent of the actual frontage (or flankage).
(ii)	All Other Zones	All yards provided that no part of any parking area, other than a driveway, is located closer than 1.0 metre to any street line. Where the subject zone abuts a Residential zone, the parking area shall be set back 3.0 metres from the lot line.

(e) Access to Parking Spaces and Parking Areas

Every parking space shall have unobstructed access to the street except that the parking spaces required for a detached house, a semi-detached house, a duplex dwelling or a row house may include tandem parking spaces, enclosed parking spaces and parking spaces located in the driveway.

(f) Dimensions of Parking Spaces

Every required parking space shall have minimum rectangular dimensions of 2.7 metres by 5.5 metres. Every parallel parking space shall have a minimum length of 6.6 metres.

(g) Barrier-Free Parking

Wherever barrier-free access to a building is required under the *Building Code*, one barrier free parking space shall be provided for every 20 standard parking spaces or part thereof. Notwithstanding any section of this By-law to the contrary, every required barrier free parking space shall have minimum rectangular dimensions of 3.7 metres by 5.5 metres.

(h) Waiting Lane / Queuing Lane

An eating establishment that includes a drive-thru shall require a waiting lane / queuing lane analysis, approved by the Town, to determine the minimum requirements for a waiting / queuing lane.

(i) Buffer Strips for Parking Areas

Where in a yard in any Zone, a parking area which is required to provide 3 or more off-street parking spaces adjoins a lot in a Residential Zone, or where any lot in any Commercial Zone abuts a lot in any Residential Zone, then a buffer strip of a minimum width of 3.0 metres shall be provided along the lot line of the said yard or lot of the new use however it may be reduced to 1.5 metres if there is an opaque barrier with a minimum height of 1.5 metres along the lot line.

(j) Illumination

Where parking areas are illuminated, lighting fixtures shall be designed and installed so that the light is directed downward and deflected away from adjacent lot lines.

(k) Storage of Recreational Vehicles, Snowmobiles and Off-Road Vehicles (ORV)

No person shall, in any Residential Zone, use any lot for the parking or storage of any recreational vehicle except in accordance with the following provisions:

- (a) No recreational vehicle may be stored on any lot that does not contain at least one (1) dwelling unit.
- (b) The owner or occupant of any lot, building or structure, in any

Residential Zone containing a dwelling may store or park on the lot, not more than one recreational vehicle of any type (except a snowmobile or ORV) and not more than two snowmobiles or ORVs, of which he/she is the owner.

- (c) The recreational vehicle shall be stored within a private garage or carport or located within the rear yard or interior side yard provided that such recreational vehicle is located no closer than 1.0 metre to the rear lot line or interior side lot line, nor within any front yard, nor on a corner lot, closer to any street than the main wall of the main building.
- (d) Notwithstanding the above, there shall be no limitations imposed which will restrict the number of such recreational vehicles that are fully enclosed within a garage provided that such recreational vehicles are owned by the occupant of such lot or dwelling.

(l) Town Centre Parking Space Requirements

On the lands in the Town Centre - General (C1) and Town Centre – Restricted (C2) zone, the minimum number of required parking spaces for any non-residential use under section 3.22.1 of this By-Law shall be reduced by 50 percent.

The Corporation of the Town of Deep River
REPORT
2026-PW-007

Council Meeting Date: June 24, 2026
Council Meeting Time: 6:00 PM
Council Meeting Place: Council Chambers

Subject: Recreation and Culture Master Plan
Author: David McCarthy, Director of Operations

RECOMMENDATION(S):

BE IT RESOLVED THAT report number 2026-PW-007 “**Recreation and Culture Master Plan**” be received, and

THAT Council approve the Draft 2 Recreation & Culture Master Plan (Attachment 1) to be utilized for a final draft to be presented to Council at the August 12, 2026, Council Meeting for adoption as a guide for Recreation & Culture decisions for the Town of Deep River.

BACKGROUND:

In October 2025, Council received the *Recreation and Culture Background Report* which included:

- *Inventory of Assets: overview of Deep River's parks, recreation facilities, spaces and programs*
- *Community Profile: analysis of demographic trends influencing local recreation and cultural needs*
- *Participation and Engagement: insights into how residents utilize programs and spaces*
- *Community Feedback: summary of the extensive input gathered from residents, user groups, and stakeholders highlighting priorities and aspirations*
- *Key Issues and Opportunities: identification of gaps, barriers, and organizational strengths to build upon.*

Council directed staff to work with KA Community Consulting to develop a draft Recreation and Culture Master Plan. A first draft plan was presented to council for review on April 22, 2026. During the discussion of the draft plan, several suggestions were expressed which are summarized below:

- Increased clarity on the scope of culture in this plan
 - Define culture for the purposes of the plan
 - Ensure culture as defined is clearly embedded within the strategic goals of the plan
 - Ensure performing arts are included
- Increase the emphasis on non-municipal groups, facilities and programs which play a critical role in recreation and culture within our community
- Emphasis on the use of School facilities and access to them for many recreation and culture activities
- A full review of the action items to consider their clarity, appropriateness and feasibility

On May 6, 2026, a dedicated council workshop was held to gather further input from Council, integrate the suggestions discussed at the April 22nd meeting, and align the strategic goals in the plan with both expressed community and Council priorities.

ANALYSIS & RATIONALE:

The Recreation and Culture Master Plan is intended to provide a 10-year strategic framework and roadmap to guide the Town's programs, facilities, partnerships, and future investments.

The proposed draft plan (attachment 1) includes several changes that reflect both the discussions from the April 22, 2026, meeting, the May 6, 2026, workshop and ongoing

Community and Council input. The key changes from the first draft are summarized below:

- The inclusion of an Executive Summary which clearly articulates the purpose and scope of the plan
- Re-alignment of the plan's Strategic Goals to:
 - Increase emphasis on the larger scope and importance of culture
 - Increase emphasis on partnerships with Community Groups that form the foundation of recreation and culture within our community, including
 - Organizations that **enable** other organizations (for example, the Deep River Community Foundation, Senior Friendship Club, and the Deep River Community Association)
 - Organizations that **provide formal and informal programs and activities**, but which do not own facilities (for example, Minor Hockey, Deep River Cross Country Ski Club, CANDU swim club, etc.)
 - Organizations that **own activity-specific facilities**, such as the Deep River Shoreline Sports Club, the Deep River Golf Club, Deep River Lawn Bowling Club, and Mount Martin Ski Club
 - Organizations that **own general-use facilities** which are available to the public, such as St Mary's School, Mackenzie Community School, Four Season's Conservancy and the Legion, etc.)
- Re-alignment of the recommendations and corresponding performance indicators for each Strategic Goal to ensure that they are consistent with the changes to the Strategic Goals
- Revisions to the "Implementing the Plan" section to define a formal process for staff to develop, present and maintain a short, mid and long-term action plan that will progress Strategic Goals and Recommendations.
 - Note that the detailed action plan that was contained in Appendix A in the previous draft has been removed.
 - An updated action plan will be presented to Council prior to the 2027 budget cycle and will be updated regularly (annually) to ensure continued alignment with Council Strategic Plans, budgets and other influences.

OTHER ALTERNATIVES CONSIDERED:

Consideration was given to revising the detailed action plan listed in Appendix A of the first draft. This has not been recommended as staff believe that these action items will need to be updated regularly to ensure they remain relevant, achievable, and aligned with the Town's other priorities. Regular updates will be integrated into the Town's annual business planning, asset management, and budget cycles. Council will continue to make decisions on programs, projects, service levels, and funding through the annual budget process, using this Master Plan as a core reference alongside the Strategic Plan and

Asset Management Plan. To ensure operations remain aligned with evolving community needs, staff will consistently evaluate implementation progress and provide annual updates.

FINANCIAL IMPLICATIONS:

No specific financial implications have been considered as part of this report.

ALIGNMENT WITH STRATEGIC PLAN:

This recommendation aligns with all aspects of the current Town of Deep River Strategic Plan

CONSULTATIONS:

KA Consulting
Community Groups
The broader north Renfrew County community

ATTACHMENTS:

Attachment 1: Draft 2 Recreation and Culture Master Plan

ATTACHMENT '1'



Recreation and Culture Master Plan

2026 – 2036

Acknowledgements

The preparation of the Town of Deep River Recreation and Culture Master Plan has been a collaborative effort, and our consulting team is grateful for the guidance and support we received throughout this process.

Above all, we wish to recognize the residents, volunteers, community organizations, and partners who contributed their time and ideas. Through surveys, focus group sessions, interviews, and conversations, community members shared candid feedback about their experiences, priorities, and hopes for the future of recreation and culture in Deep River. Their input directly shaped the Plan's goals, recommendations, and implementation framework, ensuring that this document is reflective, positive, and actionable.

As consultants, we are honoured to have supported the Town in this important work. We are excited to watch the Plan come to life over the coming years and to see how Deep River continues to build on its strengths in recreation, arts, culture, and the natural environment for the benefit of current and future generations.

Kim and Kevin

Kim Goodman, K.A. Community Consulting
Kevin Lee, Leesure Innovations

Executive Summary

The purpose of this plan is to provide a clear roadmap for the Town of Deep River to follow for the design and delivery of Recreation and Culture programs over the next ten years. It will identify our Mission, Vision and Strategic Direction to inform the Town's approach to evaluation, design and implementation of programs and related assets. It will also guide the Town's approach to working with community & regional groups/clubs, neighbouring municipalities & institutions, the Indigenous Community, Provincial & Federal governments and the broader North Renfrew community.

For the purposes of this plan the following definitions have been utilized;

Recreation: *an activity of leisure, leisure being discretionary time. The “need to do something for recreation” is an essential element of human biology and psychology. Recreation activities are often done for enjoyment, amusement, or pleasure and are considered to be fun*

Culture: *the beliefs, customs, arts, etc. of a particular society, group, place, or time: a particular society that has its own beliefs, ways of life, art, etc.: artistic activities (such as music, theater, painting, etc.)*

Each of the five Strategic Directions contained in the plan have a number of Core Recommendations. These recommendations will result in a short-, mid-, and long-term action plan which will be presented to Council and require regular review and revision during the ten-year term of this plan.

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Introduction

Project Outcome

A Recreation and Culture Master Plan is a strategic document developed by municipalities to guide the planning, development, and delivery of recreation and culture services, facilities, and programs over a defined period. For the Town of Deep River, the plan covers a 10-year period. The Master Plan is both a vision and an action plan, outlining how Deep River – and north Renfrew – can foster active, healthy, and connected lifestyles through public recreation and culture opportunities.

It should be acknowledged that recreation and culture services in Deep River are provided through a combination of public (municipal) and private (e.g., non-profit organizations) efforts that include provision of facilities, programming, events, and other activities. And, while the Master Plan is designed to inform municipal investment in recreation and culture; it also recognizes the key role that external delivery agencies fill. As such, the Master Plan will help build on existing relationships and partnerships with the overall goal of creating a vibrant and engaged community. It is critical to note that several facility assets owned by local School Board's, Community Groups/Clubs and neighbouring municipalities also play a key role in recreation and culture activities for the North Renfrew Community. In addition, several local organizations also play a critical role in partnering with local these local clubs to support their ability to deliver high quality recreation and cultural programs.

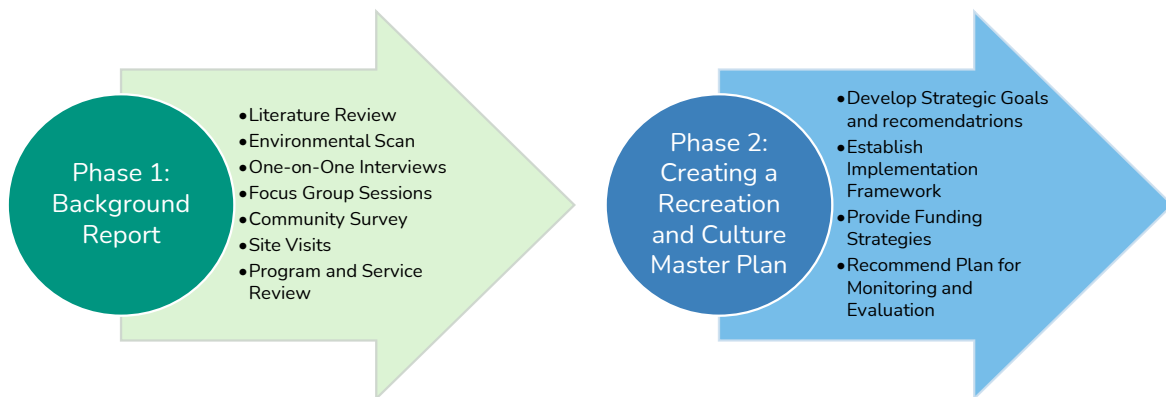
This Master Plan is informed by information and data collected throughout Phase 1, which is compiled in the Background Report for additional context. The data in the Background Report was collected through extensive engagement with community groups, Council, staff, and the broader North Renfrew area public.

Project Approach

To accomplish this outcome, the Consulting Team utilized a two-phase approach. The steps within Phase 1, the Background Report, ensured that all necessary information and opinions were collected to inform the Master Plan. Phase 2 of this project is this Recreation and Culture Master Plan document. This document results from the development of a mission, vision, values, recommendations, and implementation framework that will guide the Town's approach to recreation and culture service delivery in Deep River.

A well-informed process ensures recommendations and attainable implementation strategies that accurately represent the community needs and wants in a meaningful way.

A comprehensive, two-phase approach has been used to developing Deep River's Recreation and Culture Master Plan.



Background and Context

Deep River's setting and role

Deep River is a compact, walkable riverside community with an exceptional natural setting along the Ottawa River. Its beaches, parks, trail network, and downtown are closely linked, giving residents and visitors easy access to outdoor recreation and community spaces. Although the Town has a modest permanent population, its recreation and culture facilities serve a much larger regional catchment, including nearby rural areas, visitors, and workers connected to Canadian Nuclear Laboratories (CNL) and other employers. With an estimated 100 Community Groups and Clubs supporting and or providing recreation and culture activities the Deep River community has a long history of recreation and cultural activities that are second to none.

Deep River's strategic plans emphasize quality of life, strong collaboration with community groups & neighbours, reliable infrastructure, and diverse recreational and cultural opportunities as core to the Town's future. The Recreation and Culture Master Plan is a key tool to advance these priorities.

Facilities, parks, and cultural assets

Deep River offers a broad mix of recreation and culture amenities for its size. Town owned facilities include; arena, pool, community and meeting spaces, beaches, waterfront parks and marina, playgrounds, sports fields, and an expanding trail system.

Other private/public facilities such as the schools, golf club, ski hill and Four Seasons trails play a key role in the communities' programs. Deep River also benefits from a vibrant arts and culture community such as Deep River Players, THEOP and Valley Artisans, along with regional assets such as Upper Ottawa Valley Galleries, Libraries, Archives and Museums (GLAM) partners and local heritage organizations. Renfrew County Schools Board facilities are heavily utilized by a large number of community groups for a variety of recreation and culture events.

Facility assessments completed for this Plan confirm that several core municipal assets are aging and will require significant renewal or replacement over the next decade. Several community organizations also own and operate their own facilities and face similar challenges. At the same time, smaller investments in accessibility, comfort, and multi-use design can unlock more year-round value from existing spaces.

Community and stakeholder input

Community engagement for the Master Plan included a public survey, interviews and workshops with community organizations, user groups, and partners, and discussions with Council and staff. Residents expressed strong pride in Deep River's natural setting, outdoor amenities, and sense of community, and identified several recurring themes:

- Desire to protect and enhance beaches, trails, and the waterfront while improving access, amenities, and connections.
- Interest in more programming for youth, older adults, and intergenerational social connection.
- Recognition of the importance of arts, culture, and heritage to community identity and tourism.
- Appreciation for volunteers and community partners, and concern about burnout and limited capacity.
- Awareness of financial constraints and the need for sustainable funding and regional collaboration.

Feedback from the municipality, cultural organizations, and other service providers emphasized opportunities to advance Truth and Reconciliation, inclusion, and cultural visibility in both indoor and outdoor spaces.

Key challenges

The Background Report highlights several structural challenges that shape this Plan:

- Aging infrastructure and limited capital capacity
 - The arena, pool, and other key facilities are aging, and many outdoor amenities need reinvestment, while available capital funding is constrained.

- Many other facilities, not owned and operated by the Town, face the same challenges
- Access to Renfrew County School Board facilities
 - Many community groups have expressed concerns regarding both the cost and access to utilize these critical School Board facilities
- Small tax base, regional service role
 - Deep River's population is relatively small compared to the number of people who use its facilities, making cost-recovery and fair regional cost-sharing critical.
- Volunteer and partner capacity
 - Many programs and events depend on a small group of dedicated volunteers and community organizations, which can limit growth and innovation.
- Climate change and environmental pressures
 - Changing weather patterns, shoreline conditions, and extreme events are affecting outdoor rinks, waterfront areas, and operations.

Key opportunities

In addition to the challenges, the Background Report identifies important strengths and opportunities:

- Exceptional outdoor setting
 - The Ottawa River waterfront, beaches, and trail systems position Deep River as an outdoor recreation hub and potential tourism draw.
- Strong sense of community and engagement
 - Residents show high levels of attachment, volunteerism, and willingness to support local projects through time, fundraising, and ideas.
- Strength in numbers
 - With more than one hundred community-based groups and organizations who support a range of programs and services ensuring there is something for everyone.
- Existing cultural and educational strengths
 - The library, arts groups, heritage partners, and regional GLAM network offer a strong foundation to expand cultural programming and storytelling.
- Strategic partnerships
 - Connections with CNL, schools, health providers, Indigenous partners, and neighbouring municipalities create opportunities for shared facilities, programs, and funding.

How this Plan responds

The Recreation and Culture Master Plan translates these findings into five strategic goal areas focused on:

1. Service Delivery Excellence & Sustainable Finances
2. Culture at the Heart
3. Partnerships
4. Renew the Places we Enjoy and Rely On
5. Outdoors for Generations

The remainder of the Plan outlines the recommendations, performance indicators, action plan process, and funding approaches that will help Deep River ensure that its approach to Recreation & Culture remains relevant and achievable while continuing to improve services to the community.

Big Moves (Strategic Direction)

Strategic Goal 1: Service Delivery Excellence & Sustainable Finances

Position the Recreation and Culture Department as a key community leader and changemaker by streamlining policies and processes, modernizing recreation technology, advancing long-term fiscal sustainability, and working collaboratively with community organizations and non-municipal partners to deliver seamless and high-quality services, programs, and spaces.

Strategic Goal 2: Culture at the Heart

Celebrate and advance arts, culture, and (local, natural, scientific, and Indigenous) heritage by creating intentional multi-cultural spaces, improving access to schools and other cultural venues, while supporting and building on existing programs to introduce new events and experiences that reflect Deep River's diverse community and stories.

Strategic Goal 3: Partnerships

Strengthen collaboration with local community organizations, neighboring municipalities, volunteers, and local businesses as partners and investors to build local capacity, co-deliver programs and diversify funding.

Strategic Goal 4: Renew the Places We Enjoy and Rely On

Address aging recreation and culture infrastructure (municipal and non-municipal) through integrated fiscal partnerships, long term asset management, and multi-use design, ensuring facilities remain welcoming and sustainable.

Strategic Goal 5: Outdoors for Generations

Establish the community's outdoor recreation facilities as signature outdoor assets that support everyday resident use, drive recreation related tourism, and strengthen the local economy, while protecting the natural environment for future generations.

Recommendations

There are a total of 24 recommendations, and they are categorized into 5 strategic directions designed with consideration for prudent fiscal management, recreation as an economic driver for tourism, service delivery excellence, celebrate and advance cultural programming/services and regional partnerships/cost sharing agreements.

Strategic Goal 1: Service Delivery Excellence & Sustainable Finances

Goal Statement

Position the Recreation and Culture Department as a key community leader and changemaker by streamlining policies and processes, modernizing recreation technology, advancing long-term fiscal sustainability, and working collaboratively with community organizations and non-municipal partners to deliver seamless and high-quality services, programs, and spaces.

Recommendations

Strengthen Program Quality, Inclusion, and Older Adult Services

Design and refine programs to support active living, healthy lifestyles, and social connection for all ages, with particular attention to inclusive opportunities and welcoming, age-friendly services for older adults in Deep River.

Engage Staff, Volunteers, and Workplace Culture

Invest in staff and volunteers through ongoing training, clear roles, and recognition, and foster a positive, collaborative workplace culture where people feel valued, supported, and equipped to deliver excellent service.

Clarify Policies, Standards, and Accountability

Develop and maintain clear policies, service standards, and performance metrics to guide decision-making, track outcomes, and demonstrate accountability and continuous improvement in service delivery.

Modernize Technology for Efficiency and User Experience

Leverage modern recreation software and digital tools to streamline operations, enhance customer service and communication, and support data driven decision-making.

Enhance Communications

Strengthen communications and marketing to increase awareness, make it easier for residents to find and register for opportunities, and grow participation in recreation and culture programs.

Improve Operational Efficiency and Shared Use

Pursue staffing, and operating efficiencies, and expand shared-use and partnership models to increase utilization of existing spaces, reduce operating costs where feasible, and grow the effective supply of recreation and culture space.

Establish a Recreation Capital Reserve with Dedicated Funding Streams

Create a sustainable reserve fund for major renewals and upgrades by dedicating consistent annual contributions to a capital reserve, supplemented by modest, clearly communicated surcharges on select rentals and registrations. This fund can be used to leverage matching grants related to facility investment.

Advance Revenue Integrity Through Annual Fee Reviews

Implement an annual user fee review as part of the recreation and culture budget process, adjusting rates where necessary to maintain alignment with service costs, market conditions, and cost-recovery targets.

Performance Indicators

Indicator	What it Tells Us	Desired Direction
Resident satisfaction with services	Overall satisfaction rating with recreation and culture services from periodic surveys	Stable or improving
Program participation and reach	Total program registrations/unique participants, by age group and key populations	Increasing or stable
Digital adoption and convenience	Percentage of registrations and bookings completed online; basic feedback on ease of use	Increasing over time
Partnerships and volunteer activity	Number of active community partners, volunteers, and co-delivered programs/events	Increasing or stable
Cost-recovery trend	Overall cost-recovery level for recreation and culture (e.g., net cost per capita or % cost-recovery)	Stable or improving over time
Diversity of funding sources	Share of total revenues coming from non-tax sources (fees, partnership agreements, grants, sponsorships, donations, etc.)	Increasing or stable

Strategic Goal 2: Culture at the Heart

Goal Statement

Celebrate and advance arts, culture, and (local, natural, scientific, and Indigenous) heritage by creating intentional multi-cultural spaces, improving access to schools and other cultural venues, while supporting and building on existing programs to introduce new events and experiences that reflect Deep River's diverse community and stories.

Recommendations

Strengthen Cultural Partnerships and Programming

Work with schools, Indigenous partners, cultural organizations, and community groups to co-create and expand cultural and performing arts programs, workshops, and experiences that reflect Deep River's local stories, creativity, and river-based heritage.

Promote Local Artists and Cultural Assets

Enhance promotion and storytelling about performing arts, local artists, cultural organizations, and heritage assets through coordinated marketing, cultural branding, and regional outreach, raising awareness of Deep River as a cultural destination.

Inventory Cultural Assets

Identify, document, and regularly update Deep River's cultural assets, using this information to guide planning, investment, storytelling, and tourism development.

Expand and Optimize Cultural Spaces

Increase access to, and creative use of, cultural spaces including schools, libraries, museums, and non-traditional venues by encouraging shared use, pop-up and outdoor cultural spaces, and flexible, multi-purpose cultural hubs.

Animate the Community with Cultural Events

Support a diverse range of community-driven arts, culture, and heritage events throughout the year, partnering with local volunteers and cultural groups to sustain and grow existing festivals and performances, use indoor and outdoor venues to celebrate local talent, attract visitors, and strengthen community pride.

Advance Truth, Reconciliation, and Inclusion

Collaborate with Indigenous communities and apply the principles of Inclusion, Diversity, Equity, and Accessibility (IDEA) to ensure cultural spaces, programs, and events are welcoming, respectful, and accessible to everyone, and support ongoing Truth and Reconciliation learning and action.

Performance Indicators

Indicator	What it Tells Us	Desired Direction
Cultural event volume and attendance	Number of arts, culture, and heritage events supported/hosted annually and estimated attendance	Increasing or stable
Artist and cultural organization engagement	Number of local artists and cultural groups engaged in municipal initiatives each year	Increasing or stable
Cultural space utilization	Use of key cultural spaces (e.g., library rooms, pop-ups, outdoor hubs) through bookings/events	Increasing or stable
Truth and Reconciliation progress	Number and type of TRC-aligned initiatives implemented annually (education, signage, partnerships, etc.)	Increasing and sustained

Strategic Goal 3: Partnerships

Goal Statement

Strengthen collaboration with local community organizations, neighboring municipalities, volunteers, and local businesses as partners and investors to build local capacity, co-deliver programs and diversify funding.

Recommendations

Build Community Collaboration and Volunteerism

Support and collaborate with community organizations, volunteers, and partners to expand the depth and breadth of community offerings, build local leadership capacity, share delivery of programs and events and increase access to and use of non-municipal spaces.

Strengthen Regional Cost-Sharing and Collaboration

Work with neighbouring municipalities to establish fair, transparent cost-sharing agreements that reflect Deep River's broader service role and support equitable regional access to all recreation and culture facilities and programming for the broader community.

Diversify Funding Through Partnerships, Sponsorships, and Fundraising

Engage local businesses, community organizations (including schools, Indigenous groups, CNL, and the library), and residents as investors in Deep River's recreation and culture future through sponsorships, co-delivery partnerships, and visible community fundraising campaigns.

Performance Indicators

Indicator	What it Tells Us	Desired Direction
Regional contribution ratio	Extent to which neighbouring municipalities contribute to community facilities and programs (via agreements or user fees)	Increasing or stable, aligned with regional use
Co-delivered community program volume	The depth of collaboration with local groups; shows how actively the Town is supporting volunteers to lead, expand, and share the delivery of events and community offerings.	Stable or Increasing
Partnerships, Sponsorships & Fundraising contributions	The total annual dollar value (cash and in-kind) brought in via corporate sponsorships, community fundraising, and major institutional partners to enhance assets and diversify funding.	Stable or Increasing

Strategic Goal 4: Renew the Places We Enjoy & Rely On

Goal Statement

Address aging recreation and culture infrastructure (municipal and non-municipal) through integrated fiscal partnerships, long term asset management, and multi-use design, ensuring facilities remain welcoming and sustainable.

Recommendations

Plan Long-Term Renewal and Multi-Use Spaces

Develop an integrated long-term facilities strategy that prioritizes high-impact investments, supports multi-use and flexible design, and guides the phased renewal, repurposing, or expansion of community facilities.

Proactively Pursue Grants and External Funding

Maintain shovel-ready concepts and systematically apply for federal, provincial, and regional grants and other external funding to accelerate capital renewal and maximize local dollars.

Effective Stewardship of Municipal Assets

Establish clear maintenance standards, inspection routines, and service levels for all major facilities and parks, using lifecycle best practices to keep assets safe, accessible, and in a state of good repair.

Performance Indicators

Indicator	What it Tells Us	Desired Direction
Asset condition and state of good repair	Percentage of recreation and culture assets rated fair or better in asset management data	Stable or improving
Renewal funding vs. lifecycle need	Annual renewal spending compared to estimated lifecycle requirement (renewal funding ratio)	Moving toward agreed range
Priority capital project progress	Status of key capital projects from the Plan (not started / in progress / completed / deferred)	Steady progress year over year
Facility utilization and multi-use	Utilization levels for major facilities, downtime, and number of spaces operating as multi-use hubs	Increasing or stable

Strategic Goal 5: Outdoors for Generations

Goal Statement

Establish the community's outdoor recreation facilities as signature outdoor assets that support everyday resident use, drive recreation related tourism, and strengthen the local economy, while protecting the natural environment for future generations.

Recommendations

Enhance Community Pride, Beautification, and Amenities

Strengthen community pride, beautification, and everyday use of outdoor spaces through targeted amenities, policies, and programs.

Create an Integrated Waterfront Approach

Strengthen the waterfront as a connected economic and recreation hub by better linking the marina, beaches, waterfront parks, and downtown, and enhancing facilities, amenities, programs, and events to improve the overall resident and visitor experience.

Expand and Connect Trail Systems

Expand, connect, and enhance Deep River's land and water trail systems to provide safe, accessible routes between neighbourhoods, major parks, the waterfront, and downtown for people of all ages and abilities, while linking local routes with regional trail networks to promote recreation and support active transportation.

Lead in Environmental Stewardship and Climate Adaptation

Act as a leader in environmental stewardship by protecting and enhancing natural spaces, promoting environmental education, and integrating climate adaptation into parks and recreation operations.

Performance Indicators

Indicator	What it Tells Us	Desired Direction
Trail and active transportation connectivity	Kilometres of maintained trails/active routes and number of key destinations connected by accessible routes	Increasing over time
Access to nature and play	Proportion of residents within a short walk of a park, trail access, or play space; perceived ease of access	Increasing or stable
Environmental stewardship actions implemented	Number of new or ongoing stewardship initiatives (tree planting, habitat projects, education, waste/recycling improvements)	Increasing over time
Climate adaptation measures in place	Number of parks/facilities with climate-resilient features (shade trees, drought-tolerant landscaping, stormwater features, etc.)	Increasing over time
Outdoor events and tourism activity	Number of outdoor events/tournaments and qualitative feedback from local businesses about outdoor-related visitation	Increasing or stable

Implementing the Plan

This plan is intended to guide Town of Deep River staff and Council through to 2036, providing a clear bridge from high-level goals to day-to-day decisions about programs, spaces, partnerships, and investment. This section outlines the process that will be followed to identify actions that will be sequenced over time, how they align with Council's strategic direction and the Town's fiscal framework, and how progress will be monitored, reported, and refined as conditions change.

Purpose and approach

Implementation of the Recreation and Culture Master Plan is an iterative process, not a one-time exercise, and should be integrated into the Town's annual business planning, asset management, and budget cycles. An updated operational action plan that describes short-, mid-, and long-term action items will be provided annually as part of the budget cycle. It is expected that Council will make final decisions on individual projects, service levels, and funding sources through its regular budget process, using the Master Plan as a key reference point alongside other corporate plans such as the Strategic Plan and Asset Management Plan.

Factors that may shift priorities

Priorities will inevitably shift as conditions change, and the Plan is intended to be flexible enough to accommodate this. In addition to the availability of municipal funding, factors that might change priorities include:

- **Public safety and risk** – Actions or projects required to address safety, accessibility, or regulatory compliance concerns should advance ahead of less urgent initiatives.
- **Asset condition and failure risk** – Deteriorating facilities or amenities identified through asset management updates may require accelerated renewal, replacement, or decommissioning.
- **Grant and partnership opportunities** – Time-limited external funding, donations, or partnership offers may justify bringing forward shovel-ready projects that align with the Plan's goals.
- **Demand, usage, and satisfaction trends** – Sustained changes in participation, waitlists, or user feedback may warrant re-sequencing actions to expand or refine services with the greatest community impact.
- **Regional and institutional initiatives** – New strategies or investments by neighbouring municipalities, Canadian Nuclear Laboratories, educational institutions, health partners, Indigenous communities, or other agencies may create opportunities for joint projects or shared facilities.

- **Legislative and policy changes** – Updates to provincial regulations, funding programs, accessibility standards, or climate-related requirements may necessitate adjustments in timing, scope, or design.
- **Climate and environmental conditions** – Shifts in weather patterns, water levels, or environmental risk may accelerate or reshape projects related to waterfronts, outdoor rinks, or parks and trails.

Roles, accountability, and communication

Successful implementation depends on coordinated roles across the organization:

- Council sets direction, approves budgets, and champions the Plan’s vision in dialogue with residents and partners.
- Senior management integrates Master Plan priorities into corporate planning, asset management, and inter-departmental initiatives.
- Recreation and culture staff lead day-to-day implementation, monitor performance, and maintain relationships with community organizations, volunteers, and regional partners.

Transparent communication is essential to maintain trust and momentum. The Town will:

- Provide annual public updates on progress, celebrating achievements and acknowledging delays or changes in direction.
- Use multiple channels (for example, website, social media, newsletters, library and facility displays) to highlight upcoming projects and opportunities for involvement.
- Recognize partners, volunteers, sponsors, and funders who contribute to implementation, reinforcing a culture of shared ownership.

By embedding this Implementation framework into regular municipal practice, Deep River can move steadily from vision to action, adapting as needed while maintaining a clear line of sight between daily decisions and the long-term recreation and culture outcomes the community has identified as most important.

Funding Strategies

Implementing the Recreation and Culture Master Plan will require ongoing investment of time, funding, and community partnership. While the Town’s tax base and user fees remain the foundation for operating and capital budgets, Deep River will rely on a mix of complementary tools to deliver on the Plan’s vision in a financially responsible way.

Capital reserves and lifecycle planning

Deep River will continue to integrate recreation and culture facilities into its corporate asset management and long-term financial plans, dedicating stable funding for renewal and replacement over time. Establishing and maintaining a dedicated recreation capital reserve, with clear annual contributions and transparent reporting, will provide a reliable foundation for major upgrades and allow the Town to respond to urgent needs when they arise.

Grants and external funding

The Town will proactively pursue federal, provincial, and regional grants – using shovel-ready concepts and the approved Master Plan to demonstrate need, community alignment, and readiness. When possible, capital projects will be bundled and timed to coincide with grant programs, and successes and lessons learned will be shared with Council and the community. Staff will work with community groups to support their independent grant applications where possible and in many cases apply for grants in partnership with community groups. It is also critical that municipal grant programs that provide support from the Town to community groups continue to evolve to maximize the potential for them to thrive.

Community sponsorships and fundraising

Deep River and the broader north Renfrew community residents, businesses, and community organizations have a strong history of investing their time and resources in local facilities and programs. The Town will build on this by offering structured sponsorship opportunities, supporting visible fundraising campaigns for priority projects, and recognizing donors in meaningful ways, while ensuring all partnerships align with community values.

User fees, surcharges, and cost-sharing

Fair and transparent user fees will continue to play an important role in supporting sustainable operations, guided by regular fee reviews and clear cost-recovery principles. Where appropriate, modest, project-specific surcharges on select rentals or registrations may be used to help fund major improvements. A combination of regional cost-sharing arrangements with neighbouring municipalities and or non-resident user fees will be pursued to reflect Deep River's broader service role.

Partnerships and innovative funding streams

Partnerships with health, education, cultural, Indigenous, and private sector partners can unlock funding streams and shared investments in programs, spaces, and equipment. Over time, Deep River will look to strengthen these relationships and explore innovative

tools – such as social prescribing initiatives, joint-use agreements, and targeted pilot projects – that deliver community benefit while sharing financial responsibility.

Monitoring and Evaluation

The Town of Deep River should consistently review and evaluate implementation of the Recreation and Culture Master Plan to ensure it remains aligned with community needs and Council priorities. This requires ongoing monitoring of key data, including annual facility and program usage, resident engagement, activity trends, user satisfaction, and regular dialogue with community organizations and regional partners. Annual reporting on plan implementation and action plan is essential to support transparent decision-making and to inform adjustments to resource allocation and priorities.

A thorough review of the Plan demands a clear commitment from staff involved in the planning, financing, and delivery of recreation and culture services, as well as from Council. The following steps can guide Deep River’s annual review and continuous-improvement process.

Past year evaluation

- Evaluate the past year’s activities, including progress on recommendations and actions, status of capital projects, and the launch or continuation of key initiatives.
- Review changes in participation and usage across facilities, programs, and events, and summarize feedback from residents, user groups, and community organizations.
- Use the Performance Indicators to support performance monitoring

Assessment of challenges and opportunities

- Annually identify and discuss key challenges (e.g., funding constraints, staffing, legislative or political changes) and opportunities (e.g., grants, donations, partnerships, new developments).
- Consider financial and operational implications and determine what modifications or re-sequencing of actions are needed for the upcoming year.

Next-year projections and workplan

- Prepare an annual staff report that prioritizes short-term projects and actions for the next year, based on Master Plan recommendations, budget limits, asset management priorities, community input, and partnership opportunities.
- Identify any “shovel-ready” initiatives to position the Town for grant applications and other external funding opportunities.

Prioritization and communication

- Confirm project and action priorities with the senior management team and Council, ensuring alignment with the Town’s Strategic Plan and fiscal framework.
- Communicate project status, priorities, and planned initiatives clearly to staff, Council, and the community through annual reporting and updates.

Quarterly review and ongoing adjustments

- Establish a quarterly check-in to review progress on the annual workplan, track key performance indicators, and address barriers or emerging opportunities.
- Bring forward any required budget amendments or new funding requests tied to time-sensitive opportunities, grant intakes, or emerging community needs.

By adhering to this structured monitoring and evaluation process, Deep River can ensure that its recreation and culture services remain responsive to evolving community needs, support continuous improvement, and align with Council’s commitment to accountability, transparency, and performance measurement.

Summary

Completing a Recreation and Culture Master Plan demonstrates the Town of Deep River’s commitment to enhancing community well-being, fostering belonging, and protecting the natural and cultural assets that make the Town unique. This process has provided an opportunity to reflect on how residents, regional users, and partners experience recreation and culture today, and to establish a clear vision and roadmap for the next decade. The Plan focuses on the key priorities identified through a rigorous, two-phase planning and engagement process and provides practical, actionable recommendations to sustain and strengthen quality of life in Deep River.



Recreation & Culture Master Plan

Draft 2- June 24, 2026

Highlight of Changes from Draft 1

- Re-naming and re-alignment of Strategic Goals
- Increased clarity including definitions on purpose of plan and culture
- Emphasis on Partnerships- the vital roles that different community groups play in the provision of recreation and culture***
- Re-alignment of Recommendations and Performance Indicators to reflect changes to Strategic Goals
- A new approach to “Implementing the Plan” which includes the elimination actions and the inclusion of a strategy for staff to deliver and action plan and provide updates as part of annual budgeting justifications-It is critical to note the actions will changes significantly from year to year

Highlight of Changes from Draft 1- *Emphasis on Partnerships*

- Increased emphasis on the vital roles that different community groups play in the provision of recreation and culture
 - Enabling community groups and facilities such as School Boards, Deep River Community Association, Deep River Community Foundation, Four Seasons Conservancy and Senior Friendship Club
 - Recreation & Culture Clubs such as Deep River Golf Club, Deep River Players, THEOP, Mount Martin Ski Club, Deep River Shoreline Sports Club, Library Arts Committee, Deep River Symphony Orchestra and many others
 - Recognition of the importance for access to non-municipal facilities such as schools
 - Recognition of non-municipal facilities and importance of supports for the maintenance and renewal of these facilities
 - Emphasis on the Town's approach to partnering with non-municipal community groups to support their critical roles

Changes to Strategic Goals-*Draft 1*

Draft 1- Strategic Goals

- Regional Partnerships, Sustainable Finance
- Outdoors for Generations
- Service Delivery Excellence
- Culture at the Heart
- Renew the Places We Rely On



Changes to Strategic Goals-*Draft 2*

Draft 2- Strategic Goals

- Culture at the Heart
- Partnerships
- Service Delivery Excellence & Sustainable Finances
- Renew the Places We Enjoy and Rely On
- Outdoors for Generations

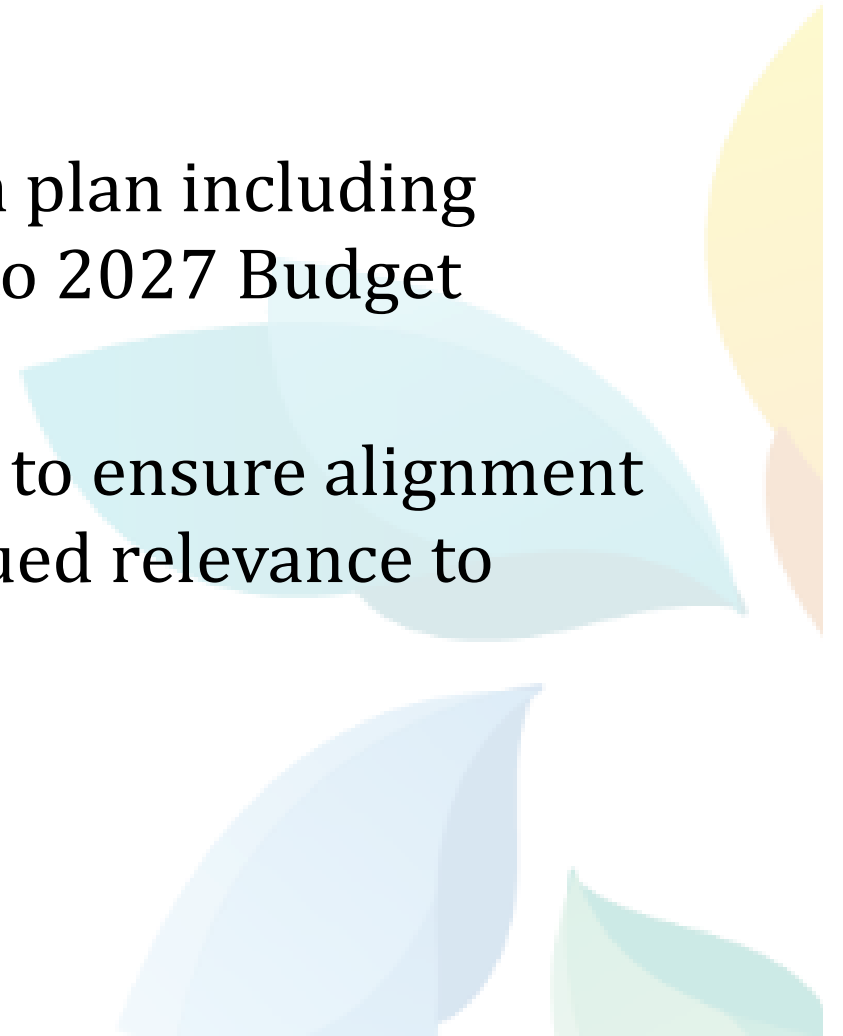
Note, these changes were informed through significant discussions,

- Oct. 2025-Background Study
- April 22, 2026, Draft 1, Council Meeting
- May 6, 2026, Rec. & Cult. MP workshop



Implementing the Plan

- Staff will deliver an operational action plan including short, mid and long-term goals prior to 2027 Budget discussions
- Action plan will be reviewed annually to ensure alignment with other Strategic Plans and continued relevance to current priorities



THE CORPORATION OF THE TOWN OF DEEP RIVER

BY-LAW NUMBER 25-2026

A BY-LAW TO AMEND BY-LAW 01-2022 THE CORPORATE POLICIES AND PROCEDURES MANUAL TO INCLUDE A TOWN OF DEEP RIVER FRIVOLOUS, VEXATIOUS, UNREASONABLE REQUESTS AND COMPLAINTS POLICY: A-004.

WHEREAS the *Municipal Act*, 2001, as amended, provides that the powers of a municipality under this or any other Act shall be interpreted broadly so as to confer broad authority on the municipality to enable the Municipality to govern its affairs as it considers appropriate, and to enhance the municipality's ability to respond to municipal issues;

AND WHEREAS Council adopted By-Law Number 01-2022 on January 12, 2022 to approve a Corporate Policies and Procedures Manual for the Corporation of the Town of Deep River;

AND WHEREAS Council deems it necessary and expedient to amend the Corporate Policies and Procedures Manual from time to time to meet changing requirements as policies are added, removed, or amended;

AND WHEREAS the Town of Deep River expects and promotes respectful interactions which show regard for the rights, dignity, health and safety of all;

AND WHEREAS Council of the Corporation of the Town of Deep River deems it expedient to amend the Corporate Policies and Procedures Manual to include a Frivolous, Vexatious, Unreasonable Requests Policy;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Corporation of the Town of Deep River enacts as follows:

1. **THAT** the Corporate Policies and Procedures Manual is hereby amended to include Policy Number A-004, a Frivolous, Vexatious, Unreasonable Requests Policy, as attached to this By-Law.
2. **THAT** this By-Law shall take effect and come into force upon the final passing thereof.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 24TH DAY OF JUNE, 2026.

Suzanne D'eon, Mayor

Jackie Mellon, Clerk

By signing this By-Law on June 24, 2026, Mayor D'Eon will not exercise the power to veto this By-Law.

**Town of Deep River
POLICY / PROCEDURE MANUAL**

Corporate Policies and Procedures				
DEPARTMENT: Administration				POLICY #: A-004
POLICY: Frivolous, Vexatious, Unreasonable Requests and Complaints Policy				
DATE OF ORIGIN: June 24, 2026	REVIEW DATE:	REVISION DATE:	APPLICABLE TO: Staff, Council and Members of Public	PAGE #: 1 of 8

POLICY STATEMENT

The Town of Deep River strives to provide quality service to all members of the public in the most effective, efficient, and economical manner, maintains service excellence and responsiveness, and that promotes a respectful, tolerant and harassment-free workplace between Members of Council, staff and the public.

PURPOSE

This policy:

- Addresses frivolous, vexatious, unreasonably persistent requests or complaints that consume a disproportionate amount of staff time and resources, ultimately impeding staffs' ability to attend to other essential matters.
- Applies to members of the public whose behaviours or actions are unreasonable, frivolous and / or vexatious and are likely to cause distress, disruption or irritation, without proper or justified cause.
- Contributes to the Municipality's commitment to service excellence and good governance by providing a framework to address complaints about service requests, Town programs, facilities and staff equitably and efficiently;
- Identifies frivolous, vexatious, unreasonable requests or complaints, and the associated actions that may be taken in such circumstances. Where there is unreasonable behaviour, the Town may need to place restrictions on a member of the public that addresses how they interact with the Town and its employees. The use of such limits will enable the Town to use its resources effectively and efficiently, while at the same time maintaining a high level of customer service and responsiveness.

SCOPE

This Policy applies to all members of the public in their interactions with Town representatives.

This Policy DOES NOT apply to:

- Members of advisory and quasi-judicial Committees, local and other boards.
- Where a Meeting is covered under the Town of Deep River Procedure By-Law, the procedures established under that By-Law shall take precedence over this Policy.
- Complaints by employees regarding other employees or working conditions.
- Allegations of violations of *Canada's Criminal Code*.
- Anonymous complaints or inquiries, unless the matter is in regard to a serious public safety concern.
- Where legal action against the Town or a Town official has been threatened or commenced.
- Complex or difficult requests that are not frivolous, vexatious or unreasonable.
- Complaints where there are statutory / legislated review and appeal processes, or situations governed by specific legislation and administrative hearings that will follow the prescribed legislative process.

Nothing in this policy is meant to supersede or conflict with:

- The Town of Deep River *Workplace Conduct Policy* H-001.
Note: Immediate threats of violence in the workplace are to be reported to the police and the procedures followed under the *Workplace Conduct Policy*.
- The *Council and Committee Code of Conduct Policy* C-002.
- The requirements established by provincial or federal legislation such as the *Occupational Health and Safety Act*.

DEFINITIONS

CAO means the Chief Administrative Officer of the Town of Deep River, or their designate.

Committee Member means an individual appointed by Council to a specific Committee of Council.

Complaint means an expression of dissatisfaction or concern about the action or inaction taken regarding operations, facilities, services or programs provided by the Town. A complaint can be spoken or written.

Complainant means the person submitting a complaint. Any person who uses or is affected by Town services may submit a complaint including residents, visitors, businesses and community groups.

Council means the Town of Deep River Council as a whole.

Council Member means an individual member of Council, including the Mayor.

Cyberbullying means the use of communication technologies to engage in deliberate, repeated or hostile behaviour intended to harm, embarrass, harass or slander someone deliberately, including but not limited to: social media outlets (Facebook, Instagram, Twitter, YouTube, LinkedIn, etc.), personal blogs, web pages, discussion groups or online media /

newspaper articles.

Employee means all full-time, part-time, temporary, seasonal and staff hired on contract for a defined period of time, and includes employees, volunteers, students, and / or contracted service providers.

Feedback means an opinion or comment(s) about a program, facility, service, or staff member by a member of the public.

Frivolous means a complaint / request with no serious purpose, value or merit, is trivial and is part of a pattern of conduct that amounts to an abuse of the right of access, interferes with the operations of the institution, or is made in bad faith or for a purpose other than to obtain access.

Harass or Harassment means engaging in a course of behaviour, comment or conduct, whether it occurs in or outside of the work environment, that is or is ought reasonably to be known to be unwanted. It includes but is not limited to any behaviour, conduct or comment that is directed at or is offensive to another person:

- a) On the grounds of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, age, handicap, sexual orientation, marital status, or family status, as well as any other grounds under the provisions of the *Human Rights Code*; or
- b) Which is reasonably perceived by the recipient as an intention to bully, embarrass, intimidate or ridicule the recipient.

Integrity Commissioner means an Officer of the Legislative Assembly, independent of Government who provides conflict of interest advice and direction to a broad range of public servants under the *Public Service of Ontario Act, 2006*.

Ombudsman means the Ombudsman of Ontario or the Ombudsman appointed by Council in accordance with Section 223.13 (1) of the *Municipal Act, 2001*, S. O. 2001, c 25.

Request means the act of asking for something to be given or done, such as request made to the Town by a member of the public for a specific service or access to information.

Unreasonable Behaviour means conduct that not guided by or based on good sense and is likely to cause distress or disruption to the Town, its staff, or other members of the public. Behaviour that compromises the health, safety or security of staff, Council members, or the public, or because of the nature or frequency of a complainant's contact with the Town causes undue strain on Town resources, and which negatively affects the ability to deal with their complaint or those of others.

Vexatious means a complaint / request without merit, that is malicious, intended to cause annoyance, frustration or worry, inconvenience, embarrass or harass the recipient, or is a pattern of conduct by the complainant that amounts to the misuse of the complaints processes and procedures.

PROCEDURES

1. IDENTIFYING THE CONDUCT OR BEHAVIOUR

There are no set criteria for deciding whether conduct is frivolous, vexatious or unreasonable. Consideration is given to whether there is a pattern of conduct, without proper or justified cause, likely to cause distress, disruption, or irritation, and / or undue strain on Town resources. Staff must establish, through documented words and / or actions (i.e., emails, letters, posts on social media, photographs, voicemails, and staff notes), that the conduct of the complainant is frivolous, vexatious or unreasonable, before applying the restrictions outlined in this Policy.

The decision to classify someone's behaviour as frivolous, vexatious or unreasonable could have serious consequences for the individual, including restricting their access to Town services, facilities, and staff. A complaint, whether it is a single incident or part of a repeating pattern is not to be labeled frivolous, vexatious, or unreasonable without giving due consideration to all of the facts. A frivolous, vexatious, or unreasonable request or complaint is one that is petty, silly, insignificant, a waste of time, or completely without factual or legal basis. The decision may be as a result of a repeated pattern of conduct when, on several occasions, a person engages in one or more behaviours or actions identified as frivolous, vexatious, or unreasonable, or it may be a single significant incident. Each case must be determined in light of its own circumstances.

The following examples are provided to assist staff in identifying frivolous, vexatious or unreasonable conduct. The list is not exhaustive, nor does a single behaviour on its own constitute a request or complaint will be considered frivolous, vexatious or unreasonable:

- Refuse to accept a decision.
- Refuse to accept an issue is not within the scope of the Town's jurisdiction.
- Attempt to re-open an issue / similar issue previously investigated and determined to be groundless (e.g. with respect to the same neighbour or property).
- Engage in unreasonable, abusive conduct, including but not limited to, harassment, verbal abuse, hostile or offensive language, or otherwise seeking to intimidate staff, in violation of the Town's *Workplace Conduct Policy* H-001.
- Has multiple lines of inquiry for the same issue (e.g. staff in multiple departments and / or elected official(s) simultaneously).
- Repeatedly challenge a complaint investigation finding, complain about the outcome, and / or deny an adequate response has been given.
- Make statements / provide representations the complainant knows, or ought to know, are incorrect or persuade others to do so.
- Change the basis of a complaint during the investigation process.
- Refusal to specify the grounds for a complaint, despite a request to do so.
- Make unjustified complaints or defamatory remarks about Town representatives.
- When it appears that the complainant seeks to cause inconvenience, disruption or annoyance.
- When it appears that a complaint is initiated with the intent to embarrass or annoy another resident by using Town services or By-Laws as a tool in an on-going neighbor dispute.
- Requesting information that is published or has already been provided.

- When a request imposes a significant burden (time / expense) on the Town, affecting its ability to provide service to others.
- Placing unreasonable demands on the time and resources of staff through phone calls, emails, social media posts or detailed correspondence.

2. RESPONSIBILITIES

Staff are responsible for maintaining detailed records including dates / times of their interactions with a complainant (i.e., public meetings; in person communications; interactions on municipal property, parks or facilities; written communication; telephone communication; and electronic communication including email and / or social media).

Staff must establish, through documented words and / or actions of the subject person that the complaint or request is frivolous, vexatious or unreasonable, before applying the processes and restrictions outlined in this Policy.

Each case will be considered on an individual basis. The decision to classify the subject person's behavior as frivolous, vexatious or unreasonable will be made by the CAO.

If an employee believes a complaint is frivolous, vexatious or unreasonable, the employee is to consult with their manager and provide any supporting material(s) which identify the nature of the conduct including as appropriate:

1. A history of the interactions and the correspondence exchanged with the complainant;
2. The steps taken by staff to resolve the issue;
3. The amount of time consumed addressing the issue(s);
4. The nature of the complainant's behaviour at issue; and
5. If the behaviour involves undue or potential undue strain on Town resources, an estimate of the time and resources spent in dealing with the member of the public to the date of the report.

Managers are responsible for reviewing the information provided by staff and determining if the complainant's behaviour should be escalated to the CAO.

When bringing the matter to the CAO the manager must provide the CAO with the supporting materials provided by the Employee and be satisfied that:

1. The Complaint has been dealt with properly and in line with the relevant procedures (e.g. the Town's Complaint Management and Resolution Policy) and statutory guidelines.
2. Employees have made reasonable efforts to satisfy or resolve the Complaint and communication with the Complainant has been adequate.
3. The Complainant is not attempting to provide any significant new information when contacting Employees.

Upon receipt of the information from the Manager, the CAO will:

1. Determine if the request has been dealt with properly and is in line with relevant

procedures.

2. Determine if the behaviour qualifies as frivolous, vexatious or unreasonable.
3. Determine if the behaviour warrants action to be taken with regard to either imposing restrictions or resolving the issue within the scope of Town services and / or jurisdiction.
4. Determine the appropriate restrictions, duration of the restrictions, and timeline for review and re-assessment of the restrictions.
5. Determine, in consultation with the Town solicitor whether a Trespass to Property should be applied, and if so, instruct the solicitor as to the terms to impose in trespassing the member of the public from Town facilities.

The Town's *Workplace Conduct Policy* H:00-1 is to be consulted if a complainant's behaviour threatens the safety or security of Council or staff.

Application of Restrictions and Notice

If, after a review of the circumstances, the CAO finds that action under this Policy should be taken, he or she will determine the appropriate action(s) in accordance with this Policy and a notice letter will be sent to the complainant (with a copy to members of Council) indicating the reasons for the decision and the actions outlined in the letter that will be put into effect should the frivolous, vexatious or unreasonable behaviour continue. The written notice from the CAO to the complainant will include:

- The reasons for the decision;
- The restrictions to be applied should the conduct continue;
- The date restriction(s) are to be applied and duration they are to be applied for;
- A review date for re-assessment of the restrictions.
- The way in which the member of the public may appeal the application of restrictions.

Restrictions under this policy shall be tailored to deal with the individual circumstances of each case and may include, but are not limited to:

- Letter of warning issued to complainant for any conduct that is in violation of this Policy;
- Limit complainant to one point of contact at the Town (staff advised to refer complainant to designated point of contact);
- Limit complainant's correspondence to a particular format (e.g. email only);
- Require complainant contact the Town through a third-party agent, such as a solicitor, counsellor, family member or friend;
- Require in-person interactions between complainant and staff take place in the presence of a witness and / or police;
- Require complainant produce full disclosure of documentation / information before staff will further investigate a complaint;
- Instruct staff to not respond to further correspondence regarding a previously investigated complaint or substantially similar issue, and inform complainant further contact on the matter will not be acknowledged;
- Limit or regulate complainant's use of municipal services;
- Pursue legal action; and / or issue a notice of trespass.
- Such other restrictions or actions as the CAO may deem appropriate.

Should a complainant disregard the notice letter and continue to submit complaints deemed to be frivolous, vexatious or unreasonable, the CAO will advise the Council that the actions outlined in the warning letter will take effect up to and including the complete withdrawal of any services in response to the complainant for a fixed or indefinite period of time.

New Complaints

Complaints on a separate or new issue from a complainant who has come under this Policy will be treated on their individual merits. The CAO, in consultation with the Town solicitor will decide if any restrictions which are currently in effect should be applied to the new complaint.

Members of the Public:

Members of the Public are asked to recognize that the Town must consider the needs of the whole community. They are to provide honest and respectful communication with a goal to improving services.

3. REVIEW OF RESTRICTIONS

Generally, all cases where this Policy is applied are to be reviewed three (3) months from the date the restriction was initially applied. Prior to the review date the CAO and Department Manager shall review and determine if the restriction should continue. The review shall consider:

- Whether the individual has had any contact with the Town during the restriction period;
- The individual's conduct during the restriction period;
- Any information put forward by the individual;
- The effect that continuing the restriction may have on the individual; and
- Any other information that may be relevant to the circumstances.

The individual shall be informed of the review outcome within ten (10) business days of completion of the review. A subsequent review date will be provided should restrictions continue.

Appeals

A member of the public to whom restrictions have been applied shall have the ability to appeal the restrictions within thirty (30) calendar days of the date the notice was issued. The member of the public must submit their appeal, in writing, together with any supporting documentation to the CAO. The CAO may confirm, rescind, or amend the restrictions, review date, extension, or modifications within ten (10) business days of receiving the appeal.

In accordance with Bill 8: The Public Sector and MPP Accountability and Transparency Act, 2014, individuals who believe that the provisions of this Policy have been unfairly applied or are dissatisfied with the outcome of the review process may file a complaint with the Office of the Ontario Ombudsman at Complaint Form: General - Ontario Ombudsman.

4. LEGISLATIVE OVERVIEW

- i. *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O.1990, c.M. 56 The *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c.M. 56, provides that a Request for information may be denied if, on reasonable grounds, it is found to be Frivolous or Vexatious.
- ii. *Occupiers' Liability Act* and *Occupational Health and Safety Act*
The Town has a general legislated duty under the *Occupiers' Liability Act*, R.S.O. 1990, c 0.2, to take such care, as in all the circumstances is reasonable, for any persons entering on its premises, and the property brought on the premises are reasonably safe. The Town has further duties under the *Occupational Health and Safety Act*, R.S.O. 1990, c 0.1, to address workplace violence and harassment and to:
 - make reasonable efforts to provide a safe, healthy working environment for its Employees;
 - ensure that all persons on the property are reasonably safe while on the premises; and,
 - make reasonable efforts to provide for the safety of all Council members, employees, and the public in Town operations and in public use of Town facilities.

Review Cycle

This policy will be reviewed once per term of Council or as required based upon revisions to corporate practices or governing legislation.

An annual report shall be provided to Council that details the number, type and associated costs of formal complaints received each year.

REFERENCES AND RELATED POLICIES:

- [Bill 8, the Public Sector and MPP Accountability and Transparency Act, 2014](#)
- [Bill 68, Modernizing Ontario's Municipal Legislation Act, 2017](#)
- [The Ombudsman Act, R.S.O. 1990, c. O.6](#)
- [Ontario Ombudsman -Tips for Municipal Complaint Resolution Policies](#)
- [The Municipal Act, 2001](#)
- [The Municipal Conflict of Interest Act, 1990](#)
- [Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990.](#)
- [Occupiers Liability Act, R.S.O. 1990, c. 0. 2](#)
- [Occupational Health and Safety Act, R.S.O. 1990, c. 0.1](#)
- [Ontario Human Rights Code, 1990](#)
- [Town of Deep River Accountability and Transparency for Council and Staff By-Law 24-2007](#)
- [Town of Deep River Workplace Conduct Policy H-001](#)

THE CORPORATION OF THE TOWN OF DEEP RIVER

BY-LAW NUMBER 26-2026

A BY-LAW TO DELEGATE CERTAIN AUTHORITY TO THE CHIEF ADMINISTRATIVE OFFICER (CAO) PURSUANT TO THE *MUNICIPAL ACT*, 2001, SECTION 275 – RESTRICTED ACTS.

WHEREAS Section 275 of the *Municipal Act*, 2001, as amended, limits the authority of a Council during an election year should it be determined that the new Council will include less than three-quarters of the members of the outgoing Council;

AND WHEREAS Section 275 (3) of the *Municipal Act*, 2001 restricts Council from taking action on the following:

- The appointment or removal from office of any officer of the municipality;
- The hiring or dismissal of any employee of the municipality;
- The disposition of any real or personal property of the municipality which has a value exceeding \$50,000 at the time of disposal; and
- Making any expenditure or incurring any other liability which exceeds \$50,000.

AND WHEREAS Section 275 (6) of the *Municipal Act*, 2001 allows a Council to delegate such authority to a person prior to Nomination Day for a new Council;

AND WHEREAS Council of the Corporation of the Town of Deep River deems it expedient to delegate certain duties during that period which Council is restricted in its actions under Section 275;

NOW THEREFORE Council of the Corporation of the Town of Deep River hereby enacts as follows:

1. That pursuant to Section 275 (3) of the *Municipal Act*, 2001 Council delegates authority for the following decisions to the Chief Administrative Officer:
 - a) The appointment or removal from office of any officer of the municipality;
 - b) The hiring or dismissal of any employee of the municipality;
 - c) The disposition of any real or personal property of the municipality which has a value exceeding \$50,000 at the time of disposal; and
 - d) Making any expenditures or incurring liability which exceeds \$50,000.
2. That the Chief Administrative Officer shall report to the sitting Council at the next Regular or Special Meeting of Council, as applicable, on any actions taken under the restrictions listed in Section 275 (3) of the *Municipal Act*, 2001.

3. This By-Law shall come into force and effect only if the present Council is subject to the “Lame Duck” provisions in accordance with Section 275 (3) of the *Municipal Act, 2001* as determined by the Clerk, and shall not extend beyond the commencement of the next Term of Council.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 24TH DAY OF JUNE, 2026.

Suzanne D'Eon, Mayor

Jackie Mellon, Clerk

By signing this By-Law on June 24, 2026, Mayor D'Eon will not exercise the power to veto this By-Law.

THE CORPORATION OF THE TOWN OF DEEP RIVER

BY-LAW Number 27-2026

A BY-LAW TO ESTABLISH THE WORKING CONDITIONS AND REMUNERATION FOR MANAGEMENT AND ADMINISTRATION STAFF EMPLOYED BY THE CORPORATION OF THE TOWN OF DEEP RIVER

WHEREAS the Council of the Corporation of the Town of Deep River deems it advisable to employ Management & Administration (M&A) Staff under and subject to the provisions of a by-law;

AND WHEREAS the Ontario Municipal Act authorizes Council to pass by-laws regulating the appointment, duties, and remuneration of M&A Staff;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Corporation of the Town of Deep River enacts as follows:

1 APPLICATION AND DEFINITIONS

1.1 In this By-Law,

“The Town of Deep River” or **“The Town”** means The Corporation of the Town of Deep River as it relates to all definitions describing employees.

“Council” means the Council of the Corporation of the Town of Deep River.

“Management and Administration staff” means a person occupying any one of the following positions in the employ of the Corporation of the Town of Deep River. CAO and "Management & Administration Staff" (M&A Staff) means all these positions collectively:

- a. Chief Administrative Officer
- b. Fire Chief - Management
- c. Director of Operations - Management
- d. Director of Finance / Treasurer - Management
- e. Director of Growth and Sustainability - Management
- f. Clerk - Management
- g. CEO Library* – Management
- h. Operations Foreperson - Administration
- i. Deputy Treasurer / HR Coordinator - Administration
- j. Executive Assistant / Deputy Clerk - Administration
- k. Chief Building Official / By-law Enforcement Officer – Administration
- l. Recreation & Culture Manager – Administration

*Note: The Library CEO is appointed by the Deep River Public Library Board.

“Full-Time Employee” means any employee who has been appointed to a full-time permanent position.

“**Straight time**” means a rate of pay equal to an employee's hourly rate.

“**Work week**” means a period of time consisting of consecutive regularly scheduled work days, (normally Monday to Friday), between two scheduled rest days.

- 1.2 This by-law is applicable to all the positions identified in Section 2.1 of this by-law, hereinafter collectively referred to as "M&A Staff".

2 MANAGEMENT AND ADMINISTRATION STAFF WORKING CONDITIONS

2.1 Normal working hours

The hours of work for M&A Staff shall normally be:

Position	Normal work week hours	Position Type
Chief Administrative Officer	35	Management
Fire Chief	35	Management
Director of Operations	35	Management
Director of Finance / Treasurer	35	Management
Deputy Treasurer	35	Administration
CEO Library	35	Management
Clerk	35	Management
Executive Assistant / Deputy Clerk	35	Administration
Chief Building Official / By-law Enforcement Officer	35	Administration
Operations Foreperson	40	Management
Director of Growth and Sustainability	35	Management
Recreation & Culture Manager	35	Administration

2.2 Work outside of normal working hours

2.2.1 The duties of M&A Staff may demand attendance at meetings of Council, of Committees and of various bodies outside the Town limits. Many of these meetings may take place outside of the normal work hours per week. To compensate for this, M&A Staff will receive time in lieu as set out in Section 2.5 of this by-law.

2.2.2 The following applies to overtime:

- a. Administration employees are eligible for time off in lieu of overtime pay. All overtime must be pre-approved. A maximum of thirty-five (35) hours may be carried from one year to the next provided that the maximum accumulation never exceeds seventy (70) hours at any time. There is no provision to grant pay in lieu of days off.
- b. Overtime is pre-authorized by the employee’s supervisor or designate.

2.3 Inclement weather

- 2.3.1 When extreme weather conditions or other unforeseen acts of nature prevent an employee from attending work, the employee shall immediately notify his or her supervisor and explain the situation. It is important to note that approval for leave due to inclement weather etc. cannot be assumed.
- 2.3.2 In the event that severe weather conditions etc. affect an employee's attendance at work, the CAO or designate may grant approval for an employee to report to work late, leave for home early, or remain home and not report to work if the employee is not able to work remotely. Subject to the CAO's, or designate, discretion the adjustment for time granted may take one of the following forms:
- a. take vacation time to cover the absence, or
 - b. use time that has been accrued to cover the absence, or
 - c. be granted leave of absence without pay.
- 2.3.3 The decision to close operations early or for the day will rest with the Town's CAO or designate. In the event the employer sends an employee home or advises the employee prior to start time not to come to work due to inclement weather or other unforeseen acts of nature, the employee shall be paid their wages based on a regular work day for the period.
- 2.3.4 Employees who are on sick leave or an approved leave shall have the day(s) recorded based on the original request (example: vacation).
- 2.3.5 Although these procedures have been developed primarily for circumstances related to inclement weather or other unforeseen acts of nature, they will also serve as a guideline in the event of other conditions that require closing or evacuation of Town facilities.

2.4 Holidays

- 2.4.1 Each M&A Staff employee shall be granted 14 paid holidays each year, all of which will be observed on days other than Saturday and Sunday. These days are as follows:

New Year's Day	Thanksgiving Day
Family Day	Christmas Eve (½ day)
Good Friday	Christmas Day
Victoria Day	Boxing Day
Canada Day	New Year's Eve (½ day)
Civic Holiday	Two Floating Holidays
Labour Day	National Day of Truth & Reconciliation

and any other day proclaimed hereafter by the Federal, Provincial, or the Town of

Deep River governments is recognized as an additional paid holiday.

- 2.4.2 If a M&A Staff employee is required, with prior CAO (or designate) approval, to work on any of the preceding paid holidays, except for the two floating holidays, employees shall be paid time and one half (1 ½) for work performed. In addition, the employee shall receive one (1) day off, with pay.
- 2.4.3 Paid holidays will not accrue or become eligible for payment if an employee is on an unpaid leave of absence (including Workplace Safety and Insurance Benefits) or after a period of thirty (30) consecutive days leave for illness.
- 2.4.4 Where a Statutory Holiday falls on a Saturday or Sunday, the following business day will be used in lieu.

2.5 Time off in lieu

- 2.5.1 All M&A Staff members shall accumulate straight time for time worked outside of the normal thirty-five (35) hours per week for Council, Standing Committees and meetings for which prior approval to attend has been received.
- 2.5.2 No more than 70 hours may be accumulated and use of lieu time must be approved by a member's direct supervisor. The Treasurer shall approve the CAO lieu time off.

2.6 Vacation

- 2.6.1 M&A Staff will accrue vacation leave balances according to the following schedule:
 - a. 15 days per year for the first 1-7 years of service;
 - b. 20 days per year from the 8th to the 11th years of service;
 - c. 25 days per year from the 12th year to the 20th year of service; and
 - d. 1 additional day per year in each of the 21st, 22nd, 23rd, 24th and 25th years of service, so that the maximum annual allocation (30 days) is attained in the 25th year of service.
- 2.6.2 Vacations may be carried over into a subsequent year, but shall not accumulate beyond two (2) weeks which is the equivalent of 10 working days. Extenuating circumstances will be at the discretion of the CAO. Extenuating circumstances for the CAO will be at the discretion of the Mayor.
- 2.6.3 Vacation days shall be taken each year at times approved by the supervisor.
- 2.6.4 The CAO's vacation days shall be taken each year at times approved by the Mayor.
- 2.6.5 M&A Staff are responsible for reviewing their vacation schedules yearly with their supervisor to ensure compliance with Section 2.6.

- 2.6.6 In the case of a newly recruited employee with significant relevant experience, the CAO, has the discretion to adjust the starting vacation entitlement. The adjustment may be up to the maximum that the recruit would have earned if he/she acquired all directly related experience as a Town of Deep River employee. As such, the employee's contract supersedes the vacation accruals outlined in Section 2.6.1.
- 2.6.7 While on active payroll, employees are not permitted to take cash in lieu of vacation except upon the end of employment.
- 2.6.8 Upon termination of employment or if an employee transfers to part-time employment, he/she is paid the pro-rated monthly portion of unused vacation that was credited on January 1st. Conversely, an employee is responsible for payment of vacation taken but not earned based on a pro-rated monthly calculation from January 1st.
- 2.6.9 Vacation credits will not accrue during an unpaid leave of absence (including Workplace Safety and Insurance Benefits) or after a period of thirty (30) consecutive days leave for illness.

3 M&A STAFF BENEFITS

3.1 Transition Period of Sick Leave Benefits

- 3.1.1 Up to and including December 31, 2023, the Sick Leave benefits described in Section 3.2 will apply.
- 3.1.2 Effective January 1, 2024, all full-time employees represented in this By-Law shall be entitled to the Short-Term Disability (STD) and Long-Term Disability (LTD) Program provided for within Sections 3.3 and 3.4 in this By-Law.
- 3.1.3 Effective January 1, 2024, all full-time employees represented in this By-Law shall have their Sick Leave Bank Time frozen at the amounts as of December 31, 2023. These amounts may be reduced to supplement income while on disability in accordance with the Programs. The employee's Sick Leave Bank may be reduced to supplement WSIB benefits to 100% of their positions annual income). Employees represented in this By-Law shall receive fifty percent (50%) of the frozen Sick Leave Bank Time at the time they end employment with the Town of Deep River, up to a maximum of six (6) months' pay. In the event of an employee's death, this payment shall be made to their estate.

3.2 Sick Leave (effective up to Dec. 31, 2023)

- 3.2.1 Sick leave accumulates at the rate of one and a one half (1.5) days for each calendar month of service.
- 3.2.2 At the time of the passing of this by-law, there shall be deemed to be an earned credit applicable to each employee of the balance of unexpended sick leave as shown by the payroll records of the Corporation of the Town of Deep River.

- 3.2.3 A sick leave advance of fifteen (15) days shall be credited to each employee on starting employment. If an employee uses all or part of this advance and leaves the employ of the Town of Deep River for any reason before earning an equal amount of sick leave credits, the employee must repay the difference to the Town.
- 3.2.4 M&A Staff may be granted one-half (1/2) day's sick leave for dental and eye appointments and physical examinations in Deep River and one day for appointments outside Deep River at the discretion of the CAO.
- 3.2.5 Sick leave credit gratuities shall be paid to each employee covered by this by-law at the time the employee's employment with the Town of Deep River terminates. This payment shall be equivalent to one half (1/2) of the number of days in the employees accumulated sick leave credit to a maximum of one half (1/2) year's earnings at the salary paid to the employee immediately prior to termination of employment.
- 3.2.6 The Mayor for the CAO and the CAO for all other staff, may require an employee who has been absent from work on sick leave to submit a medical certificate signed by the attending physician if:
 - a. The employee has been absent for three consecutive days; or
 - b. The employee has been absent for a total of seven days in the current calendar year.
- 3.2.7 Certificates so required shall be submitted within seven days of the commencement of the absence.

3.3 Short-Term Disability Program (effective from January 1, 2024)

- 3.3.1 The Town of Deep River provides income protection through a Short-Term Disability Plan for periods of up to seventeen (17) weeks, per incident.
- 3.3.2 All full-time employees covered by this Policy are eligible for coverage after three (3) months service with the Town, except if there is a break in service. The pro-rated part-time service is reflected in determining eligibility under the waiting period and for the purpose of determining the extent of leave available of one hundred (100%) percent of salary.
- 3.3.3 The following apply to coverage:
 - a. Coverage is in effect twenty-four (24) hours per day and provides income protection for any illness or injury that is not covered by Workplace Safety and Insurance Benefits and the Ontario Automobile Insurance Act;
 - b. When an employee becomes eligible for coverage, coverage commences with the first day of illness based on the following benefit schedule:

Length of Service	100% of Salary	67% of Salary
3 months but less than 1 year	1 week	16 weeks
1 year – 2 years	2 weeks	15 weeks
2 years – 3 years	3 weeks	14 weeks
3 years – 4 years	4 weeks	13 weeks
4 years – 5 years	5 weeks	12 weeks
5 years – 6 years	7 weeks	10 weeks
6 years – 7 years	9 weeks	8 weeks
7 years – 8 years	11 weeks	6 weeks
8 years – 9 years	13 weeks	4 weeks
9 years and over	17 weeks	0 weeks

- c. An employee covered by this benefit has up to seventeen (17) weeks of benefit coverage per illness/disability. Based on the number of years of service, an employee may be eligible for coverage at one hundred (100%) percent of salary or sixty-seven (67%) percent of salary in accordance with the above schedule;
- d. Annually employees will be provided with seven (7) incidental sick leave days.
- e. If an employee returns to work and has a recurrence of the same illness/disability, the employee is entitled to sick leave of seventeen (17) weeks minus the period of sick leave used for the previous occurrence(s);
- f. Reoccurrence after three (3) consecutive weeks of full duty and full hours, reinstatement of full entitlement;
- g. If, during any fully paid leave of absence, an employee becomes ill, the employee advises the employer of the illness. Appropriate certification, if required, is requested. An employee on any leave of absence that is not a fully paid leave is not eligible for payment of short-term benefits in the event of illness. Eligibility for short-term benefits is reinstated once the employee returns to work, as authorized;
- h. If an employee is sick/disabled, other forms of leave cannot be substituted for the employee's sick leave entitlement;
- i. If, during the short-term disability leave, an employee is laid off or terminated other than for retirement, the employee continues on short-term disability leave until the earliest of:
 - i. the expiry of their short-term disability coverage (seventeen (17) weeks per incident); or
 - ii. the end of the illness;
- j. If notice of layoff or termination is given prior to the commencement of the short-term disability leave, and the short-term disability leave starts within two (2) calendar months of the layoff/termination date, the leave stops on the layoff/termination date;

- k. If an employee does not provide functional abilities information and/or satisfactory medical information to support total disability for an absence that is forecast to be for more than ten (10) consecutive working days, short-term disability benefits can be suspended;
- l. Participation in the return-to-work program performing modified work concurrent with functional abilities is expected if offered. Non-participation may result in suspension of short-term disability benefits;
- m. If an employee returns to work through participation in a modified work program (work hardening program) but is unable to return to full hours, their remaining sick entitlement can be used to cover the hours they unable to work (e.g. Employee usually works 7 hrs. /day – 5 days/week, employee has two weeks (70 hours) of short-term sick leave remaining; employee returns to work through a modified work program (work hardening program) but is only able to work 4 hrs./day – 3 days/week; employee will be paid regular for 12 hours/week and short-term sick leave entitlement for the remaining 23 hours/week); and
- n. If an employee returns to work through participation in a modified work program (work hardening program) but is unable to return to full hours, their sick leave entitlement is pro-rated (e.g., employee usually works 7 hrs. /day - 5 days/week but is currently working 3 ½ hrs. /day – 5 days/week; employee calls in to work with an unrelated illness; employee is entitled to one-half (1/2) entitlement one-half (1/2) day as opposed to one (1) full day).

3.3.4 Benefit and Service Continuation

- a. During the period of short-term disability all benefit coverage continues subject to proper and acceptable medical certification for absence. If employment is terminated during the short-term disability leave, benefits cease on the termination date except for LTD coverage relevant to the present disability causing the employee to be on short-term disability. Life coverage should be continued until approval of LTD; and
- b. Vacation credits and statutory holidays will not accrue after a period of thirty (30) consecutive days of leave for illness, including WSIB. Service will not accumulate after one (1) calendar year of absence.

3.3.5 Medical Certification for Leave

- a. a medical certificate is required under the short-term plan in the following circumstances:
 - i. during the period of short-term sick leave if the leave continues beyond three (3) consecutive days; and / or
 - ii. for continuation of paid sick leave beyond layoff or termination as outlined in 3.3.3 (g)
- b. in addition, employees in hourly paid classifications require medical certificates for any sick leave of absence of three (3) consecutive days or longer

- c. during the short-term sick leave, straight time pay is continued; however, if proper medical certification is not provided as required, the absence is without pay, and deducted from future earnings.

3.3.6 Medical Examination

- a. In the situation when a medical certificate of disability is deemed unsatisfactory by the employer or if abuse of sick leave is suspected, or excessive sick leave usage appears to occur, an employee may be required to have an independent medical examination by a physician agreed upon by the Parties;
- b. an employee eligible to continue paid sick leave beyond layoff or termination, as outlined in 3.3.3(g), may be required to have an independent medical examination by a physician agreed upon by the Parties; and
- c. applicable costs involved are paid by the Employer.

3.4 Long-Term Disability Program (effective from January 1, 2024)

- 3.4.1 The Town of Deep River provides an insured Long Term Disability Plan for income protection against illness or disability that extends beyond seventeen (17) weeks.

3.4.2 Employee eligibility:

- a. An employee must be actively at work - an employee is considered to be actively at work if when the disability occurs, they were carrying out their duties at the place of business or some other location required by the business; and,
- b. Before coverage begins, an employee must satisfy the waiting period of 119 days.

3.4.3 Definition of Disabled and Disability

- a. During the first twenty-four (24) months of payments, an employee will be considered disabled if they are unable to perform the essential duties of their own occupation due to illness or injury. The availability of work is not considered when assessing disability; and,
- b. After twenty-four (24) months of payments, the employee will be considered disabled due to illness or injury if unable to perform the essential duties of any occupation for the employer or any other employer for which the employee is qualified or could reasonably become qualified based on education, training or experience. The availability of work is considered when assessing disability.

3.4.4 Application of Disability Income Benefit

- a. If an individual becomes disabled due to disability while insured under the policy, the employee may be eligible for Long Term Disability benefits subject

to the terms of this coverage; and,

- b. Long Term Disability premiums will be waived while the employee is receiving Long Term Disability benefits.

3.4.5 Rehabilitation

- a. Rehabilitation programs are designed to help the employee recover faster and return to work;
- b. These programs may include returning to work on a part-time basis or returning to modified duties. While participating in an approved rehabilitation program by the insurer, the employee will continue to receive adjusted disability payments; and,
- c. If the employee is found out to be reasonably suited to participate in a rehabilitation program and refuses to do so, the insurance company will stop making Long Term Disability payments.

3.4.6 Integration

- a. If an individual becomes disabled according to the terms of the policy and is receiving other periodic payments that they are entitled to, there will be an integration of benefits according to the details of the policy.

3.4.7 Exclusions

- a. Long Term Disability payments will not be made if the disability is related to a pre-existing condition subject to the following definition:
 - i. the start date of the disability occurs during the first twelve months of the employee's coverage; and,
 - ii. the disability is directly or indirectly related to a condition for which, within ninety (90) days before coverage began, the employee visited or consulted with a physician or paramedical practitioner or had tests done or received treatment, regardless of whether a diagnosis was made.
- b. Notwithstanding the pre-existing clause, there are other exclusions and limitations, please refer to the policy for further details.

3.4.8 Claims

- a. The Human Resources & Finance Departments are advised at least six (6) weeks prior to the normal commencement of Long-Term Disability if there is any probability that the illness will extend beyond seventeen (17) weeks. The appropriate documentation is provided to commence a claim procedure.

3.5 Bereavement Leave

- 3.5.1 The following shall apply to full-time M&A Staff employees in the event of a death in the family:
- a. The Employer pays an employee up to a maximum of five (5) days' pay at the employee's straight time hourly rate for all regular time lost in the event of the death of the Employee's wife, husband, common-law spouse, children, father, mother, father-in-law, mother-in-law, sister, brother, son-in-law, daughter-in-law, brother-in-law, sister-in-law, grandparent, grandchild, or foster child. Any leave taken must coincide with the death of the deceased person. If scheduled to work, one (1) day leave is granted to attend the funeral of the grandparent, brother-in-law or sister-in-law of the employee's spouse.
 - b. Common-law status is recognized but in no event is an employee eligible for leave for a former common law relationship or relationship by marriage that has since been terminated by divorce or annulment. Similarly, common law relationships are not recognized where a marital relationship was not terminated by divorce or annulment.
 - c. When the funeral occurs outside the area, paid leave may include reasonable travel time at the discretion of the Chief Administrative Officer.
 - d. One (1) day leave is granted without loss of salary or wages to attend a funeral as a pallbearer. A request for such leave is given twenty-four (24) hours in advance of such leave, unless, under extenuating circumstances, such notice of time is not possible.
 - e. In the event that bereavement leave is required while an employee is on paid vacation, such paid vacation shall be re-credited to the employee.

3.6 Family Sick, Medical, & Caregiver Leave

- 3.6.1 In accordance with the Employment Standards Act, 2000 (ESA), employees who have been working for two consecutive weeks will have an entitlement to up to three (3) unpaid family sick leave days each calendar year.
- 3.6.2 These days can be used for the illness, injury or medical emergency of a specific family member, or for an urgent matter that affects a family member. The employee must inform the employer before starting the leave that they will be taking a family responsibility leave day.
- 3.6.3 In the event of extenuating circumstances where the employee is unable to provide the employer with advanced notice, the employee is required to provide immediate confirmation to the employer at the earliest convenience. The Town can ask for evidence "reasonable in the circumstances" of entitlement to the leave.
- 3.6.4 Family Medical Leave provides unpaid leave of up to 28 weeks for employees to provide care or support to certain family members where the individual has a

serious medical condition with a significant risk of death within 26 weeks. The employee is to provide the request in writing with a copy of a certificate issued by a qualified medical practitioner (physician or nurse practitioner). The twenty-six weeks can be taken consecutively or separately.

- 3.6.5 Family Caregiver Leave provides an employee unpaid leave of up to eight weeks per calendar year per specified family member. This is to provide care or support to family members for whom a qualified medical practitioner (physician, psychiatrist or nurse practitioner) has issued a certificate stating that he or she has a serious medical condition. The eight weeks can be taken consecutively or separately.

3.7 Benefit Entitlement

- 3.7.1 Non-Statutory Leaves: If the absence exceeds one (1) full pay period, the employee shall not accumulate service for the purpose of vacation entitlement, sick leave, pension plans, merit increment progression, or other compensation matters affected by service. Life and health benefits may be continued for up to twelve (12) months with the employee being responsible for the total premium costs of all benefits for the total period of absence.
- 3.7.2 Statutory Leaves: For leaves of absence set out within the Employment Standards Act, 2000, with the exception of the Reservist Leave, the employer will continue to pay the employer contributions into certain benefit plans (life and extended health insurance, accidental death and dental plans), unless the plan requires both employer and employee contributions as set out in an applicable Collective Agreement, and the employee advises the employer in writing that the employee will not be paying their contributions. Employees who are on Reservist Leave have this right only if the employer postpones the employee's return to work.

3.8 Maternity & Parental Leave

- 3.8.1 Pregnancy and Parental Leave shall be granted in accordance with the Employment Standards Act (2000). This includes but is not limited to qualification, when the leave can begin, the length of the leave and notice requirements.
- 3.8.2 Effective on confirmation by Employment Insurance Canada of the appropriateness of the Town's Supplementary Unemployment Benefits (SUB) Plan, an employee who is on pregnancy leave as provided under this Agreement who has applied for and is in receipt of Employment Insurance pregnancy benefits pursuant to Section 22 of the Employment Insurance Act, shall be paid a supplemental unemployment benefit for a period not exceeding fifteen (15) weeks. The supplement shall be equivalent to the difference between ninety-three percent (93%) of their normal weekly earnings and the sum of the weekly employment insurance benefits and any other earnings. Receipt by the Town of the employee's employment insurance cheque stubs shall constitute proof that they are in receipt of Employment Insurance pregnancy benefits.

The employee's normal weekly earnings shall be determined by multiplying their regular hourly rate on their last day worked prior to the commencement of the

leave times their normal weekly hours plus any wage increase or salary increment that they would be entitled to receive if they were not on pregnancy leave.

In addition to the foregoing, the Town will pay the employee ninety-three percent (93%) of their normal weekly earnings during the first two (2) week period of the leave while waiting to receive Employment Insurance Benefits.

The employee does not have any vested right except to receive payments for the covered unemployment period. The plan provides that payment in respect of guaranteed annual remuneration or in respect of deferred remuneration or severance pay benefits are not reduced or increased by payments received under the plan.

- 3.8.3 For full-time employees the Town will continue to pay its share of the contributions of the subsidized employee benefits, including pension, in which the employee is participating for a period of up to seventeen (17) weeks while the employee is on pregnancy leave.

For part-time employees, the Town will continue to pay the percentage in lieu of benefits and its share of pension contributions during the period of pregnancy leave. The Town will register those benefits as part of the Supplemental Employment Benefit Plan with Employment Insurance Canada.

- 3.8.3 Subject to any changes to the employee's status which would have occurred had the employee not been on pregnancy leave, the employee shall be reinstated to their former duties, and at the same rate of pay.
- 3.8.4 Parental leave will be granted in accordance with the provisions of the *Employment Standards Act*, except where amended in this provision.
- 3.8.5 An employee who is an adoptive parent shall advise the Town as far in advance as possible of having qualified to adopt a child, and shall request the leave of absence, in writing, upon receipt of confirmation of the pending adoption. If, because of late receipt of confirmation of the pending adoption, the employee finds it impossible to request the leave of absence in writing, the request may be made verbally and subsequently verified in writing.

An employee who is an adoptive parent may extend the parental leave for such greater time as may be required by the adoption agency concerned to a maximum total of six (6) months.

- 3.8.6 Effective on confirmation by Employment Insurance Canada of the appropriateness of the Town's Supplemental Employment Insurance Benefit (SUB) Plan, an employee who is on parental leave as provided under this Agreement who has applied for and is in receipt of Employment Insurance parental benefits pursuant to Section 23 of the Employment Insurance Act, shall be paid a supplemental employment benefit for a period not exceeding ten (10) weeks. That benefit shall be equivalent to the difference between ninety-three percent (93%) of their normal weekly earnings and the sum of their weekly employment insurance

benefits and any other earnings. Receipt by the Town of the employee's employment insurance cheque stubs shall constitute proof that the employee is in receipt of employment insurance parental benefits.

The employee's normal weekly earnings shall be determined by multiplying the employee's regular hourly rate on their last day worked prior to the commencement of the leave times the employee's normal weekly hours plus any wage increase or salary increment that the employee would be entitled to receive if they were not on parental leave.

In addition to the foregoing, the Town will pay the employee ninety-three percent (93%) of their normal weekly earnings during the first two (2) week period of the leave while waiting to receive Employment Insurance Benefits.

The employee does not have any vested right except to receive payments for the covered employment period. The plan provides that payment in respect of guaranteed annual remuneration or in respect of deferred remuneration or severance pay benefits are not reduced or increased by payments received under the plan.

- 3.8.7 Credits for service and seniority shall accumulate while a full-time employee is on parental leave.

Credits for service and seniority shall accumulate while a part-time employee is on parental leave based on what the employee's normal regular hours of work would have been.

- 3.8.8 For full-time employees the Town will continue to pay its share of the contributions of the subsidized employee benefits, including pension, in which the employee is participating while the employee is on parental leave.

For part-time employees the Town will continue to pay the percentage in lieu of benefits and its share of pension contributions during the period of parental leave. The Town will register those benefits as part of the Supplemental Employment Benefit Plan with Employment Insurance Canada.

- 3.8.9 Subject to any changes to the employee's status which would have occurred had the employee not been on parental leave, the employee shall be reinstated to their former duties, and at the same rate of pay.

3.9 Other Leaves of Absence

- 3.9.1 Jury Duty: The Corporation will pay an employee who is required to be absent from work to serve on a jury or to appear as a Crown Witness an amount equal to the employee's pay at the normal rate for the regular working hours missed less the fee received by the employee for such service or appearance.

- 3.9.2 Personal/Special Leave: The Corporation may at its discretion, grant personal leave without pay at the employee's request.

3.9.3 Employment Standards Act (ESA): Where there are revisions to the ESA, those changes shall also apply to the employees represented in this By-Law, and do not require revisions to this By-Law in order to be implemented. The ESA shall supersede any contradictory language with this By-Law.

3.10 Insured Benefits

3.10.1 The Town shall pay 100% of the premiums for Basic Group Life Insurance coverage and Accidental Death or Dismemberment, Extended Health Care Plan, and standard dental Plan (current year Ontario Dental Association schedule). In addition, major restorative coverage is provided at 50% co-insurance to a maximum of \$2,000 per year per insured. Orthodontic coverage is provided at 50% co-insurance to a lifetime maximum of \$3,000 per lifetime.

3.10.2 Employees may participate in an Optional Life Insurance Program and an Optional Accidental Death & Dismemberment Program within the terms and conditions of the policy, provided the employee assumes full responsibility for the premiums.

3.10.3 It is imperative that for purposes of both retention and attraction that the benefit plan for Town M&A Staff employees be at a minimum matching to the Town's union benefit plans (CUPE 470 & Deep River Professional Fire Fighters Association). Where a benefit plan enhancement is negotiated in future rounds of collective bargaining the M&A Staff plan will be updated at the same time to reflect the changes negotiated if ratified by Council.

3.11 Pension and Retirement Benefits

3.11.1 Pension – The Ontario Municipal Employees Retirement System Pension Plan shall apply in accordance with the OMERS Agreement. All full-time employees must enroll in the Ontario Municipal Employees Retirement System.

3.11.2 Post-Retirement Health Benefits - Employees who are eligible to retire at an unreduced pension under the terms of the pension plan and who opt to take early retirement will continue to receive drug and dental benefits at the employer's expense until such employees reach the age of sixty-five (65). Such benefits will have a claim maximum of \$25,000 commencing from the date of retirement.

4 M&A STAFF SALARY

4.1 Salary Wage Grid

4.1.1 The annual salary ranges and mid-points for M&A Staff positions in the employ of the Town are hereby established as set out in the following table (following page):

Effective January 1, 2023

	Salary						Max. Merit as a % of Salary
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Performance Pay
Wage Band 1	\$59,769	\$61,562	\$63,409	\$65,311	\$67,270	\$69,288	2.50%
Wage Band 2	\$65,720	\$67,692	\$69,723	\$71,814	\$73,969	\$76,188	2.50%
Wage Band 3	\$71,744	\$73,897	\$76,114	\$78,397	\$80,749	\$83,171	2.50%
Wage Band 4	\$79,825	\$82,220	\$84,687	\$87,227	\$89,844	\$92,539	2.50%
Wage Band 5	\$90,945	\$93,674	\$96,484	\$99,378	\$102,360	\$105,431	2.50%
Wage Band 6	\$95,186	\$98,042	\$100,983	\$104,012	\$107,133	\$110,347	2.50%
Wage Band 7	\$101,538	\$104,584	\$107,721	\$110,953	\$114,282	\$117,710	2.50%
Wage Band 8	\$107,762	\$110,995	\$114,325	\$117,755	\$121,287	\$124,926	2.50%
Wage Band 9	\$114,988	\$118,437	\$121,990	\$125,650	\$129,420	\$133,302	2.50%
Wage Band 10	\$122,868	\$126,554	\$130,351	\$134,261	\$138,289	\$142,438	2.50%
Wage Band 11	\$130,749	\$134,671	\$138,711	\$142,873	\$147,159	\$151,574	2.50%
Wage Band 12	\$136,409	\$140,501	\$144,716	\$149,058	\$153,530	\$158,135	2.50%
Wage Band 13	\$143,229	\$147,526	\$151,952	\$156,511	\$161,206	\$166,042	2.50%

4.1.2 The salary range groups for M&A Staff are as follows:

- CAO – Wage Band 10-13
- Fire Chief – Wage Band 9-12
- Director of Operations – Wage Band 6-9
- Director of Finance – Wage Band 6-9
- Director of Growth & Sustainability – Wage Band 6-9
- Clerk – Wage Band 3-6
- CBO / Building Inspector / By-law – Wage Band 3-6
- Operations Foreperson – Wage Band 3-5
- Deputy Treasurer– Wage Band 2-5
- Executive Assistant / Deputy Clerk – Wage Band 1-3
- Recreation & Culture Manager – Wage Band 2-5

4.2 Acting Pay

- 4.2.1 The designated employee is paid at a step in the salary range of the higher paying position, thus giving the employee a minimum of a five percent (5%) increase for the duration of the acting assignment.
- 4.2.2 The acting pay is paid after the elapse of the ten (10) working days requirement, but is retroactive to the date the employee first assumed the duties of the higher paying position.

4.3 Annual Compensation

- 4.3.1 M&A Staff shall be paid an annual salary consistent with the tables in 4.1. The CAO shall determine for M&A staff and the Mayor in consultation with Council for the CAO both the Wage Band and Salary Step within the parameters set out in table 4.1.2. Adjustments to wages can be made, at the discretion of the CAO, where circumstances require it, including, but not limited to, where:
 - a. The incumbent's performance is better than satisfactory, or
 - b. The individual is a new incumbent; or
 - c. Another rate is necessary to maintain a differential in pay between the position and any subordinate position, or
 - d. A contractual commitment to the contrary exists between the Town and the incumbent, or
 - e. A greater rate of compensation is necessary to attract or retain an employee
- 4.3.2 Employees who are paid an annual salary in the highest step within one of their assigned bands for their role will be eligible for a performance pay. The CAO shall determine the percentage (0%, 25%, 50%, 75%, or 100% of the total performance pay) for each eligible M&A Staff, based on their individual performance in relation to achievement & progress of strategic and personal priorities and goals.
- 4.3.3 The Mayor in consultation with Council shall determine the percentage merit for the CAO based on their individual performance in relation to the achievement & progress of strategic priorities and goals.

4.4 Effective Date for Annual Salary Adjustments

- 4.4.1 The effective date for annual M&A Staff salary adjustments shall be January 1st of each year.
- 4.4.2 The Salary Ranges identified in the table contained within 4.1.1 shall be increased annually by the higher percentage increase for either CUPE 740 or IAFF 1276, and the wages paid to M&A staff will be adjusted accordingly.

4.5 Calculation of Hours

- 4.5.1 For the purpose of calculating periodic salary payments and/or adjustments, the M&A Staff's hourly rate shall be deemed to be the annual salary divided by the employee's number of hours per week multiplied by 52 weeks.

5 MAINTENANCE OF RECORDS

- 5.1 The CAO shall ensure that accurate records are maintained for the purpose of confirming that the requirements contained within this by-law are complied with.

6 ENFORCEMENT & GENERAL

- 6.1 By-Law Number 10-2026 is hereby repealed.
- 6.2 Matters pertaining to working conditions and employment are also set out in the Corporate Policies and Procedures Manual. The manual should be referred to for additional information about the employment conditions contained in this By-Law.
- 6.3 This By-Law shall not be interpreted to contradict or violate any statute or regulation of the Province of Ontario.

7 Enactment

- 7.1 This by-law comes into force and effect upon adoption by Council of the Corporation of the Town of Deep River.

READ AND FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 24TH DAY OF JUNE, 2026.

Suzanne D'Eon, Mayor

Jackie Mellon, Clerk

By signing this By-Law on June 24, 2026, Mayor D'Eon will not exercise the power to veto this By-Law.

THE CORPORATION OF THE TOWN OF DEEP RIVER

BY-LAW NUMBER 28-2026

**A BY-LAW TO REGULATE THE ERECTION AND MAINTENANCE OF FENCES
AND ENCLSOURES AROUND PRIVATELY OWNED OUTDOOR SWIMMING
POOLS IN DEEP RIVER**

WHEREAS under the Municipal Act, R.S.O. 1990, Chapter M. 45, Section 210 (30), by-laws may be passed by the councils of local municipalities for requiring and regulating fences around privately-owned outdoor swimming pools;

NOW THEREFORE the Council of the Corporation of the Town of Deep River ENACTS AS FOLLOWS:

1 DEFINITIONS in this By-law:

- 1.1 **"Enclosure"** means a fence, wall or other structure, including doors and gates therein, which surrounds a privately-owned outdoor swimming pool and restricts access thereto.
- 1.2 **"Privately-owned outdoor swimming pool"** means any body of water located outdoors on privately-owned property, contained partly or wholly by artificial means, in which the depth of water can exceed 0.6 metres and which is used or capable of being used for swimming, bathing, or wading, including but not limited to:
 - a) "inground or semi-inground pool" means a swimming pool that is partially or completely buried under the ground surface;
 - b) "aboveground pool" means a hard-sided swimming pool installed permanently on the ground surface;
 - c) "portable pool" means a soft-sided swimming pool, inflatable or not, designed to be installed on a temporary basis;
- 1.3 "Hot Tub" means a type of pool, which may or may not include a lid or safety cover or jets of water; and shall include tubs which are commonly called 'spas' or 'whirlpools'
- 1.4 **"Service entrance"** means that entrance into a building which would normally be used by persons entering such building for the purpose of delivering goods or rendering maintenance service.

- 1.5 **"Owner"** includes a person in possession of the property on which a swimming pool is located.
- 1.6 **"Permit"** means permission or authorization in writing from the Chief Building Official to perform work regulated by this by-law.
- 1.7 **"Set of Plans and Specifications"** means all of the following;
 - 1.7.1 site plan
 - 1.7.2 pool specifications including type
 - 1.7.3 fence and gate construction specifications.

2 Swimming Pool Enclosure Permits

- 2.1 No person shall erect an enclosure until a set of plans and specifications for such enclosure have been submitted to the Chief Building Official, the appropriate permit fee has been paid to the municipality, and a permit certifying approval of such plans and specifications has been issued.
- 2.2 No person shall excavate for, or erect a privately-owned outdoor swimming pool unless a permit for the enclosure of such pool has been issued.
- 2.3 Notwithstanding section 3.12 below, no person shall install an aboveground pool with a wall height of 1.2 m or more, or a portable pool with a wall height of 1.4 m or more, unless a permit has been issued confirming compliance with this by-law.
- 2.4 No person shall place water in a privately-owned outdoor swimming pool, or allow water to remain therein unless an enclosure has been erected in accordance with this by-law.
- 2.5 The permit fee for an enclosure shall be \$30.00.
- 2.6 The Chief Building Official may refuse to issue a permit if the enclosure proposed does not comply with any other by-law of the Town of Deep River.

3 Swimming Pool Enclosures

- 3.1 The owner of every privately-owned outdoor swimming pool shall erect and maintain an enclosure surrounding the entire swimming pool area in accordance with this by-law.

- 3.2 Except as further provided in section 3.8, every enclosure, including gates therein, shall extend from the ground to a height, measured from the grade at the base of the fence on the outside of the enclosure, of not less than 1.2 metres at all points around the enclosure.
- 3.3 When a wall of a building forms part of such enclosure, no main or service entrance to the building shall be located within the swimming pool area enclosure, except that this requirement shall not apply when the main entrance and all exterior service meters and intakes are located outside the enclosure and a sign is erected and maintained directing all service personnel to use the main entrance.
- 3.4 A hedge or bushes do not constitute an enclosure under this by-law.
- 3.5 Except as provided in 3.6.4, no enclosure shall have rails or other horizontal or diagonal bracing or attachments on the outside that would facilitate climbing.
- 3.6 An enclosure shall be of vertically boarded wood construction, chain link construction, or of other materials and construction as provided for in section 3.6.3.
 - 3.6.1 If of chain link construction, an enclosure shall:
 - 3.6.1.1 be of not greater than 3.8 cm diamond mesh;
 - 3.6.1.2 be constructed of galvanized steel wire no less than No. 12 gauge, or of minimum 14-gauge steel wire covered with a vinyl or other approved coating forming a total thickness equivalent to No. 12 gauge galvanized wire;
 - 3.6.1.3 be supported by a least 3.8 cm diameter galvanized steel posts each covered by a minimum of 5 cm of concrete from grade to a minimum of 0.6 metres below grade, such posts to be spaced not more than 3 metres apart. Top and bottom horizontal rails shall be provided of 3.2 cm minimum diameter galvanized pipe, but steel tension rod may be substituted for the bottom horizontal steel rail. A vinyl or other approved coating may be substituted for the galvanized coating;

- 3.6.2 If of wood construction, an enclosure shall:
 - 3.6.2.1 have vertical boards attached to supporting members all of which are arranged in such a manner so as not to facilitate climbing from the outside. Such vertical boards shall not be less than one-inch by four-inch nominal dimensions spaced not more than 3.8 cm apart;
 - 3.6.2.2 be supported by a minimum of four-inch square or four-inch diameter cedar posts, nominal dimensions, spaced not more than 2.4 metres on centre and securely embedded to a minimum of 0.6 metres below grade. That portion of the wood post below grade shall be treated with a wood preservative. Top and bottom horizontal rails shall be provided of wood two-inch by four-inch minimum nominal dimensions;
- 3.6.3 An enclosure may be of construction other than that specified in Section 3.6.1 and 3.6.2. provided that an equivalent degree of safety is maintained in the opinion of the Chief Building Official, and that the enclosure is constructed so that its rigidity is equal to that specified for those enclosures described in section 3.6.1 and 3.6.2.
- 3.6.4 An enclosure constructed other than as specified in Sections 3.6.1 or 3.6.2 may have rails or other horizontal or diagonal bracing or attachments on the outside that might facilitate climbing the outside of the enclosure, provided that the minimum clear vertical distance between any two such parts is 1.2 metres.
- 3.7 No enclosure shall include any barbed wire or part having similar dangerous characteristics, nor any device for transmitting an electric current through the enclosure.
- 3.8 No enclosure shall be located closer than 1.2 metres to any structure or condition on the property or on any adjacent property that would facilitate climbing of the enclosure.
- 3.9 Every enclosure shall be located not less than 1.2 metres from the swimming pool, unless the minimum height of the enclosure is 1.6 metres and a continuous handhold is available along the edges of the pool for the purpose of providing, in an emergency, support for a person in the pool area.
- 3.10 Gates forming part of an enclosure shall

- 3.10.1 be of construction and height equivalent to that required for the enclosure;
 - 3.10.2 be supported on substantial hinges, and
 - 3.10.3 be self-closing and equipped with a locking device and with a self-latching device placed at the top and on the inside of the gate such that the device latches when the gate is in the closed position.
- 3.11 Doors providing access from a building directly to an enclosed pool area, other than doors located in a dwelling unit or a rooming unit, shall each be self-closing and equipped with a locking device and a self-latching device located not less than 1.5 metres above the bottom of the door.
- 3.12 The owner of every privately-owned outdoor swimming pool shall ensure that every gate or door required by sections 3.9 or 3.10 to be equipped with a locking device shall be kept locked at all times if there is more than twenty-four inches of water in the pool and a responsible person is not present and supervising the pool.
- 3.13 Every device linked to the operation of the swimming pool must be installed more than 1.2 m from the pool wall or, as the case may be, the enclosure.
- a) The pipes linking the device to the swimming pool must be flexible and not be installed in a way that facilitates the climbing of the pool wall or, as the case may be, the enclosure.
 - b) Despite a) above, a device may be less than 1.2 m from the swimming pool or enclosure if it is installed
 - i. inside an enclosure having the features described in sections 4 and 5;
 - ii. under a structure that prevents access to the swimming pool from the device and that has the features described in subparagraphs 2 and 3 of the first paragraph of section 4; or
 - iii. in a shed.
- 3.14 A structure or fixed equipment likely to be used for climbing over the wall or the enclosure must also be installed at more than 1.2 m from the pool wall or, as the case may be, the enclosure. That minimum distance applies to a window situated less than 3 m from the ground, except if its maximum opening does not allow the passage of a spherical object more than 10 cm in diameter.
- 3.15 Notwithstanding the foregoing, an aboveground pool with a wall height of at least 1.2 m from the ground at all points or a portable pool with a wall height of 1.4 m or more, is not required to be surrounded by an enclosure if:
- a) access to the pool is by
 - i. a ladder equipped with a self-closing and self-latching safety gate preventing its use by children;

- ii. a ladder or a platform access to which is protected by an enclosure that complies with the enclosure requirements of this by-law; or
 - iii. a patio attached to the residence and laid out so that the part giving access to the swimming pool is protected by an enclosure that complies with the enclosure requirements of this by-law.
- b) The vertical walls of the aboveground pool do not include any horizontal members or features that may facilitate climbing.

4 Requirements for Hot Tubs, Whirlpools, and Spas

- 4.1 No person shall fail to construct and maintain an enclosure surrounding a hot tub that complies with this by-law, unless the hot tub is provided with a safety cover that meets the requirements of this by-law.
- 4.2 A safety cover shall be deemed to be an enclosure in compliance with this by-law where the hot tub is equipped with a substantial and structurally adequate cover capable of supporting a minimum load of 90kg, or that complies with *ASTM F1346-91, Standard Performance Specifications for Safety Covers and Labeling Requirements for All Covers of Swimming Pools, Spas, and Hot Tubs* as amended, and the safety cover is permanently attached to the hot tub or its supporting structure.
- 4.3 No person shall leave a hot tub unoccupied without first ensuring that the safety cover is securely fastened and locked at all times when the hot tub is not in use.

5 Enforcement

- 5.1 This by-law may be enforced by every building inspector and by every municipal law enforcement officer.
- 5.2 An Officer may enter onto any lands at any reasonable time for the purposes of determining compliance with this by-law or with an Order issued pursuant to this by-law.
- 5.3 An Officer may, for the purposes of an inspection under section 5.2:
- c) Require the production of documents or things relevant to the inspection;
 - d) Inspect and remove documents or things relevant to the inspection for the purposes of making copies or extracts; and
 - e) Require information from any person concerning a matter related to the inspection.

- 5.4 No person shall hinder or obstruct, or attempt to hinder or obstruct, any person exercising a power or performing a duty under this by-law.
- 5.5 It is an offence for a person to contravene any provision of this by-law, and every person who contravenes this by-law is guilty of an offence, and upon conviction, is liable to a fine in accordance with the provisions of the Provincial Offenses Act and to any other applicable penalty.
- 5.6 The conviction of a person for the contravention of any provision of this by-law shall not operate as a bar to the prosecution against the same person for any subsequent or continued contravention of this by-law.

6 **SEVERABILITY**

- 6.1 Each provision of this By-Law is independent of all other provisions and if any provision of this By-Law is declared invalid for any reason, all other provisions of this By-Law shall remain valid and enforceable.

7 **Repeal of previous By—law**

By-law 29-92 is hereby repealed.

8 **Enactment**

This By-law comes into force upon adoption by Council of the Corporation of the Town of Deep River.

READ A FIRST, SECOND AND THIRD TIME, AND FINALLY PASSED THIS 24TH DAY OF JUNE, 2026.

Suzanne D' Eon, MAYOR

Jackie Mellon, CLERK

By signing this By-Law on June 24, 2026 Mayor D'Eon will not exercise the power to veto this By-Law.

THE CORPORATION OF THE TOWN OF DEEP RIVER

BY-LAW NUMBER 29-2026

A BY-LAW TO CONFIRM THE PROCEEDINGS OF THE COUNCIL OF THE TOWN OF DEEP RIVER AT THE MEETING OF COUNCIL HELD ON JUNE 24, 2026.

WHEREAS Subsection 5(1) of the *Municipal Act, 2001*, S.O. 2001, Chapter 25, as amended, provides that the powers of a municipal corporation are to be exercised by its Council;

AND WHEREAS Subsection 5(3) of the said *Municipal Act* provides that the powers of every Council are to be exercised by By-Law;

AND WHEREAS it is deemed expedient that the proceedings of the Council of the Town of Deep River at this meeting be confirmed and adopted by By-Law;

NOW THEREFORE BE IT RESOLVED THAT THE COUNCIL OF THE CORPORATION OF THE TOWN OF DEEP RIVER ENACTS AS FOLLOWS:

- 1 The actions of the Council of the Town of Deep River in respect of each motion passed and other actions taken by the Council of the Town of Deep River at this meeting are hereby adopted and confirmed as if all such proceedings were expressly embodied in this By-Law.
- 2 The Mayor and Councillors of the Town of Deep River are hereby authorized and directed to do all things necessary to give effect to the actions of the Council of the Town of Deep River referred to in the preceding section.
- 3 The Reeve and the Clerk are hereby authorized to execute all documents necessary on behalf of the Council and to affix thereto the corporate seal of the Town of Deep River.
- 4 This Confirming By-Law shall be deemed to be a separate Confirming By-Law for each item listed on the Meeting Agenda.

READ A FIRST, SECOND, AND THIRD TIME AND FINALLY PASSED THIS 24TH DAY OF JUNE, 2026.

SUZANNE D'EON, MAYOR

JACKIE MELLON, CLERK

By signing this By-Law on June 24, 2026, Mayor D'Eon will not exercise the power to veto this By-Law.