



AGENDA
Council Meeting
June 10, 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 10, 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. 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.

Up to five (5) minutes will be permitted to each member of the public wishing to provide comment.

5.1 Call Public Meeting to Order

5.2 Staff Presentation Christian Kaiser, Director of Growth and Sustainability

9 - 15

[Proposed OP Amendment v01 20260519](#)

5.3 Speakers from the Public Gallery

5.4 Written Submissions to the Clerk's Office

5.5 Adjournment of the Public Meeting

BE IT RESOLVED THAT Council hereby adjourns the Public Meeting at ____ PM.

6. BUSINESS ARISING FROM PUBLIC MEETING

7. DEPUTATIONS

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

16

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.

[Deputation to Council - Ms. Eileen Burke Redacted](#)

8. CONSENT MATTERS

8.1 Correspondence

[Ontario Municipal Council Resolutions](#)

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.

- 8.1.1 CANDU Nuclear Technology 17
The Honourable Tim Hodgson, Minister of Energy and Natural Resources
- 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.
- [214683 - MIN SIGNED](#)
- 8.1.2 Legislative Amendments to Improve Municipal Codes of Conduct 18 - 19
Ms. Katherine Hartel, Women of Ontario Say NO
- 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.
- [Legislative Amendments to Improve Municipal Codes of Conduct](#)
- 8.1.3 Seniors Active Living Centres Funding: Renfrew-Nipissing-Pembroke 20
2026 / 2027
Mr. Billy Denault, Member of Provincial Parliament, Renfrew-Nipissing-Pembroke
- 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.
- [Seniors Active Living Centres Funding](#)
- 8.1.4 County of Renfrew Council and Committee Summary - May 2026 21 - 26
Ms. Tina Peplinskie, Media Relations and Social Media Co-ordinator, County of Renfrew
- 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.
- [County Council Summary May2026](#)
- 8.1.5 Proposed *Protecting Ontario's Streets and Communities Act*, 2026 27
The Honourable Robert Flack, Minister of Municipal Affairs and Housing
- 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.

[234-2026-1746 HOC Bill 119 Notification Letter English SIGNED](#)

- 8.1.6 Concerns Raised Regarding the Highway 17 Expansion Project 28
Mr. Billy Denault, Member of Provincial Parliament, Renfrew-Nipissing-Pembroke

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.

[2026 06 01 Highway 17 Public Meeting](#)

- 8.1.7 Ontario's New Development Charge Reduction Program (DCRP) 29
Applications are now Open
Mr. Billy Denault, Member of Provincial Parliament, Renfrew-Nipissing-Pembroke

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.

[Letter to Mayors & CAOs](#)

- 8.1.8 Canada-Ontario Development Charge Reduction Program (DCRP) 30 - 31
The Honourable Robert Flack, Minister of Municipal Affairs and Housing

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.

[234-2026-1806 HOCs Development Charge Reduction Program SIGNED](#)

- 8.2 Minutes

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.

- 8.2.1 Striking Committee Meeting Minutes - May 20, 2026 32 - 34

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.

[Striking Committee - 20 May 2026 - Minutes](#)

8.2.2 Council Meeting Minutes - May 20, 2026

35 - 46

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

[10. Council Meeting - 20 May 2026 - Minutes](#)

8.3 Reports

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.

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

47 - 62

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.

[2026-ADMIN-03 - Frivolous, Vexatious, Unreasonable Requests and Complaints Policy v2](#)

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

63 - 65

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

THAT Council approve an additional \$80,000 to be added to the \$1.2 million approved 2026 Road Plan, and

THAT the funding strategy for this expenditure be presented to Council with the 2025 Surplus Disposition Report.

[2026-PW-006 - Huron Street Rehabilitation](#)

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

66 - 80

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.

[2026-ADMIN-04 - Municipal Act Section 275 - Restricted Acts](#)

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

81 - 94

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.

[Report 2026-ADMIN-05 - Election Compliance Audit Committee](#)

- 8.4 Items Extracted from the Consent Agenda

9. BY-LAWS

- 9.1 By-Law Number 23-2026 - To Establish a 2026 - 2030 Municipal Election Compliance Audit Committee
Jackie Mellon, Clerk / Returning Officer

95 - 100

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

23-2026 - To Establish a 2026 - 2030 Compliance Audit Committee

10. CLOSED SESSION

BE IT RESOLVED THAT Council move into a Closed Session at ____ 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,

- (a) the security of the property of the municipality or local board;
- (b) personal matters about an identifiable individual, including municipal or local board employees;
- (c) a proposed or pending acquisition or disposition of land by the municipality or local board;
- (d) labour relations or employee negotiations;
- (e) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board;
- (f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
- (g) a matter in respect of which a council, board, committee or other body may hold a closed meeting under another Act;
- (h) information explicitly supplied in confidence to the municipality or local board by Canada, a province or territory or a Crown agency of any of them;
- (i) a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization;
- (j) a trade secret or scientific, technical, commercial or financial information that belongs to the municipality or local board and has monetary value or potential monetary value; or
- (k) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board. 2001, c. 25, s. 239 (2); 2017, c. 10, Sched. 1, s. 26.

Other criteria

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

- (a) a request under the *Municipal Freedom of Information and Protection of Privacy Act*, if the council, board, commission or other body is the head of an institution for the purposes of that Act; or
- (b) an ongoing investigation respecting the municipality, a local board or a municipally-controlled corporation by the Ombudsman appointed under the *Ombudsman Act*, an Ombudsman referred to in subsection 223.13 (1) of this Act, or the investigator referred to in subsection 239.2 (1). 2014, c. 13, Sched. 9, s. 22.

Educational or training sessions

(3.1) A meeting of a council or local board or of a committee of either of them may be closed to the public if the following conditions are both satisfied:

1. The meeting is held for the purpose of educating or training the members.
2. At the meeting, no member discusses or otherwise deals with any matter in a way that materially advances the business or decision-making of the council, local board or committee. 2006, c. 32, Sched. A, s. 103 (1).

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

10.1 Closed Session Council Meeting Minutes - May 6, 2026

10.2 Employee Agreement Benefits

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

(d) labour relations or employee negotiations.

10.3 Staffing and Resource Planning

(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

11. MATTERS FROM CLOSED SESSION

12. CONFIRMATORY BY-LAW

12.1 **BY-LAW NUMBER 24-2026**

101

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.

[24-2026 - Confirmatory By-law - June 10, 2026](#)

13. ADJOURNMENT

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

AMENDMENT NO. X
TO THE OFFICIAL PLAN FOR THE TOWN OF DEEP RIVER

This amendment was adopted by the Council of the Corporation of the Town of Deep River by By-law _____ in accordance with Sections 17 and 21 of the Planning Act on the _____ day of _____, 2026.

MAYOR

CLERK

CORPORATE SEAL
OF MUNICIPALITY

This Amendment No. **X** to the Official Plan of the Town of Deep River, which has been adopted by the Corporation of the Town of Deep River, is hereby approved in accordance with Section 21 of the Planning Act.

DATE: _____

APPROVAL AUTHORITY: _____

(COUNTY OF RENFREW)

THE CORPORATION OF THE TOWN OF DEEP RIVER

BY-LAW NUMBER XX-2026

Whereas the Council of the Corporation of the Town of Deep River, in accordance with the provisions of Sections 17 and 21 of the Planning Act, as amended, hereby enacts as follows:

THAT amendment No. X to the Official Plan of the Town of Deep River, consisting of the attached text is hereby adopted and approved.

THAT the Clerk is hereby authorized and directed to make application to the County of Renfrew for approval of Amendment No. X to the Official Plan of the Town of Deep River.

THAT this By-law shall come into force and take effect on the day of final passing thereof.

This By-law given its FIRST and SECOND reading this ____ day of _____, 2026.

This By-law read a THIRD time and finally passed this ____ day of _____, 2026.

MAYOR

CLERK

CORPORATE SEAL
OF MUNICIPALITY

**AMENDMENT NO. X TO THE OFFICIAL PLAN FOR
THE TOWN OF DEEP RIVER**

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THE CONSTITUTIONAL STATEMENT

PART A – THE PREAMBLE does not constitute part of this amendment.

PART B – THE AMENDMENT consisting of the following text constitutes Amendment No. **X** to the Official Plan for the Town of Deep River.

PART B - THE PREAMBLE

Purpose and Effect of the Amendment

The purpose of this Amendment to the Town of Deep River Official Plan is to revise the Community Improvement Plan Area definition to align with the Planning Act to all lands within the municipal boundaries of the Town of Deep River

Location and Site

This amendment is general in nature and applies to all lands within Town of Deep River.

BASIS

A Community Improvement Plan is a tool provided by the Municipal Act, 2001, and the Planning Act, 1990, allowing municipalities to assist with the maintenance, rehabilitation, development and redevelopment of targeted areas. Municipalities can provide financial incentives like grants or loans, to property and business owners to directly support improvements and investments in buildings and lands within a defined project area.

In 2021, Council adopted By-laws 31-2021 and 39-2021, establishing a Community Improvement Plan focused on the downtown core. The intent of the original Downtown Community Improvement Plan (DCIP) was to support revitalization of the downtown through targeted financial incentives and public realm improvements.

Since its adoption, the program has supported a number of improvement projects; however, the geographic scope and range of eligible programs have limited its overall uptake and effectiveness.

Council has reviewed the DCIP, and determined that an updated and expanded CIP be developed to reflect current community needs and economic development priorities. Changes to the CIP include, updated goals, an expanded financial incentive program, and the expansion of the CIP Area to include the whole of the Town of Deep River.

The proposed updates are intended to position the CIP as a broader economic development tool that supports investment not only in the downtown core, but also along key areas such as the Highway 17 commercial corridor and other strategic locations within the municipality. The expanded geographical scope and financial incentive programs will also support the overall long-term growth of the Town.

Section 28 of the Planning Act, 1990, allows Council to designate the whole or part of the municipality as a Community Improvement Plan Area (CIPA). This designation must be adopted by by-law. Section 6.2.4 of the Official Plan includes the designated area, and therefore, any future changes to the CIPA would require an unnecessary and duplicative Official Plan amendment.

This Official Plan amendment updates the Town's Official Plan to reflect the requirements of Section 28 of the Planning Act.

AMENDMENT NO. X
TO THE OFFICIAL PLAN
OF THE TOWN OF DEEP RIVER

This amendment was adopted by the Corporation of Town of Deep River by By-Law No. [REDACTED] in accordance with the Planning Act, R.S.O. 1990, Chapter P. 13, as amended, on the [REDACTED] day of [REDACTED], [REDACTED].

PART B - THE AMENDMENT

All of this part of the document entitled Part B - The Amendment, which consists of changes, additions and revisions of the text and the changes to Schedules as set out below, constitutes Amendment No. X to the Official Plan of the Town of Deep River.

DETAILS OF THE AMENDMENT

The Official Plan of the Town of Deep River, as amended, is further amended as follows:

1. Section 6.2.4(1) *Selected Areas*, is hereby deleted in its entirety and replaced with the following:

“Pursuant to Section 28 of the Planning Act, R.S.O. 1990, c. P.13, Council may designate the whole or any part of an area covered by this Official Plan as a community improvement project area by by-law.”

2. Schedule “D” *Secondary Plan and Community Improvement Plan Areas*, is hereby deleted in its entirety and replaced with Schedule “D” *Secondary Plan Areas* attached to this amendment:

Request to make a Deputation/Presentation to Council/Committee

Name:	Eileen Burke
Address:	[REDACTED]
Mailing Address:	Chalk River
Postal Code:	KAT1J0
Telephone Number:	[REDACTED]
E-mail:	[REDACTED]

Please list all speakers as only those named will be allowed to speak:

1.	Eileen Burke
2.	

Please provide details of the matter to which you wish to speak:

- Whistle Stop run by the Ancients in Community Centre Bldg will be at end of life in probably 5 years or so. What help can council give us.
--

What action are you hoping will result from your presentation/deputation?

- find out council's plan for bldg - see if anything can be done working out a solution or where we could move to.

Signature: Eileen Burke Date: May 27/26

Please complete this form and return to the Clerk's Office: Fax 613 584-3237 or Email jmellon@deepriver.ca.

The personal information is being collected by the Town of Deep River for the sole purpose of a request to make a deputation to Council or Committee pursuant to Section 10 of Town of Deep River By-law Number 31-2022. This information may be circulated to Members of Council, staff and the general public.

Minister of Energy
and Natural Resources



Ministre de l'Énergie et
des Ressources naturelles

Ottawa, Canada K1A 0E4

May 22, 2026

Jackie Mellon
The Town of Deep River
jmellon@deepriver.ca

Dear Jackie Mellon:

The Prime Minister's Office has forwarded to me a copy of your correspondence of November 12, 2025, regarding the Town of Deep River's resolution in support of CANDU nuclear technology. Please accept my apologies for the delayed response.

With the global energy transition underway, governments and industry are seeking clean and reliable sources of energy to support economic growth, enhance energy security, and achieve climate objectives. In this context, Canada aims to become an energy superpower and a supplier of secure, reliable, low-carbon energy and natural resources. Canada is deploying all available energy sources and technologies to build a competitive low-carbon economy, including advancing nuclear energy and offshore wind, and scaling technologies such as carbon capture and methane abatement to provide reliable, affordable, and sustainable energy nationwide.

CANDU nuclear technology is one of Canada's most strategic energy assets. CANDU reactors provide clean, reliable power and are built, operated, and maintained in Canada by Canadian workers and engineers, using Canadian supply chains and expertise. They also create significant export opportunities. Last month, I was in Poland to emphasize that Canada's nuclear expertise makes CANDU technology a strong fit for Poland's long-term energy security goals.

We are proud of Canada's history with CANDU technology and appreciate the contributions the people of Deep River have made over the years. We will continue to support Canadian technologies, supply chains, and research organizations.

Yours sincerely,



The Honourable Tim Hodgson, P.C., M.P.

Canada 

From: Katherine Hartel
Sent: Wednesday, May 27, 2026 11:33 AM
To: Jackie Mellon
Cc: john.yakabuskico@pc.ola.org; minister.mah@ontario.ca;
charmaine.williams@ontario.ca; amo@amo.on.ca
Subject: BILL 9 Passed! Re: Legislative Amendments to Improve Municipal Codes of Conduct and Enforcement

Thankyou Council of Deep River for your actions and resolution! Bill 9 passed!

<https://www.instagram.com/reel/DYyWGRuwUo/?igsh=MWR0d3AzaG9tb282> Bill 9 passed.

On Tue, Sep 26, 2023, 5:09 p.m. Jackie Mellon <jmellon@deepriver.ca> wrote:
Good Afternoon,

Please be advised, the Council of the Town of Deep River at its Regular Meeting of Council held on August 16, 2023 passed Resolution 2023 264, in support of the Association of Municipalities proposed resolution regarding legislation to strengthen municipal Codes of Conduct and enforcement:

- 6.1.5 Legislative Amendments to Improve Municipal Codes of Conduct and Enforcement
Ms. Katherine Hartel, on behalf of The Women of Ontario Say NO

RESOLUTION 2023 264

MOVED BY: Councillor Hughes
SECONDED BY: Councillor Myers

BE IT RESOLVED THAT the correspondence from Ms. Katherine Hartel on behalf of the Women of Ontario Say NO, regarding Municipal Codes of Conduct compliance, be received, and

THAT the Council of the Town of Deep River endorses the Association of Municipalities proposed resolution to introduce legislation to strengthen municipal Codes of Conduct and enforcement, which reads as follows:

WHEREAS, all Ontarians deserve and expect a safe and respectful workplace;

AND WHEREAS, municipal governments, as the democratic institutions most directly engaged with Ontarians need respectful discourse;

AND WHEREAS several incidents in recent years of disrespectful behaviour and workplace harassment have occurred amongst members of municipal councils;

AND WHEREAS these incidents seriously and negatively affect the people involved and lower public perceptions of local governments;

AND WHEREAS municipal Codes of Conduct are helpful tools to set expectations of council member behaviour;

AND WHEREAS municipal governments do not have the necessary tools to adequately enforce compliance with municipal Codes of Conduct;

NOW, THEREFORE BE IT RESOLVED THAT the Town of Deep River supports the call of the Association of Municipalities of Ontario for the Government of Ontario to introduce legislation to strengthen municipal Codes of Conduct and compliance with them in consultation with municipal governments; and

BE IT FURTHER RESOLVED THAT the legislation encompass the Association of Municipalities of Ontario's recommendations for:

- Updating municipal Codes of Conduct to account for workplace safety and harassment
- Creating a flexible administrative penalty regime, adapted to the local economic and financial circumstances of municipalities across Ontario
- Increasing training of municipal Integrity Commissioners to enhance consistency of investigations and recommendations across the province
- Allowing municipalities to apply to a member of the judiciary to remove a sitting member if recommended through the report of a municipal Integrity Commissioner
- Prohibit a member so removed from sitting for election in the term of removal and the subsequent term of office; and

THAT this resolution be sent to the Premier, Local MPPS, the Minister of Municipal Affairs and Housing, the Associate Minister of Women's Social and Economic Opportunity, and AMO.

CARRIED

Best Regards,

Jackie Mellon
Clerk
Town of Deep River



From the Desk of
Billy Denault, MPP
Renfrew-Nipissing-Pembroke

May 29, 2026

2026/2027 Seniors Active Living Centres Funding: Renfrew-Nipissing-Pembroke

Dear Senior Organizations,

I am pleased to announce the continuation of funding allocations. While this funding is not new, it reflects our government's ongoing commitment to supporting Seniors Active Living Centre(s) through stable and predictable funding.

This letter explains how the Ministry for Seniors and Accessibility will be in contact with each SALC operator soon to inform you of your approved funding for the upcoming year.

On behalf of the residents of the Renfrew-Nipissing-Pembroke riding, we wish you continued health and success in your future endeavours.

Best regards,

A handwritten signature in blue ink, appearing to read "Billy Denault".

Billy Denault, MPP

Renfrew-Nipissing-Pembroke

Council and Committee

Monthly Summary

May 2026

Below you will find highlights of the County of Renfrew County Council and Committee meetings held May 13 and May 27, 2026.

Please note that this summary does not constitute the official record of the meetings and approved minutes should be consulted for that purpose.

The full [Council and Committee packages](#) can be found online.

The [May 13, 2026](#) and [May 27, 2026](#) meetings are on YouTube.

Warden's Address

Key highlights

At the May 13 meeting, Warden Jennifer Murphy highlighted some of her activities since the last Council and Committee meetings:

- As a member of the Eastern Ontario Wardens' Caucus, Warden Murphy participated in the annual Queen's Park Advocacy Day, where Wardens and senior staff from across the region met with provincial representatives to advance shared priorities for rural Ontario. These discussions focused on key issues such as infrastructure, housing, and economic growth, and continued to reinforce the importance of strong collaboration between our municipalities and the Province.
- She acknowledged the [groundbreaking ceremony](#) for the new Whitewater Paramedic Base, calling it an important milestone which reflects our continued investment in paramedic service and the commitment to ensuring timely, high-quality emergency response for residents across the region. She thanked members of County Council and MPP Billy Denault for attending, in addition to members of the County of Renfrew Paramedic Service.
- The Warden attended the annual Hike for Hospice Renfrew on May 3, which saw dozens of teams and countless individuals band together to raise \$95,821 for the hospice.
- The Warden acknowledged Clerk's Week and Economic Development Week, highlighting the vital contributions of legislative staff in supporting transparent and accountable governance, as well as the efforts of staff and partners who drive business growth and economic prosperity across the County.
- She also acknowledged the Community Services Department – particularly the Children's Services team – for delivering a successful [May Day](#) event, which brought together childcare staff from across Renfrew County to celebrate early years programming and showcase services available to residents.

At the May 27 meeting, Warden Murphy highlighted her recent activities:

- On May 19, the Warden along with other members of County Council, Development and Property and Community Services staff attended the [ribbon-cutting](#) ceremony of our new affordable housing units at 135 Francis Street in the Town of Renfrew. This project represents an important investment in our community, contributing to the Renfrew County Housing Corporation's portfolio. This project was a collaboration between the County, the Provincial and Federal governments, along with many external partners, to provide safe, efficient, and accessible housing options for residents.
- With May 17–23 recognized as Paramedic Services Week and National Public Works Week, Warden Murphy acknowledged the dedication of Paramedics and emergency responders in providing essential front-line care, and the critical behind-the-scenes work of Public Works staff in maintaining infrastructure and supporting public safety and extended sincere appreciation to both groups for their ongoing commitment to residents.

Members' Written Motion

- County Council supported the nomination of Councillor Peter Emon to the Board of Directors for the Association of Municipalities of Ontario (AMO) as a Rural Caucus representative.

Announcements

- The [Silver Chain Challenge](#) returns this June. This friendly competition with Lanark County invites residents and visitors of all ages to get active by walking, running, or cycling throughout the month. This is a fun way to explore Renfrew County with a purpose – checking out new locations, getting some physical activity and helping Renfrew County win by [tracking your kilometres](#) in real time.

Delegations

- At the May 13 session of County Council, Adam Amza, Coordinator of [the Lanark Renfrew Immigration Settlement Services \(LRISS\)](#), provided an overview of LRISS programming and its role in supporting newcomer settlement across Renfrew County. In 2026, LRISS assisted 123 newcomers through 196 service interactions, providing coordinated supports including needs assessments, employment services, language and community connections, and school-based integration. Case examples highlighted the complexity of newcomer needs and the importance of ongoing, individualized support. Program outcomes demonstrate improved access to services, increased language skills, stronger community integration, and progress toward citizenship. Council was encouraged to continue supporting collaborative efforts that enhance newcomer inclusion and long-term settlement success in the region.
- At the May 13 Community Services Committee, Community Services Director Andrea Patrick and Development and Property Director Jason Davis provided a high-level overview of the [Renfrew County Housing Corporation's Vision Forward](#), a comprehensive five-year strategic road map that will guide community housing planning, investment, and service modernization across Renfrew County from 2026 to 2030.
- At the May 27 session of County Council, Stefi Van Wijk and Michelle Logan, Chair and Vice-Chair respectively of the Ottawa Valley Tourist Association Board of Directors, provided an [annual update](#). The OVTA highlights a strong and growing tourism sector in Renfrew County and Pembroke, with hundreds of businesses supporting nearly 3,000 jobs and continued growth in

accommodations and visitor activity. Visitor confidence remains high, with positive reviews, steady or increasing visitation for most businesses, and many operators rely heavily on tourism. A key focus is leveraging the Municipal Accommodation Tax (MAT), which is generating revenue in communities like Pembroke and Petawawa. These funds are reinvested into tourism marketing, product development, and events to attract more visitors and support local economies. Overall, the presentation emphasizes collaboration, strategic marketing, and reinvestment of tourism revenues to drive increased visitation, longer stays, and sustainable economic growth across the Ottawa Valley.

- During the Development and Property Committee, County Forester Lacey Rose [outlined the draft Forest Management Plan \(FMP\)](#) for the County of Renfrew Forest (RCF) for the 2027–2036 period, which guides the sustainable management of approximately 6,540 hectares of County-owned forest across 54 tracts. The RCF continues to operate as a certified, working forest, balancing economic, environmental, and social objectives while remaining compliant with provincial legislation and the County Official Plan. The plan reflects current forest conditions, noting that a large portion of the forest is mature and eligible for harvest, which presents challenges for maintaining consistent long-term revenue. Over the next decade, approximately 1,716 hectares are planned for harvest, with projected revenues of \$2.3 million, subject to market conditions.
- Larissa Coulas, the County’s Municipal Climate Intern, made a presentation to the Development and Property Committee [overviewing climate change trends](#), impacts, and current actions within Renfrew County, alongside a recommendation for next steps. National research indicates that most municipalities across Canada – particularly in Ontario – have adopted or are developing climate action plans, highlighting a growing expectation for local climate leadership. She noted the County has initiated a range of climate-related actions, including energy efficiency upgrades to facilities, installation of EV chargers, operational changes to reduce emissions, and the establishment of a Climate Action Committee.

Operations Committee

Presented by: Glenn Doncaster, Chair

- The Operations Committee met on April 29, 2026, to review the Transportation Master Plan (TMP) and discuss how it will guide future transportation planning in the County. The discussion covered potential updates to road planning, transit options, active transportation (such as walking and cycling), and several existing policies. Members focused on making sure future plans support safe, efficient, and sustainable travel while meeting the community’s changing needs. The Committee also reviewed policies related to road safety and design, including community safety zones, speed limits, and road clear zones. Members noted concerns about potential costs and stressed the importance of keeping policies flexible and practical for different local conditions. Following the discussion, staff were directed to update and draft several transportation-related policies and strategies, and to review infrastructure expansion priorities within the Asset Management Plan.
- Council approved a resolution related to the Protection for Municipal Public Workers and Contractors. It calls on the Province of Ontario to strengthen legislative protections, enhance enforcement support, and impose stricter consequences for individuals who threaten or obstruct municipal public works staff and contractors.

- The approved contracts/tenders were as follows:
 - For engineering services for the inspection of County structures, as submitted by Keystone Bridge Management Incorporated of Ottawa, Ontario, in the amount of \$66,335.00, plus applicable taxes.
 - For rehabilitation of County Road 68 (Rockingham Road), from Guiney Road to Letterkenny Road, Township of Brudenell, Lyndoch and Raglan, as submitted by Bonnechere Excavating Incorporated, Renfrew, Ontario, in the amount of \$1,082,510.84, plus applicable taxes.
 - For steel sign posts as submitted by Spectralite/Signoplus, Trois-Rivieres, Quebec, in the amount of \$44,599.00, excluding applicable taxes. The municipalities participating in this contract are the Towns of Laurentian Hills and Petawawa and the Townships of Bonnechere Valley, Horton, and Whitewater Region.
 - For crack sealing as submitted by Roadlast Asphalt & Sealing Maintenance Inc., Kemptville, Ontario, in the amount of \$39,420.00.
 - For the rehabilitation of B121 (Waba Creek Bridge), located on County Road 2 (White Lake Road), approximately 0.4 km north of County Road 52 (Burnstown Road), Township of McNab/Braeside, as submitted by GIP Paving Inc., Kingston, Ontario in the amount of \$467,330.00 excluding applicable taxes.
 - For the rehabilitation of County Road 508 (Calabogie Road), from 350m south of County Road 52 (Burnstown Road) to 200m south of Fleming Drive, approximately 5.7km, Townships of McNab/Braeside and Greater Madawaska, as submitted by McCrea Excavating Ltd., Pembroke, Ontario in the amount of \$2,616,681.80.
 - For supply and delivery of granular materials for the rehabilitation of County Road 508 (Calabogie Road), as submitted by Miller Paving Limited, Markham, Ontario, in the amount of \$109,070.00.

Community Services Committee

Presented by: Anne Giardini, Chair

- County Council has approved the County's new five-year community housing plan, *Vision Forward*. As part of this plan, the housing building at 524 Nelson Street in Pembroke will be declared surplus and prepared for sale in 2026, in accordance with County policy. The 24 existing rent-geared-to-income (RGI) units in that building will be replaced through a mix of redevelopment, intensification at other properties, and partnerships, including opportunities within the private market. Staff has been directed to move forward with the plan and its actions, subject to future budget approvals and any additional Council decisions required.

Development & Property Committee

Presented by: James Brose, Vice-Chair

- County Council allocated a budget of \$25,000 from County's Strategic Reserves for appraisal and survey work for a Class III Industrial Park located in the Township of Whitewater Region. Economic Development staff is engaging with the Ministries of Natural Resources and Energy and Mines, as the landowners of the site, to ensure that we have the most recent copies of any geological surveys completed to date and to discuss potential Provincial support and involvement for possible new developments in this area.

- County Council adopted an updated Tariff of Fees By-law for applications made in respect of planning matters, particularly associated with peer review of technical studies.
- The Township of Admaston/Bromley and the Town of Laurentian Hills adopted new comprehensive zoning by-laws this month, marking an important milestone for both municipalities and a significant achievement. These projects represent years of work involving detailed policy review, technical analysis, public consultation, and coordination to ensure that the new by-laws are consistent with provincial planning requirements while also reflecting the evolving needs and priorities of each community.
- The County of Renfrew GIS Division has launched the [Renfrew County GIS and Mapping Hub](#), a new publicly accessible platform powered by Esri's ArcGIS Hub technology. The Hub provides a centralized source for geographic data and interactive mapping tools, improving access to spatial information for residents, partner agencies, and County staff. By supporting collaboration, enhancing transparency, and enabling efficient data sharing, the Hub also plays a key role in advancing GIS initiatives. The GIS Division will continue to expand and maintain the platform and welcomes feedback from the community and stakeholders as the Hub evolves.
- On April 28, 2026, Business Development Officer David Wybou attended the Canadian Association of Nuclear Host Communities (CANHC) Annual General Meeting with representatives from the Town of Deep River, including Mayor Suzanne D'Eon, Reeve Glenn Doncaster, CAO Sean Patterson, and Director of Growth and Sustainability Christian Kaiser. The meeting focused on national nuclear host community priorities, including CANHC's strategic direction, federal/provincial/industry collaboration updates, regulatory processes, Canadian Nuclear Safety Commission engagement, governance reform, membership model changes, and long-term funding strategy.

Health Committee

Presented by: Michael Donohue, Chair

- In response to requests from local municipalities, the County of Renfrew Paramedic Service teams checked and mapped 268 locations affected by flooding as of May 4, with the majority in Whitewater Region, Horton, and Laurentian Valley. Staff reached residents using a variety of methods – including trucks, boats, and on-foot access - to assess health and safety, property impacts, access to emergency services, and potential hazards. Information was shared between the County and local municipalities through emergency management channels, and mapping work (including drone support) helped track conditions and plan for future flooding. Vulnerable residents were supported through the Community Paramedic Program and were actively monitored. Outreach and coordination with communities continued throughout the spring melt to help ensure residents were supported.
- County Council approved the purchase of four new Emergency Response Vehicles at a total cost of \$380,000. Some of the vehicle outfitting will be completed in-house to reduce costs. The vehicles will be paid for through a capital lease.
- County Council adopted a by-law authorizing the Warden and Chief Administrative Officer to sign the Lease Agreement between the County of Renfrew and Carefor Health and Community Services, 425 Cecelia Street, Pembroke, Ontario, for space for the Renfrew County Virtual Triage and Assessment Centre (RC VTAC), commencing April 1, 2026.

Corporate Services Committee

Presented by: Peter Emon, Chair

- County Council adopted a by-law amending a Corporate Policy for Non-Elected Committee Member Reimbursement, which will replace a 2007 by-law to reimburse travel costs for non-elected committee members. With more committees now including volunteer members, there's a need for clearer, more consistent rules. The new policy updates outdated language, sets a limit of four reimbursed meetings per year, and encourages virtual or hybrid attendance to reduce travel and improve access. It does not apply to members serving on external boards or agencies.
- County Council adopted a by-law amending a Corporate Policy for the Procurement of Goods and Services following direction to incorporate the *Buy Ontario Act (Public Sector Procurement)*, 2025 and the Municipal Buy Ontario Procurement Directive into the policy.
- County Council adopted a by-law amending the Surplus/Deficit Policy following a review of the reserve accounts.
- County Council approved a by-law amending Delegate Authority for the Administration of the Municipal Freedom of Information and Protection of Privacy Act By-law. The existing by-law was outdated, and this update modernizes the County's MFIPPA framework, provides greater clarity and accountability, and aligns the County's practices with current legislation and accepted municipal best practices, without changing Council's oversight role or the County's obligations under the Act.
- County Council approved the revised Employment By-law #1 to return of the Human Resources Generalist position into Group 5 of the Non-Union Salary Grid.

Additional Information

Craig Kelley, Chief Administrative Officer/Deputy Clerk

613-735-7288

**Ministry of
Municipal Affairs
and Housing**

Office of the Minister

777 Bay Street, 17th Floor
Toronto ON M7A 2J3
Tel.: 416 585-7000

**Ministère des
Affaires municipales
et du Logement**

Bureau du ministre

777, rue Bay, 17^e étage
Toronto (Ontario) M7A 2J3
Tél. : 416 585-7000



234-2026-1746

June 1, 2026

On May 25, 2026, our government introduced the proposed [*Protecting Ontario's Streets and Communities Act, 2026*](#) (Bill 119). Through this legislation, we are proposing new tools to address zoning by-law contraventions which respond to recommendations and requests from municipal leaders. The proposed *Planning Act* changes, if passed, would enable municipalities to use an administrative monetary penalty (AMP) system for zoning by-law contraventions which relate to land uses that are not permitted.

We are interested in receiving your comments on these proposed changes. Comments can be made through the Environmental Registry of Ontario Posting [026-0558](#) Proposed Planning Act Changes (Schedule 7 of Bill 119 - *Protecting Ontario's Streets and Communities Act, 2026*) from May 26, 2026, to June 25, 2026. The government invites you to review the [Environmental Registry of Ontario and Regulatory Registry of Ontario](#) links provided above and share any feedback you may have.

If you have any questions, please reach out to my Director of Stakeholder Relations, Caucus Affairs and Public Appointments, Tanner Zelenko at tanner.zelenko@ontario.ca.

I look forward to continued collaboration with you to address these and other important issues facing our communities.

Sincerely,

A handwritten signature in blue ink that reads "Robert J. Flack".

Hon. Robert J. Flack

Minister of Municipal Affairs and Housing

c. The Honourable Graydon Smith, Associate Minister of Municipal Affairs and Housing

Robert Dodd, Chief of Staff Minister's Office

Matthew Rae, Parliamentary Assistant, Municipal Affairs and Housing

Laura Smith, Parliamentary Assistant, Municipal Affairs and Housing

Brian Saunderson, Parliamentary Assistant, Municipal Affairs and Housing

Martha Greenberg, Deputy Minister, Municipal Affairs and Housing

David McLean, Assistant Deputy Minister, Municipal Affairs and Housing

Laurie Miller, Assistant Deputy Minister, Municipal Affairs and Housing

Sean Fraser, Assistant Deputy Minister, Municipal Affairs and Housing

Municipal Chief Administrative Officers



*From the Desk of
Billy Denault, MPP
Renfrew-Nipissing-Pembroke*

June 1, 2026

To the residents of Renfrew-Nipissing-Pembroke,

I am writing in response to concerns raised at a recent County Council meeting regarding the Highway 17 expansion project between Arnprior and Bruce Street.

Following the meeting, I spoke directly with the Ministry of Transportation and the Premier's Office to seek clarification on the issues that were raised. I would like to provide residents with the most up-to-date information available regarding this important project.

The Ontario Government continues to take steps to widen this highway section, supporting the safe movement of people and goods in Eastern Ontario. There are no changes to plans for the delivery of this expansion project since the February 2026 announcement.

The ministry noted that the phasing plan and timelines in the RFP are intended to help service providers prepare their bids. The plan shows contract delivery dates starting in 2028, with the final contract identified for delivery in 2032, and the design assignment concluding in 2034. However, the actual phasing and construction schedule will be determined as detailed design progresses. This will depend on factors such as Indigenous consultation, and obtaining required approvals and permits, including third-party crossings, utility coordination, and other requirements.

Indigenous consultation started in 2020/21, is ongoing and will continue through design and construction.

Significant utilities relocations have been completed to date to prepare for the twinning project. The remaining utilities are on track to be relocated prior to construction beginning.

The ministry and I recognize Highway 17 as a critical link in the Trans-Canada Highway system and a vital trade corridor, connecting communities across Eastern Ontario and supporting the movement of people and goods throughout our region.

On April 20, 2026, Minister of Transportation Prabmeet Sarkaria and Minister of Northern Economic Development and Growth George Pirie wrote to Federal Minister of Transport Steven McKinnon requesting federal support to accelerate continued widening of Highway 11 and Highway 17.

As stated in the February 27, 2026 announcement, a public information meeting will be held on June 18, 2026, at the Murray Yantha Community Centre in McNab/Braeside from 4:00 p.m. to 7:00 p.m. I encourage residents to attend, speak directly with ministry staff, and learn more about the project and the next steps ahead.

Please be assured that Highway 17 remains one of my highest priorities. While work continues toward the expansion between Arnprior and Bruce Street, our government is continuing to invest in transportation infrastructure across the riding. In the northern section of Renfrew-Nipissing-Pembroke, the Highway 17 corridor from Chalk River through to Head, Clara and Maria Township will be paved this summer, improving safety and accessibility for residents, visitors, tourists, and cottage owners alike.

As your voice at Queen's Park, I remain committed to raising this issue at every opportunity and advocating for the timely advancement of this critical project. Highway 17 is more than a roadway, it is a lifeline for our communities, businesses, and families. Because this project matters to the people of Renfrew-Nipissing-Pembroke, you can be rest assured it matters deeply to me as well.

Sincerely,

Billy Denault, MPP
Renfrew-Nipissing-Pembroke



From the Desk of
Billy Denault, MPP
Renfrew-Nipissing-Pembroke

June 2, 2026

Dear Mayors and CAOs,

I wanted to ensure that you and your municipal staff are aware that applications are now open for Ontario's new Development Charge Reduction Program (DCRP), a joint initiative between the Province of Ontario and the Government of Canada.

The program will provide up to \$8.8 billion over the next ten years to support housing-enabling infrastructure projects across Ontario. Funding will be prioritized for municipalities that reduce development charges on residential development by 30 per cent to 50 per cent or more and maintain those reductions for at least three years.

As housing affordability and housing supply continue to be significant challenges across our region and the province, this program represents an important opportunity for municipalities to secure infrastructure funding while helping to reduce the cost of building new homes.

Municipalities are encouraged to review the program details and consider how participation may support local housing and infrastructure priorities. Applications opened on June 1, 2026.

Additional information, including the provincial announcement and program details, is available at:

News Release:

<https://news.ontario.ca/en/release/1007531/ontario-and-canada-open-applications-for-new-development-charge-reduction-program>

If my office can be of assistance in connecting you with the appropriate ministry contacts or obtaining further information, please do not hesitate to reach out.

Sincerely,

Billy Denault
MPP, Renfrew-Nipissing-Pembroke

Constituency Office: 84 Isabella Street • Unit 6 • Pembroke • Ontario K8A 5S5 • Tel. 613-735-6627 • Fax 613-735-6692

**Ministry of
Municipal Affairs
and Housing**

Office of the Minister

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234-2026-1806

June 1, 2026

Dear Head of Council:

I am writing to invite your municipality to apply to the new Canada-Ontario Development Charge Reduction Program (DCRP), beginning June 1, 2026.

This program is part of the historic Canada-Ontario Partnership to Build, announced on March 30, 2026, which would provide up to \$8.8 billion in new infrastructure funding to municipalities that reduce and maintain development charge (DC) reductions. While the program requires DC reductions of at least 30% to 50%, retroactive to March 30, 2026, municipalities are strongly encouraged to be as ambitious as possible in their DC rate reductions to secure as much funding as possible for their communities.

Ontario understands the importance of municipal DCs in funding the infrastructure to support growth. However, rising DCs have become a significant barrier to home building. Housing is stalling in Ontario and will continue to be deeply affected unless all levels of government come together to take collective, strategic action to incent housing development.

This program gives municipalities a unique opportunity to partner with the provincial and federal governments to support new housing. It will help municipalities to fund and build the infrastructure needed for growth, including housing-enabling infrastructure, such as roads, water and wastewater systems, transit and community infrastructure, such as fire and police infrastructure. Municipalities will be required to fund at least 10 per cent of project costs, with greater municipal contributions leading to higher funding eligibility.

Municipalities must also put forward shovel-ready projects from their DC background study and capital plan that are anticipated to start construction no later than July 31, 2030, and be complete by October 31, 2035. Joint applications are also encouraged, but all applicants would be required to meet the immediate and ongoing program requirements.

.../2

Together with the temporary enhanced HST relief on new homes, this summer construction season is pivotal to maximizing the impact of this program on unlocking housing. This is why Ontario is moving expeditiously to launch the DCRP with a single intake period from June 1-19, 2026, to commit all funds for the next ten years.

To apply, municipalities must submit a completed application form with required supporting documents via the Transfer Payment Ontario (TPON) system by **10:00 a.m. EST on June 19, 2026**. To get started, access the TPON system by visiting www.Ontario.ca/getfunding. Program guidelines, frequently asked questions, and the application form will be available on the TPON system shortly. In the interim, if you have questions about the program, including application information, I encourage you to email DCRP@ontario.ca.

All Ontario municipalities (single-tier, upper-tier and lower-tier) that have an active DC by-law in place (as of March 30, 2026) are eligible to apply. Municipalities that took action to reduce DCs prior to March 30, 2026, are also encouraged to apply to receive recognition for their efforts in supporting new housing developments.

By continuing to work together to unlock more housing supply, we are creating jobs, supporting economic growth, building more affordable homes faster, and laying the foundation for long-term prosperity across Ontario.

Sincerely,



Hon. Robert J. Flack
Minister of Municipal Affairs and Housing

- c. Municipal Chief Administrative Officer
Hon. Todd McCarthy, Minister of Ministry of Infrastructure
Hon. Peter Bethlenfalvy, Minister of Ministry of Finance
Robert Dodd, Chief of Staff to the Minister of Municipal Affairs and Housing
Aryn Azzopardi, Chief of Staff to the Minister of Infrastructure
Blair Hains, Chief of Staff to the Minister of Finance
Martha Greenberg, Deputy Minister of Municipal Affairs and Housing
Laurie Miller, Assistant Deputy Minister, Local Government Division, Municipal Affairs and Housing

**Town of Deep River
Meeting Minutes
May 20, 2026 - Striking Committee – 5:30 PM**

Present:

Mayor	Suzanne D'Eon
Reeve	Glenn Doncaster
Councillor	Will Fitton

Regrets:

NIL

Staff:

Sean Patterson, Chief Administrative Officer
Jackie Mellon, Deputy Clerk
Christian Kaiser, Director of Growth and Sustainability

1. CALL TO ORDER

Mayor D'Eon called the meeting to order at 5:36 PM.

2. ADOPTION OF AGENDA

RESOLUTION 2026-SC-01

MOVED BY: Councillor Fitton

SECONDED BY: Reeve Doncaster

BE IT RESOLVED THAT the Striking Committee Meeting agenda of May 20, 2026, be adopted as circulated.

CARRIED

3. DISCLOSURE OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF

Councillor Fitton declared a pecuniary interest regarding item number 5.1 with respect to his potential appointment to the Shared Services Working Group and per diem payment as a member of the Working Group.

4. APPROVAL OF COMMITTEE MINUTES

4.1 Striking Committee Meeting Minutes - December 17, 2025

RESOLUTION 2026-SC-02

MOVED BY: Reeve Doncaster

SECONDED BY: Councillor Fitton

BE IT RESOLVED THAT the minutes of the Striking Committee Meeting of December 17, 2025 as circulated to all members of the Committee, be approved.

CARRIED

5. BUSINESS

5.1 Membership and Shared Services Working Group
Suzanne D'Eon, Mayor

RESOLUTION 2026-SC-03

MOVED BY: Reeve Doncaster

SECONDED BY: Mayor D'Eon

BE IT RESOLVED THAT the verbal report to the Striking Committee by Mayor D'Eon regarding the appointment of a Member of Council to work on a Shared Services Working Group, be received, and

THAT the Striking Committee recommends to Council that Councillor Myers be appointed to the Shared Services Working Group.

CARRIED

6. CLOSED SESSION

The Committee did not enter into Closed Session.

7. MATTERS ARISING FROM CLOSED SESSION

NIL.

8. ADJOURNMENT

RESOLUTION 2026-SC-04

MOVED BY: Councillor Fitton

SECONDED BY: Reeve Doncaster

BE IT RESOLVED THAT the Striking Committee hereby adjourns the meeting at 5:49 PM.

CARRIED

Suzanne D'Eon, Mayor

Jackie Mellon, Clerk

**Town of Deep River
MEETING MINUTES
May 20, 2026 - Council Meeting – 6:00 PM**

Present:

Mayor	Suzanne D'Eon
Reeve	Glenn Doncaster
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

1. CALL TO ORDER

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

2. ADOPTION OF AGENDA

RESOLUTION 2026 136

MOVED BY: Councillor Giardini

SECONDED BY: Councillor Myers

BE IT RESOLVED THAT the Council Meeting Agenda of May 20, 2026, be adopted as circulated.

CARRIED

3. DISCLOSURE OF PECUNIARY INTEREST AND GENERAL NATURE THEREOF

There were no declarations 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:

- The spring clean up of brush, electronics and metal has been completed. There are a number of items that were put out that are not eligible for pick up. These items have been tagged and staff will follow up with residents to advise they are not included on the list of eligible items.
- June is Parks and Rec month, as well as Senior's month. A number of events are scheduled which will be posted in the upcoming days.
- The washrooms at Lamure beach opened today.
- Per a Freshet call with the Ministry earlier today the water levels by all accounts are looking good. The snowpack in the North is mostly gone, and recent precipitation has slowed down a decrease in the water level, but levels are continuing to decrease and are expected to significantly decrease over the coming days.

Christian Kaiser, Director of Growth and Sustainability:

- The month of June will be packed with Public Meetings. On June 10th, 2026 a Public Meeting is scheduled related to an Official Plan Amendment that is needed to implement the new Community Improvement Plan. The amendment will expand the area so that the Plan applies to the entire Municipality. As it is an Official Plan Amendment it requires a Public Meeting to gather public feedback.
- Staff recently received a Zoning By-Law Amendment Application for a residential property on Alder Crescent to expand the permitted property uses to both commercial and residential. The Public Meeting for the Zoning By-Law Amendment is tentatively scheduled for June 24th, 2026.

4.2.2 Council

Reeve Doncaster:

- Reeve Doncaster will attend the annual Federation of Canadian Municipalities (FCM) Conference in Edmonton, Alberta from June 3 to 8, 2026.

Mayor D'Eon:

- Mayor D'Eon on behalf of Council thanked Public Works employees for their work on the spring clean-up. The spring clean up is a large job to complete that is done during a busy time with a lot of other things going on, with students cleaning up the public lands as well.
- On May 7th, 2026, Reeve Doncaster, Mayor D'Eon, and Sean Patterson, Chief Administrative Officer, met with representatives of Canadian Nuclear Laboratories (CNL) regarding their licence extension application. During the meeting they indicated they plan to submit the application for the licence extension in June, 2026.

4.3 Notice of Motion / Mayoral Matter

There were no notices of motion or Mayoral matters.

5. PUBLIC MEETING IN ACCORDANCE WITH PLANNING ACT

Application to amend Zoning By-Law 07-2024 of the Town of Deep River
Section 34 of the *Planning Act*, 1996

Subject Lands:

Part of Blk S, Plan 304 in the Town of Deep River (Montcalm Road).

This Public Meeting is being held in accordance with the *Planning Act*, 1996, the *Municipal Act*, 2001, and Town of Deep River Policy D-01 requirements for Council to hold a Public Meeting to inform the public of the application to amend the Zoning By-Law of the Town of Deep River, and to receive written and / or verbal submissions from the public.

Purpose: To add the following provisions to the Residential Four - Exception Four (R4-E4) Zone:

- To permit two apartment dwellings on one Lot;
- To reduce the rear yard depth requirement from 13.5 metres to 6 metres; and
- To permit a reduction in parking area buffer from 3 metres to 0.4 metres for two areas.

5.1 Call Public Meeting to Order

Mayor D'Eon called the Public Meeting to order at 6:07 PM.

5.2 Applicant Presentation

Ms. Janine Cik, Junior Planner, Jp2g Consultants, Inc.

Ms. Janine Cik of Jp2g Consultants, Inc. provided an overview of the Zoning By-Law Amendment application.

5.3 Staff Presentation

Lindsey Bennett, Senior Planner, Development and Property, County of Renfrew
Christian Kaiser, Director of Growth and Sustainability

Ms. Lindsey Bennett of the County of Renfrew and Mr. Christian Kaiser, Director of Growth and Sustainability presented the County of Renfrew Zoning By-Law Amendment Planning Report.

5.4 Speakers From the Public Gallery

The following persons from the Public Gallery provided their comments to Council:

1. Ms. Susan McBride, resident of the Town of Deep River.
2. Mr. William Turner, resident of the Town of Deep River.

5.5 Written Submissions to the Clerk's Office

The Clerk stated two (2) written submissions were received by the Clerk's office by the following persons:

1. Mr. William Turner, resident of the Town of Deep River.
2. Mr. Larry Dumoulin, resident of the Town of Deep River.

5.6 Adjournment of the Public Meeting

RESOLUTION 2026 137

MOVED BY: Councillor Myers

SECONDED BY: Councillor Giardini

BE IT RESOLVED THAT Council hereby adjourns the Public Meeting at 6:28 PM.

CARRIED

6. BUSINESS ARISING FROM PUBLIC MEETING

No business arose from the Public Meeting.

7. DEPUTATIONS

There were no deputations to Council.

8. CONSENT MATTERS

8.1 Correspondence

[Ontario Municipal Council Resolutions](#)

RESOLUTION 2026 138

MOVED BY: Councillor Hughes

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, save and except item numbers 8.1.2 and 8.1.4.

CARRIED

- 8.1.1 Highway 17 Construction and Lane Closures Notification**
Ms. Charlotte Witt, Project Manager, Bonnechere Excavating Inc. (BEI)

RESOLUTION 2026 139

Approved under Consent Resolution.

BE IT RESOLVED THAT the correspondence to Council from Ms. Charlotte Witt of Bonnechere Excavating Inc. (BEI) regarding a notice of Highway 17 construction and lane closures, be received.

- 8.1.3 EMCPA 2025 Compliance Results**
Mr. Tony Bavota, Assistant Deputy Minister, Emergency Response Division,
Ministry of Emergency Preparedness and Response

RESOLUTION 2026 140

Approved under Consent Resolution.

BE IT RESOLVED THAT the correspondence to Council from Mr. Tony Bavota of the Ministry of Emergency Preparedness and Response regarding the 2025 Emergency Management and Civil Protection Act (EMCPA) Compliance Results for the Town of Deep River, be received.

- 8..5 You Are Invited: Algonquin Elders Conference
Ms. Aimee Bailey, The Circle of Turtle Lodge
Ms. Erin Morris, Industry Relations & Marketing Coordinator, Ottawa Valley Tourist Association

RESOLUTION 2026 141

Approved under Consent Resolution.

BE IT RESOLVED THAT the correspondence to Council from Elder Ms. Aimee Bailey of The Circle of Turtle Lodge and Ms. Erin Morris of the Ottawa Valley Tourist Association regarding an invitation to the Algonquin Elders Conference, be received.

- 8.1.6 June is Seniors Month 2026
The Honourable Raymond Cho, Minister for Seniors and Accessibility

RESOLUTION 2026 142

Approved under Consent Resolution.

BE IT RESOLVED THAT the correspondence to Council from the Honourable Raymond Cho, Minister for Seniors and Accessibility regarding the 60th Anniversary of Ontario funding Seniors Active Living Centre (SALC) Programs, be received.

- 8.2 Minutes

RESOLUTION 2026 143

MOVED BY: Councillor Vaughan
SECONDED BY: Councillor Hughes

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 Council Meeting Minutes - May 6, 2026

RESOLUTION 2026 144

Approved under Consent Resolution.

BE IT RESOLVED THAT the Council Meeting Minutes of May 6, 2026, be approved.

8.3 Reports

RESOLUTION 2026 145

MOVED BY: Reeve Doncaster

SECONDED BY: Councillor Fitton

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 numbers 8.3.2 and 8.3.4.

CARRIED

8.3.1 Report Number 2026-PW-004 - Updated Road Plan
Dave McCarthy, Director of Operations

RESOLUTION 2026 146

Approved under Consent Resolution.

BE IT RESOLVED THAT Report Number 2026-PW-004 “**Road Plan**”, be received, and

THAT Council approve the revised 2026 Road Plan as described within this Report.

8.3.3 Report Number 2026-ADMIN-02 - Use of Electric Kick Scooters in Deep River
Christian Kaiser, Director of Growth and Sustainability

RESOLUTION 2026 147

Approved under Consent Resolution.

BE IT RESOLVED THAT Report Number 2026-ADMIN-02, “**Use of Electric Kick Scooters in Deep River**”, be received;
THAT Council directs staff to publish the draft By-Law presented in this report to the public for review and feedback; and

THAT Council directs staff to present an updated By-Law regulating the use of e-Scooters at a future meeting of Council.

8.4 Items Extracted from the Consent Agenda

8.1.2 2026 Pride Flag Raising
Ms. Amanda Quenneville, Resident, Town of Deep River

RESOLUTION 2026 148

MOVED BY: Councillor Giardini
SECONDED BY: Reeve Doncaster

BE IT RESOLVED THAT the correspondence to Council from Ms. Amanda Quenneville, resident of the Town of Deep River, regarding raising the rainbow Pride flag in June, be received, and

THAT the Pride Flag be raised on June 1st for the month of June, 2026.

CARRIED

8.1.4 Compost Bin Placement Restrictions
Ms. Lesley Barry, Resident, Town of Deep River

RESOLUTION 2026 149

MOVED BY: Councillor Giardini
SECONDED BY: Councillor Vaughan

BE IT RESOLVED THAT the correspondence to Council from Ms. Lesley Barry, resident of the Town of Deep River regarding restrictions on compost bin placement in the Clean and Clear Yards By-Law, be received, and

THAT staff be directed to investigate the possibility of implementing either a minor variance application process or a permit process, as well as an appeal process, if needed to deal with unusual compost bin placement situations.

CARRIED

7:30 PM – Councillor Giardini exited the Meeting.
7:33 PM – Councillor Giardini returned to the Council table.

- 8.3.2 Report Number 2026-PW-005 - Canteen Operations RFP
Dave McCarthy, Director of Operations

RESOLUTION 2026 150

MOVED BY: Councillor Fitton
SECONDED BY: Councillor Vaughan

BE IT RESOLVED THAT Report Number 2026-PW-005 “**Canteen Operations RFP**”, be received; and

THAT Council delegates authority for staff to enter into a contract with Game 7 Pro Shop & Apparel for the operation of the canteen at Pat McNulty Park for the 2026 season.

CARRIED

- 8.3.4 Membership and Shared Services Working Group
Striking Committee Members

RESOLUTION 2026 151

MOVED BY: Councillor Fitton
SECONDED BY: Reeve Doncaster

BE IT RESOLVED THAT the verbal report to Council by members of the Striking Committee regarding the appointment of a Member of Council to work on a Shared Services Working Group, be received, and

THAT as recommended by the Striking Committee, Council approve the appointment of Councillor Myers to serve on the Shared Services Working Group with Mayor D'Eon and Sean Patterson, Chief Administrative Officer.

CARRIED

9. BY-LAWS

RESOLUTION 2026 152

MOVED BY: Councillor Fitton
SECONDED BY: Reeve Doncaster

BE IT RESOLVED THAT all By-Laws shown in Section 9 of the agenda be approved and adopted by Council in the order they appear on the agenda, and sequentially numbered, save and except item number 9.1.

CARRIED

- 9.2 By-Law Number 21-2026 - To Repeal By-Law 18-2016 to Require Owners of Yards in Deep River to Clean and Clear Them.

RESOLUTION 2026 153

Approved under Consent Resolution.

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 21-2026 - A By-Law to Repeal By-Law Number 18-2016, Being a By-Law to Require the Owners of Yards Within the Town of Deep River to Clean and Clear Them.

- 9.1 By-Law Number 20-2026 - Zoning By-Law Amendment (Montcalm)

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 20-2026, a By-Law to Amend By-Law Number 07-2024, Being the Comprehensive Zoning By-Law of the Corporation of the Town of Deep River, as amended.

RESOLUTION 2026 154

MOVED BY: Councillor Fitton

SECONDED BY: Councillor Giardini

BE IT RESOLVED THAT this item be deferred to the June 10th, 2026 meeting of Council.

CARRIED

10. CLOSED SESSION

Council did not enter into Closed Session.

11. MATTERS FROM CLOSED SESSION

NIL.

12. CONFIRMATORY BY-LAW

12.1 BY-LAW NUMBER 22-2026

RESOLUTION 2026 155

MOVED BY: Councillor Hughes

SECONDED BY: Councillor Giardini

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 22-2026 - A By-Law to confirm the proceedings of the Council of the Town of Deep River at the meeting held on May 20, 2026.

CARRIED

13. ADJOURNMENT

RESOLUTION 2026 156

MOVED BY: Councillor Giardini

SECONDED BY: Councillor Hughes

BE IT RESOLVED THAT Council hereby adjourns the meeting at 8:05 PM.

CARRIED

Suzanne D'Eon, Mayor

Council Meeting
May 20, 2026

Jackie Mellon, Clerk

Frivolous, Vexatious, Unreasonable Requests and Complaints Policy
Report Number 2026-ADMIN-03

The Corporation of the Town of Deep River
REPORT
2026-ADMIN-03

Council Meeting Date: June 10, 2026
Council Meeting Time: 6:00 PM
Council Meeting Place: Council Chambers

Subject: Proposed Frivolous, Vexatious, Unreasonable Requests and Complaints Policy

Author: Jackie Mellon, Clerk
Sean Patterson, Chief Administrative Officer

RECOMMENDATION(S):

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.

Frivolous, Vexatious, Unreasonable Requests and Complaints Policy
Report Number 2026-ADMIN-03

BACKGROUND:

Staff have presented three reports related to legislated accountability frameworks to Council. These reports described the expenditure of significant resources to deal with a large number of complaints/inquiries submitted under these accountability frameworks

On November 5, 2025, the following Resolution was adopted by Council:

RESOLUTION 2025 338

MOVED BY: Councillor Myers

SECONDED BY: Reeve Doncaster

BE IT RESOLVED THAT Report Number **2025-ADMIN-09, “Frivolous, Vexatious, Unreasonable Requests Policy: A-005 Update”**, be received; and

WHEREAS proposed Provincial legislation has been introduced with a number of significant changes to how Integrity Commissioners and Codes of Conduct govern local Councillors in Ontario; and

WHEREAS other Provincial legislation has been introduced and new regulations are evolving to address the challenges posed by frivolous and vexatious litigants / complainants with an aim to streamline the process and provide clearer guidelines for handling such cases; and

WHEREAS staff have been unable to obtain any relevant performance tracking data related to the performance of similar municipal By-Laws from other Ontario municipalities to determine their effectiveness;

THEREFORE, BE IT RESOLVED THAT staff be directed to continue to track all costs related to responding to legislated complaint processes, including but not limited to: Integrity Commissioner, Ombudsman, and other bodies that have legislated complaint processes, as well as Municipal Freedom of Information and Protection of Privacy Act requests; and

BE IT FURTHER RESOLVED THAT a Report detailing the number and types of complaints received with related costs be provided to Council by the end of Q2 in 2026; and

BE IT FURTHER RESOLVED THAT staff continue to monitor updates regarding legislated complaint processes and their performance.

CARRIED

Frivolous, Vexatious, Unreasonable Requests and Complaints Policy
Report Number 2026-ADMIN-03

ANALYSIS AND RATIONALE:

This Report is being presented to provide an update to Council on the legislative changes, number and types of requests received by the Town and related costs, and the status of other municipal policies since staff last presented on the matter.

Legislated Accountability Frameworks:

Bill 9 – The *Municipal Accountability Act*, 2026

Originally introduced as Bill 241: *The Municipal Accountability Act*, 2024 was referred to the Standing Committee on Heritage, Infrastructure and Cultural Policy. It did not pass before the last election and was then reintroduced on May 1, 2025.

The Bill 9 became law on June 2, 2026, providing the foundation for a new Code of Conduct framework governing the behaviour of elected municipal officials.

Key Provisions of the Bill are:

- The introduction of a standardized Code of Conduct for members of councils of municipalities and of local boards;
- The Ontario Integrity Commissioner (IC) oversees Municipal IC investigations, provides training, and ensures consistency across municipalities;
- Municipal ICs can recommend removal of a Councillor for serious Code violations to the Ontario IC. If the province agrees it goes to Council and requires a unanimous vote of all members not subject to the vote;
- Councillors removed from office are disqualified from running for office for four years; and
- Municipal ICs must provide education and training to Councillors and local board members on the Code of Conduct.

Bill 97 – The *Plan to Protect Ontario Act*, 2026

Bill 97 was introduced by the province on March 26, 2026 and was fast tracked through the legislature, skipping Committee sessions (where members can propose and debate amendments), and public consultations. The omnibus bill that bundles multiple policy areas into a single legislative package and includes *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA) reforms, was passed on April 24, 2026.

Key (MFIPPA) Provisions of the Bill are:

- Public access to information does not apply to government records held by the Premier, Cabinet Ministers, Parliamentary Assistants, and political staff. The amendments include exemptions for records under ministerial control retroactively to 1988;

Frivolous, Vexatious, Unreasonable Requests and Complaints Policy
Report Number 2026-ADMIN-03

- Significant MFIPPA privacy-related changes include:
 - Institutions must develop a Privacy Program and written Privacy Impact Assessment (PIA) by January 1, 2027;
 - The written assessment must include:
 - ❖ Purpose of collecting / using / disclosing personal information;
 - ❖ Legal authority for collecting / using / disclosing personal information;
 - ❖ Types of personal information and how each are used / disclosed;
 - ❖ Sources of personal information;
 - ❖ Titles of officers / employees / consultants / agents who have access;
 - ❖ Limitations / restrictions on collecting / using / disclosing;
 - ❖ Time personal information is retained;
 - ❖ Explanation of administrative / technical / physical safeguards;
 - ❖ Explanation of risks of theft / loss / unauthorized use / disclosure;
 - ❖ Steps implemented to prevent theft / loss / unauthorized use / disclosure; and
 - ❖ Steps implemented to mitigate risks to individuals in the event of a breach.
- Privacy breaches must now be reported to the Information Privacy Commissioner (IPC) of Ontario;
- Privacy Impact Assessment must be provided to the IPC upon request;
- Time frame to respond to access to information requests increased from thirty (30) calendar days to 45 business days; and
- Institutions may propose a plan to provide access to records in stages to a requestor. The requestor must agree on the plan or can then appeal to the IPC.

Bill 157: The *Enhancing Access to Justice Act*, 2024

Section 140 of Bill 157 came into force on October 15, 2024, restructuring how Ontario courts deal with vexatious litigants.

Previously, obtaining a vexatious litigant order required a standalone application in Superior Court that started a new legal proceeding. The amended framework allows for:

- Motions within existing proceedings are now permitted;
- Judges witnessing vexatious conduct can initiate the process on their own initiative;
- Rule 2.2 of Civil Procedure creates a streamlined, structured process; and
- All persons currently involved in ongoing litigation with the subject of a Vexatious Litigant Order receives notice and has an opportunity to provide evidence.

Legislated Framework Requests Received by the Town:

Since last presented, the Town has received three access to information requests. Of the three requests, two were completed at the request stage, with little to no direct expenses.

Frivolous, Vexatious, Unreasonable Requests and Complaints Policy

Report Number 2026-ADMIN-03

The third request was denied on the basis that it is frivolous and vexatious as per the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c. M.56, and is on-going.

Resource allocation to date is estimated at \$13,000 for legal counsel and staff time.

Status of Other Municipal Policies:

Staff consulted with municipalities in Ontario to enquire if any had implemented Policies in 2025 and 2026 or were considering implementing Policies at this time.

Of the responses received,

- Policies were implemented by four (4) municipalities;
- Policies were updated by two (2) municipalities;
- Niagara Falls increased their complaint application fee from \$500 to \$1,000, with a full refund if a violation is found. The fee is forfeited if no violation is found;
- Twenty (20) municipalities indicated that they are considering similar policies and have requested a copy of the Town's draft Policy and the policies received from other municipalities.

In addition, several municipalities have adopted, or are considering, related policies aimed at protecting municipal staff from harassment.

In October 2025 the Province of [Nova Scotia](#) "paused" the public's ability to file complaints about municipal politicians. Complaints may only be made by a Council member related to the conduct of another member in the same municipality. The "pause" aims to enhance clarity, reduce administrative burden, and protect against potential misuse. The province has committed to conducting a full review of the framework in 2027.

Conclusion

The legislative changes made through Bill 9 directly impact the Town's Code of Conduct by-law, including the processes and mechanisms for investigating and addressing code of conduct violations. Staff will work to identify the amendments necessary to align the By-Law with the revised legislation.

While there have been significant related legislative changes (as listed above), no legislative changes have been implemented or are anticipated to be implemented that will directly assist municipalities in mitigating frivolous, vexatious, unreasonable requests and complaints. Staff therefore recommend implementing a Policy that will:

- Provide a guideline for identifying frivolous, vexatious, unreasonable requests;
- Establish a consistent and clear process for handling these types of requests; and
- Establish the associated mitigating actions that may be taken in such circumstances.

Frivolous, Vexatious, Unreasonable Requests and Complaints Policy
Report Number 2026-ADMIN-03

OTHER ALTERNATIVES CONSIDERED:

Council may choose not to adopt a Frivolous, Vexatious, Unreasonable Requests and Complaints Policy.

FINANCIAL CONSIDERATIONS:

As Council will recall, a review of past Code of Conduct / Conflict of Interest complaints resulted in a finding of only one complaint with merit, and one with partial merit. The costs of the reviews were significant, with no cost to the applicant.

Staff recommend implementing a \$350.00 Code of Conduct / Conflict of Interest Complaint Application Fee, with fifty percent (50%) of the fee reimbursed for a finding of partial merit, or one hundred percent (100%) of the fee reimbursed for a finding of merit. If no violation is found the complainant will forfeit their filing fee.

Section 391 of the *Municipal Act*, 2001 contains the legal authority for Council to charge a fee for any service or resource expenditure.

STRATEGIC AREAS OF FOCUS:

1. Fiscal Responsibility
2. A Foundation of Excellence and Stability

CONSULTATIONS:

1. Nelligan Law.
2. Ontario Municipalities

ATTACHMENTS:

Attachment 1: Draft Frivolous, Vexatious, Unreasonable Requests and Complaints Policy

ATTACHMENT 1

THE CORPORATION OF THE TOWN OF DEEP RIVER

BY-LAW NUMBER XX-20256

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 __ DAY OF _____, 20256.

Suzanne D'eon, Mayor

Jackie Mellon, Clerk

**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: Nov. 5, 2025	REVIEW DATE:	REVISION DATE:	APPLICABLE TO: Staff, Council and Members of Public	PAGE #: 1 of 8

POLICY STATEMENT



Nelligan Law



Council

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. ~~It applies to in person communication, use of Town parks and facilities, Town sponsored events / programs, as well as oral and / or written communications.~~

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: as well as the steps taken to resolve the issue:**

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:

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.

The 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 ~~six (6)~~ **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. O. 2](#)
- [*Occupational Health and Safety Act*, R.S.O. 1990, c. O.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
REPORT
2026-PW-006

Council Meeting Date: June 10, 2026
Council Meeting Time: 6:00 PM
Council Meeting Place: Council Chambers

Subject: Huron Street Rehabilitation
Author: Dave McCarthy, Director of Operations

RECOMMENDATION(S):

BE IT RESOLVED THAT report number 2026-PW-006 “**Huron Street Rehabilitation**” be received,

THAT Council approve an additional \$80,000 to be added to the \$1.2 million approved 2026 Road Plan, and

THAT the funding strategy for this expenditure be presented to Council with the 2025 Surplus Disposition Report.

BACKGROUND:

At the May 20th Council meeting, staff presented the revised 2026 Road Plan, which included road rehabilitation work focusing on sections of road without any repairs and/or replacement of other linear infrastructure including curbs. This included the rehabilitation of:

- Banting Drive (Highway 17 to McElligott Drive)
- Huron Street (Rutherford Avenue to Ridge Road)
- Alder Crescent (Ridge Road to Laurier Avenue – House #67-41)
- Glendale Avenue (Algonquin Street to Hillcrest Avenue)

Council approved the plan but directed staff to explore pricing for the excluded curbed sections of roads. Following this direction, staff and the paving contractor assessed these sections. It was determined that Huron Street (Deep River Road to Rutherford Avenue) requires minor curb repair, road resurfacing, and replacement of two storm structures and storm sewer main connecting the structures with an estimated cost of \$80,000. However, the review of Glendale Avenue and Alder Crescent showed that the storm sewer systems including curbs are in poor condition and require more detailed assessment and possible full replacement.

ANALYSIS & RATIONALE:

The curbed section of Huron Street (Deep River Road to Rutherford Avenue) can be included in the 2026 Road Plan for the following reasons;

- Water and sanitary sewer infrastructure is in good condition
- Storm sewer work required is limited to just two structures and the connecting pipe
- Curbs are in good condition so only minor repairs are required
- This work can be included in the contractor's schedule for 2026

Staff will continue to assess the excluded sections of Glendale Avenue and Alder Crescent and present them in future road plans.

OTHER ALTERNATIVES CONSIDERED:

No alternatives were considered in the preparation of this report.

FINANCIAL IMPLICATIONS:

An additional \$80,000 will be added to the 2026 Capital budget with specific funding strategy presented with the 2025 Surplus Disposition process.

ALIGNMENT WITH STRATEGIC PLAN:

Fit for Purpose Infrastructure

- Focus on improvements to our infrastructure

CONSULTATIONS:

None.

ATTACHMENTS:

None.

Municipal Act, 2001 - Section 275 – Restricted Acts
Report Number 2026-ADMIN-04

The Corporation of the Town of Deep River

2026-ADMIN-04

Council Meeting Date: June 10, 2026
Council Meeting Time: 6:00 P.M.
Council Meeting Place: Council Chambers

Subject: *Municipal Act, 2001 - Section 275 – Restricted Acts*

Author: Jackie Mellon, Clerk / Returning Officer

RECOMMENDATION(S):

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.

Municipal Act, 2001 - Section 275 – Restricted Acts
Report Number 2026-ADMIN-04

BACKGROUND:

October 26, 2026 is Voting Day for Municipal and School Board Elections for the 2026-2030 Term of Council. In preparation for the Election, staff are bringing forward information regarding a potential restricted acts period for Councils' consideration.

Under Section 275 of the *Municipal Act, 2001* a municipal Council is prohibited from performing certain actions in a municipal election year where it is determined that a new term of Municipal Council will contain less than 75%, or three quarters of the outgoing Council.

The four (4) restricted acts are:

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

Provisions (3) and (4) do not apply if the disposition or liability were previously approved in the budget prior to August 21, 2026 (Nomination Day). Council is also not restricted from taking all necessary and appropriate actions in the event of an emergency.

For the 2026 Municipal Election Section 275 will apply if it is determined with certainty that the incoming Council will include less than three-quarters (3/4s) of the members of the outgoing Council, or if members run for a different office.

The two dates for which the restricted period, commonly referred to as "Lame Duck Council" provisions may be invoked for the 2026 Municipal Elections are:

- From "Nomination Day" (Friday, August 21, 2026) until the end of the current term of the outgoing Council (Saturday, November 14, 2026), and
- From "Voting Day" (Monday, October 26, 2026) until the end of the current term of the outgoing Council (Saturday, November 14, 2026).

The theory behind the "Lame Duck" provision is that if the new Council will be substantially the same as the outgoing Council, there is no reason to curb the outgoing Council's permitted activities prior to the Council changeover.

Conversely, where a new Council will have a significantly different composition than the previous Council, there would be limits upon the degree to which members of the previous Council can affect matters that will be inherited by the new Council.

**Municipal Act, 2001 - Section 275 – Restricted Acts
Report Number 2026-ADMIN-04**

ANALYSIS AND RATIONALE:

This report is presented to provide Council with information on restricted acts under the *Municipal Act*, 2001 prior to the 2026 Municipal Election, and to ensure continuity of service delivery and decision making is maintained in the event Section 275 (**ATTACHMENT 1**) of the *Act* becomes relevant following Nomination Day (August 21, 2026).

Delegation of authority is a common practice adopted by municipal Councils as a safeguard to ensure service to residents continues during a municipal election, where the powers of the current Council are restricted by Section 275 of the *Municipal Act*. The Ministry of Municipal Affairs and Housing (MMAH) has cautioned municipalities to make provisions to accommodate circumstances that may arise during this period by delegating to staff the authority to make decisions that fall within the restrictions during this period.

In the event of a lame duck period occurring, the Chief Administrative Officer (CAO) would be delegated the limited powers in lieu of Council, and the powers would automatically expire at 11:59 pm on November 14, 2026.

Although Councils are permitted to delegate authority of the duties listed within Section 275 (3) to maintain operations during established Lame Duck Council periods, it is important to note Council cannot delegate during the election period and the delegation must be made prior to Nomination Day (August 21, 2026).

Restricted Acts Exceptions

1. Budget

Subsection 275 (4) of the *Municipal Act* states that items (3) and (4) of the restricted acts do not apply if the disposition or expenditures were approved in the budget adopted by Council prior to Nomination Day (August 21, 2026).

2. Emergency

Subsection 275 (4.1) provides that Council may take all necessary and appropriate actions in the event of an emergency.

3. Delegated Authority

Subsection 275 (6) states that any person or body that exercised authority previously delegated by Council is not prevented from continuing to act during a lame duck period. Quasi-judicial bodies such as the Committee of Adjustment retain their statutory authority to make decisions.

**Municipal Act, 2001 - Section 275 – Restricted Acts
Report Number 2026-ADMIN-04**

Strong Mayor Powers

On May 1, 2025, the Ontario government expanded strong Mayor powers to an additional one hundred and seventy (170) municipalities that included the Town of Deep River. Strong Mayor powers provide resources to the heads of Council to accelerate the implementation of provincial priorities (housing, transit, roads, utilities and servicing).

On behalf of municipalities, the Association of Municipal Managers, Clerks and Treasurers of Ontario (AMCTO) submitted questions (**ATTACHMENT 2**) to the Ministry of Municipal Affairs and Housing (MMAH) regarding Strong Mayor powers. The Ministry provided the following response to AMCTO's Question 6(b) regarding Section 275 - Restricted Acts After Nomination Day:

"To address your question about restricted acts after nomination day, in a strong mayor municipality, certain powers and / or duties of the council are assigned to the head of council. As such, any powers or duties of council that are assigned to the head of council are subject to the restricted act provisions in the *Municipal Act*, 2001 or the *City of Toronto Act*, 2006."

MMAH further addressed restricted acts and Strong Mayor Powers in Question 12 of their recent Strong Mayor Framework Outreach Session (**ATTACHMENT 3**) to provide clarification to municipalities and have proposed regulatory amendments to Ontario's Regulatory Registry for O. Reg. 530 / 22 (**ATTACHMENT 4**) so that it is clearly stated in the regulation to remove any ambiguity by municipalities.

Common practice is to provide the delegated authority to the Chief Administrative Officer to exercise the responsibilities listed within Section 275 (3) of the *Act*. Staff recommend the passage of a By-Law to provide for delegated authority should an official Lame Duck Council be declared after 2:00 PM on Nomination Day (August 21, 2026). The Clerk / Returning Officer will advise Council and staff in writing following Nomination Day or Voting Day in the 2026 Municipal Election if it is determined with certainty that the restricted acts clause of the *Municipal Act* has been engaged. The CAO will bring forward an information report to Council at the next Special or Regular Meeting of Council, as applicable, on any delegated authority decisions taken.

OTHER ALTERNATIVES CONSIDERED:

Council could choose not to adopt the recommendations presented, in which case staff would be acting without delegated authority in the event Section 275 of the *Municipal Act* becomes relevant following Nomination Day or Voting Day.

Staff do not recommend this option and recommend a Delegation of Authority By-Law be established prior to Nomination Day, should it be required, to permit the continuity of operations. The delegation would only come into effect if a Lame Duck Council occurred during the balance of the current term of Council.

FINANCIAL IMPLICATIONS:

There are no anticipated financial implications associated with this recommendation. Corporate policies will be complied with during the Delegated Authority period and all decisions in accordance with the Delegated Authority will be reported to Council.

ALIGNMENT WITH STRATEGIC PLAN:

1. Fit For Purpose Infrastructure: We will actively manage and enhance our infrastructure to meet the needs of our community.
2. Fiscal Responsibility: We are focused on fiscally responsible and efficient core service delivery to ensure our future financial sustainability.

CONSULTATIONS:

1. The Association of Municipal Clerks and Treasurers of Ontario (AMCTO)
2. The Ministry of Municipal Affairs and Housing (MMAH)

ATTACHMENTS:

- Attachment (1) - *Municipal Act* RSO 2001 – Section 275: Restricted Acts
Attachment (2) - AMCTO Regarding Clarity for Strong Mayor Implementation
Attachment (3) - MMAH Strong Mayor Framework Outreach Sessions – Winter 2026
Attachment (4) - MMAH Proposed Regulatory Amendments to Update Strong Mayor Designation, Election Year Rules
Attachment (5) - Draft By-law XX-2026 – Municipal Act Section 275 Delegation of Authority

ATTACHMENT 1

Municipal Act, 2001 – Section 275: Restricted Acts after Nomination Day

275 (1) The council of a local municipality shall not take any action described in subsection (3) after the first day during the election for a new council on which it can be determined that one of the following applies to the new council that will take office following the election:

1. If the new council will have the same number of members as the outgoing council, the new council will include less than three-quarters of the members of the outgoing council.
2. If the new council will have more members than the outgoing council, the new council will include less than three-quarters of the members of the outgoing council or, if the new council will include at least three-quarters of the members of the outgoing council, three-quarters of the members of the outgoing council will not constitute, at a minimum, a majority of the members of the new council.
3. If the new council will have fewer members than the outgoing council, less than three-quarters of the members of the new council will have been members of the outgoing council or, if at least three-quarters of the members of the new council will have been members of the outgoing council, three-quarters of the members of the new council will not constitute, at a minimum, a majority of the members of the outgoing council. 2001, c. 25, s. 275 (1).

Basis for determination

- (2) If a determination under subsection (1) is made,
- (a) after nomination day but before voting day, the determination shall be based on the nominations to the new council that have been certified and any acclamations made to the new council; or
 - (b) after voting day, the determination shall be based on the declaration of the results of the election including declarations of election by acclamation. 2001, c. 25, s. 275 (2).

Restrictions

- (3) The actions referred to in subsection (1) are,
- (a) the appointment or removal from office of any officer of the municipality;
 - (b) the hiring or dismissal of any employee of the municipality;

ATTACHMENT 1

(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 any other liability which exceeds \$50,000. 2001, c. 25, s. 275 (3); 2006, c. 32, Sched. A, s. 114 (1).

Exception

(4) Clauses (3) (c) and (d) do not apply if the disposition or liability was included in the most recent budget adopted by the council before nomination day in the election. 2001, c. 25, s. 275 (4).

Emergencies

(4.1) Nothing in this section prevents a municipality taking any action in the event of an emergency. 2006, c. 32, Sched. A, s. 114 (2).

Upper-tier council

(5) This section applies with necessary modifications to the council of an upper-tier municipality. 2001, c. 25, s. 275 (5).

Delegated authority unaffected

(6) Nothing in this section prevents any person or body exercising any authority of a municipality that is delegated to the person or body prior to nomination day for the election of the new council. 2006, c. 32, Sched. A, s. 114 (3).

ATTACHMENT 2



ministry advises that these still do, it is open to interpretation because it is not in the legislation and hasn't been challenged in the courts.

Will the ministry consider bringing forward clarifying language within the Act?

- b.) While MMAH had provided a response to our question about restricted acts under the MA in 2024, we understand that the position of the ministry may have changed since then. We understood that new guidance from the ministry would be forthcoming.

As AMCTO has noted, based on our read of the restricted acts provision, and the read of practitioners, restricted acts do not explicitly apply to strong mayors despite MMAH's response in 2024 that:

certain powers and/or duties of the council are assigned to the head of council. As such, any powers or duties of council that are assigned to the head of council are subject to the restricted act provisions in the Municipal Act, 2001 or the City of Toronto Act, 2006.

The sector requires clarity especially as municipal elections are taking place next year. If the ministry is now of the opinion that it may not apply to strong mayors, we would request that the ministry provide regulatory clarification. We are concerned that there may be inconsistent applications of this clause across the province with mayors differing in their opinions.

Could the ministry advise whether its interpretation of the restricted act provisions has changed? Will the ministry make legislative or regulatory amendments to ensure that this clarity is understood province-wide?

7. Additional clarity is needed, and we ask that the ministry reconsider the implication for when a member is on leave of absence either as authorized by the local council or under the MA, and how the calculations for one-third/two-thirds are managed.

Currently the calculation is based on the members elected and does not provide for a reduction when a member is on leave. This imbalance is also created where one or more members have a conflict of interest. The *Municipal Conflict of Interest Act* (MCIA) recognizes a conflict can reduce a quorum and this should also be applied to the one-third/two-third calculation.

Has the ministry's position on this changed? Will the ministry consider making legislative or regulatory amendments to bring needed clarity?

Association of Municipal
Managers, Clerks and
Treasurers of Ontario

 5090 Explorer Drive, Suite 510, Mississauga, Ontario L4W 4T9
 (905) 602-4294
 amcto@amcto.com
 www.amcto.com

ATTACHMENT 3

Strong Mayor Framework

Outreach Sessions – Winter 2026

Ministry of Municipal Affairs and
Housing

Question 12

How do restricted acts provisions apply to strong mayor municipalities?

Answer:

- In a strong mayor municipality, certain powers and/or duties of the council are assigned to the head of council. As such, any powers or duties of council that are assigned to the head of council are subject to the restricted act provisions in the Municipal Act, 2001 or the City of Toronto Act, 2006.
- Municipalities that are unsure of how restricted acts provisions apply to a specific situation in their municipality are encouraged to seek legal advice.

Ontario Regulatory Registry

Posted Date: Apr 2, 2026

Last Updated: Apr 2, 2026

Regulation Number:

O. Reg. 530/22

Instrument Type:

Regulation - Minister

Act/Bill: Municipal Act, 2001, City of Toronto Act, 2006

Proposal Number: 26-MMAH026

Proposed Regulatory Amendments to O. Reg. 530/22 to Update Strong Mayor Designation, Election Year Rules, and Support Regional Governance Changes

Summary of the proposal

Part VI.1 of the *Municipal Act*, 2001, and Part VI.1 of the *City of Toronto Act*, 2006 and associated regulations provide the heads of council of Toronto and 215 designated municipalities with additional powers and duties, commonly referred to as "strong mayor" powers and duties. The Ministry of Municipal Affairs and Housing is proposing changes under the strong mayor framework in three areas:

1. Strong Mayor Activities during a Municipal Election Year:

The Ministry of Municipal Affairs and Housing is proposing amendments to O. Reg. 530 / 22 under the *Municipal Act*, 2001 and O. Reg. 529 / 22 under the *City of Toronto Act*, 2006 to strengthen accountability for decision-making during a municipal election year by ensuring that certain rules which currently apply in non-strong mayor municipalities similarly apply to strong mayor municipalities.

Specifically, the Ministry is proposing to limit outgoing heads of council in designated strong mayor municipalities from proposing the municipal budget for the year immediately following a regular municipal election.

Additionally, the Ministry is proposing to set out restricted acts rules for heads of council and their additional powers and duties. Heads of council in designated strong mayor municipalities would be restricted from appointing or removing the chief administrative officer and other municipal division heads, changing the organizational structure of the municipality, or, if not already authorized in the municipality's budget, exercising their by-law power to dispose of property valued over \$50,000 or authorize expenditures or liabilities over \$50,000. These restrictions would apply if it can be determined that either three-quarters of the outgoing members of council will not be members of the new council, or the outgoing head of council will not be the new head of council.

These changes to restricted acts and budget rules would come into force immediately upon filing so that they could be in place before nominations close for the 2026 municipal election.

2. Changes to Support the proposed *Better Regional Governance Act*, 2026:

The Ministry of Municipal Affairs and Housing is also proposing amendments to O. Reg. 530 / 22 under the *Municipal Act*, 2001, conditional on the passage of the proposed *Better Regional Governance Act*, 2026, to support implementation of regional governance reforms by granting strong mayor powers and duties to select upper-tier municipality heads of council, with technical modifications to support implementation in a two-tier structure, as necessary.

Specifically, these changes would apply to the following eight upper-tier municipalities:

- The Regional Municipality of Durham
- The Regional Municipality of Halton
- The District Municipality of Muskoka
- The Regional Municipality of Niagara
- The Regional Municipality of Peel
- The County of Simcoe
- The Regional Municipality of Waterloo
- The Regional Municipality of York

These proposed regulatory changes would come into force on November 15, 2026, to support the implementation of the proposed *Better Regional Governance Act*, 2026.

3. Changes to Reflect Updated Council Composition:

Finally, the Ministry of Municipal Affairs and Housing is proposing amendments to O. Reg. 530 / 22 under the *Municipal Act*, 2001 to update the list of designated municipalities to reflect changes to council composition that would take effect at the start of the new council term. This supports the consistent application of the strong mayor framework by continuing to ensure that only municipalities with a council size of 6 members or more are provided strong mayor powers and duties. The changes would be effective November 15, 2026, coinciding with the start of the next municipal council

term.

For example, the Town of Latchford reduced its council size to five members starting with the 2026-2030 term of council and is proposed to be removed from the list of designated strong mayor municipalities.

Analysis of the regulatory impact

If these amendments are made, the strong mayor framework would be updated to:

1. Clarify election-year rules for designated municipalities by restricting outgoing heads of council from proposing the municipal budget for the year immediately following a regular municipal election, and by setting out restricted acts rules for heads of council and their additional powers and duties. This would restrict heads of council from appointing or removing the chief administrative officer and other municipal division heads, or if not already authorized in the municipality's budget, exercising their by-law power to dispose of property valued over \$50,000 or to authorize expenditures or liabilities over \$50,000 if it can be determined that either three-quarters of the outgoing members of council will not be members of the new council, or that the outgoing head of council will not be the new head of council.
2. Support implementation of proposed regional governance changes under the proposed Better Regional Governance Act, 2026, by granting strong mayor powers and duties for eight upper-tier heads of council.
3. Update the list of designated strong mayor municipalities reflecting the government's ongoing approach to limit designation to municipalities with councils of six members or more.

Collectively, these changes are intended to strengthen accountability in municipal decision-making during an election year, support the orderly implementation of regional governance reforms, and preserve a balance of decision-making on council by continuing to exclude municipalities with five-member councils from designation.

Local impacts will depend on how heads of council in designated municipalities choose to use strong mayor powers and duties, and how municipalities support implementation within their existing governance and administrative structures, including continued collaboration between local and upper-tier municipalities.

The proposed amendments would not introduce new administrative requirements or direct financial costs for municipalities. Municipalities may choose to update local processes, policies, or procedures as appropriate based on local needs and circumstances.

ATTACHMENT 5

THE CORPORATION OF THE TOWN OF DEEP RIVER

BY-LAW NUMBER XX-2026

A BY-LAW TO DELEGATE CERTAIN AUTHORITY TO THE CHIEF ADMINISTRATIVE OFFICER (CAO) PURSUANT TO THE <i>MUNICIPAL ACT</i>, 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 ____ DAY
OF _____, 2026.

Suzanne D'Eon, Mayor

Jackie Mellon, Clerk

THE CORPORATION OF THE TOWN OF DEEP RIVER

REPORT

2026-ADMIN-05

Council Meeting Date: June 10, 2026
Council Meeting Time: 6:00 PM
Council Meeting Place: Council Chambers

Subject: Establish Municipal Election Compliance Audit Committee
Author: Jackie Mellon – Clerk / Municipal Elections Returning Officer

RECOMMENDATION(S):

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.

BACKGROUND:

Legislative Requirements:

Section 88.33 (1) of the *Municipal Elections Act* (MEA) states:

An elector who is entitled to vote in an election and believes on reasonable grounds that a Candidate has contravened a provision of the *MEA* relating to election campaign finances may apply for a Compliance Audit of the Candidate's election campaign finances.

Section 88.35 (1) of the *Municipal Elections Act* (MEA) states:

An elector who is entitled to vote in an election in a municipality and believes on reasonable grounds that a Registered Third Party who is registered in the municipality has contravened a provision of the Act relating to campaign finances may apply for a compliance audit of the campaign finances of the Registered Third Party in relation to advertisements.

Section 88.37 of the *Municipal Elections Act, 1996*, as amended, requires that all Ontario municipalities establish a Compliance Audit Committee (CAC) by October 1st, of an election year. The Committee may be composed of from three (3) to seven (7) members, and the appointment of employees or officers of the municipality or school boards, registered Third Parties, or Candidates for the election for which the Committee is established are prohibited.

The CAC is an independent, statutory body, whose responsibilities and powers are prescribed in section 88.37 of the *Municipal Elections Act*. The Committee is required to consider and render a decision on Elector Compliance Audit Applications, Auditor Reports, and Reports from the Clerk regarding Candidate or Registered Third-Party Advertiser campaign finances within thirty (30) days of receipt, as prescribed in section 88.33 (17) of the *Act*.

The MEA requires the Clerk to establish practices and procedures for the Committee and as such the Terms of Reference (**ATTACHMENT 1**) outlines the specific procedures for the Committee, including those requirements described in the *Municipal Elections Act*.

ANALYSIS AND RATIONALE:

All Candidates and School Board Trustees running in the 2026 municipal election must file a Financial Statement (even if no contributions or expenditures occurred) on the prescribed form (Form 4) detailing the contributions received / expenses incurred during their election campaign. If a Candidate's campaign contributions or expenses total more than \$10,000, the Candidate must have an Auditor review their Financial Statement and provide an Auditor's Report.

Establish Municipal Election Compliance Audit Committee
Report Number 2026-ADMIN- 05

Third-Party Advertisers must register with the Town, and as with Candidates, all Third-Party Advertisers must file a Financial Statement on the prescribed form (Form 8) and provide an Auditor's Report if their campaign contributions or expenses exceed \$10,000.

Within ninety (90) days of the financial filing deadline for Candidates and Registered Third-Party Advertisers, an Elector can file a Compliance Audit Application (**ATTACHMENT 2**) with the Clerk. In addition to an Elector's Application, the Clerk under the MEA is required to review all contributions provided to Candidates and Third-Party Advertisers, and to determine whether any contributor appears to have exceeded the contributor limits as set out in Section 88.9 of the Act. Should the Clerk determine an exceedance has occurred, the Clerk is required to report these findings to the Compliance Audit Committee.

The Committee has the full authority that is provided by Sections 88.33 to 88.37 of the MEA to address applications requesting an audit of a Candidates or Third-Party Advertiser's election campaign finances and to also consider Reports from the Clerk citing apparent instances of over-contribution(s) to municipal election campaigns. In accordance with the MEA this authority includes but is not limited to the following:

- The Clerk will receive Compliance Audit Applications and has ten (10) days to submit the Application to the Committee. The Committee will review any applications and grant or reject audit requests within thirty (30) days of receipt;
- Where an audit is granted, appoint an Auditor under the *Public Accounting Act*, 2004 and review the Audit Report. Note: A decision by the Committee to proceed with an Audit may be appealed to the Superior Court of Justice;
- Following an audit, decide whether legal proceedings shall be commenced; and
- Within thirty (30) days after receiving a Report from the Clerk, under Sections 88.34 and 88.36 (apparent campaign contributions by contributors to Candidates and Registered Third-Parties in excess of permitted limits), the Compliance Audit Committee shall meet to consider the Report and decide whether to commence a legal proceeding against a contributor for an apparent contravention, if applicable. The decision of the Committee and brief written reasons for the decision shall be provided to the contributor and the Clerk.

Ineligible Members of Committee

- Employees or officers of the municipality;
- Members of Council;
- Persons who are Candidates in the elections for which the Committee is established; or
- Persons which are Registered as a Third-Party in the municipality in the elections for which the Committee is established.

**Establish Municipal Election Compliance Audit Committee
Report Number 2026-ADMIN- 05**

A Public Notice (**ATTACHMENT 3**) to request applications from interested applicants for consideration of an appointment to the Compliance Audit Committee will be placed in the North Renfrew Times newspaper and posted on the Town of Deep River website.

This report is being presented to obtain Councils' approval to establish an Election Compliance Audit Committee for the 2026-2030 term of Council (November 15, 2026 to November 14, 2030), and to establish the Committee Terms of reference and remuneration rate.

OTHER ALTERNATIVES CONSIDERED:

No other alternatives were considered. The appointment of an Election Compliance Audit Committee composed of three to seven members is mandatory under the *MEA*, and the By-Law to establish the Committee must be approved and in place by October 1, 2026.

FINANCIAL IMPLICATIONS:

The Municipality is responsible for any costs resulting from the review of an Elector Compliance Audit Application or a Clerk Report.

In the event the Committee receives an Elector Application or Clerk Report, the CAC would meet to review the application or Report. The CAC per diem rate is determined by the Municipality and should be consistent with the rate of pay received by the Committee of Adjustment, whose members currently receive \$100 per meeting, and are eligible for a per-diem rate of \$200 for a full day if required for training purposes.

If a Compliance Audit Application is granted by the Committee, the Committee will then appoint an Auditor. Auditor fees vary depending upon the Auditor chosen. Also, a decision by the Committee to proceed with an audit may be appealed to the Superior Court of Justice.

The Committee decides whether to commence legal proceedings for an apparent contravention of the Act.

For the 2022 – 2026 Term of Council no requests were received for compliance audits of Candidate campaign Financial Statements, or Clerk's Reports submitted for contributors to the Compliance Audit Committee.

ALIGNMENT WITH STRATEGIC PLAN:

The adoption of the proposed recommendation relates only to the 2026 Municipal Election.

CONSULTATIONS:

1. *Municipal Elections Act*, 1996
2. Association of Municipal Clerks and Treasurers of Ontario

ATTACHMENTS:

- ATTACHMENT 1: Draft By-Law XX-2026 – Establish Compliance Audit Committee for
the 2026 – 2030 Term of Council
- ATTACHMENT 2: Compliance Audit Application Form
- ATTACHMENT 3: Notice of Compliance Audit Committee Member Applications

ATTACHMENT 1

THE CORPORATION OF THE TOWN OF DEEP RIVER

BY-LAW NUMBER XX-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.

WHEREAS subsection 5 (3) of the *Municipal Act*, 2001, as amended, provides that a municipal power shall be exercised by By-Law;

AND WHEREAS Section 9 of the *Municipal Act*, 2001, as amended, provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other act;

AND WHEREAS section 88.37 (1) of the *Municipal Elections Act*, 1996, as amended, requires municipalities to establish a Compliance Audit Committee before October 1st of an election year to deal with matters regarding election campaign finances;

AND WHEREAS section 88.37 (5) of the *Municipal Elections Act*, 1996, as amended, states the term of office of the Committee is the same as the term of office of the Council or local board that takes office following the next regular election;

AND WHEREAS the Corporation of the Town of Deep River deems it expedient to establish a Compliance Audit Committee;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Corporation of the Town of Deep River **HEREBY ENACTS AS FOLLOWS:**

1. **THAT** a Committee to be known as the Compliance Audit Committee is hereby established to deal with the matters provided for under Section 88 of the *Municipal Elections Act*, 1996, for the period beginning on November 15, 2026, and ending on November 14, 2030.
2. **THAT** the Compliance Audit Committee shall consist of three persons to deal with each Compliance Audit request or Clerk Report in accordance with the Terms of Reference attached hereto as Schedule 'A' to this By-Law.
3. **THAT** By-law Number 51-2022 is hereby repealed effective November 14, 2026.
4. **THAT** this By-Law shall come into force and take effect upon the passing of this By-Law by the 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

SCHEDULE 'A' TO BY-LAW NUMBER XX-2026

ELECTION COMPLIANCE AUDIT COMMITTEE TERMS OF REFERENCE

MANDATE:

As prescribed by Section 88.37 of the *Municipal Elections Act*, 1996 (the 'Act'), the Town of Deep River Council has approved the establishment of the Election Compliance Audit Committee (the 'Committee') concurrent with the term of Council that takes office following the next regular municipal election.

The Committee shall be responsible for reviewing and making decisions on Elector Applications for Candidate Campaign Finance Compliance Audits, and on Clerk Reports respecting apparent contraventions of contribution limits.

The powers and functions of the Committee are set out in Section 88.33 to 88.37 of the *Municipal Elections Act*, 1996.

All Committee Members agree they will not work for, contribute to, or provide advice to any Candidate running for municipal office within the municipality.

COMPOSITION

The Election Compliance Audit Committee will be comprised of three (3) members selected by the Clerk and appointed by By-Law.

The following are ineligible to sit on the Election Compliance Audit Committee:

- Employees or officers of the Town;
- Members of Council or local board of the Town;
- Candidates or contributors of the 2026 municipal election for which the Committee is established;
- Registered Third Parties or contributors in the municipality in the election for which the Committee is established; and
- Individuals who prepare the Financial Statements of or have any other business or personal relationship with any Candidate running for office on Town Council, or any Registered Third Party during the term for which the Committee has been established.

Should an appointed Committee Member accept employment or register as a Candidate with the municipality or a Third Party, they will have been deemed to have resigned as a Committee Member.

If an applicant is identified as having participated or contributed to a Candidate's campaign or Registered Third-Party with the Town of Deep River, that person shall not be eligible to be selected as a Member of the Compliance Audit Committee.

Members shall be recruited and three (3) Members selected by the Clerk from interested applicants. Members shall be appointed to the Committee by By-Law.

MEMBERSHIP SELECTION

Applicants must have the ability to understand and apply the election campaign finance provisions of the Act and must remain impartial to fulfill their responsibilities.

Preference will be given to Candidates that have experience related to Compliance Audit activities or investigative or adjudicative processes.

The following criteria will be considered:

- a) Proven analytical and decision-making skills;
- b) Experience working on a committee, task force or similar setting;
- c) Knowledge of quasi-judicial proceedings;
- d) Excellent oral and written communication skills

All members of the Committee shall be provided with the Terms of Reference and a copy of Section 88.37 of the *Municipal Elections Act*, 1996.

APPLICATIONS FOR A COMPLIANCE AUDIT

Applications for a compliance audit shall:

- Be in writing to the municipal Clerk during regular business hours pursuant to the timelines prescribed in Subsection 88.33 (3) or 88.35 (3) of the Act;
- Use the Compliance Audit Application Form prescribed by the Clerk;
- Shall include the Applicant's name and qualifying address within the Town of Deep River; and
- Include a signed declaration stating the Applicant is an eligible elector in the Town of Deep River, and has reasonable grounds to believe that a Candidate or Registered Third Party referenced in the Application has contravened a provision of the MEA relating to Election campaign finances; and
- Concisely state the reasonable grounds upon which it is based and the provisions of the MEA that apply.

The Clerk shall acknowledge receipt by email or regular mail delivered to the Applicant as soon as possible after receiving the application.

Note: Applications related to Candidates for School Board Trustees must be made to the Secretary of the applicable School Board.

CLERK

In accordance with Section 88.37 (6) of the Act, the Clerk shall establish administrative practices and procedures for the Committee and shall carry out any other duties required under the Act to implement the Committee's decisions.

The Clerk shall prepare a Meeting Agenda for each Meeting and publish it on the Town website. The agenda shall include a copy of the Compliance Audit Application (including reasons given), as well as Clerk Report(s), and any written submissions received from Candidates, Third-Party Advertisers, or contributors.

As soon as possible following receipt and acceptance of an Application by the Clerk, or submission of a Report, the Clerk shall notify all affected parties and provide them a copy of the Application or Report and publish notice along with a copy of the Application or Report on the Town website.

MEETINGS

Committee Meetings shall be conducted as necessary for the purpose of reviewing a Elector Compliance Audit Application, Auditor's Report, or Clerk's Report of an apparent contravention of contribution limits. The Committee may also meet as necessary to organize and plan its work. Meetings will be held in accordance with the Town of Deep River Procedural By-law, the *Municipal Act*, 2001, and the *Municipal Elections Act*, 1996. The Town website will be utilized to communicate Committee meeting notices and agendas, and the Procedural By-Law of the Town shall apply.

Committee meetings shall be open to the public, however, there may be circumstances that a meeting or a portion of a meeting may be closed to the public provided the subject matter being discussed complies with the provisions of Section 239 of the *Municipal Act*, 2001.

Where the Clerk or Committee determines the Committee requires legal counsel in respect of a specific Application or Report, or for other matters such as the Committee's role, interpretation of legislation, procedure or other matters of a general nature pertinent to the Committee's business, the Clerk in consultation with the Town Solicitor shall retain legal counsel to provide advice that may be subject to solicitor-client privilege in which case the Committee may deliberate in private (closed session);

At the first meeting of the Committee the members shall appoint one member to act as Chair for the duration of the Committee's deliberations.

The powers and functions of the Committee are generally described as:

Candidate / Third Party Advertiser Compliance Audit:

1. The Clerk shall provide an Application to Committee members within ten (10) calendar days of the date filed.
2. Within thirty (30) days of receipt of an application requesting a Compliance Audit the Committee shall consider the Application to determine whether it should be granted or rejected;
3. The Candidate or Third-Party Advertiser shall be requested by the Clerk to respond to the Application in writing. The written response must be submitted to the Clerk a minimum of three (3) days prior to the Meeting at which the Application will be considered.
4. The decision of the Committee to grant or reject the application, and brief written reasons for the decision, shall be given to the Candidate / Registered Third party, the Clerk with whom the Candidate filed his or her nomination, and the Applicant;
5. The decision of the Committee may be appealed to the Superior Court of Justice within fifteen (15) days after the decision is made, and the Court may make any decision the Committee could have made.
6. If the Application is granted, the Committee shall appoint an Auditor to conduct a Compliance Audit. Only Auditors licensed under the *Public Accounting Act*, 2004 or prescribed persons are eligible to be appointed;
7. The Auditor shall promptly conduct an audit and submit the Report to the Candidate / Registered Third Party, the Clerk, the applicant, and Secretary of the local Board (if applicable);
8. Within ten (10) days of receiving the Report the Municipal Clerk shall forward the Report to the Compliance Audit Committee;
9. The Committee will consider the Auditor's Report within thirty (30) days of receipt, and if the Report concludes the Candidate appears to have contravened a provision of the Act relating to election campaign finances, the Committee shall decide whether legal proceedings should commence for the apparent contravention;
10. The decision of the Committee and brief written reasons for the decision shall be given to the Candidate / Registered Third Party, the Clerk, the Secretary of the local board (if applicable), and the Applicant.

Clerk Review of Contributions to Candidates:

1. The Clerk shall review the contributions reported on Financial Statements submitted by Candidates to determine whether any contributor appears to have contravened any of the contribution limits under Section 88.9. and

If the contributor's total contributions to a Candidate for office on Council appear to exceed the limit the Report shall set out the contributions; and

If the contributor's total contributions to two or more Candidates for office on the same Council appear to exceed the limit the Report shall set out the contributions made by that contributor to all Candidates for office on the same Council.

2. A separate Report shall be prepared by the Clerk in respect of each contributor who appears to have contravened any of the contribution limits under Section 88.9.
3. The Clerk shall forward each Report prepared to the Compliance Audit Committee.
4. Within thirty (30) days of receiving a Report the Compliance Audit Committee shall consider it and decide whether to commence legal proceedings against a contributor for an apparent contravention.
5. The decision of the Committee and brief written reasons for the decision shall be given to the contributor and the Clerk.
6. As soon as possible following the day that is thirty (30) days after the filing date or supplementary filing date

RECORDS

The records emanating from meetings of the Compliance Audit Committee shall be retained and preserved by the municipality in accordance with the municipality's Records Retention By-law and the *Municipal Elections Act*, 1996.

TERM OF COMMITTEE

The term of appointment for the Committee shall be concurrent with the term of office of the Council or local board elected in 2026 and shall therefore serve for four (4) years commencing on November 15, 2026 and concluding on November 14, 2030, or until such time as the applicable Committee has disposed of any remaining matters in accordance with the Act, whichever is later.

REMUNERATION

The rate of per diem is determined by the Municipality and equal to the rate of pay received by the Committee of Adjustment of \$100.00 per meeting as well as a per-diem rate of \$200 for a full day if required for training purposes

ATTACHMENT 2



Corporation of the Town of Deep River Election Compliance Audit Application Form Sections 88.33 (2) and / or 88.35 (2)

Under the *Municipal Elections Act*, 1996 (the "Act"), any eligible elector who believes that a Candidate or Registered Third Party Advertiser has contravened the campaign finance rules in the statute may apply for a Compliance Audit of that party's election campaign finances.

To apply for a Compliance Audit of a Candidate for the office of Mayor, Reeve, Councillor or Registered Third Party Advertiser complete and submit this form and any supporting documents in person at the Town of Deep River Elections Office during regular business hours (Monday to Friday from 8:30 am to 4:30 pm).

The Elections Office must receive this form by the deadline(s) prescribed in Subsection 88.33(3) or Subsection 88.35(3) of the Act.

All applications will be submitted to the Election Compliance Audit Committee for review in accordance with the MEA.

Applicant Information:

Name: _____
Address: _____
Phone Number: _____
Email Address: _____

Candidate or Registered Third Party Advertiser Details

Election Compliance Audit of the campaign finances of:

☐ Candidate Name: _____
☐ Registered Third Party Advertiser Name: _____

Reason(s) for Compliance Audit:

Indicate the reason(s) you believe the Candidate or Registered Third Party has contravened the provisions of the Municipal Elections Act related to campaign finances. If known, identify what section(s) of the MEA you believe has been contravened. Additional comments may be attached to this application if necessary.

DECLARATION

The definition of an 'eligible elector' under sub-section 17 (2) of the Municipal Elections Act, 1996 is as follows:

A person is entitled to be an elector at an election held in a local municipality if, on Voting Day they:

- a) Reside in the local municipality or are the owner or tenant of land there, or the spouse of such owner or tenant;
- b) Are a Canadian citizen;
- c) Are at least eighteen (18) years of age; and
- d) Are not prohibited from voting under sub-section 17 (3) or otherwise by law.

Accordingly, the following must be declared by the applicant:

I, _____, being an eligible elector in the Town of Deep River, **HEREBY DECLARE** that I have reasonable grounds to believe that the Candidate or Registered Third Party referenced in this application has contravened a provision of the *Municipal Elections Act*, 1996, relating to election campaign finances, and I have set out the reasons for my belief in this Application.

Signature of Applicant

Date

Personal information is collected under the authority of the *Municipal Elections Act*, 1996, and will be used for the purposes of the application submitted for a Compliance Audit of a Candidate or Registered Third Party Advertiser. Despite anything in the *Municipal Freedom of Information and Protection of Privacy Act* documents and materials filed with or prepared by the Clerk or any other election official are public records and may be inspected by any person at the Town Clerk's office pursuant to Section 88 (5) of the *Municipal Elections Act*, 1996.

ATTACHMENT 3



Corporation of the Town of Deep River COMPLIANCE AUDIT COMMITTEE Municipal Election 2026

Section 88.37 of the *Municipal Elections Act*, S. O 1996, as amended, requires all municipalities establish a Municipal Election Compliance Audit Committees before October 1st in an election year.

The Compliance Audit Committee will consist of three (3) public members appointed by Council to:

- Review and respond to Compliance Audit Applications from eligible Electors who believe, on reasonable grounds, that a Candidate or Registered Third-Party has contravened the *Municipal Elections Act*, 1996 relating to election campaign finances;
- Appoint an Auditor if a Compliance Audit Application is granted;
- Receive and consider an Auditor's Report and decide whether legal proceedings should be commenced; and
- Receive and consider Reports from the Municipal Clerk that identify contributors who appear to have contravened election contribution limits.

Preferred Applicants:

- Proven analytical and decision-making skills
- Experience working on a Committee, task force, or similar setting
- Knowledge of quasi-judicial proceedings; and
- Excellent oral and written communication skills

Individuals Ineligible to Apply:

- Town of Deep River employees
- Employees of the Town of Deep River School Board
- Town of Deep River Council members or School Board Trustees
- Candidates and Third-Party Advertisers in the municipality in the election for which the Committee is established

The Committee is concurrent with the new term of Council beginning November 15, 2026, and ending on November 14, 2030. Members will receive a per meeting remuneration of \$100 per meeting.

To review the Committee Terms of Reference and apply, please visit
<https://www.deepriver.ca/residents/2026-election/compliance-audit-committee-9665.html>

The deadline for submissions to the Municipal Clerk is _____ at 4:00 PM.

Jackie Mellon, Clerk / Returning Officer
Email: jmellon@deepriver.ca
Phone: 613 584-2000 extension 128

THE CORPORATION OF THE TOWN OF DEEP RIVER

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.

WHEREAS subsection 5 (3) of the *Municipal Act*, 2001, as amended, provides that a municipal power shall be exercised by By-Law;

AND WHEREAS Section 9 of the *Municipal Act*, 2001, as amended, provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other act;

AND WHEREAS section 88.37 (1) of the *Municipal Elections Act*, 1996, as amended, requires municipalities to establish a Compliance Audit Committee before October 1st of an election year to deal with matters regarding election campaign finances;

AND WHEREAS section 88.37 (5) of the *Municipal Elections Act*, 1996, as amended, states the term of office of the Committee is the same as the term of office of the Council or local board that takes office following the next regular election;

AND WHEREAS the Corporation of the Town of Deep River deems it expedient to establish a Compliance Audit Committee;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Corporation of the Town of Deep River **HEREBY ENACTS AS FOLLOWS:**

1. **THAT** a Committee to be known as the Compliance Audit Committee is hereby established to deal with the matters provided for under Section 88 of the *Municipal Elections Act*, 1996, for the period beginning on November 15, 2026, and ending on November 14, 2030.
2. **THAT** the Compliance Audit Committee shall consist of three persons to deal with each Compliance Audit request or Clerk Report in accordance with the Terms of Reference attached hereto as Schedule 'A' to this By-Law.
3. **THAT** By-law Number 51-2022 is hereby repealed effective November 14, 2026.
4. **THAT** this By-Law shall come into force and take effect upon the passing of this By-Law by the Council of the Corporation of the Town of Deep River.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 10TH DAY OF JUNE, 2026.

Suzanne D'Eon, Mayor

Jackie Mellon, Clerk

By signing this By-Law on June 10, 2026, Mayor D'Eon will not exercise the power to veto this By-Law.

SCHEDULE 'A' TO BY-LAW NUMBER 23-2026

ELECTION COMPLIANCE AUDIT COMMITTEE TERMS OF REFERENCE

MANDATE:

As prescribed by Section 88.37 of the *Municipal Elections Act*, 1996 (the 'Act'), the Town of Deep River Council has approved the establishment of the Election Compliance Audit Committee (the 'Committee') concurrent with the term of Council that takes office following the next regular municipal election.

The Committee shall be responsible for reviewing and making decisions on Elector Applications for Candidate Campaign Finance Compliance Audits, and on Clerk Reports respecting apparent contraventions of contribution limits.

The powers and functions of the Committee are set out in Section 88.33 to 88.37 of the *Municipal Elections Act*, 1996.

All Committee Members agree they will not work for, contribute to, or provide advice to any Candidate running for municipal office within the municipality.

COMPOSITION

The Election Compliance Audit Committee will be comprised of three (3) members selected by the Clerk and appointed by By-Law.

The following are ineligible to sit on the Election Compliance Audit Committee:

- Employees or officers of the Town;
- Members of Council or local board of the Town;
- Candidates or contributors of the 2026 municipal election for which the Committee is established;
- Registered Third Parties or contributors in the municipality in the election for which the Committee is established; and
- Individuals who prepare the Financial Statements of or have any other business or personal relationship with any Candidate running for office on Town Council, or any Registered Third Party during the term for which the Committee has been established.

Should an appointed Committee Member accept employment or register as a Candidate with the municipality or a Third Party, they will have been deemed to have resigned as a Committee Member.

If an applicant is identified as having participated or contributed to a Candidate's campaign or Registered Third-Party with the Town of Deep River, that person shall not be eligible to be selected as a Member of the Compliance Audit Committee.

Members shall be recruited and three (3) Members selected by the Clerk from interested applicants. Members shall be appointed to the Committee by By-Law.

MEMBERSHIP SELECTION

Applicants must have the ability to understand and apply the election campaign finance provisions of the Act and must remain impartial to fulfill their responsibilities.

Preference will be given to Candidates that have experience related to Compliance Audit activities or investigative or adjudicative processes.

The following criteria will be considered:

- a) Proven analytical and decision-making skills;
- b) Experience working on a committee, task force or similar setting;
- c) Knowledge of quasi-judicial proceedings;
- d) Excellent oral and written communication skills

All members of the Committee shall be provided with the Terms of Reference and a copy of Section 88.37 of the *Municipal Elections Act*, 1996.

APPLICATIONS FOR A COMPLIANCE AUDIT

Applications for a compliance audit shall:

- Be in writing to the municipal Clerk during regular business hours pursuant to the timelines prescribed in Subsection 88.33 (3) or 88.35 (3) of the Act;
- Use the Compliance Audit Application Form prescribed by the Clerk;
- Shall include the Applicant's name and qualifying address within the Town of Deep River; and
- Include a signed declaration stating the Applicant is an eligible elector in the Town of Deep River, and has reasonable grounds to believe that a Candidate or Registered Third Party referenced in the Application has contravened a provision of the MEA relating to Election campaign finances; and
- Concisely state the reasonable grounds upon which it is based and the provisions of the MEA that apply.

The Clerk shall acknowledge receipt by email or regular mail delivered to the Applicant as soon as possible after receiving the application.

Note: Applications related to Candidates for School Board Trustees must be made to the Secretary of the applicable School Board.

CLERK

In accordance with Section 88.37 (6) of the Act, the Clerk shall establish administrative practices and procedures for the Committee and shall carry out any other duties required under the Act to implement the Committee's decisions.

The Clerk shall prepare a Meeting Agenda for each Meeting and publish it on the Town website. The agenda shall include a copy of the Compliance Audit Application (including reasons given), as well as Clerk Report(s), and any written submissions received from Candidates, Third-Party Advertisers, or contributors.

As soon as possible following receipt and acceptance of an Application by the Clerk, or submission of a Report, the Clerk shall notify all affected parties and provide them a copy of the Application or Report and publish notice along with a copy of the Application or Report on the Town website.

MEETINGS

Committee Meetings shall be conducted as necessary for the purpose of reviewing a Elector Compliance Audit Application, Auditor's Report, or Clerk's Report of an apparent contravention of contribution limits. The Committee may also meet as necessary to organize and plan its work. Meetings will be held in accordance with the Town of Deep River Procedural By-law, the *Municipal Act*, 2001, and the *Municipal Elections Act*, 1996. The Town website will be utilized to communicate Committee meeting notices and agendas, and the Procedural By-Law of the Town shall apply.

Committee meetings shall be open to the public, however, there may be circumstances that a meeting or a portion of a meeting may be closed to the public provided the subject matter being discussed complies with the provisions of Section 239 of the *Municipal Act*, 2001.

Where the Clerk or Committee determines the Committee requires legal counsel in respect of a specific Application or Report, or for other matters such as the Committee's role, interpretation of legislation, procedure or other matters of a general nature pertinent to the Committee's business, the Clerk in consultation with the Town Solicitor shall retain legal counsel to provide advice that may be subject to solicitor-client privilege in which case the Committee may deliberate in private (closed session);

At the first meeting of the Committee the members shall appoint one member to act as Chair for the duration of the Committee's deliberations.

The powers and functions of the Committee are generally described as:

Candidate / Third Party Advertiser Compliance Audit:

1. The Clerk shall provide an Application to Committee members within ten (10) calendar days of the date filed.
2. Within thirty (30) days of receipt of an application requesting a Compliance Audit the Committee shall consider the Application to determine whether it should be granted or rejected;
3. The Candidate or Third-Party Advertiser shall be requested by the Clerk to respond to the Application in writing. The written response must be submitted to the Clerk a minimum of three (3) days prior to the Meeting at which the Application will be considered.
4. The decision of the Committee to grant or reject the application, and brief written reasons for the decision, shall be given to the Candidate / Registered Third party, the Clerk with whom the Candidate filed his or her nomination, and the Applicant;
5. The decision of the Committee may be appealed to the Superior Court of Justice within fifteen (15) days after the decision is made, and the Court may make any decision the Committee could have made.
6. If the Application is granted, the Committee shall appoint an Auditor to conduct a Compliance Audit. Only Auditors licensed under the *Public Accounting Act*, 2004 or prescribed persons are eligible to be appointed;
7. The Auditor shall promptly conduct an audit and submit the Report to the Candidate / Registered Third Party, the Clerk, the applicant, and Secretary of the local Board (if applicable);
8. Within ten (10) days of receiving the Report the Municipal Clerk shall forward the Report to the Compliance Audit Committee;
9. The Committee will consider the Auditor's Report within thirty (30) days of receipt, and if the Report concludes the Candidate appears to have contravened a provision of the Act relating to election campaign finances, the Committee shall decide whether legal proceedings should commence for the apparent contravention;
10. The decision of the Committee and brief written reasons for the decision shall be given to the Candidate / Registered Third Party, the Clerk, the Secretary of the local board (if applicable), and the Applicant.

Clerk Review of Contributions to Candidates:

1. The Clerk shall review the contributions reported on Financial Statements submitted by Candidates to determine whether any contributor appears to have contravened any of the contribution limits under Section 88.9. and

If the contributor's total contributions to a Candidate for office on Council appear to exceed the limit the Report shall set out the contributions; and

If the contributor's total contributions to two or more Candidates for office on the same Council appear to exceed the limit the Report shall set out the contributions made by that contributor to all Candidates for office on the same Council.

2. A separate Report shall be prepared by the Clerk in respect of each contributor who appears to have contravened any of the contribution limits under Section 88.9.
3. The Clerk shall forward each Report prepared to the Compliance Audit Committee.
4. Within thirty (30) days of receiving a Report the Compliance Audit Committee shall consider it and decide whether to commence legal proceedings against a contributor for an apparent contravention.
5. The decision of the Committee and brief written reasons for the decision shall be given to the contributor and the Clerk.
6. As soon as possible following the day that is thirty (30) days after the filing date or supplementary filing date

RECORDS

The records emanating from meetings of the Compliance Audit Committee shall be retained and preserved by the municipality in accordance with the municipality's Records Retention By-law and the *Municipal Elections Act*, 1996.

TERM OF COMMITTEE

The term of appointment for the Committee shall be concurrent with the term of office of the Council or local board elected in 2026 and shall therefore serve for four (4) years commencing on November 15, 2026 and concluding on November 14, 2030, or until such time as the applicable Committee has disposed of any remaining matters in accordance with the Act, whichever is later.

REMUNERATION

The rate of per diem is determined by the Municipality and equal to the rate of pay received by the Committee of Adjustment of \$100.00 per meeting as well as a per-diem rate of \$200 for a full day if required for training purposes

THE CORPORATION OF THE TOWN OF DEEP RIVER

BY-LAW NUMBER 24-2026

A BY-LAW TO CONFIRM THE PROCEEDINGS OF THE COUNCIL OF THE TOWN OF DEEP RIVER AT THE MEETING OF COUNCIL HELD ON JUNE 10, 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 10TH DAY OF JUNE, 2026.

SUZANNE D'EON, MAYOR

JACKIE MELLON, CLERK

By signing this By-Law on June 10, 2026, Mayor D'Eon will not exercise the power to veto this By-Law.