

**TOWN OF GREATER NAPANEE  
REGULAR SESSION OF COUNCIL**

**A G E N D A**

**JUNE 23, 2026 at 7:00 PM  
Council Chambers, Town Hall, 124 John Street, Napanee**

Page

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**1. CALL TO ORDER**

Residents may attend Council meetings in-person or watch the virtual livestream. Those attending are asked to consider the following:

- If you have any symptoms of illness, please stay home and watch the meeting [via YouTube](#)
- Limited seating for approximately 25 is available in Council Chamber. Seating will be reserved for registered delegations, with remaining seats available on a first-come, first-served basis.
- To learn more about how to register to speak as a delegation at Council meetings [visit the Town website](#).

To access the Electronic Meeting on the Town's YouTube Channel, please copy the link below into your browser:

[https://www.youtube.com/channel/UCmNkxvT9f0mEpxBZrZiqS4A?view\\_as=subscriber](https://www.youtube.com/channel/UCmNkxvT9f0mEpxBZrZiqS4A?view_as=subscriber).

**2. OPENING PROCEEDINGS**

2.1 National Anthem - O Canada

**3. CLOSED SESSION**

Council may consider items permitted to be discussed in a meeting closed to the public. Following the closed session, Council shall report on the items taken in closed session, in general terms, and pass any motions as required.

3.1 Closed Session meeting pursuant to Section 239 of the Municipal Act scheduled for 5:00 p.m. to 6:30 p.m. in order to discuss:

- Confidential SR-1387-2026 - Land Sale - Former Suddard Lands (239(2)(c)); and
- Confidential SR-1388-2026 - Human Resources Report (239(2)(d) and (f)).

Recommendation: That Council resolve itself into closed session in order to discuss:

- the prospective acquisition or disposition of land (239(2)(c));
- a labour relations matter (239(2)(d)); and
- a matter of solicitor-client privilege (239(2)(f)).

3.2 Rise and Report from Closed Session

Recommendation: That Council rise and report from closed session; and

further that all recommendations made within closed session be hereby adopted.

3.3 Confidential SR-1387-2026 - Land Sale - Former Suddard Lands  
Recommendation: That Council receive for information the Confidential SR-1387-2026 Land Sale - Former Suddard Lands;  
And further, that Council direct and authorize staff regarding which of the options to proceed with, as outlined in the report.

3.4 Confidential SR-1388-2026 - Human Resources Report  
Recommendation: That Council receive for information the Confidential SR-1388-2026 Human Resources Report;  
And further, that Council direct and authorize staff regarding which of the options to proceed with, as outlined in the report.

**4. ADOPTION OF AGENDA**

4.1 Adopt Agenda  
Recommendation: That the Agenda of the Regular Session of Council dated June 23, 2026, be adopted as presented.

**5. DISCLOSURE OF PECUNIARY INTEREST & THE GENERAL NATURE THEREOF**

**6. PRESENTATIONS**

Informational presentations made at the request of Council or Staff, and/or the presentation of findings or reports by a consultant.

6.1 2026 Senior of the Year Award Presentation

**7. PUBLIC MEETING**

This meeting is held pursuant to the *Development Charges Act* to hear comments from any parties with an interest in a specific matter before Council.

7.1 Resolution to Convene Public Meeting  
Recommendation: That the Public Meeting is hereby convened.

7.2 Development Charges Background Study Update  
Recommendation:  
That Council receive for information the Growth & Infrastructure - Development Charges Background Study Update report.

7.3 Development Charges Background Study Presentation

7.4 Resolution to Adjourn Public Meeting  
Recommendation: That the Public Meeting is hereby adjourned.

**8. DEPUTATIONS**

**8.1. Scheduled Deputations - New Items**

Those wishing to present to Council on a new topic may do so by registering in

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advance with the Clerks department no later than seven calendar days before the meeting. All deputations under this heading will be limited to a maximum of 10 minutes. Consideration of a substantive motion following a deputation must be supported by a minimum 2/3 majority of members in order to proceed. If such motion is not supported, it will automatically be placed as an item for discussion on the next Regular Agenda.

**8.2. Deputations - Items on the Agenda**

Those wishing to provide written or verbal comments regarding an item on the agenda may do so by contacting the Clerk's office by 12:00 noon on the day of the Council meeting. Deputations under this heading are limited to a maximum of 5 minutes.

**8.3. Correspondence - Items on the Agenda**

**9. UNFINISHED BUSINESS**

The Clerk shall list any items which have not been disposed of by Council prior to the adjournment of the previous meeting.

**10. ADMINISTRATIVE CONSENT AGENDA**

All items will be dealt with through one Motion. However, any Member, before the motion is voted on, may identify any items contained on the Consent Agenda which they wish to speak to, and the matter shall be extracted from the Consent Agenda to be dealt with separately under the heading of Items for Consideration. Members may also ask clarifying questions (but not debate) any item without requiring it to be removed from the Consent Agenda.

- 91 - 92            10.1    Administrative Consent Agenda - June 23, 2026
- 93 - 101          10.2    Council Minutes: Regular Session of Council, Special Session of Council - June 9 & 17, 2026  
Recommendation: That the minutes of the Regular Session of Council dated June 9, 2026, and the Special Session of Council dated June 17, 2026, be adopted as presented.
- 102 - 106        10.3    Committee Minutes: Compliance Audit Committee, Community Initiatives Fund Advisory Committee  
Recommendation: That the Compliance Audit Committee and Community Initiatives Fund Advisory Committee Minutes of May 28 - June 15, 2026, be received for information.
- 107                10.4    Correspondence for Information items dated June 23, 2026  
Recommendation: That the Correspondence for Information items dated June 23, 2026, be received.
- 108                10.5    Closed Session Direction - Former Suddard Subdivision Offers to Purchase Review  
Recommendation: That Council receive for information the Closed Session Direction - Former Suddard Subdivision Offer to Purchase Review Report.
- 109 - 111        10.6    Financial & IT Services - 2025 Annual Review of Vehicle Rates  
Recommendation: That Council receive for information Financial & IT Services - 2025 Annual Review of Vehicle Rates report.

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- 112 - 113      10.7    Financial & IT Services - Funding Sources Available to Support Rural Transit  
Recommendation: That Council receive for information Financial & IT Services - Funding Sources Available to Support Rural Transit.
- 114 - 115      10.8    Financial & IT Services - County Recoverable Projects 2025  
Recommendation: That Council receive for information Financial & IT Services Report - County Recoverable Projects 2025.
- 116 - 132      10.9    Financial & IT Services - Buy Ontario Act (Public Sector Procurement)  
Recommendation:  
That Council receive for information Financial & IT Services - Buy Ontario Act report.
- 133 - 150      10.10   Executive Services - By-law Enforcement Standards Policy Update  
Recommendation: That Council receive for information the Executive Services - By-law Enforcement Standards Policy Update report;  
And further that Council adopt the amended policy, as presented at this meeting.
- 151 - 153      10.11   Executive Services - Activity Report - June 2026  
Recommendation:  
That Council receive for information the Executive Services Activity Report for June 2026.
- 154 - 156      10.12   Growth & Infrastructure - Activity Report  
Recommendation:  
That Council receive for information the Growth & Infrastructure - Activity Report.
- 157 - 159      10.13   Parks, Recreation, & Culture - Activity Report  
Recommendation:  
That Council receive for information Parks, Recreation, & Culture - Activity Report.
- 160 - 173      10.14   Financial & IT Services - Activity Report - June 2026  
Recommendation:  
That Council receive for information Financial & IT Services June 2026 Activity Report.
- 174 - 181      10.15   Access E11 - May 2026 Report  
Recommendation: That Council receive for information the Access E11 - May 2026 report.

**11. ITEMS FOR CONSIDERATION**

Items removed from the Administrative Consent Agenda will be added to the beginning of this

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section.

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11.1 Building Automation System Replacement - 99 Advance Avenue

Recommendation:

That Council receive the Building Automation System Replacement Report for 99 Advance Avenue;

And further that Council approve the replacement of the Building Automation System at 99 Advance Avenue, including the integration of domestic hot water system controls, at a total cost of \$58,440.00 plus applicable taxes, in accordance with quotations received from HTS Engineering Ltd. (Job 22303453, Quotations 1 and 2, dated January 27, 2026);

And further that staff be authorized to execute any agreements or documents necessary to give effect to this resolution;

And further that Council authorize the procurement be single sourced from HTS Engineering Ltd.; And further that the project be funded from Building Maintenance Reserve.

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11.2 Parks, Recreation, & Culture - Indoor Recreation Facility Deputation Follow-Up

Recommendation:

That Council receive for information Parks, Recreation, & Culture - Indoor Recreation Facility Deputation Follow-Up report;

And further that Council recommend to the next Council term's Mayor to consider inclusion of a feasibility study for an indoor recreation facility as part of the 2027 budget deliberations.

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11.3 Parks, Recreation, & Culture - Community Event Application

Recommendation:

That Council receive for information Parks, Recreation, & Culture - Community Event Application report;

And further that Council approves the Block Party Kick Off event in accordance with the Community Events Policy.

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11.4 Executive Services - Spring 2026 Community Initiatives Fund Recommendations

Recommendation:

That Council receive for information the Executive Services - Spring 2026 Community Initiatives Fund Recommendations report;

And further that Council approve the recommendations provided by the Community Initiatives Fund (CIF) Advisory Committee.

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11.5 Financial & IT Services - 2025 Year End Reserve Transfers

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Recommendation:

That Council receive for information Financial & IT Services - 2025 Year End Reserve Transfers report;

And further that Council direct that \$166,670.01 surplus be transferred to the Solid Waste Reserve;

And further that Council direct that \$243,581.01 from the 2025 TAC Reconciliation payment be transferred to the Winter Control Reserve and \$183,951.78 to fund operating deficit in winter control be transferred from the Winter Control Reserve.

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- 11.6 Financial & IT Services Report - Bay of Quinte Regional Marketing Board Municipal Accommodation Tax Agreement

Recommendation:

That Council receive for information Financial & IT Services Report - Bay of Quinte Regional Marketing Board Municipal Accommodation Tax Agreement report;

And further that Council authorize the Mayor and the Clerk to execute the agreement.

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- 11.7 Executive Services - Labour Relations Reserve – Spending Thresholds and Governance Framework

Recommendation:

That Council receive for information the Executive Services - Labour Relations Reserve – Spending Thresholds and Governance Framework report;

And further that Council approve the proposed thresholds for delegated authority spending in each category.

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- 11.8 Growth & Infrastructure Services - Biosolids Management Master Plan

Recommendation: That Council receive for information the Growth & Infrastructure Services - Biosolids Management Master Plan report.

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- 11.9 Executive Services - Recommended Updates to the Resolution and Mandate Tracker

Recommendation:

That Council receive the Executive Services - Resolution and Mandate letter recommended amendments report.

And further, that Council approve the removal of recommended items acknowledging that they will not be able to be completed this term of Council.

**12. BY-LAWS**

Unless otherwise requested by a Member, all by-laws proposed for adoption shall be given all three readings and passed in one single motion.

**13. INFORMATION REPORTS FROM MEMBERS**

Members may provide verbal or written information updates from the external boards and committees they have been appointed to.

**14. INQUIRIES**

Members may make inquiries to staff on matters of general municipal concern. Responses may be provided verbally where the information is readily known, or provided in writing as an information item on the next agenda.

**15. NOTICE OF MOTIONS**

Members of Council may introduce recommendations through Notice of Motion. Motions provided in writing prior to agenda publication will be considered at the time of presentation, and Motions introduced verbally under this heading will be considered at the next Regular Meeting.

15.1 Introduced by Councillor Martin

Recommendation: That on behalf of the citizens of Greater Napanee who feel that the mature oak trees on County Road 9 are part of their community heritage and should be preserved, the Council of the Town of Greater Napanee inform the County of Lennox and Addington Council that we are opposed to the planned tree removal.

**16. NEW BUSINESS**

Urgent and time sensitive matters added to the agenda at the time of the agenda's adoption, with the support of a 2/3 majority of Council.

**17. ANNOUNCEMENTS**

Members may provide Council and the public with announcements of good news stories, reminders of upcoming events or past events attended on behalf of the Town, congratulations and condolences, and other matters that are considered to be of general interest to the community.

**18. CAO'S REMARKS**

The CAO may provide Council and the public with announcements of any good news, milestones or achievements of the municipal organization.

**19. FORWARD CALENDAR**

This calendar is a living document and is provided for information purposes only. The content of this calendar is subject to change without notice, and inclusion or non-inclusion of any item is not a guarantee of the timing of its discussion before Council. The actual published agenda remains the guiding document for future Council meetings.

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19.1 2026 Q3 - Forward Calendar

**20. CONFIRM PROCEEDINGS**

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20.1 A By-law to Confirm the Proceedings of the Council of the Corporation of the Town of Greater Napanee

Recommendation: That By-law No. 2026-0056, being a by-law to confirm the proceedings of Council at its Regular Session held June 23, 2026, be read a first and second time and finally passed and that the Mayor and the Clerk sign the same and affix thereto the seal of the Corporation.

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**21. ADJOURNMENT**

21.1 Adjourn Meeting

# Staff Report



**To:** Mayor Richardson and Members of Council  
**Meeting Date:** June 23, 2026  
**Date Council Decision Required:**  
**Prepared By:** Michael Nobes, General Manager - Growth & Infrastructure, Growth & Infrastructure Services  
**Presented By:** Michael Nobes, General Manager - Growth & Infrastructure, Growth & Infrastructure Services  
**Subject:** Development Charges Background Study Update  
**Report Number:** SR-1369-2026

## Staff Recommendation:

That Council receive for information the Growth & Infrastructure - Development Charges Background Study Update report.

## Background Information and Discussion:

The Development Charges Background Study Update modernizes the Town's existing Development Charges (D.C.) framework established through By-law 2022-0059 to reflect revised capital costs, new infrastructure requirements, and recent legislative changes under the *Development Charges Act*. The update is focused on growth studies, water services, and wastewater services to ensure that anticipated infrastructure costs attributable to growth are appropriately recovered from development.

This update represents a targeted amendment rather than a full comprehensive review, with the majority of technical analysis and recalibration of costs undertaken through this process. It positions the Town for continued growth while maintaining financial sustainability and compliance with evolving provincial legislative requirements.

The updated study directly ties to prior Council direction respecting wastewater infrastructure financing for the Water Pollution Control Plant (WPCP) upgrade and expansion. The study reflects updated cost estimates for the WPCP project, including revised gross project costs and associated deductions for benefit to existing development and external funding sources. Importantly, the inclusion of financing-related costs within the D.C. framework provides a mechanism to partially offset long-term financial obligations associated with the project, ensuring growth-related shares are appropriately recovered.

Through the update process, several new growth-related capital projects have been identified and incorporated, including:

- A sludge dewatering facility to replace previously contemplated biosolids infrastructure;

- Additional local-service policy related water servicing works (including booster station) and watermain upgrades, in addition to medium fill station improvements;
- Study-related work such as zoning by-law updates and parks/recreation feasibility studies.

These additions reflect refined servicing strategies and updated engineering assumptions, ensuring that the D.C. program is aligned with current infrastructure planning.

The update results in increased D.C. recoverable costs for water and wastewater services, driven by higher construction costs and expanded infrastructure needs.

Notably:

- Urban-area residential single-detached D.C.s increase from approximately \$20,672 to \$23,281 (2022 dollars);
- Non-residential rates also increase proportionally on a per square foot basis.

These adjustments are necessary to maintain cost recovery integrity given construction cost inflationary pressures and evolving capital requirements.

The study continues to rely on the Town's existing Local Service Policy framework to distinguish between D.C.-eligible infrastructure and developer-funded local works.

In particular, the inclusion of D.C. credit-related projects reflects the application of this policy, ensuring that developers are appropriately credited for eligible works while maintaining consistent municipal financial accounting.

This approach is consistent with recent legislative changes requiring clearer delineation of local services and enhanced transparency in cost allocation.

The update also ensures alignment with recent provincial changes (Bills 185, 17, and 60), including modifications to payment timing, exemptions, and reporting requirements.

It is important to note that:

- This update is an interim amendment, not a full recalibration of all services;
- A comprehensive D.C. background study and by-law update will be required prior to the expiry of the current by-law in September 2027.

Accordingly, further policy refinements—including broader updates to the Local Service Policy—will be undertaken through that future process.

#### **Alternative Options and Implications:**

Council could choose to amend the study projects as Council sees appropriate or could establish rates less than those justified.

#### **Financial Implications:**

A key outcome of this update is the strengthening of the Town's ability to recover growth-related capital costs.

By updating project costs, incorporating new infrastructure requirements, and maintaining alignment with legislative provisions respecting benefit to existing development, the study ensures that:

- Growth pays for growth to the extent permitted under legislation;
- The Town minimizes reliance on tax or rate-supported funding for growth-related works; and
- The municipality is not in a position where it is “out” funds for infrastructure required to service new development.

**Attachments:**

[Greater Napanee DC Update Study- Final](#)

Michael Nobes, General Manager - Growth & Infrastructure  
Ellen Hamel, Treasurer  
Matthew Grant, CAO  
Jessica Walters, Clerk

Approved - 16 Jun 2026  
Approved - 17 Jun 2026  
Approved - 18 Jun 2026  
Approved - 18 Jun 2026



# Development Charges Update Study

## Town of Greater Napanee

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May 4, 2026

Watson & Associates Economists Ltd.  
905-272-3600  
info@watsonecon.ca



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Watson & Associates Economists Ltd.

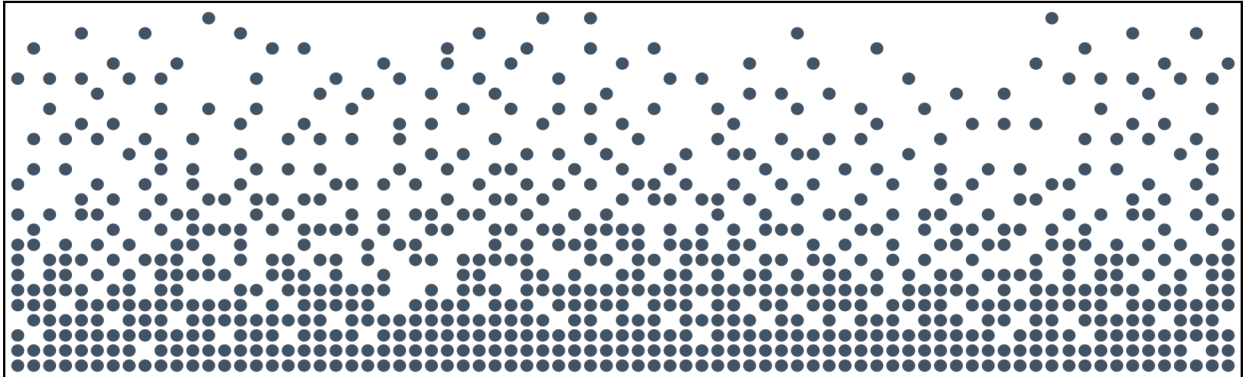


### List of Acronyms and Abbreviations

<b>Acronym</b>	<b>Full Description of Acronym</b>
B.T.E.	Benefit to existing
CSRIF	Community Sport and Recreation Infrastructure Fund
D.C.	Development Charge
D.C.A.	Development Charges Act
G.F.A.	gross floor area
Sq.ft.	square foot
Sq.m.	square metre

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Watson & Associates Economists Ltd.



# Report



# Chapter 1

## Introduction

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Watson & Associates Economists Ltd.



# 1. Introduction

## 1.1 Background

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The Town of Greater Napanee (Town) imposes development charges (D.C.) to recover capital costs arising from the increased needs for municipal services related to growth. The Town currently imposes D.C.s for the following services:

- Town-Wide Services and Classes of Services:
  - Services Related to a Highway;
  - Public Works (Facilities and Fleet);
  - Fire Protection Services;
  - Parks and Recreation Services;
  - Provincial Offence Act (P.O.A.) including By-law Enforcement; and
  - Growth Studies
- Urban Area Services:
  - Water Services; and
  - Wastewater Services.

The basis for the D.C. by-law is documented in the “Town of Greater Napanee Development Charges Background Study”, dated July 14, 2022 (the 2022 D.C. Study). The D.C.s came into effect on September 14, 2022, and are imposed through by-law 2022-0059.

In accordance with Section 5 of by-law 2022-0059, the Town’s D.C.s are indexed annually on January 1, without amendment to the by-law. The 2022 unindexed D.C. rates are summarized in Table 1-2.

The purpose of this D.C. Update is to reflect updates to growth-related capital projects and cost estimates identified through discussions with Town staff, recent tender pricing, and funding assumptions (such as grants and other contributions) for Growth Studies, Water Services, and Wastewater Services. In addition, the Town’s D.C. by-law is being amended, as necessary, to ensure consistency with applicable legislative changes introduced through Bill 185, Bill 17, and Bill 60.



For the purposes of the D.C. background study, all capital cost estimates have been deflated to a 2022 base year to align with the valuation framework of the original D.C. study.

## 1.2 Recent Legislative Changes

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Since the enactment of the Town's current D.C. by-law, the Province has introduced further amendments to the Development Charges Act, 1997 (the D.C.A.).

In June 2024, the Province enacted *Bill 185, Cutting Red Tape to Build More Homes Act, 2024*, which received Royal Assent on June 6, 2024, and came into force on the same date. Bill 185 reinstated studies as an eligible capital cost, removed the mandatory phase-in of development charges, and revised the D.C. rate freeze provisions. While Bill 185 does not impact the capital cost updates or development charge calculations addressed through this D.C. Update, the Town is amending its D.C. by-law to reflect the revised rate freeze provisions, as required to ensure consistency with the amended legislation.

Subsequently, the Province enacted *Bill 17, Protect Ontario by Building Faster and Smarter Act, 2025*, which received Royal Assent on June 5, 2025, and came into force on the same date. Bill 17 introduced additional exemptions, changes to the timing of payment for residential D.C.s, and regulation-making authority to implement further changes.

More recently, *Bill 60, Fighting Delays, Building Faster Act, 2025* received Royal Assent on November 27, 2025, introducing additional amendments to the D.C.A., including:

- Addition of class of service for land acquisition (with removal of land costs from level of service calculations);
- Additional requirements related to providing a local service policy;
- Merging of credits for water supply services and wastewater services;
- Requirement to provide greater details in the background study with respect to how capital costs are determined and how growth-related and non-growth-related shares of costs are determined;
- Additional requirements to provide documents to the Minister;
- Deadlines provided for Treasurer's Statement completion and submission to the Minister of Municipal Affairs and Housing; and



- Additional reporting requirements for the Treasurer's Statement.

In addition, the D.C.A. includes transition provisions related to local service policies. Municipalities that impose D.C.s for services that may include a local service component are required to establish or amend a Local Service Policy identifying works or classes of works intended to be provided as local services on the earlier of:

- the date the municipality establishes or amends its Local Service Policy; or
- 18 months following Royal Assent of Bill 60 (i.e., May 27, 2027).

### **1.3 Existing Policies (Rules)**

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Appendix A of this report sets out the rules governing the calculation, payment, and collection of D.C.s as provided in By-law 2022-0059.

### **1.4 Basis for the D.C. By-law Update**

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The Town is undertaking a formal amendment to the existing D.C. by-law 2022-0059 for growth studies, wastewater services, and water services, which requires the completion of a statutory public process in accordance with the D.C.A.

The amendment to the D.C. by-law is being undertaken for the following purposes:

- to update the capital project listings and associated cost estimates for growth studies, wastewater services, and water services; and
- to amend the D.C. by-law, as necessary, to align with legislative changes introduced through Bill 185, Bill 17, and Bill 60.

The Town currently has a Local Service Policy that applies to the D.C. services addressed in the D.C. by-law. Amendments to the Local Service Policy will be addressed as part of the Town's next comprehensive D.C. study.

Details on the changes to the calculation and by-law are presented in Chapter 3 and Chapter 4 of this report, respectively. The draft amending by-law is presented in Appendix C to this report.



## 1.5 Summary of the Process

A mandatory public meeting under Section 12 of the D.C.A. will be scheduled by the Town to present the D.C. Update Study to the public and to solicit public input. The meeting is also being held to answer any questions regarding the study's purpose, methodology, and the proposed modifications to the Town's D.C. by-law through the formal amending by-law.

The process to be followed in finalizing the report and recommendations includes:

- consideration of responses received prior to, at, or immediately following the Public Meeting; and
- Council consideration of the amending by-law in Q2 of 2026.

Table 1-1 outlines the proposed schedule to be followed with respect to the D.C. by-law adoption process for the formal amending by-law.

Table 1-1  
Schedule of Key D.C. Process Dates for the Town of Greater Napanee

Project Milestone	Timing for Formal Amendment
1. Data collection, staff review, D.C. calculations and policy work	July 2025 to March 2026
2. Background study and proposed amending by-law available to public	May 14, 2026
3. Public meeting advertisement placed in newspaper(s)	At least 20 days prior to the Public Meeting
4. Public meeting of Council	Q2 2026
5. Council considers adoption of background study update and passage of amending by-law	Q3 2026 (at least 60 days after May 14, 2026)
6. Newspaper notice given of by-law passage	By 20 days after passage
7. Last day for by-law appeal	40 days after passage
8. Town updates pamphlet (where by-law not appealed)	By 60 days after in force date



## 1.6 Policy Recommendations

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D.C. policies related to the legislative changes introduced through Bill 185, Bill 17, and Bill 60, as applicable to the services addressed in this update, are recommended to be revised to ensure consistency with the D.C.A. The Town currently has a Local Service Policy; however, it does not apply to all D.C. services. Matters related to the Local Service Policy, together with other amendments introduced through Bill 60 that are not addressed through this update, will be considered as part of the Town's next comprehensive D.C. study.

All other existing Town D.C. policies, as identified in Appendix A of this report, are recommended to be continued. These matters are discussed further in Chapter 2.



Table 1-2  
Town of Greater Napanee  
Development Charges as per By-law 2022-0059

Service/Class of Service	RESIDENTIAL					NON-RESIDENTIAL	
	Single and Semi-Detached Dwelling	Multiples	Apartments - 2 Bedrooms +	Apartments - Bachelor and 1 Bedroom	Special Care/Special Dwelling Units	(per sq.ft. of Gross Floor Area)	(per sq.m of Gross Floor Area)
<b>Municipal Wide Services/Class of Service:</b>							
Services Related to a Highway	2,915	2,165	1,922	1,289	1,162	1.57	16.90
Public Works (Facilities and Fleet)	1,705	1,266	1,124	754	680	0.93	10.01
Fire Protection Services	896	666	591	396	357	0.48	5.17
Parks and Recreation Services	1,534	1,139	1,012	678	611	0.11	1.18
Growth Studies	605	449	399	267	241	0.33	3.55
Provincial Offences Act including By-Law Enforcement	52	39	34	23	21	0.03	0.32
<b>Total Municipal Wide Services/Class of Services</b>	<b>7,707</b>	<b>5,724</b>	<b>5,082</b>	<b>3,407</b>	<b>3,072</b>	<b>3.45</b>	<b>37.13</b>
<b>Urban Services</b>							
Wastewater Services	7,822	5,810	5,158	3,458	3,117	3.94	42.41
Water Services	5,143	3,820	3,391	2,273	2,050	2.59	27.88
<b>Total Urban Services</b>	<b>12,965</b>	<b>9,630</b>	<b>8,549</b>	<b>5,731</b>	<b>5,167</b>	<b>6.53</b>	<b>70.29</b>
<b>GRAND TOTAL RURAL AREA</b>	<b>7,707</b>	<b>5,724</b>	<b>5,082</b>	<b>3,407</b>	<b>3,072</b>	<b>3.45</b>	<b>37.13</b>
<b>GRAND TOTAL URBAN AREA</b>	<b>20,672</b>	<b>15,354</b>	<b>13,631</b>	<b>9,138</b>	<b>8,239</b>	<b>9.98</b>	<b>107.42</b>



# Chapter 2

## Anticipated Development



## 2. Anticipated Development

### 2.1 Growth Forecast from the 2022 D.C. Study

The 2022 D.C. study provided for the anticipated residential and non-residential growth within the Town of Greater Napanee. The growth forecast associated with services included in the background study is provided in Table 2-1 below.

For the purposes of this D.C. update, the 2022 D.C. Study growth forecast remains unchanged, as the incremental growth is anticipated to remain the same.

Table 2-1  
Town of Greater Napanee  
2022 D.C. Background Study – Growth Forecast Summary

Measure	10 Year	20 Year	Urban Build Out
	2022-2031	2022-2036	2022-Urban Buildout
(Net) Population Increase	1,506	2,168	4,291
Residential Unit Increase	779	1,092	2,085
Non-Residential Gross Floor Area Increase (ft <sup>2</sup> )	568,400	775,800	966,100

Source: Watson & Associates Economists Ltd. Forecast 2022



# Chapter 3

## Updates to the Town's D.C. Study

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Watson & Associates Economists Ltd.



### 3. Updates to the Town's D.C. Study

Subsequent to the release of the 2022 D.C. Background Study, the Town of Greater Napanee undertook a review and update of capital cost estimates for select services based on recent tender pricing and updated cost information. A detailed review of the updated capital cost estimates and their implications for the D.C. calculations is provided in the following section.

#### 3.1 Growth Studies

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As part of this D.C. Update, the Town reviewed and updated its growth-related studies based on discussions with Town staff. The updated capital program now includes a zoning by-law study and a feasibility study for Parks and Recreation Services.

These two additional studies are estimated to cost \$116,000 (in 2022 dollars). When added to the original Growth Studies cost of \$748,000 identified in the 2022 D.C. background study, this equates to a revised gross cost of \$864,000.

Deductions have been allocated for the two additional studies in the amounts of \$4,400 for the portion of the studies benefiting non-D.C. eligible services and \$56,000 for the portion that benefits the existing community.

Therefore, the net D.C. capital costs are calculated to increase from \$636,076 to \$691,676.

The net D.C.-recoverable study costs have been allocated 70% to residential development and 30% to non-residential development, based on the incremental growth in population relative to employment over the 2022 to 2031 forecast period, consistent with the allocation methodology applied in the 2022 Development Charges Background Study and the current D.C. by-law.

Table 3-1 provides for the detailed capital project listing:



**Table 3-1  
Town of Greater Napanee  
Growth Studies Capital Costs – Updated**

Prj.No	Increased Service Needs Attributable to Anticipated Development	Timing (year)	Service to Which Project Relates	Gross Capital Cost Estimate (2022\$)	Post Period Benefit	Other Deductions (to recognize benefit to non-D.C. services)	Net Capital Cost	Less:		Potential D.C. Recoverable Cost		
								Benefit to Existing Development	Grants, Subsidies and Other Contributions Attributable to New Development	Total	Residential Share	Non-Residential Share
										70%	30%	
<b>2022-2031</b>												
1	<b>Development Charges Study:</b>											
1a	Development Charges Study	2022	Services Related to a Highway	3,113	-		3,113	-		3,113	2,179	934
1b	Development Charges Study	2022	Fire Protection Services	957	-		957	-		957	670	287
1c	Development Charges Study	2022	Parks and Recreation Services	877	-		877	-		877	614	263
1d	Development Charges Study	2022	P.O.A. including By-law Enforcement Services	41	-		41	-		41	28	12
1e	Development Charges Study	2022	Water Supply Services	11,950	-		11,950	-		11,950	8,365	3,585
1f	Development Charges Study	2022	Wastewater Services	14,854	-		14,854	-		14,854	10,398	4,456
1g	Development Charges Study	2022	Public Works	2,209	-		2,209	-		2,209	1,546	663
	<b>Sub-total Development Charges Study</b>			<b>34,000</b>	-	-	<b>34,000</b>	-	-	<b>34,000</b>	<b>23,800</b>	<b>10,200</b>
2	<b>Development Charges Study:</b>											
2a	Development Charges Study	2027	Services Related to a Highway	3,113	-		3,113	-		3,113	2,179	934
2b	Development Charges Study	2027	Fire Protection Services	957	-		957	-		957	670	287
2c	Development Charges Study	2027	Parks and Recreation Services	877	-		877	-		877	614	263
2d	Development Charges Study	2027	P.O.A. including By-law Enforcement Services	41	-		41	-		41	28	12
2e	Development Charges Study	2027	Water Supply Services	11,950	-		11,950	-		11,950	8,365	3,585
2f	Development Charges Study	2027	Wastewater Services	14,854	-		14,854	-		14,854	10,398	4,456
2g	Development Charges Study	2027	Public Works	2,209	-		2,209	-		2,209	1,546	663
	<b>Sub-total Development Charges Study</b>			<b>34,000</b>	-	-	<b>34,000</b>	-	-	<b>34,000</b>	<b>23,800</b>	<b>10,200</b>
3	<b>Official Plan:</b>											
3a	Official Plan	2022	Services Related to a Highway	16,000	-	1,600	14,400	-		14,400	10,080	4,320
3b	Official Plan	2022	Fire Protection Services	12,000	-	1,200	10,800	-		10,800	7,560	3,240
3c	Official Plan	2022	Parks and Recreation Services	8,000	-	800	7,200	-		7,200	5,040	2,160
3d	Official Plan	2022	P.O.A. including By-law Enforcement Services	4,000	-	400	3,600	-		3,600	2,520	1,080
3e	Official Plan	2022	Water Supply Services	16,000	-	1,600	14,400	-		14,400	10,080	4,320
3f	Official Plan	2022	Wastewater Services	16,000	-	1,600	14,400	-		14,400	10,080	4,320
3g	Official Plan	2022	Public Works	8,000	-	800	7,200	-		7,200	5,040	2,160
	<b>Sub-total Official Plan</b>			<b>80,000</b>	-	<b>8,000</b>	<b>72,000</b>	-	-	<b>72,000</b>	<b>50,400</b>	<b>21,600</b>



**Table 3-1  
Town of Greater Napanee  
Growth Studies Capital Costs – Updated (continued)**

dc	Increased Service Needs Attributable to Anticipated Development	Timing (year)	Service to Which Project Relates	Gross Capital Cost Estimate (2022\$)	Post Period Benefit	Other Deductions (to recognize benefit to non-D.C. services)	Net Capital Cost	Less:		Potential D.C. Recoverable Cost		
								Benefit to Existing Development	Grants, Subsidies and Other Contributions Attributable to New Development	Total	Residential Share	Non-Residential Share
2022-2031											70%	30%
4	<b>Official Plan Update:</b>											
4a	Official Plan Update	2026	Services Related to a Highway	8,000	-	800	7,200	-		7,200	5,040	2,160
4b	Official Plan Update	2026	Fire Protection Services	6,000	-	600	5,400	-		5,400	3,780	1,620
4c	Official Plan Update	2026	Parks and Recreation Services	4,000	-	400	3,600	-		3,600	2,520	1,080
4d	Official Plan Update	2026	P.O.A. including By-law Enforcement Services	2,000	-	200	1,800	-		1,800	1,260	540
4e	Official Plan Update	2026	Water Supply Services	8,000	-	800	7,200	-		7,200	5,040	2,160
4f	Official Plan Update	2026	Wastewater Services	8,000	-	800	7,200	-		7,200	5,040	2,160
4g	Official Plan Update	2026	Public Works	4,000	-	400	3,600	-		3,600	2,520	1,080
	<b>Sub-total Official Plan Update</b>			<b>40,000</b>	<b>-</b>	<b>4,000</b>	<b>36,000</b>	<b>-</b>	<b>-</b>	<b>36,000</b>	<b>25,200</b>	<b>10,800</b>
5	<b>Zoning By-law Update:</b>											
5a	Zoning By-law Update	2026	Services Related to a Highway	9,000	-	900	8,100	4,100		4,000	2,800	1,200
5b	Zoning By-law Update	2026	Fire Protection Services	7,000	-	700	6,300	3,200		3,100	2,170	930
5c	Zoning By-law Update	2026	Parks and Recreation Services	4,000	-	400	3,600	1,800		1,800	1,260	540
5d	Zoning By-law Update	2026	P.O.A. including By-law Enforcement Services	2,000	-	200	1,800	900		900	630	270
5e	Zoning By-law Update	2026	Water Supply Services	9,000	-	900	8,100	4,100		4,000	2,800	1,200
5f	Zoning By-law Update	2026	Wastewater Services	9,000	-	900	8,100	4,100		4,000	2,800	1,200
5g	Zoning By-law Update	2026	Public Works	4,000	-	400	3,600	1,800		1,800	1,260	540
	<b>Sub-total Zoning By-law Update</b>			<b>44,000</b>	<b>-</b>	<b>4,400</b>	<b>39,600</b>	<b>20,000</b>	<b>-</b>	<b>19,600</b>	<b>13,720</b>	<b>5,880</b>
6a	Water and Wastewater Master Plan	2023	Water Supply Services	125,000	-		125,000	-		125,000	87,500	37,500
6b	Water and Wastewater Master Plan	2023	Wastewater Services	125,000	-		125,000	-		125,000	87,500	37,500
7a	Water and Wastewater Master Plan	2028	Water Supply Services	125,000	-		125,000	-		125,000	87,500	37,500
7b	Water and Wastewater Master Plan	2028	Wastewater Services	125,000	-		125,000	-		125,000	87,500	37,500
8	Recreation Master Plan	2022	Parks and Recreation Services	60,000	-		60,000	30,000		30,000	21,000	9,000
9	Feasibility Study	2026	Parks and Recreation Services	72,000	-		72,000	36,000		36,000	25,200	10,800
10	Reserve Fund Adjustment	Reserve		-	-		-	69,924		(69,924)	(48,947)	(20,977)
	<b>Total</b>			<b>864,000</b>	<b>-</b>	<b>16,400</b>	<b>847,600</b>	<b>155,924</b>	<b>-</b>	<b>691,676</b>	<b>484,173</b>	<b>207,503</b>



## 3.2 Wastewater Services

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As part of this D.C. Update, the Town undertook a review of the Wastewater Services capital program originally identified in the 2022 Development Charges Background Study. This review reflects updated cost information based on recent tender pricing, as well as the identification of new growth-related capital requirements, to ensure the D.C. calculations continue to reflect the proposed infrastructure's buildout capacity.

Through this review, Projects 9 and 10 (Processed Biosolids Lagoon Upsize/Rehabilitation and Processed Biosolids Land Acquisition) identified in the 2022 D.C. Study have been removed from the updated wastewater capital program. These projects were identified prior to considering a sludge dewatering facility as the preferred long-term solution for biosolids management through an engineering feasibility review. With the inclusion of the Sludge Dewatering Facility (Project 13) in this update, the capacity and operational requirements previously addressed by Projects 9 and 10 are now accommodated through this alternative approach. As a result, Projects 9 and 10 are no longer required to support forecast growth over the planning horizon and have been excluded from the D.C. calculations.

### Updated Wastewater Capital Projects

The Water Pollution Control Plant Upgrade and Expansion (Project 11) has been updated to reflect recent tender estimates and new information regarding grants and other contributions for this project.

The gross capital cost of this project has increased from \$50 million to \$63.92 million. The following deductions have been applied:

- \$16.04 million to recognize the benefit to existing development, based on the current capacity of the treatment plant as a percentage of the new capacity provided by the expansion; and
- \$37.64 million to recognize funding anticipated from other sources (grants, subsidies, or other contributions).

After applying these deductions, the net D.C.-recoverable cost for the Water Pollution Control Plant Upgrade and Expansion project totals approximately \$10.24 million, which represents a decrease from the \$12.43 million originally identified in the 2022 D.C. study. These changes are summarized in Table 3-2.



### **New Wastewater Capital Projects (Projects 12 and 13)**

In addition to the Water Pollution Control Plant project, the Town has identified the inclusion of the associated financing costs for the aforementioned project. Additionally, with the removal of the Biosolids projects, a Sludge Dewatering Facility has been included as the preferred capital solution, subject to Council approval.

The combined gross capital cost of these new projects is approximately \$12.87 million. Deductions for benefit to existing development have been applied to both projects, totalling of \$7.86 million.

### **Summary of Wastewater D.C. Recoverable Costs**

Overall, the wastewater capital program included in this D.C. Update comprises approximately \$84.85 million in gross capital costs, compared to \$61.06 million identified in the 2022 D.C. study. After accounting for deductions related to the benefit to existing developments and other contributions, the total D.C.-recoverable cost for Wastewater Services has increased from \$17.29 million to approximately \$18.12 million.

The net D.C.-recoverable wastewater costs have been allocated 78% to residential development and 22% to non-residential development, based on the incremental population-to-employment growth over the 2022 to urban buildout forecast period, consistent with the allocation methodology applied in the 2022 D.C. Background Study.

A summary of the updated Wastewater Services capital projects and associated D.C.-recoverable costs is provided in Table 3-2.



Table 3-2  
Town of Greater Napanee  
Wastewater Services Capital Costs – Updated

Prj.No	Increased Service Needs Attributable to Anticipated Development	Timing (year)	Gross Capital Cost Estimate (2022\$)	Post Period Benefit	Other Deductions	Net Capital Cost	Less:		Potential D.C. Recoverable Cost		
							Benefit to Existing Development	Grants, Subsidies and Other Contributions Attributable to New Development	Total	Residential Share 78%	Non-Residential Share 22%
<b>2022-Urban Buildout</b>											
1	Slash Road Trunk Main Upsize (850m)	2027	850,000	-		850,000	273,200		576,800	449,904	126,896
2	Victoria Street Pumping Station	2032	1,500,000	-		1,500,000	750,000		750,000	585,000	165,000
3	Highway #2 Pumping Station	2027	1,500,000	-		1,500,000	750,000		750,000	585,000	165,000
4	Highway #2 Pumping Station Force Main Upgrade (800m)	2027	800,000	-		800,000	400,000		400,000	312,000	88,000
5	Highway #2 Pumping Station Force Main Upsize Property Acquisition, 410 Dundas Street	2025	500,000	-		500,000	250,000		250,000	195,000	55,000
6	Highway #41 Pumping Station	2032	1,500,000	-		1,500,000	750,000		750,000	585,000	165,000
7	Centre Street/Advance Ave Trunk Main Upgrade - Hwy #41 Station (630m)	2032	630,000	-		630,000	315,000		315,000	245,700	69,300
8	Highway #41 Pumping Station Force Main Upgrade (780m)	2032	780,000	-		780,000	446,900		333,100	259,818	73,282
11	Water Pollution Control Plant Upgrade and Expansion	2026	63,920,000	-		63,920,000	16,039,900	37,640,000	10,240,100	7,987,278	2,252,822
12	WPCP Financing Costs - Discounted		5,600,000	-		5,600,000	3,417,900		2,182,100	1,702,038	480,062
13	Sludge Dewatering Facility	2026	7,270,000			7,270,000	4,437,200		2,832,800	2,209,584	623,216
14	Reserve Fund Adjustment	Reserve	-	-		-	1,263,973		(1,263,973)	(985,899)	(278,074)
	<b>Total</b>		<b>84,850,000</b>	<b>-</b>	<b>-</b>	<b>84,850,000</b>	<b>29,094,073</b>	<b>37,640,000</b>	<b>18,115,927</b>	<b>14,130,423</b>	<b>3,985,504</b>



### 3.3 Water Services

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Similar to the other services, the Town has identified updates to the Water Services capital program. This review reflects the need for additional water infrastructure to support the growth forecast identified in the 2022 D.C. background study.

#### **New Water Capital Projects (Projects 6–8)**

The water capital program is being updated to include three additional projects that are required to support the associated growth forecast. The following projects are proposed to be added for D.C. recovery:

- New Project 6: Upgrade of Water Fill Station – this involves the relocation and expansion of the portable water fill station to provide dual-fill capacity and is being included with the following calculations:
  - Gross Cost: \$160,000
  - Benefit to Existing Deduction: \$80,000
  - Net D.C.-eligible Cost: \$80,000
- New Project 7: Centre Street South Reconstruction (Dundas Street to Isabella Street) – this includes the upsizing of a watermain and is being included with the following calculations:
  - Gross Cost: \$1,570,000
  - Benefit to Existing Deduction: \$1,413,000
  - Net D.C.-eligible Cost: \$80,000
- New Project 8: D.C. Credit – Limestone Ridge Watermain and Booster Station – this reflects the installation of an off-site water booster station, off-site watermain, and watermain redundancy mechanisms benefitting new growth areas serviced by the growth-related infrastructure in alignment with the in-effect Local Service Policy, and includes:
  - Net D.C.-eligible Cost: \$4,580,000

#### **Summary of Water D.C. Recoverable Costs**

Overall, the three new capital items increase the water capital program from \$13.76 million to \$20.07 million. After accounting for the various deductions, the total D.C.-recoverable cost for Water Services has increased from \$11.36 million to approximately \$16.18 million.



The net D.C.-recoverable water costs have been allocated 78% to residential development and 22% to non-residential development, based on the incremental population-to-employment growth over the 2022 to urban buildout forecast period, consistent with the allocation methodology applied in the 2022 D.C. Background Study.

A summary of the updated Water Services capital projects and associated D.C.-recoverable costs is provided in Table 3-3.



Table 3-3  
Town of Greater Napanee  
Water Services Capital Costs – Updated

Prj.No	Increased Service Needs Attributable to Anticipated Development	Timing (year)	Gross Capital Cost Estimate (2022\$)	Post Period Benefit	Other Deductions	Net Capital Cost	Less:		Potential D.C. Recoverable Cost		
							Benefit to Existing Development	Grants, Subsidies and Other Contributions Attributable to New Development	Total	Residential Share 78%	Non-Residential Share 22%
<b>2022-Urban Buildout</b>											
1	Treated Water Storage (North of GoodYear Road)	2032	10,000,000	-		10,000,000	-		10,000,000	7,800,000	2,200,000
2	New West End Water Booster Station	2027	1,500,000	-		1,500,000	-		1,500,000	1,170,000	330,000
3	Brandon Booster Station	2032	1,500,000	-		1,500,000	750,000		750,000	585,000	165,000
4	McCabe Booster Station	2032	150,000	-		150,000	75,000		75,000	58,500	16,500
5	Centre Street North Water Main Upsize (410m -under 401)	2032	610,000	-		610,000	305,000		305,000	237,900	67,100
6	Upgrade of Water Fill Station	2026	160,000	-		160,000	80,000		80,000	62,400	17,600
7	Centre Street South Reconstruction (Dundas to Isabella)	2026-2027	1,570,000	-		1,570,000	1,413,000		157,000	122,460	34,540
8	D.C. Credit - Limestone Ridge watermain and booster station	credit	4,580,000	-		4,580,000	-		4,580,000	3,572,400	1,007,600
9	Reserve Fund Adjustment	Reserve	-			-	1,263,973		(1,263,973)	(985,899)	(278,074)
	<b>Total</b>		<b>20,070,000</b>	<b>-</b>	<b>-</b>	<b>20,070,000</b>	<b>3,886,973</b>	<b>-</b>	<b>16,183,027</b>	<b>12,622,761</b>	<b>3,560,266</b>



### **3.4 D.C. By-law Revised Schedule of Charges**

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#### **3.4.1 Updated D.C. Calculation (2022\$)**

The following tables provide the updated D.C. calculations based on the revised capital needs discussed in Sections 3.1, 3.2, and 3.3.

For the residential calculations, the total cost is divided by the “gross” (new resident) population to determine the per capita amount. The eligible D.C. cost calculations set out in Sections 3.1, 3.2, and 3.3 are based on the net anticipated population increase (the forecast new unit population less the anticipated decline in existing units). The cost per capita calculated in the tables below is then multiplied by the average occupancy of the new units (Appendix A, Schedule 4 to the 2022 D.C. background study) to calculate the charge in Table 3-8.

With respect to non-residential development, the total costs in the uniform charge allocated to non-residential development (based on need for service) have been divided by the anticipated development over the planning period to calculate a cost per sq.ft. of gross floor area.

The D.C. calculation for growth studies, wastewater services, and water services is provided in the following tables:



**Table 3-4  
Town of Greater Napanee  
2022 to Urban Buildout D.C. Calculation (\$2022)**

SERVICE/CLASS	2022\$ D.C.-Eligible Cost		2022\$ D.C.-Eligible Cost	
	Residential	Non-Residential	S.D.U.	per sq.ft.
	\$	\$	\$	\$
1. <u>Wastewater Services</u>				
1.1 Treatment plants, sewers	14,130,423	3,985,504	8,197	4.13
	14,130,423	3,985,504	8,197	4.13
2. <u>Water Services</u>				
2.1 Treatment plants, storage and distribution systems	12,622,761	3,560,266	7,322	3.68
	12,622,761	3,560,266	7,322	3.68
<b>TOTAL</b>	<b>\$26,753,185</b>	<b>\$7,545,770</b>	<b>\$15,519</b>	<b>7.81</b>
D.C.-Eligible Capital Cost	\$26,753,185	\$7,545,770		
Urban Buildout Gross Population/GFA Growth (sq.ft.)	4,758	966,100		
<b>Cost Per Capita/Non-Residential GFA (sq.ft.)</b>	<b>\$5,623</b>	<b>\$7.81</b>		
<b>By Residential Unit Type</b>	<b>P.P.U.</b>			
Single and Semi-Detached Dwelling	2.760	\$15,519		
Multiples	2.050	\$11,527		
Apartments - 2 Bedrooms +	1.820	\$10,233		
Apartments - Bachelor and 1 Bedroom	1.220	\$6,860		
Special Care/Special Dwelling Units	1.100	\$6,185		

**Table 3-5  
Town of Greater Napanee  
2022 to 2031 D.C. Calculation (\$2022)**

SERVICE/CLASS	2022\$ D.C.-Eligible Cost		2022\$ D.C.-Eligible Cost	
	Residential	Non-Residential	S.D.U.	per sq.ft.
7. <u>Growth Studies</u>				
7.1 Growth Studies	484,173	207,503	658	0.37
<b>TOTAL</b>	<b>\$484,173</b>	<b>\$207,503</b>	<b>\$658</b>	<b>\$0.37</b>
D.C.-Eligible Capital Cost	\$484,173	\$207,503		
10-Year Gross Population/GFA Growth (sq.ft.)	2,031	568,400		
<b>Cost Per Capita/Non-Residential GFA (sq.ft.)</b>	<b>\$238</b>	<b>\$0.37</b>		
<b>By Residential Unit Type</b>	<b>P.P.U.</b>			
Single and Semi-Detached Dwelling	2.760	\$658		
Multiples	2.050	\$489		
Apartments - 2 Bedrooms +	1.820	\$434		
Apartments - Bachelor and 1 Bedroom	1.220	\$291		
Special Care/Special Dwelling Units	1.100	\$262		

**3.4.2 Revised D.C. Rates (2022\$ and 2026\$)**

Based on the changes noted above, the D.C. calculations have been revised to update the charge for growth studies, wastewater services, and water services. As a result, the total calculated Urban-wide D.C. (single/semi-detached unit), including water and wastewater services has increased from \$20,672 to \$23,281 (2022 \$).



With respect to the non-residential charges, the total Urban-wide calculated D.C., including water, and wastewater services, has increased from \$9.98 per sq.ft. (\$107.42 per sq.m) to \$11.29 per sq.ft. (\$121.52 per sq.m).

Tables 3-6 and 3-7 below outline the charges as calculated in the 2022 D.C. by-law passage, and the charges as amended for residential and non-residential, respectively.

Table 3-6  
Town of Greater Napanee  
Rate Comparison – Residential (per single detached unit in 2022\$)

Service/Class of Service	2022 DC Study	Calculated 2026 D.C. Update
<b>Municipal Wide Services/Classes:</b>		
Services Related to a Highway	2,915	2,915
Public Works (Facilities and Fleet)	1,705	1,705
Fire Protection Services	896	896
Parks and Recreation Services	1,534	1,535
Growth Studies	605	659
Provincial Offences Act including By-Law Enforcement	52	52
<b>Total Municipal Wide Services/Classes</b>	<b>7,707</b>	<b>7,762</b>
<b>Urban Area Specific Services:</b>		
Wastewater Services	7,822	8,197
Water Services	5,143	7,322
<b>Total Urban Area Specific Services</b>	<b>12,965</b>	<b>15,519</b>
<b>Grand Total - Urban Area</b>	<b>20,672</b>	<b>23,281</b>



Table 3-7  
Town of Greater Napanee  
Rate Comparison – Non-residential (per sq.ft. and per sq.m in 2022\$)

Service/Class of Service	2022 DC (per sq.ft.)	2022 DC (per sq.m.)	Calculated 2026 D.C. Update (per sq.ft.)	Calculated 2026 D.C. Update (per sq.m.)
<b>Municipal Wide Services/Classes:</b>				
Services Related to a Highway	1.57	16.90	1.56	16.79
Public Works (Facilities and Fleet)	0.93	10.01	0.93	10.01
Fire Protection Services	0.48	5.17	0.48	5.17
Parks and Recreation Services	0.11	1.18	0.11	1.18
Growth Studies	0.33	3.55	0.37	3.98
Provincial Offences Act including By-Law Enforcement	0.03	0.32	0.03	0.32
<b>Total Municipal Wide Services/Classes</b>	<b>3.45</b>	<b>37.13</b>	<b>3.48</b>	<b>37.45</b>
<b>Urban Area Specific Services:</b>				
Wastewater Services	3.94	42.41	4.13	44.46
Water Services	2.59	27.88	3.68	39.61
<b>Total Urban Area Specific Services</b>	<b>6.53</b>	<b>70.29</b>	<b>7.81</b>	<b>84.07</b>
<b>Grand Total - Urban Area</b>	<b>9.98</b>	<b>107.42</b>	<b>11.29</b>	<b>121.52</b>

Table 3-8 provides for the updated D.C.s in 2022 values, as the study was originally completed in 2022. Table 3-9 provides for the indexed 2026 values as the Town's current D.C.s have been indexed by 32.86% since the passage of the D.C. by-law.



Table 3-8  
Town of Greater Napanee  
Updated D.C. Schedule (2022\$)

Service/Class of Service	RESIDENTIAL					NON-RESIDENTIAL	
	Single and Semi-Detached Dwelling	Multiples	Apartments - 2 Bedrooms +	Apartments - Bachelor and 1 Bedroom	Special Care/Special Dwelling Units	(per sq.ft. of Gross Floor Area)	(per sq.m of Gross Floor Area)
<b>Municipal Wide Services/Class of Service:</b>							
Services Related to a Highway	2,915	2,165	1,922	1,289	1,162	1.56	16.79
Public Works (Facilities and Fleet)	1,705	1,266	1,124	754	680	0.93	10.01
Fire Protection Services	896	666	591	396	357	0.48	5.17
Parks and Recreation Services	1,535	1,140	1,012	679	612	0.11	1.18
Growth Studies	659	489	435	291	263	0.37	3.98
Provincial Offences Act including By-Law Enforcement	52	39	34	23	21	0.03	0.32
<b>Total Municipal Wide Services/Class of Services</b>	<b>7,762</b>	<b>5,765</b>	<b>5,118</b>	<b>3,432</b>	<b>3,095</b>	<b>3.48</b>	<b>37.45</b>
<b>Urban Services</b>							
Wastewater Services	8,197	6,088	5,405	3,623	3,267	4.13	44.46
Water Services	7,322	5,438	4,828	3,237	2,918	3.68	39.61
<b>Total Urban Services</b>	<b>15,519</b>	<b>11,526</b>	<b>10,233</b>	<b>6,860</b>	<b>6,185</b>	<b>7.81</b>	<b>84.07</b>
<b>GRAND TOTAL RURAL AREA</b>	<b>7,762</b>	<b>5,765</b>	<b>5,118</b>	<b>3,432</b>	<b>3,095</b>	<b>3.48</b>	<b>37.45</b>
<b>GRAND TOTAL URBAN AREA</b>	<b>23,281</b>	<b>17,291</b>	<b>15,351</b>	<b>10,292</b>	<b>9,280</b>	<b>11.29</b>	<b>121.52</b>



Table 3-9  
Town of Greater Napanee  
Updated D.C. Schedule (2026\$)

Service/Class of Service	RESIDENTIAL					NON-RESIDENTIAL	
	Single and Semi-Detached Dwelling	Multiples	Apartments - 2 Bedrooms +	Apartments - Bachelor and 1 Bedroom	Special Care/Special Dwelling Units	(per sq.ft. of Gross Floor Area)	(per sq.m of Gross Floor Area)
<b>Municipal Wide Services/Class of Service:</b>							
Services Related to a Highway	3,873	2,877	2,554	1,712	1,544	2.09	22.50
Public Works (Facilities and Fleet)	2,265	1,683	1,494	1,001	903	1.24	13.35
Fire Protection Services	1,190	884	785	526	474	0.64	6.89
Parks and Recreation Services	2,038	1,514	1,344	901	812	0.15	1.61
Growth Studies	876	650	577	387	349	0.49	5.29
Provincial Offences Act including By-Law Enforcement	69	51	46	31	28	0.04	0.43
<b>Total Municipal Wide Services/Class of Services</b>	<b>10,311</b>	<b>7,659</b>	<b>6,800</b>	<b>4,558</b>	<b>4,110</b>	<b>4.65</b>	<b>50.07</b>
<b>Urban Services</b>							
Wastewater Services	10,891	8,089	7,181	4,814	4,340	5.49	59.06
Water Services	9,728	7,226	6,415	4,300	3,877	4.89	52.63
<b>Total Urban Services</b>	<b>20,619</b>	<b>15,315</b>	<b>13,596</b>	<b>9,114</b>	<b>8,217</b>	<b>10.38</b>	<b>111.69</b>
<b>GRAND TOTAL RURAL AREA</b>	<b>10,311</b>	<b>7,659</b>	<b>6,800</b>	<b>4,558</b>	<b>4,110</b>	<b>4.65</b>	<b>50.07</b>
<b>GRAND TOTAL URBAN AREA</b>	<b>30,930</b>	<b>22,974</b>	<b>20,396</b>	<b>13,672</b>	<b>12,327</b>	<b>15.03</b>	<b>161.76</b>



# Chapter 4

## Updates to the D.C. By-law

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Watson & Associates Economists Ltd.



## 4. Updates to the D.C. By-law

The amending by-law will update the D.C. by-law for the following changes:

- Updated schedule of charges for growth studies, wastewater services, and water services.
- Updated definition for existing industrial building to include:
- Aligning with the amended D.C.A., as per Bill 185: *Cutting Red Tap to Build More Homes Act, 2024*:
  - the reduction of the development charge rate freeze period from two years to 18 months following applicable planning approval.
- Aligning with the amended D.C.A., as per Bill 17: *Protect Ontario by Building Faster and Smarter Act, 2025*:
  - Addition of long-term care home exemption;
  - Deferral of D.C. payment for residential development to occupancy;
  - Removal of interest on installments for rental housing and institutional development;
  - Ability for early payment of residential or institutional D.C.s without the need to enter into an agreement with the Town; and
  - For developments proceeding through site plan/zoning by-law amendment application, the D.C. payable is based on the lower of the “frozen” rate or the rate at the time the D.C. is payable.
- Aligning with the amended D.C.A., as per Bill 60: *Fighting Delays, Building Faster Act, 2025*:
  - land values have been excluded from the historical level of service calculations.

The draft amending by-law that provides for these amendments is included in Appendix C to this report.



# Chapter 5

## Recommendations

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Watson & Associates Economists Ltd.



## 5. Recommendations

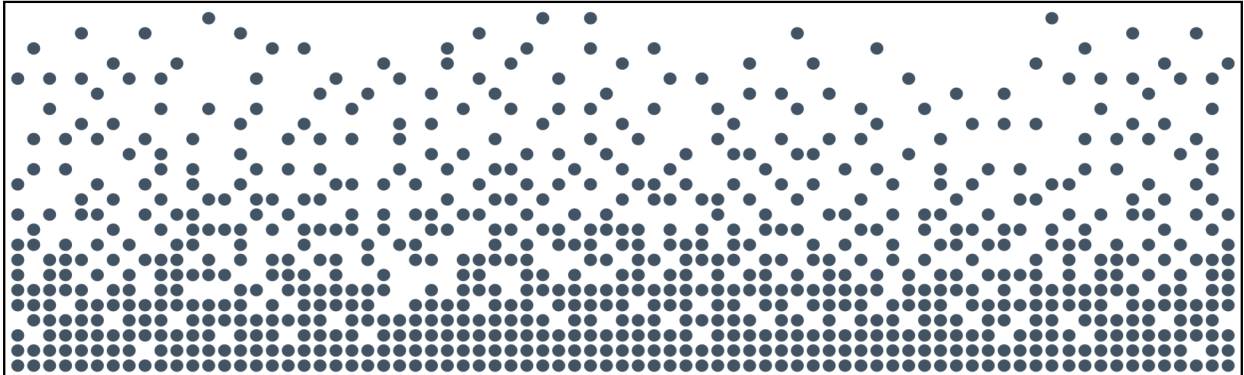
It is recommended that Council, following public release of the Background Study and Public Meeting:

“Approve the Development Charges Update Study dated May 4, 2026, as amended (if applicable);”

“Approve the capital project listing set out in Chapter 3 of the Development Charges Update Study dated May 4, 2026, subject to further annual review during the capital budget process”;

“Determine that no further public meeting is required”; and

“Approve the amending D.C. by-law as set out in Appendix C”.



# Appendices



# Appendix A

## Existing Policies Under By-law 2022-0059



## Appendix A: Existing Policies Under By-law 2022-0059

The following subsections set out the rules governing the calculation, payment, and collection of D.C.s as provided in By-law 2022-0059 currently in-force, in accordance with the D.C.A.

### Approvals for Development

- a) Development charges shall be imposed on all lands, buildings or structures that are developed for residential or non-residential uses if the development requires:
  - I. the passing of a zoning by-law or of an amendment to a zoning by-law under section 34 of the *Planning Act*;
  - II. the approval of a minor variance under section 45 of the *Planning Act*;
  - III. a conveyance of land to which a by-law passed under section 50 (7) of the *Planning Act* applies;
  - IV. the approval of a plan of subdivision under section 51 of the *Planning Act*;
  - V. a consent under section 53 of the *Planning Act*;
  - VI. the approval of a description under section 50 of the *Condominium Act*;
  - VII. the issuing of a building permit under the *Building Code Act* in relation to a building or structure.
- b) No more than one development charge for each service designated in subsection 2.1 shall be imposed upon any lands, buildings or structures to which this By-law applies even though two or more of the actions described in subsection 3.4 (a) are required before the lands, buildings or structures can be developed.
- c) Despite subsection 3.4 (b), if two or more of the actions described in subsection 3.4 (a) occur at different times, additional development charges shall be imposed if the subsequent action has the effect of increasing the need for services.



### **Determination of the Amount of the Charge**

The calculation for residential development is generated on a per capita basis and is based upon different forms of housing types (single and semi-detached, multiples, apartments with two or more bedrooms, one-bedroom apartments and bachelors, and special care/special dwelling units). The total cost is divided by the “gross” (new resident) population to determine the per capita amount. The eligible D.C. cost calculations are based on the net anticipated population increase (the forecast new unit population less the anticipated decline in existing units). This approach acknowledges that service capacity will be “freed up” by the population decline in existing units. The cost per capita is then multiplied by the average occupancy of the new units to calculate the charges by type of residential dwelling unit.

The non-residential D.C. has been calculated based on a per square metre of gross floor area basis.

### **Reduction of Development Charges for Redevelopment**

Despite any other provisions of this By-law, where, as a result of the redevelopment of land, a building or structure existing on the same land within five years prior to the date of payment of development charges in regard to such redevelopment was, or is to be demolished, in whole or in part, or converted from one principal use to another principal use on the same land, in order to facilitate the redevelopment, the development charges otherwise payable with respect to such redevelopment shall be reduced by the following amounts:

- a) in the case of a residential building or structure, or in the case of a mixed-use building or structure, the residential uses in the mixed-use building or structure, an amount calculated by multiplying the applicable development charge under subsection 3.11 by the number, according to type, of dwelling units that have been or will be demolished or converted to another principal use; and
- b) in the case of a non-residential building or structure or, in the case of mixed-use building or structure, the non-residential uses in the mixed-use building or structure, an amount calculated by multiplying the applicable development charges under subsection 3.12, by the gross floor area that has been or will be demolished or converted to another principal use;



provided that such amounts shall not exceed, in total, the amount of the development charges otherwise payable with respect to the redevelopment.

**Exemptions (full or partial)**

The following are exempted from D.C.s:

- Statutory exemptions:
  - industrial building additions of up to and including 50% of the existing G.F.A. (defined in O. Reg. 82/98, section 1) of the building; for industrial building additions that exceed 50% of the existing G.F.A., only the portion of the addition in excess of 50% is subject to D.C.s (subsection 4 (3) of the D.C.A.);
  - buildings or structures owned by and used for the purposes of any municipality, local board, or Board of Education (section 3);
  - may add up to 2 apartments in an existing or new detached, semi-detached, or rowhouse (including in an ancillary structure);
  - add one additional unit or 1% of existing units in an existing rental residential building;
  - a university in Ontario that receives direct, regular, and ongoing operating funding from the Government of Ontario;
  - affordable units;
  - affordable inclusionary zoning units;
  - attainable units (to be in force at a later date);
  - non-profit housing; and
  - discount for rental housing<sup>1</sup> units based on bedroom size (i.e. three or more bedrooms – 25% reduction, two bedrooms – 20% reduction, and all others – 15% reduction).
- Non-statutory exemptions
  - a public hospital receiving aid under the Public Hospitals Act, R.S.O. 1990, Chap. P.40, as amended, or any successor thereof; and;
  - the development of non-residential farm buildings constructed for bona fide farm uses.

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<sup>1</sup> Rental housing development<sup>1</sup> means the development of a building or structure containing four or more dwelling units that are intended to be used as rented residential premises, as defined under the Planning Act.



### **Indexing**

The Development charges imposed pursuant to this By-law shall be adjusted annually, without amendment to this By-law, commencing on the 1st day of January, 2023 and each year thereafter, in accordance with the prescribed index in the Act.

### **By-law Duration**

This By-law will expire at 12:01 AM on September 14, 2027 unless it is repealed by Council at an earlier date.

### **Timing of D.C. Payments**

Development charges imposed under this By-law are calculated, payable, and collected upon issuance of the first building permit for the development.

Notwithstanding subsections 3.14, development charges for rental housing and institutional developments are due and payable in 6 equal annual payments commencing with the first instalment payable on the earlier of the date the first occupancy permit is granted or the date of first occupancy, and each subsequent instalment, including interest calculated in accordance with subsection 3.17 of this by-law, continuing on the anniversary of that date.

Notwithstanding subsections 3.14 and 3.15, development charges for non-profit housing developments are due and payable in 21 equal annual payments commencing with the first instalment payable on the earlier of the date the first occupancy permit is granted or the date of first occupancy, and each subsequent instalment, including interest calculated in accordance with subsection 3.17 of this by-law, continuing on the anniversary of that date.

The annual interest rate to be imposed on developments proceeding with instalment payments subject to subsections 3.15 and 3.16 of this by-law, will be as provided in the Town's Interest Rate Policy.

Where the development of land results from the approval of a site plan or zoning by-law amendment received on or after January 1, 2020, and the approval of the application occurred within two years of building permit issuance, the development charges under subsections 3.11 and 3.12 shall be calculated on the rates set out in Schedule "B" on the date of the planning application, including interest as per subsection 3.17. Where



both planning applications apply, development charges under subsections 3.11 and 3.12 shall be calculated on the rates, including interest as per subsection 3.17, payable on the anniversary date each year thereafter, set out in Schedule “B” on the date of the later planning application, including interest.

Despite subsections 3.14 to 3.18, Council from time to time, and at any time, may enter into agreements providing for all or any part of a development charge to be paid before or after it would otherwise be payable, in accordance with section 27 of the Act.

**Payment by Services**

Despite the payment required under subsections 3.11 and 3.12, Council may, by agreement, give a credit towards a development charge in exchange for work that relates to a service to which a development charge relates under this By-law.

*Note: given the legislative changes, as provided in Section 2 of this update study, the Town’s D.C. by-law is being amended to align with the new requirements with respect to timing of payment.*



# Appendix B

## Changes to the Development Charges Act, 1997



## Changes to the Development Charges Act, 1997:

### **Bill 185: Cutting: Cutting Red Tape to Build More Homes Act, 2024**

The following section provides details on the revisions to the D.C.A. as a result of Bill 185.

#### **1. Revised Definition of Capital Costs**

Bill 185 reversed the capital cost amendments of Bill 23 by reinstating studies as an eligible capital cost. The following paragraphs were added to subsection 5(3) of the D.C.A.:

- 5. Costs to undertake studies in connection with any of the matters referred to in paragraphs 1 to 4.*
- 6. Costs of the development charge background study required under section 10.*

The amendment allows municipalities to fund studies, consistent with by-laws passed prior to Bill 23.

#### **2. Removal of Mandatory Phase-in**

Bill 23 required the phase-in of charges imposed in a D.C. by-law over a five-year term for any by-laws passed after January 1, 2022. Bill 185 removed this mandatory phase-in.

For site plan and zoning by-law amendment applications that were made prior to Bill 185 receiving Royal Assent, the charges payable will be the charges that were in place on the day the planning application was made (i.e., including the mandatory phase-in).

#### **3. Process for Minor Amendments to D.C. By-laws**

Section 19 of the D.C.A. requires that a municipality must follow sections 10 through 18 of the D.C.A. (with necessary modifications) when amending D.C. by-laws. Sections 10 through 18 of the D.C.A. generally requires the following:

- Completion of a D.C. background study, including the requirement to post the background study 60 days prior to passage of the D.C. by-law;



- Passage of a D.C. by-law within one year of the completion of the D.C. background study;
- A public meeting, including notice requirements; and
- The ability to appeal the by-law to the Ontario Land Tribunal.

Bill 185 allows municipalities to undertake minor amendments to D.C. by-laws for the following purposes without adherence to the requirements noted above (with the exception of the notice requirements):

1. To repeal a provision of the D.C. by-law specifying the date the by-law expires or to amend the provision to extend the expiry date (subject to the 10-year limitations provided in the D.C.A.);
2. To impose D.C.s for studies, including the D.C. background study; and
3. To remove the provisions related to the mandatory phase-in of D.C.s.

Minor amendments related to items imposing D.C.s for studies and to remove the mandatory phase-in noted above may be undertaken only if the D.C. by-law being amended was passed after November 28, 2022, and before Bill 185 came into effect. Moreover, the amending by-law must be passed within six months of Bill 185 taking effect.

Notice requirements for these minor amending by-laws are similar to the typical notice requirements, with the exception of the requirement to identify the last day for appealing the by-law (as these provisions do not apply).

#### **4. Reduction of D.C. Rate Freeze Timeframe**

Changes to the D.C.A. in 2020 provided for the requirement to freeze D.C.s imposed on developments subject to a site plan and/or a zoning by-law amendment application. The D.C. rate for these developments is “frozen” at the rates that were in effect at the time the site plan and/or zoning by-law amendment application was submitted (subject to applicable interest). Once the application is approved by the municipality, if the date the D.C. is payable is more than two years from the approval date, the D.C. rate freeze would no longer apply. Bill 185 reduced the two-year timeframe to 18 months. Note, this change is not subject to the minor amendment provisions introduced and must follow the full D.C. by-law amendment process.



## **5. Modernizing Public Notice Requirements**

The D.C.A. sets out the requirements for municipalities to give notice of public meetings and of by-law passage. These requirements are prescribed in sections 9 and 10 of O. Reg. 82/98 and include giving notice in a newspaper of sufficiently general circulation in the area to which the by-law would apply. The regulatory changes modernize the public notice requirements by allowing municipalities to provide notice on a municipal website if a local newspaper is not available. Note, this change is in effect as of July 1, 2024.

### **Bill 17: Protect Ontario by Building Faster and Smarter Act, 2025**

On May 12, 2025, the Province released *Bill 17: Protect Ontario by Building Faster and Smarter Act, 2025*. The Bill received Royal Assent on June 5, 2025. This Bill introduces additional exemptions, changes to the timing of payment for residential D.C.s, and provides regulatory authority to make future changes. The following subsections provide a summary of the changes:

#### **1. Deferral of Residential D.C. Payments to Occupancy**

Changes to section 26.1 of the D.C.A. provide that a D.C. payable for residential development (other than rental housing developments, which are subject to payment in instalments) are payable upon the earlier of the issuance of an occupancy permit, or the day the building is first occupied. Only under circumstances prescribed in the regulations may the municipality require a financial security. As such, the prescribed circumstances may allow for securities when no occupancy permit is required.

Municipalities shall not impose interest on the deferral of D.C. payment to occupancy.

#### **2. Removal of Interest for Legislated Instalments**

Changes to section 26.1 of the Act remove the ability to charge interest on instalments for rental housing and institutional development. This also applies to future instalments for existing deferrals.

#### **3. Early Payment for Residential/Institutional**



Changes provide that a person required to pay a D.C. for residential or institutional development (i.e. instalments or at occupancy), can pay earlier without the requirement to enter into an early payment agreement.

#### **4. Exemption for Long-term Care Homes**

Before this change, long-term care homes were subject to the installment payment provisions of the D.C.A. As of June 5, 2025, Long-term care homes are exempt from D.C.s, as well as all future installment payments, where applicable.

#### **5. Revised Definition of Capital Costs**

Section 5(3) of the D.C.A. provides for a definition of capital costs that are eligible for inclusion in the D.C. calculations. The changes introduced by Bill 17 added the following wording to the beginning of the section: “Subject to the regulations”. As such, the Province may make changes to limit the definition of capital costs via changes to the D.C. regulations.

#### **6. Expanded Simplified D.C. By-law Amendment Process**

A D.C. by-law may be amended through the simplified amendment process to repeal the indexing provision or decrease the D.C. for one or more types of development.

#### **7. Lower Charge – Current vs. Rate Freeze**

This change provides that the municipality must charge the lower of the D.C. calculated with the rate freeze (including interest) and the D.C. at current rates at the time the D.C. is payable. This change assists where municipalities reduce their D.C. and therefore can impose the reduced D.C. in cases where the rate freeze applies.

#### **8. Grouping of Services for the Purposes of Using Credits**

This change enables the Province to consolidate D.C. services through regulations for the purpose of applying D.C. credits.

The draft amending D.C. by-law in Appendix D provides for updates to align with the amended legislation.



In addition to the legislative changes provided through Bill 17: *Protect Ontario by Building Faster and Smarter Act, 2025*, the Province also released Bill 60: *Fighting Delays, Building Faster Act, 2025* on October 23, 2025. At the time of writing, the proposed changes are not yet in effect. Appendix C provides commentary on the potential implications to this D.C. Update Study, based on the proposed changes.

**Bill 60: Fighting Delays, Building Faster Act, 2025**

The Provincial government introduced Bill 60, Fighting Delays, Building Faster Act, 2025 and Regulatory Proposals MMAH2018 and 25MMAH030 on October 23, 2025. The Bill received Royal Assent on November 27, 2025. The following subsections provide a summary of the changes:

**1. Addition of Class of Service for Land Acquisition**

The legislative change provides for land acquisition as a separate class of service . Anticipated land acquisition capital needs are to be grouped together for the purposes of the D.C. calculations. Land acquisition capital needs are also to be excluded from the historical Level of Service calculations.

The anticipated capital costs for land are restricted to 10 years for all services except the following:

- Water;
- Wastewater;
- Stormwater;
- Service related to a Highway;
- Electrical;
- Transit;
- Police; and
- Fire.

As land acquisition is considered a class of service, municipalities are required to establish a separate reserve fund for these capital costs. As such, funds are to be segregated for this purpose only and used solely for land costs. Similar to other reserve funds, monies in this reserve fund can be borrowed and repaid, with interest. With respect to credits, municipalities need to ensure appropriate accounting of credits for land separately from credits for other applicable services.



Section 35 of the D.C.A. is amended to add an exception to the use of monies in established reserve funds. This section states that monies in a reserve fund can be used for land acquisition, however, they cannot be used for land acquisition if those costs are to be paid for with the reserve fund established for land acquisition.

## **2. Required Timelines for the Annual Treasurer's Statement**

Section 43(1) of the Act has been amended to require the Treasurer's statements to be completed by June 30 of each year (previously based on a date determined by Council). Further, Section 43(3) of the Act is amended to require a copy of the Treasurer's statement to be submitted to the Minister by July 15 of each year.

## **3. Addition of Requirements for Local Service Policies**

Subsections 59(2.2) through 59(2.11) of the Act generally set out the following:

- A Local Service Policy is required for all D.C. eligible services to which a D.C. by-law imposes a charge and where some part of the service will be provided as a local service;
- A Local Service Policy is required to impose a condition of local services on development and only to the extent it has been identified in the Local Service Policy. That is, a municipality could not require a work or classes of work to be provided as a local service if it is not identified as such in the Local Service Policy;
  - This does not apply where a municipality does not impose a D.C. for that service;
  - This applies the day a municipality establishes the Local Services Policy or 18 months after Bill 60 received Royal Assent;
- Required content for a Local Service Policy:
  - Works or classes of works related to development that are intended to be required as a Local Service
- Optional content for a Local Service Policy:
  - Works or classes of works that are not intended to be required as a Local Service;
  - Works or classes of works that are partially required as a Local Service;
- The municipality shall give a copy of the Local Service Policy to the Minister of Municipal Affairs and Housing upon request, by the date requested; and



- The Local Service Policy must be reviewed, requiring a resolution of Council declaring if a revision is needed. The Resolution shall be passed at the time of passing any D.C. by-law or when a revision to the policy is required.

#### **4. Requirement to Provide Documents to the Minister**

Changes to Section 10 and Section 13 of the D.C.A. require municipalities to provide copies of documents to the Minister upon request, by the date requested.

In addition, section 59(2.8) of the Act requires a copy of the Local Service Policy to be provided to the Minister upon request, by the date requested.

#### **5. Regulatory Changes**

Bill 60 also provided for regulatory changes to Ontario Regulation 82/98. These changes are with respect to the following matters:

##### **Merging of Credits**

This change merges water supply services and wastewater services for the purposes of credits. As provided in subsection 2 (4) of the D.C.A., the D.C. eligible services of water supply and wastewater include distribution and treatment, and sewers and treatment, respectively.

##### **Transparency of B.T.E. Calculations**

Regulatory changes require municipalities to provide greater details with respect to how capital costs are determined and how the growth-related and non-growth-related shares of the costs are determined. This appears to be required for each service, rather than on a project-by-project basis.

##### **Details of Land Acquisition**

Section 8 of Ontario Regulation 82/98 has been amended to require land acquisition costs to be included in the D.C. background presentation of:

- The total of the estimated capital costs relating to the service;
- The allocation of the total of the estimated costs between costs that would benefit new development and costs that would benefit existing development;



- The total of the estimated capital costs relating to the service that will be incurred during the term of the proposed development charge by-law;
- The allocation of the costs incurred during the term of the proposed by-law between costs that would benefit new development and costs that would benefit existing development; and
- The estimated and actual value of credits that are being carried forward relating to the service.

#### **Information Accessibility**

The changes increase reporting requirements for the Annual Treasurer's Statements to include:

- The amount from each reserve fund that was committed to a project, but had not been spent, as of the end of the year;
- The amount of debt that had been issued for a project as of the end of the year; and
- Identify where in the D.C. background study the project's capital costs were estimated.

This does not apply in circumstances where a municipality uses a unique identifier in both background studies and treasurer's statements to identify each project.



# Appendix C

## Draft Amending Development Charge By-law



## Appendix D: Draft Amending By-law

**Town of Greater Napanee**

**By-law Number 26-xx**

**Being a By-Law To Amend By-Law 2022-0059, as amended, respecting Municipal-wide Development Charges**

**WHEREAS** subsection 2(1) of the Development Charges Act, 1997 (the "Act"), S.O. 1997, c.27, as amended, provides that the council of a municipality may by by-law impose development charges against land to pay for increased capital costs required because of increased needs for services arising from development of the area to which the by-law applies;

**WHEREAS** Section 19 of the Act provides for amendments to be made to development charges by-laws;

**WHEREAS** a development charges background update study has been completed in accordance with the Act;

**WHEREAS** the update study and proposed amending By-law were made available to the public on XX<sup>th</sup> day of XXXXX, 2026;

**WHEREAS** the Council of the Town of Greater Napanee has given notice and held a public meeting on the XX<sup>th</sup> day of XXXXX, 2026 in accordance with the Act and the regulations thereto;

**WHEREAS** the Council of the Corporation of the Town of Greater Napanee (the "Council") enacted and passed By-law 2022-0059 on September 14, 2022;

**Now therefore** the Council of the Corporation of the Town of Greater Napanee hereby enacts as follows:

1. By-law 2022-0059, as amended, is hereby amended as follows:

A. Addition of the following definitions in Section 1 as follows:

"ancillary residential building" means a residential building that would be ancillary to a detached dwelling, semi-detached dwelling, or row dwelling;



“affordable residential unit” means a residential unit that meets the criteria set out in subsection 4.1(2) or 4.1(3) of the Act;

“attainable residential unit” means a residential unit that meets the criteria set out in subsection 4.1(4) of the Act

“long-term care home” means development as defined in subsection 2(1) of the Fixing Long Term Care Home Act.

B. Delete the definition for “affordable housing” in Section 1.

C. Replace the definition for “existing industrial building” in Section 1 with the following

“existing industrial building” means lands, buildings or structures used, or designed or intended for use, for manufacturing, processing, fabricating or assembly of raw goods, or for warehousing or storage of goods, and includes accessory office uses and the sale of commodities to the general public, but excludes the sale of commodities to the general public through a warehouse club, which existed as to their number, use and size on the date of passage of this By-law.

D. Replace the definition for “non-profit housing development” in Section 1 with the following:

“non-profit housing development” means development of a building or structure that meets the criteria set out in subsection 4.2 of the Act

E. Addition of clause 3.5 to provide exemptions for the following

- (f) long-term care homes
- (g) affordable units;
- (h) affordable inclusionary zoning units;
- (i) attainable units (to be in force at a later date); and
- (j) non-profit housing

F. Remove “including interest” from Section 3.15 to reflect the following:



“Notwithstanding subsection 3.14, development charges for rental housing and institutional developments are due and payable in six equal annual payments commencing with the first installment payable on the date of occupancy, and each subsequent installment.”

G. Replace Section 3.16 with the following:

“3.16 Notwithstanding subsection 3.14, in accordance with Section 26.1 of the Act, a development charge in respect of residential development, other than rental housing or institutional development, shall be paid in full on the earlier of:

- (a) The day a permit is issued under the Building Code Act, 1992 authorizing occupation of the building; and
- (b) The day the building is first occupied.

3.16.1 The Town may require the person required to pay the development charge to provide an instrument to be used to secure the payment of the development charge, subject to any prescribed limitations.

3.16.2 Notwithstanding Section 3.16, should the person required to pay the development charge waive the requirement to pay the development charge at occupancy, the development charge may be paid in accordance with Section 3.11 of this by-law, without entering into an agreement made under Section 27 of the D.C.A.”

H. Replace Section 3.17 with the following:

“3.17 The annual interest rate to be imposed in this by-law will be based on the Town’s Interest Rate Policy and in accordance with Section 26.3 of the Act.”

I. Replace Section 3.18 with the following:

“3.18. Where the development of land results from the approval of a site plan or zoning by-law amendment received on or after January 1, 2020, and building permit issuance occurs after the approval of the application and within the timeframe set out in section 26.2(5) of the Act, the development charges under subsections 5.1 and 5.2 shall be calculated based on the lower of:



- (a) on the rates set out in Schedule “B” on the date of the planning application, including interest. Where both planning applications apply, development charges under subsections 5.1 and 5.2 shall be calculated on the rates in effect on the day of the later planning application, including interest.
- (b) The rates set out in Schedule “A” on the day the development charge is payable.”

J. Replace Schedule “A” to By-law No. 2022-0059, as amended with Schedule “A” to this amending by-law 2026-xx;

K. Except as amended by this by-law, all provisions of By-law 2022-0059, as amended are and shall remain in full force and effect.

By-law read a first and second time this XX day of XX, 2026.

By-law read a third time and finally passed this XX day of XX, 2026.

Mayor: \_\_\_\_\_

Clerk: \_\_\_\_\_



Schedule "B" to By-law 26-xx  
Schedule of Residential and Non-Residential Development Charges

Service/Class of Service	RESIDENTIAL					NON-RESIDENTIAL	
	Single and Semi-Detached Dwelling	Multiples	Apartments - 2 Bedrooms +	Apartments - Bachelor and 1 Bedroom	Special Care/Special Dwelling Units	(per sq.ft. of Gross Floor Area)	(per sq.m of Gross Floor Area)
<b>Municipal Wide Services/Class of Service:</b>							
Services Related to a Highway	2,915	2,165	1,922	1,289	1,162	1.56	16.79
Public Works (Facilities and Fleet)	1,705	1,266	1,124	754	680	0.93	10.01
Fire Protection Services	896	666	591	396	357	0.48	5.17
Parks and Recreation Services	1,535	1,140	1,012	679	612	0.11	1.18
Growth Studies	659	489	435	291	263	0.37	3.98
Provincial Offences Act including By-Law Enforcement	52	39	34	23	21	0.03	0.32
<b>Total Municipal Wide Services/Class of Services</b>	<b>7,762</b>	<b>5,765</b>	<b>5,118</b>	<b>3,432</b>	<b>3,095</b>	<b>3.48</b>	<b>37.45</b>
<b>Urban Services</b>							
Wastewater Services	8,197	6,088	5,405	3,623	3,267	4.13	44.46
Water Services	7,322	5,438	4,828	3,237	2,918	3.68	39.61
<b>Total Urban Services</b>	<b>15,519</b>	<b>11,526</b>	<b>10,233</b>	<b>6,860</b>	<b>6,185</b>	<b>7.81</b>	<b>84.07</b>
<b>GRAND TOTAL RURAL AREA</b>	<b>7,762</b>	<b>5,765</b>	<b>5,118</b>	<b>3,432</b>	<b>3,095</b>	<b>3.48</b>	<b>37.45</b>
<b>GRAND TOTAL URBAN AREA</b>	<b>23,281</b>	<b>17,291</b>	<b>15,351</b>	<b>10,292</b>	<b>9,280</b>	<b>11.29</b>	<b>121.52</b>



# Town of Greater Napanee Development Charges Background Study Update

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Public Meeting  
June 23, 2026

## Agenda



- Opening Remarks
- Overview of Process – Timelines
- Development Charges Overview
- Changes to the Development Charges Act
- Proposed Policies
- Growth Forecast and Proposed Rates
- Municipal Comparators
- Next Steps
- Questions

## Overview of Process – Timelines



- 1** **July 2025 to March 2026**  
Data collection, staff review, D.C. calculations and policy work
- 2** **May 14, 2026**  
Release of Final Background Study
- 3** **June 23, 2026**  
Mandatory Public Meeting
- 4** **Q3 2026**  
Council Consideration of D.C. Background Study Update and Amending By-law

## Public Meeting Purpose



- The public meeting is to provide for a review of the D.C. background study update and to receive public input on the proposed policies and charges
- The meeting is a mandatory requirement under the Development Charges Act (D.C.A.)
- Prior to Council’s consideration of a by-law, a background study must be prepared and available to the public a minimum 60 days prior to the D.C. by-law passage

## Development Charges (D.C.s)



### Purpose:

- To recover the capital costs associated with residential and non-residential growth within a municipality
- The capital costs are in addition to what costs would normally be constructed as part of a subdivision (i.e., internal roads, sewers, watermains, sidewalks, streetlights, etc.)
- Municipalities are empowered to impose these charges via the Development Charges Act (D.C.A.)

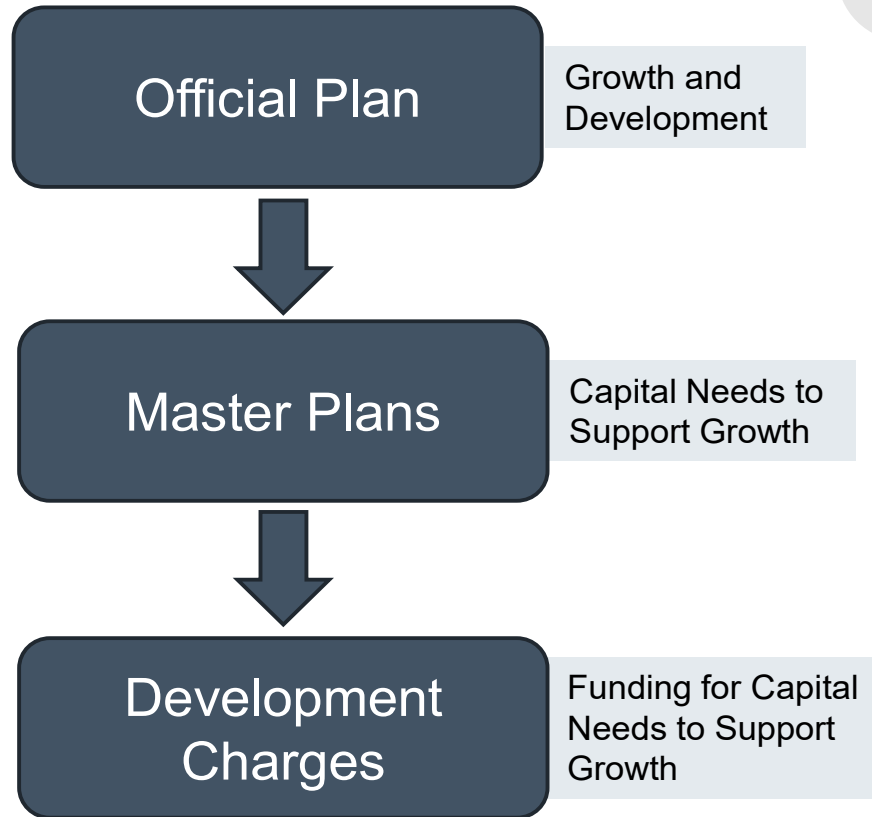
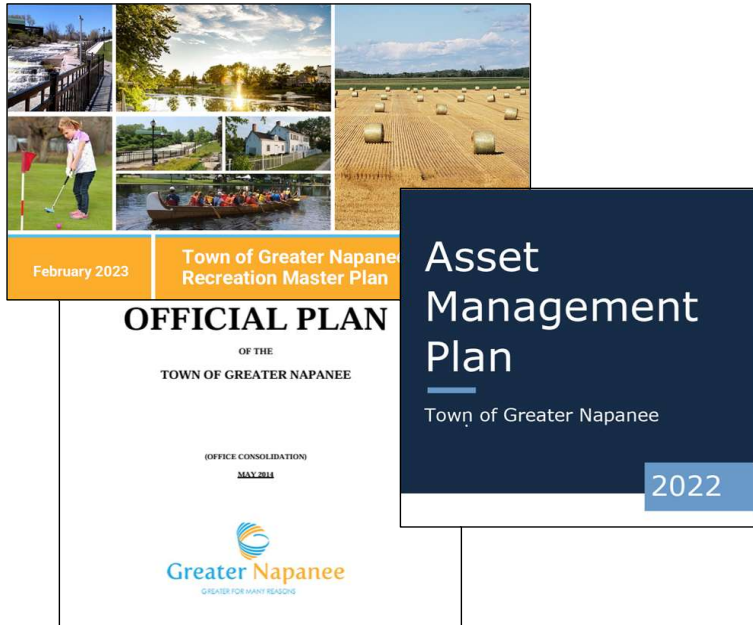


## Purpose of 2026 D.C. Update



- The Town has reviewed and updated the growth-related capital programs for:
  - Growth Studies
  - Water Services
  - Wastewater Services
- Incorporate updated project costs, growth-related infrastructure requirements, and revised funding assumptions.
- Amend the D.C. By-law to reflect legislative changes introduced through Bills 185, 17, and 60.

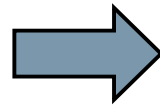
# Municipal Financial Planning Framework



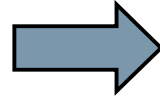
# Overview of the D.C. Calculation



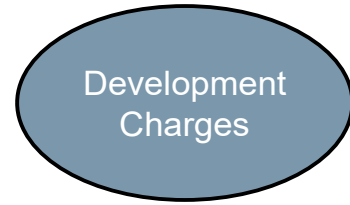
Cost of Infrastructure  
Required to  
Accommodate  
Growth



Residential and Non-  
residential Growth



Development Charge  
per Unit  
(for Residential Growth)



Development Charge  
per Sq.ft.  
(for Non-residential  
Growth)

## Bill 17: *Protect Ontario by Building Faster and Smarter Act, 2025* – Effective November 3, 2025



### Deferral of D.C. Payment to Occupancy

- Applicable to residential development (currently payable at building permit issuance)
- To be payable upon earlier of issuance of occupancy permit or day building is first occupied

### Removal of Interest for Legislated Instalments

- Removes municipal ability to charge interest on instalments for rental housing and institutional development

### Early Payment for Residential/Institutional

- Change allows waiving of requirement to pay D.C.s in instalments (i.e. without an agreement with municipality)
- Also allows D.C.s for residential/institutional to be paid earlier than required by D.C. by-law

- **Other provisions effective June 5, 2025, included:** long-term care home D.C. exemptions, lower-of current versus frozen D.C. rates, expanded by-law amendment authority, and future regulatory authority respecting D.C. capital costs and credits.

## Bill 60: *Fighting Delays, Building Faster Act, 2025* – *Effective November 27, 2025*



<b>New estimation rules</b>	<ul style="list-style-type: none"><li>• New estimation rules for determining increased need for certain classes of capital costs.</li></ul>
<b>Distinct D.C. classes</b>	<ul style="list-style-type: none"><li>• Distinct D.C. classes required in by-laws for specific capital costs (with limited exceptions).</li></ul>
<b>Submission</b>	<ul style="list-style-type: none"><li>• Mandatory submission to the Minister upon request, within prescribed deadlines: D.C. background studies and D.C. by-laws.</li></ul>
<b>Expanded reserve fund use</b>	<ul style="list-style-type: none"><li>• Expanded reserve fund use: municipalities may use reserve funds for certain capital costs not already funded through the special class reserve fund.</li></ul>
<b>New financial reporting deadlines</b>	<ul style="list-style-type: none"><li>• New financial reporting deadlines: treasurers must submit annual D.C. financial statements to Council by June 30 and to the Minister by July 15.</li></ul>
<b>Local service policy review</b>	<ul style="list-style-type: none"><li>• Local service policy review: municipalities must establish, maintain, and regularly review these policies, identifying works considered local services.</li></ul>

## Bill 98: *Building Homes and Improving Transportation Infrastructure Act, June 2, 2026*



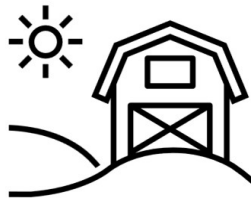
<b>New Statutory Exemption</b>	<ul style="list-style-type: none"> <li>• New exemption for non-profit retirement home developments from D.C.s, including future instalments.</li> </ul>
<b>Expanded Provincial Funding Program</b>	<ul style="list-style-type: none"> <li>• Ontario and Canada have launched an \$8.8 billion housing-enabling infrastructure funding program. Participating municipalities must commit to reducing residential D.C.s by 30%–50% and contribute at least 10% of eligible project costs.</li> </ul>
<b>Growth Planning Alignment</b>	<ul style="list-style-type: none"> <li>• Introduces a standardized official plan structure and reinforces the need for consistency between growth forecasts, servicing capacity, and infrastructure planning inputs used in D.C. studies.</li> </ul>
<b>Parkland Dedication</b>	<ul style="list-style-type: none"> <li>• Expands municipal authority and structure for parkland dedication, including the recognition of encumbered lands, minimum credit requirements, and appeal timelines for municipal decisions.</li> </ul>
<b>Site Plan Reforms</b>	<ul style="list-style-type: none"> <li>• Prohibits enhanced municipal development standards beyond mandatory health and safety requirements. The province will consult on the feedback process governing site plan controls.</li> </ul>
<b>Disclosure</b>	<ul style="list-style-type: none"> <li>• Requires disclosure of Development Charges, taxes, and other prescribed fees in agreements of purchase and sale for new homes.</li> </ul>

# Discretionary Exemptions



- Reduce in part or whole D.C. for types of development or classes of development (e.g. industrial or churches)
- May phase-in over time
- Redevelopment credits to recognize what is being replaced on site (not specific in the Act but provided by case law)

## The Town’s Current Discretionary Exemptions :



Bona Fide Farms

- A non-residential farm building constructed for bona fide farm uses



Public Hospitals

- A public hospital receiving aid under the Public Hospitals Act, R.S.O. 1990, Chap. P.40

# Affordable/Attainable Exemptions

## Bill 134



Definitions for “affordable” under the D.C.A. were updated by Bill 134, which received Royal Assent on December 4, 2023. As per s 4.1 of the D.C.A. the affordable rental unit and affordable owned unit exemptions are in effect as of June 1, 2024.

Bill 134 Definitions
<b>Affordable Rental Unit:</b> rent is less than 30% of the 60 <sup>th</sup> percentile of income for rental households or average market rent set out in a new Bulletin*
<b>Affordable Owned Unit:</b> cost is less than 30% of the 60 <sup>th</sup> percentile of income for households in the municipality or 90% of the average purchase price as defined in a new Bulletin*

Affordable Amounts (Greater Napanee)	
<b>Affordable Monthly Rent:</b>	Bachelor: \$1,206 1 Bedroom: \$1,022 2 Bedroom: \$1,264 3+ Bedroom: \$1,610
<b>Affordable Owned Unit:</b>	<b>\$341,100</b> for all unit types

**Attainable Unit:** yet to be defined by legislation

\*Bulletin published by the Ministry of Municipal Affairs and Housing

## Growth Forecast Overview



- The Town undertook a full D.C. background study and by-law process in 2022.
- The 2026 D.C. Update utilizes the growth forecast established through the Town's 2022 D.C. Background Study.

### Growth Forecast

Measure	10 Year 2022-2031	20 Year 2022-2036	Urban Build Out 2022-Urban Buildout
(Net) Population Increase	1,506	2,168	4,291
Residential Unit Increase	779	1,092	2,085
Non-Residential Gross Floor Area Increase (ft <sup>2</sup> )	568,400	775,800	966,100

Source: Watson & Associates Economists Ltd. Forecast 2022

## Minor Refinement to D.C. Calculations



- Reason for Revision
  - A rounding error for the calculations related to Growth Studies.
  - Minor updates to certain published \$/sq.m. conversion rates for consistency
- Impact
  - Minor revisions to published residential and non-residential D.C. rate tables.
  - Single Detached Urban Rate: \$30,930 → \$30,929
  - Non-Residential Urban Rate: \$15.03/sq.ft. → \$15.01/sq.ft.
- No Changes to Growth Forecast, Capital Program, Services Standards, or Policies.

# Current Indexed Development Charges

as of April 15, 2026



Service/Class of Service	RESIDENTIAL					NON-RESIDENTIAL	
	Single and Semi-Detached Dwelling	Multiples	Apartments - 2 Bedrooms +	Apartments - Bachelor and 1 Bedroom	Special Care/Special Dwelling Units	(per sq.ft. of Gross Floor Area)	(per sq.m of Gross Floor Area)
<b>Municipal Wide Services/Class of Service:</b>							
Services Related to a Highway	3,873	2,877	2,554	1,713	1,544	2.09	22.45
Public Works (Facilities and Fleet)	2,265	1,682	1,493	1,002	903	1.24	13.30
Fire Protection Services	1,190	884	785	526	474	0.64	6.87
Parks and Recreation Services	2,038	1,513	1,344	901	812	0.15	1.57
Growth Studies	804	597	530	355	320	0.44	4.72
Provincial Offences Act including By-Law Enforcement	69	50	44	29	27	0.04	0.41
<b>Total Municipal Wide Services/Class of Services</b>	<b>10,240</b>	<b>7,603</b>	<b>6,750</b>	<b>4,526</b>	<b>4,080</b>	<b>4.58</b>	<b>49.32</b>
<b>Urban Services</b>							
Wastewater Services	10,393	7,719	6,853	4,594	4,142	5.23	56.35
Water Services	6,833	5,075	4,506	3,020	2,723	3.44	37.04
<b>Total Urban Services</b>	<b>17,226</b>	<b>12,794</b>	<b>11,359</b>	<b>7,614</b>	<b>6,865</b>	<b>8.68</b>	<b>93.39</b>
<b>GRAND TOTAL RURAL AREA</b>	<b>10,240</b>	<b>7,603</b>	<b>6,750</b>	<b>4,526</b>	<b>4,080</b>	<b>4.58</b>	<b>49.32</b>
<b>GRAND TOTAL URBAN AREA</b>	<b>27,465</b>	<b>20,397</b>	<b>18,109</b>	<b>12,140</b>	<b>10,945</b>	<b>13.26</b>	<b>142.71</b>

# Calculated D.C. Rates (2026 \$)



Service/Class of Service	RESIDENTIAL					NON-RESIDENTIAL	
	Single and Semi-Detached Dwelling	Multiples	Apartments - 2 Bedrooms +	Apartments - Bachelor and 1 Bedroom	Special Care/Special Dwelling Units	(per sq.ft. of Gross Floor Area)	(per sq.m of Gross Floor Area)
<b>Municipal Wide Services/Class of Service:</b>							
Services Related to a Highway	3,873	2,877	2,554	1,712	1,544	2.09	22.50
Public Works (Facilities and Fleet)	2,265	1,683	1,494	1,001	903	1.24	13.35
Fire Protection Services	1,190	884	785	526	474	0.64	6.89
Parks and Recreation Services	2,038	1,514	1,344	901	812	0.15	1.61
Growth Studies	874	649	576	386	348	0.48	5.15
Provincial Offences Act including By-Law Enforcement	69	51	46	31	28	0.04	0.43
<b>Total Municipal Wide Services/Class of Services</b>	<b>10,310</b>	<b>7,658</b>	<b>6,799</b>	<b>4,557</b>	<b>4,109</b>	<b>4.64</b>	<b>49.93</b>
<b>Urban Services</b>							
Wastewater Services	10,891	8,089	7,181	4,814	4,340	5.49	59.06
Water Services	9,728	7,226	6,415	4,300	3,877	4.89	52.63
<b>Total Urban Services</b>	<b>20,619</b>	<b>15,315</b>	<b>13,596</b>	<b>9,114</b>	<b>8,217</b>	<b>10.38</b>	<b>111.69</b>
<b>GRAND TOTAL RURAL AREA</b>	<b>10,310</b>	<b>7,658</b>	<b>6,799</b>	<b>4,557</b>	<b>4,109</b>	<b>4.64</b>	<b>49.93</b>
<b>GRAND TOTAL URBAN AREA</b>	<b>30,929</b>	<b>22,973</b>	<b>20,395</b>	<b>13,671</b>	<b>12,326</b>	<b>15.01</b>	<b>161.62</b>

# Calculated D.C. Rates – Residential (2026 \$)

## Rate Comparisons



Service/Class of Service	2022 DC Study (2026 \$)	Calculated 2026 D.C. Update
<b>Municipal Wide Services/Classes:</b>		
Services Related to a Highway	3,873	3,873
Public Works (Facilities and Fleet)	2,265	2,265
Fire Protection Services	1,190	1,190
Parks and Recreation Services	2,038	2,038
Growth Studies	804	874
Provincial Offences Act including By-Law Enforcement	69	69
<b>Total Municipal Wide Services/Classes</b>	<b>10,240</b>	<b>10,310</b>
<b>Urban Area Specific Services:</b>		
Wastewater Services	10,393	10,891
Water Services	6,833	9,728
<b>Total Urban Area Specific Services</b>	<b>17,226</b>	<b>20,619</b>
<b>Grand Total - Urban Area</b>	<b>27,465</b>	<b>30,929</b>

Residential Urban Single Detached

- Current: \$27,465
- Proposed: \$30,929
- **Increase: \$3,463**

# Calculated D.C. Rates – Non-Residential (2026 \$)

## Rate Comparisons

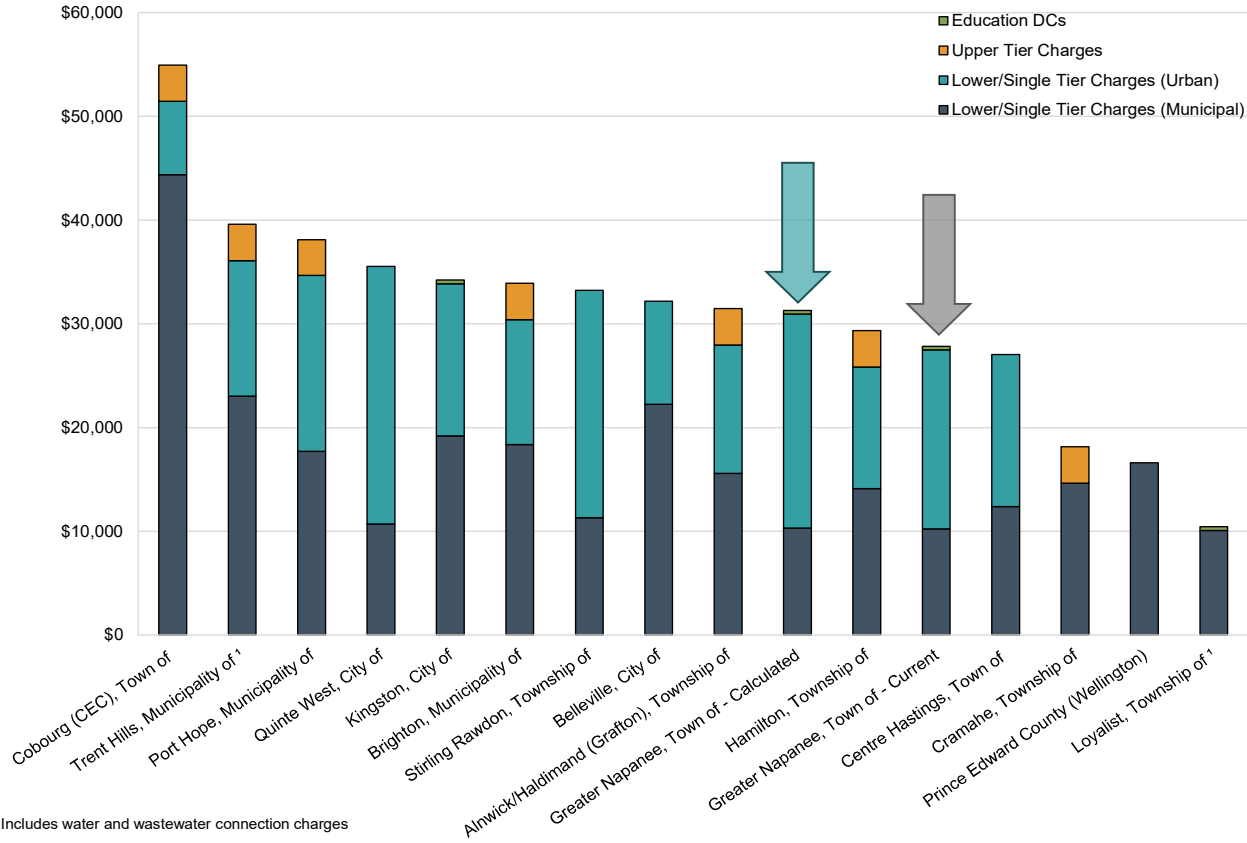


Service/Class of Service	2022 DC (2026 \$) (per sq.ft.)	2022 DC (2026 \$) (per sq.m.)	Calculated 2026 D.C. Update (per sq.ft.)	Calculated 2026 D.C. Update (per sq.m.)
<b>Municipal Wide Services/Classes:</b>				
Services Related to a Highway	2.09	22.45	2.09	22.50
Public Works (Facilities and Fleet)	1.24	13.30	1.24	13.35
Fire Protection Services	0.64	6.87	0.64	6.89
Parks and Recreation Services	0.15	1.57	0.15	1.61
Growth Studies	0.44	4.72	0.48	5.15
Provincial Offences Act including By-Law Enforcement	0.04	0.41	0.04	0.43
<b>Total Municipal Wide Services/Classes</b>	<b>4.58</b>	<b>49.32</b>	<b>4.64</b>	<b>49.93</b>
<b>Urban Area Specific Services:</b>				
Wastewater Services	5.23	56.35	5.49	59.06
Water Services	3.44	37.04	4.89	52.63
<b>Total Urban Area Specific Services</b>	<b>8.68</b>	<b>93.39</b>	<b>10.38</b>	<b>111.69</b>
<b>Grand Total - Urban Area</b>	<b>13.26</b>	<b>142.71</b>	<b>15.01</b>	<b>161.62</b>



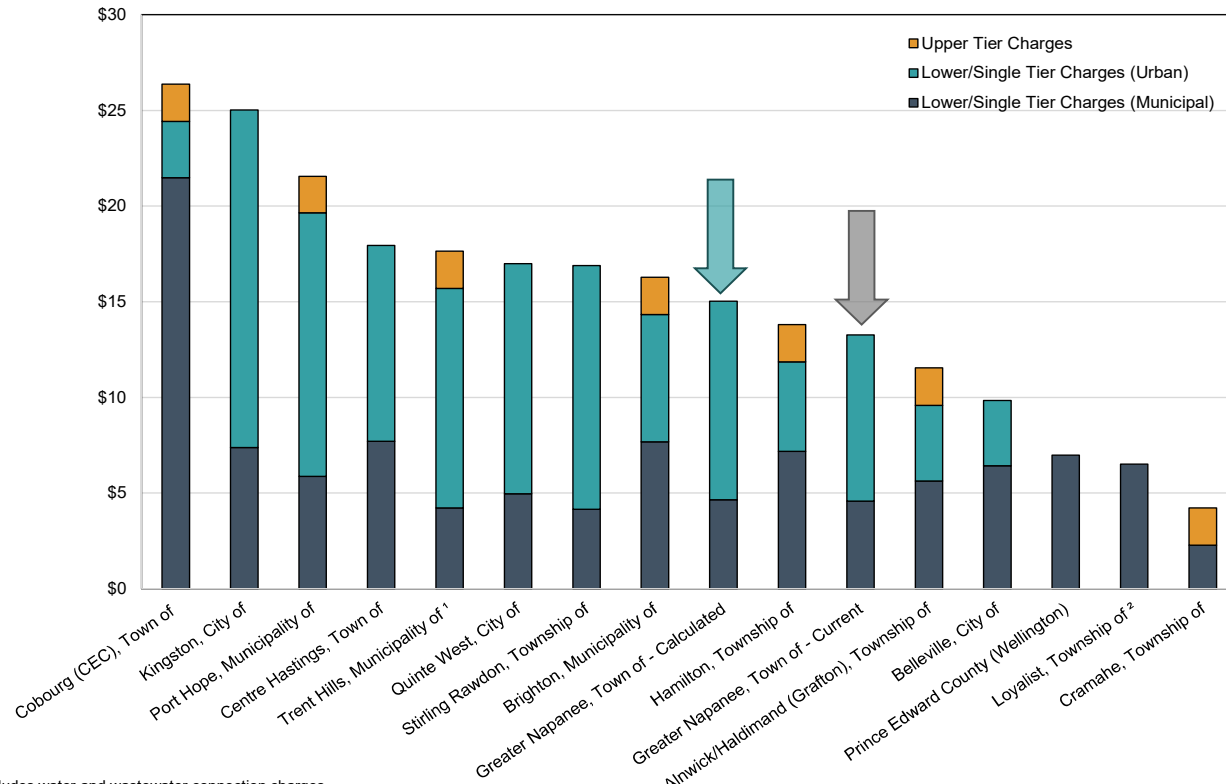
# Survey of Comparator Municipalities – Single/Semi-Detached

Residential Development Charges (per Single Detached Dwelling)



# Survey of Comparator Municipalities – Commercial (per sq.ft.)

Commercial Development Charges (per sq.ft. of GFA)



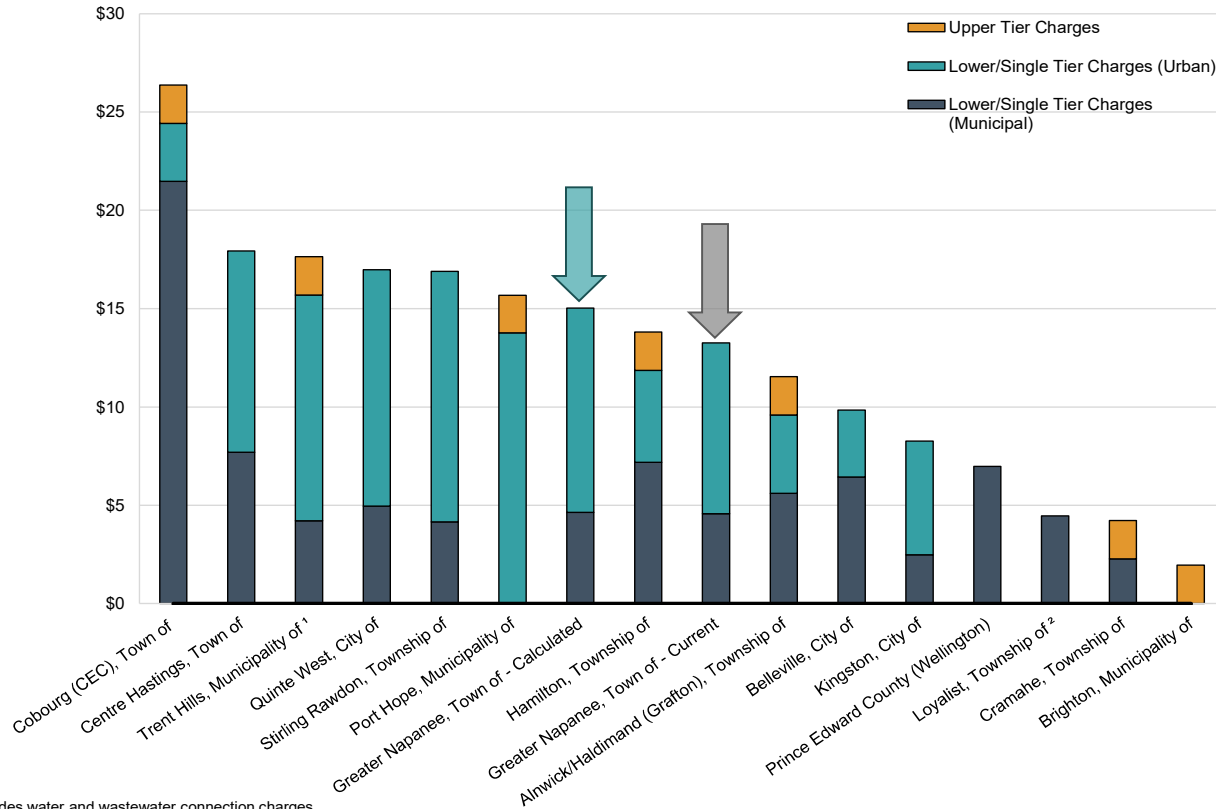
<sup>1</sup> Includes water and wastewater connection charges

<sup>2</sup> Does not include water and wastewater connection charges of \$27,297 (per daily m<sup>3</sup>) as they are based on the building's estimated average daily flow

# Survey of Comparator Municipalities – Industrial (per sq.ft.)



Industrial Development Charges (per sq.ft. of GFA)



<sup>1</sup> Includes water and wastewater connection charges

<sup>2</sup> Does not include water and wastewater connection charges of \$27,297 (per daily m<sup>3</sup>) as they are based on the building's estimated average daily flow

## Overview of Process – Timelines



**July 2025 to March 2026**

Data collection, staff review, D.C. calculations and policy work



**May 14, 2026**

Release of Final Background Study



**June 23, 2026**

Mandatory Public Meeting



**Q3 2026**

Council Consideration of D.C. Background Study Update and Amending By-law



# Questions

## **Administrative Consent Agenda – June 23, 2026**

To Mayor Richardson and Members of Council:

Municipal Staff report and recommend as follows:

All items listed on the Consent Agenda shall be the subject of one motion. Any member may ask for any item(s) included in the Consent Agenda to be separated from that motion, whereupon the Consent Agenda without the separated item(s) shall be put and the separated item(s) shall be considered thereafter.

That Council consent to the approval of the following routine items:

**1. Council Minutes: Regular Session of Council, Special Session of Council – June 9 & 17, 2026**

That the minutes of the Regular Session of Council dated June 9, 2026, and the Special Session of Council dated June 17, 2026, be adopted as presented.

**2. Committee Minutes: Compliance Audit Committee, Community Initiatives Fund Advisory Committee**

That the Compliance Audit Committee and Community Initiatives Fund Advisory Committee Minutes of May 28 - June 15, 2026, be received for information.

**3. Correspondence for Information Items dated June 23, 2026**

That the Correspondence for Information items dated June 23, 2026 be received.

**4. Closed Session Direction – Former Suddard Subdivision Offers to Purchase Review**

That Council receive for information the Closed Session Direction - Former Suddard Subdivision Offer to Purchase Review Report.

**5. Financial & IT Services - 2025 Annual Review of Vehicle Rates**

That Council receive for information Financial & IT Services - 2025 Annual Review of Vehicle Rates report.

**6. Financial & IT Services – Funding Sources Available to Support Rural Transit**

That Council receive for information Financial & IT Services - Funding Sources Available to Support Rural Transit.

**7. Financial & IT Services - County Recoverable Projects 2025**

That Council receive for information Financial & IT Services Report - County Recoverable Projects 2025.

**8. Financial & IT Services – Buy Ontario Act (Public Sector Procurement)**

That Council receive for information the Financial & IT Services – Buy Ontario Act report.

**9. Executive Services - By-law Enforcement Standards Policy Update**

That Council receive for information the Executive Services - By-law Enforcement Standards Policy Update report;  
And further that Council adopt the amended policy, as presented at this meeting.

**10. Activity Reports**

That the Activity Reports for Executive Services, Growth & Infrastructure, Parks, Recreation & Culture and Financial & IT Services, for the month of June 2026 and the Access E11 Report for May 2026 (Items 10.11 through 10.15), be received for information.

**TOWN OF GREATER NAPANEE**  
**REGULAR SESSION OF COUNCIL**

**Minutes of Meeting Held Tuesday, June 9, 2026 at 7:00 PM**  
**South Fredericksburgh Hall, 2478 County Road 8, Napanee**

**PRESENT:** Deputy Mayor Brian Calver  
Ward 1 Councillor Michael Schenk  
Ward 2 Councillor Angela Hicks  
Ward 3 Councillor Shawn Davey  
Ward 4 Councillor Bob Norrie  
Ward 5 Councillor Bill Martin

**ABSENT:** Mayor Terry Richardson

**STAFF** Matthew Grant, CAO

**PRESENT:** Jessica Walters, Clerk  
Ellen Hamel, Treasurer  
Michael Nobes, General Manager - Growth & Infrastructure  
Shawn Armstrong, Fire Chief  
Chris Brown, Director of Parks, Recreation & Culture  
Andrew Girouard, Deputy Director of Environmental Services  
Christina Reeve, Deputy Clerk

**CALL TO ORDER**

Deputy Mayor Calver called the meeting to order at 7:00 p.m.

**OPENING PROCEEDINGS**

National Anthem - O Canada

**CLOSED SESSION**

Closed Session meeting pursuant to Section 239 of the Municipal Act scheduled for 6:00 p.m. to 6:30 p.m. in order to discuss:

- Confidential SR-1354-2026 - Land Sale - Former Suddard Lands (239(2)(c)).

RESOLUTION #265/26 Davey, Schenk

That Council resolve itself into closed session in order to discuss:

- a report regarding the prospective disposition of land (239(2)(c)).

CARRIED.

Council opened closed session at 6:00 p.m.

The following persons were present: Mayor Richardson (via Zoom), Deputy Mayor Calver, Councillors Schenk, Hicks, Davey, Norrie and Martin; Matthew Grant, CAO;

## **REGULAR SESSION COUNCIL - June 9, 2026 Minutes**

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Jessica Walters, Clerk; Christina Reeve, Deputy Clerk; Ellen Hamel, Treasurer;  
Michael Nobes, General Manager of Growth & Infrastructure.  
Council adjourned closed session at 6:27 p.m.

### Rise and Report from Closed Session

RESOLUTION #266/26 Davey, Hicks

That Council rise and report from closed session;  
and further, that all recommendations made within closed session be hereby  
adopted.

CARRIED.

### Confidential SR-1354-2026 - Land Sale - Former Suddard Lands

RESOLUTION #267/26 Davey, Martin

That Council receive for information the Confidential SR-1354-2026 - Land  
Sale - Former Suddard Lands report;  
And further, that Council authorize and direct staff to proceed with the staff  
recommendation as outlined in the report.

CARRIED.

### **ADOPTION OF AGENDA**

RESOLUTION #268/26 Davey, Hicks

That the Agenda of the Regular Session of Council dated June 9, 2026, be  
adopted as presented.

CARRIED.

### **DISCLOSURE OF PECUNIARY INTEREST & THE GENERAL NATURE THEREOF**

There were no disclosures of pecuniary interest.

### **DEPUTATIONS**

#### **SCHEDULED DEPUTATIONS - NEW ITEMS**

#### **DEPUTATIONS - ITEMS ON THE AGENDA**

#### **CORRESPONDENCE - ITEMS ON THE AGENDA**

### **UNFINISHED BUSINESS**

### **ADMINISTRATIVE CONSENT AGENDA**

#### Administrative Consent Agenda - June 9, 2026

RESOLUTION #269/26 Schenk, Hicks

That Council consent to the approval of the following routine items:

1. That the minutes of the Regular Session of Council dated May 26,  
2026, be adopted as presented.
2. That the Municipal Heritage Committee, Arts Advisory Committee,  
and Market Square Advisory Committee Minutes of May 14 - June 2,  
2026, be received for information.

## **REGULAR SESSION COUNCIL - June 9, 2026 Minutes**

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3. That the Correspondence for Information items dated June 9, 2026, be received.
4. That Council receive for information the Boards and Advisory Committees Monthly Report for June 2026.
5. That Council receive for information the Growth & Infrastructure Report – Product Care Association of Canada – Lighting Recycling Promotion and Education Community Collaboration Pilot Agreement; And further, that Council endorses the Product Care Association of Canada – Lighting Recycling Promotion and Education Community Collaboration Pilot Agreement and authorizes the Mayor and Clerk to execute the agreement on behalf of the Town.
6. That Council receive for information Financial & IT Services 2025 Annual DC report.
7. That Council receive for information Financial & IT Services - Use of Municipal Accommodation Tax Reserve Funds Policy report; And further, that Council adopt the Use of Municipal Accommodation Tax Reserve Funds Policy as presented.
8. That Council receive for information Financial & IT Services Heritage Race Donation report; And further, that Council accept the donation of \$35,532.64 from the Napanee Heritage Race to support the in-town rail Trail Revitalization.
9. That Council receive for information the Executive Services - Update on Mandate Item - Closed Session Meeting Transparency; And further, that Council consider this mandate item completed for the current term of Council.
10. That Council receive for information the Executive Services - Update on Mandate Item - Reporting Systems; And further, that Council consider this task completed for the 2022-2026 term, and that any future reporting requirements be established by the next term of Council.
11. That Council receive for information the Executive Services - Land Sale Amendment By-law report.

CARRIED.

### **ITEMS FOR CONSIDERATION**

#### Parks, Recreation, & Culture - Community Event Application for Napanee Heritage Race

RESOLUTION #270/26 Davey, Norrie

That Council receive for information Parks, Recreation, & Culture - Community Event Application for Napanee Heritage Race report; And further, that Council approves the Napanee Heritage Race in accordance with the Community Events Policy.

CARRIED.

#### Growth & Infrastructure Services - 2025 Annual Monitoring Reports for the South Fredericksburgh, the Roblin Waste Disposal Sites, and the former Water St. Landfill

## **REGULAR SESSION COUNCIL - June 9, 2026 Minutes**

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### **RESOLUTION #271/26 Hicks, Schenk**

That Council receive for information Growth & Infrastructure Services - 2025 Annual Monitoring Reports for the South Fredericksburgh, the Roblin Waste Disposal, and the former Water St. Landfill reports.

CARRIED.

### **Growth & Infrastructure - Provincial Development Charges Reduction Program**

#### **RESOLUTION #272/26 Hicks, Davey**

That Council receive for information the Growth & Infrastructure - Provincial Development Charges Reduction Program report;  
And further, that Council direct staff to report back to Council at the June 17th Special Session with draft application materials.

CARRIED.

### **Executive Services - Recommendation to Pause Parking By-law Review**

#### **RESOLUTION #273/26 Schenk, Norrie**

That Council receive for information the Executive Services - Recommendation to Pause Parking By-law Review report;  
And further that Council direct staff to pause work on the Parking By-law update until it can done with the support of a comprehensive parking needs assessment.

CARRIED.

### **Executive Services - Resale of Interment Rights**

#### **RESOLUTION #274/26 Hicks, Schenk**

That Council receive for information the Executive Services - Resale of Interment Rights report;

And further that Council endorse Option #2C as described in this report, permitting the resale of interment rights on the open market, as currently provided in the Town's Cemetery By-law, and establishing that as a general practice, the Town will not buy back interment rights;

And further that Council delegate authority to the Cemetery Administrator to review, approve, or deny requests for the Town to buy back interment rights, in circumstances where the applicant wishes to exchange one type of interment right for another in the Town's cemeteries, and that such transactions be made in accordance with the Cemetery By-law and the Bereavement Authority of Ontario requirements;

And further that Council direct staff to prepare the necessary amendments to the Cemetery By-law to clarify resale procedures, Care and Maintenance verification requirements, administrative processes, and the Town's discretionary authority to buy back interment rights to be included in an overall review of the Cemetery By-law;

## **REGULAR SESSION COUNCIL - June 9, 2026 Minutes**

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And further that Council direct staff to initiate the required 30-day public notice, following necessary amendments, under the Funeral, Burial, Cremation Services Act, 2002, and report back with a final By-law for Council approval following completion of the Bereavement Authority of Ontario's review and public notice period.

CARRIED.

### Executive Services - Resolution and Mandate Tracker Update

RESOLUTION #275/26 Schenk, Davey

That Council receive the bi-monthly Council Resolution Tracker report;  
And further, that Council direct that the recommended list of resolution and mandate revisions be forwarded to the June 23, 2026, Council agenda for decision.

CARRIED.

### **BY-LAWS**

#### By-Law No. 2026-0052 - to Amend Reserve Funds By-Law No. 2023-0067

RESOLUTION #276/26 Hicks, Davey

That By-Law No. 2026-0052, being a by-law to amend By-Law No. 2023-0067, being the Reserve and Reserve Fund By-Law, be read a first and second time and finally passed this 9th day of June, 2026.

CARRIED.

#### By-law No. 2026-0053 - to Amend Sale of Land By-law No. 2025-0048

RESOLUTION #277/26 Norrie, Martin

That By-Law No. 2026-0053, being a by-law to amend By-Law No. 2025-0048, being a By-Law to Establish a Policy for the Disposition of Land, be read a first and second time and finally passed this 9th day of June, 2026.

CARRIED.

### **INFORMATION REPORTS FROM MEMBERS**

#### **INQUIRIES**

Councillor Schenk requested an update on the repair work needed on the Centre Street dock. Mr. Brown advised that permit approvals were received from Quinte Conservation and the Ministry of Natural Resources last Friday (June 5). Once the permits were received, a contractor was able to be booked, and the work has been scheduled for their earliest availability in the third week of July. A report is planned to be brought to the next budget for pre-engineering for future dock replacements on both sides of the river.

Councillor Schenk asked if Council could receive a report about how the County of Lennox & Addington decision to designate woodlands as natural heritage lands made in January 2026 affects residents, as there are questions in the community. Mr.

## **REGULAR SESSION COUNCIL - June 9, 2026 Minutes**

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Nobes advised that there is a provincial mandate for upper and lower tier municipalities to identify natural heritage features. The intent is that when there is a development application in those areas, the designation acts as a flag to trigger a more in depth review of the impact. Staff will review the concerns raised and report back later in the summer.

### **NOTICE OF MOTIONS**

### **NEW BUSINESS**

### **ANNOUNCEMENTS**

Council shared the following:

- the annual celebration of the Loyalist Landing is being held in Adolphustown this coming weekend

### **CAO'S REMARKS**

CAO Grant thanked the Fire Department for their hard work responding to a large barn fire last night.

### **FORWARD CALENDAR**

2026 Q2 & Q3 - Forward Calendar

### **CONFIRM PROCEEDINGS**

RESOLUTION #278/26 Hicks, Davey

That By-law No. 2026-0054, being a by-law to confirm the proceedings of Council at its Regular Session held June 9, 2026, be read a first and second time and finally passed and that the Mayor and the Clerk sign the same and affix thereto the seal of the Corporation.

CARRIED.

### **ADJOURNMENT**

RESOLUTION #279/26 Martin, Davey

That the meeting does hereby adjourn at 8:14 p.m.

CARRIED.

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Brian Calver, Deputy Mayor

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Jessica Walters, Clerk

**TOWN OF GREATER NAPANEE**  
**Special Session Council**

**MINUTES**

**WEDNESDAY, JUNE 17, 2026 at 7:00 PM**  
**Council Chambers, Town Hall, 124 John Street, Napanee**

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**PRESENT:** Mayor Terry Richardson  
Deputy Mayor Brian Calver  
Ward 1 Councillor Michael Schenk  
Ward 2 Councillor Angela Hicks  
Ward 3 Councillor Shawn Davey  
Ward 4 Councillor Bob Norrie  
Ward 5 Councillor Bill Martin

**ABSENT:** None

**STAFF** Matthew Grant, CAO  
**PRESENT:** Jessica Walters, Clerk  
Ellen Hamel, Treasurer  
Michael Nobes, General Manager - Growth & Infrastructure  
Christina Reeve, Deputy Clerk  
Arthur Cooke, Senior By-law Officer  
Dave Nicholson, IT Manager  
Jeff Cuthill, Director of Capital Projects  
Kristie Kelly, Director of Environmental Services  
Mike Dwyer, Public Works Manager  
Nathan Murphy, Deputy Treasurer

**CALL TO ORDER**

Mayor Richardson called the meeting to order at 7:00 p.m.

**OPENING PROCEEDINGS**

National Anthem - O Canada

**ADOPTION OF AGENDA**

RESOLUTION #280/26 Hicks, Davey

**SPECIAL SESSION COUNCIL - June 17, 2026 Minutes**

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That the Agenda of the Special Session of Council dated June 17, 2026, be adopted as presented.

CARRIED.

**DISCLOSURE OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF**

There were no disclosures of pecuniary interest.

**ITEMS FOR DISCUSSION**

Provincial Development Charges Reduction Program Application

RESOLUTION #281/26 Schenk, Hicks

That Council receive for information the Provincial Development Charges Reduction Program Application Report;  
And further, that Council direct staff to submit an application into the funding intake as described in the staff report using a 50% Development Charge reduction for residential rates for a period of 3 years.

CARRIED.

Financial & IT Services - Service Standards

RESOLUTION #282/26 Norrie, Calver

That Council receive for information Financial & IT Service Standards report;  
And further that Council adopts the service standards for Financial & IT Services as presented.

CARRIED.

Growth & Infrastructure Service Standards

RESOLUTION #283/26 Davey, Hicks

That Council receive for information the Growth & Infrastructure - Service Standards report;  
And further that Council adopt the Growth & Infrastructure - Service Standards as presented;  
And further that the service types and service standards form the services and associated standards delivered by the Growth & Infrastructure team.

CARRIED.

Mayor Richardson recessed the meeting from 8:41 to 8:51 p.m. for a wellness break.

Executive Services - Legislative Service Levels Presentation

RESOLUTION #284/26 Schenk, Davey

That Council receive for information Executive Services - Legislative Service Levels Presentation report;  
And further that Council directs that the service types and service levels as presented be adopted for the Legislative Services Department.

CARRIED.

**SPECIAL SESSION COUNCIL - June 17, 2026 Minutes**

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Executive Services - Establishing Service Level for Abandoned Encampment Sites

RESOLUTION #285/26 Schenk, Hicks

That Council receive for information the Executive Services - Establishing Service Level for Abandoned Encampment Sites report;  
And further that Council approve the proposed service level as presented;  
And further that Council authorize the use of up to \$50,000 from reserves for the remainder of 2026 to support the use of contracted services to clean up abandoned encampment sites that exceed the threshold for internal service capacity.

CARRIED.

**CONFIRM PROCEEDINGS**

RESOLUTION #286/26 Davey, Hicks

That By-law No. 2026-0055 being a by-law to confirm the proceedings of Council at its Special Session held June 17, 2026, be read a first and second time and finally passed and that the Mayor and the Clerk sign the same and affix thereto the seal of the Corporation.

CARRIED.

**ADJOURNMENT**

RESOLUTION #287/26 Martin, Calver

That the meeting does hereby adjourn at 9:20 p.m.

CARRIED.

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Terry Richardson, Mayor

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Jessica Walters, Clerk

**TOWN OF GREATER NAPANEE**  
**Compliance Audit Committee**

**MINUTES**

**THURSDAY, MAY 28, 2026 at 3:00 PM**  
**Council Chambers, Town Hall, 124 John Street, Napanee**

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**PRESENT:** Zachary Douglas, Martin Gravelle, Mary Mayo

**ABSENT:** Brian Hobin

**STAFF** Jessica Walters, Clerk

**PRESENT:**

**CALL TO ORDER**

The meeting was called to order at 3:00 p.m.

**ADOPTION OF AGENDA**

1/26

Mayo, Gravelle

That the agenda be adopted as amended to include a verbal submission from Hubert Hogle

CARRIED.

**DISCLOSURE OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF**

There were no disclosures of pecuniary interest.

**APPOINTMENT OF CHAIR**

Zachary Douglas was appointed as the Chair.

**CONSIDERATION OF COMPLIANCE AUDIT APPLICATION, CLERK'S REPORT, OR AUDITOR'S REPORT**

Submissions on Report

- Verbal Submission - Jeff Chestnut
- Verbal Submission - Hubert Hogle

Jeff Chestnut advised that there was an accidental error in the financial statement.

## **COMPLIANCE AUDIT COMMITTEE - May 28, 2026 Minutes**

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Stamps were set aside at the time of the mailing to ensure that the contribution did not exceed \$1,200, but at the time that the paperwork was filed he entered the number off of the total receipt value and didn't break out the stamps that were removed.

In response to questions from the Committee, Mr. Chestnut advised that the receipt included stamps, envelopes and paper and the additional stamps and envelopes were left with Mr. Hogle at the end of the campaign. The contribution was for goods in kind.

Hubert Hogle advised that he understood he could contribute up to a maximum of \$1,200 of financial value, and based on the contribution limit, they decided to target a maximum of 730 addresses as a campaigning strategy. Mr. Hogle showed the 66 stamps still remaining in his possession from the final roll and apologized for the oversight in how the receipts were provided at the end of the campaign.

### Clerk's Report - Candidate Contribution Limits

The Committee recessed at 3:12 p.m. to discuss their decision in private.  
The Committee reconvened at 3:18 p.m. and rendered the following decision:

The Committee recommends that no further action be taken and the Committee recognizes that this was a minor clerical error.

### **ADJOURNMENT**

2/26

That the meeting does hereby adjourn at 3:19 p.m.

CARRIED.

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Zachary Douglas, Chair

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Jessica Walters, Clerk

**TOWN OF GREATER NAPANEE**  
**Community Initiatives Fund Advisory Committee**

**MINUTES**

**June 15, 2026 at 6:00 p.m.**  
**Virtual**

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**PRESENT:** Rennie Hutzler, Jonathan Kraft, Katelyn Creasy, and Kelli McRobert

**ABSENT:** Jocelin Hughes

**STAFF PRESENT:** Kylie Huffman, Community Engagement & Communications Coordinator, Nathan Murphy, Deputy Treasurer, and Troy Guinchard, Procurement and Grants Coordinator

**CALL TO ORDER**

**ADOPTION OF AGENDA**

K. Creasy, J. Kraft

That the agenda of the Community Initiatives Fund Advisory Committee dated June 15, 2026 be hereby adopted.

**ADOPTION OF MINUTES**

K. Creasy, R. Hutzler

That the minutes of the Community Initiatives Fund Advisory Committee dated January 13, 2026 are hereby approved.

**DISCLOSURE OF CONFLICT OF INTEREST**

No members disclosed a conflict of interest for applications on the agenda.

**FUNDING APPLICATIONS**

**Overview of Funding Application Scores**

The Committee reviewed a spreadsheet summarizing the scores that members submitted for each application prior to the meeting. Members evaluated each application based on the funding criteria, total score for each application, and whether the score provided should result in funding being approved or denied in the recommendation being provided to Council.

**Old Hay Bay Church**

K. Creasy, J. Kraft

That the Community Initiatives Fund Advisory Committee recommends approving funding to Old Hay Bay Church in the amount of \$1,946.05 for promotional signage.

**Selby United Church**

K. Creasy, J. Kraft

That the Community Initiatives Fund Advisory Committee recommends approving funding to Selby United Church in the amount of \$1,000.00 for its Camp Cornerstone initiative.

**Rhythm on Wheels**

K. Creasy, J. Kraft

That the Community Initiatives Fund Advisory Committee recommends denying funding to Rhythm on Wheels, as the organization operates under a for-profit business model.

**Children's Safety Village**

K. Creasy, J. Kraft

That the Community Initiatives Fund Advisory Committee recommends denying funding to Children's Safety Village for transportation for safety education, as the applicant previously received funding for the same initiative in 2025 and has not yet had the opportunity to report back to the Committee on the outcomes of the initiative.

**St. Alban's Centre**

K. Creasy, J. Kraft

That the Community Initiatives Fund Advisory Committee recommends approving funding to St. Alban's Centre in the amount of \$3,439.45 for an accessible ramp.

**Lennox Agricultural Society**

K. Creasy, J. Kraft

That the Community Initiatives Fund Advisory Committee recommends approving funding to the Lennox Agricultural Society in the amount of \$2,548.15 for an AED Defibrillator.

**16910271 Canada Foundation (Lennox and Addington Transportation Subsidy Program)**

K. Creasy, J. Kraft

That the Community Initiatives Fund Advisory Committee recommends denying funding to 16910271 Canada Foundation for the Lennox and Addington Transportation Subsidy Program, due to concerns regarding the quality of the application and the business model for the initiative.

**Harmony Lounge & Music Club**

K. Creasy, J. Kraft

That the Community Initiatives Fund Advisory Committee recommends denying funding to the Harmony Lounge & Music Club for Harmony Lounge Season 5, as the application is for operating expenses related to an existing initiative.

**OTHER BUSINESS**

**ADJOURNMENT**

K. Creasy, K. McRobert

That the committee does hereby adjourn at 6:49 p.m.

\_\_\_\_\_, Chair

Kylie Huffman, Recording Secretary

**Summary of  
Correspondence for Information Items  
June 23, 2026**

Weekly Correspondence Mailings for June 11, 2026, and June 18, 2026.

This summary contains correspondence received by the municipality from outside organizations, which was broadcast to all municipalities or addressed generally to the Town. This includes requests for support for resolutions.

All correspondence addressed to an individual member of Council or the whole council from a resident is placed in the appropriate council mailbox.

Members of Council may request that any items from this listing be added to an upcoming agenda for consideration by contacting the Clerk's office.

1. **Town of Iroquois Falls** – Ontario Firefighter Certification Requirements
2. **Town of Halton Hills** – Modernizing Ontario's Invasive Plants Rules
3. **EOWC** – June 2026 Newsletter
4. **PELASS Committee** – Staff Report – HPP Funding Decision Inquiry
5. **Town of Plympton-Wyoming** – Canada-Ontario Development Charge Reduction Program
6. **City of Burlington** – Canada-Ontario Development Charge Reduction Program
7. **EORN** – Newsletter Spring 2026
8. **L&A County Special Council Meeting** – Minutes – June 17, 2026

# Staff Report



**To:** Mayor Richardson and Members of Council  
**Meeting Date:** June 23, 2026  
**Date Council Decision Required:**  
**Prepared By:** Michael Nobes, General Manager - Growth & Infrastructure, Growth & Infrastructure Services  
**Presented By:** Michael Nobes, General Manager - Growth & Infrastructure, Growth & Infrastructure Services  
**Subject:** Closed Session Direction - Former Suddard Subdivision Offers to Purchase Review  
**Report Number:** SR-1364-2026

## Staff Recommendation:

That Council receive for information the Closed Session Direction - Former Suddard Subdivision Offer to Purchase Review Report.

## Background Information and Discussion:

Staff sought direction from Council in Closed Session under report SR-1354-2026 on June 9, 2026 regarding offers to purchase the former 'Suddard Subdivision Lands' - a property currently listed on the open market.

The land was listed on the open market February 25th at \$1,995,000 with an offer date of April 1, 2026. One offer was received by the offer date and was considered previously by Council.

The new offer was received June 2, 2026 and was considered at the June 9, 2026 Closed Session with direction provided to staff.

Any decision of Council to sell the property would be ratified at an Open Session meeting.

Michael Nobes, General Manager - Growth & Infrastructure  
Ellen Hamel, Treasurer  
Matthew Grant, CAO  
Christina Reeve, Deputy Clerk

Approved - 15 Jun 2026  
Approved - 16 Jun 2026  
Approved - 16 Jun 2026  
Approved - 16 Jun 2026

# Staff Report



**To:** Mayor Richardson and Members of Council  
**Meeting Date:** June 23, 2026  
**Date Council Decision Required:**  
**Prepared By:** Ellen Hamel, Nathan Murphy, , Financial & IT Services  
**Presented By:** Ellen Hamel, , Financial & IT Services  
**Subject:** Financial & IT Services - 2025 Annual Review of Vehicle Rates  
**Report Number:** SR-1370-2026

## Staff Recommendation:

That Council receive for information Financial & IT Services - 2025 Annual Review of Vehicle Rates report.

## Background Information and Discussion:

### Background

The Town of Greater Napanee is part of a Construction and Maintenance of County Roads and Bridges Agreement along with the three other lower tier municipalities. All costs associated with the work completed by the Town on behalf of the County are charged back at cost, with the exception of vehicle usage which is set through fixed rates through provincial OPS rates.

Full details of the mechanics of this can be found in the report from 2025:

[SR-612-2024](#)

As part of this report, staff committed to bring the summary of costs to Council annually.

### Discussion

Overall rates on an aggregate basis saw the Town in a slightly more favourable position than 2024 and continue to cover the cost of providing the service. High maintenance costs on a few pieces of equipment drove costs upwards on a few vehicle classes, most notably loaders and 1/2 ton trucks.

## Alternative Options and Implications:

N/A

## Attachments:

[2025 Final Fleet Costing](#)

Ellen Hamel, Treasurer  
Michael Nobes, General Manager - Growth & Infrastructure  
Matthew Grant, CAO  
Christina Reeve, Deputy Clerk

Approved - 17 Jun 2026  
Approved - 17 Jun 2026  
Approved - 18 Jun 2026  
Approved - 18 Jun 2026

Vehicle	Average of Hours of Use	2025 Cost per Hour	2025 Charge Out per Hour	2025 Rate Gain/(Loss)
1 Ton	562.63	41.47	59.50	18.03
1/2 Ton	949.38	33.60	26.52	(7.08)
3/4 Ton	705.20	21.91	32.52	10.61
Backhoe	152.50	137.04	83.64	(53.40)
Chipper	22.00	71.59	70.64	(0.95)
Excavator	641.50	107.21	150.56	43.35
Grader	552.50	55.49	128.08	72.59
Loader	439.17	92.42	81.33	(11.09)
Single	487.25	43.94	66.56	22.62
Skid Steer	377.50	54.01	44.40	(9.61)
Sweeper	868.00	55.77	126.48	70.71
Tandem	719.72	75.70	89.18	13.48
Trackless	527.38	76.36	77.28	0.92
Tractor	454.50	74.60	77.24	2.64
Roller	187.50	11.57	78.28	66.71
<b>Grand Total</b>	<b>607.32</b>	<b>59.78</b>	<b>70.95</b>	<b>11.17</b>

# Staff Report



**To:** Mayor Richardson and Members of Council  
**Meeting Date:** June 23, 2026  
**Date Council Decision Required:**  
**Prepared By:** Ellen Hamel, Treasurer, Financial & IT Services  
**Presented By:** Ellen Hamel, Treasurer, Financial & IT Services  
**Subject:** Financial & IT Services - Funding Sources Available to Support Rural Transit  
**Report Number:** SR-1378-2026

## Staff Recommendation:

That Council receive for information Financial & IT Services - Funding Sources Available to Support Rural Transit.

## Background Information and Discussion:

On April 14, 2026 Council received [SR-1296-2026 - Update on Regional Transit Discussion](#) and passed the following resolution:

That Council receive the Regional Transit Discussion Update report;

That Council delay any future consideration of regional transit until at least 2027, outside any decision to engage in a feasibility study with potential regional partners;

That Council direct staff to bring back a report for consideration if and when a feasibility study for regional transit arises prior to the end of this Council term;

And further that Council direct staff to investigate any provincial funding that may be available to support rural transit as announced in the provincial budget.

## Ontario Transit Investment Fund (OTIF)

As part of the 2026 Ontario Provincial Budget, the primary funding initiative specifically aimed at rural and small community transit is the expansion of the Ontario Transit Investment Fund (OTIF).

Key details of that program include:

- Total program funding: \$30 million over three years
- Annual funding increase: from \$5 million to \$10 million
- Eligible applicants: municipalities, Indigenous communities, and non-profit organizations
- Funding duration: up to five (5) years per project
- Continuous Intake: applications are accepted year round and there is no single deadline or intake period

The program is intended to support the start-up and expansion of transit services in rural and underserved communities including fixed route or local bus services, on-demand and demand responsive transit, door to door and accessible transportation services.

Should a regional feasibility study process, OTIF may represent a potential funding source to support implementation or pilot phases.

**Other Funding Programs Available:**

Rural Transit Solutions Fund (RTSF), Federal

This federal fund supports the planning and delivery of transit in rural and remote communities. It helps you launch new services, improve access, and test innovative service models.

Canada Community-Building Fund (CCBF), Federal

This flexible federal fund supports local infrastructure priorities. It helps you invest in transit, roads, water systems, and other core community assets. Currently, the the municipality utilizes all allocated CCBF funds to support roads.

Canada Public Transit Fund (CPTF), Federal

This federal program provides long term funding for public transit capital projects. It supports state of good repair, service expansion, and long range transit planning.

**Alternative Options and Implications:**

N/A

**Financial Implications:**

There are no direct financial implications associated with receiving this report. Future financial impacts would be dependent on Council direction regarding participation in a feasibility study, the scope and structure of any transit service model, and possible cost sharing arrangements with regional partners.

**Next Steps/Timelines:**

Staff will continue to explore monitor provincial and federal transit funding programs, engage with regional partners as appropriate regarding potential feasibility studies, and report back to Council if a regional feasibility study or funding application opportunity arises.

Ellen Hamel, Treasurer

Michael Nobes, General Manager - Growth & Infrastructure

Matthew Grant, CAO

Christina Reeve, Deputy Clerk

Approved - 17 Jun 2026

Approved - 17 Jun 2026

Approved - 18 Jun 2026

Approved - 18 Jun 2026

# Staff Report



**To:** Mayor Richardson and Members of Council  
**Meeting Date:** June 23, 2026  
**Date Council Decision Required:**  
**Prepared By:** Ellen Hamel, Treasurer, Financial & IT Services  
**Presented By:** Ellen Hamel, Nathan Murphy, Treasurer, Financial & IT Services  
**Subject:** Financial & IT Services - County Recoverable Projects 2025  
**Report Number:** SR-1380-2026

## Staff Recommendation:

That Council receive for information Financial & IT Services Report - County Recoverable Projects 2025.

## Background Information and Discussion:

### Background

In October 2025 Council received [Financial & IT Services - County Recoverable Projects](#) and passed the following resolution:

RESOLUTION #446/25 Schenk, Hicks

That Council receive for information Financial & IT Services - County Recoverable report; And further that for the fiscal year 2024, Council direct \$112,394 to be transferred to the Fleet Reserve as part of the 2024 County Recoverable surplus.

And further that Council direct staff to transfer future County Recoverable Surpluses to the Fleet Reserve. CARRIED.

In 2025 the County Recoverable Projects - work completed for the County that falls outside of the TAC agreement - netted a surplus of \$104,008.91. In keeping with the previous direction staff will transfer \$104,008.91 to the fleet reserve in 2025.

**Financial Implications:**

The 2025 year end fleet reserve balance is expected to be approximately \$1,432,269.

2025 Opening	\$ 1,018,400
Contribution: 2025 Budgeted Contribution	\$300,000
Contribution: Gov Deals Proceeds	\$ 34,654
Contribution: Insurance for replacement to be delivered in 2026	\$439,844
Commitments: 2024 Budgeted Truck Paid and Delivered in 2025	(\$464,637)
Contribution: 2025 Country Recoverable Surplus	<u>\$104,008</u>
<b>2025 Ending</b>	<b>\$1,432,269</b>

Ellen Hamel, Treasurer

Michael Nobes, General Manager - Growth & Infrastructure

Matthew Grant, CAO

Christina Reeve, Deputy Clerk

Approved - 17 Jun 2026

Approved - 17 Jun 2026

Approved - 18 Jun 2026

Approved - 18 Jun 2026

# Staff Report



**To:** Mayor Richardson and Members of Council  
**Meeting Date:** June 23, 2026  
**Date Council Decision Required:**  
**Prepared By:** Ellen Hamel, Troy Guinchard, , Financial & IT Services  
**Presented By:** Ellen Hamel, , Financial & IT Services  
**Subject:** Financial & IT Services - Buy Ontario Act (Public Sector Procurement)  
**Report Number:** SR-1377-2026

## Staff Recommendation:

That Council receive for information Financial & IT Services - Buy Ontario Act report.

## Background Information and Discussion:

On November 20, 2025, the Government of Ontario introduced Bill 72, Buy Ontario Act 2025 (The BOA), and this received Royal Assent December 11, 2025. The BOA authorizes the Management Board of Cabinets to issue directives requiring public sector entities to comply with specific procurement policies and procedures.

The BOA establishes a framework to prioritize Ontario and Canadian good and services in procurement across the public sector. The goal is to support workers and businesses by ensuring that public spending strengthens local supply chains and reduces exposure to global economic and trade uncertainty. The Chair of the Treasury Board and Management Board of Cabinet has the delegated authority to make updates when required.

On March 30, 2026 the Government of Ontario released provincial and municipal directives under the BOA. The directives apply to all municipalities, local boards and municipal service corporations. The directives take effect as per the following dates:

Section of the BOA	Municipalities	Local Boards	Municipal Services Corporations
Section 4.1 - General	April 13, 2026	June 01, 2026	June 01, 2026
Section 4.2.1 -Strategic Category - Fleet Vehicles	April 13, 2026	June 01, 2026	June 01, 2026
Section 4.2.2 - Strategic Category - Capital Infrastructure	May 15, 2026	June 01, 2026	June 01, 2026

4.1 General – Effective April 13, 2026

This section includes new requirements for documentation and reporting to ensure compliance.

#### 4.2 Strategic Categories

This section outlines the requirements to be applied to key strategic categories, fleet vehicles and capital infrastructure.

##### 4.2.1– Fleet vehicles – Effective April 13, 2026

This section outlines the requirement to purchase or lease fleet vehicles manufactured in Ontario or supplied by an Ontario based producer with a gross vehicle weight rating (GVWR) of or less than 4500 kilograms, regardless of the procurement value or method following the criteria outlined in the BOA.

##### 4.2.2– Capital Infrastructure – Effective May 15, 2026

This section outlines the requirement to have suppliers maximize the use of Ontario-Made and Canadian Made goods and Ontario and Canadian Services. This applies to all new capital infrastructure projects and funding agreements at all dollar values. New methods of evaluation are to be implemented into the procurement process that includes a Domestic Supply Chain Plan that outlines the amount of Ontario or Canadian made materials that will be utilized in the project.

#### **Alternative Options and Implications:**

N/A

#### **Financial Implications:**

There may be potential increased costs and supply challenges where domestic capacity is unable to deliver goods and/or services on time, at a reasonable cost. In addition, there is considerable administrative work required to ensure compliance and new reporting requirements that include:

- Updating existing procurement policy; procedures and template
- Develop staff training and guidance
- Adjustments to new fleet and capital infrastructure purchasing practices that will include further evaluation, adding additional time to rewarding contracts
- Establish processes to track and justify exemptions and approvals
- Establishing new reporting requirements and Communications with the vendor community

#### **Operational Implications:**

- Increased workload for Financial Services and Procurement staff
- Impacts to Public Works, Fleet, and Infrastructure departments
  - Additional evaluation requirements
  - Domestic content verification (ongoing challenge that the industry is still trying to determine how to best address)
- Need for cross-department coordination and staff training

#### **Legislative Implications:**

Procurement activities are conducted in compliance with all relative legislation, acts and trade agreements such as the Municipal Act, the Canadian Free Trade Agreement and the Comprehensive Economic and Trade Agreement and now the Buy Ontario Act.

#### **Next Steps/Timelines:**

At this time, there remain a number of unknowns regarding interpretation, application, and compliance expectations under the Buy Ontario Act and associated directives. Municipalities across

Ontario are actively working through these uncertainties in consultation with industry associations, legal advisors, and procurement networks. As a result, many municipalities are taking a measured and cautious approach to implementation, focusing on monitoring provincial guidance and emerging best practices before fully embedding requirements into procurement processes.

Staff will continue to:

- Monitor provincial updates, clarifications, and regulatory changes
- Participate in municipal and industry working groups and discussions
- Assess operational impacts and implementation approaches used by peer municipalities.
- Begin incremental updates where requirements are clearly defined
- Report back to Council as additional clarity is provided and implementation progresses; when Council approval is required

This approach will support compliance while mitigating risk and ensuring practical, consistent application within the Municipality's procurement framework.

Next steps include implementation of new procurement and reporting requirements as well as updating the Purchasing By-Law (where applicable). Updates may include for example, updated language in tender documents that require supplies to meet the qualifications required under the provincial direction.

**Attachments:**

[Municipal Buy Ontario Procurement Directive](#)  
[Buy Ontario Act Public Sector Procurement2025](#)

Ellen Hamel, Treasurer  
Jessica Walters, Clerk  
Matthew Grant, CAO  
Christina Reeve, Deputy Clerk

Approved - 18 Jun 2026  
Approved - 18 Jun 2026  
Approved - 18 Jun 2026  
Approved - 18 Jun 2026



# **Municipal Buy Ontario Procurement Directive**

**Municipal Sector Entities**

**Management Board of Cabinet**

**Effective Date:** April 13, 2026

Supply Chain Policy Branch  
Supply Chain Policy and Oversight Division  
Ministry of Public and Business Service Delivery and Procurement

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## **1.0 Introduction**

The Buy Ontario Act (Public Sector Procurement), 2025 establishes a framework to prioritize Ontario and Canadian goods and services in procurement across the public sector. This supports Ontario workers and businesses by ensuring that public spending strengthens local supply chains and reduces exposure to global economic and trade uncertainty.

The Municipal Buy Ontario Procurement Directive supports this by requiring the municipal sector to prioritize Ontario and Canadian goods and services in procurements.

This directive is issued by Management Board of Cabinet under the authority of the Buy Ontario Act (Public Sector Procurement), 2025.

The Chair of Treasury Board and Management Board of Cabinet has the delegated authority to make periodic updates to procurement value thresholds in this Directive, in alignment with Ontario's trade commitments.

## **2.0 Purpose**

The purpose of this Directive is to enable Ontario to set out procurement requirements in support of the government's Buy Ontario mandate.

## **3.0 Application and Scope**

This Directive applies to municipal sector entities, which means all municipalities, local boards, and municipal services corporations that are prescribed as public sector entities under the Buy Ontario Act (Public Sector Procurement), 2025.

Municipal sector entities should refer to the regulation under the Buy Ontario Act (Public Sector Procurement), 2025 for details about the specific entities that are prescribed.

The table below specifies the dates that each of the requirements of this Directive take effect for specific municipal sector entities.

<b>Organization→</b>	Municipalities	Local Boards	Municipal Services Corporations
4.1 General	April 13, 2026	June 1, 2026	June 1, 2026
4.2.1 Strategic Category - Fleet Vehicles	April 13, 2026	June 1, 2026	June 1, 2026
4.2.2 Strategic Category - Capital Infrastructure	May 15, 2026	June 1, 2026	June 1, 2026

The Municipal Buy Ontario Procurement Directive does not apply to:

- Procurements needed to address a situation that is both urgent and unforeseen (i.e. emergencies). In these cases, organizations should follow their internal procedures to effectively manage these emergency procurements.

This Directive does not prevail over legislation.

## **4.0 Requirements**

### **4.1 General**

#### Documentation

Municipal sector entities are required to retain documentation for any procurements covered by this Directive, including details to support any decisions or approvals related to the application of this Directive.

#### Reporting

Municipal sector entities must prepare and provide information and data as requested by Supply Ontario, Ministry of Public and Business Service Delivery and Procurement (MPBSDP), the Ministry of Municipal Affairs and Housing (MMAH), and Treasury Board Secretariat (TBS).

### **4.2 Strategic Categories**

These requirements set out Ontario's approach to procurements in key strategic categories that support the goals of the Buy Ontario Act (Public Sector Procurement), 2025. The requirements reflect Ontario's priorities for public sector procurement and may change over time to respond to emerging issues or challenges.

#### **4.2.1 Fleet Vehicles**

##### **Objective**

The objective of section 4.2.1 is to support the domestic automotive industry and jobs in the province by leveraging the significant purchasing power of the public sector.

Municipal sector entities are required to purchase or lease vehicles that are manufactured in Ontario or from original equipment manufacturers operating in Ontario as specified below.

##### **Scope**

Section 4.2.1 applies:

- To all new procurements of new light-duty passenger fleet vehicles with a Gross Vehicle Weight Rating at or less than 4,500 kg.
- Regardless of the value or method of the procurement (invitational, open competitive or non-competitive) or procurement type (purchase or lease).

Section 4.2.1 does not apply to:

- Existing contracts that were executed prior to the effective date of this policy
- Contract extensions included in the original agreement
- Short term leases up to 12 months
- Vehicles that are physically modified or upfitted (excluding changes that only affect the visual appearance of the vehicle) for an intended operational use or function. This includes, but is not limited to specialty vehicles, such as ambulances, school buses, police cruisers, enforcement vehicles and emergency response vehicles
- Vehicles purchased for covert or surveillance purposes
- Vehicles with a Gross Vehicle Weight Rating (GVWR) greater than 4,500 kg
- Used vehicles

##### **Requirement**

Municipal sector entities must purchase or lease Made-in-Ontario Fleet Vehicles when they acquire new light-duty passenger vehicles using an applicable procurement process.

If a Made-in-Ontario Fleet Vehicle is unavailable or if a municipal sector entity determines that it is not operationally feasible to purchase or lease such a vehicle, the entity is required to purchase or lease a new vehicle from an Ontario Vehicle Producer.

If a Made-in-Ontario Fleet Vehicle or a vehicle from an Ontario Vehicle Producer is unavailable, or if the municipal sector entity determines that purchasing or leasing such

a vehicle is not operationally feasible, the entity may consider alternative acquisition strategies.

Municipal sector entities should refer to the Operational Guide for information about how to apply these requirements.

#### Documentation

If a Made-in-Ontario Fleet Vehicle or a vehicle from an Ontario Vehicle Producer is unavailable or the vehicle is not operationally feasible, document the rationale and seek appropriate approval.

### **4.2.2 Capital Infrastructure**

#### **Objective**

The objective of section 4.2.2 is to maximize the use of Ontario-Made and Canadian-Made Goods and Ontario and Canadian Services in procurements covered by the Directive, while maintaining value for money for Ontario and the timely delivery of infrastructure projects.

#### **Scope**

Section 4.2.2 applies to all new capital infrastructure procurements. For the purposes of this section, “capital infrastructure procurements” means:

- Construction (see Definitions).
- Fixtures, furniture and equipment that are included in and incidental to the Construction of the facility and required to support the facility’s operational readiness immediately following completion of Construction, whether those items are delivered through the construction contract or procured separately.
- Transit fleet vehicles, including rolling stock (e.g., subways and rail cars) and buses, but excluding light duty passenger vehicles.

Municipal sector entities must apply this Directive to the use of Vendor of Record arrangements (VORs) managed by Supply Ontario or other purchasing arrangements, whenever possible. Municipal sector entities must not use purchasing arrangements to avoid the requirements of this Directive.

Section 4.2.2 does not apply to the procurement of:

- Medical equipment.
- Information technology.
- Fixtures, furniture or equipment acquired solely for ongoing or operational purposes after the facility is operational.

- Routine maintenance, repair, and operations (MRO) unless the MRO activities involve repairing or renovating the physical structure.

Municipal sector entities may apply the requirements of the Directive to procurements not covered by the Directive, where feasible.

**Requirement**

Municipal sector entities must do all of the following in respect of each capital infrastructure procurement:

- Include in the procurement documents:
  - A list of each major good and each service required for the deliverables being procured.
  - A requirement for vendors to submit a Domestic Supply Chain Plan that identifies, at a minimum, the source of each of the listed major goods and each service.
- Use one of the applicable methods for Domestic Supply Chain Plans described in Table 1 below that best supports the objective of this section (4.2.2).

**Table 1 – Domestic Supply Chain Plan Methods**

<b>Domestic Supply Chain Plan Approach</b>	<b>Method to be Applied</b>
<b>Domestic Supply Chain Plan - Evaluated</b>	<p>Include in the procurement documents one of the approaches below to evaluate the Domestic Supply Chain Plan. The approach should be selected based on the estimated procurement value.</p> <p><b>Below \$347,400 for construction procurements, and below \$139,000 for goods or services procurements</b></p> <ul style="list-style-type: none"> <li>• Apply a 10% evaluation advantage to the bidder with the highest proportion of Ontario-Made Goods and Ontario Services in their Domestic Supply Chain Plan.</li> </ul> <p><b>At or above \$347,400 for construction procurements, and at or above \$139,000 for goods or services procurements</b></p> <p>Choose <u>one</u> of the following:</p> <ul style="list-style-type: none"> <li>• Apply a 10% evaluation advantage to the bidder with the highest proportion of Ontario-Made Goods and Ontario Services, followed by Canadian-Made Goods and Canadian Services in their Domestic Supply Chain Plan; or</li> </ul>

	<ul style="list-style-type: none"> <li>• The Domestic Supply Chain Plan accounts for 10% of the total evaluation score for the procurement. Select the vendor whose Domestic Supply Chain Plan score is at least 50% higher than the top-ranked vendor, and <ul style="list-style-type: none"> <li>○ their bid price is within 10% and</li> <li>○ their construction schedule is no more than 10% longer, the municipal sector entity should award the contract to that vendor, subject to all other award conditions.</li> </ul> </li> </ul>
<b>Domestic Supply Chain Plan - Commitment</b>	Include in the procurement documents a mandatory eligibility requirement for vendors to commit in a Domestic Supply Chain Plan to meet or exceed a specified proportion of Ontario or Canadian-Made Goods and Services as a part of the procurement. The specified proportion may be any percentage of the total estimated procurement value that the municipal sector entity has determined would maximize the use of Ontario and Canadian-made Goods and Services.

If it would not be feasible to require vendors to submit a Domestic Supply Chain Plan on account of the procurement model, municipal sector entities may use an alternative method that is consistent with and advances the objective of this section (4.2.2).

Municipal sector entities may refer to operational guidance issued by the ministry for direction about how to apply of any of these requirements, including but not limited to Domestic Supply Chain Plans or methods, etc.

Value for money exclusion

On a case-by-case basis where strictly necessary, a municipal sector entity may exclude a procurement from the requirements of section 4.2.2 when the following criteria are met:

- A detailed market assessment indicates that applying the requirements in this section (4.2.2) could increase the procurement’s estimated cost by 25% or more compared to not applying the requirements; and,
- Appropriate approval has been obtained to exclude the procurement based on the value of the procurement.

A municipal sector entity may be required to provide information about any approved exclusion as a part of the reporting requirement under section 4.1 of this Directive.

Conflicts with funding agreements

If a capital infrastructure procurement is or will be funded in part by the Crown in right of Canada, municipal sector entities should:

- Where possible, negotiate terms for the funding that would allow requirements of section 4.2.2 to apply to the capital infrastructure procurement; and
- Apply the requirements to the capital infrastructure procurement unless they conflict with the funding arrangement with the Crown in right of Canada.

#### Reliance on attestations

Municipal sector entities may rely on a vendor's Domestic Supply Chain Plan as evidence of what goods are Ontario or Canadian-Made or what services are Ontario or Canadian services for the purposes of this Directive.

### **5.0 Implementation and Support**

Municipal sector entities should use the information and operational direction designed to support this Directive, available publicly on the following sites:

- [Doing Business with the Government of Ontario](#)
- [Supply Ontario's website](#)
- Questions? Contact [doingbusiness@supplyontario.ca](mailto:doingbusiness@supplyontario.ca)

### **6.0 Definitions**

For the purposes of this Directive the following definitions apply:

“Canadian-Made Good” means a good that meets any one of the following criteria:

- Is wholly manufactured or originating in Canada,
- At least 51% of the total direct costs of producing or manufacturing the good have been incurred in Canada, or
- Is labelled as “Made in Canada” or “Product of Canada”.

“Canadian Service” means a service wholly provided by individuals (natural persons) located in Canada.

“Construction” means construction, reconstruction, demolition, repair or renovation of a building, structure or other civil engineering or architectural work and includes site preparation, excavation, drilling, seismic investigation, the supply of products and materials, the supply of equipment and machinery if they are included in and incidental to the construction, and the installation and repair of fixtures of a building, structure or other civil engineering or architectural work, but does not include professional consulting services related to the construction contract unless they are included in the procurement.

“Made-in Ontario Vehicle” means a vehicle that is manufactured in Ontario and contains the number “2” as the first digit of the Vehicle Identification Number (VIN).

“major goods” means durable materials, systems or components that are essential to ensuring the operational readiness or performance of the deliverable, and include:

- Structural materials: Concrete, steel and other metals, lumber, stone, aggregates
- Building envelope components: Windows, glass, roofing systems, bricks
- Mechanical and electrical systems: HVAC units, generators, elevators
- Specialty items: Prefabricated panels, major fixtures
- Fixtures, furniture and equipment
- Transit fleet vehicles

“new procurement” means a procurement that has not yet been issued or posted by the date the applicable section of this Directive takes effect.

“Ontario Service” means a service wholly provided by individuals (natural persons) located in Ontario.

“Ontario Vehicle Producer” means an Original Equipment Manufacturer (OEM) that sells vehicles and would meet the threshold of 1,500 annualized jobs across their Ontario footprint of active and/or planned fully and partially owned vehicle assembly and plants.

“Ontario-Made Good” means a good that meets any one of the following criteria:

- It is wholly manufactured or originating in Ontario, or
- At least 51% of the total direct costs of producing or manufacturing the good have been incurred in Ontario.

Français

## Buy Ontario Act (Public Sector Procurement), 2025

### S.O. 2025, CHAPTER 27 SCHEDULE 1

**Consolidation Period:** From December 11, 2025 to the [e-Laws currency date](#).

No amendments.

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#### Definitions

1 In this Act,

“Board” means the Management Board of Cabinet; (“Conseil”)

“designated broader public sector organization” has the same meaning as in the *Broader Public Sector Accountability Act, 2010*; (“organisme désigné du secteur parapublic”)

“Minister” means the Minister of Public and Business Service Delivery and Procurement or such other member of the Executive Council to whom responsibility for the administration of this Act may be assigned or transferred under the *Executive Council Act*; (“ministre”)

“prescribed public sector entity” means a person or entity prescribed by the regulations made under this Act for the purposes of clause (c) of the definition of “public sector entity”; (“entité prescrite du secteur public”)

“public sector entity” means,

- (a) a government entity as defined in the *Supply Chain Management Act (Government, Broader Public Sector and Health Sector Entities), 2019*,
- (b) a designated broader public sector organization, or
- (c) any other person or entity prescribed by the regulations made under this Act. (“entité du secteur public”)

#### Purpose

2 The purpose of this Act is to establish a framework for regulating procurement within the public sector in order to,

- (a) transform public sector procurement practices on the basis of principles of integrity and value-for-money and with an aim to supporting economic development and supply chain resilience; and
- (b) leverage public sector procurement as a means of promoting, protecting and building Ontario’s economy and businesses and safeguarding its supply chain.

#### Directives establishing procurement policies, procedures or standards

3 (1) The Board may issue directives requiring public sector entities to comply with specified procurement policies, procedures or standards.

**Scope of directives**

(2) A directive under subsection (1) may require a public sector entity to which it applies to take any measures respecting the procurement of goods and services, including measures respecting the management of procurement contracts, and may, without limiting the generality of the foregoing,

- (a) require that preference be given to Ontario or Canadian made goods or to services provided in Ontario or Canada;
- (b) impose requirements intended to,
  - (i) support Ontario businesses and promote Ontario made goods or services provided by Ontario businesses, or
  - (ii) protect Ontario businesses by limiting eligibility to participate in public sector entity procurements;
- (c) require the implementation of vendor performance standards and practices;
- (d) establish reporting requirements or procedures, including by authorizing specified persons to require that a public sector entity report on certain matters when and as the persons determines; or
- (e) require public sector entities to use specified compliance and enforcement measures and to impose those measures on vendors.

**Rolling incorporation by reference**

(3) A directive may incorporate by reference any other government policy or directive, in whole or in part, with such changes as the Board considers necessary, and may provide that the reference to the policy or directive includes amendments made to the policy or directive from time to time after the directive is issued.

**Same**

(4) For the purposes of subsection (3), a government policy or directive includes a policy or directive established by a government other than the Government of Ontario.

**Supply chain management contractors**

4 A public sector entity that contracts with a third party supply chain manager shall ensure that the contract requires the supply chain manager to comply with any requirement imposed under this Act on the public sector entity, with any necessary modifications.

**Deemed part of agreement**

5 Every requirement established under this Act by directive to which a designated broader public sector organization or a prescribed public sector entity is subject is deemed to be a requirement with which the organization or entity must comply under the terms of any agreement or other funding arrangement between itself and the Crown in right of Ontario or an agent of the Crown in right of Ontario.

**Withholding funds**

6 (1) If a designated broader public sector organization or a prescribed public sector entity fails to comply with any requirement imposed on the organization or entity under this Act, the Board may direct a minister of the Crown to withhold part or all of any amount authorized by law to be paid to that organization or entity.

**When amount withheld may be paid**

(2) Unless the Board withdraws its direction under subsection (1), an amount withheld shall be paid only when the organization or entity complies.

**Failure continuing past fiscal year end**

(3) If the failure to comply continues until March 31 after the Board directed the withholding and the direction has not been withdrawn by the Board on or before that date,

- (a) the organization or entity ceases to be entitled to be paid; and
- (b) the amount withheld forms part of the Consolidated Revenue Fund.

**Public to be protected**

(4) The organization or entity shall endeavour to minimize any impact of the application of this section on its provision of services to the public.

**Compliance reviews**

7 (1) The Minister may require that a review be conducted of a public sector entity's compliance with a requirement of this Act or of a directive under subsection 3 (1).

**Conduct of review**

(2) If the Minister requires that a review be conducted under subsection (1), the Minister shall designate a person to conduct the review.

**Report**

(3) After completing the review, the person designated under subsection (2) shall prepare a report and submit it to the Minister.

**Co-operation by public sector entity**

(4) The public sector entity that is the subject of the review shall co-operate with the person designated under subsection (2) and provide the designated person with access to its records as well as any other information that the designated person may request to enable the designated person to conduct the review.

**Use and disclosure of information**

(5) The person designated under subsection (2) shall only use information collected under subsection (4) for the purposes of conducting the review and preparing the report and shall not disclose the information except in the following circumstances:

1. The disclosure of the information is necessary for the purposes of conducting the review and preparing the report.
2. The information is disclosed to the Minister or with the Minister's consent.
3. The disclosure of the information is otherwise required by law.

**Actions based on report**

(6) Upon reviewing the report submitted under subsection (3), the Minister may do either or both of the following:

1. Publish, on a publicly accessible website, any findings stemming from the report respecting the public sector entity's compliance with the requirements of this Act or of a directive under subsection 3 (1).
2. Direct the public sector entity to undertake corrective action to remedy non-compliance with a requirement of this Act or a directive under subsection 3 (1).

**Not a discriminatory business practice**

**8** Anything done or not done by a public sector entity to comply with a directive under subsection 3 (1) is deemed not to constitute a discriminatory business practice for the purposes of the *Discriminatory Business Practices Act*.

**Rules respecting directives**

**General or particular**

**9** (1) A directive or any of its provisions may be general or particular in their application.

**Classes**

(2) The power to make a directive under subsection 3 (1) includes the power to prescribe a class.

**Same**

(3) For the purposes of subsection (2), a class may be defined,

- (a) in terms of any attribute or combination of attributes; or
- (b) as consisting of, including or excluding a specified member.

**Public availability**

(4) The Board shall ensure that a directive issued under subsection 3 (1) is,

- (a) made available to any person who requests a copy; and
- (b) publicly posted on a website of the Government of Ontario.

**Part III of the *Legislation Act, 2006***

(5) Part III (Regulations) of the *Legislation Act, 2006* does not apply to a directive under subsection 3 (1).

**Delegation**

**10** (1) The Board may delegate to any member of the Executive Council or to any person employed in the public service the power to issue directives under subsection 3 (1), subject to such limitations and requirements as the Board may specify.

**Public service**

(2) In subsection (1),

"public service" has the same meaning as in the *Management Board of Cabinet Act*.

**Extinguishment of causes of action**

**11** (1) No cause of action arises against the Crown, a public sector entity or any current or former member of the Executive Council or employee, officer or agent of or advisor to the Crown or employee, officer, agent or director of or advisor to a public sector entity as a direct or indirect result of,

- (a) the enactment, amendment or repeal of any provision of this Act;
- (b) the making, amendment or revocation of any provision of a regulation, directive or other instrument under this Act; or
- (c) anything done or not done in accordance with this Act or a regulation, directive or other instrument under this Act.

**No remedy**

(2) No costs, compensation or damages, including for loss of revenues or loss of profit or any other alleged loss, whether direct or indirect, are owing or payable to any person and no remedy, including but not limited to a remedy in contract, restitution, tort, misfeasance, bad faith, trust or fiduciary obligation, any equitable remedy or any remedy under any statute, is available to any person in connection with anything referred to in subsection (1) against any person referred to in that subsection.

**Proceedings barred**

(3) No proceeding that is directly or indirectly based on or related to anything referred to in subsection (1) may be brought or maintained against any person referred to in that subsection.

**Application**

(4) Subsections (2) and (3) do not apply with respect to an application for judicial review or a claim for a constitutional remedy, but do apply with respect to any other court, administrative or arbitral proceeding, claiming any remedy or relief, including specific performance, injunction, declaratory relief or the enforcement of a judgment, order or award made outside Ontario.

**No costs awarded**

(5) No costs shall be awarded against any person in respect of a proceeding that cannot be brought or maintained under subsection (3).

**No expropriation or injurious affection**

(6) Nothing referred to in subsection (1) constitutes an expropriation or injurious affection for the purposes of the *Expropriations Act* or otherwise at law.

**Proceedings by Crown not prevented**

(7) This section does not apply with respect to proceedings brought by the Crown.

**Regulations**

**12** The Lieutenant Governor in Council may make regulations for carrying out the purpose and provisions of this Act, including regulations,

- (a) prescribing persons or entities for the purposes of clause (c) of the definition of “public sector entity” in section 1;
- (b) defining terms or expressions used in this Act that are not defined in this Act;
- (c) exempting a public sector entity from a provision of this Act and specifying conditions for the exemption;
- (d) addressing any transitional matters arising from the enactment of this Act or the repeal of the *Building Ontario Businesses Initiative Act, 2022*.

**13** OMITTED (REPEALS OTHER LEGISLATION).

**14** OMITTED (PROVIDES FOR COMING INTO FORCE OF PROVISIONS OF THIS ACT).

**15** OMITTED (ENACTS SHORT TITLE OF THIS ACT).

Français

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# Staff Report



**To:** Mayor Richardson and Members of Council  
**Meeting Date:** June 23, 2026  
**Date Council Decision Required:**  
**Prepared By:** Jessica Walters, Clerk, Executive Services  
**Presented By:** Jessica Walters, Clerk, Executive Services  
**Subject:** Executive Services - By-law Enforcement Standards Policy Update  
**Report Number:** SR-1386-2026

## Staff Recommendation:

That Council receive for information the Executive Services - By-law Enforcement Standards Policy Update report;  
And further that Council adopt the amended policy, as presented at this meeting.

## Background Information and Discussion:

At the May 12 meeting, Council received [SR-1260-2026](#) and passed the following Resolution #239/26:

*That Council receive for information the Executive Services - By-law Enforcement Standards Policy Review report;*  
*And further, that Council direct that the draft revisions to the By-law Enforcement Standards Policy be brought back to a future meeting for adoption after consideration of the Legislative Service Levels;*  
*And further, that Council endorse the proposed communication strategy for the policy.*

The department service levels were presented to Council at the June 17 Special Session meeting under [SR-1360-2026](#) and were adopted at that meeting. Now that the service levels have been approved, staff are bringing back the revised Enforcement Standards Policy for adoption to ensure these documents are aligned.

As previously reported, the primary service level change is to extend the initial response timeline from two business days to three business days during the summer enforcement months when there is an increased demand on the department. Language has also been added to clarify conflict of interest provisions and to add the priority level for the Encroachments By-law.

## Alternative Options and Implications:

Council may direct that additional or alternative changes be made to the policy.

## Attachments:

[LS-2023-01 - By-law Enforcement Standards Policy - 2026 Revision](#)

Jessica Walters, Clerk

Approved - 18 Jun 2026

Michael Nobes, General Manager - Growth & Infrastructure

Approved - 18 Jun 2026

Matthew Grant, CAO

Approved - 18 Jun 2026

Christina Reeve, Deputy Clerk

Approved - 18 Jun 2026

**Town of Greater Napanee  
By-law Enforcement Policy**



Approval Date:	February 10, 2009	Resolution #	#39/09
Revised Date:	February 13, 2018	Resolution #	#65/18
	July 25, 2023		#406/23
	March 25, 2025		#143/25
Review Scheduled:	July 1, 2027		
Department:	Legislative Services	Contact:	Clerk, CAO
Approval Authority:	Council	Policy No:	LS-2023-01

**1. Introduction**

The Town of Greater Napanee aims to address complaints and inquiries equitably, comprehensively and in a timely manner.

Council has the discretion of deciding which by-laws to enact and enforce. By-laws have a profound and direct impact on the quality of life, health and safety, economic well-being, and the reputation of our community. Accordingly, Council must balance the impacts of enforcement with the expectations of members of the community, the efficient allocation of public resources, as well as the objective level of risk presented by the event.

**2. Purpose**

The purpose of this policy is to provide guidance to Staff, elected officials and the general public regarding by-law enforcement policies and practices in the receipt of complaints and initiation of investigation and enforcement proceedings related to regulatory by-laws of the Town of Greater Napanee.

The goal of by-law enforcement is to achieve compliance through information, education and voluntary compliance. If this is not achievable, then enforcement officers will take appropriate action such as the issuance of Orders to Comply, the issuance of a set fine ticket, or the laying of charges under the *Provincial Offences Act*, as appropriate. In certain circumstances, it will also be appropriate to enter onto private property and take action to remedy, remove or resolve non-compliance situations at the property owner's expense.

This By-law Enforcement Policy is based on the following four principles:

1. Avoid arbitrary or inconsistent decisions;
2. Ensure similar cases are treated in a similar way;
3. Provide By-law Enforcement Staff with guidance on, and limits to, exercising discretion; and
4. Provide the public with clarity and details on how and why enforcement

decisions have been made.

### 3. Scope

This policy applies to all employees, and contractors of the Town of Greater Napanee who are involved in enforcing the Town's by-laws and Council Members in the administration and process.

### 4. Definitions

**4.1. Anonymous Complaint** means an issue where the complainant has not provided otherwise required identifying information, such as name, address and/or contact information, and which will not be investigated unless pressing and substantial issues of safety or health are identified in the complaint.

**4.2. Business Day** means a day in which normal business operations are conducted and is generally considered to be between the hours of 8:30a.m. to 4:30p.m. Monday through Friday. A business day excludes weekends, public holidays and when the Town Administration Office is closed (i.e. for inclement weather).

**4.3. Discretion** means the freedom to decide what should be done in a situation given all the available information.

**4.4. Frivolous Complaint** means a complaint that is reasonably perceived by Town Staff to be (a) without reasonable or probable cause, (b) without merit or substance, or (c) trivial.

**4.5. Legislative Enforcement Service Level** means a service level where the Town of Greater Napanee has a statutory obligation to inspect, investigate and potentially enforce legislative requirements. Examples include, but are not limited to, the *Ontario Building Code* and the *Ontario Fire Code*. Legislative enforcement typically has its own specific rules, such as guidelines on time of entry, purpose of inspection, special powers to compel co-operation and other factors.

**4.6. Officers (also By-law Enforcement Officers)** means provincial offenses officers or employees, contractors, or agents appointed, or hired by the municipal council of the Corporation of the Town of Greater Napanee to enforce municipal by-laws of the Town.

**4.7. Patrol Service Level** means an Officer tasked with periodic or routine patrols through all or parts of municipality to seek out violations. By-law cases with patrol status are generally considered high priority.

**4.8. Proactive Service Level** means a level of service applied to a serious violation observed during course of duties, where an Officer will take necessary steps to correct the violation. By-law cases with proactive status are generally considered medium priority.

**4.9. Reactive Service Level** means an Officer will initiate an investigation upon notification of a valid complaint from the public. By-law cases with reactive status are low priority.

**4.10. Valid Complaint** means a complaint that describes the location (municipal address) and general nature of a potential by-law contravention, which includes the complainant's name, address and telephone number, reported by a land owner, tenant, occupant business owner/operator, and which is reported in a timely manner with all completed forms, as applicable depending on the complaint type, and is not a vexatious complaint.

**4.11. Vexatious Complaint** means a complaint that is frivolous and/or which is pursued in a manner that is reasonably perceived by Town Staff to be (a) malicious, (b) intended to embarrass or harass the subject, or (c) intended to be a nuisance or in bad faith.

**4.12. Violation, High Priority** means a violation highly likely to cause health and safety issues to the public.

**4.13. Violation, Low Priority** means a potential violation unlikely to cause health and safety issues to public, negatively impact the community or environment. In general, this category includes violations that are cosmetic in nature.

**4.14. Violation, Medium Priority** means a violation with potential to cause health and safety issues to the public, negatively impacting the community or the environment. In general, such violations would affect quality of life issues, where only a minor risk to humans, human use or activity exists.

## **5. Responsibilities**

### **5.1. Council is responsible for:**

- a) Approval of this policy and the standards and priority assignments contained within, as well as any changes made to the policy;
- b) Supporting the implementation of this policy;
- c) Making decisions around changes to any established enforcement policies, services, or staffing levels.

### **5.2. Officers are responsible for:**

- a) Carrying out enforcement activities in accordance with this policy;
- b) Protecting the privacy of all individuals involved with an enforcement file as described within this policy; and
- c) Reporting to Council on enforcement statistics, trends, and needs.

### **5.3. Senior Management is responsible for:**

- a) Ensuring department staff are aware of and trained on this policy as applicable; and

- b) Supporting the communication and implementation of this policy.

## **6. By-law Enforcement Policy**

### **6.1. Principle of Administrative Fairness**

Administrative fairness refers broadly to an overall approach to administrative decision-making that is transparent, fair and accountable. With respect to By-law Enforcement, administrative fairness is characterized by:

- a) by-laws that are authorized by, and consistent with, Council direction and legislation;
- b) a written policy for fairly and reasonably exercising discretion when enforcing by-laws;
- c) written standards and expectations of conduct by By-law Enforcement Staff when they interact with the public;
- d) clear, consistent and available public information regarding by-laws and enforcement practices, and how to make complaints and appeal decisions;
- e) a process for receiving, assessing and responding to complaints in a timely manner;
- f) a consistently applied and well-documented investigative process that establishes a clear factual basis for enforcement;
- g) adequate notice to affected persons before any enforcement is taken;
- h) enforcement decisions that are authorized by applicable legislation and by-laws;
- i) enforcement decisions that are consistent with policy and with other similar decisions, are equitable, and are proportionate to the problem being addressed;
- j) reasons for enforcement decisions that are appropriate, that set out the basis for the enforcement and that provide information about how to appeal; and
- k) appeal processes that are accessible and fair, and that are communicated to affected persons in a timely manner.

Demonstrating a commitment to administrative fairness increases the public's confidence in our By-law Enforcement Program, and provides Council confidence that we are treating everyone in a fair manner.

### **6.2. By-law Enforcement General Provisions**

6.2.1. To ensure consistency and fairness to all residents, business owners and landowners within the Town of Greater Napanee, the following general provisions and guidelines will be followed by Officers:

- a) Complaints and violations will be identified, classified and prioritized using the By-law Enforcement Service Level Matrix, attached to this policy. Allegations or situations that have the potential to threaten health and safety will be given priority.
- b) During the regular course of their duties, Officers may seek out by-law infractions for issues of public health and/or safety or other by-law

violations.

- c) It is not possible to actively ensure that all of the Town's various regulatory by-laws are being complied with at all times. Enforcing the Town's own by-laws is, therefore, discretionary and not mandatory in most instances.
- d) The Town of Greater Napanee promotes an enforcement philosophy that seeks voluntary by-law compliance, which is often achieved through education, information, and non-penalty enforcement, including providing a reasonable time frame to comply.
- e) Compliance may be encouraged through notification of fines and other enforcement measures associated with the offence.
- f) Council is not involved in any way with the sanctioning of an investigation or making a decision on who shall be investigated.
- g) Some complaints may be considered either as a civil dispute between property owners, such as storm drainage, or as a minor non-enforceable issue, such as trees overgrowing property lines. These will not be acted upon by By-law Enforcement Officers.

***Enforcement Options***

6.2.2. By-law Enforcement Officers, at their discretion, may use the following enforcement options:

- a) warnings and education;
- b) prosecution under the Provincial Offences Act;
- c) municipal ticketing;
- d) by-law offence notice, "Notice of Violation / Order to Comply";
- e) direct enforcement;
- f) civil proceedings; or
- g) no action may be taken.

***Progressive Enforcement***

6.2.3. Resolution of violations through cooperation as opposed to formal court or other action should always be the preferred solution. All violations should be approached with this intent, and the cooperation of the offender should be sought first in every instance.

6.2.4. Enforcement actions will consider the specific situation of the investigation.

- a) For situations where there is no previous history of non-compliance, Officers will consider providing compliance assistance (education and negotiation) as well as progressive compliance and enforcement action where appropriate to seek voluntary compliance.
- b) For situations where there is repeated history of non-compliance, Officers will consider using progressive compliance and enforcement actions.
- c) For situations where there is a threat to health and safety, any appropriate action which remedies the threat is acceptable.

***Exception: Parking Tickets***

- 6.2.5. Enforcement of parking is conducted both on a proactive and reactive basis. Parking infractions do not fall under the provisions of progressive enforcement.

**6.3. Confidential Information**

- 6.3.1. Personal information collected by the Town as a result of a written complaint and any information collected during a By-law investigation is protected under the authority of the *Municipal Freedom of Information and Protection of Privacy Act*.
- 6.3.2. Officers and other involved Town Staff shall keep confidential any and all personal information collected from citizens and the public.
- 6.3.3. Officers will only collect personal information that is necessary for the monitoring and enforcement of a by-law infraction.
- 6.3.4. The identity of the requestor and the written complaint will not be disclosed to the alleged offender or any member of the public, or to any member of Staff or Council who does not need to know the information in order for the complaint to be considered. It is not necessary for the requestor to request confidentiality. Likewise, the response of the alleged offender will not be disclosed to the requestor, whether it is in writing or made orally.
- 6.3.5. Persons reporting the alleged infractions of Town by-laws are to be advised that their identity and any personal information they provide will be kept confidential unless they are required to testify in court or it is part of an audit or a similar process.
- 6.3.6. The anonymity and confidentiality given to requestors and alleged offenders cannot be assured if the investigation results in court, an audit, or similar proceedings.
- 6.3.7. Requestors and alleged offenders are to be advised that any personal information that they provide about other parties is subject to disclosure by order of the Information and Privacy Commissioner of Ontario.
- 6.3.8. While the investigation is ongoing or while a resulting matter is before the courts, no information regarding the matter will be made available to the public or the requestor.

**6.4. Applying Principles of Proportionality, Equity and Consistency**

- 6.4.1. By-law Enforcement Officers will apply principles of proportionality, equity and consistency in by-law enforcement decisions by:

- a) Considering whether an enforcement measure is proportionate to the harm caused by the violation;
- b) Considering whether a person's circumstances would make enforcement unjust; and
- c) Considering whether an enforcement measure is consistent with policy and practice.

***Proportional Enforcement***

6.4.2. By-law enforcement action will be proportional to the nature of the violation. That is, enforcement measures should appropriately address the harm that is caused by the violation. For example, large fines are likely not an appropriate response to a minor by-law violation.

***Equitable Enforcement***

6.4.3. By-law enforcement action will be equitable – that is, applied in a way that is just in light of a person's circumstances. This means that Staff will consider a person's circumstances and ability to comply before determining whether enforcement is appropriate and what enforcement tools they should use.

6.4.4. This does not mean that by-laws cannot be enforced against disadvantaged individuals. Rather, equity is a principle of fairness in By-law Enforcement Staff discretion to decide whether and how to enforce Town by-laws.

***Consistent Enforcement***

6.4.5. Consistency is also an important part of a fair By-law Enforcement process and in the application of determinative principles and standards. Similar cases will be treated in a similar matter by following a generally consistent approach to by-law enforcement.

6.4.6. By-law Enforcement Officers are not required to follow the same approach in every case, however, if they enforce the same by-law differently in similar circumstances, their decisions may appear to be arbitrary. When deciding what action is appropriate an Officer should consider whether there is a compelling reason given the circumstances to deviate from policy and past practice.

6.4.7. When Officers do deviate from policy or practice, they will explain to the individual who is affected. For example, a different enforcement approach may be justified if an individual has a past history of non-compliance, the violation is more severe than other cases, or the circumstances would make enforcement in the usual way unjust.

6.4.8. In addition to this policy, the implementation of internal Standard Operating Procedures and forms is encouraged in support of consistent enforcement.

## **6.5. Making, Receiving and Recording Complaints**

### ***Method of Making a By-law Complaint***

- 6.5.1. All by-law complaints are required to be submitted in writing, and may be submitted by way of a complaint form, by letter, email or an online service request form on the Town website.
- 6.5.2. Notwithstanding Section 6.5.1, verbal complaints will be accepted in matters of serious and immediate health and safety or environmental concerns, and where all necessary information is provided as requested. Written confirmation of this complaint may be required afterward.
- 6.5.3. Complainants will be required to provide their full name, their address, their preferred method of contact and contact information, a brief description of the nature of their complaint, and the location where the alleged by-law contravention is occurring.
- 6.5.4. All complaints shall be processed in order of priority following the Council approved Service Level Matrix attached as an Appendix to this policy.

### ***Receiving and Responding to a By-law Complaint***

- 6.5.5. Staff will acknowledge the receipt of a valid by-law complaint to the complainant within 2-two - three business days, in accordance with the Customer Service Standards Policy and established Department Service Level. The primary method of ongoing communication will be the customer portal for online service requests.
- 6.5.6. The complainant will be provided with an overview of the next steps and when to expect a response on the status of their concerns.
- 6.5.7. The complainant will be provided a case number to reference in future correspondences with Staff.
- 6.5.8. Staff will communicate to the complainant that some by-law matters will take a lengthy time before being resolved and may be deemed a civil matter in some instances.
- 6.5.9. Where a complaint relates to a matter that is not within the scope of a Town by-law or Officer jurisdiction, the complainant will be advised of such and directed to the appropriate provincial enforcement agency or private civil litigation, as the case may be.

### ***Recording and Tracking By-law Complaints***

- 6.5.10. Staff shall record the following information in the applicable data tracking system:
  - a) The date the complaint was received;

- b) The location in question;
- c) The complainant's information;
- d) The details of the complaint;
- e) The potential By-law being violated; and
- f) All action and steps to resolve a by-law matter by By-law Enforcement Officers.

6.5.11. Information on the number and type of enforcement complaints received and closed shall be reported to Council on a monthly basis.

6.5.12. Information on the number and type of enforcement methods used (warnings, tickets, orders to comply, etc.) shall be reported to Council on a monthly basis.

6.5.13. Any action that would result in Town staff or Town contractors entering onto private lands and expending public monies where the expense is anticipated to exceed \$5,000 shall be reported to Council [through a staff report](#) prior to such action being taken.

6.5.14. Notwithstanding the requirement of Section 6.5.13, where there is not sufficient time to report to a Council meeting and there is risk to life, health, safety or property if action is not taken promptly, Officers may proceed with the approval of the Chief Administrative Officer, Chief Building Official, or Fire Chief as appropriate, and the matter will be reported to Council for information at the earliest opportunity.

#### **6.6. Responding to Frivolous, Repeat or Multiple Complaints**

6.6.1. Repeat complaints on similar issues will be assessed on their merits, even if numerous, to determine the appropriate response and action, if any.

6.6.2. Previous attempts by Officers to address a repeat issue and steps taken will be reviewed.

6.6.3. Where compliance with a potential by-law infraction has been confirmed, further action on a repeat or frivolous complaint may not be acted upon unless new information is provided by the complainant.

6.6.4. Restricted contact to a repeat complainant on the same issue or a frivolous complaint may be considered in accordance with the Town's Reasonable Conduct Policy.

6.6.5. Where multiple complaints are received from different people about the same issue, Officers may assess and determine a response for the complaints as a whole rather than individually. In doing so, however,

Officers must consider any nuances of the different complaints and respond to each issue received from each complainant.

#### **6.7. Communicating Enforcement Decisions**

- 6.7.1. By-law Enforcement Staff will provide a person affected by an enforcement decision with reasons for enforcement that:
- a) describe the concerns that led to the enforcement action and the evidence supporting those concerns;
  - b) set out the by-law section on which the decision is based;
  - c) are clear and easily understood by the person affected by the decision; and
  - d) provide information about options for review or appeal of the decision.

##### ***Notice Given Prior to Enforcement***

- 6.7.2. Personal contact, save and except for parking infraction notices, will be the preferred method of communication prior to any enforcement action.
- 6.7.3. By-law Enforcement Staff will provide reasonable notice prior to taking enforcement action.
- 6.7.4. Notice includes:
- a) an explanation of the relevant by-law and how the person is alleged to have contravened it;
  - b) reasonable time limits for compliance; and
  - c) the potential consequences of failing to respond or comply within the time limits.
- 6.7.5. Officers will not take enforcement action before the expiry of the compliance time limits set out in a notice letter or verbal communication.

##### ***Reasonable Time Limits***

- 6.7.6. Officers are authorized to use discretion to extend a time limit if necessary to achieve compliance, for example, to accommodate an out-of-country resident.
- 6.7.7. Officers should not, however, arbitrarily shorten a time limit, except in extraordinary circumstances, and not before attempting to communicate with the resident.
- 6.7.8. Officers shall be available if the resident has questions or wants to request an extension. These extension requests should be made in writing, acknowledging the matter and outlining why the request is being made.

##### ***Notice of Potential Consequences***

6.7.9. When giving a Notice of Violation, Officers will advise the recipient in writing and/or verbally of the potential consequences of not complying with a by-law. For example, certain by-laws allow Officers to enter a person's property and clean it up at the owner's expense. The cost of the clean-up is then added to the property taxes if it is not paid within a specified period.

6.7.10. Prior to taking the above measures, Officers will follow a fair process by providing notice that explains any steps they are prepared to take if the owner does not comply.

#### **6.8. Complaint Priorities: Service Level Matrix**

6.8.1. To ensure adequate resources to investigate all complaints, a Service Level Matrix will assist Officers to prioritize the level of service for each Town by-law and required legislation. The Matrix is designed to aid the Officers in their exercise of discretion.

6.8.2. The desired level of service has been assigned a corresponding service level category of legislative, proactive, patrol and reactive, as defined in this policy.

6.8.3. The Service Level Matrix is attached as Appendix A.

6.8.4. The Service Level Matrix appended to this policy will be reviewed by Senior Management on an annual basis, with recommended changes, if any, provided to Council for approval. The Matrix may also be updated from time to time by Council as Council makes by-law service change decisions including, but not limited to, increasing or reducing enforcement staff and adding or removing enforcement by-laws.

#### ***Assigning Priority Levels***

6.8.5. When assessing the priority level of a by-law violation, Officers will consider such matters as:

- a) potential risk to public health and/or safety;
- b) magnitude, nature and duration of the contravention;
- c) history of non-compliance on the property or by the contravener;
- d) potential short and long term, impact on a structure, property, the community, and the environment;
- e) potential for setting a precedent;
- f) resources available to resolve the matter;
- g) potential costs associated with enforcement action; and
- h) the likelihood of obtaining the desired results.

#### ***High Priority Violations***

6.8.6. Action on High Priority Violations may be initiated on a proactive, reactive, or patrol basis. Upon becoming aware of a High Priority Violation, Officers

should begin steps to address the infraction as soon as reasonably possible.

6.8.7. Some examples of High Priority Violations include, but are not limited to:

- a) Unsafe dwellings (i.e. either structural or from a health and safety perspective);
- b) Issues of inadequate entering/exiting from residential units in multi-unit dwellings, including inadequate or unsafe hand railings and balustrades on stairways;
- c) Blocked, locked or inadequately signed fire exits;
- d) Lack of or non-operative smoke detectors;
- e) Abandoned refrigerators or trunks located outside with operative latches;
- f) Failure to adequately fence an outdoor pool;
- g) Unsafe building/structures which could collapse or from which parts of the building could become dislodged causing injury;
- h) Signs which block visibility around points of entering/exiting to a public street or sidewalk;
- i) Dogs running at large on public highway;
- j) Cars parked blocking fire routes and disabled parking spaces;
- k) Prohibited burning;
- l) Other property standards issues that have public health and safety or property damage implications, where a risk to humans or human use, health or activity exists.

***Medium Priority Violations***

6.8.8. Action on Medium Priority Violations will primarily be initiated on a reactive basis, but may also be initiated by staff on a proactive basis.

6.8.9. Some examples of Medium Priority Violations include, but are not limited to:

- a) Zoning violations;
- b) Unsafe electrical or plumbing conditions which could pose a health and safety concern;
- c) Decrepit or shabby buildings which do not pose immediate threat to public health and safety, but which pose risk of serious deterioration if not attended to, or which are visually obtrusive;
- d) A property with extensive rubbish or clutter;
- e) Outside storage of inoperative vehicles;
- f) Abandoned or unsafe buildings which are not secure from unauthorized entry;
- g) Significantly altering natural or engineered drainage patterns;
- h) Cars parked in breach of parking by-law;
- i) Minor yard waste/garbage issues where potential vermin problems may develop.

### **Low Priority Violations**

6.8.10. Action on Low Priority Violations will be initiated only on a reactive basis.

6.8.11. Some examples of Medium Priority Violations include, but are not limited to:

- a) Grass cutting or weed violations;
- b) Maintenance of fences, accessory buildings (i.e. sheds or garage) and structures;
- c) Nonconformity of the Town's sign by-law where structural or sight-line issues do not exist;
- d) Inadequate finishing or leveling of a site where significant off-site drainage issues do not exist;
- e) Yard waste/garbage issues;
- f) Noise violations;
- g) Altering a heritage building without obtaining necessary approvals;
- h) Other minor property standards or yard maintenance issues that do not have health, life, safety or property damage implications that pose a risk to humans, and tend to not have significant off-site implications.

### **6.9. External Influence and Interference**

[6.9.1](#) No Town employee or Member of Council shall attempt directly or indirectly to influence any Officer or employee working within an enforcement area in the administration of their duties. Interference or undue influence is in contravention of the respective codes of conduct for Staff and Council. This policy is not intended to prevent or limit the ability of Members of Council or any other person to request information about the enforcement departments or their policies or procedures.

[6.9.2](#) For greater clarity, Town employees and Members of Council retain the right to submit their own enforcement requests as private citizens. These requests shall be prioritized and responded to in the same manner as similar complaints filed by any other resident, and Town employees and Members of Council shall not be entitled to a higher level of information about the enforcement status or actions being taken.

[6.9.3](#) In order to avoid any real or perceived conflict of interest, where either the complainant or person alleged to be in contravention of the by-law is a close friend or family member of an Officer, the Officer shall advise their supervisor of the potential conflict and if feasible, the case shall be assigned to a different Officer.

### **6.10. Complaints Against Town Staff or Elected Officials**

Any by-law enforcement complaints filed against members of Town Council or an employee of the Town with respect to an alleged by-law infraction shall be treated in the same manner as all other complaints. Care shall be given to

ensure that all records in relation to a complaint against a member of Council or a Town employee remain confidential.

#### **6.11. Other Enforcement**

6.11.1. In addition to municipal law enforcement options by the Town, complainants also have independent legal rights, which may be explored and pursued by said persons.

6.11.2. The Ontario Provincial Police are responsible for emergency situations and should be contacted to deal with issues, including but not limited to loitering, trespassing, neighbour or domestic disputes, possible drug activity, vandalism or other criminal activity.

#### **7. Review Schedule**

7.1. This Policy will be reviewed at least once every Council term. The Clerk, or other Senior Management responsible for enforcement services may bring forward recommended revisions to this policy on an as-needed basis.

#### **8. Related Documents**

- Customer Service Standards Policy
- Respectful Conduct Policy
- *Municipal Act*
- *Municipal Freedom of Information and Protection of Privacy Act*

#### **Appendices**

- Appendix A – By-law Service Matrix
- Appendix B – By-law Enforcement Seasonal Priorities

#### **Revision History**

Date	Number	Description
February 10, 2009	PO-2009-01	Initial policy adoption
February 13, 2018	PO-2009-01	Add response timelines; clarify role responsibility between building and by-law departments
July 25, 2023	LS-2023-01	Update policy layout; expand principles; add service levels matrix
March 25, 2025	LS-2023-01	Update service levels matrix; add seasonal priorities calendar
<a href="#">Spring 2026</a>	<a href="#">LS-2023-01</a>	<a href="#">Add Encroachments By-law to matrix, minor language amendments</a>

Appendix A - By-law Enforcement Service Level Matrix

By-law Short Title	Infraction	By-law Number	Service Level				Priority	Enforced By
			Legislative	Patrol	Proactive	Reactive		
Bicycles/Skateboards (Downtown)		1999-0026				●	Low	BE
Building	Construct / demolish contrary to Code	2009-0009	●	●	●	●	High	BD
<i>Building Code Act, 1992</i>		N/A	●	●	●	●	High	BD
Cannabis Production Facilities		2020-0025			●	●	Medium	BD
Cemetery	Inappropriate conduct; vandalism	2025-0018				●	Medium	BE
Dog Control	Running at large; dangerous dog	2024-0055		●		●	High	AC
Dog Control	Dog / kennel licensing	2024-0055			●	●	Medium	AC, BE
Dog Control	Barking; pet waste	2024-0055				●	Low	AC, BE
<i>Dog Owners Liability Act (DOLA)</i>		N/A				●	High	AC
Driveway Entrance Permit		2021-0025				●	Low	BE, DS
Encroachments	Causing safety / operations issues	2025-0051		●	●	●	High	BE
Encroachments	Contrary to by-law	2025-0051				●	Low	BE
Exotic Animals		2023-0009			●	●	Medium	BE
Feeding of Wildlife		2021-0009				●	Low	BE
<i>Fire Protection and Prevention Act</i>		N/A	●	●	●	●	High	FD
Firearms		2013-0048			●	●	Medium	BE, OPP
Fireworks		2006-0016				●	Low	FD
Garbage		2006-0014				●	Low	BE
Grass Cutting		2000-0066			●	●	Low	BE
Half Loads		2023-0087				●	Low	OPP, MTO
Littering (Public Property)		2013-0055			●	●	Medium	BE
Loitering		2019-0025				●	Low	BE, OPP
Noise		2023-0043				●	Medium	BE, OPP
Off-Road Vehicles		2022-0062			●	●	Medium	OPP
Open Air Burning		2019-0021			●	●	High	FD
Outdoor Restaurant Patios		2004-0038				●	Low	BD, BE
Parking	Fire routes; accessible spaces	2014-0062		●	●	●	High	BE, FD
Parking	Downtown; municipal lots; night patrol <sup>1</sup>	2014-0062		●	●	●	Medium	BE, DS <sup>1</sup>
Parking	All other parking infractions	2014-0062		●	●	●	Low	BE
Parks and Public Spaces	Encampment protocol	2024-0064		●	●	●	High	BE
Parks and Public Spaces	All other infractions	2024-0064				●	Low	BE
Pool Fence		2010-0049			●	●	High	BD
Property Standards	Major safety violations	2010-0050		●	●	●	High	BD
Property Standards	Minor safety violations	2010-0050			●	●	Medium	BD
Property Standards	Cosmetic violations	2010-0050				●	Low	BD
<i>Residential Tenancies Act</i>	Prescribed property standards	N/A	●			●	Medium	BD
Refreshment Vehicle Licensing		2023-0066				●	Low	BE, BD, FD
Sewer Use		2012-0039				●	High	BE, DS
Signs	Obstructing sight lines; safety violation	2011-0042		●	●	●	High	BD
Signs	Contrary to by-law	2011-0042				●	Low	BD
Signs, Election		2022-0008				●	Low	BE
Smoking	No smoking; workplaces, public places	2003-0005			●	●	Low	PH, BE
Taxi		2011-0006			●	●	Medium	BE
Yard Maintenance	Extensive; potential health impacts	2004-0031			●	●	Medium	BE
Yard Maintenance	Primarily cosmetic	2004-0031			●	●	Low	BE
Zoning		2002-0022			●	●	Medium	BD

**Enforcement Service Level**

Legislative: Duty of enforcement is imposed by provincial statute; external standards apply  
 Patrol: Periodic / routine patrols through all or parts of Greater Napanee to seek out violations  
 Proactive: If violation is observed during course of Officer duties, Officer may seek to correct the violation  
 Reactive: Investigation initiated based on complaints received

**Enforcement Priority Level**

High: Highly likely to cause health / safety issues to the public  
 Medium: Potential to cause health / safety issues to the public; potential to negatively impact community, environment, quality of life  
 Low: Unlikely to cause health / safety issues to the public; unlikely to cause negative impact to community or environment

AC - Animal Control  
 BD - Building Department  
 BE - By-law Enforcement  
 FD - Fire Department  
 OPP - Police  
 PH - Public Health  
 DS - Department Staff

### Appendix B – By-law Enforcement Seasonal Priorities

While the Service Level Matrix in Appendix A provides the baseline service standard and resource allocation for by-law enforcement priorities, when resources permit the department will target a temporary higher service level in accordance with the below seasonal calendar. This enforcement effort will include a temporary increase to patrol level enforcement, where possible, in conjunction with targeted public education campaigns.



		X	X	X	X
<b>Parking</b>	Winter Parking Rules and Regulations	X			X
	Boat Launch – Seasonal Parking Regulations		X	X	
<b>Animals</b>	Dog Licencing		X		X
	Kennel Licensing				X
<b>Yards</b>	Grass Cutting			X	
	General Yards		X		
	Garbage			X	

# Staff Report



**To:** Mayor Richardson and Members of Council  
**Meeting Date:** June 23, 2026  
**Date Council Decision Required:**  
**Prepared By:** Hollie Knapp-Fisher, Jessica Walters, Matthew Grant, , Executive Services  
**Presented By:** Jessica Walters, , Executive Services  
**Subject:** Executive Services - Activity Report - June 2026  
**Report Number:** SR-1366-2026

## Staff Recommendation:

That Council receive for information the Executive Services Activity Report for June 2026.

## Background Information and Discussion:

### Department Highlights

#### CAO's Office

- 1388 Bridge Street injunction enforcement preparation
- Review of new primary health care funding and impact on Town investments on the Napanee Health Home
- Employee engagement survey – engagement project identification and scoping
- Mandate letter review

#### Human Resources

- Temporary Customer Service position has been filled
- Temporary Accounts Administrator posting has been filled

#### Legislative Services

- Service levels were presented at the June 17 special meeting
- Currently seeking proposals for contracted property enforcement cleanup work – submission deadline is July 6
- Cemetery transactions from April 15 to June 16 are as follows:
  - Riverview Cemetery had:
    - Niche sales - 8
    - 1 Casket burials
    - 12 in-ground urn burials
    - 5 niche inurnments
    - 4 Monument Requests
    - Plot Transfers - 2
  - Riverside Cemetery had:

- Niche sales - 3
  - 0 Casket burials
  - 7 in-ground urn burials
  - 1 niche inurnments
  - 9 Monument Requests
  - Plot Transfers - 2
- Roblin Cemetery:
    - Niche sales - 2
    - 0 Casket burials
    - 1 in-ground urn burials
    - 1 niche inurnments
    - 2 Monument Requests
    - Plot Transfers - 0

### 2026 Municipal Election

- Key Upcoming Dates:
  - August 12, 2026 – deadline to update voter registration and mailing address information online with Elections Ontario at [www.registertovoteon.ca](http://www.registertovoteon.ca)
  - August 21, 2026 at 2:00 p.m. - deadline for candidates to file nominations, as well as change or withdraw nominations
- Voting Dates:
  - In person voting assistance and voter registration will be available at:
    - 99 Advance Ave from 9:00 to 4:00 on Friday October 16 and Monday, October 19 through Friday October 23, plus on Saturday, October 24 from 10:00 to 2:00
    - Roblin Hall on Tuesday, October 20 from 3:00 p.m. to 6:00 p.m.
    - South Fredericksburgh Hall on Thursday, October 22 from 3:00 p.m. to 6:00 p.m.
    - Best & Bash Arena from 10:00 a.m. to 8:00 p.m. on Monday, October 26
- An unofficial list of candidates is being posted to [www.greaternapanee.com/elections](http://www.greaternapanee.com/elections) as Nomination Forms are filed. A certified list will be provided after nominations close.

### **Access E11 Case Notes**

There were 119 E11 cases created for By-law Enforcement in the month of May, up from 92 cases in the month of April. Of the cases opened in May, 54 were still in progress as of June 16, 2026 and 65 have been closed. 35 cases were initiated by By-law staff while out on patrol, 4 were initiated by other Town departments, 2 were initiated by local partner agencies, and the remaining 78 were initiated directly by residents through the E11 portal, other requests to the Town, or requests submitted directly to our dog control contractor.

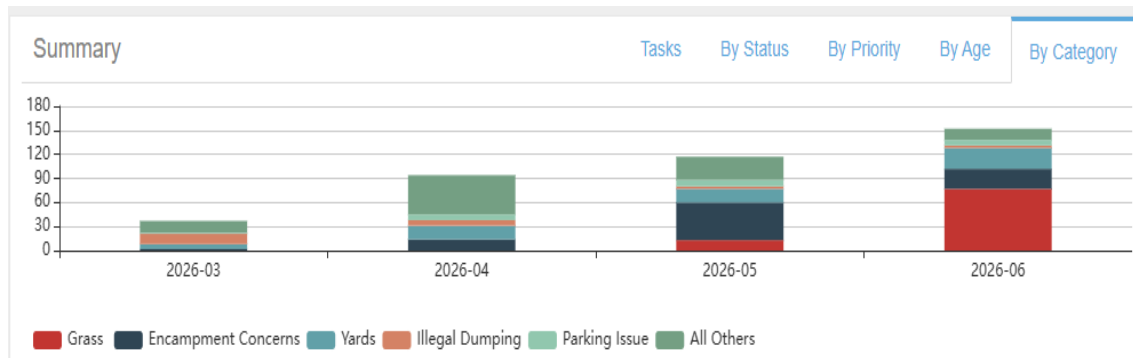
- 4 cases were closed as referred to another jurisdiction
- 7 cases were closed as unactionable, as on investigation no by-law violation was occurring or applicable, or a request for evidence to support the request was not responded to.

The most frequent case types for the month were Encampments (47) and Yards (20).

As of June 16, there are currently 229 open E11 cases for the By-law Department. Of these:

- 80 have been opened in the past week
- 85 have been opened in the past month
- 61 have been opened in the past six months
- 7 have been open for more than 6 months

Below is a summary of the case volume by category of new cases opened for the last four months, as at June 16



Matthew Grant, CAO  
Christina Reeve, Deputy Clerk

Approved - 18 Jun 2026  
Approved - 18 Jun 2026

# Staff Report



**To:** Mayor Richardson and Members of Council  
**Meeting Date:** June 23, 2026  
**Date Council Decision Required:**  
**Prepared By:** David Nanton, Jeff Cuthill, Kristie Kelly, Michael Nobes, Richard Philips, , Growth & Infrastructure Services  
**Presented By:** Michael Nobes, , Growth & Infrastructure Services  
**Subject:** Growth & Infrastructure - Activity Report  
**Report Number:** SR-1371-2026

## Staff Recommendation:

That Council receive for information the Growth & Infrastructure - Activity Report.

## Background Information and Discussion:

### Building Updates:

- **Atura BESS Phase II:** this project was awarded by the IESO for a contract capacity of 300MW. The commitment from Atura to the Town was a Community Benefits Fund contribution at a rate of \$2,000/MW of contract capacity resulting in \$600,000 annual community benefits plus \$100,000/year between contract award and commercial operation. Commercial operation is anticipated 2029/2030 for this Bess Phase II project. This community funding will be in addition to the existing \$100,000/year from Atura (which will expire in 2034) and the soon to be realized \$400,000/year for the Atura gas turbine expansion which is slated for commercial operation late 2027/early 2028 (this is a 12 year contract from the IESO with potential for extensions whereby the community benefits contributions would also be extended beyond the 12 year initial contract duration).
- **Atura Natural Gas Expansion** - generator and gas turbine will be moved to the site along Highway 33 in two separate deliveries in the evening hours (10pm). The generator will arrive June 23rd and the turbine on July 2nd.
- **150 Heritage Park Drive Apartment** – the second of two 29-unit apartment buildings continues with interior fit-up underway and completion is anticipated this summer.
- **Hilton Hotel** – the building envelope is complete and exterior painting nearly finished. Interior outfitting with mechanical components (plumbing, electrical, HVAC) continues to progress.
- **Goodyear Expansion** – Occupancy of the entire building is anticipated for August this year. Works continue to progress towards project completion. Staff have completed a preliminary walk-through ahead of occupancy to align with Goodyear and the General Contractor regarding permit close out procedures.
- **J.J. O’Neill Expansion** – partial occupancy for the addition has been granted to allow commissioning works and relocation of classroom supplies. The existing school will be vacated and the renovations within the existing school will take place throughout the summer months.

**Corporate Capital Asset/GIS Updates:**

- Developed and published a Municipal Election "Find My Ward" mobile web mapping application for the Town website, enabling residents to confirm their ward ahead of the upcoming municipal election.
- Developed a companion "Where Can My Election Sign Go" web mapping application to assist candidates and residents in complying with the Town of Greater Napanee Sign By-law during the election period.
- Created and published a Hydrant Flushing web mapping application allowing residents to identify scheduled flushing weeks within urban service areas and the Sandhurst Shores area.
- Ongoing development of a digital reporting dashboard to support Council reporting requirements related to E11 citizen service requests.
- Completed installation of Geotab dash cameras on Fire Services first-out apparatus, enhancing fleet safety, incident documentation, and liability protection.
- Executed the Hudson Energy procurement agreement and applied it to all eligible municipal energy accounts, with projected annual savings of approximately \$85,900 across Hydro One and Union Gas accounts.
- Posted surplus fleet assets identified for replacement to GovDeals for disposal: two Public Works loaders, one Public Works dump truck, one Parks and Facilities mower, and one Parks and Facilities tractor.

**Environmental Services Updates:**

- Hydrant flushing will continue as scheduled into July. Information on our hydrant flushing program can be found [here](#). During hydrant flushing, residents may experience temporary discolouration in their water or reduced pressure. If discolouration occurs, residents are advised to run a cold water tap until the water clears.
- Operations staff continue to undertake routine and preventative maintenance activities across treatment facilities and in ground infrastructure to support reliable service delivery.
- The Napanee Water Pollution Control Plant (WPCP) project remains on schedule and within the approved budget. Structural construction continues to advance steadily, with wall pours nearing completion and preparations underway for leak testing of the tanks. No significant issues or delays have been identified to date.
- The Water and Sewer Rate Study has been awarded to BMI Management Consulting Inc., with preliminary meetings now underway. Recommendations regarding the utility rate structure are anticipated to be presented in conjunction with the 2027 budget.
- Staff continue to work collaboratively with Lennox & Addington County and the Engineering team on the Centre Street/Isabella Street reconstruction design to support readiness for planned 2027 construction.
- Sanitary sewer flushing and CCTV inspection work is scheduled for a section of Centre Street later this month.
- Staff are working through permitting requirements for the replacement of approximately 30 metres of raw watermain along County Road 8 at Little Creek. Construction is anticipated to be completed later this summer or early fall.
- The South Fredericksburgh Waste Disposal Site will begin summer hours on Wednesday, July 8th from 4pm-8pm.
- The call centre for curbside collection inquiries and service-related issues related to garbage collection is now active, with no notable concerns identified to date.

**Planning Updates:**

- The final draft of the Town's updated Official Plan is now available for review on the Town's website, and is slated to be brought to the July 28th, 2026 Council meeting for consideration for local adoption.

- Digital service enhancement: Town staff are working to prepare a public web viewer that will allow residents and stakeholders to review zoning information for properties within the municipality.
- The zoning and planning web viewer is targeted to be available through the Town's website this summer.

**Public Works Updates:**

- First round of dust suppressant has been applied on all of the granular roads in within the municipality during the first couple weeks of June.
- Roadside mowing is well underway on all municipal roads.
- Asphalt padding has been completed on all Municipal roads identified for single surface treatment in 2026. These roads will be scheduled with Greenwood Paving to receive surface treatment in the month of July, as the asphalt needs to be placed one month prior to applying the surface treatment.
- The road construction on the identified portions of Beechwood Road are well underway. The existing surface was pulverized during the week of June 15th, with granular application scheduled for the week of June 23rd, and surface application scheduled for the following week.
- Crews are also well underway with road preparations on Homestead Road, and should be in good shape for surface application to be completed in July.
- Guard rail spraying was completed the week of June 8th.
- Crews have also been working at correcting some drainage issues and storm main repairs throughout various parts of the municipality including Richmond Blvd, Hessford St, and Napier St.).
- Noxious weed spray program has begun the week of June 15th.
- The new rubber tire excavator is anticipated for delivery the week of June 23rd.

**Town Land Sale Updates:**

- The former Suddard Subdivision landholding (15.5ac) is listed for sale on the open market at a price of \$1,995,000. An offer was received and reviewed by Council in closed session on June 9th and direction was provided to staff.
- The lands at the south limit of Sarah Street (east of 47 Sarah Street) remain listed for sale on the open market. The lands are listed at \$199,900. No offers to purchase have been received to date. Staff will bring forward any offers received to Council for consideration as they are received.
- Cherrywood Parkway lands remain on the market. No offers to purchase have been received to date. Staff will bring forward any offers received to Council for consideration as they are received.
- Staff are preparing to list the property that Habitat for Humanity had expressed interest in. The lands are located north of the apartment building at 144 Heritage Park Drive.
- 12 Market Square retrofitting of the interior of the building is underway to accommodate the new use (walk-in clinic and pharmacy).

Michael Nobes, General Manager - Growth & Infrastructure  
 Jessica Walters, Clerk  
 Matthew Grant, CAO  
 Christina Reeve, Deputy Clerk

Approved - 17 Jun 2026  
 Approved - 18 Jun 2026  
 Approved - 18 Jun 2026  
 Approved - 18 Jun 2026

# Staff Report



**To:** Mayor Richardson and Members of Council  
**Meeting Date:** June 23, 2026  
**Date Council Decision Required:**  
**Prepared By:** Chris Brown, Director of Parks, Recreation & Culture,  
Parks, Recreation & Culture  
**Presented By:** Chris Brown, Director of Parks, Recreation & Culture,  
Parks, Recreation & Culture  
**Subject:** Parks, Recreation, & Culture - Activity Report  
**Report Number:** SR-1382-2026

## Staff Recommendation:

That Council receive for information Parks, Recreation, & Culture - Activity Report.

## Background Information and Discussion:

### Parks, Recreation & Culture

- Centre St. Dock Repair
  - Staff have received a notice of permission granted under Ontario Regulation 41/24 from Quinte Conservation to complete the necessary repair work at the dock between our Centre St. boat launch and the Waterfront restaurant. Staff have also received approval from the MNR and they had no objections so we can proceed.  
Staff couldn't schedule the contractor to complete this work until these permissions were received because we didn't know how long it would take. Staff have been in communication with the contractor, and they have scheduled the work for the 3rd week of July, which is the earliest they can do it. They have assured us that if anything changes to allow them to do it sooner, they will.
- Downtown Beautification
  - Planters for Downtown are now on display. Public Works staff delivered them to the downtown core on Monday, June 15th.
  - Downtown hanging flower baskets are in place. Staff will also install the bridge baskets along the Centre St. bridge and the Hwy #2 curved bridge near the entrance to Springside Park the week of June 15th..
  - The Horticulture students will be watering 6 days per week. The watering schedule includes the downtown flowers, CIB volunteer gardens and flower beds, and gardens at Municipal facilities and parks.
  - The Town Hall raised garden boxes located near the front steps will be planted on the week of June 15th.
  - In the final week of June, staff will install the Canada banners ahead of Canada Day.

- Music by the River youth event was cancelled on June 14th due to the inclement weather. Next events are scheduled for July 12th and August 9th. Performances take place from 1-4pm at Conservation Park, under the pavilion.
- Outdoor Movie Nights:
  - June 19th– Sponsored by Boralex. Featured film is “Brother Bear”.
  - July 17th– Sponsored by Kinsmen Club of Napanee. Movie to be determined by Facebook poll.
  - August 21st– Paid from 2025 (rain out)
- Canada Day Plans are ongoing. Activities include:
  - Firefighters Pancake Breakfast
  - Napanee Valley Cruisers Show N’ Shine Car Show
  - Evening Family Activities
  - Additional funding was secured through Celebrate Canada (soccer specific) in the amount of \$2,000. Greater Napanee Soccer Club will be hosting soccer related activities throughout the day. Timing to be determined.
- Community Event applications received:
  - Block Party Kick-Off in the Market Square on Friday, July 17th from 5-9pm. Staff report for approval presented on June 23rd.
- Renewals and requests for ice advertisements are being accepted by staff for the 2026/2027 hockey/skating season. Ice advertising is available on both rinks. A Goodyear rink scoreboard ad is also available.
- Lacrosse and Ball Hockey lines have been painted on the Home Hardware dry floor to support additional recreational opportunities as demand grows.
- Winter 2026/2027 Ice Schedules are being prepared. Requests are being reviewed and meetings with all 4 core organizations (Crunch, Stars, Raiders, Skating Club) have taken place. Staff are navigating the potential changes from last season and will finalize seasonal contracts by the end of June.
- Softball Napanee will host the U17 Elimination Tournament at the Napanee Fairgrounds on June 26-28th weekend.
- June Ball Diamond Rentals Report:
  - Richard Dickson FG#1 – 100 hours booked
  - Robert Paul FG#2 – 93 hours booked
  - North Fred #1 – 66 hours booked
  - North Fred #2 – 56.5 hours booked
  - North Fred #3 – 26.5 hours booked
  - Selby – 64.5 hours booked
  - Roblin – 64.5 hours booked
  - Eddie Gallagher (Dorland) – 20 hours booked
- June Soccer Field Rentals Report:
  - Best and Bash South Field – 12 hours booked
  - King Street – 22 hours booked
  - Kinsmen – 24 hours booked
  - North Fred (Full field) – 22 hours booked
  - North Fred (U6 Area) – 6 hours booked
  - South Fred #1 – 17.5 hours booked
  - South Fred #2 – 15.5 hours booked
  - South Fred #3 – 14 hours booked

- Best and Bash North Field – 12 hours booked
- 99 Advance Ave. – 48 hours booked
- Parks and Facility Maintenance activities and tasks:
  - Annual comprehensive playground inspections have been completed by Playscape Inspections. Staff will supplement the annual inspections with monthly internal inspections by certified staff.
  - Park washroom buildings are open at Fairgrounds Ball Complex, North Fred Sports Complex, and Rotary Park.
  - Ball diamond grooming and maintenance.
  - Playground maintenance.
  - Grass cutting and trimming at all parks, properties, green spaces, and sports fields.
  - Accessible door upgrades at Best and Bash Arena are nearing completion. Accessible buttons and door operators were installed on 5 internal doors throughout the facility.
  - Replaced ball lights and ballast at the Fairgrounds Ball Complex.
- The Splash Pad at Rotary Park is now open. The Splash Pad runs from June - September, 9:00 am - 7:00 pm all summer long and is activated by a button located behind the big flower on the pad.

**Cemetery Grounds Maintenance**

- Brush and tree clearing on the north side of Riverside Cemetery in preparation for the work to develop the in-town trail loop.
- Removal of a large hazardous ash tree from St. Paul’s Cemetery.
- 3 monument restorations with new foundations at Riverview Cemetery.
- 3 monument restorations with new foundations at Riverside Cemetery.
- Brush hog rental scheduled for week of June 22nd for Spookhorn Cemetery and Helen Hutchison Nature Reserve. The equipment will also be utilized in various green spaces across town where needed.
- Storm cleanup from recent windstorms completed at Riverside and Riverview Cemetery.
- 3 new trees planted at Riverside Cemetery.
- 1 new tree planted at Riverview Cemetery.

Bar Services Summary:

Date	Event	Location	Expenses	Revenue	Surplus/Deficit
June 6th	Jack n’ Jill	Selby Community Hall	\$918.45	\$1,460.00	\$541.55
June 6th	60th Birthday Party	Best and Bash Arena Banquet Hall	\$536.40	\$849.00	\$312.60

Matthew Grant, CAO  
Christina Reeve, Deputy Clerk

Approved - 18 Jun 2026  
Approved - 18 Jun 2026

# Staff Report



**To:** Mayor Richardson and Members of Council  
**Meeting Date:** June 23, 2026  
**Date Council Decision Required:**  
**Prepared By:** Ellen Hamel, Treasurer, Financial & IT Services  
**Presented By:** Ellen Hamel, Treasurer, Financial & IT Services  
**Subject:** Financial & IT Services - Activity Report - June 2026  
**Report Number:** SR-1384-2026

## Staff Recommendation:

That Council receive for information Financial & IT Services June 2026 Activity Report.

## Background Information and Discussion:

### Financial Services:

- Application to Infrastructure Ontario to support the Wastewater Control Plant project has verbally be approved, formal agreement to follow
- 2025 Audit preparation well underway with the year end audit scheduled for July 2026
- Final Tax Bills issued, installments due June 26th and September 25th
- Contract Customer Service Representative position filled - welcome Lily Dubeau
- MAT Implementation underway with accommodation providers, bylaw effective July 1, 2026
- Fire Arbitration planning and mediation meetings

### Procurement:

- Closed Tenders:
  - 26-07 - Supply And Delivery Of Winter Sand
- Open Tenders:
  - 06-06 - Consulting Engineering Servicer to Repair the Lake Ontario Pumping Station

### Grants:

- Application Planning:
  - 2026/27 Mental Health Supports for Public Safety Personnel Grant Program
  - Safe Community First Responder Program - Enridge Inc.
  - Firehouse Subs Public Safety Foundation of Canada
  - Fire Fighting Skid Program

### Tax Arrears:

#### June Tax Sale Statistics

# of Properties	19-May-26	17-Jun-26	Difference
2nd Year	85	80	(5)
3rd Year	69	66	

			(3)
Total	154	146	(8)
2nd & 3rd year outstanding	1,131,504.07	1,104,745.66	(26,758.41)
Remaining on repayment plan	5	5	0

**IT Services:**

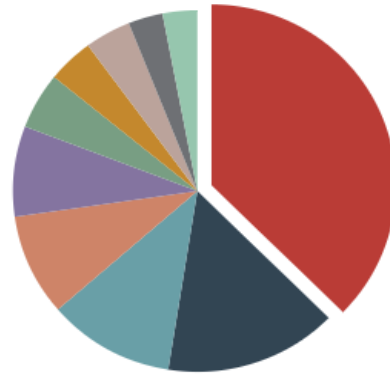
Systems

- Summer student work continues across IT, GIS, and records/data management functions, supporting operational priorities including digitization of paper records and building plans, data entry and validation, and updates to corporate datasets.
- CCTV footage retrieval requests were received and handled as required. Authorized footage was retrieved, exported, and securely delivered for FOI, investigative, and operational purposes in accordance with privacy legislation, retention schedules, and internal approval processes.
- Development and maintenance of the corporate intranet and Copilot-enabled digital workplace continued, including governance improvements, content structure enhancements, and the ongoing development of an internal agent to support search, knowledge access, and staff productivity. An AI assistant has been developed and launched on the platform to assist staff with searches.
- Development of a SharePoint site has commenced to support Council access to bylaws, policies, and related corporate documents. The site is being designed to provide a centralized, structured, and user-friendly repository to improve visibility and ease of use.
- Development of a SharePoint site has commenced to support the tracking and storage of vendor quotes and invoices. The site is being designed to provide a centralized, structured repository to improve visibility, support procurement oversight, and enable more efficient retrieval and reporting of purchasing documentation.
- Continued support and upkeep of corporate IT systems and user operations, including monitoring system health, addressing technical issues, fulfilling service requests, and assisting staff with Microsoft 365, end-user devices, connectivity, and business applications to maintain reliable and consistent service delivery.

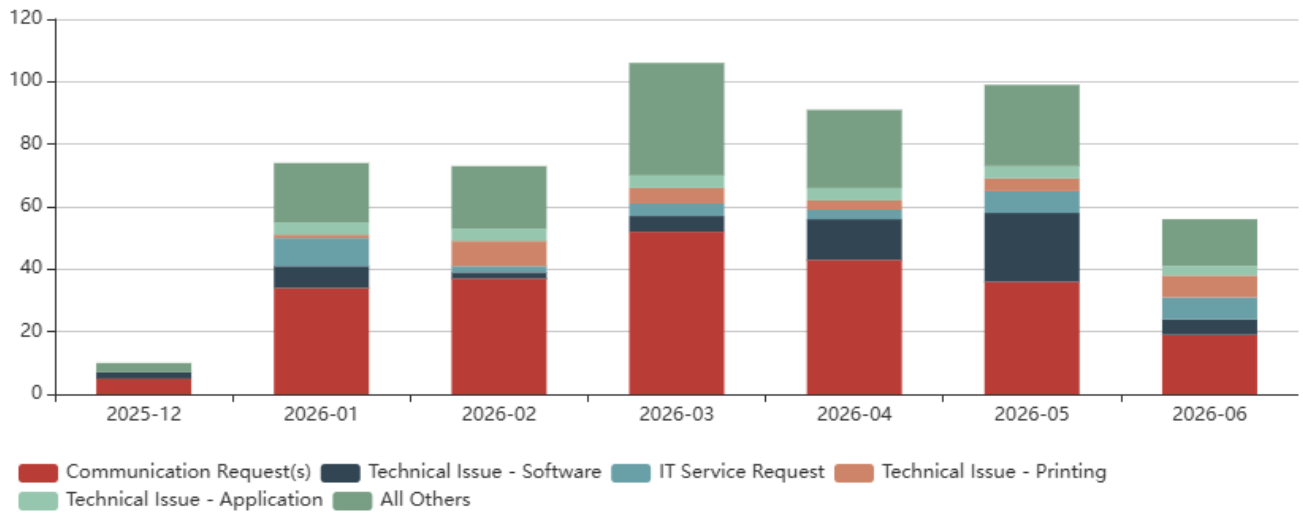
### Cases by Category (Open/Closed)

Last 30 Days ▾

- Communication Request(s) (37)
- Technical Issue - Software (15)
- Staff Onboarding Request (11)
- IT Service Request (9)
- Technical Issue - Printing (8)
- Technical Issue - Application (5)
- GIS - Mapping, Mobile Apps, Surveys, Data Management Requests (4)
- Technical Issue - Cell Phone (4)
- Technical Issue - Hardware (3)
- Mapping (3)



### Case Volume by Category (Open/Closed)



#### Alternative Options and Implications:

N/A


#### Attachments:


[AP5200 - May 2026](#)


[DA Memo - Standard Procurement Over \\$50,000 18JUNE26 - signed](#)


Matthew Grant, CAO  
Christina Reeve, Deputy Clerk


Approved - 18 Jun 2026  
Approved - 18 Jun 2026


CORPORATION OF THE TOWN OF GREATER NAPA		AP5200		Page : 1	
Council Board Report					
Vendor : 1000482534 to ZYCOM				Date Range: 19-May-2026 to 17-Jun-2026	
Fund : 1 General Operating Fund				Sequence by: Supplier Name	
Include all Payment Types : Yes				Fund No. Masked: No	
Vendor Name	Chq./EFT#	Chq./EFT Date	Purpose	Amount Allocated to Fund	
16680739 CANADA INC (SEQUENT TECH)	02449-0001	05-Jun-2026	SEQUENT - INTERNET & TELEPHONE VOTING	8,308.13	
4M PLUMBING & HEATING	02455-0001	12-Jun-2026	327265 - PO 43541 - ARENA, LEAK REPAIR GD	4,460.53	
4M PLUMBING & HEATING	02459-0001	16-Jun-2026	327272 - PO 43712 - ARENA - REPAIR LEAKING	1,213.43	
A.J. STONE COMPANY LTD	02459-0002	16-Jun-2026	0000200536 - PO 43292 - SAFETY BELT, SHUT	641.75	
ACCESS AUTOMOTIVE	02440-0001	19-May-2026	11459 - 19-33 - COMMERCIAL SAFETY EVALU	9,749.38	
ACCESS AUTOMOTIVE	02459-0003	16-Jun-2026	12063 - 21-55 - EVALUATION OF SEVERE VIBR	268.35	
ACKLANDS GRAINGER INC	02449-0002	05-Jun-2026	991356563 - PO 5666 - NOZZLE, 1IN, POLYCAF	528.34	
ACKLANDS GRAINGER INC	02459-0004	16-Jun-2026	9927400805 - PO 43580 - POSITIVE STUD JUM	107.72	
AEBI SCHMIDT CANADA INC/EQUIPEMENTS LOURDS F	02440-0002	19-May-2026	0101210 - PO 43429 - 22-20 2 X BLACK PVC ME	1,471.96	
AEBI SCHMIDT CANADA INC/EQUIPEMENTS LOURDS F	02459-0005	16-Jun-2026	0101662 - PO 43600 - 2 X THROUGH-WALL FIT	547.26	
AGO INDUSTRIES INC	02443-0002	29-May-2026	1230392 - PO 42786 - 4 X COTTON CARGO PA	343.71	
AGO INDUSTRIES INC	02449-0003	05-Jun-2026	1230194 - PO 5668 - 2 X TRAFFIC LONG SLEE	860.21	
AIR LIQUIDE CANADA INC	02440-0003	19-May-2026	80226364 - CYLINDERS X 3 (OXYGEN, BLUE)	1,073.49	
AIR LIQUIDE CANADA INC	02449-0004	05-Jun-2026	80282336 - CYLINDERS X 12 (ACETYLENE, AR	439.71	
AIR LIQUIDE CANADA INC	02459-0006	16-Jun-2026	80397552 - CYLINDERS X 12 - ACETYLENE, AF	453.23	
ALARM SYSTEMS - BELLEVILLE DIVISION	02440-0004	19-May-2026	1533776 - SPLASH PAD - WIRELESS MOTION I	610.20	
ALGONQUIN & LAKESHORE CATHOLIC DISTRICT SCHC	02440-0005	19-May-2026	DAMAGE DEPOSIT RETURN	100.00	
ALGONQUIN & LAKESHORE CATHOLIC DISTRICT SCHC	02455-0002	12-Jun-2026	EDUCATION DEVELOPMENT CHARGE - 1 PEF	696.00	
ALLIANCE ANSWER (DIV. OF JACK FRENCH LTD)	02455-0003	12-Jun-2026	CC21794-060126 - ANSWERING SERVICE 01/0	581.83	
AMAZON.COM.CA ULC	02440-0006	19-May-2026	CA6ABEYBWBZ - PO 42348 - THERMAL LAMIN	41.75	
AMAZON.COM.CA ULC	02455-0004	12-Jun-2026	CA6ABEY8H3I - PO 42342 - ACCT A3NTQ5SI0X	281.28	
AMRIZE CANADA INC (formerly LAFARGE CANADA INC)	02443-0003	29-May-2026	722396344 - LI, 16-0MM, GRANULAR M - 7.6 TC	104.78	
AMRIZE CANADA INC (formerly LAFARGE CANADA INC)	02449-0005	05-Jun-2026	722598380 - LI, 16-0MM, GRANULAR. 15.20 TO	213.84	
AMRIZE CANADA INC (formerly LAFARGE CANADA INC)	02459-0007	16-Jun-2026	722653591 - LI, 16-0MM, GRANULAR M. 61.26T	4,131.18	
ANDERSON EQUIPMENT SALES	02440-0007	19-May-2026	IN68918 - PO 43370 - PARTS CASE	831.02	
ANDERSON EQUIPMENT SALES	02449-0006	05-Jun-2026	IN70122 - PO 43567 - HYDRAULIC OIL, PAINT	600.67	
ANDERSON EQUIPMENT SALES	02455-0005	12-Jun-2026	IN70122-HST - PO 43567 - HST PAYMENT MIS	78.09	
ARCADIS PROFESSIONAL SERVICES (CANADA) INC.	02455-0006	12-Jun-2026	37039568 - PROJECT 30261044 - 5 YEAR OFFI	881.40	
ARMSTRONG'S	02455-0007	12-Jun-2026	652614 - ACCT Z56504 - 310 WATER STREET \	144.62	
Arnold,Ashley	02455-0008	12-Jun-2026	ARNOLD, ASHLEY - EXPENSE CLAIM - JUNE 2	994.63	
BATTLEFIELD EQUIPMENT RENTAL	02440-0008	19-May-2026	23255006 - PO 43148 - RATCHETT STRAP, EAF	3,131.26	
BATTLEFIELD EQUIPMENT RENTAL	02442-0002	25-May-2026	23255361 - PO 42869 - PAINT, INVERTED PINK	444.49	
BATTLEFIELD EQUIPMENT RENTAL	02455-0009	12-Jun-2026	23255986 - PO 43706 - RATCHET STRAPS & T	2,543.14	
BAYVIEW FARMS	26214	29-May-2026	WILDLIFE CLAIM OWDCP-011225 - BAYVIEW F	2,726.62	
BEARCOM CANADA CORP	02440-0009	19-May-2026	6040179 - LANOUR, REPEATER DOWN	497.20	
BELL CANADA	02458-0001	30-May-2026	X000165762260416 - ACCT 613 352 5041(187) -	184.90	
BELL CANADA	02458-0002	30-May-2026	X012182759260323 - ACCT 8455200620017003	175.77	
BELL CANADA	02458-0003	30-May-2026	X014958918260501 - ACCT 545082424 - MONTI	548.05	
BELL CANADA	02458-0004	30-May-2026	X015482509260501 - ACCT 554083298 - MONTI	548.05	
BOB'S PORTABLE TOILET RENTAL	02440-0010	19-May-2026	5173 - SHERMANS POINT LAUNCH	1,141.30	
BOB'S PORTABLE TOILET RENTAL	02459-0008	16-Jun-2026	5292 - JOB SITE ID 73 - SHERMANS POINT BO	1,429.45	
BOBCAT OF KINGSTON (2736958 ONTARIO LTD)	02440-0011	19-May-2026	02-23890 - PO 43379 - 17-81 OIL FILTER, FUEL	217.16	


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Fund : 1 General Operating Fund				Sequence by: Supplier Name	
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Vendor Name	Chq./EFT#	Chq./EFT Date	Purpose	Amount Allocated to Fund	
BRENNTAG CANADA INC	02455-0012	12-Jun-2026	47101633 - PO 5669 - 6 X CHLORINE CYLINDE	6,711.00	
BULLET SIGNS	26226	11-Jun-2026	27572 - 70 X REFLECTIVE PRINTS, 50 X HIGH	3,912.63	
BUNZL CANADA INC	02442-0003	25-May-2026	66507037 - PO 43527 - 3 XPT, 4 X TP, 2 BROWI	583.00	
BUNZL CANADA INC	02449-0007	05-Jun-2026	66507470 - PO 43701 - 4 X CFOLD TOWELS, 1	847.39	
Burke, Stephen	02459-0010	16-Jun-2026	BURKE, STEVE - REIMBURSEMENT - JUNE 20	203.12	
BURKE PRINTING	02442-0004	25-May-2026	41834 - PO 41298 - EP EMBROIDERY	9.04	
BURKE PRINTING	02459-0009	16-Jun-2026	41857 - PO 5589 - 5,000 X MICR STATEMENTS	3,827.31	
CADUCEON ENVIRONMENTAL LAB	02455-0013	12-Jun-2026	I26-008650 - WPCP LABS - 01/05/2026 - 01/31/2	6,131.57	
CADUCEON ENVIRONMENTAL LAB	02459-0011	16-Jun-2026	I26-008652 - ROBLIN FIRE HALL LABS - 01/05/2	30.89	
CALDER, SHEILA	26227	11-Jun-2026	SHEILA'S GREENHOUSE - CIB NAPANEE - 102	696.61	
CAMBium INC	02455-0014	12-Jun-2026	00012148 - PROJECT 02603174-000 - GOODYE	1,695.00	
CAMPERLINO, CLAIRE	26228	11-Jun-2026	CAMPERLINO, CLAIRE - DEPOSIT REFUND - F	1,500.00	
CANADA REVENUE AGENCY	26217	29-May-2026	GARNISHMENT - MAY 2026	391.36	
CANADIAN LINEN & UNIFORM SERVICE CORP.	02440-0012	19-May-2026	5702658339 - 99 ADVANCE AVE - WEEKLY MA	60.86	
CANADIAN LINEN & UNIFORM SERVICE CORP.	02442-0005	25-May-2026	5702661715 - 99 ADVANCE - WEEKLY MAT RE	60.86	
CANADIAN LINEN & UNIFORM SERVICE CORP.	02443-0005	29-May-2026	5702664632 - 99 ADVANCE AVE - WEEKLY MA	60.86	
CANADIAN LINEN & UNIFORM SERVICE CORP.	02449-0008	05-Jun-2026	5702668277 - 99 ADVANCE AVE - WEEKLY MA	61.18	
CANADIAN LINEN & UNIFORM SERVICE CORP.	02455-0015	12-Jun-2026	5702671791 - 99 ADVANCE AVE - WEEKLY MA	61.18	
CANADIAN PACIFIC RAILWAY	02443-0006	29-May-2026	1000-0011176810 - SCHEDULED CROSSING W	731.00	
CANADIAN TIRE #065	26216	29-May-2026	19623 - PO 5591 - HYDRANGEA, PERENEAL, P	548.92	
CANADIAN TIRE #065	26229	11-Jun-2026	19637 - PO 42524 - ICE RIVER 24X50	671.07	
CANNIFTON GARAGE 2000 LTD	02440-0013	19-May-2026	107984 - PO 43366 - 09-12 - FRONT SPRING R	3,428.82	
CANNIFTON GARAGE 2000 LTD	02442-0006	25-May-2026	108028 - PO 43387 - LEAF SPRING, SPRING PI	3,536.57	
CANSEL SURVEY EQUIPMENT INC	02440-0014	19-May-2026	91661673 - JUSTIN MURRAY - CUE PEARPOIN	903.84	
CANSEL SURVEY EQUIPMENT INC	02449-0009	05-Jun-2026	917670660 - CUES PEARPOINT 540 2"/50MM C	903.84	
CARMICHAEL ENGINEERING LTD	02459-0012	16-Jun-2026	BE-2006725 - PO 5586 - WPCP - SUPPLY & INS	2,160.84	
CARQUEST AUTO PARTS	02440-0015	19-May-2026	5291-424580 - PO 43376 - WYPALL, THREAD S	146.24	
CARQUEST AUTO PARTS	02442-0007	25-May-2026	5291-46452 - PO 42783 - PREMIUM ERASER W	220.82	
CARQUEST AUTO PARTS	02443-0007	29-May-2026	5291-426887 - PO 43576 - AIR DOOR ACUATOF	56.39	
CARQUEST AUTO PARTS	02449-0010	05-Jun-2026	5291-425857 - PO 43555 - CODE 7 BLADE MOL	127.72	
CARQUEST AUTO PARTS	02455-0016	12-Jun-2026	5291-423882 - PO 43355 -12-34 - HD NULL, BR/	557.73	
CARQUEST AUTO PARTS	02459-0013	16-Jun-2026	5291-427232 - PO 43582 - 6 X MINI ADD-A-CIRC	432.97	
CAVELO INC	02442-0008	25-May-2026	3150 - CAVELO PLATFORM BUNDLE, DATA HY	8,342.58	
CHIPS CUSTOM MACHINING	02459-0014	16-Jun-2026	360970 - PO 43564 - 40' 2 X 2 ANGLE, ALUMINI	273.63	
CIMCO REFRIGERATION	02440-0016	19-May-2026	91021849 - CUSTOMER NUMBER 104682 - AR	3,145.08	
CIMCO REFRIGERATION	02459-0015	16-Jun-2026	91024908 - CUSTOMER NO 104682 - ARENA - I	3,223.72	
CITY OF KINGSTON - UTILITIES	02442-0009	25-May-2026	IN-0050198 - NETWORK SERVICES - 01/05/202	4,587.80	
CLAC	02443-0008	29-May-2026	CLAC - WFFA - UNION DUES - MAY 2026	2,072.67	
COCA-COLA CANADA BOTTLING LIMITED	02440-0017	19-May-2026	52331469005 - OUTLET # 602260101 - STOCK	915.83	
COGECO CONNEXION INC	02458-0005	30-May-2026	110084536753 - ACCT 50010086911 - 10 PEARL	146.84	
COLLINS COMPANY (3289419 CANADA INC)	02455-0017	12-Jun-2026	3073323 - PO 5674 - 1 X FRONT BRIM HELMET	165.30	
COMMERCIAL DOOR SYSTEMS LTD - A DODDS DOOR	02443-0009	29-May-2026	505261147 - 66 ADVANCE AVE - DOOR JAMMII	869.20	


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Vendor Name	Chq./EFT#	Chq./EFT Date	Purpose	Amount Allocated to Fund	
COMMERCIAL DOOR SYSTEMS LTD - A DODDS DOORS	02459-0016	16-Jun-2026	506861821 - 66 ADVANCE AVE - FRONT EAST	364.43	
CONCRETE PLUS CEMENT FINISHING	02440-0018	19-May-2026	9304 - DISPOSAL BIN PADS, BROOM FINISH	1,808.00	
CONSEIL DES ECOLES PUBLIQUES DE L'EST DE L'ONT	02459-0017	16-Jun-2026	EDUCATION DEVELOPMENT CHARGES - 1 X I	344.00	
CORPORATE INQUIRY SYSTEMS INC	26230	11-Jun-2026	157119 - CRIMINAL RECORD SEARCH, CERTII	698.34	
COUNTY OF LENNOX & ADDINGTON	02459-0018	16-Jun-2026	COUNTY - ENHANCED 911 - Q2 2026	2,462.01	
CUBEX LIMITED	02449-0011	05-Jun-2026	P0936004 - PO 43553 - PAINTED HOSE, CLAMI	1,006.55	
CUBEX LIMITED	02459-0019	16-Jun-2026	P0952104 - PO 43607 - BRUSH MOTOR	882.99	
CUNNINGHAM SWAN CARTY LITTLE & BONHAM LLP	02455-0018	12-Jun-2026	LEGAL SERVICES	3,401.30	
D&D ELECTROCRRAFT LTD	02440-0019	19-May-2026	168846 - PO 5665 - MILWAUKEE RED LITHIUM	127.13	
D&D ELECTROCRRAFT LTD	02443-0010	29-May-2026	169167 - PO 5712 - BRAY 4" CHECK VALVE, UP	5,067.71	
DA-LEE DUST CONTROL LTD.	02459-0020	16-Jun-2026	INV0106632 - 35% LIQUID CALCIUM CHLORIDI	16,082.39	
DANIELLE TERRY	26220	29-May-2026	07012026 - FACEPAINTING, TRAVEL CHARGE	303.97	
DAVIS & DAVIS	02440-0020	19-May-2026	000026224 - PO 43372 - 3"X2" REDUCE BRUSH	431.15	
DAVIS & DAVIS	02442-0010	25-May-2026	0000264438 - PO 43386 - S/H BOLT, PERMATE	44.56	
DAVIS & DAVIS	02449-0012	05-Jun-2026	0000264813 - PO 43560 - UNION VALVE, HOSE	373.75	
DAVIS & DAVIS	02455-0019	12-Jun-2026	0000265674 - PO 5675 - 1X 4" FEMALE CAM CC	88.84	
DAVIS & DAVIS	02459-0021	16-Jun-2026	0000265214 - PO 43581 - 2 X HOSE END	605.04	
DAVIS PLUMBING LTD.	02440-0021	19-May-2026	120830 - PO 43512 - NEW URNINAL SPUD ANC	428.38	
DAVIS PLUMBING LTD.	02443-0011	29-May-2026	120835 - PO 5635 - PLUMBING SERVICE CALL	689.30	
DELL CANADA INC	02443-0012	29-May-2026	1019202699 - PO 42571 - POWER EDGE T160 S	3,987.78	
DICAN INC.	02440-0022	19-May-2026	36373 - APRIL BILLING - SUBSCRIPTION FEES	122.61	
DICAN INC.	02442-0011	25-May-2026	36405 - SUBSCRIPTION & DATA FEES - GEOT,	244.08	
DICAN INC.	02443-0013	29-May-2026	35829 - SUBSCRIPTION & DATA FEES - GEOT,	1,329.28	
DICAN INC.	02449-0013	05-Jun-2026	36402 - SUBSCRIPTION & DATA FEES - APRIL	1,837.50	
DIRECTOR FAMILY RESPONSIBILITY OFFICE	26221	29-May-2026	MAY 2026	387.70	
DOUGLAS,ZACHARY	26231	11-Jun-2026	JCAC PER DIEM - MAY 28 MEETING	158.58	
DOYLE,CONNOR	26218	29-May-2026	REFUND ON TAXES OVERPAYMENT (2025)	813.86	
DRAPER DOORS	02449-0014	05-Jun-2026	36772 - SERVICE CALL, SALT DOME DOOR NC	480.25	
DUNDEE MARINE	02443-0014	29-May-2026	1926 - WORK BOAT & CREW - FOUNTAIN INST	1,356.00	
Dwyer,Michael	02440-0023	19-May-2026	DWYER, MIKE - MEDICAL	150.00	
Dwyer,Michael	02442-0012	25-May-2026	DYWER, MIKE - STAFF BBQ	247.57	
Dwyer,Michael	02455-0020	12-Jun-2026	DWYER, MIKE - DISTRICT 8 ROAD	160.00	
ECS CARES INCORPORATED	26219	29-May-2026	INV-227406 - CONCRETE INSTALLATION KIT, I	5,196.88	
EMCO WATERWORKS	02443-0015	29-May-2026	358263000170 - PO 5632 - 6 T4 36 SS SERV BC	1,020.34	
ENBRIDGE UNION GAS	02445-0001	30-May-2026	910040794282 - 1599 COUNTY RD 41 - NATUR.	19,333.89	
ENTERPRISE FM CANADA INC	02457-0001	20-May-2026	CUSTOMER NO 620666 - LEASES - 22-03, 22-0	4,764.57	
ENTERPRISE RENT-A-CAR COMPANY CANADA	02455-0021	12-Jun-2026	4195953 - RENTAL AGREEMENTS 184872557 (	8,653.96	
EQUIPMENT ONTARIO INC (formerly BOB MARK NEW HI	02459-0022	16-Jun-2026	P01042 - PO 43575 - 1 X GAS STRUT	805.04	
EXTEND COMMUNICATIONS INC	02440-0025	19-May-2026	000040-299-311 - LIRBARAY - ELEVATOR ALAI	158.31	
EXTEND COMMUNICATIONS INC	02459-0023	16-Jun-2026	000040-640-911 - LIBRARY - ELAVATOR ALARI	101.91	
FASTENAL CANADA LTD	02449-0015	05-Jun-2026	ONKIN241953 - PO 42831 - 4 X HOSE END, 27	661.95	
FASTENAL CANADA LTD	02455-0022	12-Jun-2026	ONKIN242266 - PO 42841 - GR 8 ASSORTMEN	125.97	

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Vendor Name	Chq./EFT#	Chq./EFT Date	Purpose	Amount Allocated to Fund	
FIRE MARSHAL'S PUBLIC FIRE SAFETY COUNCIL	02459-0024	16-Jun-2026	IN171503 - PO 43323 - JUNIOR FIRE CHIEF HE	528.25	
FIRESERVICE MANAGEMENT LTD.	02440-0026	19-May-2026	458326 - CONTRACT WASH - 5 X SUIT, 1 X CO	409.06	
FIRESERVICE MANAGEMENT LTD.	02443-0016	29-May-2026	458422 - CONTRACT WASH - 6 X SUIT. 1 X CO	1,260.52	
FLAGS UNLIMITED	02455-0023	12-Jun-2026	AR055984	378.22	
FOTENN CONSULTANTS INC	02455-0024	12-Jun-2026	PLANNING APPLICATION FORMS & INFORMA'	7,864.80	
FRED & BARB SUTCLIFFE	02459-0025	16-Jun-2026	40 - LEASE AGREEMENT - JUNE 2026	5,650.00	
FRONTENAC MUNICIPAL LAW ENFORCEMENT INC	02455-0025	12-Jun-2026	N-AC-2026 - MAY - ANIMAL CONTROL - 01/05/2	5,638.41	
FRONTENAC SEPTIC (1000906160 ONTARIO INC)	02440-0027	19-May-2026	2165 - PO 5711 - SSWTP - PUMP HOLDING TAI	423.75	
GARRETT GRADER RENTAL LTD	02440-0028	19-May-2026	26009 - RENTAL - GRADER	3,542.55	
GDI SERVICES (CANADA) LP	02455-0026	12-Jun-2026	OTTINV323516 - 99 ADVANCE AVE - JANITORI	5,352.96	
Geenevasen,Cole	02440-0029	19-May-2026	GEENEVASEN, COLE - 2026 ROADS SCHOOL	2,094.51	
Geenevasen,Cole	02459-0026	16-Jun-2026	GEENEVASEN, COLE - REIMBURSEMENT - W/	89.40	
GFL ENVIRONMENTAL SERVICES INC.	02455-0027	12-Jun-2026	G90003258079 - PO 5568 - 300 WATER ST - VA	24,935.33	
GHD LIMITED	02459-0027	16-Jun-2026	735-0149048 - PROJECT 11181873 - PROFESS	565.00	
GOA PAVING	26232	11-Jun-2026	417 - ASPHALT, MILLING & PREP - CAMDEN, C	8,921.89	
GOLDSMITH SAW TOOL & KNIFE	02459-0028	16-Jun-2026	2004368 - ICE BLADE SHARPENING X 4	159.33	
Grant,Shawn J	02440-0030	19-May-2026	GRANT, SHAWN - CLOTHING ALLOWANCE	158.15	
Grant,Shawn J	02442-0013	25-May-2026	GRANT, SHAWN - OWWA CONFERENCE	2,126.79	
GRAVELLE,MARTIN	26233	11-Jun-2026	JCAC PER DIEM - MAY 28 MEETING	132.30	
GRAY'S IDA (HAGER'S DRUGSTORE 2011 LTD)	02459-0029	16-Jun-2026	03062026 - PO 5671 - 3 X 4 L DISTILLED WATE	5.97	
GREAT CANADIAN OIL CHANGE	02459-0030	16-Jun-2026	01902-70595 - PO 5277 - 21-47 OIL CHANGE	263.91	
GREATER NAPANEE PROFESSIONAL FIREFIGHTERS A	02443-0017	29-May-2026	GNPFA - UNION DUES - MAY 2026	1,350.00	
HACH SALES & SERVICE CANADA LP	02440-0031	19-May-2026	414928 - PO 5710 - 2100Q PORTABLE TURBIDI	3,557.24	
HACH SALES & SERVICE CANADA LP	02449-0017	05-Jun-2026	417583 - PO 5714 - CHLORINE RGT 10ML, PK/	992.14	
HANNA,JEFF	02442-0014	25-May-2026	HANNA, JEFF - OWWA CONFERENCE	1,476.52	
HANNA,JEFF	02455-0028	12-Jun-2026	HANNA, JEFF - REIMBURSEMENT - JUNE 2026	211.08	
HAY BAY SAND & GRAVEL INC	02440-0032	19-May-2026	20120 - PO 5628 - GRAN "A" 7/8 - TICKET 0318	1,635.28	
HAY BAY SAND & GRAVEL INC	02455-0029	12-Jun-2026	20258 - PO 5640 - SAMPLE HYDRANTS AT WIN	3,230.25	
HAY BAY SAND & GRAVEL INC	02459-0031	16-Jun-2026	20265 - PO 42947 - SCREENED SAND - TICKET	364.71	
Hayes,Devan	02440-0033	19-May-2026	HAYES, DEVAN - ROADS SCHOOL	189.00	
HOLDEN,DALE	26234	11-Jun-2026	HOLDEN, DALE - DAMAGE DEPOSIT RETURN	100.00	
HOPKINS CHITTY LAND SURVEYORS INC	02455-0030	12-Jun-2026	12850 - FILE NO H-00240 - 309 GOODYEAR RD	7,345.00	
HOWIE,CHAD	26235	11-Jun-2026	HOWIE, CHAD - WILDLIFE CLAIM - OWDCP-01	2,556.20	
HUBB CAP	02449-0018	05-Jun-2026	1042680 - PO 42936 - 4 X CULVERT 300MM X 6	8,697.40	
Huffman,Kylie	02442-0015	25-May-2026	HUFFMAN, KYLIE - TRAINING IN KINGSTON	50.66	
HYDRO ONE NETWORKS INC	02447-0001	30-May-2026	200002379093 - 0 HWY 2 - 13/03/2026 - 15/04/20	48,393.71	
IBEW	02443-0019	29-May-2026	IBEW - UNION DUES - MAY 2026	1,276.31	
ICONIX WATERWORKS LP	02440-0034	19-May-2026	C2616026306 - PO 5625 - 3X 4" CAP, 7 X 5" CAI	615.27	
ICONIX WATERWORKS LP	02459-0032	16-Jun-2026	C2616038522 - PO 5631 - 50 X COTTER PINS, 1	1,325.37	
INSIGHT CANADA INC	02455-0031	12-Jun-2026	722727921 - PO 42582 - JABRA EVOLVE HEAD	472.32	
INTACT PUBLIC ENTITIES INC	02459-0033	16-Jun-2026	IN000033077	5,922.90	
IRON MOUNTAIN CANADA CORP.	02442-0016	25-May-2026	KZGS909 - IRON MOUNTAIN - SHREDDING SE	373.85	

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Vendor Name	Chq./EFT#	Chq./EFT Date	Purpose	Amount Allocated to Fund	
IRON MOUNTAIN CANADA CORP.	02455-0032	12-Jun-2026	LHXS999 - CUSTOMER 28CVL - SHREDDING	€	22.54
IRON TRADE WORKS INC	02459-0034	16-Jun-2026	2582 - PO 43275 - 05-62 ANNUAL SAFETY AND		6,445.99
JEMCOR ELEVATING INC	02440-0035	19-May-2026	INV-11305-R2K6 - MC-0001238 - QUARTERLY I		490.10
JENNIFER FEELEY	26239	11-Jun-2026	SOUTH SHORE SWEETS - 250 X CUSTOM SUK		750.00
JEWELL ENGINEERING INC	02455-0033	12-Jun-2026	123815 - PROJECT 180-4263-96 - JIM KIMMETI		2,823.22
JOE JOHNSON EQUIPMENT INC	02449-0019	05-Jun-2026	P49074 - PO 43552 - SECONDARY BRETHER, I		794.11
K.G. REID TRENCHING & CONSTRUCTION LTD.	02440-0036	19-May-2026	49912 - PO 5236 - 284 BARRETT BLVD, HYDRC		2,105.47
KAWARTHA FINANCIAL SERVICES	26222	29-May-2026	MAY 2026		41.22
Kelsey,Derek Scott	02455-0034	12-Jun-2026	KELSEY, DEREK - REIMBURSEMENT - JUNE 2		97.05
KINGSTON COMMUNITY HEALTH CENTRES	02455-0035	12-Jun-2026	GNHH-1025 - GIFTING AGREEMENT - MONTHI		26,123.00
KINGSTON HUMANE SOCIETY	02440-0037	19-May-2026	811408 - MONTHLY POUND SERVICE - 01/04/2		1,583.15
KPMG LLP	02443-0022	29-May-2026	8006616178 - AUDIT OF THE FINANCIAL STATI		51,189.00
LIND,HEIDI	26223	29-May-2026	LIND, HEIDI - HERITAGE PHOTOS		27.12
LOCAL AUTHORITY SERVICES LTD.	02440-0038	19-May-2026	73073572 - PO 42349 - AA BATTERY, 8.5 X 11 F		1,001.92
LOCAL AUTHORITY SERVICES LTD.	02455-0036	12-Jun-2026	73416786 -PO 43652 - NOTEBOOK, ENVELOPE		106.49
MAC & CO ENVIRONMENTAL SOLUTIONS	02440-0039	19-May-2026	36493 - ARENA - MONTHLY GREASE TRAP TR		348.88
MAGNUS 1946 CHEMICALS LTD	02443-0024	29-May-2026	PF00102914 - ARENA - WATER TREATMENT		818.22
MAGNUS 1946 CHEMICALS LTD	02455-0037	12-Jun-2026	PF00121513 - ARENA - WATER TREATMENT A		818.23
MALROZ ENGINEERING INC	02440-0040	19-May-2026	14136 - PROFESSIONAL SERVICES - PLCOR 2		124.30
MALROZ ENGINEERING INC	02455-0038	12-Jun-2026	14181 - PROFESSIONAL SERVICES TO 05/31/2		768.40
MARK MILLIGAN WILDLIFE CONTROL	02440-0041	19-May-2026	1366 - MONTHLY RODENT CONTROL - 7 X SIT		1,005.70
MARK MILLIGAN WILDLIFE CONTROL	02459-0036	16-Jun-2026	1401 - MONTHLY RODENT CONTROL - 7 X SIT		2,197.85
MARK R HALLADAY EMERGENCY SERVICES	02440-0042	19-May-2026	MARK R HALLIDAY - BASIC LIFE SUPPORT, AI		6,780.00
Marrison,Brian	02442-0017	25-May-2026	MARRISON, BRIAN - TERRA HI-VIS RAIN SUIT		933.00
Marrison,Brian	02455-0039	12-Jun-2026	MARRISON, BRIAN - 13 X TERRA HI VIS RAIN :		2,203.50
MARTIN & LEVESQUE	02459-0037	16-Jun-2026	2351278 - 4 X QUILTED VEST, 16 X EMBROIDE		253.68
MAVERICK PEST CONTROL INC	02449-0020	05-Jun-2026	12363 - 1599 CTY RD 41 - MONTHLY PEST COI		67.80
MAVERICK PEST CONTROL INC	02455-0040	12-Jun-2026	12539 - 2456 CTY RD 8 - MONTHLY PEST CON		372.90
MAXIMUM SIGNS	02443-0025	29-May-2026	113763 - PO 42836 - 30X90CM 1170C, NAPIER		322.61
MAXIMUM SIGNS	02459-0038	16-Jun-2026	114046 - PO 42839 - 80X120CM ADOLPHUSTO		3,753.91
MAYO,MARY	26236	11-Jun-2026	JCAC PER DIEM - MAY 28 MEETING		176.10
McGrath,Andrew	02459-0039	16-Jun-2026	MCGRATH, ANDREW - REIMBURSEMENT - JU		67.80
MIKE'S TIRE SERVICE	02442-0018	25-May-2026	46872 - PO 43393 - SERVICE CALL, 12-16.5 PR		573.77
MIKE'S TIRE SERVICE	02459-0040	16-Jun-2026	47169 - PO 43579 - 4 X 11R22.5 HERCULES ST		2,327.80
MILESTONE CREMATION SERVICES INC.	02443-0026	29-May-2026	4203 - SANDBLAST A B C ON EACH COLUMBA		339.00
MINISTER OF FINANCE	26237	11-Jun-2026	392805260947067 - LOCAL SERVICE REALIGN		394,655.66
MORVEN CONSTRUCTION LTD	02449-0021	05-Jun-2026	44530 - TRI-AXLE RENTAL - LEAF & BRUSH CC		6,344.95
MORVEN CONSTRUCTION LTD	02455-0041	12-Jun-2026	44564 - GRANULAR 'A' - 1 LOAD FOB 8188 CTY		203.40
MORVEN CONSTRUCTION LTD	02459-0041	16-Jun-2026	44520 - GRANULAR 'A' - 6 LOADS FOB 8188 CT		1,220.40
MOTOROLA SOLUTIONS CANADA INC	02443-0027	29-May-2026	1521021264 - CUSTOMER NO 3010548998 - SL		76.65
MUNI-QUIP INC	02442-0019	25-May-2026	1041 - PO 43392 - FLOW METER WIRING, EXTI		1,239.05
Murphy,Nathan	02455-0042	12-Jun-2026	MURPHY, NATHAN - REIMBURSEMENT - AMC		960.50

CORPORATION OF THE TOWN OF GREATER NAPA		AP5200		Page : 6	
Council Board Report					
Vendor : 1000482534 to ZYCOM				Date Range: 19-May-2026 to 17-Jun-2026	
Fund : 1 General Operating Fund				Sequence by: Supplier Name	
Include all Payment Types : Yes				Fund No. Masked: No	
Vendor Name	Chq./EFT#	Chq./EFT Date	Purpose	Amount Allocated to Fund	
Murray,Justin	02440-0043	19-May-2026	MURRAY, JUSTIN - 2026 OWWA CONFERENCI	1,133.91	
MUTCH'S AUTO GLASS LTD	02442-0020	25-May-2026	25315 - PO 42285 - KROWN RUST CONTROL 1	4,333.55	
NAPANEE BEAVER	02443-0028	29-May-2026	168470 - NOTICE OF PUBLIC MEETING	253.12	
NAPANEE BEAVER	02455-0043	12-Jun-2026	168506 - CALL CENTRE FOR RES GARBAGE C	320.92	
NAPANEE HOME HARDWARE	02440-0044	19-May-2026	DY9715 - PO 5275 - CRIMPING TOOL KIT, 2 X F	1,120.04	
NAPANEE HOME HARDWARE	02442-0021	25-May-2026	DY9892 - PO 5882 - PAINT, BRUSHES	685.05	
NAPANEE HOME HARDWARE	02443-0029	29-May-2026	DZ1162 - PO 5629 - PLUG, FAUCET, VALVE ST	683.88	
NAPANEE HOME HARDWARE	02449-0022	05-Jun-2026	DZ2414 - PO 5803 - INSECT REPELLENT, NOZ.	518.59	
NAPANEE HOME HARDWARE	02455-0044	12-Jun-2026	DZ6068 - PO 43710 - PAINT FOR ARENA DOOF	148.43	
NAPANEE HOME HARDWARE	02459-0042	16-Jun-2026	DZ5914 - PO 43333 - SAW KIT - CHAIN CRDLS	1,053.87	
NORS CONSTRUCTION EQUIPMENT CANADA ST LP (fo	02440-0045	19-May-2026	92734276 - PO 43380 - PIPE	289.40	
NORS CONSTRUCTION EQUIPMENT CANADA ST LP (fo	02449-0023	05-Jun-2026	10001802 - PO 43389 - 17-80 - FILTERS	2,368.30	
ONTARIO MUNICIPAL EMPLOYEES	02454-0001	13-Jun-2026	Payroll Remittance BN:	119,417.00	
ONTARIO ONE CALL	02455-0045	12-Jun-2026	2026050142 - NOTIFICATION SERVICE, PHONI	356.00	
OTIS CANADA INC	02442-0022	25-May-2026	F10000282544 - 99 ADVANCE - CONTRACT 15:	197.75	
Page,Madeline	02442-0023	25-May-2026	PAGE, MADELINE - WS SUPPLIES	9.11	
Page,Madeline	02455-0046	12-Jun-2026	PAGE, MADELINE - WASTE DISPOSAL SITE PI	33.41	
Philips,Richard	02440-0046	19-May-2026	PHILIPS, RICHARD - EXPENSE CLAIM - MAY 2	971.15	
PORTER PEST CONTROL INC	02443-0030	29-May-2026	509359 - 300 WATER ST W - MONTHLY PEST C	165.52	
PRACTICA LTD	02455-0047	12-Jun-2026	48093 - 3X DISPENSER W/ SPONSOR FRAME,	897.96	
PRACTICA LTD	02459-0043	16-Jun-2026	48229 - 15 X BOX DOG-WASTE BAG (2,000/BO	1,254.37	
PREMIER EQUIPMENT (formerly GREEN TRACTORS INC	02440-0048	19-May-2026	2290745 - PO 43514 - BLADE	339.61	
PREMIER EQUIPMENT (formerly GREEN TRACTORS INC	02442-0024	25-May-2026	2301524 - PO 43504 - SPRING	5,876.31	
PREMIER EQUIPMENT (formerly GREEN TRACTORS INC	02449-0024	05-Jun-2026	2312777 - PO 43523 - UNIVERSAL, V-BELT	1,384.44	
PREMIER EQUIPMENT (formerly GREEN TRACTORS INC	02455-0048	12-Jun-2026	2321394 - PO 42791 - SEAT BELT - UNIT 994	186.37	
PREMIER TRUCK GROUP	02440-0049	19-May-2026	864203490 - PO 43368 - FUEL FILTER, OIL FILT	573.79	
PREMIER TRUCK GROUP	02449-0025	05-Jun-2026	864203988 - PO 43557 - 4 X MUDFLAP BRACKE	468.63	
PRINGLES SERVICE LTD	02449-0026	05-Jun-2026	436253 - PO 5393 - 19-42 WINDSHEIELD WIPEI	361.41	
PRO-TECH TRAINING SERVICES INC	02449-0027	05-Jun-2026	3302 - TRAFFIC CONTROL PERSON TRAINING	706.25	
PUROLATOR INC	02440-0050	19-May-2026	520277730 - POSTAGE/COURIER - 27/04/2026,	178.40	
PUROLATOR INC	02443-0031	29-May-2026	595301069 - POSTAGE/COURIER - 04/05/2026	452.22	
PUROLATOR INC	02449-0028	05-Jun-2026	500266143 - POSTAGE & COURIER - 17-80	85.48	
PUROLATOR INC	02455-0049	12-Jun-2026	585293315 - POSTAGE/COURIER - 26/05/2026	11.58	
Rankin,Douglas	02442-0025	25-May-2026	RANKIN, DOUG - ROADS SCHOOL	552.76	
Rankin,Douglas	02449-0029	05-Jun-2026	RANKN, DOUG - 2026 ROAD SCHOOL, HOTEL	2,538.36	
REALTAX INC	02443-0032	29-May-2026	116198 - ADDITIONAL NOTICES UNDER THE F	84.75	
RECEIVER GENERAL (CANADA REVENUE AGENCY)	02441-0001	20-May-2026	Payroll Remittance BN:	108,876.52	
RECEIVER GENERAL (CANADA REVENUE AGENCY)	02446-0001	02-Jun-2026	Payroll Remittance BN:	110,000.12	
RECEIVER GENERAL (CANADA REVENUE AGENCY)	02460-0001	16-Jun-2026	Payroll Remittance BN:	110,410.50	
RELIANCE HOME COMFORT	02458-0006	30-May-2026	ACCT 200000396546 - 300 WATER ST - WATEF	169.51	
RESURFICE CORP	02440-0051	19-May-2026	105299 - SPARK PLUG, ENGINE OIL, MOTOR C	1,004.12	
ROBLIN GAS BAR	02443-0033	29-May-2026	0762 - ROBLIN FIRE HALL - DIESEL - 26/04/202	314.71	

CORPORATION OF THE TOWN OF GREATER NAPA		AP5200		Page : 7	
Council Board Report					
Vendor : 1000482534 to ZYCOM				Date Range: 19-May-2026 to 17-Jun-2026	
Fund : 1 General Operating Fund				Sequence by: Supplier Name	
Include all Payment Types : Yes				Fund No. Masked: No	
Vendor Name	Chq./EFT#	Chq./EFT Date	Purpose	Amount Allocated to Fund	
ROGERS WIRELESS	02440-0052	19-May-2026	3170669089 - ACCT 5-0252-8257 - WIRELESS F	5,462.51	
ROGERS WIRELESS	02455-0050	12-Jun-2026	3185205902 - ACCT 5-0252-8257 - WIRELESS F	5,324.34	
RUSH TRUCK CENTRES	02440-0053	19-May-2026	3045870241 - PO 43374 - OIL FILTER, WATER F	580.55	
RUSSELL,BILL	26238	11-Jun-2026	RUSSEL LEGAL SERVICES - MAY 27, 2026 - CI	75.00	
RW ELECTRIC	02455-0051	12-Jun-2026	K-13005 - STREETLIGHT CREW, 120W LED FI	1,285.66	
Sager,Trevor	02443-0034	29-May-2026	SAGER, TREVOR - 2026 BOOT ALLOWANCE	239.95	
Schnarr,Madelyn	02442-0026	25-May-2026	SCHNARR, MADELYN - CRIMINAL RECORD CI	41.00	
Schnarr,Melissa	02442-0027	25-May-2026	SCHNARR, MELISSA - CRIMINAL RECORD CH	41.00	
Scott,Steve	02443-0035	29-May-2026	STEVE SCOOT, MAY 27THM 2026, WATER PUI	32.78	
SHAWN ARMSTRONG CONSULTING SERVICES	02443-0036	29-May-2026	CONSULTING SERVICES - 23/03/2023 - 02/04/2	23,648.52	
SHELIN POOLS LTD	02443-0037	29-May-2026	99061 - PO 42787 - 14 YDS TOPSOIL	1,124.54	
SHELIN POOLS LTD	02449-0030	05-Jun-2026	99064 - 14 YARDS OF TOPSOIL	508.69	
SIMPLE COUNTRY PLEASURES	02443-0038	29-May-2026	NAPANEE CIB - 95 X POTTED VINCA, 12 X EUF	1,331.45	
SIMPLE COUNTRY PLEASURES	02455-0052	12-Jun-2026	01062026 - DOWNTOWN BEAUTIFICATION FLC	11,402.76	
SOFTCHOICE LP	02442-0028	25-May-2026	91827900 - PO 42572 - M365 COPILOT, COPILC	7,908.08	
STAPLES COMMERCIAL	02440-0054	19-May-2026	743FC274 - PO 42347 - ELUNE VISION 120"	355.94	
STAPLES COMMERCIAL	02455-0053	12-Jun-2026	6C348D17 - PO 42350 - 2026 PLANNER, 2 X FIL	120.54	
STERLMAR EQUIPMENT	02443-0039	29-May-2026	260339 - PO 44326 - 21-55, WHELEN MCRON F	360.30	
STONE MILLS PORTABLE TOILET RENTALS	02443-0040	29-May-2026	4008 - ROBLIN BALL DIAMOND, ROBLIN BOAT	514.15	
SUN LIFE ASSURANCE COMPANY OF CANADA	02440-0055	19-May-2026	CONTRACT #050897 - HSA - 01/04/2026 - 30/04	1,141.29	
SUN LIFE ASSURANCE COMPANY OF CANADA	02443-0041	29-May-2026	CONTRACT 050897 - 001 -TOWN OF GREATEF	85,801.64	
SUPERNOVA FIREWORKS INC	26240	11-Jun-2026	3248 - FIREWORKS DISPLAY - 01/07/2026 - FIH	5,500.00	
SWISH MAINTENANCE LTD.	02440-0056	19-May-2026	K755753 - PO 42283 - CAASE ROLL H80 CRAF	1,872.38	
SWISH MAINTENANCE LTD.	02442-0029	25-May-2026	K756953 - PO 43526 - 12X RUBBER GLOVES, 1	494.28	
SWISH MAINTENANCE LTD.	02455-0054	12-Jun-2026	K757752 - PO 43707 - GARBAGE BAGS, URINA	298.89	
TCO AGROMART LTD	02449-0031	05-Jun-2026	4621035 - PO 42935 - LAWN SEED PLAYGROU	352.56	
TD MERCHANT SERVICES	02448-0001	21-May-2026	APRIL MERCHANT SERVICES POSTED IN MA	2,397.79	
TELIZON INC	02442-0030	25-May-2026	03126120260513 - ACCT 31261 - LINE CHARGE	2,392.39	
TI FLOORING	26241	11-Jun-2026	5047 - 99 ADVANCE - REMOVE & REPLACE C/	4,860.62	
TIM'S TRUCK & EQUIPMENT SERVICE INC	02440-0057	19-May-2026	01P102603 - PO 43369 - BATTER 31S	650.47	
TIM'S TRUCK & EQUIPMENT SERVICE INC	02442-0031	25-May-2026	01P102629 - PO 43397 - HORN	163.49	
TIM'S TRUCK & EQUIPMENT SERVICE INC	02449-0032	05-Jun-2026	019102637 - PO 43556 - HUB CAP W PIPE PLU	210.20	
TK ELEVATOR (CANADA) LIMITED	02440-0058	19-May-2026	2964742 - CONTRACT #10991 - MAY 1ST SER	497.20	
TOMLINSON LIMITED	02442-0032	25-May-2026	9148463 - PO 5760 - 117 UNION ST -4 TON A G	53.36	
TRACKMATICS INC	02449-0033	05-Jun-2026	44978 - MONTHLY MONITORING AN DATA AS	188.30	
TRACTION KINGSTON / DIVISION OF UAP INC.	02440-0059	19-May-2026	332126966 - PO 43371 - PRESSURE PROTECT	457.24	
TRACTION KINGSTON / DIVISION OF UAP INC.	02442-0033	25-May-2026	330134619 - PO 43385 - U-JOINT KIT	290.39	
TRACTION KINGSTON / DIVISION OF UAP INC.	02443-0042	29-May-2026	332123587 - PO 43167 - FF STEEL WHEEL	397.71	
TRACTION KINGSTON / DIVISION OF UAP INC.	02449-0034	05-Jun-2026	332127423 - CREDIT (11-05) GOOD CORE	1,597.84	
TRENT VALLEY DISTRIBUTORS	02442-0034	25-May-2026	599917 - PO 43528 - SCUM SHOWER ACID CLI	277.74	
TRINITY FIRE & SECURITY (1518094 ONT. INC)	02443-0043	29-May-2026	384014 - PO43533 - INSPECTIONS: EXTINGUIS	933.38	
TRINITY FIRE & SECURITY (1518094 ONT. INC)	02455-0055	12-Jun-2026	384122 - INSPECTIONS: EXTINGUISHER/HOOI	140.12	

CORPORATION OF THE TOWN OF GREATER NAPA		AP5200		Page : 8	
Council Board Report					
Vendor : 1000482534 to ZYCOM				Date Range: 19-May-2026 to 17-Jun-2026	
Fund : 1 General Operating Fund				Sequence by: Supplier Name	
Include all Payment Types : Yes				Fund No. Masked: No	
Vendor Name	Chq./EFT#	Chq./EFT Date	Purpose	Amount Allocated to Fund	
TRUE COMFORT HEATING & COOLING LTD	02442-0035	25-May-2026	28062 - SF HALL - SPRING MAINTENANCE, 4 H	565.00	
ULINE CANADA CORPORATION	02440-0060	19-May-2026	18071872 - PO 42030 - AIR PURIFIER	501.78	
ULINE CANADA CORPORATION	02449-0036	05-Jun-2026	18154419 - PO 5713 - HEAVY DUTY DEHUMIDI	1,493.91	
UNITED RENTALS OF CANADA INC	02455-0056	12-Jun-2026	260838920-001 - RENTAL: SKID STEER PICKUP	1,544.48	
UNIVAR SOLUTIONS CANADA LTD	02449-0037	05-Jun-2026	53905440 - PO 5802 - FLOCHEM-12B MN BULK	10,461.52	
UNIVERSAL SUPPLY GROUP (341) - NAPA NAPANEE - L	02442-0036	25-May-2026	882-805787 - PO 43384 - CONNECTORS AND I	462.54	
UNIVERSAL SUPPLY GROUP (341) - NAPA NAPANEE - L	02449-0038	05-Jun-2026	882-797730 - PO 43221 - WHEEL NUT	1,709.81	
UPPER CANADA FUEL & BURNER	02440-0061	19-May-2026	389832 - CUSTOMER NO 8064848 - NORTH FR	394.45	
UPPER CANADA FUEL & BURNER	02455-0057	12-Jun-2026	393782 - CUSTOMER NO 8066972 - 8319 CTY F	6,652.32	
VALLA ELECTRICAL SERVICES	26225	29-May-2026	288 - PO 43327 - 66 ADVANCE - REPLACEMEN	3,227.05	
W.O. STINSON & SON LTD	02440-0062	19-May-2026	2826459 - LOANED EQUIPMENT RENTAL - 159	3,937.34	
W.O. STINSON & SON LTD	02442-0037	25-May-2026	5700020 - ACCT 58589 - 8321 HIGHWAY 2 - UN	18,184.35	
W.O. STINSON & SON LTD	02443-0044	29-May-2026	76008457 - ACCT 58589 - 8321 HWY 2 - UNLEA	3,823.47	
W.O. STINSON & SON LTD	02449-0039	05-Jun-2026	80001206 - ACCT 58589 - 8321 HWY 2 - UNLEA	3,295.44	
W.O. STINSON & SON LTD	02455-0058	12-Jun-2026	2874105 - ACCT 58589 - 1599 CTY RD 41 - LO/	22.58	
WALKERTON CLEAN WATER CENTRE	02440-0063	19-May-2026	4136 - PO 5584 - PLUG THE LEAKS CLOSING C	101.70	
WASTE MANAGEMENT OF CANADA CORPORATION	02455-0059	12-Jun-2026	0735232-0256-9 - ROBLIN WDS - DUMPSTER S	4,751.67	
WATSON & ASSOCIATES ECONOMISTS LTD	02443-0045	29-May-2026	260657 - PROJECT NO. BT-30244834-DC - PRC	1,493.30	
WHITEWATER PEST CONTROL	02449-0040	05-Jun-2026	3817 - ROBLIN WDS - MONTHLY PEST CONTR	316.40	
WORK GEAR	02440-0064	19-May-2026	1937 - PO 43507 - 30 ORG SS TEE	1,232.00	
WORK GEAR	02442-0038	25-May-2026	1938 - PO 5587 - 4 X ORG SS TEE, 2 X LS TEE	228.00	
<b>Total:</b>				<b>1,606,371.10</b>	



## Memorandum of Delegated Authority

To: Mayor and Members of Council  
CC: Ellen Hamel, General Manager of Financial & IT Services  
From: Troy Guinchard, Procurement and Grants Coordinator  
Date: June 18, 2026  
Subject: DA Memo - Standard Procurement Over \$50,000

### Authority to Award:

By-Law number 2025-0084, Define Procurement Policies and Procedures for The Corporation of the Town of Greater Napanee, Section 5 - Delegated Procurement Authorities

### Delegated Procurement Authorities

#### 5.1 (c) Standard Procurement

A standard procurement is the acquisition of goods, services or construction through the applicable process described in this Section. All standard procurement processes must be approved, conducted and reported in accordance with this By-law and all applicable procedures and protocols.

#### *Purchases Over \$50,000*

For the purchase of goods, services or construction at or over \$50,000 purchasing will conduct an Open Competition by issuing a Solicitation Document (RFP, RFQ, RFT) or purchasing may direct the department to issue the solicitation document on the Town's prescribed electronic tendering.

### Procurement Information:

Request for Quote Number RFQ 26-07	Supply and Delivery of Winter Sand
Awarded:	Hay Bay Sand & Gravel
Amount:	\$ 83,870.85

Michael Nobes, General Manager of Growth & Infrastructure: Michael Nobes






# DA Memo - Standard Procurement Over \$50,000 18JUNE26

Final Audit Report

2026-06-18

Created:	2026-06-18
By:	Ellen Hamel (ehamel@greaternapinee.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAX9Utqh8WjKCpeBqDrLcMG06LmlvbCpvg

## "DA Memo - Standard Procurement Over \$50,000 18JUNE26" History

-  Document created by Ellen Hamel (ehamel@greaternapinee.com)  
2026-06-18 - 3:21:43 PM GMT
-  Document emailed to Michael Nobes (mnobes@greaternapinee.com) for signature  
2026-06-18 - 3:21:59 PM GMT
-  Email viewed by Michael Nobes (mnobes@greaternapinee.com)  
2026-06-18 - 3:23:16 PM GMT
-  Document e-signed by Michael Nobes (mnobes@greaternapinee.com)  
Signature Date: 2026-06-18 - 3:23:29 PM GMT - Time Source: server - Signature Appearance Selected: IMAGE
-  Agreement completed.  
2026-06-18 - 3:23:29 PM GMT

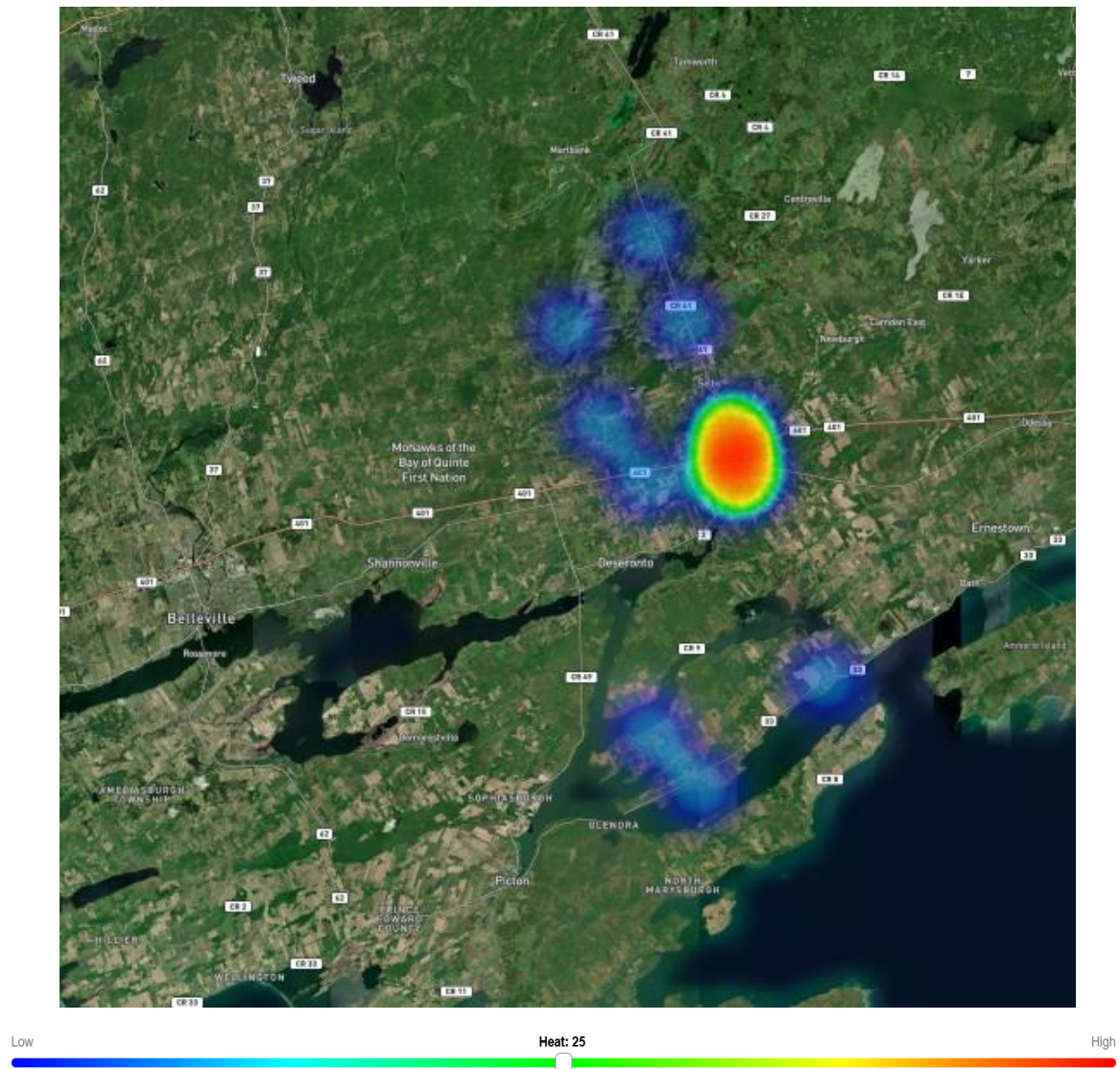


# Service Metric Reporting

## May 1<sup>st</sup> – 31<sup>st</sup>, 2026

The Town of Greater Napanee staff retrieved service metrics from Access E11 from May 1<sup>st</sup> to 31<sup>st</sup>, 2026, based on 182 reported cases. Data within this report is represented in business days per month as reported.

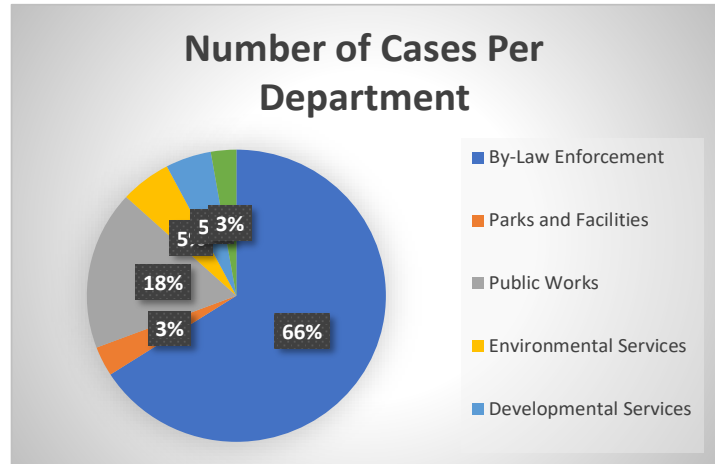
### Heat Map of Location of Citizen Requests for May 2026



## Breakdown of Total Cases Per Department

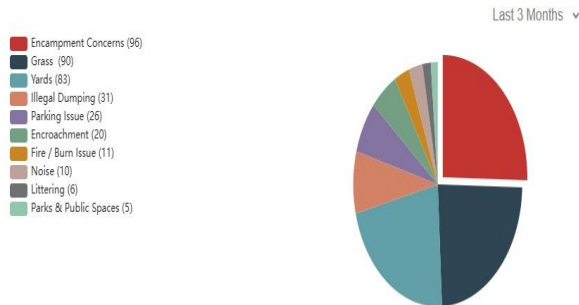
By-Law Enforcement	120
Parks & Facilities	6
Public Works	32
Environmental Services	10
Development Services	9
Other	5

For May 2026, Municipal By-Law Enforcement, Public Works, and Environmental Services were the three departments with the highest number of citizen requests.

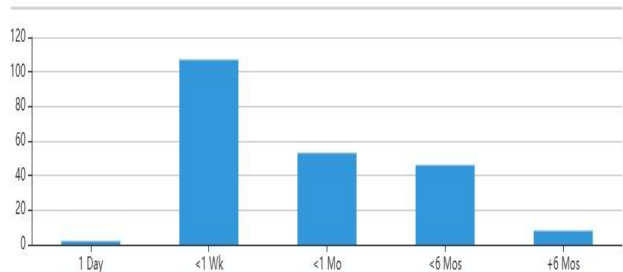


In comparison to a quarterly outlook, as referenced below the pie chart graph representing a breakdown of the cases by categories. Notably that in the last three months, Encampment concerns, Grass, and Yards represented the highest number of citizen requests overall.

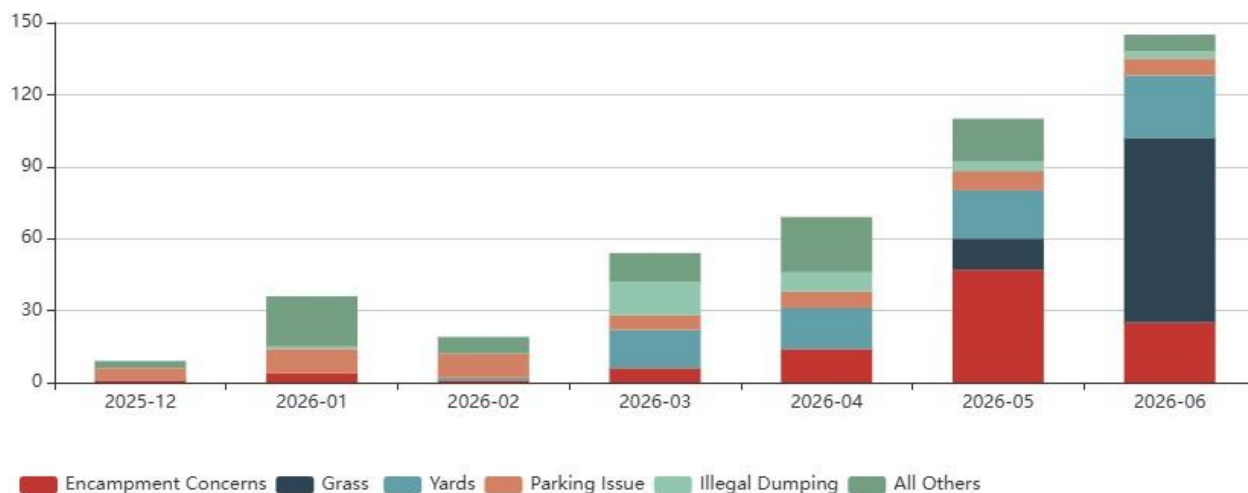
Cases by Category (Open/Closed)



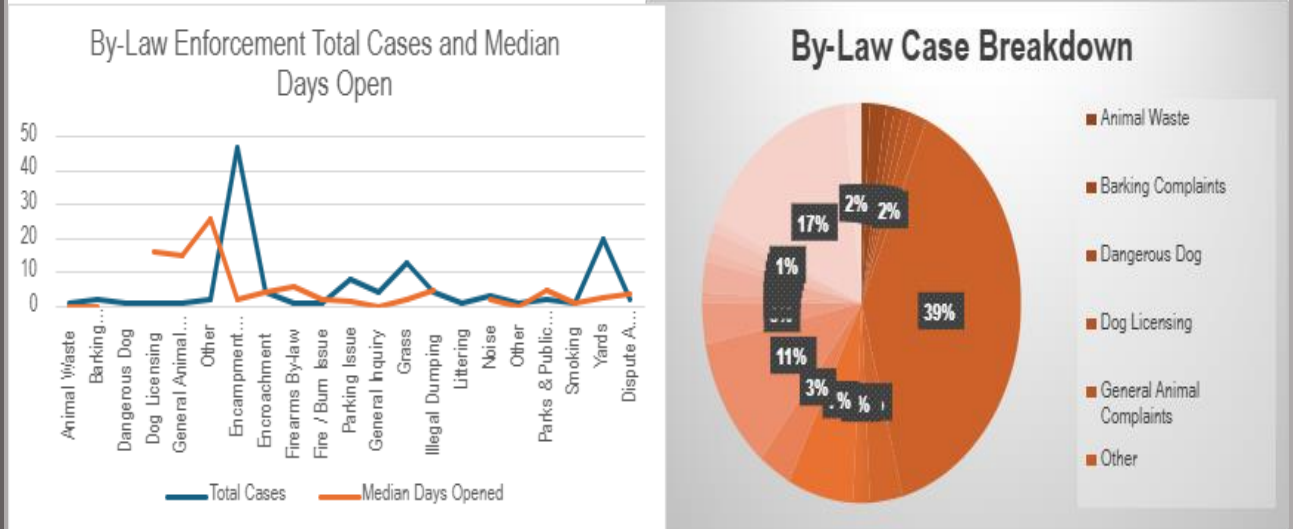
Age of Open Cases



Case Volume by Category (Open/Closed)

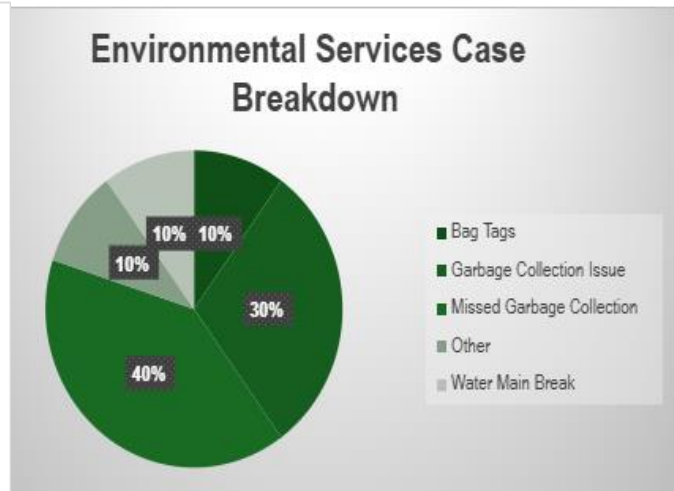
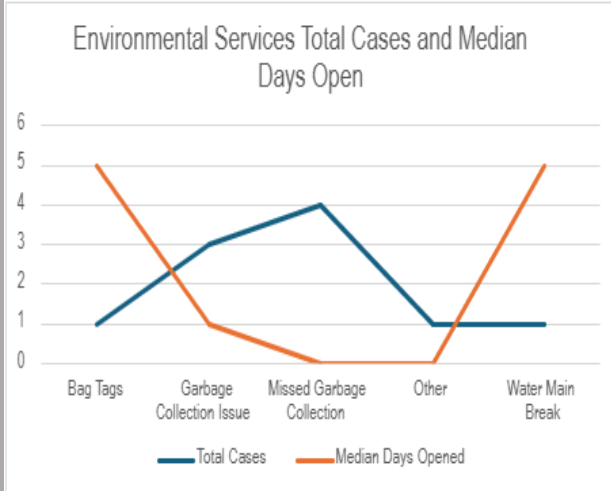


## Municipal By-Law Enforcement



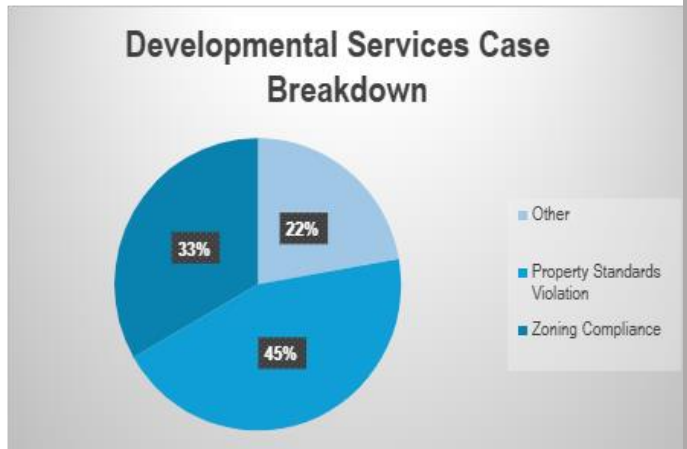
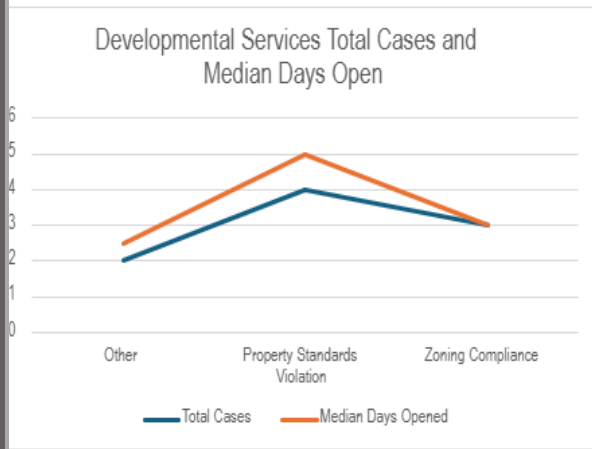
Top Level Category	Category	Total Cases	Close Rate	Target Achievement	Mean Time To Close	Median Days Opened	Target Time To Close
Animal Services	Animal Waste	1	100.00%	100.00%	0.00	0.00	5
Animal Services	Barking Complaints	2	50.00%	50.00%	0.00	0.00	5
Animal Services	Dangerous Dog	1	0.00%	0.00%			5
Animal Services	Dog Licensing	1	100.00%	0.00%	16.00	16.00	5
Animal Services	General Animal Complaints	1	100.00%	0.00%	15.00	15.00	5
Animal Services	Other	2	50.00%	0.00%	26.00	26.00	5
By-Law Enforcement	Encampment Concerns	47	65.96%	96.88%	4.90	2.00	30
By-Law Enforcement	Encroachment	4	75.00%	100.00%	5.67	4.00	30
By-Law Enforcement	Firearms By-law	1	100.00%	100.00%	6.00	6.00	30
By-Law Enforcement	Fire / Burn Issue	1	100.00%	100.00%	2.00	2.00	30
By-Law Enforcement	Parking Issue	8	100.00%	100.00%	2.50	1.50	30
By-Law Enforcement	General Inquiry	4	100.00%	100.00%	0.00	0.00	30
By-Law Enforcement	Grass	13	7.69%	50.00%	2.00	2.00	30
By-Law Enforcement	Illegal Dumping	4	50.00%	33.33%	4.50	4.50	30
By-Law Enforcement	Littering	1	0.00%				30
By-Law Enforcement	Noise	3	33.33%	100.00%	2.00	2.00	30
By-Law Enforcement	Other	1	100.00%	100.00%	0.00	0.00	30
By-Law Enforcement	Parks & Public Spaces	2	100.00%	100.00%	4.50	4.50	30
By-Law Enforcement	Smoking	1	100.00%	100.00%	1.00	1.00	30
By-Law Enforcement	Yards	20	20.00%	57.14%	2.50	2.50	30
Dispute A Parking Ticket	Dispute A Parking Ticket	2	100.00%	100.00%	3.50	3.50	2

## Environmental Services



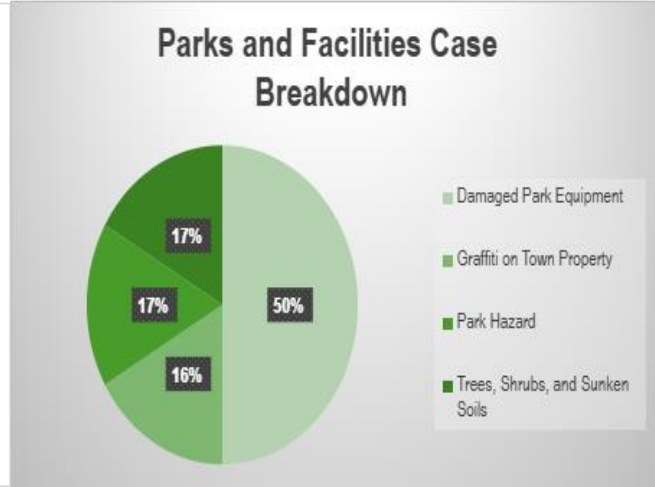
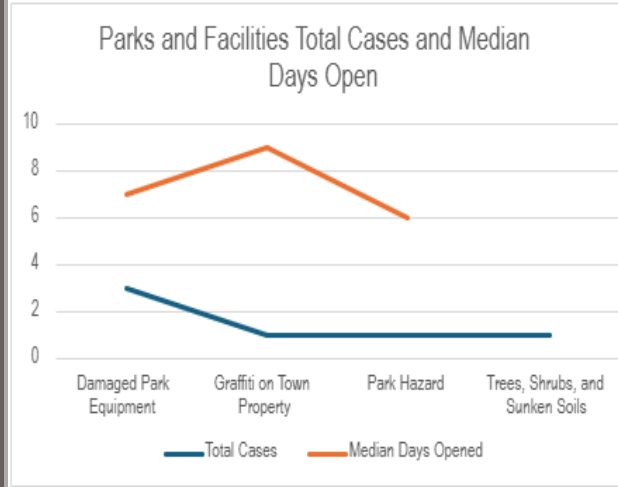
Top Level Category	Category	Total Cases	Close Rate	Target Achievement	Mean Time To Close	Median Days Opened	Target Time To Close
Garbage	Bag Tags	1	100.00%	100.00%	5.00	5.00	5
Garbage	Garbage Collection Issue	3	100.00%	100.00%	1.00	1.00	5
Garbage	Missed Garbage Collection	4	100.00%	100.00%	0.25	0.00	5
Water and Sewer	Other	1	100.00%	100.00%	0.00	0.00	5
Water and Sewer	Water Main Break	1	100.00%	100.00%	5.00	5.00	5

## Developmental Services



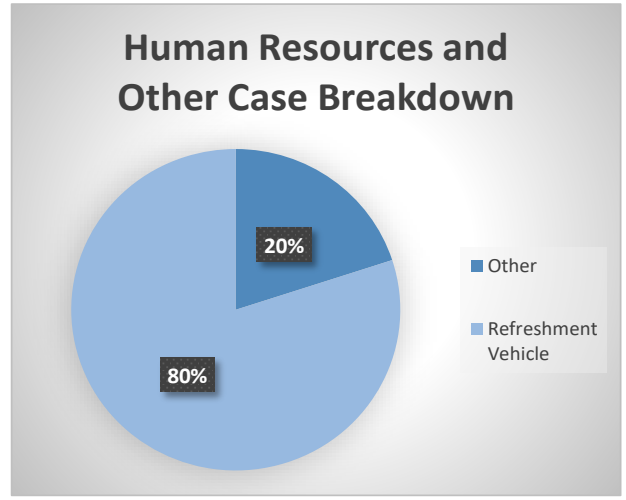
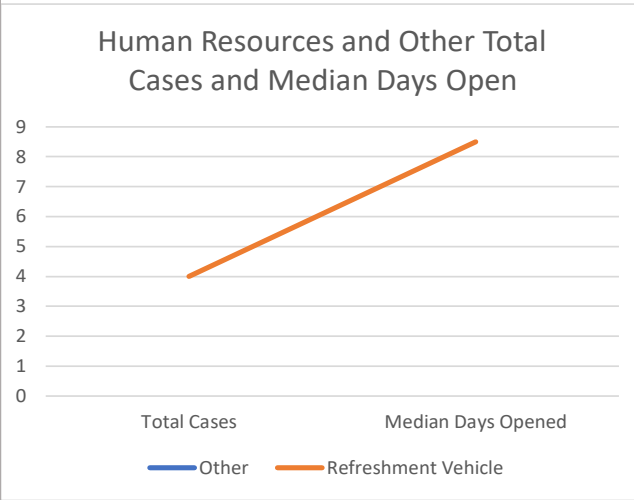
Top Level Category	Category	Total Cases	Close Rate	Target Achievement	Mean Time To Close	Median Days Opened	Target Time To Close
Building Zoning and Property Standards	Building Zoning and Property Standards	1	100.00%	100.00%	0.00	0.00	5
Building Zoning and Property Standards	Other	4	50.00%	50.00%	1.50	1.50	5
Building Zoning and Property Standards	Property Standards Violation	4	75.00%	75.00%	3.00	3.00	5
Building Zoning and Property Standards	Zoning Compliance	3	66.67%	33.33%	10.00	10.00	5

## Parks & Facilities



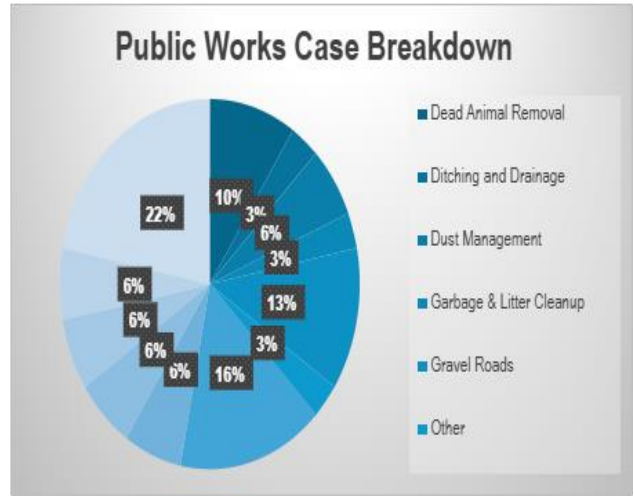
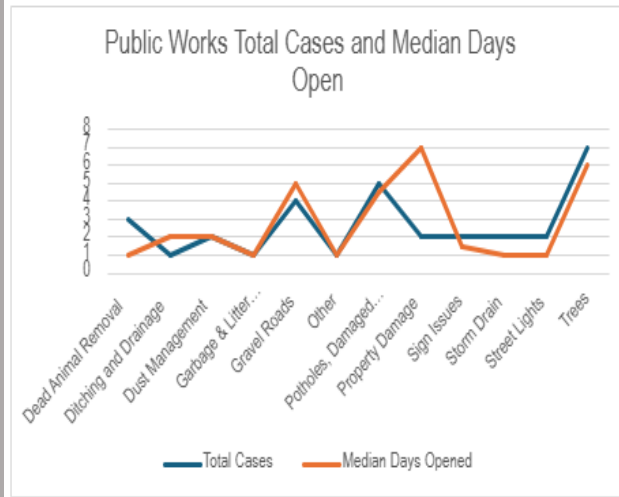
Top Level Category	Category	Total Cases	Close Rate	Target Achievement	Mean Time To Close	Median Days Opened	Target Time To Close
Parks and Facilities	Damaged Park Equipment	3	100.00%	100.00%	6.33	7.00	5
Parks and Facilities	Graffiti on Town Property	1	100.00%	0.00%	9.00	9.00	5
Parks and Facilities	Park Hazard	1	100.00%	0.00%	6.00	6.00	5
Cemeteries	Trees, Shrubs, and Sunken Soils	1	0.00%	0.00%			5

## Human Resources and Other



Top Level Category	Category	Total Cases	Close Rate	Target Achievement	Mean Time To Close	Median Days Opened	Target Time To Close
Recreation, Programming, & Transit	Other	1	0.00%	0.00%			5
Licensing and Permits	Refreshment Vehicle	4	50.00%	25.00%	8.50	8.50	5

## Public Works



Top Level Category	Category	Total Cases	Close Rate	Target Achievement	Mean Time To Close	Median Days Opened	Target Time To Close
Animal Services	Dead Animal Removal	3	100.00%	100.00%	1.33	1.00	5
Public Works	Ditching and Drainage	1	100.00%	100.00%	2.00	2.00	5
Public Works	Dust Management	2	100.00%	100.00%	2.00	2.00	5
Public Works	Garbage & Litter Cleanup	1	100.00%	100.00%	1.00	1.00	5
Public Works	Gravel Roads	4	100.00%	50.00%	5.00	5.00	5
Public Works	Other	1	100.00%	100.00%	1.00	1.00	5
Public Works	Potholes, Damaged Asphalt & Hardtop Issues	5	80.00%	80.00%	6.00	4.50	5
Public Works	Property Damage	2	100.00%	100.00%	7.00	7.00	30
Public Works	Sign Issues	2	100.00%	100.00%	1.50	1.50	5
Public Works	Storm Drain	2	50.00%	50.00%	1.00	1.00	5
Public Works	Street Lights	2	100.00%	100.00%	1.00	1.00	30
Public Works	Trees	7	42.86%	60.00%	5.33	6.00	30

Please note: Tables with empty values represent cases that were still active and not fully completed when the data was pulled for this monthly review.

# Staff Report



**To:** Mayor Richardson and Members of Council  
**Meeting Date:** June 23, 2026  
**Date Council Decision Required:**  
**Prepared By:** Chris Brown, Richard Philips, , Parks, Recreation & Culture  
**Presented By:** Chris Brown, Richard Philips, , Parks, Recreation & Culture  
**Subject:** Building Automation System Replacement - 99 Advance Avenue  
**Report Number:** SR-1379-2026

## Staff Recommendation:

That Council receive the Building Automation System Replacement Report for 99 Advance Avenue;

And further that Council approve the replacement of the Building Automation System at 99 Advance Avenue, including the integration of domestic hot water system controls, at a total cost of \$58,440.00 plus applicable taxes, in accordance with quotations received from HTS Engineering Ltd. (Job 22303453, Quotations 1 and 2, dated January 27, 2026);

And further that staff be authorized to execute any agreements or documents necessary to give effect to this resolution;

And further that Council authorize the procurement be single sourced from HTS Engineering Ltd.; And further that the project be funded from Building Maintenance Reserve.

## Background Information and Discussion:

### Background

A Building Automation System (BAS) is the central control platform for a building's mechanical systems. It monitors and controls heating, ventilation, and air conditioning equipment, maintains scheduled temperature setpoints, and provides operators with alarms, trends, and diagnostic information when equipment operates outside of normal parameters.

The existing BAS at 99 Advance Avenue is a Johnson Controls Metasys system, version 5.0.0.8300, installed in September 2008 during the original construction of the building. At nearly 18 years in service, the system has exceeded the typical 15-year service life for building automation and control systems and is well beyond the point of economical repair or upgrade. The system operates on a workstation running Windows XP, an operating system that has not received security support from Microsoft since April 2014. Due to the security vulnerabilities inherent in an unsupported operating system, the workstation cannot be connected to the corporate network, and the system can only be

viewed locally, at a single terminal, in person. Staff have no real-time alerts, email notifications, or remote visibility of any kind when building equipment fails or begins to show early signs of failure. As a result, problems are typically discovered only after building conditions have already deteriorated. The software version is obsolete and no longer supported by the manufacturer, and replacement parts and software support for this generation of the system are increasingly difficult and costly to obtain.

### **Discussion**

The heating system at 99 Advance Avenue is served by two Patterson-Kelley MACH series high-efficiency condensing boilers. These boilers use aluminum heat exchangers, which deliver excellent efficiency but are less tolerant of operating faults than traditional cast iron equipment. Operating outside of design conditions can cause accelerated corrosion, scaling, and premature heat exchanger failure, which is among the most expensive repairs a boiler can require. A modern BAS manages lead/lag rotation between the two boilers, optimizes firing and return water temperatures, and immediately alerts staff when a boiler enters a fault or lockout condition. Over the past year, the boilers at 99 Advance Avenue went down on numerous occasions. Because the existing system cannot generate alerts, staff were unaware of the failures until building heating had already been affected, and in each case the issues could not be addressed until an external service contractor attended the site. This represents an avoidable operating cost, a risk to occupant comfort and building operations, and in cold weather, a risk of freeze damage to the building and its systems.

Staff obtained a quotation from HTS Engineering Ltd. for a full replacement of the BAS using Alerton hardware. HTS Engineering designed the original BAS during construction of the building and has serviced the system throughout its life, giving the firm detailed working knowledge of the building's mechanical systems and existing control infrastructure. Alerton is a native BACnet platform, an open, industry-standard communications protocol. Unlike the existing proprietary system, an open protocol system can be serviced, expanded, and competitively maintained by multiple qualified controls contractors, which protects the Town from being tied to a single vendor over the life of the system. The replacement system will operate on current, supported hardware and software that meets the Town's IT security requirements and can be safely connected to the corporate network. It will provide staff with remote access and real-time alarm notifications by email, trending and diagnostic data to support preventative maintenance of the heating plant and other mechanical systems, and improved scheduling and setpoint control to reduce energy consumption during unoccupied periods.

Staff also obtained a quotation from HTS Engineering Ltd. to re-integrate the building's domestic hot water system (DHWS) controls into the new BAS, at a cost of \$10,990.00 plus HST. The original building design included monitoring and control of the DHWS through the BAS; however, when the hot water system was subsequently replaced, the new equipment was not reconnected to the BAS as originally designed, and the system has operated without monitoring since that time. HTS Engineering has strongly recommended that this connection be re-established as part of the BAS replacement to restore the building to its intended design condition.

Domestic hot water is a safety-critical building system. Water must be stored and circulated at temperatures high enough to suppress the growth of Legionella and other waterborne bacteria, while mixing valves must temper the water delivered to fixtures to prevent scalding. Both functions depend on equipment that can fail silently. If a recirculation pump fails, water in the distribution loop cools into the temperature range where bacteria can grow. If a mixing valve fails, fixtures can receive water hot enough to scald, or too cool to be sanitary. If a water heater faults, the building loses hot water service entirely. Without monitoring, none of these conditions are detected until they are discovered by building occupants. Integrating the DHWS into the BAS provides continuous monitoring of storage, supply, and recirculation loop temperatures, immediate alarms on heater faults, pump failures, or out-

of-range temperatures, and recorded temperature trend data that documents the Town's due diligence in operating the system safely.

#### **Alternative Options and Implications:**

**Alternative 1:** Approve the full BAS replacement including the domestic hot water system controls (recommended) **Alternative 2:** Approve the BAS replacement only and defer the domestic hot water system controls, which would require a separate contractor mobilization at additional cost at a later date **Alternative 3:** Maintain current operations, which leaves the building without alerts, remote monitoring, or manufacturer support, and continues the corporate security risk associated with an unsupported operating system

#### **Financial Implications:**

The two quotations received from HTS Engineering Ltd. total \$58,440.00 plus HST, consisting of \$47,450.00 for the Building Automation System replacement (Job 22303453, Quotation 1, dated January 27, 2026) and \$10,990.00 for the domestic hot water system controls (Job 22303453, Quotation 2, dated January 27, 2026). The estimated total project cost is summarized as follows: BAS replacement - \$47,450.00 Domestic hot water system controls - \$10,990.00 Non-recoverable HST (1.76%) - \$1,028.54 Contingency (10%) - \$5,844.00 Total estimated project cost (net of HST rebate) - \$65,312.54 The project would be funded from from Building Maintenance Reserve, which has an unaudited 2025 year end balance of approximately \$615,000. The replacement is expected to reduce ongoing operating costs through fewer emergency service calls, energy savings from improved scheduling and boiler plant optimization, and extended equipment life for the heating plant. This investment over the long term will reduce overall costs.

#### **Single Source:**

- HTS Engineering designed and installed the original Building Automation System during construction of the building and has serviced the system throughout its life. The firm holds detailed working knowledge of the building's mechanical systems, control infrastructure, and existing wiring that another contractor would have to develop at additional time and cost.
- HTS Engineering currently holds the maintenance contract for the system and is already familiar with the site, its history, and its recurring issues, which reduces the risk of installation delays, integration problems, and unforeseen conditions during the replacement.
- The replacement Alerton platform is a native BACnet, open protocol system. While the installation is being single sourced to the contractor best positioned to deliver it, the open standard ensures the Town is not tied to a single vendor for future service, expansion, or competitive maintenance over the life of the system.
- A competitive tender would add months and risk missing the summer shutdown window.

#### **Operational Implications:**

Once installed, staff will have remote access to the building's mechanical systems and will receive real-time alarm notifications by email, allowing equipment failures, including boiler faults and lockouts, to be identified and addressed immediately rather than discovered after building conditions have already deteriorated. Trend and diagnostic data will support preventative maintenance and allow staff and service contractors to diagnose intermittent issues before they become failures. Remote diagnostics will also allow staff to assess equipment issues before dispatching a service contractor, reducing reliance on emergency service calls.

The new system will be connected to the corporate network in accordance with the Town's IT security requirements, with installation coordinated between Facilities and IT staff. Installation will be performed by HTS Engineering Ltd. with minimal disruption to building operations. No additional staffing is required to operate the new system, and all ongoing monitoring will be performed within existing staff resources.

**Community Implications:**

The replacement will improve the reliability of heating, ventilation, and domestic hot water systems at 99 Advance Avenue, supporting safe and comfortable conditions for residents, visitors, and staff using the facility. Early detection of equipment failures will also reduce the risk of unplanned service disruptions.

**Legislative Implications:**

The project supports the Town's obligations under the Occupational Health and Safety Act. Section 25(2)(h) of the Act requires employers to take every precaution reasonable in the circumstances for the protection of a worker, and Section 129 of Regulation 851 (Industrial Establishments) requires that an enclosed workplace be maintained at a temperature suitable for the work being performed and not less than 18 degrees Celsius. The existing system's inability to alert staff to heating plant failures has previously resulted in building temperatures deteriorating before corrective action could be taken.

The project also aligns with asset management requirements under Ontario Regulation 588/17, Asset Management Planning for Municipal Infrastructure.

**Public Engagement/Communication Implications:**

No public engagement is required. The work is internal to the facility and will not affect public access or service delivery. Any temporary system shutdowns during installation will be coordinated internally with affected departments.

**Next Steps/Timelines:**

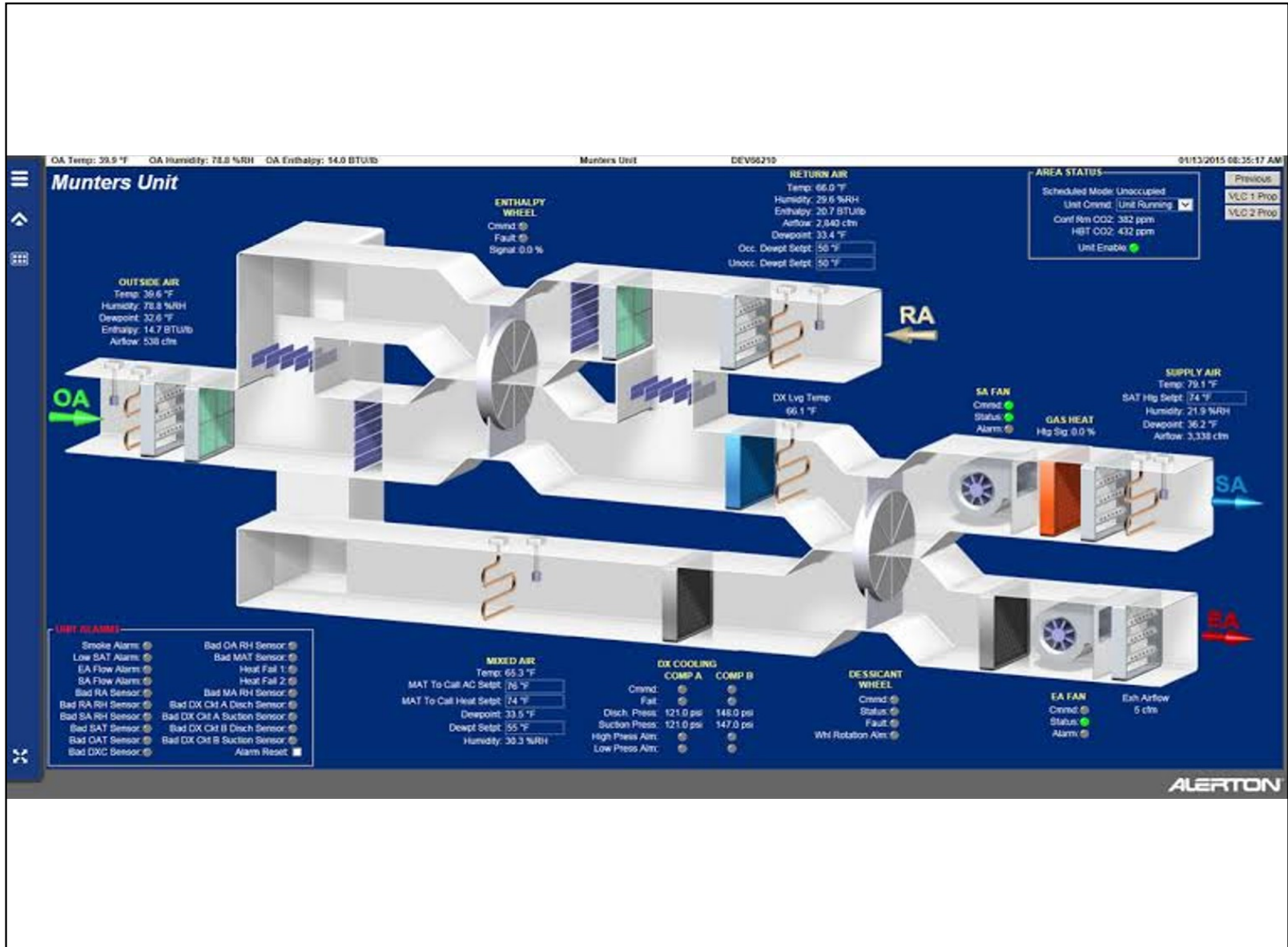
Upon Council approval, staff will confirm the quotations with HTS Engineering Ltd. and execute the necessary agreements. The summer months are the ideal window for this work, as heating demand is at its lowest and the system can be taken offline with minimal impact on building operations. Installation is anticipated for Q3 2026, with completion targeted before the start of the heating season so that boiler plant monitoring and alarming are fully in place ahead of cold weather. Staff training on the new system will be completed as part of commissioning.

**Attachments:**

[Alerton\\_BAS](#)

Chris Brown, Director of Parks, Recreation & Culture  
Hollie Knapp-Fisher, Manager of Human Resources  
Matthew Grant, CAO  
Christina Reeve, Deputy Clerk

Approved - 18 Jun 2026  
Approved - 18 Jun 2026  
Approved - 18 Jun 2026  
Approved - 18 Jun 2026



# Staff Report



**To:** Mayor Richardson and Members of Council  
**Meeting Date:** June 23, 2026  
**Date Council Decision Required:**  
**Prepared By:** Chris Brown, Director of Parks, Recreation & Culture,  
Parks, Recreation & Culture  
**Presented By:** Chris Brown, Director of Parks, Recreation & Culture,  
Parks, Recreation & Culture  
**Subject:** Parks, Recreation, & Culture - Indoor Recreation  
Facility Deputation Follow-Up  
**Report Number:** SR-1373-2026

## Staff Recommendation:

That Council receive for information Parks, Recreation, & Culture - Indoor Recreation Facility Deputation Follow-Up report;  
And further that Council recommend to the next Council term's Mayor to consider inclusion of a feasibility study for an indoor recreation facility as part of the 2027 budget deliberations.

## Background Information and Discussion:

On February 24, 2026, Tammy Giles, Connie McGarvey and Bill Casselman presented a proposal for a new field house recreation facility in Greater Napanee on the south end of the Best & Bash Arena. They are hoping to work with the Town to collaboratively fundraise as was done for the construction of the arena 25 years ago.

Council noted and received the deputation regarding a new fieldhouse recreation facility;  
And further, directed staff to bring back a report regarding the proposal for further consideration.

In consultation with the senior leadership team, the logical next step if Council wants to proceed with this proposal is to have a feasibility study conducted.

Feasibility studies are typically conducted by specialized external consulting firms with expertise in recreation planning, financial analysis, and facility design. These studies are supported by a multidisciplinary team of professionals, including planners, financial analysts, architects, and engineers, with input from municipal staff and community stakeholders.

The feasibility study will assess the viability of a new indoor recreation facility through the following core components:

- 1. Needs and Demand Analysis**

Evaluation of current and future community needs based on demographics, participation trends, and growth projections to determine the level and type of recreation demand.

2. **Stakeholder and Public Engagement**

Consultation with residents, user groups, staff, and community partners to gather input, validate needs, and ensure the proposed facility reflects community priorities.

3. **Existing Facility Assessment**

Review of current municipal and regional recreation facilities to identify service gaps, capacity pressures, and opportunities for consolidation or replacement.

4. **Facility Options and Program Development**

Development of multiple facility scenarios outlining potential components (e.g., racquet courts, walking/running tracks, indoor fields, gymnasiums) and sizing options to meet identified needs.

5. **Site Evaluation and Concept Design**

Assessment of potential locations and preparation of preliminary concept layouts to test fit, functionality, and high-level design considerations.

6. **Capital and Operating Cost Analysis**

Preparation of preliminary construction cost estimates and ongoing operating projections, including staffing, utilities, and lifecycle considerations.

7. **Financial and Business Case**

Evaluation of financial feasibility, including revenue potential, funding opportunities, partnership models, and overall sustainability.

8. **Implementation Strategy**

Development of a recommended approach, including phasing, timelines, and key steps required to advance the project.

A feasibility study is a risk management and decision-support tool that ensures the right project is pursued, right-sizes the investment, and improves long-term success and sustainability.

**Alternative Options and Implications:**

Option 1: Do not support the recommendation to bring forward a feasibility study during the 2027 budget process.

Option 2: Proceed with a feasibility study immediately.

Should Council wish to proceed immediately with the commencement of a feasibility study, reserve funds would need to be utilized to fund the expense. Given that there are not suitable reserve funds to draw from for this particular project, the general tax rate stabilization fund would have to be used. Staff do not recommend this.

**Financial Implications:**

Municipal feasibility studies for indoor recreation facilities typically range from approximately \$50,000 to \$150,000, depending on scope, with larger or more complex studies exceeding this range where extensive engagement, concept design, and financial analysis are required.

“Council-Ready” studies that are intended to support major capital decisions and funding applications, typically exceed \$100K.

The draft updated DC Background study includes a provision for a feasibility study, which is 50% supported by 'growth' and 50% funded through 'benefit to existing'. This means that if the updated DC Background study is approved, 50% of the feasibility study can be funded through DCs, while 50% would need to be funded through an alternative revenue source; most likely the tax levy.

Additionally, there are further provisions for increased recreational infrastructure, which could be used to partially fund the construction of an indoor recreation facility in the future.

Chris Brown, Director of Parks, Recreation & Culture  
Hollie Knapp-Fisher, Manager of Human Resources  
Matthew Grant, CAO  
Christina Reeve, Deputy Clerk

Approved - 18 Jun 2026  
Approved - 18 Jun 2026  
Approved - 18 Jun 2026  
Approved - 18 Jun 2026

# Staff Report



**To:** Mayor Richardson and Members of Council  
**Meeting Date:** June 23, 2026  
**Date Council Decision Required:**  
**Prepared By:** Chris Brown, Director of Parks, Recreation & Culture, Parks, Recreation & Culture  
**Presented By:** Chris Brown, Director of Parks, Recreation & Culture, Parks, Recreation & Culture  
**Subject:** Parks, Recreation, & Culture - Community Event Application  
**Report Number:** SR-1383-2026

## Staff Recommendation:

That Council receive for information Parks, Recreation, & Culture - Community Event Application report;  
And further that Council approves the Block Party Kick Off event in accordance with the Community Events Policy.

## Background Information and Discussion:

A community event application was received from Greater Napanee Connect to host a Block Party Kick Off event in the Market Square behind Town Hall.

The event is scheduled for Friday, July 17th from 5:00-8:00pm.

The Block Party Kick Off is a free community event celebrating the launch of Greater Napanee Connect's new Block Party Kit Program. The program is designed to help residents host neighbourhood gatherings, street parties, road hockey tournaments, community bonfires, and other activities that bring neighbours together.

The event will take place in Market Square and feature family-friendly activities including outdoor games, music, community organizations and food vendors. Attendees will have the opportunity to learn about the program, see the contents of the kits, connect with neighbours, and discover ways to organize gatherings within their own neighbourhoods.

The event is open to all residents of Greater Napanee and surrounding area. The primary audience includes families, neighbourhood residents, youth, seniors, community groups, service clubs, and individuals interested in building stronger connections within their neighbourhoods.

The event is designed to be inclusive, accessible, and welcoming to people of all ages and backgrounds. It is intended to encourage participation from residents who may be interested in hosting future neighbourhood gatherings through the Block Party Kit Program.

**Financial Implications:**

The Block Party Kit Program was a recipient of the 2025 Fall Intake of the Community Initiatives Fund, receiving \$5,000 in funding which was proudly supported by community benefit contributions from Atura Power, owners and operators of the Napanee Generating Station.

**Operational Implications:**

Event organizers have requested the following elements be included for their event:

- Garbage Cans and Waste Collection
- Portable Toilets
- Road Closures

All requested elements are included in the Community Events Policy and only require minimal staff resources to accommodate.

**Community Implications:**

Market Square will be closed to traffic from 3:00-9:00pm to accommodate the event and ensure safety for all participants.

**Legislative Implications:**

Community Events Policy

Chris Brown, Director of Parks, Recreation & Culture  
Hollie Knapp-Fisher, Manager of Human Resources  
Matthew Grant, CAO  
Christina Reeve, Deputy Clerk

Approved - 18 Jun 2026  
Approved - 18 Jun 2026  
Approved - 18 Jun 2026  
Approved - 18 Jun 2026

# Staff Report



**To:** Mayor Richardson and Members of Council  
**Meeting Date:** June 23, 2026  
**Date Council Decision Required:** June 23, 2026  
**Prepared By:** Kylie Huffman, Community Engagement & Communications Clerk, Executive Services  
**Presented By:** Kylie Huffman, Community Engagement & Communications Clerk, Executive Services  
**Subject:** Executive Services - Spring 2026 Community Initiatives Fund Recommendations  
**Report Number:** SR-1374-2026

## Staff Recommendation:

That Council receive for information the Executive Services - Spring 2026 Community Initiatives Fund Recommendations report;

And further that Council approve the recommendations provided by the Community Initiatives Fund (CIF) Advisory Committee.

## Background Information and Discussion:

The Spring 2026 intake period for the Community Initiatives Fund was open from April 1 to May 31, 2026.

To be considered for funding, applications had to align with at least one of the following criteria:

- Health and Wellness
- Arts and Culture
- Youth Initiatives
- Seniors Initiatives
- Recreation
- Public Safety
- Economic Growth and Stimulus to the Local Community
- Community Development and Special Events

The following applications and funding amount requests were received for the Spring 2026 intake:

- Old Hay Bay Church (Promotional Signage) - \$1,946.05
- Selby United Church (Camp Cornerstone) - \$1,000.00
- Rythem on Wheels (Roller Skating Supplies) - \$20,000.00
  
- Children's Safety Village (Transportation for Safety Education) - \$7,500.00

- St. Albans Centre (Accessible Ramp) - \$3,439.45
- Lennox Agricultural Society (AED Defibrillator) - \$2,548.15
- 16910271 Canada Foundation (Lennox and Addington Transportation Subsidy Program) - \$15,000.00
- Harmony Lounge & Music Club (Harmony Lounge Season 5) - \$15,840.00

**Following a review of all applications, the CIF Advisory Committee recommended that the following applications receive funding.**

**Old Hay Bay Church - \$1,946.05**

**Project Name: Promotional Signage**

The Promotional Signage project will involve placing signs to promote and direct visitors to the church when they are in the area. Visitors have commented on the blue historic township signs, while also noting the lack of signage directing them to the church. Over the years, existing signage has disappeared and/or deteriorated. With renewed interest in local history and more people visiting places closer to home, improved signage will make it easier for visitors to find the Old Hay Bay Church.

**Selby United Church - \$1,000.00**

**Project Name: Camp Cornerstone**

This new camp will provide a faith-centered experience for children in the community. Children do not need to belong to a specific religion or attend a particular church; all are welcome. This week-long program will serve children ages 4 to 9 and, with the support of volunteers and helpers, will offer a welcoming environment where children can grow spiritually, socially, emotionally, and physically through structured activities.

**St. Alban's Centre - \$3,439.45**

**Project Name: Accessible Ramp for St. Alban's Facility**

The St. Alban's facility is comprised of two main structures: the historic church, which has an accessible ramp and is barrier-free, and the rectory, which is not wheelchair accessible. The rectory includes an extensive book room and reading/meeting space that St. Alban's Centre would like to make accessible and barrier-free through the addition of a ramp connecting the main floor level to grade. This will allow all participants and members of the public to use both structures without barriers.

**Lennox Agricultural Society - \$2,548.15**

**Project Name: AED Defibrillator**

With the number of events held at the Fairgrounds, the applicant would like to have an AED Defibrillator available in case of an emergency. The new building provides an opportunity to establish a central location for the device and to train members (volunteers) in its use. The device would include step-by-step instructions, allowing even an untrained person to use the device until qualified emergency crews arrive on site.

**Total Funding Recommended for the Spring 2026 Intake:**

The total amount being recommended to Council for approval between the four applications is \$8,933.65. The remaining \$6,066.35 of the \$15,000.00 available would roll over to the Fall 2026 intake should Council approve the Committee's recommendations.

**Recipient Reporting Requirements:**

Successful funding recipients will be required to report back to the CIF Advisory Committee within the twelve-month period after receiving funding. This report must outline how the funds were used, how Greater Napanee and Atura Power were recognized, and the impact the funding had on the community.

**Alternative Options and Implications:**

Council may recommend that funding be allocated differently than what was recommended by the CIF Advisory Committee.

**Financial Implications:**

The Community Initiatives Fund (CIF) is proudly supported by community benefit contributions from Atura Power, the owners and operators of the Napanee Generating Station.

Ellen Hamel, Treasurer  
Matthew Grant, CAO  
Christina Reeve, Deputy Clerk

Approved - 17 Jun 2026  
Approved - 18 Jun 2026  
Approved - 18 Jun 2026

# Staff Report



**To:** Mayor Richardson and Members of Council  
**Meeting Date:** June 23, 2026  
**Date Council Decision Required:**  
**Prepared By:** Ellen Hamel, Nathan Murphy, , Financial & IT Services  
**Presented By:** Ellen Hamel, Nathan Murphy, , Financial & IT Services  
**Subject:** Financial & IT Services - 2025 Year End Reserve Transfers  
**Report Number:** SR-1381-2026

## Staff Recommendation:

That Council receive for information Financial & IT Services - 2025 Year End Reserve Transfers report;

And further that Council direct that \$166,670.01 surplus be transferred to the Solid Waste Reserve;

And further that Council direct that \$243,581.01 from the 2025 TAC Reconciliation payment be transferred to the Winter Control Reserve and \$183,951.78 to fund operating deficit in winter control be transferred from the Winter Control Reserve.

## Background Information and Discussion:

As part of preparation for the 2025 year-end audit, staff are reviewing all financial records to ensure that any excess funds that should be allocated to reserve are identified and brought forward for Council approval. Two year end reserve transfers have been identified: one related to solid waste, and one related to TAC Reconciliation funds.

### Solid Waste:

At regular session of council on May 12th, 2026 staff presented the creation of a new solid waste reserve as requested as part of 2025 budget deliberations, which included the transfer of \$255,154 as part of the transition of recycling to the province.

In addition to the budgeted transfer, staff have identified an additional year-end surplus of \$166,670 within the overall Solid Waste and Recycling budgets. Given the significant uncertainty around garbage and recycling operations in 2025, there was some uncertainty in the 2025 budget and factors that are driven by volume rather than fixed costs.

The surplus is primarily attributable to:

1. Higher than budgeted revenue from secondary bag tag sales
2. Higher than budgeted revenue from waste site operations

3. Waste collection expenditures that were lower than originally projected (partially driven by variable tonnage rates)

Accordingly, staff are recommending that this additional surplus also be transferred to the Solid Waste Reserve to support future service needs and financial stability in this area.

**TAC Reconciliation Funds:**

The TAC agreement has a provision that if the lower tier's costs surpassed 110% of the per km rate, they would receive the difference between the actual costs and the 110%.

In 2025, we experienced a heavy winter maintenance season and as a result of the 2025 TAC reconciliation, the County of Lennox and Addington paid an additional \$243,581.01 in accordance with the TAC Agreement as our costs exceeded the base amount.

As a result, staff are recommending that the **\$243,581 be transferred to** the winter control reserve and then subsequently **transferring \$183,951 from** the winter control reserve to fund the actual operating deficit experienced in winter maintenance during the 2025 calendar year. This leaves a net addition of \$59,630 added to the winter control reserve.

**Alternative Options and Implications:**

Option 1: Transfer \$166,670 to the General Stabilization Reserve

Option 2: Transfer \$59,630 to the General Stabilization Reserve

Option 3: Do not transfer directly to reserves and leave the funds to flow through general operating

**Financial Implications:**

If transferred to the Solid Waste Reserve the balance would increase to \$420,825.

If transferred to Winter Maintenance the balance would increase to \$168,249.

Ellen Hamel, Treasurer

Michael Nobes, General Manager - Growth & Infrastructure

Matthew Grant, CAO

Christina Reeve, Deputy Clerk

Approved - 17 Jun 2026

Approved - 17 Jun 2026

Approved - 18 Jun 2026

Approved - 18 Jun 2026

# Staff Report



**To:** Mayor Richardson and Members of Council  
**Meeting Date:** June 23, 2026  
**Date Council Decision Required:**  
**Prepared By:** Ellen Hamel, Treasurer, Financial & IT Services  
**Presented By:** Ellen Hamel, Treasurer, Financial & IT Services  
**Subject:** Financial & IT Services Report - Bay of Quinte Regional Marketing Board Municipal Accommodation Tax Agreement  
**Report Number:** SR-1385-2026

## Staff Recommendation:

That Council receive for information Financial & IT Services Report - Bay of Quinte Regional Marketing Board Municipal Accommodation Tax Agreement report;

And further that Council authorize the Mayor and the Clerk to execute the agreement.

## Background Information and Discussion:

On May 12, 2026 Council received report [SR-1302-2026 - Financial & IT Services Report - Municipal Accommodation Tax Draft Policy and Tourism Entity](#) and passed the following resolution:

RESOLUTION#224/26 Hicks, Davey

That Council receive for information Financial & IT Services Report Municipal Accommodation Tax Draft By-Law and Tourism Entity report;

And further that Council award RFP 26-01 Tourism Entity Municipal Accommodation Tax to Bay of Quinte Regional Marketing Board;

And further that Council direct staff to bring back a Service Agreement between the Bay of Quinte Regional Marketing Board and the Corporation of the Town of Greater Napanee for approval;

And further that Council receive the draft Use of Municipal Accommodation Tax Reserve Funds Policy;

And further that Council direct staff to bring back the Use of Municipal Accommodation Tax Reserve Funds Policy at the next available meeting for approval. CARRIED.

Pursuant to Section 400.1 of the Municipal Act, 2001 and Ontario Regulation 435/17, municipalities that impose a MAT are required to enter into a financial accountability agreement with one or more eligible tourism entities.

The Bay of Quinte Regional Marketing Board (BQRMB) has been identified as the eligible tourism entity for the region. The attached agreement establishes the governance, reporting, and accountability framework for the use of MAT revenues and formalizes the relationship between the Town and BQRMB. The agreement confirms that MAT funding must be used primarily for tourism promotion benefits Greater Napanee, with a requirement that 80% of the funds must be spent promoting tourism in Greater Napanee, while 20% may support regional tourism initiatives. It mirrors similar agreements with other regional partners including Belleville, Quinte West and Brighton.

#### **Alternative Options and Implications:**

Option 1: Do Not Enter into an Agreement

- The Town would be unable to distribute MAT revenues in accordance with O.Reg 435/17 and would limit Town's ability to implement a compliant MAT program

Option 2: Modify Agreement Terms Prior to Execution

- Council may direct staff to revise specific provisions and if mutually agreed with BQRMB would be brought back for approval at a future Council meeting

#### **Financial Implications:**

Under the agreement, the Town will remit 50% of the net MAT revenues, after deducting eligible administrative costs to the BQRMB. It does not guarantee a fixed funding amount or future funding levels.

#### **Operational Implications:**

Implementation of this agreement will require:

- Administration of MAT collection and remittance processes
- Quarterly reporting of MAT revenues and accommodation activity to BQRMB
- Monitoring for compliance with agreement terms, including review of annual business plans, reporting, and audited financial statements

#### **Community Implications:**

The agreement supports increased tourism promotion and destination marketing in Greater Napanee, growth in overnight stays, local business activity and visitor spending.

#### **Attachments:**

[DRAFT BoQ RMB-Greater Napanee MAT agreement\\_June 2026](#)

Ellen Hamel, Treasurer  
Shawn Armstrong, Fire Chief  
Matthew Grant, CAO  
Christina Reeve, Deputy Clerk

Approved - 17 Jun 2026  
Approved - 17 Jun 2026  
Approved - 18 Jun 2026  
Approved - 18 Jun 2026

**FINANCIAL ACCOUNTABILITY AND SERVICES AGREEMENT**

**THIS AGREEMENT** (the “**Agreement**”) is made as of the \_\_\_\_ day of \_\_\_\_\_, 2026

**BETWEEN:**

**THE CORPORATION OF THE TOWN OF GREATER NAPANEE,**  
(herein called the “Town”)

**AND:**

**THE BAY OF QUINTE REGIONAL MARKETING BOARD,**  
(herein called the “BQRMB”)

**RECITALS:**

- A. The Town imposes a tax in respect of the purchase of transient accommodation within its boundaries pursuant to Section 400.1 of the Municipal Act, 2001 (Ontario).
- B. The Town is required to make one or more payments to an eligible tourism entity (as such term is defined under Ontario Regulation 435/17 (the “**Regulation**”), the total of which is determined pursuant to the Regulation.
- C. The BQRMB is the eligible tourism entity for the purposes of the Regulation which will receive one or more payments from the Town. The BQRMB is a marketing organization charged with marketing Greater Napanee and the region to attract tourists and visitors to the Town.
- D. On \_\_\_\_\_, the Council for the Town of Greater Napanee approved the establishment of a MAT in the Town of Greater Napanee;
- E. Pursuant to Section 6(1) of the Regulation, the Town and the BQRMB must enter into an Agreement respecting reasonable financial accountability matters to ensure that any amounts paid to the BQRMB are used for the exclusive purpose of promoting tourism for the Town of Greater Napanee and the Bay of Quinte region and such agreement may provide for other matters.
- F. This agreement shall reflect an annual fiscal year starting January 1<sup>st</sup> and ending December 31<sup>st</sup>. It is recognized that the BQRMB operates on a fiscal year starting April 1<sup>st</sup> and ending March 31<sup>st</sup>.
- G. **NOW THEREFORE** in consideration of the mutual covenants and agreements herein contained, the Parties agree as follows:

## **ARTICLE 1 FUNDS**

### **1.1 Funding**

- (a) The Town will provide the payment for 50% of the Municipal Accommodation Tax (MAT) referred to in Section 5(2) of the Regulation (the "**Funding**") quarterly into an account designated by the BQRMB provided that the account resides at a Canadian financial institution and is in the name of the Organization. The proposed payment dates may be amended with the approval of both parties.
- (b) The Funding shall be determined in the sole discretion of the Town, in compliance with Section 5(4) of the Regulation. For clarity, costs of the Town related to the administrative expenses undertaken to facilitate and implement the MAT shall be deducted from the MAT revenue and shall be deducted prior to the determination of the amount available for distribution.
- (c) The Town shall not be responsible for any commitment or expenditure by the BQRMB, nor does this Agreement commit the Town to provide any specific quantum of funding or additional funding for the duration of this Agreement.

### **1.2 Promoting tourism in the Town**

**"Promoting tourism in the Town"** means developing, advertising, funding, sponsoring, or otherwise supporting or promoting, any tourism projects, events, assets or products within the boundaries of The Corporation of the Town of Greater Napanee, insofar as so doing directly or indirectly promotes and/or is beneficial to the growth of the Town's tourism sector, local innkeepers by increasing overnight stays, restaurateurs, developers, commercially or publicly operated tourist attractions, festivals, social activities (e.g. entertainment, sports and recreation) and other commercial interests.

## **ARTICLE 2 FINANCIAL ACCOUNTABILITY MATTERS**

### **2.1 Obligations of the BQRMB**

- (a) For each fiscal year in which it receives the Funding, the BQRMB shall plan for and maintain a balanced operating budget (the "**Annual Balanced Operating Budget**") whereby the total expenses of the BQRMB are less than or equal to the total revenue, from all sources, of the BQRMB when using the BQRMB's consolidated income statements.
- (b) The BQRMB will annually provide the Town with a business plan/budget for the use of the MAT funds for consultation and input.
- (c) Unless otherwise agreed to in writing, annually, a minimum of 75% of the MAT funds received shall be spent by the BQRMB within their fiscal year.

- (d) The BQRMB covenants that 80% of the funds received under this agreement shall be used exclusively for promoting tourism in the Town, with the remaining 20% of the funds to be used to promote the region when combined with matching funding from the other paying partners.

## **2.2 Obligations of the Town of Greater Napanee**

- (a) The Town shall provide a list of participating accommodators and room numbers to the BQRMB.
- (b) The Town will report quarterly to the BQRMB the earnings/occupancy that mirror the collection schedule from the Town.
- (c) The Town will provide on-going communication with the BQRMB on planned usage of MAT funds by the Town and bring forward any opportunities for collaboration.

## **2.3 Reporting**

- (a) No later than forty-five (45) days prior to the end of any fiscal year of the BQRMB, the BQRMB shall produce an annual public business plan in respect of the following fiscal year, in a form satisfactory to the Town, which contains at minimum the following information:
  - (i) the BQRMB's strategic directions; and
  - (ii) an overview of the current and future programs and key activities, including, but not limited to, the use of the MAT funds. This overview, where possible, shall include quantifiable/measurable results for each activity or initiative.
- (b) No later than one hundred and twenty (120) days following the end of any fiscal year of the BQRMB, the BQRMB shall produce an annual public report, in respect of such fiscal year, in a form satisfactory to the Town, which contains at minimum the following information:
  - (i) an analysis of the BQRMB's performance in light of its business plan;
  - (ii) a discussion of goals achieved and actions to be taken if not achieved;
  - (iii) the BQRMB's audited financial statements (timing subject to auditors availability and Town's timely cooperation) ; and
- (c) Periodically throughout any year in which the BQRMB receives Funding and at least bi-annually, the BQRMB shall report to staff as necessary to keep the Town appropriately informed of the performance by the BQRMB of its obligations under this Agreement, its activities and its obligations to plan for and maintain an Annual Balanced Operating Budget. The Town is to provide a minimum of two weeks' notice to the BQRMB for any specific requests related to the production of said documents that are in addition to regular reporting.

- (d) The BQRMB shall ensure that all reports are in a form satisfactory to Town staff.
- (e) If this Agreement ceases to be in effect, for any reason whatsoever, the BQRMB shall provide to the Town all such reports or information as the Town may request in relation to, or as a result of, this Agreement ceasing to be in effect.
- (f) Should the BQRMB cease to exist for any reason, all products, assets, work or other valuable items pertaining to Greater Napanee shall become the property of the Town and shall be disbursed to the Town prior to the closure of the office.
- (g) The Town shall have the right to use all work product or assets produced by the BQRMB (ie. Photos, content, etc.) provided such use does not diminish the purpose for which it was created or purchased, except where a contract limits the rights and use of the product.

#### **2.4 Document Retention and Record Maintenance.**

The BQRMB shall:

Retain all records related to the performance of its obligations under this Agreement for a period of seven (7) years after this Agreement ceases to be in effect for any reason whatsoever;

### **ARTICLE 3 INDEMNITY**

#### **3.1 Limitation of Liability**

The Town and its employees, elected officials, officers, independent contractors, subcontractors, trustees, servants, agents, successors and assigns (collectively, and together with the Town, the "**Indemnified Parties**") shall not be liable to the BQRMB or any of its directors, officers, employees, independent contractors, subcontractors, agents, successors and assigns and other representatives of the BQRMB (collectively, the "**BQRMB's Representatives**") for costs, losses, claims, liabilities and damages caused arising out of or in any way related to this Agreement, unless caused by the negligence or wilful misconduct of the Indemnified Parties.

#### **3.2 Same**

For greater certainty and without limiting Section 3.1, the Town shall not be liable for how the BQRMB carries out its operations.

#### **Indemnification**

The BQRMB will indemnify and hold harmless at all times the Indemnified Parties from and against any and all losses, liabilities, damages, costs, expenses, fines, penalties, legal actions, causes of actions and demands for damages, judgements,

orders and any other type of claims, including, but not limited to, the reasonable costs of defense, legal fees and consultant fees, by whomever made, sustained, brought or prosecuted in any way based upon, occasioned by or attributable to anything done or omitted to be done by the BQRMB or the BQRMB's Representatives in the course of performance of the BQRMB's obligations under, or otherwise in connection with, this Agreement, unless caused by the negligence or wilful misconduct of an Indemnified Party.

#### **ARTICLE 4 INSURANCE**

##### **4.1 Required Insurance**

The BQRMB shall maintain certain insurance policies (Commercial General Liability Insurance, Directors and Officers Liability Insurance, etc.) as may be satisfactory to the Town from time to time.

#### **ARTICLE 5 GENERAL**

##### **5.1 Confidentiality**

- (a) **"Confidential Information"** means any confidential or proprietary information disclosed by one Party to the other Party in connection with this Agreement in electronic, written or any other tangible form, including any information disclosed orally, visually or by observation. For the purposes of this Agreement all information disclosed by one Party to the other Party in connection with this Agreement shall be deemed to be Confidential Information, provided that Confidential Information does not include information:
- (i) independently developed by the receiving Party without reference to the Confidential Information of the disclosing Party;
  - (ii) received from a third party without breach of any obligation of confidentiality;
  - (iii) in the public domain at the time of its disclosure or that later becomes publicly available; or
  - (iv) to the extent such information is required to be disclosed by applicable law.
- (b) Each Party shall maintain the confidentiality of Confidential Information received from the other Party and shall not disclose such Confidential Information without such other Party's consent. The receiving Party shall treat Confidential Information of the disclosing Party with the same degree of care as the receiving Party's own Confidential Information, but in no event with less than a reasonable degree of care.

- (c) Any confidential business information of an Eligible Accommodator received by the Parties specifically through MAT procedures from an Eligible Accommodator, such as pricing and cost information, shall be kept confidential by the Parties and shall be used only for the purposes of this Agreement. Any such confidential business information shall not be shared with other Eligible Accommodators and shall be kept by the Town and BQRMB in separate segregated confidential files for each Eligible Accommodator. The Town is subject to the Municipal Freedom of Information and Protection of Privacy Act; information held by or on behalf of the Town shall be administered in accordance with the Act.
- (d) No party to this Agreement may assign this Agreement without the prior written consent of all of the other parties.
- (e) This Agreement shall enure to the benefit of and be binding upon the respective heirs, executors, administrators, successors and permitted assigns of the parties hereto.

## **5.2 No Joint Venture**

The Parties acknowledge and agree that no employment, agency, partnership or joint venture relationship is intended to be created between the BQRMB and the Town or the BQRMB and the Town's personnel by this Agreement or by the provision of the funds set out herein. The BQRMB shall not act or attempt to act, or represent itself, directly or by implication, as an employee, partner, agent, or a joint venturer of the Town.

## **5.3 Termination**

The parties shall have the right at its option to terminate this Agreement:

- (a) This Agreement may be terminated by BQRMB or the Town upon a minimum of one hundred and eighty (180) days written-notice to all parties to this Agreement.
- (b) Any party may terminate this Agreement in the event of default by the other party, provided such default has not been remedied within thirty (30) days of receipt of written notice of default.
- (c) All parties may terminate the agreement immediately in the event of insolvency or bankruptcy of another party and the ownership of all Greater Napanee related assets will transfer to the Town.
- (d) Rights on Termination

On the termination of this Agreement, the BQRMB shall prepare a final audit report and transfer any unused MAT funds to the Town. The Town may authorize disbursements of the MAT funds at the Town's discretion pursuant to Regulation 435/17 for commitments made by the BQRMB in association with the MAT funds up to the date of termination, but shall not be obligated to do so.



**5.9 Schedules**

Schedules and other documents attached to or referred to in this Agreement are an integral part of this Agreement.

**5.10 Assignment**

This Agreement may not be assigned by either Party without the prior written consent of the other Party.

**5.11 Governing Law**

This Agreement shall be interpreted and governed in accordance with the laws of the Province of Ontario and the laws of Canada applicable therein.

**5.12 Enurement**

This Agreement shall enure to the benefit of and be binding upon the Parties' successors and permitted assigns.

**5.13 Counterparts**

This Agreement may be executed in any number of counterparts, each of which is deemed an original, and all of which taken together constitute one and the same agreement. Each counterpart may be delivered by facsimile, e-mail attachment (of a PDF document), or other electronic means, which shall be as effective as hand delivery of the original executed counterpart.

*[Signature Page Follows]*

**IN WITNESS WHEREOF** the Parties have executed this Agreement as of the date first written above.

**THE CORPORATION OF THE TOWN  
OF GREATER NAPANEE**

Per: \_\_\_\_\_  
Name: Terry Richardson  
Title: Mayor

Per: \_\_\_\_\_  
Name: Jessica Walters  
Title: Town Clerk

*We have authority to bind the Corporation*

**BAY OF QUINTE REGIONAL MARKETING  
BOARD**

Per: \_\_\_\_\_  
Name: Blair Gamble  
Title: Board Chair

Per: \_\_\_\_\_  
Name: Dug Stevenson  
Title: Executive Director

*We have authority to bind the Bay of Quinte  
Regional Marketing Board (BQRMB)*

# Staff Report



**To:** Mayor Richardson and Members of Council  
**Meeting Date:** June 23, 2026  
**Date Council Decision Required:** June 23, 2026  
**Prepared By:** Hollie Knapp-Fisher, Manager of Human Resources, Executive Services  
**Presented By:** Hollie Knapp-Fisher, Manager of Human Resources, Executive Services  
**Subject:** Executive Services - Labour Relations Reserve – Spending Thresholds and Governance Framework  
**Report Number:** SR-1362-2026

## Staff Recommendation:

That Council receive for information the Executive Services - Labour Relations Reserve – Spending Thresholds and Governance Framework report;  
And further that Council approve the proposed thresholds for delegated authority spending in each category.

## Background Information and Discussion:

At the Council meeting held on May 12, Council approved the establishment of a Human Resources Reserve funded through the allocation of a \$155,000 Workplace Safety and Insurance Board (WSIB) surplus rebate received by the Municipality. The purpose of the reserve is to provide a dedicated funding source for non-recurring and unanticipated Human Resources expenditures, including recruitment, staffing transitions, labour relations matters, and termination or restructuring costs.

During Council's consideration of the report, members requested additional information respecting the proposed governance framework for the reserve, including clearly defined expenditure categories, delegated authority limits, and financial thresholds for reserve usage.

Human Resources-related expenditures are often variable in nature and can arise unexpectedly due to operational requirements, legislative obligations, labour relations matters, or organizational restructuring. In many cases, these expenditures are time sensitive and may require immediate attention to ensure legislative compliance, minimize operational disruption, or mitigate financial and legal risk to the Municipality.

The establishment of financial thresholds and approval parameters is intended to provide an appropriate balance between operational efficiency and Council oversight. Defining maximum expenditure limits by category will:

- establish clear financial controls for administration;
- ensure consistency and transparency in reserve usage;

- support timely decision-making for urgent or legally mandated matters; and
- maintain Council oversight for significant or higher-risk expenditures.

The proposed framework has been developed to align with municipal reserve management best practices and the Town's existing Reserve and Reserve Fund Policy, while ensuring the reserve remains sustainable and utilized only for its intended Human Resources and workforce stabilization purposes.

### **Determination of Thresholds**

The proposed expenditure thresholds were developed based on the anticipated frequency, urgency, financial risk, and operational impact associated with each category of Human Resources expenditure.

Administration considered the following factors when establishing the proposed thresholds:

- the Municipality's historical Human Resources expenditures and typical cost ranges;
- the need to respond quickly to time-sensitive staffing, labour relations, or legal matters;
- the importance of maintaining appropriate financial oversight and accountability;
- alignment with the Town's existing delegated authority and reserve management practices; and
- the objective of preserving the reserve balance for significant or unanticipated workforce-related obligations.

Lower thresholds were proposed for routine or lower-risk expenditures, such as recruitment initiatives, where costs are generally predictable and occur more frequently. Higher thresholds were identified for categories such as termination, labour relations, and workplace investigations, where costs can escalate quickly due to legislative requirements, legal obligations, or operational risk exposure.

The proposed thresholds are also intended to distinguish between:

- operational matters that can reasonably be managed administratively; and
- higher-value or higher-risk expenditures that warrant direct Council oversight.

In establishing the recommended limits, administration also considered the initial reserve balance of \$155,000 and the importance of ensuring the reserve remains financially sustainable over time. The thresholds were therefore structured to provide sufficient administrative flexibility while preventing significant depletion of the reserve without Council awareness or approval.

Overall, the proposed framework is intended to balance:

- operational efficiency,
- financial stewardship,
- transparency and accountability, and
- appropriate governance oversight by Council.

### **Proposes Delegated Authority and Threshold Limits**

To support timely operational decision-making while maintaining appropriate financial oversight and accountability, administration is recommending the following delegated authority framework for the Human Resources Reserve.

Under the proposed framework, the Chief Administrative Officer (CAO), in consultation with the Treasurer, would be authorized to approve expenditures from the Human Resources Reserve within the approved categories and threshold limits identified below.

### **Recruitment and Staffing Transition Costs**

Eligible expenditures may include:

- recruitment advertising;
- executive or specialized recruitment services;
- candidate assessment and testing tools;
- relocation assistance;
- temporary staffing or operational backfill for critical vacancies.

Delegated Authority Limit:

Up to \$15,000 per occurrence

Approval Authority:

CAO, in consultation with the Treasurer

### **Termination, Severance, and Workforce Restructuring Costs**

Eligible expenditures may include:

- statutory or contractual termination pay;
- severance obligations;
- vacation payout liabilities;
- restructuring or position elimination costs.

Delegated Authority Limit:

Up to \$50,000 per occurrence

Approval Authority:

CAO, in consultation with the Treasurer

### **Labour Relations, Legal, and Investigation Costs**

Eligible expenditures may include:

- external labour and employment legal services;
- workplace investigations;
- arbitration and mediation costs;
- human rights or employment compliance matters.

Delegated Authority Limit:

Up to \$25,000 per matter

Approval Authority:

CAO, in consultation with the Treasurer

### **Workplace Safety, WSIB, and Accommodation Costs**

Eligible expenditures may include:

- return-to-work initiatives;
- accommodation requirements;
- independent medical assessments;

- ergonomic or workplace safety measures;
- WSIB claim mitigation initiatives.

Delegated Authority Limit:

Up to \$20,000 per occurrence

Approval Authority:

CAO, in consultation with the Treasurer

### **Additional Governance Controls**

In addition to the category thresholds identified above, administration recommends the following controls:

- Total annual withdrawals shall not exceed the available reserve balance.
- Any expenditure outside the approved categories shall require Council approval.
- All expenditures from the reserve shall be reported to Council through annual financial reporting and reserve continuity schedules.

Council shall retain authority for:

- changes to reserve purpose or permitted uses;
- amendments to expenditure thresholds; and
- additional reserve funding allocations.

### **Alternative Options and Implications:**

Council can choose to alter the threshold limits as well as the areas of delegated authority should they wish.

### **Operational Implications:**

The proposed delegated authority and threshold limits will allow Administration to respond more efficiently to routine and time-sensitive Human Resources matters while maintaining appropriate financial controls. The framework will reduce the need for individual Council approvals for lower-value expenditures, resulting in faster decision-making for recruitment, labour relations, workplace investigations, accommodations, and termination obligations.

The established thresholds provide clear accountability and ensure that significant expenditures continue to be subject to Council oversight. All reserve activity will be reported through regular financial reporting processes, maintaining transparency and ensuring proper stewardship of reserve funds.

Overall, the proposed framework balances operational flexibility with financial accountability, enabling timely workforce decisions while preserving Council's authority over larger or strategic expenditures.

### **Next Steps/Timelines:**

Subject to Council approval, Administration will amend the Reserve and Reserve Fund By-law to incorporate the approved Human Resources Reserve governance framework and delegated authority provisions. The Human Resources Reserve will continue to be funded through the initial \$155,000 WSIB surplus rebate allocation, and Administration will implement the approved expenditure thresholds and reporting requirements. Reserve activity will be monitored and reported to Council through the annual financial reporting process, with any proposed amendments to reserve uses or spending limits brought forward for Council consideration.

These delegated authority limits will also be included in the next update of the Delegation of Authority By-law, scheduled for six months after its adoption in September.

Hollie Knapp-Fisher, Manager of Human Resources  
Ellen Hamel, Treasurer  
Matthew Grant, CAO  
Jessica Walters, Clerk

Approved - 18 Jun 2026  
Approved - 18 Jun 2026  
Approved - 18 Jun 2026  
Approved - 18 Jun 2026

# Staff Report



**To:** Mayor Richardson and Members of Council  
**Meeting Date:** June 23, 2026  
**Date Council Decision Required:**  
**Prepared By:** Kristie Kelly, Michael Nobes, , Growth & Infrastructure Services  
**Presented By:** Michael Nobes, , Growth & Infrastructure Services  
**Subject:** Growth & Infrastructure Services - Biosolids Management Master Plan  
**Report Number:** SR-1345-2026

## Staff Recommendation:

That Council receive for information the Growth & Infrastructure Services - Biosolids Management Master Plan report.

## Background Information and Discussion:

The Town of Greater Napanee, with EVB Engineering has completed a Biosolids Management Master Plan for the Napanee Water Pollution Control Plant (WPCP) to support the overall plant upgrade project. The purpose of this work was to review current biosolids handling practices and identify a long-term, sustainable strategy to support future growth, regulatory requirements, and operational efficiency.

The Biosolids Management Master Plan was completed in parallel with the planning and preliminary design of the Napanee WPCP upgrades. Through this process, the Town evaluated the long-term requirements for biosolids handling and storage, including potential location and integration of a future biosolids management facility within the upgraded plant. Detailed design of this addition has not yet been completed.

Historically, biosolids generated at the Napanee WPCP, being the stabilized organic solids produced as part of the wastewater treatment process, have been managed through off-site storage and land application. This includes hauling biosolids to leased lagoons for storage prior to land application, with the Town responsible for associated maintenance, monitoring, and reporting requirements.

Through the planning and design work completed for the WPCP upgrades, it has been recognized that long-term biosolids management, including storage capacity and handling processes, requires a more sustainable and reliable approach. With projected increases in biosolids production associated with plant upgrades and growth, continued reliance on the existing lagoon-based system presents operational, capacity, and cost challenges over the long term.

The Biosolids Management Master Plan evaluates five (5) potential options for managing biosolids:

- Do nothing (continue current lagoon-based approach)
- Exploring the purchase of the lagoons
- Construction of new on-site biosolids storage
- Third-party management
- Biosolids dewatering facility

Each option was assessed based on capital cost, operating cost, long-term sustainability, and operational considerations over a 25-year planning horizon. The analysis determined that the installation of a sludge dewatering facility at the WPCP represents the preferred option. This approach reduces the moisture content of biosolids, significantly decreasing hauling requirements and long-term operating costs while improving operational control and reducing reliance on external storage infrastructure.

Although the biosolids dewatering option requires a significant upfront capital investment, it provides the lowest life-cycle cost over the 25-year planning period compared to the other alternatives evaluated.

To support future implementation, funding for the recommended biosolids management improvements has been incorporated into the Town's Development Charges (DC) Background Study. This will allow for growth-related costs to be recovered over time and assist in funding the required infrastructure as part of the Town's long-term capital planning strategy.

#### **Financial Implications:**

The Biosolids Management Master Plan recommends the construction of a biosolids dewatering facility at the Napanee WPCP, with an estimated capital cost of approximately \$9.29 million (2026 dollars).

The Town currently contributes significant annual funding towards biosolids handling and storage. In 2026, approximately \$247,000 was budgeted for biosolids hauling, lagoon lease, and land application under the existing approach. The Master Plan identifies that these costs are expected to continue increasing over time as biosolids volumes grow and hauling costs rise.

The recommended biosolids dewatering facility reduces the volume of biosolids requiring hauling, resulting in significantly lower long-term operating costs. Estimated annual operating costs are approximately \$28,400 under current conditions, increasing to approximately \$187,500 at full build-out, which is substantially lower than continuing with the existing model.

Funding for this project has been included in the Town's Development Charges (DC) Background Study to recover growth-related costs. The remaining costs will be incorporated into the Town's long-term capital planning.

The below image represents a summary of the options analysis undertaken:

## 5 25 YEAR LIFE CYCLE COST ANALYSIS

To further compare the costs of the biosolids handling options evaluated above, a 25-year amortization analysis has been prepared. The amortization assumes an inflation rate of 5%, increasing the operations and maintenance costs, as well as the potential revenue provided by the septage dumping station. To convert the total cost back into the "Present Value" a rate of return value of 3.3% has been used, as recommended by the Bank of Canada.

TABLE 5-1: 25 YEAR LIFE CYCLE COST ANALYSIS

Option	Initial Capital Cost	O&M Costs	
		25-Year Total	Present Value
1 – Do Nothing	\$0	\$25,398,100	\$15,270,500
2 – Purchase Lagoons	\$1,715,000	\$27,113,100	\$16,985,500
3 – On-Site Storage (240 Day)	\$10,354,000	\$25,196,300	\$19,269,700
4 – 3 <sup>rd</sup> Party Management	\$0	\$43,683,600	\$28,666,400
5 – Sludge Dewatering Facility	\$9,293,000	\$11,325,400	\$10,626,900

### 5.1 25-YEAR COST FORECAST

Figure 5-1, below, presents the total costs to the Town over a 25-year period for each of the options presented above. The total costs include the initial capital cost for each option and sum of the annual operating costs, based on a linear increase in biosolids production, as presented in Section 3.2 of this report.

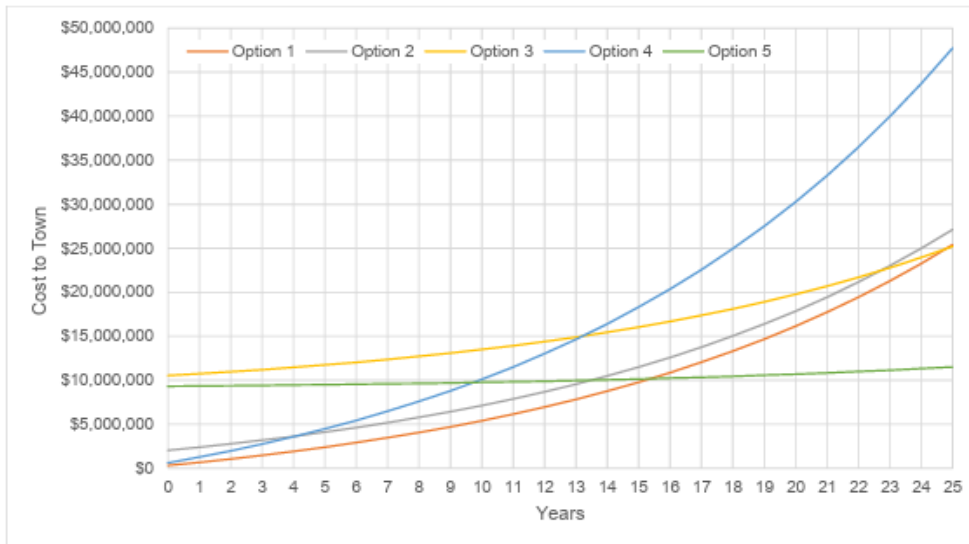


FIGURE 5-1: 25 YEAR COST ANALYSIS

Although Option 5 has the second highest initial capital cost, the total costs to the Town over the 25-year amortization period is significantly lower (> \$13M).

### Operational Implications:

Implementation of a dewatering facility will result in a significant change to the Town's current biosolids handling processes at the Napanee WPCP.

The proposed facility will include dewatering equipment that increases solids concentration to approximately 20–22%, substantially reducing the volume of material requiring transport. This will decrease hauling frequency and improve overall operational efficiency.

Key operational benefits include:

- Reduced reliance on external infrastructure: Eliminates dependence on the leased lagoons for long-term storage and associated maintenance, monitoring, and reporting requirements
- Improved operational control: Allows staff to manage biosolids handling on-site, providing greater flexibility in scheduling, operations, and final disposal
- Reduced hauling demands: Lower volumes of biosolids requiring off-site transport results in reduced coordination with external service providers and fewer operational disruptions
- Scalability: The system can accommodate future growth through increased equipment operation or additional capacity, supporting long-term planning objectives

The implementation will also introduce new operational requirements, including operator training, equipment maintenance, chemical use (e.g., polymer), and increased electrical demand associated with the dewatering process.

Overall, the recommended approach improves the reliability and sustainability of biosolids management at the WPCP while reducing long-term operational risks associated with capacity limitations and reliance on third-party services.

#### **Next Steps/Timelines:**

The Town is currently operating under a lease agreement for the lagoons, which continues to support current biosolids management.

However, this is not a long-term solution. Based on the findings of the Master Plan, the Town will need to begin planning for a transition to a more sustainable approach in the coming years.

Next steps will include confirming the preferred solution through capital planning, refining design and costs, and aligning timing with the Napanee WPCP upgrade. In the interim, the Town will continue to monitor costs and capacity under the existing arrangement and bring forward updates as part of future budget discussions.

#### **Attachments:**

[22001-TM4 Biosolids Management 26.05.20](#)

Michael Nobes, General Manager - Growth & Infrastructure  
 Ellen Hamel, Treasurer  
 Matthew Grant, CAO  
 Christina Reeve, Deputy Clerk

Approved - 16 Jun 2026  
 Approved - 17 Jun 2026  
 Approved - 18 Jun 2026  
 Approved - 18 Jun 2026



TM #4 – BIOSOLIDS MANAGEMENT MASTER PLAN

# NAPANEE WPCP UPGRADES



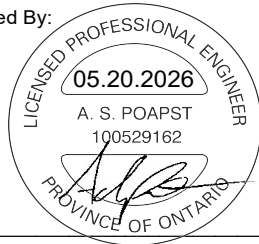
800 Second Street West, Cornwall, ON K6J 1H6  
(613) 935-3775  
evbengineering.com



Project# 22001 | May 20<sup>th</sup>, 2026  
Prepared for The Town of Greater Napanee  
Revision #0 – Final Issuance

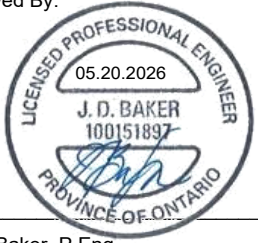
This **Technical Memorandum #4** is respectfully submitted to the Town of Greater Napanee which details the **Biosolids Management Master Plan** for the Napanee Water Pollution Control Plant. The Technical Memorandum has been completed to the satisfaction of the Town of Greater Napanee provides the design basis for the Upgrades.

Prepared By:



Adam Poapst, P.Eng.  
Environmental Engineer  
**EVB Engineering**

Reviewed By:



Jamie Baker, P.Eng.  
Sr. Municipal Engineer  
**EVB Engineering**

This report was prepared by EVB Engineering for the Town of Greater Napanee in accordance with the professional services agreement. The disclosure of any information contained in this report is the sole responsibility of the intended recipient. The material in it reflects EVB's best judgement in light of the information available to it at the time of preparation. Any use which a third party makes of this report, or any reliance on or decision to be made based on it are the responsibility of such third parties. EVB Engineering accepts no responsibility for damages, if any, suffered by any thirds party as a result of decisions made or actions based on this report. This limitations statement is considered part of this report.

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### List of Revisions

Date	Revision #	Issued For
2026-05-20	0	Final Issuance

## 1 INTRODUCTION

### 1.1 PURPOSE

The purpose of this technical memorandum is to review the current and future handling of biosolids at the Napanee WPCP and prepare an Options Analysis to support the Town's near term Biosolids Master Plan. This memorandum will include analyzing multiple options presented below, developing costs and risk/rewards for each option, and ultimately resolving in a preferred solution.

### 1.2 BACKGROUND

In 1991, The Town of Greater Napanee entered into a lease agreement with Sutcliffe Septic Services Ltd. (SSS) to handle the hauling and storage of the biosolids produced at the Napanee WPCP. Biosolids are stored within two of the lagoon cells owned by SSS. The biosolids are stored until they can be hauled off-site for land application. As a condition of the lease, the Town is responsible for the annual cleaning of the lagoon cells used for the biosolids and a share of the costs associated with maintenance of the access roads and the lagoon cells, as well as the annual monitoring and reporting requirements per the Lagoons ECA.

The Sutcliffe Lagoons originally consisted of two lagoons dedicated to the storage of biosolids produced at the Napanee WPCP and two lagoons dedicated for storage of septage for SSS. The original Certificate of Approval (CofA) for the septage lagoons restricted the annual disposal of lagoon contents to the land surrounding the Lagoons. However, during the renewal process for the CofA in 2007, excessive phosphorus was detected in the surrounding lands which prohibited further disposal of septage, leading to the decommissioning of the septage lagoons. As a result of the septage lagoons being decommissioned, the Sutcliffe's opted to continue the lease arrangement with the Town under the condition that they could dispose of septage at the WPCP dumping station as part of the agreement. Additionally, as a condition of the lease agreement, the Town is responsible for annual cleaning of the lagoon cells and completing the maintenance of access roads and the lagoon cells.

### 1.3 EXISTING CONDITIONS OF THE LAGOONS

The Sutcliffe Lagoons consist of four (4) lagoon cells, each having a storage capacity of 2,615 m<sup>3</sup>, providing a 10,460 m<sup>3</sup> in total storage capacity. Two of the lagoon cells are designated for biosolids produced at the WPCP, while the other two cells were designated for septage, but are no longer in use. The cells are lined with an impervious clay material. Based on the 2021 Annual Report, a visual inspection was completed on the banks of the two storage lagoons following the removal of biosolids for land application. The visual inspection depicted no signs of leakage and that the clay liner appeared to be intact along the exposed portions of the bottom of the lagoons and the side containment walls.

There are currently 8 monitoring wells installed around the site, three are screened within the shallow overburden and five are screened within the shallow bedrock unit.

Further hydrogeological studies may be required at the lagoon site in order to determine the appropriate background conditions for the groundwater.

## 2 EXISTING BIOSOLIDS HANDLING

### 2.1 EXISTING BIOSOLIDS PRODUCTION

The Napanee WPCP currently hauls biosolids produced at the plant to the Sutcliffe Lagoons. The Town had an agreement in place with a service provider who is no longer in business. It is estimated that the former service provider handled approximately 60% of all biosolids hauling from the plant, with the remaining 40% covered by the secondary haulers on an as-needed basis during peak demand. Since the former service provider has been out of business, the Town has contracted GFL Environmental to complete for all biosolids hauling to the lagoons, as well as for land application of biosolids from the Lagoons.

A summary of the hauled biosolids from the Napanee WPCP has been presented in Table 2-1, below.

TABLE 2-1: SUMMARY OF HAULED BIOSOLIDS AT THE NAPANEE WPCP

Year	WPCP to Storage Lagoons		Storage Lagoons to Land Application	
	Loads	Total (m <sup>3</sup> )	Loads	Total (m <sup>3</sup> )
2018	440	5,984	N/A	N/A
2019	413	5,617	379	5,160
2020	513	6,977	556	7,560
2021	486	6,610	425	5,776
2022	423	5,753	423	5,753
<b>Average</b>	<b>440</b>	<b>5,989</b>	<b>454</b>	<b>6,169</b>

On average, the Napanee WPCP hauls approximately 440 loads or 5,989 cubic meters (~13.6 m<sup>3</sup>/load) of biosolids each year. From the historical data, the average daily biosolids production at the WPCP is approximately 16.4 m<sup>3</sup>/d; however, process evaluations of the WPCP indicate that biosolids are being recirculated in the plant due to on-going issues with SSS capacity to consistently transfer biosolids at the frequency required.

### 2.2 SEPTAGE RECEIVING

The WPCP is equipped with a dumping station that receives septage from licensed haulers working within the Town of Greater Napanee and surrounding rural areas.

Table 2-2 provides a summary of the total volume of septage received between 2018 through 2022

TABLE 2-2: SUMMARY OF SEPTAGE RECEIVED AT WPCP

Year	Loads	Volume (m <sup>3</sup> )
2018	1,027	10,768
2019	1,005	8,512
2020	1,085	9,343
2021	656	6,356
2022	758	7,880
<b>Average</b>	<b>906</b>	<b>8,570</b>

### 2.3 EXISTING OPERATIONAL COSTS

#### 2.3.1 ANNUAL MAINTENANCE/OPERATIONAL COSTS

As indicated in Section 1.2 above, the Town is responsible for annual cleaning, maintenance and reporting at the Sutcliffe Lagoons. Based on discussions with the Town, it is estimated that these costs amount to approximately \$7,500 per year.

### 2.3.2 BIOSOLIDS HAULING COSTS

In previous years, the price for hauling biosolids from the WPCP to the Lagoons was \$90 per load, which resulted in an average annual cost of approximately \$39,000 for the Town. However, staff for the Town have indicated that the price for hauling had recently increased to \$120 per load from their former service provider and \$130 per load from other haulers.

Using the updated pricing, Table 2-3 presents the historical annual hauling costs at the WPCP under existing conditions at the plant.

TABLE 2-3: ANNUAL HAULING COSTS (INCREASED HAULING PRICES)

Year	WPCP to Lagoon			Land Application	Total Cost
	Former Provider	Others	Total		
2018	\$31,680	\$22,880	\$54,560	\$83,776	\$138,336
2019	\$29,736	\$21,476	\$51,212	\$72,240	\$123,452
2020	\$36,936	\$26,676	\$63,612	\$105,840	\$169,452
2021	\$34,992	\$25,272	\$60,264	\$80,864	\$141,128
2022	\$30,456	\$21,996	\$52,452	\$80,539	\$132,991
<b>Average</b>	<b>\$31,709</b>	<b>\$22,901</b>	<b>\$54,610</b>	<b>\$86,038</b>	<b>\$141,072</b>

With the updated hauling prices, the average annual operational costs for the Town between 2018 and 2022 would be approximately \$55,000 to haul from the WPCP to the Lagoons and \$86,000 to complete land application, providing a total cost of \$141,000 per year.

It should be noted that the former service provider is no longer in service, and the Town will no longer be receiving a discounted hauling rate moving forward.

### 2.3.3 SEPTAGE RECIEVING

The Town previously charged \$15 per cubic meter of septage for haulers to use the dumping station. Table 2-4, presents the annual revenue produced by septage disposal at the WPCP between 2018 and 2022.

TABLE 2-4: ANNUAL SEPTAGE COSTS

Year	Annual Septage Revenue
2018	\$70,667
2019	\$31,730
2020	\$23,621
2021	\$19,931
2022	\$34,511
<b>Average</b>	<b>\$36,092</b>

Additionally, there is a large variation in the unit price for septage disposal between the Town of Greater Napanee and the nearby municipalities. For example, the unit rate for septage dumping is \$26.07/m<sup>3</sup> in the City of Kingston, \$35.20/m<sup>3</sup> in the City of Belleville, \$45.50/m<sup>3</sup> in the Town of Deseronto, \$50.00/m<sup>3</sup> in the City of Quinte West, and \$77.03/m<sup>3</sup> from septic tanks or \$23.50/m<sup>3</sup> from a holding tank in the Town of Picton. Table 2-5 presents the average annual revenue produced at each unit rate, based on the average volume of septage received at the WPCP between 2018 and 2022.

TABLE 2-5: AVERAGE REVENUE FROM SEPTAGE RECEIVED

Town	Unit Rate <sup>1</sup>	Total Revenue
Town of Greater Napanee	\$15.00	\$128,556
City of Kingston	\$26.07	\$223,420
City of Belleville	\$35.20	\$301,664
Town of Deseronto	\$45.50	\$389,935
City of Quinte West	\$50.00	\$428,500
Town of Picton	\$77.03	\$660,180
City of Ottawa	\$65.00	\$557,050

<sup>1</sup>Based on 2024 septage disposal rates

In 2025, the Town increased its septage disposal fees to \$23 per cubic meter. Based on the average annual septage volume received (Table 2-2), the annual revenue would increase to approximately \$197,110.

### 3 BIOSOLIDS PRODUCTION AT UPGRADED WPCP

#### 3.1 BIOSOLIDS PRODUCTION

The proposed upgrades at the WPCP will include Aerobic Granular Sludge (AGS) Reactors that send waste activated sludge to two sludge buffer tanks. The sludge settles by gravity in the buffer tanks before being pumped to the waste activated sludge thickeners for further processing. The thickeners send thickened waste activated sludge to the anaerobic digesters, where sludge is processed through a primary and secondary anaerobic digester before being sent to storage.

Table 3-1 presents a summary design feed rate and anticipated biosolids produced by the digesters following the upgrades to the WPCP. The table presents the quantity biosolids produced under two scenarios: the current average daily flow and the design average daily flow.

TABLE 3-1: DIGESTER FEED STREAMS

		Current	Design
<b>Average Daily Flow</b>			
Average Daily Flow	m <sup>3</sup> /d	7,308	11,500
<b>From AGS to Thickeners</b>			
WAS Concentration	mg/L	5,605	5,605
WAS Flow Rate	m <sup>3</sup> /d	284	552
WAS to Thickener	kg/d	1,593	3,094
<b>From Thickeners to Primary Digester</b>			
TWAS Concentration	%	4.0	4.0
TWAS Flow Rate	m <sup>3</sup> /d	37.8	73.5
TWAS to Digester	kg/d	1,514	2,940
<b>From Primary Digester to Secondary Digester</b>			
Digested Sludge Concentration	%	3.0	3.0
Digested Sludge Flow Rate	m <sup>3</sup> /d	37.5	72.9
Digested Sludge Loading	kg/d	1,126	2,186
<b>From Secondary Digester to Biosolids Storage</b>			
Digested Sludge Concentration	%	3.0	3.0
Digested Sludge Flow Rate	m <sup>3</sup> /d	37.3	72.5
Digested Sludge Loading	kg/d	1,120	2,174
Storage Requirements (240 days)	m <sup>3</sup>	8,958	17,396

Based on the design calculations, it is anticipated that the anaerobic digesters will be producing 37.3 m<sup>3</sup>/d of biosolids at 3.0% solids concentration under current flow conditions at the plant and 72.5 m<sup>3</sup>/d at 3.0% solids under the final design conditions. At the final design flow, the storage requirements needed at the plant would be 17,396 m<sup>3</sup> for 240 days of storage.

#### 3.2 ANNUAL BIOSOLIDS PRODUCTION

The annual biosolids produced each year at the WPCP have been calculated under the assumption that the average daily flows will increase between the current flow conditions and the final design flow over a 25-year period. Table 3-2 presents a summary of the estimated annual biosolids produced each year at the plant, as well as the storage requirements needed each year.

TABLE 3-2: ANNUAL BIOSOLIDS PRODUCTION

Year	Average Daily Flow	Daily Biosolids Production	Annual Biosolids Production	240 Day Storage
<sup>1</sup> 0	7,308 m <sup>3</sup> /d	37.3 m <sup>3</sup> /d	13,615 m <sup>3</sup>	8,952 m <sup>3</sup>
1	7,442 m <sup>3</sup> /d	38.3 m <sup>3</sup> /d	13,981 m <sup>3</sup>	9,193 m <sup>3</sup>
2	7,578 m <sup>3</sup> /d	39.3 m <sup>3</sup> /d	14,358 m <sup>3</sup>	9,441 m <sup>3</sup>
3	7,717 m <sup>3</sup> /d	40.4 m <sup>3</sup> /d	14,745 m <sup>3</sup>	9,695 m <sup>3</sup>
4	7,858 m <sup>3</sup> /d	41.5 m <sup>3</sup> /d	15,142 m <sup>3</sup>	9,956 m <sup>3</sup>
5	8,002 m <sup>3</sup> /d	42.6 m <sup>3</sup> /d	15,550 m <sup>3</sup>	10,225 m <sup>3</sup>
6	8,148 m <sup>3</sup> /d	43.8 m <sup>3</sup> /d	15,969 m <sup>3</sup>	10,500 m <sup>3</sup>
7	8,297 m <sup>3</sup> /d	44.9 m <sup>3</sup> /d	16,399 m <sup>3</sup>	10,783 m <sup>3</sup>
8	8,449 m <sup>3</sup> /d	46.1 m <sup>3</sup> /d	16,841 m <sup>3</sup>	11,073 m <sup>3</sup>
9	8,604 m <sup>3</sup> /d	47.4 m <sup>3</sup> /d	17,295 m <sup>3</sup>	11,372 m <sup>3</sup>
10	8,761 m <sup>3</sup> /d	48.7 m <sup>3</sup> /d	17,760 m <sup>3</sup>	11,678 m <sup>3</sup>
11	8,921 m <sup>3</sup> /d	50.0 m <sup>3</sup> /d	18,239 m <sup>3</sup>	11,993 m <sup>3</sup>
<sup>2</sup> 12	9,087 m <sup>3</sup> /d	51.3 m <sup>3</sup> /d	18,730 m <sup>3</sup>	12,316 m <sup>3</sup>
13	9,251 m <sup>3</sup> /d	52.7 m <sup>3</sup> /d	19,235 m <sup>3</sup>	12,648 m <sup>3</sup>
14	9,420 m <sup>3</sup> /d	54.1 m <sup>3</sup> /d	19,753 m <sup>3</sup>	12,988 m <sup>3</sup>
15	9,593 m <sup>3</sup> /d	55.6 m <sup>3</sup> /d	20,285 m <sup>3</sup>	13,338 m <sup>3</sup>
16	9,768 m <sup>3</sup> /d	57.1 m <sup>3</sup> /d	20,832 m <sup>3</sup>	13,698 m <sup>3</sup>
17	9,947 m <sup>3</sup> /d	58.6 m <sup>3</sup> /d	21,393 m <sup>3</sup>	14,067 m <sup>3</sup>
18	10,129 m <sup>3</sup> /d	60.2 m <sup>3</sup> /d	21,969 m <sup>3</sup>	14,446 m <sup>3</sup>
19	10,314 m <sup>3</sup> /d	61.8 m <sup>3</sup> /d	22,561 m <sup>3</sup>	14,835 m <sup>3</sup>
20	10,503 m <sup>3</sup> /d	63.5 m <sup>3</sup> /d	23,169 m <sup>3</sup>	15,234 m <sup>3</sup>
21	10,695 m <sup>3</sup> /d	65.2 m <sup>3</sup> /d	23,793 m <sup>3</sup>	15,645 m <sup>3</sup>
22	10,891 m <sup>3</sup> /d	66.9 m <sup>3</sup> /d	24,434 m <sup>3</sup>	16,066 m <sup>3</sup>
23	11,090 m <sup>3</sup> /d	68.7 m <sup>3</sup> /d	25,092 m <sup>3</sup>	16,499 m <sup>3</sup>
24	11,293 m <sup>3</sup> /d	70.6 m <sup>3</sup> /d	25,768 m <sup>3</sup>	16,944 m <sup>3</sup>
<sup>3</sup> 25	11,500 m <sup>3</sup> /d	72.5 m <sup>3</sup> /d	26,463 m <sup>3</sup>	17,400 m <sup>3</sup>

<sup>1</sup>Current Average Daily Flow

<sup>2</sup>Interim Average Daily Flow

<sup>3</sup>Design Average Daily Flow

## 4 BIOSOLIDS MANAGEMENT ALTERNATIVES

There are multiple solutions available to deal with the handling of biosolids produced at the Napanee WPCP. This study will evaluate the following options for biosolids management:

- ◆ Option 1 – Do Nothing
- ◆ Option 2 – Purchase of the Sutcliffe Lagoons
- ◆ Option 3 – Construction of New Biosolids Storage
- ◆ Option 4 – Proceed with Third Party Management
- ◆ Option 5 – Sludge Dewatering Facility

### 4.1 OPTION 1: DO NOTHING

The “Do Nothing” scenario means that the Town of Napanee continues to operate under the current biosolids disposal operation through an updated lease agreement, that is currently in place. GFL has been contracted by the Town to haul biosolids from the WPCP to the lagoons.

Through the current agreement, the Town remains responsible for completing the annual monitoring and reporting requirements at the lagoons, cleaning, inspecting, and maintaining the lagoon cells, and maintenance of the access roads.

As discussed in Section 1.3, the lagoons have four cells, each having a capacity of 2,615 m<sup>3</sup>, for a total volume of 10,460 m<sup>3</sup>. Currently, only two of the cells are designated for biosolids, while the other two are not in use. In order to use all four cells for biosolids storage, additional environmental studies and/or maintenance/repair work may be required, which would be an added cost to the Town.

Based on the storage requirements outlined in Table 3-2, the Sutcliffe Lagoons would only be capable of providing 240 days of storage for the biosolids produced from Year 0 (current conditions) up to Year 5. Following the fifth year of operations, the lagoons would no longer be capable of providing the necessary storage requirements and would require expansion.

#### 4.1.1 OPTION 1: COST ANALYSIS

The following assumptions have been made to determine the annual costs associated under the “Do Nothing” scenario:

1. The Town maintains the current agreement with the Sutcliffe Lagoons and remains responsible for the maintenance and reporting for the lagoons.
2. Hauling costs between the WPCP and the Lagoons are based on \$130/load.
3. Land applications continue to be completed by GFL Environmental at the current unit rate of \$14 per cubic meter of biosolids.
4. The hauling costs increase each year with inflation (5.0%)
5. The town continues to pay current rent of \$61,056 annually for the lagoons.

Based on the assumptions above, the annual operations and maintenance costs have been estimated for the Town over a 25-year growth period. Table 4-1 presents a summary of the annual Operations and Maintenance costs under the current conditions (Year 0) and the final design conditions (Year 25).

TABLE 4-1: ANNUAL OPERATION AND MAINTENANCE COSTS (OPTION 1)

Flow Condition	WPCP to Lagoon	O&M	Rent	Land Application	Total Cost
Current	\$131,300	\$7,500	\$61,056	\$190,700	\$390,656
Final Design	\$858,500	\$25,400	\$206,800	\$1,254,600	\$2,345,300

Therefore, the “Do Nothing” option will result in an annual operations and maintenance cost of **\$390,600** during the first year of operation and **\$2,345,300** under the final design conditions, assuming an annual inflation rate of 5%.

## 4.2 OPTION 2: PURCHASE SUTCLIFFE LAGOONS

The second option to be reviewed is the purchase of the Sutcliffe Lagoons and continuing to operate the Lagoons accordingly. It should be noted, however, that currently the lagoons are not for sale. With the current agreement, the Town already completes the required annual monitoring, reporting, and maintenance of the lagoons, so with the purchase of the lagoons, there would not be a significant change to their day-to-day operations.

The cost to purchase the Lagoons is currently unknown; however, because the Lagoon site is surrounded by farmland, an estimate has been prepared based on the average cost per acre of farmland in Ontario. According to Statistics Canada, the 2022 valuation for farmland in Ontario is \$17,143 per acre<sup>1</sup>. The Lagoons are located on a 25-acre parcel, with 75 acres of farmland surrounding them, for a total lot area of 100 acres. As such, it is estimated that property is valued at approximately \$1,715,000.

As mentioned above in Option 1, the Sutcliffe Lagoons would only be capable of providing 240 days of storage for the biosolids produced from Year 0 (current conditions) up to Year 5. Following the fifth year of operations, the lagoons would no longer be capable of providing the necessary storage requirements and would require expansion.

### 4.2.1 OPTION 2: COST ANALYSIS

The following assumptions have been made to determine the annual operations and maintenance costs associated under Option 2 “Purchase Sutcliffe Lagoons”:

1. The Town remains responsible for the maintenance and reporting for the lagoons.
2. Hauling costs between the WPCP and the Lagoons are based on \$130/load (13.6m<sup>3</sup> per load)
3. Land applications continue to be completed by GFL Environmental at the current unit rate of \$14 per cubic meter of biosolids.
4. The hauling costs increase each year with inflation (5.0%)

Based on the assumptions above, the annual operations and maintenance costs have been estimated for the Town over a 25-year growth period. Table 4-2 presents a summary of the annual Operations and Maintenance costs under the current conditions (Year 0) and the final design conditions (Year 25).

TABLE 4-2: ANNUAL HAULING COSTS (OPTION 2)

Flow Condition	WPCP to Lagoon	O&M	Land Application	Total Cost
Current	\$131,300	\$7,500	\$190,700	\$329,500
Final Design	\$858,500	\$25,400	\$1,254,600	\$2,138,500

Therefore, the “Purchase of the Sutcliffe Lagoons” option will result in an initial capital cost of \$1,715,000 to purchase the lagoons plus an operations and maintenance cost of \$323,600, for a total cost of **\$2,038,600** during the first year of operation. Under the final design conditions (Year 25), the operations and maintenance costs will increase to **\$2,098,900**, assuming an annual inflation rate of 5%.

## 4.3 OPTION 3: ON-SITE STORAGE

The third option to be evaluated is the construction of a new biosolids storage tank at the Napanee WPCP. Currently, the Secondary Anaerobic Digester (2<sup>o</sup> Digester #1) provides short term storage for biosolids produced at the plant, and the biosolids are typically hauled off-site to the lagoons on a daily basis.

With the proposed upgrades to the Napanee WPCP, the total volume of biosolids storage needed on site was calculated to be 17,500 m<sup>3</sup> for 240-days of storage. To meet these storage requirements, the following details have been provided by Greatario for the construction of two (2) new Glass-Fused Bolted Steel Storage Tank, complete with an aluminum geodesic dome and hydraulic mixing, at the Napanee WPCP.

<sup>1</sup> <https://www150.statcan.gc.ca/t1/tbl1/en/tv.action?pid=3210004701>, accessed June 5, 2023

TABLE 4-3: DIMENSIONS OF GLASS-FUSED BOLTED STEEL STORAGE TANKS

Parameter	Tank Details
Storage Capacity	8,750 m <sup>3</sup> /tank
Inside Diameter	36.65 m/tank
Height	8.69 m/tank

By constructing storage tanks on-site, it will remove the need for hauling of biosolids off site for storage and the Town would no longer be responsible for annual maintenance at the Lagoon site. However, this option would still require hauling of biosolids off site for land application.

If the Town were to proceed with Option 3, two very large tanks would need to be constructed on-site that will take up substantial space on the property and be approximately 9 m tall.

#### 4.3.1 OPTION 3: COST ANALYSIS

A quote has been prepared by Greatario for the construction of these storage tanks at the WPCP. Table 4-4 presents a cost estimate associated with constructing the biosolids storage tanks at the plant.

TABLE 4-4: COST BREAKDOWN FOR GLASS-FUSED BOLTED STEEL STORAGE TANK

Item Description	Estimate
<b>Division 1</b> General Requirements	\$ 1,140,000
<b>Division 3 &amp; 4</b> Concrete and Masonry	\$ 1,114,000
<b>Division 6</b> Woods and Plastics	\$ 75,000
<b>Division 25 to 28</b> Electrical, Instrumentation, & Automation	\$ 379,000
<b>Division 31 to 33</b> Civil	\$ 123,000
<b>Division 40 to 46</b> Process Mechanical	\$ 6,172,000
<b>Contingency Allowance (15%)</b>	\$ 1,351,000
<b>Total Cost Estimate</b>	<b>\$ 10,354,000</b>

The total cost to construct the storage tanks, pumping, and piping systems is estimated to be approximately **\$10,354,000** for 240 days of storage.

The following assumptions have been made to determine the annual operations and maintenance costs associated under Option 3 “On-Site Storage”:

1. The Town is no longer responsible for the maintenance and reporting for the lagoons.
2. Land application continues to be completed by GFL Environmental at the current unit rate of \$14 per cubic meter of biosolids.
3. The hauling costs increase each year with inflation (5.0%)

Based on the assumptions above, the annual operations and maintenance costs have been estimated for the Town over a 25-year growth period. Table 4-5 presents a summary of the annual Operations and Maintenance costs under the current conditions (Year 0) and the final design conditions (Year 25).

TABLE 4-5: ANNUAL HAULING COSTS (OPTION 3)

Flow Condition	Land Application	Total Cost
Current	\$190,700	\$190,700
Final Design	\$1,254,600	\$1,254,600

Therefore, the “On-site Storage” option will result in an initial capital cost of \$10,354,000 for 240 days of storage plus an annual operations and maintenance cost of \$190,700, for a total cost of **\$10,544,700** during the first year of operation. Under the final design conditions (Year 25), the operations and maintenance costs will increase to **\$1,254,600**, assuming an annual inflation rate of 5%.

#### 4.4 OPTION 4: THIRD PARTY MANAGEMENT

The fourth option to be evaluated is the hiring of a third party (GFL Environmental) to manage the biosolids produced at the WPCP. This option would entail GFL being responsible for the hauling of biosolids from the WPCP to their storage facilities, storing the biosolids at their facilities until land application can be completed, and completing the land application as well as all of the reporting and testing requirements.

GFL does not currently have storage available and would be required to construct their own on-site storage tanks. This would also mean that the Town would be relying on single service provider with no contingency plan.

#### 4.4.1 OPTION 4: COST ANALYSIS

The quote provided by GFL Environmental was based on a unit rate of \$45 per cubic meter of biosolids. This covers the costs for hauling of biosolids from the WPCP to their storage facility, land application of biosolids, rural solicitation, testing and approvals, and Non-Agricultural Source Material Plans prepared for the land owners and the Town.

The following assumptions have been made to determine the annual operations and maintenance costs associated under Option 4 "Third Party Management":

1. The Town is no longer responsible for the maintenance and reporting for the lagoons.
2. GFL Environmental handles all of the hauling from the WPCP to Storage and from Storage to Land Application at the quoted unit rate of \$45 per cubic meter of biosolids.
3. GFL Environmental will be responsible for all storage requirements for the biosolids.
4. The hauling costs increase each year with inflation (5.0%)

Based on the assumptions above, the annual operations and maintenance costs have been estimated for the Town over a 25-year growth period. Table 4-6 presents a summary of the annual Operations and Maintenance costs under the current conditions (Year 0) and the final design conditions (Year 25).

TABLE 4-6: ANNUAL HAULING COSTS (OPTION 4)

Flow Condition	Total Cost
Current	\$612,700
Final Design	\$4,032,600

Therefore, the "Third Party Management" option will result in an annual operations cost of **\$612,700** during the first year of operation and **\$4,032,600** under the final design conditions (Year 25), assuming an annual inflation rate of 5%.

Third Party Management provides the Town with the lowest level of involvement with respect to biosolids management. However, they would also be relying on a single service provider without a contingency plan in place if GFL became unavailable to provide the service anymore.

#### 4.5 OPTION 5: SLUDGE DEWATERING FACILITY

The final option to be evaluated is the installation of a sludge dewatering facility at the WPCP to reduce the moisture content and increase the solids concentration in the biosolids. The sludge dewatering facility would include a new two-storey building, complete with two centrifuges (1 duty / 1 standby), a conveyor system, and an on-site storage building for sludge cake storage until it can be land applied.

The approximate dewatering building size and process scope is provided below:

1. Main Floor – includes upper distribution conveyors and roll-off bin storage, sludge pumping and polymer tote/pumping area. The building footprint is about 14 m x 13 m, including a stair to access the second floor.
2. Second Floor – includes the dewatering equipment, distribution conveyors, and access hatches for equipment maintenance. Depending on the type of dewatering equipment selected, an raised operations platform may be required to access the equipment making room for the receiving conveyor. The second-floor footprint would match the main floor with an approximate area of 14 m x 13 m.

Should separate on-site storage be required, the sludge storage is typically in the range of 180 to 270 days, depending on the biosolids management plan for field application and if any off-site storage is required. The area necessary for the storage building would be in the range of about 400 m<sup>2</sup> (12m x 34 m) and would

include a foundation walls, sloping base slab and sump pit and a form of pre-fabricated building (metal/fabric) that would allow a loader to move the material and load dump trucks (or similar).

The dewatering technology will be capable of producing sludge cake at 20-22% solids concentration, which would significantly reduce the hauling requirements at the WPCP. Table 4-7 presents a summary of the estimated annual sludge cake production at the plant over a 25-year period. Option 5 could provide more capacity beyond the 25-year period by running the centrifuge more frequently or adding additional centrifuges.

TABLE 4-7: ANNUAL SLUDGE CAKE PRODUCTION

Year	Sludge Cake Production		Year	Sludge Cake Production	
	Daily (m <sup>3</sup> /d)	Annual (m <sup>3</sup> /yr)		Daily (m <sup>3</sup> /d)	Annual (m <sup>3</sup> /yr)
0	4.9	1,789	13	6.9	2,523
1	5.0	1,836	14	7.1	2,591
2	5.2	1,886	15	7.3	2,661
3	5.3	1,936	16	7.5	2,732
4	5.4	1,988	17	7.7	2,805
5	5.6	2,042	18	7.9	2,881
6	5.7	2,097	19	8.1	2,958
7	5.9	2,153	20	8.3	3,037
8	6.1	2,211	21	8.5	3,119
9	6.2	2,270	22	8.8	3,203
10	6.4	2,331	23	9.0	3,289
11	6.6	2,393	24	9.3	3,377
12	6.7	2,458	25	9.5	3,468

#### 4.5.1 OPTION 5: COST ANALYSIS

A cost breakdown for the new sludge dewatering building is presented in Table 4-8 below. It is estimated that the total cost to construct this building, complete with process equipment, will be \$9,290,000.

TABLE 4-8: SLUDGE DEWATERING BUILDING COST ESTIMATE

Item Description	Estimate
<b>Division 1</b> General Requirements	\$ 1,023,000
<b>Division 3 &amp; 4</b> Concrete and Masonry	\$ 1,761,000
<b>Division 5</b> Metals	\$ 33,000
<b>Division 6</b> Woods and Plastics	\$ 2,000
<b>Division 7</b> Thermal and Moisture Protection	\$ 72,000
<b>Division 8 &amp; 9</b> Doors, Windows & Finishes	\$ 169,000
<b>Division 10 to 14</b> Miscellaneous	\$ 106,000
<b>Division 21 to 23</b> Mechanical	\$ 133,000
<b>Division 25 to 28</b> Electrical, Instrumentation, & Automation	\$ 814,000
<b>Division 31 to 33</b> Civil	\$ 178,000
<b>Division 40 to 46</b> Process Mechanical	\$ 3,790,000
<b>Contingency Allowance (15%)</b>	\$ 1,212,000
<b>Total Cost Estimate</b>	<b>\$ 9,293,000</b>

The following assumptions have been made to determine the annual operations and maintenance costs associated under Option 5 "Sludge Dewatering Facility":

1. The Town is no longer responsible for the maintenance and reporting for the lagoons.
2. Hauling, land application, and NASM planning continue to be completed by GFL Environmental at the a unit rate of \$75 (2024) per tonnes of biosolids.
3. The hauling costs increase each year with inflation (5.0%)

Based on the assumptions above, the annual operations and maintenance costs have been estimated for the Town over a 25-year growth period. Table 4-9 presents a summary of the annual Operations and Maintenance costs under the current conditions (Year 0) and the final design conditions (Year 25).

TABLE 4-9: ANNUAL HAULING COSTS (OPTION 5)

Flow Condition	Total Cost
Current	\$28,400
Final Design	\$187,500

Therefore, the "Sludge Dewatering Facility" option will result in an initial capital cost of approximately \$9,293,000 to construct the dewatering building, purchase the centrifuge equipment, and on-site storage for the sludge cake, plus an operations cost of \$28,400, for a total cost of **\$9,321,400** during the first year of operation. Under the final design conditions (Year 25), the operations costs will increase to **\$187,500**, assuming an annual inflation rate of 5%.

It should be noted that the costs of general equipment maintenance, chemical supply, and electricity billing have not been included in the analysis above.

## 5 25 YEAR LIFE CYCLE COST ANALYSIS

To further compare the costs of the biosolids handling options evaluated above, a 25-year amortization analysis has been prepared. The amortization assumes an inflation rate of 5%, increasing the operations and maintenance costs, as well as the potential revenue provided by the septage dumping station. To convert the total cost back into the "Present Value" a rate of return value of 3.3% has been used, as recommended by the Bank of Canada.

TABLE 5-1: 25 YEAR LIFE CYCLE COST ANALYSIS

Option	Initial Capital Cost	O&M Costs	
		25-Year Total	Present Value
1 – Do Nothing	\$0	\$25,398,100	\$15,270,500
2 – Purchase Lagoons	\$1,715,000	\$27,113,100	\$16,985,500
3 – On-Site Storage (240 Day)	\$10,354,000	\$25,196,300	\$19,269,700
4 – 3 <sup>rd</sup> Party Management	\$0	\$43,683,600	\$28,666,400
5 – Sludge Dewatering Facility	\$9,293,000	\$11,325,400	\$10,626,900

### 5.1 25-YEAR COST FORECAST

Figure 5-1, below, presents the total costs to the Town over a 25-year period for each of the options presented above. The total costs include the initial capital cost for each option and sum of the annual operating costs, based on a linear increase in biosolids production, as presented in Section 3.2 of this report.

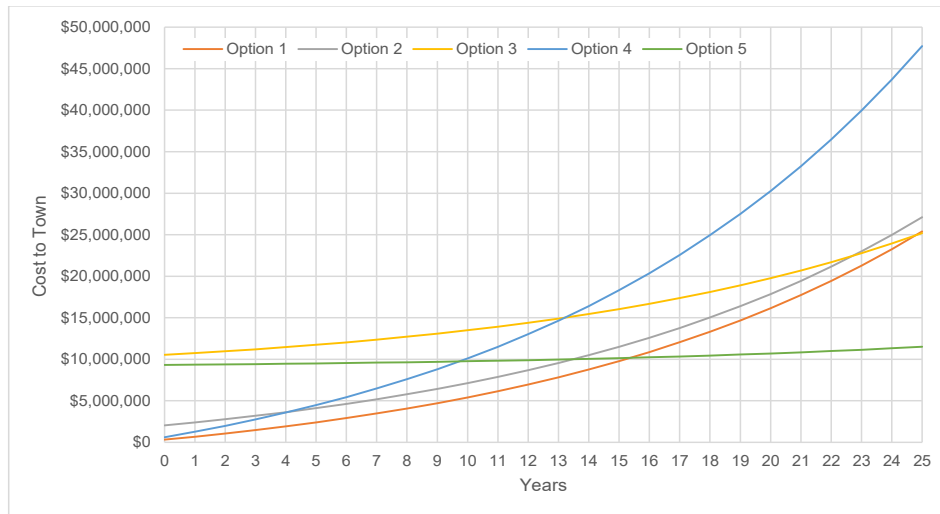


FIGURE 5-1: 25 YEAR COST ANALYSIS

Although Option 5 has the second highest initial capital cost, the total costs to the Town over the 25-year amortization period is significantly lower (> \$13M).

## 6 SUMMARY

This report evaluates five biosolids management options for The Town of Greater Napanee's Water WPCP over a 25-year planning horizon. The assessment considers projected growth in biosolids production, regulatory responsibilities, capital cost, and annual operating costs for the Town.

Under existing conditions, biosolids are managed through lagoon storage and off-site hauling and land application. As biosolids production increases over time, continued reliance on the current approach would result in escalating operating costs and ongoing operational and regulatory risks.

Five options were evaluated:

- Option 1 – Do Nothing
- Option 2 – Purchase of the Sutcliffe Lagoons
- Option 3 – Construction of New Biosolids Storage
- Option 4 – Proceed with Third Party Management
- Option 5 – Sludge Dewatering Facility

The analysis indicates that Option 5 – Sludge Dewatering Facility provides the most cost-effective and sustainable solution over the 25-year period. This option involves the construction of a new three-story dewatering building equipped with centrifuges, a conveyor system, and on-site sludge cake storage. Dewatering the sludge to approximately 20–22% solids significantly reduces hauling volumes and long-term operating costs.

While Option 5 has a higher initial capital cost of approximately \$9.29 million, it results in the lowest present-value life-cycle cost, estimated at \$10.63 million over 25 years. In comparison, all other options have substantially higher total and present value costs due to increasing hauling, storage, and management expenses. The total cost savings associated with Option 5 exceed \$13 million over the 25-year period. In addition to financial benefits, the sludge dewatering facility reduces the Town's reliance on external storage and lagoon infrastructure, provides greater operational control, and allows for future capacity expansion through increased centrifuge run time or additional equipment.

Based on the technical evaluation and 25-year life-cycle cost analysis, Option 5 – Sludge Dewatering Facility is recommended as the preferred biosolids management strategy for the Town.

# Staff Report



**To:** Mayor Richardson and Members of Council  
**Meeting Date:** June 23, 2026  
**Date Council Decision Required:** June 23, 2026  
**Prepared By:** Matthew Grant, CAO, Executive Services  
**Presented By:** Matthew Grant, CAO, Executive Services  
**Subject:** Executive Services - Recommended Updates to the Resolution and Mandate Tracker  
**Report Number:** SR-1389-2026

## Staff Recommendation:

That Council receive the Executive Services - Resolution and Mandate letter recommended amendments report.

And further, that Council approve the removal of recommended items acknowledging that they will not be able to be completed this term of Council.

## Background Information and Discussion:

With the completion of additional mandate items, including all service levels since the Resolution Tracker report in early June, staff are on track to complete more than 80% of mandate items identified in the Fall of 2024.

It is the staff's recommendation that the Town aim to reduce resolutions to and mandate commitments to zero by the end of the term to ensure that the current Council is not, in essence, providing work to the new Council.

This can be achieved by prioritizing the remaining bodies of work and eliminating some items from the resolution and mandate work plan to ensure sufficient capacity to complete the selected items. Items staff will be recommending come off Council's Resolution Tracker without being completed, including resolutions related to:

- Updates to the Parking By-law
- Plans to explore the repurposing of the use of the Via Rail Station waiting room
- Review of a Municipal Tree Planting Policy
- A broader review of RVs permitted on private property

With respect to senior leaders' mandate letters, the following are recommended for removal before the end of the mandate, so that the items that remain receive due attention.

Those mandate items would include:

- A review of fees and charges (significant work has occurred but is not completed, and a recommendation is coming forward to include an annual review as a part of the budget process)
- Space allocation standardization at Town facilities (work is ongoing but will not be completed)
- Public engagement framework and guidelines Further, it should be recognized that Market Square construction projects and associated policies will be completed but may not be completed before the end of Council's term. Substantial completion of most items in the next update to Council at the August 25 meeting.

Jessica Walters, Clerk  
Matthew Grant, CAO  
Christina Reeve, Deputy Clerk

Approved - 18 Jun 2026  
Approved - 18 Jun 2026  
Approved - 18 Jun 2026

## Town of Greater Napanee Council Forward Calendar

*Note: This document is provided for information and planning purposes only and is not guaranteed to reflect the actual agenda for any given date.*

Date	Meeting Items (Tentative)
<u>Q3 2026 – Unscheduled</u>	
July 14	<p><u>Presentations</u></p> <p><u>Staff Reports – Consent</u> Committees Report Blue Communities Follow Up</p> <p><u>Staff Reports - Discussion</u> Tax Sale Property Planning Updates (CIP award &amp; Website enhancements) Flag Protocol Policy Council Remuneration Review</p> <p><u>By-laws</u></p>
July 28	<p><u>Presentations</u></p> <p><u>Public Meeting</u> OP Update Public Meeting</p> <p><u>Staff Reports – Consent</u> Activity Reports Q2 Financial Statements</p> <p><u>Staff Reports - Discussion</u> Master Fire Plan Napanee Raiders Financial Support Request OP Update Grants Strategy</p> <p><u>By-laws</u></p>
August 21 – Nomination Day – Restricted Acts (Lame Duck) period potentially begins	
August 25	<p><u>Presentations</u> Audited Financial Statements (tentative)</p>

	<p><u>Staff Reports – Consent</u> Activity Reports</p> <p><u>Staff Reports - Discussion</u> Grants Strategy Mandate and Resolution Tracker Update</p> <p><u>By-laws</u></p>
September 8	<p><b><i>Meeting moved to Roblin Hall</i></b> <u>Presentations</u></p> <p><u>Staff Reports – Consent</u> Committees Report</p> <p><u>Staff Reports - Discussion</u> Delegation of Authority By-law – biannual update</p> <p><u>By-laws</u></p>
September 22	<p><u>Presentations</u></p> <p><u>Staff Reports – Consent</u> Activity Reports</p> <p><u>Staff Reports - Discussion</u></p> <p><u>By-laws</u> Amend Delegation of Authority</p>

**THE CORPORATION OF THE TOWN OF GREATER NAPANEE  
BY-LAW NO. 2026-0056**

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**Being a By-Law to Confirm the Proceedings of the Council of The Corporation of  
the Town of Greater Napanee at its Regular Session held on June 23, 2026**

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**WHEREAS** Section 5 of the *Municipal Act, 2001*, S.O. 2001, c.25, as amended (the "*Municipal Act, 2001*"), gives Council the authority to exercise the powers of the municipal corporation and requires that the powers of every Council are to be exercised by by-law;

**AND WHEREAS** Council has passed By-law No. 2023-0060, being a By-law to Govern the Calling, Place and Proceedings of Council and Committees of Council and the Conduct of its Members;

**NOW THEREFORE** the Council of the Corporation of the Town of Greater Napanee enacts as follows:

1. That the actions of the Council of the Corporation of the Town of Greater Napanee, at its Regular Session held on June 23, 2026 in respect of each motion and resolution passed and other actions taken by the Council of the Town of Greater Napanee at this meeting, are hereby adopted and confirmed, as if all such proceedings were expressly embodied in this by-law.
2. That the proper officials of the Town of Greater Napanee are hereby authorized and directed to do all things necessary to give effect to the actions of the Council of the Town of Greater Napanee, referred to in the preceding section.
3. That the Mayor, or in the absence of the Mayor, the Deputy Mayor and the Clerk, or in the absence of the Clerk, the Deputy Clerk are authorized and directed to execute all documents necessary in that behalf and to affix thereto the seal of the Town of Greater Napanee.
4. That for the purposes of the exercise of authority of the head of Council to veto a by-law in accordance with section 284.11 of the *Municipal Act, 2001* as amended, this Confirming By-law shall be deemed to be separate Confirming By-laws for each item listed on the meeting agenda.

Read a first and second time and finally passed this 23<sup>rd</sup> day of June, 2026.

\_\_\_\_\_  
Terry Richardson, Mayor

\_\_\_\_\_  
Jessica Walters, Clerk

By signing this by-law on \_\_\_\_\_, I Mayor Richardson confirm that I will not exercise the power to veto this by-law and the by-law is deemed approved.