



Municipality of Hastings Highlands Regular Meeting of Council **AGENDA**

Our Mission

"To provide a community that is Beautiful by Nature for all residents and visitors to thrive, prosper and enjoy life."

Our Vision

"An enviable community, with a progressive vision and financial stability, prepared for the future."

Guiding Principles

We Care

We're All In This Together

Welcome Home

Corporate Virtues

*"Our team is **Committed**, they demonstrate **Integrity**, and they are **People Smart**"*

[Strategic Plan 2024-2027](#)

Today's meeting proceedings will be recorded and live-streamed on the municipal YouTube channel at

<https://www.youtube.com/channel/UCKvxLBeiJzVbvJz8vH29ftg/videos>

Individuals who submit letters and other information to Council should be aware that any personal information contained within their communications may become part of the public record and may be made available to the public through the Council Agenda process.

Date: June 17, 2026

Time: 9:00 AM

Council: Hastings Highlands Council Chambers

1. Call to order

- a Today's meeting is being live-streamed and recorded.
To assist with background noise:
Council and Staff - Please turn off or place on silent mode all cell phones.
Please place any laptops on mute by pressing F1.
Please make sure your microphone is turned on when speaking and then turned off after you have spoken.

The public washroom is down the hall before the dividing door and is clearly marked with signage.

Members of the public are asked to exit the Chambers through the rear door of the Municipal building – which is located directly behind you.

Those looking to visit the Library during break or after the meeting are asked to exit through the rear door of the Municipal building and go around to the front entrance of the building.

2. Opening Ceremonies

- a We acknowledge that we are gathered on the unceded traditional territory of the Anishinaabeg. We acknowledge that the Indigenous Peoples have been stewards of this land since time immemorial and as such, we treat the land, plants, animals, stories and people with honour and respect.
- b National Anthem

3. Deletions or Additions to the Agenda

Additions or revisions to the agenda may occur at a meeting if it is matter of urgency that cannot wait until the next meeting.

4. Approval of Agenda

- a Approval of Agenda
That Council approve the agenda for the June 17, 2026 meeting.

5. Disclosure of pecuniary interest and the general nature thereof

Municipal Conflict of Interest Act – Section 5 requires where a member, either on his or her own behalf or while acting, for, by, with or through another, has any pecuniary interest, direct or indirect, in any matter and is present at a meeting of the council or local board at which the matter is the subject of consideration, the member;

(a) shall, prior to any consideration of the matter at the meeting, disclose the interest and the general nature thereof;

(b) shall not take part in the discussion of, or vote on any question in respect of the matter; and

(c) shall not attempt in any way whether before, during or after the meeting to influence the voting on any such question.

The disclosures become part of a Public Registry as required under the Act.

Municipal Conflict of Interest Act – Section 4 sets out two general exemptions where Section 5 does not apply to a pecuniary interest that a member has:

(j) by reason of the member having a pecuniary interest which is an interest in common with electors generally; and

(k) by reason only of an interest of the member which is so remote or insignificant in its nature that it cannot reasonably be regarded as likely to influence the member.

6. Delegate Alternate Deputy Chair Authority

a In the case the Deputy Chair must leave their seat or speak on an item where they are acting as Chair

That Council appoint Councillor Buck as Alternate Deputy Chair for today's meeting.

7. Announcements and Community Events

Please Note: Members may speak for no more than Three (3) Minutes each on announcements and/or community events. No action shall be take on these items and they do not form part of the minutes.

8. Respect in the Workplace

The Municipality expects and promotes respectful interactions which show regards for the rights, dignity, health and safety of all. The Municipality will not tolerate or condone any disrespectful behaviour or comments that a reasonable person would consider humiliating, demeaning, offensive or intimidating in accordance with the Workplace Violence and Harassment Policy of the Municipality, as amended. Any person in breach of this expectation may be asked to leave by the Chair.

9. Public Comment Period

Members of the public may comment or ask questions to Council, through the Chair, without debate or criticism in regard to a staff report, Council or Committee report or bylaw listed on the agenda. These comments or questions may be sent in writing to the attention of the Municipal Clerk before or during a meeting and will be received by Council.

clerk@hastingshighlands.ca

In consideration of time restraints, electronic comments are limited to 250 words.

In-person comments are welcomed and limited to Five (5) minutes each and this portion of the Agenda should not exceed a total of Fifteen (15) minutes.

There will be no expectation/requirement for Council to reply to each

comment or question.

Please Note: Questions/Comments regarding items in the Correspondence section of the agenda are not permitted.

10. Adoption of Minutes

10 - 20

- a Draft Minutes of the Regular Meeting of Council

That Council accept and adopt the draft minutes of the Regular Meeting of Council, held on May 20, 2026 as submitted.

11. Presentations

None.

12. Delegations

None.

13. Petitions

None.

14. Consent Agenda

A member may make brief comments to consent item prior to the consideration of the adoption of the matters listed, however, if a member wishes to debate or amend the recommendation of an item; or if the member declares pecuniary interest, the item shall be removed from the consent agenda list and dealt with as a separate item with its own motion.

- a The Clerk is requesting that any Council Members who wish to make more than brief comments during debate on any of the consent agenda items that are listed here to please email the Clerk and advise.
The Clerk will remove the item off the consent list, remove the yellow highlighting on the item down in the agenda and republish the agenda.

Consent Items:

- Building Department Monthly Report
- Operations Department Monthly Report (May 2026)
- Resolutions from other Municipalities/Levels of Government
- Pending Municipal Items
- Future Municipal Events

That Council accept and approve the items listed under the Consent Agenda.

15. Requests for Tenders/Requests for Proposals

- a None.

16. Reports and Bylaws from Departments

- a Planning Department

21 - 31

- i) Bylaw 2026-029 Licence Agreement with 1501783 Ontario Limited to Improve and Maintain the Unopened Road Allowance between Lots 20 and 21, Concession 8, in the Geographic Township of Wicklow

That Council accept this report "Bylaw 2026-029 Licence Agreement with 1501783 Ontario Limited to Improve and Maintain the Unopened Road Allowance between Lots 20 and 21, Concession 8, in the Geographic Township of Wicklow" as submitted by the Municipal Planner; and

That Council pass Bylaw 2026-029 to enter into and execute a Licence Agreement with 1501783 Ontario Limited to Improve and Maintain the Unopened Road Allowance between Lots 20 and 21, Concession 8, in the Geographic Township of Wicklow.

b Building Department

32 - 39

- i) **Building Department Monthly Report**

That Council accept this report "Building Department Monthly Report" as submitted by the Chief Building Official as information only.

c Bylaw Enforcement

40 - 44

- i) Proposed Planning Act Amendments – Administrative Penalty System (APS)

That Council accept this report "Proposed Planning Act Amendments – Administrative Penalty System (APS)" as submitted by the Bylaw Enforcement Officer, as information only.

d Fire Department

None.

Quarterly Report to come forward on August 5, 2026

e Community Services

None.

Quarterly Reports to come forward on August 5, 2026

f Library/Cultural

None.

Quarterly Report to come forward on August 5, 2026

g Finance Department

45 - 88

- i) Bylaw 2026-030 Procurement Policy

That Council accept this report "Bylaw 2026-030 Procurement

Policy" as submitted by the Treasurer; and

That Council pass Bylaw 2026-030 being a bylaw to adopt an updated purchasing policy incorporating legislative and purchasing threshold updates.

h Operations Department

89 - 94

i) Operations Department Monthly Report (May 2026)

That Council accept this report "Operations Department Monthly Report (May 2026)" as submitted by the Operations Manager as information only.

i Clerk's Department

None.

j Administration

95 - 104

i) Events Permit Framework and Logger's Field Event Space Considerations

That Council accept this report "Events Permit Framework and Logger's Field Event Space Considerations" as information, as submitted by the CAO with support from the Municipal Planner; and

That Council provide direction respecting the intended scope and long-term vision for event use at Logger's Field; and

That Council direct staff to proceed with a phased approach for development, being option _____ toward future event policy development, including further review of infrastructure requirements, accessibility obligations, liability considerations, operational impacts, capital investment requirements, and long-term maintenance implications associated with the Logger's Field property.

105 -
107

ii) FedDev Ontario Building Communities Strong Fund (BCSF) Local Impact Stream

That Council accept this report "FedDev Ontario Building Communities Strong Fund (BCSF) – Local Impact Stream" as submitted by the CAO/Deputy Treasurer; and

That Council direct staff to complete and submit an application to the FedDev Ontario Building Communities Strong Fund – Local Impact Stream for the Birds Creek Outdoor Arena Revitalization Project.

17. Mayor's Report

None.

Quarterly Report to come forward on August 5, 2026

18. Council Members Reports/Committee Minutes

a Councillor Davis

- 108 -
114
- i) Eastern Ontario Trails Alliance (EOTA) Board Meeting Minutes - May 14, 2026

That Council accept the Eastern Ontario Trails Alliance (EOTA) Board meeting minutes from May 14, 2026 as submitted by Councillor R. Davis, as information only.

b Councillors Hagar and Matheson

- 115 -
118
- i) Approved Hastings Highlands Public Library Board Minutes from the Meeting held on April 23, 2026

That Council accept the approved Library Board meeting minutes for the board meeting held on April 23, 2026 as submitted by Board Members Councillor Hagar and Councillor Matheson, as information only.

19. Motions (for which notice has been given)

Member may read their own motion

- a None.

20. Resolutions from other Municipalities/Levels of Government

- 119
- a **Town of Parry Sound supporting Town of Halton Hills re: Prov-Mun. Fiscal Framework**
- 120
- b **Northeastern Manitulin & The Islands re: Health Care in Ontario**
- 121 - 122
- c **County of Prince Edward re: Vacant Commercial Storefront Tax**
- 123 - 124
- d **County of Prince Edward re: Bill 97 and MFIPPA**
- 125 - 126
- e **Town of South Bruce Peninsula re: Outdoor Education**
- 127 - 128
- f **Municipality of Red Lake re: OPP**

That Council accept and file the Resolutions from other Municipalities, as submitted.

21. Correspondence

- 129
- a Ministry of Municipal Affairs and Housing re: Bill 119
- 130 - 136
- b EORN Cell Gap Project Monthly Update May 2026
- 137 - 150
- c EOWC June 2026 Newsletter

That Council accept the Correspondence for information purposes, as submitted.

22. Pending Municipal Items

151 - 152

a Pending Municipal Items

That Council accept the Pending Municipal Items for information purposes, as submitted.

23. Future Municipal Events for Members of Council

153

a Future Municipal Events

That Council accept the Future Municipal Events for information purposes, as submitted.

24. Remarks For the Good of the Order

Robert's Rules suggests there should always be an opportunity to deviate from strict germaneness to speak about something which is clearly worth talking about. This is a way of asking for off-topic "general conversation" topics to be raised. The context implies that it means, "Do any Members have remarks?" Members may speak to items that they feel they do well (give praise or recognize unity) or ways of improving the meetings. This is not a section for handling complaints or debate and no motions shall come from this section of the agenda. The time limit for this section of the agenda shall not exceed ten (10) minutes.

25. Public Comment Period

Members of the public may comment or ask questions to Council, through the Chair, without debate or criticism in regard to a staff report, Council or Committee report or bylaw listed on the agenda. These comments or questions may be sent in writing to the attention of the Municipal Clerk before or during a meeting and will be received by Council.

clerk@hastingshighlands.ca

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In-person comments are welcomed and limited to Five (5) minutes each and this portion of the Agenda should not exceed a total of Fifteen (15) minutes. There will be no expectation/requirement for Council to reply to each comment or question.

Please Note: Questions/Comments regarding items in the Correspondence section of the agenda are not permitted.

26. Notice of Motions

Notice of Motions shall not be read, discussed or deliberated. The Chair will ask members if they have any notices to be submitted to the Clerk for consideration for the next Regular Meeting agenda. These notices shall not be included in this meeting's agenda but will be included in the minutes if the Clerk has received them by the end of this meeting day. A Member will still have permission to submit Notices of Motion up to the agenda deadline of

Four o'clock (4:00 p.m.) on the Monday one week before the scheduled Meeting of Council. All notices submitted by the deadline will appear on the Motions section of the next Regular Meeting agenda.

27. Closed Session (if required)

No Closed Session scheduled.

28. Confirmatory Bylaw

- 154 a Bylaw 2026-028 Confirm the Proceedings of Council

That Bylaw 2026-028, being a bylaw to confirm the proceedings of Council be enacted and passed in Council this 20th day of June, 2026.

29. Adjournment

- a Adjournment of Meeting

That Council adjourn to meet for its next Regular Meeting on August 5, 2026 at 9:00 a.m. or at the call of the Mayor.

Municipality of Hastings Highlands
Regular Meeting of Council Minutes

May 20, 2026 - Regular Meeting of Council at the Hastings Highlands Council Chambers

Council:

Tony Fitzgerald
Tammy Davis
Keith Buck
Roger Davis
Tracy Hagar
Nancy Matheson
Joan Nieman

Staff:

David Stewart
Suzanne Huschilt
Tanya Dickinson
Denver Mayhew
Kim Helkaa

Others:

Kim Bishop, Lisa Scott.

Call to order:

The Mayor called the meeting to order at 9:02 a.m.
There was a quorum of Council in attendance.
The meeting was streamed live to YouTube.

Opening Ceremonies:

We acknowledge that we are gathered on the unceded traditional territory of the Anishinaabeg. We acknowledge that the Indigenous Peoples have been stewards of this land since time immemorial and as such, we treat the land, plants, animals, stories and people with honour and respect.

National Anthem

Deletions or Additions to the Agenda:

Additions or revisions to the agenda may occur at a meeting if it is matter of urgency that cannot wait until the next meeting.

None.

Approval of Agenda:

Approval of Agenda

Nieman (107-2026)

That Council approve the agenda for the May 20, 2026 meeting.

Carried

Disclosure of pecuniary interest and the general nature thereof:

Municipal Conflict of Interest Act – Section 5 requires where a member, either on his or her own behalf or while acting, for, by, with or through another, has any pecuniary interest, direct or indirect, in any matter and is present at a meeting of the council or local board at which the matter is the subject of consideration, the member;

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(j) by reason of the member having a pecuniary interest which is an interest in common with electors generally; and

(k) by reason only of an interest of the member which is so remote or insignificant in its nature that it cannot reasonably be regarded as likely to influence the member.

None,

Delegate Alternate Deputy Chair Authority:

In the case the Deputy Chair must leave their seat or speak on an item where they are acting as Chair

Hagar (108-2026)

That Council appoint Councillor Nieman as Alternate Deputy Chair for today's meeting.

Carried

Announcements and Community Events:

Please Note: Members may speak for no more than Three (3) Minutes each on announcements and/or community events. No action shall be take on these items and they do not form part of the minutes.

Regular Meeting of Council Minutes
 Wednesday, May 20, 2026

Kim Bishop was present to accept a cheque and thank Council for their donation to the North Hastings Hospital Fund Development Committee.

Respect in the Workplace:

The Municipality expects and promotes respectful interactions which show regards for the rights, dignity, health and safety of all. The Municipality will not tolerate or condone any disrespectful behaviour or comments that a reasonable person would consider humiliating, demeaning, offensive or intimidating in accordance with the Workplace Violence and Harassment Policy of the Municipality, as amended. Any person in breach of this expectation may be asked to leave by the Chair.

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There will be no expectation/requirement for Council to reply to each comment or question.

Please Note: Questions/Comments regarding items in the Correspondence section of the agenda are not permitted.

None.

Adoption of Minutes:

Draft Minutes of the Regular Meeting of Council

R. Davis (109-2026)

That Council accept and adopt the draft minutes of the Regular Meeting of Council, held on April 15, 2026 as submitted.

Carried

Presentations:

None.

Delegations:

None.

Petitions:

None.

Consent Agenda:

A member may make brief comments to consent item prior to the consideration of the adoption of the matters listed, however, if a member wishes to debate or amend the recommendation of an item; or if the member declares pecuniary interest, the item shall be removed from the consent agenda list and dealt with as a separate item with its own motion.

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The Clerk will remove the item off the consent list, remove the yellow highlighting on the item down in the agenda and republish the agenda.

Consent Items:

- Building Department Monthly Report**
- Operations Department Monthly Report (April 2026)**
- Resolutions from other Municipalities/Levels of Government**
- Pending Municipal Items**
- Future Municipal Events**

Buck (110-2026)

That Council accept and approve the items listed under the Consent Agenda.
Carried

Requests for Tenders/Requests for Proposals:

None.

Reports and Bylaws from Departments:

Planning Department:

None.

Building Department:

- Building Department Monthly Report**

Buck (110-2026) Consent Agenda Item

Regular Meeting of Council Minutes
Wednesday, May 20, 2026

That Council accept this report "Building Department Monthly Report" as submitted by the Chief Building Official as information only.

Carried

Bylaw Enforcement:

None.

Quarterly Report to come forward on August 5, 2026

Fire Department:

None.

Quarterly Report to come forward on August 5, 2026

Community Services:

None.

Quarterly Reports to come forward on August 5, 2026

Library/Cultural:

None.

Quarterly Report to come forward on August 5, 2026

Finance Department:

Bylaw 2026-024 Borrowing Limits

Matheson (111-2026)

That Council accept this report "Bylaw 2026-024 Borrowing Limits" as submitted by the Treasurer; and

That Council pass Bylaw 2026-024 being a bylaw to authorize short-term borrowing for the Municipality of Hastings Highlands up to the maximum limits permitted by the *Municipal Act, 2001*.

Carried

Operations Department:

Operations Department Monthly Report (April 2026)

Buck (110-2026) Consent Agenda Item

That Council accept this report "Operations Department Monthly Report (April 2026)" as submitted by the Operations Manager as information only.

Carried

Retention of Perspective Engineering Inc. for Municipal Engineering Services

R. Davis (112-2026)

That Council hereby retains Perspective Engineering Inc. (“PE”) to provide municipal engineering and related consulting services on an as-needed basis, in accordance with the Municipality's Procurement Policy; and

Furthermore that Council delegate authority to Mayor and Clerk to execute an Independent Contractor Agreement with Perspective Engineering Inc.

Carried

Clerk's Department:

Bylaw 2026-025 To Amend Bylaw 2024-088 To Adopt a Policy Delegating Certain Powers and Duties to Officers and Employees

R. Davis (113-2026)

That Council accept this report “Bylaw 2026-025 to Amend Bylaw 2024-088 To Adopt a Policy Delegating Certain Powers and Duties to Officers and Employees” as submitted by the Municipal Clerk, as information; and

Furthermore That Council pass Bylaw 2026-025 being a bylaw to amend the Delegation of Authority Policy.

Carried

Proposed Cemetery Bylaw 2026-026

Buck (114-2026)

That Council accept this report “Proposed Cemetery Bylaw 2026-026” as submitted by the Deputy Clerk with assistance from the Municipal Clerk for a first reading; and

That Council provide further direction or required changes/amendments, if necessary, by proposing a new motion; and

That Council pass Bylaw 2026-026 being a bylaw to update the established rules and regulations for cemeteries owned, operated or managed by The Municipality of Hastings Highlands, subject to requirements of the *Funeral, Burial and Cremation Services Act, 2002*; and

Furthermore That Council direct staff to submit the draft cemetery bylaw to the Bereavement Authority of Ontario for review and final approval.

Carried as amended to include language on speculative acquisition.

Administration:

Follow-up on Events Resolution 103-2026

Buck (115-2026)

That Council accept this report "Follow-up on Events Resolution 103-2026" as submitted by the Municipal Planner with assistance from the CAO as information; and

That Council discuss the questions in the report in order to provide clarity to staff on next steps.

Carried

Mayor's Report:

None.

Quarterly Report to come forward on August 5, 2026

Council Members Reports/Committee Minutes:

Deputy Mayor Davis:

Municipal Dog Pound Board Meeting Minutes from April 23, 2026

T. Davis (116-2026)

That Council accept the Municipal Dog Pound Board draft minutes from the meeting held on April 23, 2026.

Carried

Councillor Davis:

Eastern Ontario Trails Alliance (EOTA) Board Meeting Minutes - February 19, 2026 and April 9, 2026

R. Davis (117-2026)

That Council accept the Eastern Ontario Trails Alliance (EOTA) Board meeting minutes from February 19, 2026 and April 9, 2026 as submitted by Councillor R. Davis, as information only.

Carried

Councillors Hagar and Matheson:

Approved Hastings Highlands Public Library Board Minutes from the Meeting held on March 26, 2026

Regular Meeting of Council Minutes
Wednesday, May 20, 2026

Hagar (118-2026)

That Council accept the approved Library Board meeting minutes for the board meeting held on March 26, 2026 as submitted by Board Members Councillor Hagar and Councillor Matheson, as information only.

Carried

Motions (for which notice has been given):

Member may read their own motion

None

Resolutions from other Municipalities/Levels of Government:

EOWC re: A Call to Return to Property Tax Reassessment Cycle

Northumberland County supporting The City of Brantford re: Sex Offender Registry

Municipality of Huron Shores re: Architectural Conservancy of Ontario (ACO) Proposal for 2026 Provincial Budget

City of Pickering re: Request for Provincial School Board Governance Consultation Process

Township of Springwater re: Provincial Bill 100 – *Better Regional Governance Act, 2026*

Buck (110-2026) Consent Agenda Item

That Council accept and file the Resolutions from other Municipalities, as submitted.

Carried

Correspondence:

Ministry of the Environment, Conservation and Parks re: Proposed Environmental Assessment Act (EAA) amendments

EORN Cell Gap Project Monthly Update March and April 2026

Hastings County April 2026 Report

FOCA eNews April 2026

Thank you from CARE North Hastings - re: Miscellaneous Grant Program

2026 Candidate Training Session**Seniors Information Expo****Matheson (119-2026)**

That Council accept the Correspondence for information purposes, as submitted.
Carried

Pending Municipal Items:**Pending Municipal Items****Buck (110-2026) Consent Agenda Item**

That Council accept the Pending Municipal Items for information purposes, as submitted.

Carried

Future Municipal Events for Members of Council:**Future Municipal Events****Buck (110-2026) Consent Agenda Item**

That Council accept the Future Municipal Events for information purposes, as submitted.
Carried

Remarks For the Good of the Order:

Robert's Rules suggests there should always be an opportunity to deviate from strict germaneness to speak about something which is clearly worth talking about. This is a way of asking for off-topic "general conversation" topics to be raised. The context implies that it means, "Do any Members have remarks?" Members may speak to items that they feel they do well (give praise or recognize unity) or ways of improving the meetings. This is not a section for handling complaints or debate and no motions shall come from this section of the agenda. The time limit for this section of the agenda shall not exceed ten (10) minutes.

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Regular Meeting of Council Minutes
 Wednesday, May 20, 2026

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**The Mayor called for a recess at 10:11 a.m. and reconvened at 10:21 a.m.
 There was a quorum of Council in attendance.**

Closed Session (if required):

Council Rise to go into Closed Session at 10:22 a.m.

Matheson (120-2026)

That Council rise from the open session to go into Closed Session as permitted by the *Municipal Act* for the purpose of:

-Approval of minutes from the last Closed Session held on February 18, 2026;

Section 239(2) A meeting or part of a meeting may be closed to the public if the subject matter being considered is

(c) a proposed or pending acquisition or disposition of land by the municipality or local board;

General Nature: Sale of approved municipal surplus properties

Carried

Council Rise from Closed Session:

Council Rise and Report from Closed Session at 10:53 a.m.

Matheson (121-2026)

That Council rise from the closed session and direct staff and officials to carry out all actions as approved in the May 20th, 2026 Closed Session of Council and report.

Carried

Regular Meeting of Council Minutes
Wednesday, May 20, 2026

The Mayor reported that the general nature discussed was sale of approved municipal surplus properties as per Section 239.2 (c) of the *Municipal Act*.

Confirmatory Bylaw:

Bylaw 2026-027 Confirm the Proceedings of Council

Buck (122-2026)

That Bylaw 2026-027, being a bylaw to confirm the proceedings of Council be enacted and passed in Council this 20th day of May, 2026.

Carried

Adjournment:

Adjournment of Meeting at 10:54 a.m.

Nieman (123-2026)

That Council adjourn to meet for its next Regular Meeting on June 17, 2026 at 9:00 a.m. or at the call of the Mayor.

Carried

Tony Fitzgerald, Mayor

Suzanne Huschilt, Municipal Clerk



AGENDA ITEM REPORT

Meeting: Regular Meeting of Council - 17 Jun 2026
To: Members of Council
From: John Jardine, Planner
Department: Planning
Subject: Bylaw 2026-029 Licence Agreement with 1501783 Ontario Limited to Improve and Maintain the Unopened Road Allowance between Lots 20 and 21, Concession 8, in the Geographic Township of Wicklow

Recommendation:

That Council accept this report "Bylaw 2026-029 Licence Agreement with 1501783 Ontario Limited to Improve and Maintain the Unopened Road Allowance between Lots 20 and 21, Concession 8, in the Geographic Township of Wicklow" as submitted by the Municipal Planner; and

That Council pass Bylaw 2026-029 to enter into and execute a Licence Agreement with 1501783 Ontario Limited to Improve and Maintain the Unopened Road Allowance between Lots 20 and 21, Concession 8, in the Geographic Township of Wicklow.

Origin:

At the Regular Meeting of Council on November 6, 2024, Council resolved the following:
(286-2024)

That Council accept this report "Proposed Exemption for the Use of the Unopened Road Allowance between Lots 20 and 21, Concession 8, in the Geographic Township of Wicklow" as submitted by the Municipal Planner; and

That Council grant an exemption to Freymond Lumber (the "applicant") to improve and maintain the unopened municipal road allowance located between Lots 20 and 21, Concession 8, in the Geographic Township of Wicklow (the "servient lands") to access the lands at Lots 19 and 20, Concession 7, in the Geographic Township of Wicklow (the "dominant lands"), subject to the Entrance Bylaw and the approval of the Operations Manager; and

Furthermore That the applicant shall enter into an Agreement with the Municipality where the Agreement shall acknowledge that:

- There will be absolutely no maintenance by the Municipality of the unopened municipal road allowance and/or driveway;
- The applicant, at the applicant's expense, shall maintain a comprehensive policy of public liability and property damage insurance acceptable to the Municipality, that provides insurance coverage in respect of any one occurrence to the limit of at least two million (\$2,000,000.00)

exclusive of interest and costs, against loss or damage to property, and that names the Municipality as an additional insured;

- The unopened municipal road allowance and/or driveway shall be kept in a clean and well-ordered and maintained condition by the applicant at the applicant's expense;
- The driveway is on an unopened municipal road allowance which is public property and will be available for public use, therefore no gates or barriers will be erected on the road allowance;
- A turning circle will be constructed at the end of the driveway, by the applicants at the applicant's expense, on the unopened road allowance to the satisfaction of the Operations Manager or designate;
- Signage will be posted by the applicant at the applicant's expense, on the unopened road allowance at or near the entrance at Little Papineau Lake Road stating "Road Not Assumed or Maintained by the Municipality; Use at your Own Risk" to the satisfaction of the Operations Manager or designate;
- The applicant shall retain the services of an Ontario Land Surveyor, at the applicant's expense, to create a Reference Plan of the servient lands and to mark the boundaries of the unopened municipal road allowance with wooden stakes painted bright orange and at 50 metre intervals from the entrance on Little Papineau Lake Road to the dominant lands;
- The applicant agrees to provide the Municipality with the registered Reference Plan prepared by the Ontario Land Surveyor in paper and PDF formats at the applicant's expense;
- All felled trees remain on the property of the Municipality and shall be piled at a Municipal Road or taken to the closest municipal yard accepting felled trees at the discretion of the Operations Manager or designate;
- The applicant shall be required to abide by the policies of the Official Plan of the County of Hastings with respect to development of private roads and the construction standards and guidelines for use and construction of private roads in the Private Roads Bylaw.

At the Regular Meeting of Council on November 19, 2025, Council resolved the following:
(231-2025)

That Council accept the report "Preliminary Reference Plan for Freymond Licence Road Development Agreement" as submitted by the Municipal Planner; and

That Council approve the Preliminary Reference Plan for Freymond Licence Road Development Agreement as attached to this Report.

Background information:

Description of Application

The applicant applied for an Exemption for the Use of the Unopened Road Allowance in accordance with the now-repealed Bylaw 2023-015. Under that Bylaw, an Application to improve or maintain an Unopened Road Allowance was called an "Exemption for the Use of the Unopened Road Allowance."

The reason these Applications were defined as "Exemptions" because the Policy did not permit improvements or maintenance, however, exemptions were possible to be granted if certain criteria are met. These criteria were listed in Bylaw 2023-015 and would require Council review and consideration.

Council passed Bylaw 2025-067 at the Regular Meeting of Council on December 2025. The Application is continuing under the new Policy. Under the new policy, an Application is referred to as an "Improved Unopened Road Allowance Application" (and not an "Exemption").

Review of Agreement

The Municipal lawyer reviewed the Agreement with the applicant's lawyer. The applicant's lawyer had some comments on the Agreement. There was communications and exchange between the Municipal lawyer and applicant's lawyer. We received the signed Agreement from the applicant on June 9, 2026.

A Certificate of Insurance for \$5,000,000 limits of liability has been received.

The applicant has paid the Legal Deposit to cover legal costs for the Municipal lawyer.

Financial impact:

Not applicable

Link to strategic plan:

Not applicable

References:

Bylaw 2025-067 Unopened Municipal Road Allowance Policy

Attachments:

[Bylaw 2026-029 Licence Agreement 1501783 Ontario Limited RA-2024-003-Licence Agreement](#)

Prepared By:

John Jardine, Planner

Reviewed By: Municipal Clerk June 10, 2026

Reviewed By: CAO/Deputy Treasurer June 11, 2026

The Corporation of The Municipality of Hastings Highlands

Bylaw 2026-029

**Authorizing the Execution of a Licence Agreement between
The Corporation of the Municipality of Hastings Highlands and
1501783 Ontario Limited**

Whereas the Council of the Corporation of the Municipality of Hastings Highlands (the “Municipality”) proposes to enter into a Licence Agreement with 1501783 Ontario Limited (the “Licensee”) being a Licence Agreement for the improvement and maintenance of Part of the Road Allowance between Lots 20 and 21, Concession 8, being Part 1 on 21R-27123, in the Geographic Township of Wicklow (the “Road Allowance Improvement”) to provide vehicular access to the Licensee’s Land;

Now Therefore, The Council of The Corporation of The Municipality of Hastings Highlands Enacts As Follows;

1. **That** the Mayor and Municipal Clerk of the Municipality are hereby authorized and empowered on behalf of the Municipality to execute a Licence Agreement between the Municipality and the Licensee for the Road Allowance Improvement.
2. **That** this Bylaw shall become effective upon passing.

Read a first time, **Enacted** and **Passed** in Council this 17th day of June 2026.

Tony Fitzgerald, Mayor

Suzanne Huschilt, Municipal Clerk

This Licence Agreement made this [redacted] day of May, 2026.

Between:

**The Corporation of the Municipality of Hastings Highlands
(hereinafter the "Municipality")**

Of the First Part

-and-

**1501783 Ontario Limited
(the "Licensee")**

Of the Second Part

Whereas the Licensee is the owner of those lands located in the Municipality of Hastings Highlands described in Schedule "A" to this Agreement (the "Licensee's Land")

And Whereas the Licensee's Land is in close proximity to the unopened Road Allowance between Lots 20 and 21, Concession 8, in the Geographic Township of Wicklow (the "Road Allowance");

And Whereas the Licensee has made or wishes to make certain improvements to that portion of the unopened Road Allowance for the purpose of providing vehicular access to the Licensee's Land, more particularly described in Schedule "B" to this Agreement (the "Road Allowance Improvement");

And Whereas the Licensee has requested and the Municipality has agreed to grant a non-exclusive licence to continue to maintain, improve and use the Road Allowance Improvement in accordance with the terms of this Agreement.

Now Therefore Witnesseth that in consideration of the mutual covenants and agreements contained herein and other good and valuable consideration, the parties agree with each other as follows:

1. In this Agreement,
 - a. "Road Allowance Improvement" means that portion of the unopened Road Allowance between Lots 20 and 21, Concession 8, in the Geographic Township of Wicklow for the purpose of providing vehicular access to the Licensee's Land, more particularly described in Schedule "B" to this Agreement;
 - b. "Licensee's Land" means those lands owned by the Licensee as illustrated on Schedule "A" to this Agreement;
2. The Municipality grants to the Licensee a non-exclusive licence to improve and use the Road Allowance Improvement in accordance with the terms of this Agreement for the purpose of providing vehicular access to and from the Licensee's Land.
3. The Licensee covenants and agrees with the Municipality:

- a. To accept the Road Allowance Improvement in an "as is" condition and not to require the Municipality to pay for or do any work or supply any equipment or services in connection with the Licensee's use or improvement of the Road Allowance Improvement and all of the Licensee's obligations under this Licence shall be deemed to include the words "at the Licensee's expense";
- b. To obtain all necessary permits and approvals as may be required by law prior to undertaking any work on the Road Allowance Improvement;
- c. To submit to the Municipality for its approval plans and specifications for completing any work to be carried out on the Road Allowance Improvement, including an up-to-date reference plan of survey that defines the limits of the Road Allowance Improvement to be improved;
- d. To maintain the Road Allowance Improvement to the satisfaction of the Municipality in accordance with the approved plans and specifications, if any;
- e. To undertake to the satisfaction of the Municipality any repairs to the Road Allowance that may be required as a result of constructing any future or additional works on the Road Allowance Improvement in order to restore the Road Allowance to its original condition as it existed immediately prior to undertaking any such work;
- f. To use the Road Allowance Improvement for the purpose of vehicular access to and from the Licensee's Land;
- g. To not interfere with, obstruct or impede in any way the use of the Road Allowance by the Municipality;
- h. To erect and maintain for the duration of this Licence Agreement a sign satisfactory to the Municipality at the Road Allowance Improvement that states:

"Road Not Assumed or Maintained by Municipality
Use at your Own Risk"

- i. Except for the foregoing sign, to not erect any signs, fences, buildings, structures or fixtures on the Road Allowance Improvement without the prior written consent of the Municipality;
- j. To keep the Road Allowance Improvement in a clean and well-ordered condition, and not to permit any rubbish, refuse, debris or other objectionable material to be stored, or to accumulate on it;
- k. To not carry on any activity, or do or keep anything on the Road Allowance Improvement which is or may be a nuisance, or that causes or is likely to cause damage to the Road Allowance Improvement or any abutting land, or that

obstructs or interferes with the public's common law right of passage over the Road Allowance ;

- l. To undertake all measures necessary to ensure to the Municipality's satisfaction that the improvement and use of the Road Allowance Improvement will not damage, impair, destroy or result in the loss of any municipal or other services or utilities that are now or may in future be located on, under or adjacent to the Road Allowance Improvement;
- m. To ensure that no inflammable or explosive substances, contaminants, pollutants, or hazardous or environmentally sensitive materials are brought on to the Road Allowance Improvement, other than motor vehicle fuel while contained in normal fuel tanks;
- n. To NOT register this Agreement or a notice of this Agreement or any other notice of the Licensee's interest in the Road Allowance Improvement against title to the Road Allowance Improvement;
- o. To indemnify and save harmless the Municipality from and against any and all manner of claims, demands, losses, costs, charges, actions and other proceedings made or brought against, suffered by or imposed on the Municipality in respect of any loss, damage or injury to any person or land directly or indirectly arising out of, resulting from or sustained as a result of the Licensee's improvement or use and maintenance of the Road Allowance Improvement;
- p. Without limiting the generality of the foregoing, to indemnify and save harmless the Municipality from and against any and all claims, demands, losses, costs, charges, actions and other proceedings under the *Construction Lien Act* in connection with any work done by or at the request of the Licensee on the Road Allowance Improvement, and to promptly attend at the Licensee's expense to the removal of every claim for lien or certificate of action having to do with such work within 14 days of being notified in writing by the Municipality, failing which the Municipality may attend to such removal and recover the expense and all attendant legal and other costs from the Licensee;
- q. To take out and maintain in force at all times during the term of this Licence, at the Licensee's expense, a comprehensive policy of public liability and property damage insurance acceptable to the Municipality, that provides insurance coverage in respect of any one occurrence to the limit of at least two million dollars (\$2,000,000.00) exclusive of interest and costs, against loss or damage resulting from bodily injury to, or death of one or more persons and loss of or damage to property, and that names the Municipality as an additional insured;
- r. To provide the Municipality with a Certificate of Insurance in a form satisfactory to the Municipality together with such proof as the Municipality may require that all premiums on the policies of insurance have been paid and that they

are in full force and effect. If the Licensee fails to pay premiums or otherwise keep the policies in force, the Municipality may pay premiums or take out additional policies as it considers necessary and the Licensee shall pay all costs.

4. The Licensee further acknowledges and agrees that:
 - a. it has no rights, title or interest in the Road Allowance Improvement other than as provided in this Agreement;
 - b. this Agreement, including all improvements and maintenance, does not give the Licensee an automatic right to obtain a building permit or otherwise develop the Licensee's Land for its intended purpose without first complying with the requirements of the County of Hastings Official Plan, Municipality's Comprehensive Zoning By-law and any other applicable law;
 - c. the Municipality has no obligation during or upon expiration of the term of this Licence to assume or be responsible for the maintenance of the Road Allowance Improvement, or to compensate or reimburse the Licensee for any costs or expenses incurred by the Licensee, at any point in time, to improve or maintain the Road Allowance Improvement, all of which will be done for the benefit of the Licensee and not the Municipality; and
 - d. the Municipality has no obligation during the term of this Licence to provide any services whatsoever to the Licensee's Land including, without limiting the foregoing, garbage collection, water, sewer, storm drainage or any other public utility.
5. The term of this Licence shall be from the date of this Agreement to the earlier of:
 - a. The date on which the Licensee sells or disposes of the Licensee's Land, and
 - b. The date on which this Agreement is terminated in accordance with its terms.
6. The Licensee may assign their interest in this Agreement to a successor owner of the Licensee's Land, provided that the Licensee shall forthwith provide the Municipality with written notice of same and any such assignment shall be conditional upon the assignee, executing a written agreement directly with the Municipality agreeing to be bound by all the terms of this Licence as if the assignee, had originally executed this Agreement as Licensee.
7. If the Licensee is in default of any obligation under this Agreement and such default is not remedied to the satisfaction of the Municipality within 60 days of notice of the default delivered to the Licensee, the Municipality shall have the right to terminate this Agreement upon a further 10 days' notice to the Licensee, such notices to be given by pre-paid first class mail to the Licensee at its last known address as it appears on the assessment roll of the Municipality.

- 8. This Agreement shall terminate immediately if the Municipality should at any time pass a by-law to assume and be responsible for the maintenance of the Road Allowance Improvement or the Road Allowance.
- 9. The Licensee shall reimburse the Municipality for its costs in connection with the preparation, execution or enforcement of this Agreement, and may be recoverable by action against the Licensee together with interest calculated at the rate of 1.25% per month (15% per annum) being the same rate of interest payable on account of tax arrears, with the proviso that cost recovery for enforcement shall only be triggered in the event of a breach of this Agreement by the Licensee.
- 10. This Agreement shall be binding upon, and enure to the benefit of the parties and its respective successors and assigns.

IN WITNESS WHEREOF the parties have executed this Agreement as at the date first set out above.

SIGNED, SEALED AND DELIVERED
IN THE PRESENCE OF

THE CORPORATION OF THE MUNICIPALITY
OF HASTINGS HIGHLANDS

Per:

Signatures

Witness (print name):

Tony Fitzgerald, Mayor

Signatures

Witness (print name):

Suzanne Huschilt, Municipal Clerk
We have the authority to bind the Corporation

1501783 Ontario Limited

Per: _____
Louis William Freymond, President

I have the authority to bind the Corporation

6

**Schedule A
Licensee's Land**

PIN: 40012-0098 (LT)

Legal Description: Lot 19, Concession 7, Wicklow, now in the Municipality of Hastings
Highlands, County of Hastings

7

**Schedule B
Road Allowance Improvement**

PINs and Legal Description:

40012-0103 (LT)
Part of the Road Allowance between Lots 20 and 21, Concession 8, Wicklow,
being Part 1 on 21R-27123, now in the Municipality of Hastings Highlands,
County of Hastings



AGENDA ITEM REPORT

Meeting: Regular Meeting of Council - 17 Jun 2026
To: Members of Council
From: Martin Cox, Chief Building Official
Department: Building
Subject: Building Department Monthly Report

Recommendation:

That Council accept this report "Building Department Monthly Report" as submitted by the Chief Building Official as information only.

Origin:

Cloudpermit and municipal staff generated reports

Background information:

In 2026, up to May 31, a total of forty-five (45) permits were issued, representing an estimated construction value of **\$5,342,900.00**. These permits generated **\$71,553.14** in associated fees, deposits, and related charges, including building, septic, and demolition permits, as well as septic searches, building compliance requests, and liquor licence letters.

This marks the **second year** the Municipality has used **Cloudpermit**. A comparison with the monthly figures from **2025** is attached.

Financial impact:

The Building Department is partly funded by building/septic permit fees and partly funded by the general tax levy, and the permit fees can only be used to fund Building Department activities. Year-end surpluses should be allocated to a Building Department reserve in accordance with standard Municipal Procedures and the *Building Code Act S.7(4)* to cover slow years or legal expenditures.

The provincially legislated annual report on building permit fees is available on the Municipal website.

Link to strategic plan:

Not applicable.

References:

Cloudpermit and Municipality of Hastings Highlands' Corporate Strategic Plan 2024-2027

Attachments:

[Issued permits to May 31 2026](#)
[Issued permits to May 31, 2025](#)

Prepared By:

Martin Cox, Chief Building Official

Reviewed By: Municipal Clerk June 10, 2026

Reviewed By: CAO/Deputy Treasurer June 11, 2026

Category	Work type	Work target	Permit fees total	Cost of construction
1	Accessory structures	Alteration	Bunkie	\$ 525.00 \$ 5,000.00
2	Accessory structures	New	Building	\$ 2,004.50 \$ 83,200.00
3	Accessory structures	New	Bunkie	\$ 749.68 \$ 25,000.00
4	Accessory structures	New	Deck - Residential	\$ 1,362.00 \$ 98,000.00
5	Accessory structures	New	Deck - Residential	\$ 175.00 \$ 35,400.00
6	Accessory structures	New	Garage - Residential	\$ 1,089.30 \$ 37,000.00
7	Accessory structures	New	Garage - Residential	\$ 2,116.60 \$ 100,000.00
8	Accessory structures	New	Garage - Residential	\$ 1,401.90 \$ 50,000.00
9	Accessory structures	New	Garage - Residential	\$ 1,734.70 \$ 60,000.00
10	Accessory structures	New	Garage - Residential	\$ 1,988.70 \$ 80,000.00
11	Accessory structures	New	Sleeping cabin	\$ 1,804.00 \$ 128,000.00
12	Demolition	Demolish	Accessory Structure	\$ 375.00 \$ 2,000.00
13	Demolition	Demolish	Accessory Structure	\$ 375.00 \$ 500.00
14	Demolition	Demolish	Accessory Structure	\$ 200.00 \$ 10,000.00
15	Demolition	Demolish	Single-family dwelling	\$ 200.00 \$ 2,000.00
16	Demolition	Full Demolition	Seasonal Dwelling	\$ 950.00 \$ 25,000.00
17	Demolition	Full Demolition	Seasonal Dwelling	\$ 200.00 \$ 20,000.00
18	Demolition	Full Demolition	Single Detached Dwelling	\$ 950.00 \$ 40,000.00
19	Demolition	Full Demolition	Single-family dwelling	\$ - \$ 15,000.00
20	Heating	New	Residential	\$ 350.00 \$ 6,000.00
21	Heating	New	Residential	\$ 175.00 \$ 12,000.00
22	Plumbing	Alteration	Residential	\$ 175.00 \$ 10,000.00
23	Residential building	Addition	Recreational dwelling	\$ 2,677.98 \$ 120,000.00
24	Residential building	Addition	Single Detached Dwelling	\$ 2,237.60 \$ 45,000.00
25	Residential building	Addition	Single-family dwelling	\$ 1,787.55 \$ 100,000.00
26	Residential building	Alteration	Recreational dwelling	\$ 1,981.80 \$ 150,000.00
27	Residential building	Alteration	Single Detached Dwelling	\$ 292.00 \$ 29,000.00
28	Residential building	New	Additional dwelling unit	\$ 2,276.40 \$ 75,000.00
29	Residential building	New	Additional dwelling unit	\$ 3,654.60 \$ 300,000.00
30	Residential building	New	Single Detached Dwelling	\$ 6,702.50 \$ 700,000.00
31	Residential building	New	Single Detached Dwelling	\$ 5,128.38 \$ 400,000.00
32	Residential building	New	Single-family dwelling	\$ 1,700.00 \$ 1,150,800.00

33	Residential building	New	Single-family dwelling	\$	7,015.40	\$	380,000.00
34	Residential building	New	Single-family dwelling	\$	5,702.55	\$	645,000.00
35	Sewage system	New	Sanitary	\$	725.00	\$	12,000.00
36	Sewage system	New	Septic	\$	725.00	\$	15,000.00
37	Sewage system	New	Septic	\$	725.00	\$	20,000.00
38	Sewage system	New	Septic	\$	725.00	\$	12,000.00
39	Sewage system	New	Single-family dwelling	\$	725.00	\$	12,000.00
40	Sewage system	New	Single-family dwelling	\$	725.00	\$	15,000.00
41	Sewage system	New	Single-family dwelling	\$	725.00	\$	30,000.00
42	Sewage system	New	Single-family dwelling	\$	725.00	\$	12,000.00
43	Sewage system	Repair	Septic	\$	725.00	\$	10,000.00
44	Sewage system	Replacement	Institutional	\$	725.00	\$	250,000.00
45	Sewage system	Replacement	Septic	\$	725.00	\$	16,000.00
				\$	68,033.14	\$	5,342,900.00

		Total permit value	Total Construction Value
2026			
Total permit fees		\$ 68,033.14	\$ 5,342,900.00
Total building compliance/Liquor licence letters/septic searches		\$ 3,520.00	
Total Building Dept fees		\$ 71,553.14	

Commercial building	0
Demolition	8
Accessory structures	11
Heating	2
Sewage system	11
Residential building	12
Total Permits Issued	44

Dwelling Units Created	7
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Category	Work type	Work target	Permit fees total	Cost of construction
1 Accessory structures	Alteration	Shed	\$ 550.00	\$ 7,000.00
2 Accessory structures	New	Building	\$ 2,449.05	\$ 50,000.00
3 Accessory structures	New	Building	\$ 2,806.10	\$ 60,000.00
4 Accessory structures	New	Building	\$ 1,646.05	\$ 65,000.00
5 Accessory structures	New	Deck - Residential	\$ 1,327.50	\$ 26,000.00
6 Accessory structures	New	Garage - Non Residential	\$ 2,795.50	\$ 100,000.00
7 Accessory structures	New	Garage - Residential	\$ 946.47	\$ 50,000.00
8 Accessory structures	New	Garage - Residential	\$ 1,125.76	\$ 5,000.30
9 Accessory structures	New	Garage - Residential	\$ 1,432.57	\$ 86,000.00
10 Accessory structures	New	Garage - Residential	\$ 1,876.25	\$ 161,000.00
11 Accessory structures	New	Garage - Residential	\$ 1,555.40	\$ 80,000.00
12 Accessory structures	New	Garage - Residential	\$ 3,118.61	\$ 150,000.00
13 Accessory structures	New	Garage - Residential	\$ 3,055.50	\$ 78,000.00
14 Accessory structures	New	Garage - Residential	\$ 2,826.70	\$ 130,000.00
15 Accessory structures	Repair	Garage - Residential	\$ 340.50	\$ 10,000.00
16 Commercial building	Alteration	Business Office	\$ 5,065.38	\$ 250,000.00
17 Demolition	Demolish	Accessory Structure	\$ 950.00	\$ 5,000.00
18 Demolition	Demolish	Accessory Structure	\$ 200.00	\$ 5,000.00
19 Demolition	Demolish	Accessory Structure	\$ 200.00	\$ 5,000.00
20 Demolition	Demolish	Accessory Structure	\$ 200.00	\$ 5,000.00
21 Demolition	Demolish	Accessory Structure	\$ 200.00	\$ 5,000.00
22 Demolition	Demolish	Single Detached Dwelling	\$ 200.00	\$ 10,000.00
23 Demolition	Full Demolition	Accessory Structure	\$ 200.00	\$ 10,000.00
24 Demolition	Full Demolition	Accessory Structure	\$ 200.00	\$ 8,000.00
25 Demolition	Full Demolition	Seasonal Dwelling	\$ 165.37	\$ 10,000.00
26 Demolition	Full Demolition	Seasonal Dwelling	\$ 163.37	\$ 20,000.00
27 Demolition	Full Demolition	Single Detached Dwelling	\$ 950.00	\$ 15,000.00
28 Heating	New	Residential	\$ 175.00	\$ 10,000.00
29 Heating	New	Residential	\$ 175.00	\$ 10,000.00
30 Residential building	Addition	Recreational dwelling	\$ 3,818.30	\$ 380,000.00
31 Residential building	Addition	Recreational dwelling	\$ 3,721.85	\$ 375,000.00

32	Residential building	Addition	Single-family dwelling	\$	1,167.00	\$	110,000.00
33	Residential building	Addition	Single-family dwelling	\$	954.00	\$	110,000.00
34	Residential building	New	Recreational dwelling	\$	6,867.37	\$	680,000.00
35	Residential building	New	Recreational dwelling	\$	11,149.10	\$	1,500,000.00
36	Residential building	New	Single Detached Dwelling	\$	7,885.72	\$	975,500.00
37	Residential building	New	Single-family dwelling	\$	5,143.06	\$	524,400.00
38	Residential building	New	Single-family dwelling	\$	4,235.11	\$	500,000.00
39	Residential building	New	Single-family dwelling	\$	7,256.30	\$	1,200,000.00
40	Residential building	New	Single-family dwelling	\$	8,908.50	\$	865,000.00
41	Residential building	New	Single-family dwelling	\$	6,642.95	\$	600,000.00
42	Residential building	New	Single-family dwelling	\$	6,452.44	\$	400,000.00
43	Residential building	Repair	Single-family dwelling	\$	350.00	\$	7,500.00
44	Sewage system	New	Septic	\$	725.00	\$	12,500.00
45	Sewage system	New	Septic	\$	725.00	\$	15,000.00
46	Sewage system	New	Septic	\$	661.50	\$	12,000.00
47	Sewage system	New	Septic	\$	725.00	\$	12,000.00
48	Sewage system	New	Septic	\$	661.50	\$	15,000.00
49	Sewage system	New	Septic	\$	725.00	\$	15,000.00
50	Sewage system	New	Septic	\$	725.00	\$	20,000.00
51	Sewage system	New	Septic	\$	725.00	\$	12,000.00
52	Sewage system	New	Septic	\$	725.00	\$	15,000.00
53	Sewage system	New	Single-family dwelling	\$	661.50	\$	15,000.00
54	Sewage system	Repair	Septic	\$	725.00	\$	15,000.00
55	Sewage system	Replacement	Single-family dwelling	\$	725.00	\$	12,000.00
56	Sewage system	Replacement	Single-family dwelling	\$	725.00	\$	7,000.00

2025		Total permit value	Total Construction Value
Total permit fees		\$ 120,682.28	\$ 9,830,900.30
Total building compliance/Liquor licence letters/septic searches		\$ 3,095.00	
Total Building Dept fees		\$ 123,777.28	

Commercial building	1
Demolition	11
Accessory structures	15
Heating	2
Sewage system	13
Residential building	14
Total Permits Issued	56

Dwelling Units Created	9
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AGENDA ITEM REPORT

Meeting: Regular Meeting of Council - 17 Jun 2026
To: Members of Council
From: Dawn Bowers, Bylaw Enforcement Officer
Department: Bylaw Enforcement
Subject: Proposed Planning Act Amendments – Administrative Penalty System (APS)

Recommendation:

That Council accept this report “Proposed *Planning Act* Amendments – Administrative Penalty System (APS)” as submitted by the Bylaw Enforcement Officer, as information only.

Origin:

Proposed Amendments to the *Planning Act* – Bill 119, Protecting Ontario’s Streets and Communities Act, 2026

There have been proposed amendments to the *Planning Act* through Bill 119, the *Protecting Ontario’s Streets and Communities Act, 2026*, which represents a potentially significant development for municipalities across Ontario.

If enacted, these changes would provide Hastings Highlands with a new and more efficient enforcement tool to address ongoing zoning bylaw violations and unauthorized land uses.

The purpose of this report is to provide Council with an overview of the proposed amendments contained within Schedule 7 of Bill 119, as well as the potential impacts on municipal enforcement practices, property owners, and land use compliance.

Overview of Proposed Amendments

Schedule 7 of Bill 119 proposes amendments to the *Planning Act* that would authorize municipalities to implement an Administrative Penalty System (APS) for certain zoning bylaw violations.

At present, municipalities primarily enforce zoning violations through the *Provincial Offences Act* and court-based prosecution. Under the current framework, penalties are imposed only following prosecution and conviction in Provincial Offences Court.

The Province of Ontario has identified that this process can be time-consuming, resource intensive, and in some cases ineffective in addressing ongoing or repeat non-compliance. The proposed amendments would introduce a more direct administrative enforcement option.

Key Proposed Change – Administrative Penalties

The most significant amendment would add authority for municipalities to impose administrative penalties for contraventions of zoning bylaws relating to prohibited land uses.

Proposed Section 67.2(1) of the *Planning Act* would state:

A local municipality may require a person, subject to such conditions as the local municipality considers appropriate, to pay an administrative penalty if the municipality is satisfied that the person has failed to comply with any provisions of a bylaw respecting matters described in paragraph 1 of subsection 34(1).

Subsection 34(1) authorizes municipalities to regulate land use through zoning bylaws, including prohibiting or restricting specific uses of land, buildings, or structures.

Proposed Enforcement Shift

If enacted, the amendments would shift municipalities away from a primarily prosecution-based model toward an administrative enforcement framework.

Currently, municipalities rely on:

- Charges under the *Provincial Offences Act*, or
- Court applications under the *Municipal Act, 2001*

These processes can involve significant delays and costs.

The proposed Administrative Penalty System would allow municipalities to:

- Issue penalties directly
- Respond more quickly to ongoing non-compliance
- Reduce reliance on court proceedings

Purpose of the Proposed Changes

According to the Province, the amendments are intended to:

- Improve efficiency in zoning enforcement
- Increase compliance with zoning bylaws
- Address ongoing unauthorized land uses
- Reduce reliance on court processes
- Strengthen municipal response to land use conflicts

The intent is to provide municipalities with a more responsive tool to address situations where non-compliance continues despite previous enforcement efforts.

Potential Municipal Impacts

Should the amendments be enacted, municipalities may need to consider implementation measures such as:

- Designating Comprehensive Zoning Bylaw under an APS framework
- Consulting with legal counsel regarding implementation requirements
- Developing internal review and appeal procedures
- Training enforcement and planning staff
- Creating processes for issuing, tracking, and administering penalties

While implementation would be optional, the proposed framework may represent a valuable enforcement tool for Hastings Highlands.

Impacts on Property Owners and Businesses

If adopted, the amendments may result in:

- More immediate enforcement responses to zoning violations
- Financial penalties issued without court proceedings
- Reduced delays in enforcement action
- Increased emphasis on proactive compliance with zoning requirements

Property owners and businesses may experience a more direct and timely enforcement approach where land use does not comply with applicable zoning regulations.

Conclusion

Bill 119 remains before the Ontario Legislature and has not yet received Royal Assent. The proposed amendments are not currently in force and may be subject to change through the legislative process.

Staff will continue to monitor Bill 119 as it progresses and will report back to Council as further information becomes available regarding its status and potential implementation requirements.

Province of Ontario Seeking Public Feedback

The Province of Ontario is seeking public feedback on proposed amendments to the *Planning Act* through Bill 119, *Protecting Ontario's Streets and Communities Act, 2026*.

These proposed changes include the potential introduction of an Administrative Penalty System to assist municipalities in addressing zoning bylaw violations and unauthorized land uses more efficiently.

Members of the public and stakeholders are encouraged to review the proposal and provide comments through the Environmental Registry of Ontario consultation page:

<https://ero.ontario.ca/notice/026-0558>.

All approved comments and supporting documentation will be published as part of the decision notice.

The Municipality's Bylaw Enforcement Officer has reviewed the proposed amendments and submitted feedback expressing strong interest in this initiative. These changes represent a potentially significant step forward in strengthening municipal enforcement tools.

Our team encourages Council and Members of the Public to take advantage of this consultation process, as the proposed framework could meaningfully improve the Municipality's ability to address zoning compliance issues and respond more effectively to unauthorized land uses.

Referenced below are comments submitted by the Municipality's Bylaw Enforcement Officer:

"Hello,

As a Municipal Bylaw Enforcement Officer working in a rural municipality, I strongly support the proposed changes under Bill 119, particularly the ability for municipalities to use an Administrative Monetary Penalty System (AMPS) for land use planning infractions.

From an enforcement perspective, one of the greatest challenges we face is the limited tools available to address planning and zoning violations in a timely and effective manner. The current process often requires reliance on Provincial Offences Act prosecutions, which can be lengthy, costly, and resource intensive. By the time a matter proceeds through the court system, the violation may

have continued for months or even years, creating frustration for residents, municipal staff, and compliant property owners.

The ability to issue administrative monetary penalties for land use infractions would significantly strengthen municipal enforcement efforts and increase compliance. It would provide a practical and efficient means of addressing violations as they occur, while encouraging property owners to take corrective action sooner rather than later. In my experience, timely enforcement is often the key to achieving compliance and preventing violations from escalating.

This change would be particularly beneficial for rural municipalities, where enforcement resources are often limited and staff are responsible for a broad range of duties. AMPS would allow municipalities to address non-compliance more effectively without the considerable time and expense associated with court proceedings. It would also help ensure that those who comply with municipal bylaws, zoning regulations, and planning approvals are treated fairly and are not disadvantaged by those who choose to ignore the rules.

In a rural municipality, enforcement challenges frequently involve the unauthorized conversion of accessory buildings into dwelling units, construction within shoreland or environmentally sensitive areas, development without permits or approvals, non-compliance with development agreements, unauthorized entrances, fill and grading activities, commercial or industrial operations in residential or rural zones, and other land use activities that conflict with municipal planning policies and zoning regulations.

The authority to utilize AMPS would provide municipalities with a more responsive enforcement tool, improve accountability, and reinforce the importance of compliance with municipal planning regulations.

Overall, I believe Bill 119 would be a positive and much needed advancement for municipal enforcement in Ontario. It would provide municipalities, particularly rural communities, with a more effective way to protect the integrity of their planning framework, support responsible development, and ensure that municipal regulations can be enforced in a fair, consistent, and timely manner.

Thank you for the opportunity to comment”.

Background information:

Schedule 7 of Bill 119 proposes amendments to the *Planning Act* that would authorize municipalities to implement an Administrative Penalty System (APS) for certain zoning bylaw violations.

The Province is proposing these changes to improve the speed and effectiveness of zoning enforcement. The current court-based system under the *Provincial Offences Act* can be slow, costly and resource intensive, particularly for ongoing or repeat violations.

Financial impact:

APS would likely shift enforcement from a costly court-based model to a more self-funded administrative system, with higher upfront setup costs but lower long-term enforcement costs and some recoverable revenue from penalties.

Link to strategic plan:

Strategic Priority: Cultivate Exceptional Service & Governance

Goal: Strengthen Performance and Accountability for Results Across the Organization

Action: Preserve our governance culture of accountability, strategic decisionmaking, and effective workflow

How will we make this happen?

The municipality will invest in bylaw enforcement resources that provide consistency and equality of enforcement

Strategic Priority: Ensure Financial Stability

Goal: Maintain a Competitive Tax Rate

Action: Expand non-tax revenue

How will we make this happen?

The municipality will maximize the use of non-tax revenue generation, including the use of the AMPS Bylaw as it relates to Bylaw and Fire Department enforcement.

References:

Not applicable

Prepared By:

Dawn Bowers, Bylaw Enforcement Officer

Reviewed By: Municipal Clerk June 9, 2026

Reviewed By: CAO/Deputy Treasurer June 10, 2026



AGENDA ITEM REPORT

Meeting: Regular Meeting of Council - 17 Jun 2026
To: Members of Council
From: Tanya Dickinson, Treasurer
Department: Finance
Subject: Bylaw 2026-030 Procurement Policy

Recommendation:

That Council accept this report "Bylaw 2026-030 Procurement Policy" as submitted by the Treasurer; and

That Council pass Bylaw 2026-030 being a bylaw to adopt an updated purchasing policy incorporating legislative and purchasing threshold updates.

Origin:

The *Municipal Act, 2001, Subsection 270(1)*, requires that a municipality adopt a policy for its procurement of construction, goods, and services.

The Municipality's current Procurement Bylaw and Policy were approved in May 2024 and then updated to further clarify delegation of authority details in November 2024.

The Finance Department wishes to update the Procurement Policy following changes to legislation and to better reflect current economic conditions and operating realities within the Municipality.

The Province of Ontario has introduced new "Buy Ontario, Buy Canadian" procurement directives applicable to municipalities and broader public sector entities. These directives are intended to strengthen domestic supply chains and support Ontario and Canadian industries while remaining compliant with applicable trade agreements."

For municipalities, the directives introduce phased implementation requirements tied to specific procurement sectors and monetary thresholds:

Fleet Vehicle Procurement Requirements (effective April 13, 2026):

Municipalities are required to incorporate Ontario-first procurement considerations in the procurement of fleet vehicles. The Directive applies to the purchase or lease of new light-duty fleet passenger vehicles with a Gross Vehicle Weight Rating (GVWR) of up to 4,500 kg, regardless of procurement value or procurement method.

Municipalities are required to prioritize:

- “Made-in-Ontario” vehicles (vehicles manufactured in Ontario with “2” as the first digit of the VIN); and
- Vehicles produced by Ontario Vehicle Producers where a Made-in-Ontario vehicle is unavailable or operationally infeasible.

The requirements generally do not apply to specialty emergency vehicles (e.g. police cruisers, ambulances, fire apparatus), school buses, used vehicles, or short-term leases.

Capital Infrastructure Procurement Requirements (effective May 15, 2026):

The Directive requires municipalities to incorporate Ontario-first procurement considerations and Domestic Supply Chain Plan evaluation methodologies in accordance with the applicable procurement category, monetary threshold, and trade agreement obligations for new capital infrastructure procurements.

The Directive applies to new capital infrastructure procurements and includes construction, reconstruction, demolition, repair, and renovation projects involving buildings, structures, and civil engineering works. The definition of 'construction' also captures related activities such as site preparation, excavation, material supply, and installation of associated equipment and fixtures. Professional consulting services are generally excluded unless incorporated within the procurement contract.

The Directive establishes different evaluation and procurement requirements depending on the procurement category and monetary threshold, including specific Domestic Supply Chain Plan evaluation methodologies for certain thresholds.

These requirements are intended to support Ontario and Canadian supply chains while maintaining compliance with applicable trade agreements, including the Canadian Free Trade Agreement (CFTA) and other procurement obligations. There are also various exclusions allowed on a case by case basis for value for money criteria.

Background information:

To ensure the Municipality's procurement practices remain compliant and consistent, staff are recommending an updated policy that clearly references these provincial requirements and ensures the policy will remain relevant and accurate in the event further legislative changes are approved.

While these directives are new and staff have not yet had to amend any existing procurement processes, this policy update positions the Municipality to maintain compliance with the new provincial directives.

In 2026, all major procurement activities were completed prior to the new directives taking effect. However, staff are actively monitoring how other municipalities are approaching the new legislation and are collecting procurement templates that will comply with the new directives.

Key Policy Updates

The proposed amendments update the Municipality's Local Preference provisions to better align with current legislative and trade agreement requirements. The revisions remove language that could be

interpreted as providing prohibited geographic preference while permitting broader strategic procurement considerations where legally permissible.

Appendix A: Tender Procedure has minor proposed updates to ensure over legislative compliance now and into the future. Additionally, these edits clarify bid deposit requirements, performance securities, and insurance requirements to ensure risk is appropriately managed by staff when undertaking tender processes.

Additionally, staff believe it's reasonable to increase purchasing threshold limits given current economic conditions and to increase efficiency. The policy sets out buying methods based on the total cost and includes rules for competitive, emergency, cooperative, and sole source purchases. Procurement processes remain unchanged; only the financial thresholds have been updated.

The current policy limits and the recommended updates are as follows:

Purchase Type	Current Limits	Recommended Limits
Low-value Purchases	up to \$20,000	up to \$25,000
Informal Request for Quotations	over \$20,000 and up to \$50,000	over \$25,000 and up to \$75,000
Formal Request for Quotations	over \$50,000 and up to \$100,000	over \$75,000 and up to \$125,000
Formal Tender/Request for Proposal Process	over \$100,000	over \$125,000

In developing the revised limits, staff considered inflation since 2024 and followed Hastings County updated policy limits as a guideline.

Financial impact:

Most day-to-day procurement steps will stay the same with this updated policy. The main change is that staff will need to consider and document Buy Ontario requirements when they apply. The updated policy will continue to support open, transparent, fair and competitive procurement practices.

Staff will continue to use competitive processes and maintain records to show how decisions were made. The Municipal Buy Ontario Procurement Directive notes it does not replace other laws and does not apply to urgent and unforeseen emergency purchases. The Municipality's policy continues to allow emergency purchasing when needed, with proper documentation and reporting.

The recommendation to adjust purchasing limits reflects rising costs for goods and services, as well as the need to focus the staff time and resources on more complex, high-value projects rather than lower-risk routine purchases. The Finance Department continues to support all departments who must undertake formal procurement processes to ensure legislative and policy compliance.

Link to strategic plan:

Not applicable

References:

[Hastings County Purchasing Policy - Report to Hastings County Finance, Property & Personnel Committee](#)

[Hastings Highlands 2024 Approved Procurement Policy](#)

[Municipal Act, 2001, Subsection 270\(1\)](#)

[Municipal Buy Ontario Procurement Directive](#)

Attachments:

[2026-030 Procurement Policy Cover Page](#)

[Schedule 'A' to Bylaw 2026-030 Procurement Policy_2026 update](#)

Prepared By:

Tanya Dickinson, Treasurer

Reviewed By: Municipal Clerk June 10, 2026

Reviewed By: CAO/Deputy Treasurer June 11, 2026

The Corporation of The Municipality of Hastings Highlands

Bylaw 2026-030

**To Update and Adopt a Procurement Policy for the
Municipality of Hastings Highlands**

Whereas the Council of the Corporation of the Municipality of Hastings Highlands deems it desirable to provide for fair, transparent and accountable procurement policies;

And Whereas Section 271 of the *Municipal Act 2001*, c. 25 S.O. 2001, as amended, states that a municipality and a local board shall adopt policies with respect to its procurement of goods and services;

And Whereas the Municipality of Hastings Highlands is updating its procurement policies and procedures to ensure alignment with current legal standards and trade treaty obligations;

Now Therefore The Council of The Corporation of The Municipality of Hastings Highlands Enacts As Follows;

1. **That** the Council of the Municipality of Hastings Highlands hereby formally update and adopt the Procurement Policy;
2. **That** this policy is designed to be implemented in accordance with the governing legislation. Should there be any incongruences between the policy and the governing legislation, the provisions of the governing legislation will prevail;
3. **That** any former Bylaws pertaining to this matter including Bylaw 2024-035 and 2024-085 are hereby repealed.
4. **That** this Bylaw shall become effective upon passing.

Read a first time, **Enacted** and **Passed** in Council this 17th day of June 2026.

Tony Fitzgerald, Mayor

Suzanne Huschilt, Municipal Clerk

The Municipality of Hastings Highlands
Procurement Policy
Bylaw 2026-030



Hastings Highlands
Beautiful By Nature

Schedule 'A' to Bylaw 2026-030

Municipality of Hastings Highlands - Corporate Policies and Procedures			
DEPARTMENT: Finance		POLICY #:	
POLICY: Procurement Policy			
DATE: Jun 17, 2026	REV. DATE:	COVERAGE: Employees, Municipal Representatives	PAGE #: 1-39

PURPOSE

1. To procure in a timely, cost-effective, and objective manner by purchasing, renting, or leasing the required quality and quantity of goods and services in an open and transparent manner that ensures fairness among bidders, while providing clear direction and accountability.
2. To encourage open competitive bidding on the acquisition and disposal of goods and services, where practical.
3. To consider total acquisition costs including quality, service, availability, and price.
4. To operate purchasing procedures for the purchase of goods and services through the Finance Department.
5. To coordinate the acquisition of like goods and services required by more than one department.
6. To ensure purchases are subject to the availability of approved budgetary allotment of funds.
7. To ensure there is regard given to the accessibility of persons with disabilities for the goods and services purchased.
8. To comply and proceed in the best interests of the Municipality in accordance with subsection 270(1) of the *Municipal Act* and applicable

The Municipality of Hastings Highlands
Procurement Policy
Bylaw 2026-030

trade treaties.

9. To ensure compliance with applicable legislation, including the trade agreements (e.g., Canadian Free Trade Agreement), accessibility laws (AODA), and Ontario procurement directives as amended from time to time.

GENERAL

In addition to the reports required in any section of this policy, a report will be prepared by the initiating Department Head involved, in consultation with the Treasurer, and the report will be provided to Council should any of the following circumstances occur:

1. A substantive objection has been raised by a bidder in the procurement process to the issue of procurement of material value;
2. An irregularity that may preclude the award to the vendor submitting the lowest bid;
3. An exception to the procurement policy is sought based on a business case;
or
4. The Chief Administrative Officer directs that a report be prepared.

The Municipality of Hastings Highlands
 Procurement Policy
 Bylaw 2026-030

Table of Contents

1.0 DEFINITIONS AND INTERPRETATIONS.....5

 1.1 Definitions5

 1.2 Interpretations8

2.0 AUTHORITY AND RESPONSIBILITY.....8

 2.1 The Finance Department8

 2.2 Initiating Departments9

 2.3 Waiving of Policy10

 2.4 Budget Availability10

 2.5 Procurement Value10

 2.6 Legislative Responsibilities10

3.0 ACQUISITION PROCESS10

 3.1 The Purchase Requisition.....10

 3.2 The Finance Department11

 3.3 Exclusions to Procurement Policy.....11

 3.4 Co-operative Purchasing11

 3.5 Single Source Justification.....11

4.0 LOW-VALUE PURCHASES (NOT EXCEEDING \$25,000, EXCLUSIVE OF HST).....12

5.0 INFORMAL REQUEST FOR QUOTATIONS (BETWEEN \$25,000-\$75,000, EXCLUSIVE OF HST) ..12

6.0 FORMAL REQUEST FOR QUOTATIONS (BETWEEN \$75,000-\$125,000, EXCLUSIVE OF HST)....12

7.0 QUOTATION SELECTION AND AWARD FOR FORMAL & INFORMAL QUOTATIONS.....13

 7.1 Lowest Quote and Within Budget13

 7.2 Lowest Quote not Recommended/Exceeds Budget.....13

 7.3 Single Quote Obtained13

 7.4 Delegation of Authority to Execute Contracts.....14

8.0 TENDER PROCESS (GREATER THAN \$125,000, EXCLUSIVE OF HST)14

 8.1 Awarding Tenders15

 8.2 Filing.....16

9.0 NEGOTIATIONS.....16

 9.1 Purchases by Negotiation.....16

 9.2 Negotiation Approval17

10.0 PROPOSAL PROCESS.....17

 10.1 Proposals Not Exceeding \$75,000.....18

 10.2 Proposals Not Greater than \$75,000, But Not Exceeding \$125,00018

 10.3 Proposals Greater than \$125,00018

 10.4 Filing.....18

The Municipality of Hastings Highlands
Procurement Policy
Bylaw 2026-030

11.0 EMERGENCY PURCHASES	18
12.0 ACQUISITION OF GOODS AND SERVICES FROM GOVERNMENT BODIES AND SOLE-SOURCE SUPPLIERS.....	19
13.0 DISPOSAL OF MUNICIPAL ASSETS	19
14.0 PROHIBITIONS	20
14.1 Personal Purchases	20
14.2 Conflict of Interest.....	20
14.3 Authority to Contract.....	21
14.4 Splitting Requirements	21
14.5 Gifts.....	21
14.6 Employee-Employer Relationship.....	21
15.0 VENDOR NON-COMPLIANCE.....	21
16.0 LOBBYING RESTRICTIONS.....	23
17.0 COMPLAINTS.....	23
18.0 ACCESS TO INFORMATION.....	23
19.0 ACCESSIBILITY FOR ONTARIANS WITH DISABILITIES ACT, 2005.....	23
20.0 GREEN POLICY	24
21.0 LOCAL PREFERENCE	24
22.0 BID DEBRIEFING.....	24
23.0 REVIEW OF PROCEDURES.....	25
APPENDIX A: TENDER PROCEDURE	26
APPENDIX B: LIST OF ITEMS EXEMPT FROM THE POLICY	33
APPENDIX C: FORMS	35
APPENDIX D: AUTHORIZATIONS.....	36
APPENDIX E: BID IRREGULARITIES/RESPONSES	38

DEFINITIONS

1.0 DEFINITIONS AND INTERPRETATIONS

For the purposes of this document, the following shall have the indicated meanings unless the context otherwise requires:

1.1 Definitions

Acquisition Process - the process of obtaining goods and services, including rental or lease;

Addendum - additional information supplied by the Municipality after the original tender, proposal or quotation call;

Bid - an offer or submission from a supplier or contractor in response to a request for tender, request for proposal or quotation, which is subject to acceptance or rejection;

Bidder - supplier or contractor who has submitted a bid;

Bid Deposit - security to guarantee that the successful bidder will enter into a formal contract with the Municipality;

Budgetary Appropriation - the monetary amount allocated by the Municipality necessary to procure goods and services annually;

CAO - the Chief Administrative Officer of the Municipality;

Contract - binding agreement between two or more parties;

Contractor - the person, firm or company to whom a general work order or contract is issued;

Co-operative Purchasing - the participation of two or more public agencies in a tender, proposal or quotation call;

Conflict of Interest - refers to a situation in which private interests or personal considerations may affect an employee's judgement in acting in the best interest of the Municipality. It includes using an employee's position, confidential information or corporate time, materials or facilities for private gain or advancement or expectation of private gain or advancement or the gain or advancement of any Immediate Family Member.

Council - the Council of the Corporation of the Municipality of Hastings Highlands;

Committee - a committee of the Council properly established and appointed by Council;

Department - reference to the recognized organizational structure of the Municipality's offices commonly referred to as departments including

The Municipality of Hastings Highlands
Procurement Policy
Bylaw 2026-030

Administration, Finance, Operations, Fire, Clerks, Planning, Building & Bylaw and such other departments as may be created from time to time;

Department Head - the head of any Municipal Department including the CAO, the Treasurer, the Operations Manager, the Fire Chief, the Municipal Clerk, the Municipal Planner, the Chief Building Official, or their designate, and any future applicable position as declared by the CAO or Council from time to time;

Elected Official - an individual elected by members of the public to sit on Council for the Municipality of Hastings Highlands;

Emergency - a situation where the immediate purchase of goods and services is essential to prevent serious delays, further damage or restore minimum service;

Employee - an employee of the Municipality but does not include Elected Officials;

Formal Quotation - quotations obtained in writing without utilization of tenders and/or requests for proposals;

Formal Request for Quotation - the procedure permitted in Section 6.0 for formal quotations to acquire goods and services;

Goods and Services - includes supplies, equipment, construction, maintenance and service contracts, consulting and professional services including architects, engineers, designers, surveyors, planners, management and financial consultants, legal representatives, real estate appraisers, education and training consultants, Ontario land surveyors, and any other consulting and professional services rendered on behalf of the Municipality, but excluding real property;

Immediate Family - parent, spouse (married or common-law), same-sex partner, child, or sibling.

Informal Quotation - means quotations obtained by telephone, fax, or in writing, without the utilization of tenders and/or requests for proposals;

Informal Request for Quotation - the procedure permitted in Section 5.0 for informal quotations to acquire goods and services;

Information Technology - software, electronic equipment or combinations thereof used to collect, store, process, communicate, protect or destroy information in all its forms;

Information to Bidders - the information given to prospective bidders in a request for tender, proposal, or quotation;

Integrity Provision - any provision in this policy that may assure that the integrity of procurement procedures will be maintained and that the interests of the Municipality, the public and the persons participating in the procurement process will be protected;

The Municipality of Hastings Highlands
Procurement Policy
Bylaw 2026-030

Initiating Department - the Department that requires the procurement of goods and services for its operating purposes

Lowest Overall Cost - means a combination of price, quality, service, availability, timeliness, past experience/conduct of supplier relating to cost and other factors the Finance Department deems relevant to cost-effectiveness;

Master Framework Agreements - means an agreement entered into between the Municipality and a pre-qualified Supplier for the purposes of establishing a master agreement between the Municipality and an entity or entities conducting a procurement process for the purposes of participating in co-operative purchasing;

Municipal Act - means the *Municipal Act, 2001*, S.O. 2001, c. 25;

MFIPPA - means the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c. M.56

Municipality - the Corporation of the Municipality of Hastings Highlands;

Performance Security - Digital Performance Bond and/or Digital Labour and Materials Bond and/or an irrevocable letter of credit or acceptable collateral which can be converted into cash or any other documents as deemed necessary;

Personal Purchases - a purchase of goods or services requested by an elected official, an appointed official or by any other employee of the Municipality, the requirement for which is not for the Municipality or any of its purposes but is for the benefit and use of the person requesting the purchase;

Personal Property - any property not within the definition of real property;

Pre-Qualification - a requirement that bidders satisfy the Municipality that they have undertaken similar work or supplied similar goods and services on other tenders, proposals or quotations and that they are qualified to undertake the work requested;

Prescribed Format - a format approved by the Treasurer and/or the CAO and may be in electronic form;

Price Shopping - the practice of obtaining a bid from a potential supplier and then taking that bid to one or more other suppliers to see if they will match or beat it;

Procurement Policy - this purchasing and procurement policy (Bylaw 2026-030), or as from time to time amended;

Proposal - a written submission received from a supplier or contractor in response to an invitation to submit proposals to provide goods and/or services based on an approved format of the Municipality containing terms and conditions, the acceptance of which may be subject to further negotiation;

Quotation - an offer, both formal and informal, from a supplier or contractor to buy from or sell goods and services to the Municipality;

The Municipality of Hastings Highlands
Procurement Policy
Bylaw 2026-030

Real Property - land, land and buildings, things growing upon or affixed thereto, improvements to such land, and all rights and interests therein;

Single Source Justification - the situation where the purchase of goods and services from one specific supplier and/or contractor is approved in accordance with and for the specific reasons as provided for in this procurement policy;

Supplier - the person, firm or company to whom a form of purchased order or contract is issued;

Tender - a written offer, in a specified form, received from a supplier or contractor in response to a public invitation for tenders to provide goods and/or services based on an approved format of the Municipality containing terms and conditions;

Total Acquisition Cost - the full cost, including acquisition, operating and disposal as well as the consideration of quality, service and availability, all to determine the best acceptable tender, proposal or quotation;

Treasurer - the Municipality's appointed Treasurer, or Deputy Treasurer;

Two-Envelope System - a procurement process for proposals in which a bid is submitted in two envelopes. The technical and qualitative information is submitted in the first envelope and the price information is provided in the second envelope. The second envelope (price envelope) is opened only if the technical and qualitative information meet a predetermined minimum score requirement;

1.2 Interpretations

- a) Where an official of the Municipality is authorized to do any act pursuant to this policy, such act may be done by such official's authorized delegate.
- b) Appendices A, B, C, D, and E attached hereto are hereby incorporated in this policy.
- c) Where dollar value limits are identified for goods and services the dollar value limits listed exclude taxes.

2.0 AUTHORITY AND RESPONSIBILITY

2.1 The Finance Department

The Finance Department, under the direction of the CAO, is hereby given the responsibility of establishing and operating procurement activities on behalf of the Municipality in accordance with the requirements of this policy. The Finance Department will, in coordination with the Initiating Department(s), have the following specific responsibilities:

- a) the acquisition and disposal of goods and services including the leasing or rental of such goods and services;

The Municipality of Hastings Highlands
Procurement Policy
Bylaw 2026-030

- b) the development, maintenance, and monitoring of compliance with a system of purchasing;
- c) the development of cooperative purchasing plans with other levels of government and other local agencies, where deemed beneficial to the Municipality;
- d) the standardization of goods, services, and construction where practical;
- e) the co-ordination, checking and awarding of all tenders, proposals and formal quotations;

The Finance Department, under the direction of the Treasurer, shall have the following responsibilities:

- provide advice and services, including all forms for contracts, performance security and all other bid solicitation documentation required by all Initiating Departments on the acquisition process for purposes of fulfilling the procurement needs of the Municipality, regardless of purchase value;
- standardization of goods, services and construction where practical;
- disposal of goods declared surplus by a Department;
- co-operative purchasing where a financial benefit is identified; and
- such duties and responsibilities as are from time to time assigned by the CAO.

The Finance Department is hereby authorized to delegate authority of any and all responsibilities relating to procurement activities to whomever is best appropriate to assist, including third parties, so long as this policy is adhered to.

If the Municipality participates in co-operative purchasing, the Municipality may rely on the Procurement Policies of the entity or other entities leading the co-operative purchasing, provided that such Procurement Policies comply with the purposes, goals, objectives of this Bylaw and with the Municipality's obligations under applicable trade treaties. The individual policies of the government agencies or public authorities participating in the cooperative competitive bid are to be the accepted practices for that particular competitive bid.

The CAO and/or Treasurer is hereby authorized to approve Master Framework Agreements for the purposes of participating in co-operative purchasing and, when the requirement for acquisition arises, to approve the award of Contracts in accordance with such Master Framework Agreements.

2.2 Initiating Departments

Initiating Department Heads within the Municipality will be responsible to ensure

Page 9 of 39

The Municipality of Hastings Highlands
Procurement Policy
Bylaw 2026-030

that all requirements of this policy are fully understood and followed by their respective Department personnel.

2.3 Waiving of Policy

The procurement policy, in part or its entirety, may be waived by Council resolution for a specific purchase or project in the event Council determines it to be appropriate and in the best interests of the Municipality.

2.4 Budget Availability

The exercise of all authority to award a Contract is subject to the identification and availability of sufficient funds in the budgetary appropriation approved by the Council.

2.5 Procurement Value

To ensure that all purchases are conducted in accordance with this policy, it is important to accurately estimate the value of the goods or services. The value should include all costs to the Municipality, including acquisition, maintenance, replacement, disposal, training, delivery, installation and extension options, but should exclude applicable sales taxes.

2.6 Legislative Responsibilities

The Finance Department shall ensure that all Tenders, Requests for Proposal and Requests for Quotation will conform to current legislation as it relates to local, Provincial or Canadian content.

3.0 ACQUISITION PROCESS

3.1 The Purchase Requisition

Where there is a requirement for goods and services by an Initiating Department, the applicable Department Head shall submit to the Finance Department a fully completed Purchase Requisition/summary of details, including a comprehensive scope of work, for all applicable goods and services or either of them which have a project value that exceeds the sum of **\$75,000**.

The Purchase Requisition must be approved by specified Department personnel, in accordance with Appendix D, before being submitted to the Finance Department.

All Departments shall follow the procedures of this Procurement Policy before awarding any such goods or services in accordance with each Purchase Requisition received by them.

The Municipality of Hastings Highlands
Procurement Policy
Bylaw 2026-030

3.2 The Finance Department

Where a requirement for goods and services has an estimated value greater than **\$75,000**, the Finance Department, with support of the Initiating Department, shall obtain written quotations or proposals, monitor negotiations, evaluate bids, administer procedures, and recommend an award in accordance with the provisions of this policy.

All such purchases shall be approved by the Initiating Department Head or its authorized personnel before awards are issued to suppliers and/or contractors.

3.3 Exclusions to Procurement Policy

Those items listed in Appendix B are excluded from the procedural requirements of this procurement policy unless a Department specifically requests the procurement policy to apply. For clarification, Tenders, Proposals, Quotations, or Purchase Requisitions are not required with respect to the items listed in Appendix B.

3.4 Co-operative Purchasing

With the approval of the Treasurer and CAO, the Municipality may participate with other levels of government or their agencies or public authorities in co-operative purchasing ventures or joint contracts when the best interests of the Municipality would be served thereby.

3.5 Single Source Justification

If a Department elects a single source justification for goods and services with a project value not exceeding **\$125,000**, the appropriate Department Head must submit a cost-effective or beneficial justification report supporting the selection first to the Treasurer, and then upon Treasurer approval, to the CAO for final approval based on the reasons established in this Section 3.5.

Departments may request a single source justification for any one of these reasons:

- i) Technical - There is only one supplier or contractor who can meet the specifications;
- ii) Market Conditions - Only one supplier or contractor can provide the goods or services by the specified date required OR because of the nature of the good or service, it is preferable to negotiate with one supplier or contractor;
- iii) Unique Skills - A contractor or service provider has unique skills related to the nature of the service or construction, which makes it more practical or advantageous to a single source.
- iv) Cost Effective - There is documented evidence that the extension or reinstatement of an existing contract would prove most cost effective or beneficial (up to a maximum increase of 10% of the original contract, and within

The Municipality of Hastings Highlands
Procurement Policy
Bylaw 2026-030

approved budget).

If a Department elects a single source justification for goods and services exceeding **\$125,000**, the Department Head must submit a cost-effective or beneficial justification report supporting their selection to Council for approval.

4.0 LOW-VALUE PURCHASES (NOT EXCEEDING **\$25,000**, EXCLUSIVE OF HST)

A Department Head may authorize and proceed with purchases not exceeding **\$25,000** per occurrence in value upon receiving a minimum of one verbal or written quotation, provided sufficient funds are available within the Department's approved budget.

The goals in the section in this procurement policy entitled "Purpose" shall be utilized in selecting the supplier and awarding any such goods or services.

5.0 INFORMAL REQUEST FOR QUOTATIONS (BETWEEN **\$25,000-\$75,000**, EXCLUSIVE OF HST)

An Informal Request for Quotation procedure may be utilized for the acquisition of goods and services having a project value greater than **\$25,000** but not exceeding **\$75,000**. An Informal Request for Quotation requires 3 quotations to be obtained from different suppliers by the applicable Department (quotations can be by phone, fax, email, and writing) without the requirement of advertising or sealed bids. The Department should use best efforts to have the specific goods and/or services specifications communicated to all selected suppliers. If desired, the Department may request the assistance of the Finance Department in obtaining the informal quotations.

Informal quotations may be used when competitive sourcing for low-value procurement would be uneconomical or would not likely attract bids.

The goals in the section in this procurement policy entitled "Purpose" shall be utilized in selecting the supplier, although utilizing an Informal Request for Quotation procedure would typically result in acceptance of the lowest bid meeting the Department specifications.

A record of all quotations obtained shall be retained by the Initiating Department.

6.0 FORMAL REQUEST FOR QUOTATIONS (BETWEEN **\$75,000-\$125,000**, EXCLUSIVE OF HST)

This Formal Request for Quotation procedure may be utilized for the acquisition of goods and services having a project value greater than **\$75,000** but not exceeding **\$125,000**. A Formal Request for Quotations requires a minimum of 3 written

The Municipality of Hastings Highlands
Procurement Policy
Bylaw 2026-030

quotations from different suppliers be obtained by the Finance Department, with support from the Initiating Department, in writing. This procedure does not require formal advertising or sealed bids, but doing so may be advantageous depending on the nature of the good and services.

The Initiating Department requiring goods and services shall provide all pertinent information and specifications to the Finance Department to notify them of the Department's requirements, as applicable.

The Finance Department, with support from the Initiating Department, shall summarize and record the results of the Formal Request for Quotation and make a recommendation to the Initiating Department Head. The Initiating Department Head, or designate, must provide their approval of the recommendation prior to the Finance Department proceeding with an award procedure.

The goals in the section in this procurement policy entitled "Purpose" shall be utilized in selecting the supplier, although utilizing the Formal Request for Quotation procedure would typically result in acceptance of the lowest bid meeting the Department specifications.

Both the Initiating Department and Finance Department will retain and file a record of all quotations obtained and purchase orders.

7.0 QUOTATION SELECTION AND AWARD FOR FORMAL & INFORMAL QUOTATIONS

7.1 Lowest Quote and Within Budget

Where an informal quotation or formal quotation meets or exceeds specifications, terms and conditions of the Request for Quotation and offers the lowest overall cost to the Municipality and is acceptable, an award may be made, in accordance with the acquisition process, following approval from the Department Head or designate.

7.2 Lowest Quote not Recommended/Exceeds Budget

In the event that the informal or formal quotation meets or exceeds specifications, terms and conditions of the Request for Quotation and provides the lowest overall cost to the Municipality but is not recommended or is in excess of the approved budgetary appropriation, a report and recommendation by the appropriate Department Head is to be submitted to the CAO who will make a decision as to proceeding further. The CAO may choose to award or deny the purchase or require the Initiating Department Head to author a report to Council for approval consideration and award.

7.3 Single Quote Obtained

In the event that only a single quote is received which meets or exceeds the specifications and terms and conditions of the Request for Quotation and the

The Municipality of Hastings Highlands
Procurement Policy
Bylaw 2026-030

expenditure is not in excess of the approved budgetary appropriation, the appropriate Department Head shall report to the CAO who shall approve or deny the purchase at the CAO's discretion.

7.4 Delegation of Authority to Execute Contracts

Where a procurement meets the requirements of this Policy, the following individuals, or designate, are authorized to initiate expenditures, commit funds or execute the necessary contracts or agreements, including amendments thereto, necessary for the procurement of goods or services.

- a) Department Head - Where the value of the goods or services do not exceed **\$25,000**, the initiating Department Head is hereby authorized to initiate and/or execute the required documents necessary for the procurement of the goods or service.
- b) Department Head and Chief Administrative Officer - Where the value of the goods or services exceeds **\$25,000** but does not exceed **\$125,000**, upon recommendation of the initiating Department Head, the initiating Department Head and Chief Administrative Officer are hereby authorized to initiate and/or execute the required documents necessary for the procurement of the goods or service.
- c) Mayor and Clerk - Where the value of the goods and services exceed **\$125,000**, upon contract acceptance and award by Council, the Mayor and Clerk are hereby authorized to initiate and/or execute the required documents necessary for the procurement of the goods or service..

8.0 TENDER PROCESS (GREATER THAN **\$125,000**, EXCLUSIVE OF HST)

Tender refers to the process of the Finance Department together with input from the Initiating Department Head formatting a Request for Tender which contains the terms, considerations, specifications, conditions, and special provisions if any (including any terms to be negotiated with a successful bidder) including the express statement that the Request is intended to be a Tender, seeking bids from suppliers in an open competitive process. A tender may be utilized when two or more sources are considered capable of supplying a clearly defined good or service on a common pricing basis with limited negotiation with a view to obtaining the lowest overall cost to the Municipality through open competitive bidding.

The Request for Tender procedure shall generally be utilized for applicable purchases of goods and services with an estimated annual or project value greater than **\$125,000** and meeting the criteria set out above in this section 8.0. The Request for Tender procedure is set out in Appendix A.

In addition to the goals in the Purpose section, the specific goal for a tender is to acquire services and products at the lowest overall cost to the Municipality.

The Municipality of Hastings Highlands
Procurement Policy
Bylaw 2026-030

8.1 Awarding Tenders

The Initiating Department, in co-operation with the Finance Department, utilizing the evaluation procedures set out in Appendix A and in the Request for Tenders, if any, shall evaluate all tenders opened and report the tender results, including a recommendation as to which, if any, tender should be accepted all in accordance with the procedures established in Appendix A. The report provide from the Finance Department to the Initiating Department shall include:

- a) a list of the bidders and their prices quoted;
- b) an indication as to which bids do not comply with specifications, terms or conditions;
- c) any minor variances or irregularities in the tender;
- d) an indication of bids which are improper and therefore rejected;
- e) such other items required in Appendix A, if any.

8.1.1 Lowest Bid and Within Budget

Where the evaluation finds the recommended tender bid meets or exceeds specifications, terms and conditions of the Request for Tender and provides the lowest overall cost to the Municipality, the appropriate Department Head shall report the recommendation to the CAO. If in agreement with the recommendation, the CAO shall require the Initiating Department Head to author a report to Council for approval consideration and award.

8.1.2 Lowest Bid Not Recommended/ Exceeds Budget

Where the evaluation finds that a tender bid meets or exceeds specifications, terms and conditions of the Request for Tender and provides the lowest overall cost to the Municipality but is not recommended or is in excess of the approved budgetary appropriation, a report and recommendation by the Initiating Department Head is to be submitted to Council, who will make a decision as to whether a contract will be awarded.

8.1.3 Single Bid

In the event that only a single compliant bid is received, the Initiating Department Head shall report the recommendation to the CAO. If in agreement with the recommendation, the CAO shall require the Initiating Department Head to author a report to Council for approval consideration and award.

~~8.1.5 Tenders Greater than \$250,000~~

~~Tendered projects having a project value greater than \$250,000 are to be evaluated in accordance with Appendix A and reported on by the appropriate Department Head to the CAO. A report setting out the results of the tenders and~~

The Municipality of Hastings Highlands
Procurement Policy
Bylaw 2026-030

~~a recommendation as to which, if any, tender shall be accepted, is to be submitted to Council by the Initiating Department Head and endorsed by the CAO. Council shall make the decision as to awarding a contract.~~

8.2 Filing

A record of all tenders obtained shall be kept and filed by the Finance Department.

9.0 NEGOTIATIONS

9.1 Purchases by Negotiation

Purchases of products and services, regardless of project value, may be acquired through negotiation with the approval of the CAO and/or Council when any of the following conditions occur:

- a) Where there is only one known source of supply for the goods and services to be purchased;
- b) Where there is limited competition for supply of an essential good or service required to maintain minimum service level expectations and a competitive process will not yield savings;
- c) Where two or more identical bids are received and the evaluation process cannot differentiate a cost savings as between the bids;
- d) Where no bids are received in a competitive process;
- e) When the required product or service is covered by an exclusive right such as a patent, copyright or exclusive license;
- f) Where goods or services regarding matters of a confidential or privileged nature are to be purchased and the disclosure of those matters through a Competitive Process could reasonably be expected to compromise confidentiality, may cause economic disruption or otherwise be contrary to the public interest;
- g) Where the lowest bid received meeting specifications, terms and conditions is excessive and/or substantially exceeds the estimated budget appropriation cost and in the judgment of the appropriate Department Head or designate, it is impractical to recall tenders;
- h) Where all bids received fail to meet specifications, terms and conditions but prices are within the estimated budget appropriation and the cost in the judgment of the appropriate Department Head or designate, makes it impractical to recall formal quotations, tenders or proposals;
- i) Where the extension of an existing contract would, in the judgment of the appropriate Department Head or designate provide the lowest overall cost, providing such extension is approved by the CAO and/or Council;

The Municipality of Hastings Highlands
Procurement Policy
Bylaw 2026-030

- j) Emergencies, as defined in Section 12.0;
- i) Where and to the extent the Request for Tender and/or Request for Proposal contemplates negotiation with the successful bidder or among the bidders, provided in no case shall the Municipality engage in price shopping.

9.2 Negotiation Approval

a) Negotiations Not Exceeding \$125,000

In accordance with paragraphs 9.1.a) - 9.1.i) where negotiations will be resulting in the purchase of goods and services at a project value of less than \$125,000, the appropriate Initiating Department Head shall submit a justification report supporting the recommendation first to the Treasurer, and then upon Treasurer approval, to the CAO for final approval. Once approved, the contract or award shall be completed by the Finance Department.

b) Negotiations Exceeding \$125,000

In accordance with paragraphs 9.1.a) - 9.1.i) where negotiations will result in the purchase of goods and services at a project value in the excess of \$125,000, the appropriate Initiating Department Head shall submit a report and recommendation first to the Treasurer, and then upon Treasurer approval, to the CAO. If in agreement with the recommendation, the CAO shall require the Initiating Department Head to author a report to Council for approval consideration and award. Once approved, the contract is awarded through the Finance Department.

10.0 PROPOSAL PROCESS

The Finance Department, together with input from the Initiating Department Head, shall format a Request for Proposal. The Request for Proposal may contain certain terms, considerations, specifications, conditions, evaluation criteria, and special provisions (including any terms to be negotiated with a successful bidder) including the express statement that the Request is not intended to be a Tender.

Applicable purchases may be made through the use of proposals in those specific situations where a good and/or service cannot be adequately specified and/or the Municipality has not formulated a specific plan for its needs and/or there may be subjective elements to the method of completing or designing the products and/or service and the Municipality wishes the suppliers to include in its submission the details of same for the Municipality's consideration and if selected, negotiation.

In addition to the goals in the Purpose section, the specific goal for a proposal is to select the proposal that earns the highest score based on the evaluation criteria established for the Request for Proposal based on qualitative, subjective, technical and pricing considerations to determine the successful proponent.

The Municipality of Hastings Highlands
Procurement Policy
Bylaw 2026-030

The scoring criteria and evaluation process shall be set out in the Request for Proposal document.

The scoring methodology and results of the scoring shall be filed with the proposal and maintained by the Finance Department.

A two-envelope system may be used for proposals when the Municipality wants to evaluate the technical and qualitative information of a given proposal without being influenced by prior knowledge of the corresponding pricing information.

10.1 Proposals Not Exceeding \$75,000

Where it has been determined that a proposal could be used and the total project value is estimated not to exceed \$75,000, the procedure for an Informal Request for Quotation set out in Article 5.0 shall be utilized instead of the Request for Proposal procedure.

10.2 Proposals Not Greater than \$75,000, But Not Exceeding \$125,000

Where it has been determined that a proposal could be used, and the total project value is estimated to be greater than \$75,000 but not to exceed \$125,000, the procedure set out in Article 6.0 (Formal Request for Quotation) shall be utilized instead of the Request for Proposal procedure.

10.3 Proposals Greater than \$125,000

Where it has been determined that proposals are to be used and the total project value is estimated to be greater than \$125,000, the procedures outlined in Appendix A shall apply to the Request for Proposal procedure with amendments necessary to accommodate the proposal process in lieu of the tender process:

- a) A selection committee shall be established consisting of representatives from the Finance Department, the Initiating Department Head or designate and any other Individual(s) who may be appointed (by the CAO and/or Treasurer), or have appropriate expertise;
- b) Proposals received shall be analyzed and tabulated by the selection committee and an award recommendation determined. A report setting out the results and recommending an award shall be submitted to the CAO. If in agreement with the recommendation, the CAO shall require the Initiating Department Head to author a report to Council for approval consideration and award.

10.4 Filing

A record of all proposals obtained shall be retained by the Finance Department.

11.0 EMERGENCY PURCHASES

The Municipality of Hastings Highlands
Procurement Policy
Bylaw 2026-030

Notwithstanding, any other provision of this policy, the following provisions shall only apply in case of an emergency purchase:

- a) Emergency purchase of goods and/or services may be made by the Initiating Department Head/designate when the immediate purchase is essential to prevent or alleviate:
 - i) a serious delay in essential services;
 - ii) a threat to the public health;
 - iii) safety or damage to property;
 - iv) significant risk of economic loss or disruption; and
 - v) security risks of the Municipality's property or the public interest.

Wherever feasible, the appropriate Initiating Department Head shall secure the required good or service at the lowest obtainable price.

- b) The Initiating Department Head is to notify the Treasurer and CAO immediately of the relevant information including costs associated with the emergency purchase;
- c) Where emergency purchases of goods and/or services exceed **\$125,000**, in addition to reporting to the CAO, a report by the Initiating Department Head is to be submitted to Council, setting out the nature of the emergency and the necessity of the action taken pursuant to this clause.

12.0 ACQUISITION OF GOODS AND SERVICES FROM GOVERNMENT BODIES AND SOLE-SOURCE SUPPLIERS

Tenders, Proposals or Quotations shall not be required for the acquisition of goods and/or services to be provided by any of the following, when similar goods and/or services are not available from another source or where an agreement between the Municipality and other Area Municipalities is in place:

- a) Hydro Electric Commissions, Telecommunications Companies, Gas Companies and Cable Companies;
- b) Provincial and Federal Government Agencies or Crown Corporations;
- c) Area Municipalities and special purpose bodies within the Municipality.

13.0 DISPOSAL OF MUNICIPAL ASSETS

- a) Any item determined to be surplus to a Department's needs will be inventoried by the Initiating Department Head and a description of the item with its estimated current value forwarded to the Finance Department. All surplus items shall be disposed of in accordance with the Municipality's Capital Assets Policy.
- b) The Finance Department and/or the Initiating Department will advise all other

The Municipality of Hastings Highlands
Procurement Policy
Bylaw 2026-030

Departments of surplus items so that it can be determined if the item should be transferred to another Department for its use. The Finance Department will wait for 5 working days from the date of email communication to the Departments before proceeding with the disposal process.

- c) If a Department wishes to make use of an item declared surplus by another Department, the item will be transferred to requesting Department and any charges for the purchase or transfer of the item will be determined by the Treasurer.
- d) If none of the Departments shows an interest in obtaining the surplus item within five working days, the Finance Department will begin the disposal process. The Initiating Department will notify the Chief Administration Officer. The Initiating Department shall confirm one of the below-given options to the Finance Department to proceed with:
 - (i) Public Auction – Through electronic bidding platform Gov Deals or similar platforms, if any;
 - (ii) Donations to an organization; and/or
 - (iii) Destruction/Disposal
- e) Any proceeds from the sale or disposal of Municipal assets will be credited to Sale of Surplus Equipment Revenue Account, or such other account and/or Reserve as directed by Council through recommendation by the Treasurer.
- f) In case of the auction, the Employees, immediate family members or elected officials of the Municipality may bid on any Municipal real property providing they do not possess relevant insider information that would influence their bid activity.

14.0 PROHIBITIONS

14.1 Personal Purchases

No purchase shall be made by the Municipality for the personal use of Employees, immediate family members or elected officials or any appointed member of a Board or Commission unless specifically authorized by Council.

14.2 Conflict of Interest

Refer to Code of Conduct and Ethics Policies (Bylaw 2019-007 or Bylaw 2019-008 as applicable, or as amended).

- a) No elected official, or employee of the Municipality shall have any pecuniary or controlling interest, either direct or indirect, in any competitive bid or contract for the supply of goods or services to the Municipality, unless such pecuniary interest is disclosed by the proponent, bidder, or person submitting a bid, as the case may be, or unless such pecuniary interest would be exempt under the *Municipal Conflict of Interest Act*.

The Municipality of Hastings Highlands
Procurement Policy
Bylaw 2026-030

- b) Formal competitive bid documents shall include a section that requires disclosure prior to submission of the bid. Should a conflict of interest arise after the award of a contract, the conflict shall immediately be disclosed in writing to the Finance Department. Further, all competitive bid documents and agreements shall provide that in the event that a contract is awarded to a person who has not, during the bidding or contracting process, disclosed the pecuniary interest of an elected official or team member of the Municipality in the contract, the contract may be cancelled at any time by the Municipality in its entire discretion.

14.3 Authority to Contract

No Employee or elected official shall purchase or offer to purchase goods or services on behalf of the Municipality except as may be provided for in this policy.

14.4 Splitting Requirements

No requirement for goods or services including consulting or professional services shall be divided to avoid the requirements of this policy. The total project or annual requirement shall be considered when applying this policy.

14.5 Gifts

Refer to Code of Conduct and Ethics Policies (Bylaw 2019-007 or Bylaw 2019-008 as applicable, or as amended).

14.6 Employee-Employer Relationship

No contract for services shall be awarded where the services could result in the establishment of an employee-employer relationship.

15.0 VENDOR NON-COMPLIANCE

- a) Departments are responsible and shall notify the Finance Department and CAO immediately of supplier non-compliance in the performance of services for investigation and review.
- b) The CAO may elect to record and require the Finance Department to maintain a record of suspended suppliers. The CAO may suspend suppliers from participating in future procurement processes for the following reasons:
 - i) where a supplier, or any person affiliated or associated with the supplier, has been convicted of a serious crime or other serious offence, including bid-rigging, price-fixing or collusion, fraud or other statutory offenses;
 - ii) where a Supplier includes false or misleading information in a bid, or where a Supplier failed to disclose a conflict of interest in

The Municipality of Hastings Highlands
Procurement Policy
Bylaw 2026-030

connection with a procurement process or during the performance with the Municipality, and the Municipality subsequently discovered that such a conflict of interest existed;

iii) where the supplier does not perform adequately under a contract with the Municipality, the CAO may suspend that supplier when:

- the deficiencies in performance were significant or persistent;
- the contract was terminated for performance issues prior to expiry;
- there were unrectified performance issues on a contract that resulted in extra costs to the Municipality;
- the deliverables provided were defective or deficient, and were not replaced or repaired, or required multiple repairs; or
- the Municipality initiated litigation against the supplier in connection with performance or non-performance of the supplier's contractual obligations.

iv) where the supplier has committed professional misconduct or acts or omissions that adversely affect the commercial integrity of the supplier, including:

- unethical bidding practices, such as inappropriate offers of gifts to the Municipality's officials, officers, employees or agents;
- failing to perform Contracts in a professional and competent manner in accordance with the duty of honest performance and all applicable laws, including safety and labour codes; or
- engaging in litigious conduct or bringing frivolous or vexatious litigation related to the Municipality's procurement processes or contracts, including unreasonable cost or expense claims or unsubstantiated allegations impugning the integrity of the Municipality, its officers, or its employees in relation to a procurement process or contract.

- c) The Finance Department and CAO shall maintain an up-to-date list of all suspended suppliers. The CAO will send a notice of the suspension decision to the supplier, by way of a notification letter, confirming the decision to recommend suspension. The length of a suspension may not exceed four (4) years.

Any supplier that is owned or controlled by the same individual(s) that owned or controlled a suspended supplier at the time it was suspended is also considered suspended. The scope of the suspension can apply to both corporate entities as well as individuals.

The scope of the suspension can be either a blanket suspension for all procurement processes or a suspension limited to procurement processes for specific deliverables.

- d) In evaluating tender bids or proposals, regard shall be given to the record of defaulting and/or suspended suppliers in assessing the previous experience

The Municipality of Hastings Highlands
Procurement Policy
Bylaw 2026-030

of the suppliers with the Municipality and, in particular, consideration shall be given to the additional costs that the Municipality may need to incur to supervise and inspect work performed by these contractors and to remediate defective work. These are appropriate considerations in determining the lowest overall cost of a tender or proposal. Requests for Tenders should contain a provision to the effect that awards shall be made on tenders that will give the greatest value based on quality, service and price. Past experience with the Municipality will be given consideration in such evaluation including, but not limited to, potential risk and legal exposure.

16.0 LOBBYING RESTRICTIONS

- a) Proponents, their staff members, or anyone involved in preparing a bid, shall not engage in any form of political or other lobbying whatsoever or seek to influence the outcome of the tender process or subsequent award. This restriction extends to all staff, anyone involved in preparing a tender or participating in a tender evaluation process, and members of the council.
- b) The Municipality may reject any tender by a proponent that engages in such lobbying, without further consideration, and may terminate that proponent's right to continue in the bid solicitation process.
- c) During a tendering process, all communications shall be made through the Finance Department. No proponent or person acting on behalf of a proponent or group of proponents shall contact any elected official, consultant, or employee of the Municipality to attempt to seek information or to influence the Award.

17.0 COMPLAINTS

- a) Any external complaint on the process and procedures outlined in this policy shall be in writing and shall be submitted to the CAO for review and response.
- b) A complaint on the process and procedures related to the award of a tender, proposal or quotation must be submitted to the Treasurer within five (5) working days of the date of the award, or else shall not be considered.

18.0 ACCESS TO INFORMATION

- a) The Municipality will disclose information contained in tender documents, Bids, Contracts and any other applicable documents in accordance with the provisions of MFIPPA, any other applicable legislation, or otherwise as required by law.

19.0 ACCESSIBILITY FOR ONTARIANS WITH DISABILITIES ACT, 2005

- a) In accordance with Ontario Regulation 191/11 under the *Accessibility for Ontarians with Disabilities Act, 2005* (AODA) as amended, the Municipality

The Municipality of Hastings Highlands
Procurement Policy
Bylaw 2026-030

shall consider accessibility criteria and features when procuring or acquiring goods, services, or facilities, except where it is not practicable to do so. In which case, an explanation will be provided upon request.

- b) Contracts for the Goods and/or Services shall include the following elements:
 - i) That the vendor shall comply with all provisions and applicable regulations of the *Accessibility for Ontarians with Disabilities Act, 2005*, S.O. 2005, c. 11 ("AODA");
 - ii) That the vendor shall ensure that its employees are trained in providing accessible customer services. Any training or training resources must conform to the legislated requirements under the AODA; and
 - iii) That the vendor shall maintain records of AODA training, including dates when training was provided, the number of employees who received the training and individual training records. Where requested by the Municipality, the person, business or organization shall provide written proof, as well as documentation regarding AODA training policies, practices and procedures to the Municipality.

20.0 GREEN POLICY

The Municipality will endeavour to preserve and green the Municipality's environment while maintaining economic, social, cultural and community health. The Municipality is dedicated to meeting the needs of the community today while ensuring a desirable future for future generations.

21.0 LOCAL PREFERENCE

~~The Municipality shall endeavour to achieve the best value in its commercial transactions. Therefore, the Municipality shall not practice local preference in awarding contracts; goods and services shall not be afforded preferential treatment under this policy, or any tender Solicitation based on the location or origin of the goods and services. This allows the Municipality to comply with applicable trade agreements, and legislative, and common law requirements.~~

The Municipality shall endeavour to achieve best value through a fair, open, transparent, and competitive procurement process.

Where permitted by applicable legislation, trade agreements, and procurement directives, the Municipality may consider broader economic and strategic procurement objectives, including supporting Ontario businesses and supply chain resiliency as required or recommended.

Nothing in this Policy authorizes preferential treatment or discriminatory practices contrary to applicable trade treaty obligations or legislation.

22.0 BID DEBRIEFING

- a) The purpose of debriefing is to explain to unsuccessful bidders why their submission was not accepted, allowing them to improve their future

The Municipality of Hastings Highlands
Procurement Policy
Bylaw 2026-030

submissions and submit more competitive bids. A debriefing establishes and maintains the Municipality's reputation as a fair, honest and ethical entity, ensuring that high-quality bidders are encouraged to make future submissions.

- b) The request for a debriefing must be made by an unsuccessful bidder to the Treasurer within ten (10) calendar days following the award of the contract being made public on the electronic bidding platform used by the Municipality.
- c) The debriefing may be conducted by the Treasurer, or designate, via telephone or in person or virtually. A debriefing may include the following, as applicable:
 - i) The name(s) of the contractor;
 - ii) The total evaluated price of the contractor against the award, if inquired;
 - ii) The total evaluated score of the bidder;
 - iv) An outline of the reasons the bidder's submission was not successful, according to the evaluation criteria and selection methodology; and
 - v) Explanation of scores achieved on all rated criteria to the bidder being debriefed to understand why those scores were assigned.

23.0 REVIEW OF PROCEDURES

This Policy may be reviewed by the CAO and Treasurer at minimum every 4 (four) years in conjunction with Department Heads, to evaluate its effectiveness, to ensure the dollar values are current and to recommend changes. A report to Council shall be prepared which indicates the results of said review.

APPENDIX A: TENDER PROCEDURE

TENDER PROCEDURE

The Initiating Department, with support from the Finance Department, must carry out all procurement activities through an electronic bidding system unless there are imperative circumstances to use paper-based procurement. The acceptance of this exception is after completing the due diligence of the facts in agreement with the Finance Department.

The Municipality may use 'Bids & Tenders' or an equivalent electronic bidding platform to carry out purchasing activities. The Finance Department will be issuing and receiving tenders through it. This platform shall be used for any tender of goods and services above **\$125,000**.

1.0 RESPONSIBILITIES

Initiating Department - Provide the necessary document specifications, answer queries of prospective bidders, consider extensions of time, review bids received, rule on the acceptance of those that do not meet the tender requirements according to the policy guidelines.

Finance Department - Receives all tenders, confirms completeness of documentation (specifications), bonding requirements, creates appropriate tender form(s), allocates tender number(s), schedules, tender deadlines, proponent's meetings, tender openings and tender closings, creates and submits tender advertisement, maintains vendor contacts for tenders received, issues tender(s) documentation to potential bidders, receives and documents tender/proposal fees, issues addendum and vendor communications, carry out tender opening, records bidder's names, records amount of bid, confirms all tenders requirements/qualifications are met i.e. all insurance and bonding requirements, references, tender signatures (as required), and mathematical extensions etc., exhibit bidder lists and bid summary results, provides the bid summary report for the Initiating Department Head, corresponds with vendors with regards to contract awarding, returns deposits (if any), debrief the proponents upon request, negotiates pricing and terms, issues and creates contract(s) and purchase orders for the awarded tender, coordinates execution of the contract and maintains a complete set of tender files.

2.0 ISSUING

2.1 Advertising

All tenders shall be posted in a standard format on the Municipality's website and/or in the electronic bidding platform and:

- 1) where considered appropriate in the opinion of the Finance Department, advertised in local newspapers, applicable publications or other media, or;

The Municipality of Hastings Highlands
Procurement Policy
Bylaw 2026-030

- 2) where necessary to comply with applicable law, in the applicable publications or other media. The closing date is usually three to five (3-5) weeks from the date of issue but may be shorter or longer depending on the urgency or complexity of the goods or services being purchased.

2.2 Documents Distribution

The Finance Department shall supply all the below-given information available in the tender for the prospective bidders for each opportunity:

- An official tender document which broadly includes:
 - Invitation and Submission Instructions
 - Evaluation and Award
 - Forms for Proponent Information, Contact Information, Qualifications, Experiences, References, Schedule of Prices, Set of Plans, Specifications, Scope of work (as applicable), etc.
 - Terms and Conditions

The Municipality, or the electronic bidding platform, may require a deposit fee for same, which may or may not be returnable.

A list of all bidders shall be maintained by the Finance Department and shall be available to the public.

2.3 Bid Deposit Requirement

Performance security (bonds) are required for construction/high-value contracts (e.g., 50% bid bond, 100% performance/labour & material bonds).

Bid deposits must be in the form of digital bid bonds for the electronic bidding platform. The bond shall be Canadian Construction Association (C.C.A.) approved by a licensed Canadian Surety Company made out in favour of the Municipality. The Bid Bond shall be valid for at least 60 days from the date of the tender opening date.

2.4 Performance Security, Insurance and WSIB Certificates

- a) In order to protect the Municipality, performance security to guarantee the completion of the Contract should be required for the supply and installation of equipment and materials and all services/construction involving Municipal property. Where performance security is deemed necessary it shall be noted in the tender/proposal document as required by the Initiating Department Head and in compliance with legislation. For those projects using the Ontario Provincial Standard Specifications (OPSS) based tender documents the value of the security required will be consistent with the OPSS.

- b) In order to further protect the Municipality, certificates are required for the supply and installation of equipment and materials and all

The Municipality of Hastings Highlands
Procurement Policy
Bylaw 2026-030

services/construction involving Municipal property from contractors including:

(i) Insurance Certificates

Prior to the commencement of work, evidence of insurance coverage satisfactory to the initiating Department Head while following industry standards and/or advice from the Municipality's insurance broker, must be obtained, ensuring indemnification of the Municipality from any and all claims, demands, losses, costs or damages resulting from the performance of a Bidder's obligations under the Contract and from any other risk determined by the initiating Department Head as requiring coverage. The Municipality of Hastings Highlands shall be added to the contractor's insurance policy as an "Additional Named Insured." Insurance will be kept up to date/maintained through the entirety of the contract, and may be requested from the vendor during the contract.

(ii) Workplace Safety Insurance Board

Prior to commencement of work, a Certificate of Clearance from the Workplace Safety and Insurance Board (WSIB) shall be obtained ensuring all premiums or levies have been paid to the WSIB.

c) When it is deemed necessary, the Municipality has the right to require a liquidated damage clause for late performance or supply.

2.5 Changes to Tenders Under Call

Interpretations to queries from bidders, changes, cancellation of, or additions to tenders under call shall be made in the form of a written addendum issued by the Finance Department.

2.5.1 Addendum

A copy of each addendum shall be posted by the Municipality on the applicable electronic bidding platform as per the schedule posted in the tender. Any delay in the issuance of the addendum may lead to an extension of the closing date which is at the sole discretion of the Finance Department in agreement with the Initiating Department. All bidders will be required to acknowledge receipt of the addendum.

2.5.2 Extension of Time

When the closing date for receiving an advertised tender is extended all bidders shall be notified by the Finance Department of the extension of time by issuance of an addenda.

2.5.3 Cancellations

When an advertised tender is cancelled all bidders shall be notified by the Finance Department through the electronic bidding platform. Once a tender has been cancelled, no tenders will be accepted.

The Municipality of Hastings Highlands
Procurement Policy
Bylaw 2026-030

3.0 RECEIVING

All tenders shall be received by the Finance Department through an electronic bidding platform, unless otherwise stated. Any submission after the closing time of the tender will not be available to the Municipality as the submission will be unsuccessful. At all times, the onus solely remains on the Bidder to ensure tender submission to the Municipality.

The bidder can withdraw its submission any time before the closing time of the tender. The bidder can submit another tender after the withdrawal, but multiple submissions are not accepted unless asked.

4.0 OPENING

After the closing time, the submitted tenders are available to the Finance Department for downloading from the electronic bidding platform. The Finance Department will endeavour to download the bids as soon as possible after the closing time.

5.0 TENDER EVALUATION

All tenders must be reviewed by the Finance Department for meeting the mandatory requirements before submitting them to the Department head or its designate for evaluation. The mandatory requirements include bonding requirements, insurance, WSIB (good standing), etc., and shall be outlined within the released tender documents. Non-compliance with mandatory elements of the tender will lead to the rejection of the tender from the process.

The Technical and commercial evaluation is carried out by the Initiating Department Head, or its designate, and the Finance Department respectively. The bids which are technically approved by the Initiating Department are only reviewed for their pricing and based on their evaluation criteria (if any) the scoring is completed and the final score is prepared by the Initiating Department, with support from the Finance Department, as required.

5.1 Upon Opening of Tenders, Proposals and/or Formal Quotations

The name of the bidders who submitted the bids will be available on the electronic bidding platform, as applicable.

6.0 AWARDING TENDERS

Following the evaluation of the tenders, a Bid Summary Report and recommendation shall be prepared by Initiating Department Head or its designate with assistance from the Finance Department.

The Municipality of Hastings Highlands
Procurement Policy
Bylaw 2026-030

The awarding of tenders shall be in accordance with Section 8.1 of the Procurement Policy.

6.1 Notification of Successful Bidder

The Finance Department shall be responsible for the preparation and issuing of the letters to notify all bidders of the successful bidder by posting the details on the electronic bidding platform.

6.2 Execution of Contract

When the tender has been awarded, 3 copies of the formal contract agreement, where required by the Municipality, shall be signed and sealed and submitted by the Contractor to the Finance Department for execution.

Unless otherwise required, the Contract shall consist of the documentation relative to the work, including the completed Successful Bidder's bid. Contract execution shall be deemed accomplished either by signing of an official agreement form, or by the issuance of a purchase order and/or award letter by the Municipality of Hastings Highlands in the name of the Successful Bidder.

The following documents must be submitted to the Municipality at the time of executing the contract if requested by the Municipality:

- a) Workplace Safety Insurance Board Certificate;
- b) Insurance Certificates;
- c) Performance and Labour bonds or a letter of credit;
- d) Any other documents required by the Request for Tender.

Upon receiving the contract and all the documentation, the Finance Department shall coordinate with the CAO to ensure the contract is legally binding.

Upon tender award by Council, authority is hereby delegated to the Mayor and Clerk to execute a binding agreement.

The successful bidder shall be allowed a maximum of ten (10) working days to provide any required performance security and documentation.

6.3 Action When Successful Bidder Does Not Finalize Contract

If the low bidder has made it known in writing that they will not execute the contract, or if a quotation has been awarded and the successful bidder fails to perform and/or provide a Performance Bond or other required documentation which is satisfactory to the Municipality within the specified time, additional time may be granted to fulfill the necessary requirement and/or the following action may be taken:

- a) the contract shall be awarded to the next lowest bidder (including next lowest evaluation score); **OR**

The Municipality of Hastings Highlands
 Procurement Policy
 Bylaw 2026-030

b) the contract shall be cancelled.

If no bid deposit was required for the tender, and the successful bidder fails to provide the required securities or fails to perform in accordance with the tender or fails to provide the signed Contracts, the Municipality may, at its discretion, claim damages as appropriate notwithstanding any action taken above to cancel and award to the next lowest bidder.

7.0 CHANGE ORDER AND AMENDMENTS TO CONTRACT

Scope changes and contract amendments are to be managed prudently when unforeseen events arise when a project is underway. The contractor must submit a change order request including rationale, cost, and timing implications. The change order must be accepted and approved by the Municipality prior to the commencement of the work.

Council approval is required in all cases where the total cumulative increase is more than \$25,000 and/or more than 10% of the original contract value regardless of the available budget.

Subject to the above statement, where the total cumulative increase is \$25,000 or more **and** exceeds the budgetary appropriation, the Initiating Department Head shall submit a report to the CAO and subsequently Council, regarding the amendment and recommending the proposed source of financing.

Section Reference	Total Cumulative Increase + Original Contract Value	Approval Authority
a)	Below \$25,000 and less than 10% of original contract, if within budget availability	CAO
b)	At or above \$25,000, more than 10% of original contract, or if changes exceed budget availability	Council



- a) No amendment to a Contract, or recommendation for amendment, shall be made unless the amendment, in the opinion of the Treasurer and/or the CAO, is in the best interest of the Municipality.
- b) The procurement process must be conducted in accordance with this policy and all applicable procedures and protocols.
- c) The authority to approve the award of a contract for the purchase is based on the actual purchase value. Purchase value includes the value of any Contract Renewal Options.
- d) Total cumulative increase is the total value of all increases to the original contract value, including the value of any previously approved change orders and the value of the proposed increase that is to be approved.

The Municipality of Hastings Highlands
Procurement Policy
Bylaw 2026-030

8.0 GENERAL

The procedures contained in this Appendix A are policy procedures to guide the Municipality in its tender process. Contravention of any provision herein by the Municipality shall not in itself invalidate any tender process. In addition, the procedures and rules set out in this Appendix A are subject to and may be altered or clarified by the specific provisions contained in the Request for Tender documentation developed in accordance with this Procurement Policy. In the event of any inconsistency between this Appendix A and the provisions contained in the Request for Tender prepared by the Finance Department, the Request for Tender shall prevail.

END OF APPENDIX A

APPENDIX B: LIST OF ITEMS EXEMPT FROM THE POLICY

LIST OF ITEMS EXEMPT FROM THE POLICY

The following items are excluded from the requirements of this Bylaw and therefore no quotations, tenders, proposals, or purchase orders are required:

1.0 Petty Cash Items

2.0 Training and Education

- a) Conferences, Courses, Conventions and Seminars
- b) Magazines, Books, Periodicals
- c) Memberships

3.0 Refundable Employee Expenses

- a) Advances
- b) Meal Allowances
- c) Miscellaneous - Non-Travel
- d) Travel and Entertainment

4.0 Employer's General Expenses

- a) Payroll Deduction Remittances
- b) Honorariums & Employee Recognition Awards
- c) Medicals
- d) Licenses (Vehicle, etc.)
- e) Debenture Payments
- f) Liability and Property and other forms of Insurance Premiums, Payments, and Adjusting Fees
- g) Employee Benefit Payments and Premiums
- h) Petty Cash Replenishment
- i) Tax Remittances
- j) Charges to and from Area Municipalities

5.0 Professional and Special Services

- a) Committee Fees
- b) Banking and Underwriting Services which were covered by agreements
- c) External Auditor Fees
- d) Workplace Safety & Insurance Board payments
- e) Legal Services & Settlements
- f) Insurance Premiums, Deductibles and Claim Settlements
- g) Ontario Land Surveying **and Peer Review services**, when required or recommended by a professional service provider

6.0 Utilities (normal monthly service charges only)

- a) Postage
- b) Water and Sewer
- c) Hydro
- d) Gas

The Municipality of Hastings Highlands
Procurement Policy
Bylaw 2026-030

e) Telecommunications

7.0 Election Expenses

Election materials - The Municipal Clerk has the authority to purchase goods, consulting and support services, and equipment (including technology) necessary or advisable to carry out the requirements of the *Municipal Elections Act*, R.S.O. 1996, as amended. The Municipal Clerk shall wherever possible be guided by the provisions of this Policy.

8.0 The acquisition of real property

9.0 Advertisement

END OF APPENDIX B

The Municipality of Hastings Highlands
Procurement Policy
Bylaw 2026-030

APPENDIX C: FORMS

FORMS

1.0 PURCHASE REQUISITION

For goods and services, with an estimated value greater than \$75,000 and not exceeding \$125,000, Initiating Departments shall complete a Purchase Requisition/summary of details form, as required by this policy. The completed form will be submitted by the Initiating Department to the Finance Department.

The Initiating Department may provide a list of potential suppliers or contractors, if known, to assist the Finance Department in identifying potential vendors of the goods and services being requested.

The Finance Department may require, at its discretion, other forms to be completed by an Initiating Department in order to complete procurement activities in accordance with this Policy.

END OF APPENDIX C

APPENDIX D: AUTHORIZATIONS

AUTHORIZATIONS

<u>PURCHASE LEVELS</u> *exclusive of HST*	<u>MINIMUM AUTHORITY LEVELS REQUIRED TO PURCHASE</u>	<u>METHOD OF PURCHASE</u>	<u>REQUIREMENTS</u>	<u>ACTION</u>
Not Exceeding \$25,000	- Department Head's Delegated Purchasing Authorities	- Petty Cash - Corp Credit Card (low value) - Cheque Requisition	Initiating Department Head, or their delegated purchasing authority, obtains a minimum of one verbal or written quotation.	Initiating Department Head, or their delegated purchasing authority, may make purchases directly from the vendor.
Greater Than \$25,000 But Not Exceeding \$75,000	- Department Head	Informal Request for Quotation	Initiating Department Head, or their delegated purchasing authority, completes Informal Request for Quotation process (may request support from Finance Department). A minimum of three (3) informal quotations are required and may be obtained by the Initiating Department.	Initiating Department Head awards selection to successful vendor in accordance with section 7.0.
Greater Than \$75,000 But Not Exceeding \$125,000	- Department Head	Formal Request for Quotation	Initiating Department Head, or their delegated purchasing authority, completes a Purchase Requisition and Formal Request for Quotation process with Finance Department support. A minimum of three (3) formal quotations are required and must be obtained by the Finance Department.	Finance Department obtains any additional pertinent information from Initiating Department, obtains the written quotations, analyzes and records results and makes a purchase recommendation to the applicable Department Head. Initiating Department Head is responsible, under section 7.0 of the Procurement Policy, to award in accordance with that section.

Greater Than \$125,000	<ul style="list-style-type: none"> - Department Head - CAO - Council 	Tender	Initiating Department Head, or their designated purchasing authority, completes the Tender Process with support from the Finance Department, who initiates the tender document and process. Initiating Department Head provides the necessary document specifications and any additional information required per Appendix A of the Procurement Policy.	Finance Department follows Appendix A – Tender Procedure of the Procurement Policy. The Finance Department collects and evaluates the bids and makes a recommendation to the Initiating Department Head. Initiating Department Head is responsible, under section 8.0 of the Procurement Policy, to award in accordance with that section. Once Awarded the Finance Department will coordinate contract document in accordance with Appendix A, section 6.2.
Single Source Procurement	<ul style="list-style-type: none"> - Department Head - CAO - Council 	See Section 3.5 and 9.0 of the Procurement Policy		
Proposal Services	<ul style="list-style-type: none"> - Department Head - CAO - Council 	See Section 10.0 of the Procurement Policy		
Emergency Purchases	<ul style="list-style-type: none"> - Department Head - CAO 	See Section 11.0 of the Procurement Policy		

END OF APPENDIX D

APPENDIX E: BID IRREGULARITIES/RESPONSES
BID IRREGULARITIES / RESPONSES

	IRREGULARITY	RESPONSE
1.	Failure to submit a bid through the municipality's electronic bidding system	Automatic rejection, unless the Municipality has instructed otherwise by published Addendum
2.	Late Bids.	The electronic platform does not allow late submissions. Automatic rejection
3.	Required Deposit is not provided or is not in an acceptable form	Automatic rejection
4.	Incomplete Bids (Part bids - all items not bid).	Automatic rejection unless the nature of the oversight is minor or insignificant, as determined by Finance Department
5.	Qualified Bids (Bids qualified or restricted by an attached statement).	Automatic rejection unless the qualification or restriction is minor or not significant, as determined by Finance Department
6.	Bids received on documents other than those provided by the Municipality.	Automatic rejection
7.	Bids Containing Minor Obvious Clerical Errors.	2 business days to correct initial errors
8.	Mandatory site visit not attended by bidder (including late attendance).	Automatic rejection
9.	On a Pre-qualification tender, a bid is submitted by an unqualified bidder	Automatic rejection
10.	Corporate seal or signature of authorized signatory missing	Automatic rejection
11.	WSIB, Insurance and required Bonding are not included in the tender.	Automatic rejection
12.	The amount of financial security is insufficient.	Automatic rejection
13.	Bonding is incomplete or unrecognized.	Automatic rejection
14.	All Other Irregularities.	Depending on the significance of the irregularity, the submission will either be automatically rejected, 2 business days will be given to correct, or the bid may be accepted with irregularities, as determined by Finance Department

15.	Any Company, or principal of a Company, who has an outstanding claim or commenced legal action against the Municipality	Automatic rejection, see section 16.0 for further non-compliance details
16.	Tie tenders	The Finance Department may use one of the following methods of dealing with tied tenders at their discretion, based on the specific situation: i) Use a coin toss to select a recommended bid ii) Request the tied bidders to submit new bids iii) Negotiate with the tied bidders to break the tie

END OF APPENDIX E



AGENDA ITEM REPORT

Meeting: Regular Meeting of Council - 17 Jun 2026
To: Members of Council
From: Denver Mayhew, Operations Manager
Department: Operations
Subject: Operations Department Monthly Report (May 2026)

Recommendation:

That Council accept this report “Operations Department Monthly Report (May 2026)” as submitted by the Operations Manager as information only.

Origin:

Not applicable

Background information:

Monthly Operations Report - May 2026 is submitted in the attachments.

Financial impact:

Operating and Capital Budgets.

Link to strategic plan:

Not applicable

References:

Not applicable

Attachments:

[Monthly Report May 2026](#)

Prepared By:

Denver Mayhew, Operations Manager

Reviewed By: Municipal Clerk June 11, 2026

Reviewed By: CAO/Deputy Treasurer June 11, 2026

Operations Report:

(May 2026)

Brushing / Tree Removal:

- May 5 & 6: Brushing out Lake St Peter boat launch with backhoe.
- May 7: Brushing on Old Hastings Road.
- May 13 to 15: Brushing on Graphite Road and at Maynooth Rink.
- May 19: Remove blown down trees on various Roads.
- May 25: Remove blown down trees on various roads after heavy winds.

Capital Projects:

- May 12 to 15: Remove boards and asphalt surface from the Maynooth Rink.
- May 20: Finish removing asphalt surface and brushing around Maynooth Rink.

Culverts / Bridge:

- May 6: Install two (2) driveway culverts on Centerview Road 18" X 40'
- May 8: Clean beaver grates on Hwy 62 and Musclow/Greenview Roads.
- May 13: Culvert replacement on Musclow/Greenview Road between Rocky Top and McCormick Roads.
- May 14: Clean beaver grates on Hwy 62, River Road, Siberia Road, Mudcat Road, and New Carlow Road.
- May 15: Clean beaver grates on Madawaska and Mudcat Roads.
- May 20: Clean beaver grates on Hwy 62, Paddy (3), Madawaska, Lake St Peter, Hybla, Musclow/Greenview Roads and Behind Maynooth Rink.
- May 21: Culvert replacement on Village Street.
- May 22: Remove beaver dams at Maynooth Rink and Hwy 62.
- May 25: Install culverts on Graphite Road 911# 891 24" X 60', 911# 1213 24" X 40', 911# 1004 18" X 50'
- May 28: remove beaver dams Hwy 62, River Road, Cross Country, Scott Line, Hybla, North Baptiste, Graphite, and behind Maynooth Rink.

Cemetery:

- May 11: Dig grave at Grace Cemetery for burial and fill in grave.

Ditching:

- May 22: Ditching on Old Hastings Road.

- May 26: Ditching on Hillsview and Graphite Roads.

Dust Control:

- May 27: Calcium application on Brethour and Bowen Roads.
- May 28: Calcium application on Parchers, Schweig, and Kamaniskeg Lake Roads.
- May 29: Calcium application on Sand Bay waste site and Wolf Creek waste site also Lakeshore drive, Echo Lake, Vine Lane, South Papineau Lake, and part of Dog Point Roads.

Grading:

- May 1: Grading on Elgin, Lorraine, Arthur, Helmers, Baragars, and Steeles Roads.
- May 4: Grading on West Diamond, Bowers Point, Martin, and Devenish Roads.
- May 5: Grading on Scotch Bush and Williams Lake Roads and East Lake Waste site.
- May 6: Grading on North Cardwell Lake, Old Madawaska, Dwire, Dog Bay, North Baptiste, O At Ka, Jacks Lane, Sunrise, Paradise Landing, and Hass Roads.
- May 7: Grading on Cross Country, Fosters, McCahon, Mink Lake, Maynooth Station, Station Court, Soble Roads, McGarry, Grant, Scott Line, Shields Line, and McDonald Mine Roads.
- May 8: Dog Point Road and Papineau waste site.
- May 11: Grading on Old Diamond Lake, Airport, Old 500, Robinson, and Cross Country Roads.
- May 12: Grading on Buelow, Burlanyette, Childerhouse, Davis, Dubblestein Roads, and shoulders on Old Hwy 62.
- May 15: Grading on Church, New Carlow, Salmon Trout and Mudcat Roads.
- May 19: Grading on Shady Maple, Kuno, Peelow, Easton, and Hillside Roads.
- May 20: Grading on Mountney and Maxwell Settlement Roads.
- May 21: Grading on McDonald Mine, Graphite Lane, and McLean Roads.
- May 22: Grading on Jennifer Lane, Maple Ave, Maplewood, Oram, Paddy Roads and Papineau waste site.
- May 25: Grading on Brethour and Bowen roads.
- May 26: Grading on Mullen, Parchers, Perrier, High Falls Trail, Ray, and Schweig Roads.
- May 27: Grading on Hinterland Beach, Kamaniskeg Lake, Lakeshore Drive, Glory, Woodcox, and River Roads.
- May 28: Grading on River, South Papineau Lake, Echo Lake, and Dog Point Roads.

Gravel Application:

- N/A

Guiderails:

Patching/Potholes:

- May 4: Patching potholes on North Baptiste Lake Road.
- May 11: Patching potholes on Musclow/Greenview Road.
- May 12: Patching potholes on East Lake and Cardwell Lake Roads.
- May 13: Patching potholes on Musclow/Greenview Road.
- May 19: Patching potholes on Hybla Road.
- May 21: Patching potholes on Centerview and Madawaska Roads.
- May 22: Patching potholes on Centerview and Siberia Roads.
- May 25: Patching potholes on Musclow/Greenview Road.

Patrolling:

- May 4 to 8: Supervisors Road Patrol.
- May 11 to 15: Supervisors Road Patrol.
- May 19 to 22: Supervisors Road Patrol.
- May 25 to 29: Supervisors Road Patrol.

Shouldering:

Signs:

- May 12: Erect new handicap parking and no parking signs at office.

Sweeping:

- May 6: Sweeping roads in Hershel and Monteagle.
- May 7: Sweeping roads in Monteagle.
- May 11 to 13: Sweeping roads in Monteagle.
- May 19: Sweeping roads in Monteagle.

Washouts:

- May 1: Repair and fill washouts on Hwy 62.

Facilities:

- May 1: Pick up garbage from office, shops, and community centers, place garbage containers at BC Ball Field.
- May 7: Remove old bathroom facilities at Boulter Road Park and fill in cribs, demo on the Maynooth Rink.
- May 4 to 7: Repairing Docks at South Baptiste.

- May 8: Install pickle ball nets at Lake St Peter Rink, continue with demo of Maynooth Rink.
- May 11 to 14: Repairing docks at South Baptiste.
- May 22: Pick up garbage from office, shops, beaches, and community centers.
- May 27: Pick up garbage from office, shops, beaches and community centers.
- May 28: Painting of Gazebo at Lookout Park finished.

Garages / Equipment:

- May 4 to 8: General maintenance and equipment repair.
- May 11 to 15: General maintenance and equipment repair.
- May 19 to 22: General maintenance and equipment repair.
- May 25 to 29: General maintenance and equipment repair.

Disposal/ Transfer Sites, Waste & Recycling:

- May 1: Covering landfill at Hickey and covering landfill at Papineau.
- May 5: Hauling cover material to M/G Landfill.
- May 6: Covering landfill at M/G and haul cover material to Hickey landfill.
- May 7: Covering landfill at Papineau and finish covering landfill at M/G.
- May 12 & 13: Covering landfill at South Baptiste.
- May 19 to 29: Covering landfill at South Baptiste. (Blu Metric surveys and provides elevations)
- May 21: Covering landfills at Lake St Peter and Papineau.
- May 26 & 27: Covering landfill at East Lake.
- May 28: Covering landfills at Hickey and Musclow/Greenview.

Winter Sand:

- May 1: Haul winter sand to sand dome at HH 62 Yard.
- May 5: Haul winter sand to sand dome at HH 62 Yard.
- May 13: Haul winter sand to sand dome at HH 62 Yard.
- May 26 to 29: Haul winter sand to sand dome at HH 62 Yard.
- May 29: Screening plant and stacker delivered to Papineau Pit.

Winter Maintenance:

- N/A

Training:

- May 21: First aid Training at main office.

Traffic Counter:

- N/A

Meetings / Special Events:

- May 5: Landfill attendants training at main office.

Submitted by Operations Manager

Denver Mayhew



AGENDA ITEM REPORT

Meeting: Regular Meeting of Council - 17 Jun 2026
To: Members of Council
From: David Stewart, CAO/Deputy Treasurer
Department: Administration
Subject: Events Permit Framework and Logger's Field Event Space Considerations

Recommendation:

That Council accept this report "Events Permit Framework and Logger's Field Event Space Considerations" as information, as submitted by the CAO with support from the Municipal Planner; and

That Council provide direction respecting the intended scope and long-term vision for event use at Logger's Field; and

That Council direct staff to proceed with a phased approach for development, being option _____ toward future event policy development, including further review of infrastructure requirements, accessibility obligations, liability considerations, operational impacts, capital investment requirements, and long-term maintenance implications associated with the Logger's Field property.

Origin:

At the Regular Meeting of Council on April 15, 2026, Council resolved the following:
(103-2026)

"WHEREAS well-executed community events can generate meaningful economic and social benefits for the Municipality of Hastings Highlands, supporting local businesses, residents, and visitors;
AND WHEREAS community organizations, volunteers, and private organizers are often well positioned to deliver successful events that contribute positively to the municipality;
AND WHEREAS a clear and structured Events Permit framework can support event organizers while ensuring that the Municipality's responsibilities—including risk management, public safety, cost recovery, and coordination across departments, are appropriately addressed.

BE IT RESOLVED THAT Council direct staff to:

1. Review comparable Events Permit Bylaws and related User Fee frameworks from other municipalities;
2. Evaluate alignment with existing bylaws, policies, and operational practices within the Municipality of Hastings Highlands;
3. Consult with relevant municipal departments to assess administrative, financial, and resource implications; and
4. Report back to Council on or before June 17, 2026 with recommendations, regarding an Events Permit Bylaw and any associated fee structure.

AND FURTHERMORE report back to Council on or before August 5, 2026 with a draft Events Permit Bylaw and any associated fee structure for approval by Council.”

Additionally, at the Regular Meeting of Council on May 20, 2026, Council resolved the following: (115-2026)

That Council accept this report "Follow-up on Events Resolution 103-2026" as submitted by the Municipal Planner with assistance from the CAO as information; and

That Council discuss the questions in the report in order to provide clarity to staff on next steps.

During this discussion, Council further clarified that Logger’s Field is the preferred location for consideration of future community-led and private events, including cultural, food, art, music, wedding, anniversary, and other public-oriented gatherings.

Background information:

Following Council’s direction through Resolution 103-2026 and subsequent discussion at the May 20, 2026 Regular Meeting of Council, staff understand that Council wishes to further explore Logger’s Field as a potential venue for community-led and private events.

Council have directed staff to report back with recommendations regarding a potential Events Permit Bylaw and associated fee structure for the Logger’s Field space.

As a result of conflicting priorities, limited resources and the condensed timelines associated with this directive, staff retained Perspective Engineering Inc. as a consultant to assist with a preliminary conceptual review of the property. The consultant was asked to review the existing state of the land and provide high-level observations regarding infrastructure requirements, operational considerations, accessibility implications, timelines, risk exposure, liability considerations, and approximate capital cost ranges associated with various levels of event use.

The preliminary review identified that the property, in its current state, is not formally designed or serviced as an event venue and contains existing limitations respecting parking, accessibility, electrical servicing, potable water access, pedestrian circulation, and ongoing maintenance considerations.

For Discussion:

As staff have progressed through this review, it has become evident that there remain several foundational questions requiring Council direction prior to the development of a comprehensive Events Permit Bylaw framework.

Key considerations include:

- anticipated attendance thresholds;
- vehicle volumes and parking expectations;
- types and frequency of events;
- servicing expectations including water, electricity, washrooms, accessibility infrastructure, and waste management;
- operational oversight expectations; and
- acceptable levels of municipal financial investment and long-term maintenance obligations.

Staff note that the scope, complexity, and operational requirements of any future Events Permit framework will vary significantly depending on Council's long-term vision for Logger's Field. Factors such as anticipated attendance, frequency and type of events, parking demands, *Accessibility for Ontarians with Disabilities Act, 2005* requirements, servicing expectations, traffic management, emergency access, electrical and water infrastructure, waste management, staffing oversight, maintenance obligations, insurance considerations, and long-term lifecycle costs will all influence the level of municipal involvement, infrastructure investment, regulatory compliance obligations, and administrative resources required to support the space.

Please see the following attachments:

1. Memo from Perspective Engineering Inc Re: Preliminary Concept Review of the Logger's Field Property; and

2. Logger's Field Layout

The preliminary engineering review identified three conceptual levels of event development ranging from low-intensity community use to larger-scale commercial or festival-style operations.

Option 1 contemplates limited community-oriented activities such as markets, cultural events, and small gatherings utilizing the property in a condition close to its existing state. While this option presents lower capital investment requirements, the review identified existing hazards and liability concerns associated with uneven terrain, hidden stumps, and informal parking conditions.

Option 2 contemplates mid-scale private and community events, including weddings and larger gatherings. This option would require formalized parking infrastructure, accessible pathways, potable water servicing, and increased operational maintenance obligations.

Option 3 contemplates larger-scale festival or concert-style uses. This level of development would require significant site alteration, environmental review, expanded infrastructure, internal roadways, servicing upgrades, and substantial ongoing operational oversight and maintenance.

Staff are of the opinion that a formal Events Permit Bylaw should not precede broader planning and design discussions for the property. Rather, staff believe that policy development should occur after Council has established a defined vision for the space and determined the level of investment and infrastructure necessary to support the intended use.

Recommended Phased Approach:

Staff believe that a phased approach should be considered prior to proceeding with formal policy development.

Recommendation – Plan, Invest, Policy

Now that Logger's Field has been more formally identified by Council as the primary municipal property for future event consideration, staff recommend that the following stages be completed prior to proceeding with comprehensive event policy work:

Stage 1 – Design of Space (Plan)

- Conduct a comprehensive review of the current state of the property;

AGENDA ITEM #i)

- Undertake a gap analysis identifying existing infrastructure and minimum infrastructure requirements necessary to support future event use, including considerations such as electricity, potable water, parking, walking paths, washrooms, seating, accessibility, and servicing;
- Prepare conceptual development options, preliminary pricing, and municipal compliance obligations under applicable legislation;
- Present design concepts and budget considerations to Council for direction;
- Undertake public consultation and accessibility review, including *Accessibility for Ontarians with Disabilities Act (AODA)* considerations.

Additional Considerations:

- Staff believe that public consultation will be an important component of this process to ensure that future planning and investment decisions align not only with Council's vision, but also with broader community expectations and priorities. Such a process may include conceptual design development, presentation of alternative development options, accessibility (AODA) review, infrastructure planning, and broader discussion respecting the long-term purpose and function of the property before significant infrastructure investments or policy decisions are undertaken.
- Generally speaking staff believe that broader long-term Parks and Facilities Planning discussions may be beneficial prior to undertaking significant alterations or investments on municipally-owned properties intended for future public use. This type of planning process would allow the Municipality to more comprehensively review the current condition of the property, evaluate potential future uses, assess long-term operational and financial implications, and establish clear goals and objectives for the space moving forward.

Stage 2 – Construction and Site Preparation (Invest)

- Complete approved infrastructure and site preparation works;
- Establish maintenance standards and operational responsibilities associated with the space;
- Evaluate lifecycle and ongoing operational costs.

Stage 3 – Policy Creation (Policy)

- Develop an Events Permit framework and associated fee structure aligned with the approved design and intended use of the property;
- Establish operational procedures, user expectations, insurance requirements, cost recovery measures, and administrative processes.

Staff note that implementing an Events Permit framework prior to designing and appropriately curating the space may create increased municipal risk and liability exposure while also limiting the usability and long-term success of the property due to existing infrastructure limitations.

Next steps:

Subject to Council's direction regarding the intended scope and long-term vision for event use at Logger's Field staff may proceed with stage 1 design of space, which will include:

- conduct a comprehensive review and undertake a gap analysis for further design of Logger's Field;
- prepare conceptual development option preferred by Council;
- preparation of preliminary capital and operational budget estimates;
- consider a public consultation process to ensure that future planning and investment decisions align not only with Council's vision, but also with broader community expectations and priorities
- consideration of broader Parks and Facilities Planning initiatives for municipally-owned properties

Financial impact:

At this stage, no funding is being requested through this report. However, the preliminary conceptual review completed by Perspective Engineering Inc. identified that future use of Logger's Field as an event space would require varying levels of municipal capital investment depending on the scale and intensity of events Council wishes to support.

The engineering review identified preliminary conceptual cost ranges from approximately \$5,000 to \$15,000 for minimal deferred maintenance and low-intensity community use, to approximately \$150,000 to \$350,000 for mid-scale event infrastructure including parking, accessible pathways, and servicing upgrades. Larger-scale festival or commercial-style event use could require capital investment exceeding \$1,000,000, in addition to significant ongoing annual operational and maintenance costs.

The review further identified that future municipal investment considerations may include, but are not limited to:

- parking infrastructure and traffic circulation improvements;
- accessible pathways and AODA compliance requirements;
- potable water servicing;
- electrical servicing upgrades;
- site grading and drainage improvements;
- washroom and waste management infrastructure;
- ongoing grass cutting and grounds maintenance;
- operational oversight and event support requirements; and
- long-term lifecycle maintenance obligations.

Staff note that future event use of Logger's Field will require Council consideration respecting acceptable levels of municipal financial investment, operational support, and long-term maintenance commitments prior to implementation of a formal Events Permit framework.

Link to strategic plan:

Strategic Priority: Build Our Community

Goal: Support Community Involvement

Action: Promote tourism and community engagement by rejuvenating and implementing community events

How will we make this happen?

- The municipality will create an opportunity through policy to use municipal property for public markets and public use

References:

[Accessibility for Ontarians with Disabilities Act, 2005, S.O. 2005, c. 11](#)
[O. Reg. 191/11: INTEGRATED ACCESSIBILITY STANDARDS](#)
[Design of Public Spaces Standards \(DOPS\) Reference Guide](#)

Attachments:

[Loggers Field Options Report](#)
[Logger's Field Layout](#)

Prepared By:

David Stewart, CAO/Deputy Treasurer

Reviewed By: Municipal Clerk June 9, 2026

Reviewed By: CAO/Deputy Treasurer June 11, 2026



MEMO

Preliminary Options Report – Loggers Field
 June 2, 2026
 Page 1

Project: Loggers Field Events Development
Subject: Land Preparation & Compliance Scoping Options

1. Executive Summary & Limitation of Scope

This report outlines the preliminary conceptual development options for transforming Loggers Field into a viable multi-use event space.

Critical Note for Stakeholders: *This report is not exhaustive or detailed. A finalized design cannot be completed until a defined use, including maximum numbers, anticipated vehicle volumes, and final service requirements, is formally determined. The options, projections, and pricing below serve strictly as a baseline starting point for strategic discussion and approximate budgeting.*

2. Development Options

To guide strategic direction, three distinct development intensities have been evaluated. Each scales up the utility, regulatory obligations, and associated capital investment of the property while introducing specific risk and compliance profiles under Ontario legislation.

Metric / Feature	Option 1: Low-Intensity (Markets / Culture)	Option 2: Mid-Scale (Weddings / Anniversary)	Option 3: Maximum Use (Festivals / Music)
Target Attendance	~100 people	200–300 people	~750 people
Vehicles / Parking	~50 cars (As-Is)	~150 cars (New Lot)	~250 cars + 50 Trailers
Potable Water	None (Augment Portable)	New Well/ 1 Central Station	New Well / Multiple Locations
Electrical	Existing Service	Existing Service	Expanded Service
Civil Footprint	Mowed field	Partial clear & grade	Extensive clearing/roads
Capital Cost Estimate	Minimal (\$5k – \$15k)	Hundreds of Thousands (\$150k – \$350k)	Over \$1,000,000+

**MEMO**

Preliminary Options Report – Loggers Field
June 2, 2026
Page 2

Option 1: Low-Intensity Community Use (Farmers Markets, Art, & Cultural Events)

Capacity & Infrastructure: ~100 people at peak / ~50 vehicles. This option utilizes the field as close to its current state as possible. Operations require consistent grass mowing.

Risk, Liability, & Compliance: While envisioned to bypass major capital works and avoid triggering strict Accessibility for Ontarians with Disabilities Act (AODA) structural upgrades due to its "as-is" nature, this option introduces immediate, acute civil liabilities. The field north of the outdoor rink currently earmarked for overflow parking contains several large boulders that pose a severe risk for immediate undercarriage vehicle damage. Furthermore, due to sporadic, unmanaged mowing over the last several years, the entire field is peppered with hidden, sharp sapling stumps. While they do not present a vehicle hazard, they constitute a severe tripping risk for general public assembly. These hazards are highly concentrated north of the rink and present to a lesser degree within Loggers Field itself. It is highly recommended to speak with a lawyer to fully understand the outgoing liability of such a choice where vehicles may be damaged and people may be injured due to poor conditions.

Capital Cost Estimate: Minimal (\$5,000 – \$15,000 for deferred maintenance).

Estimate Annual Maintenance Cost: Minimal (~\$15,000 for Lawn Mowing ~ 7 Acres).

Timeline: Short implementation period.

Option 2: Mid-Scale Private Events (Weddings, Anniversaries, & Banquets)

Capacity & Infrastructure: 200–300 people / ~150 vehicles. Includes constructing a dedicated 150-space granular parking lot requiring clearing, grubbing, granular base, wayfinding signage, and visual privacy barriers/buffers. This also includes installing a potable water connection near the existing electrical service.

Risk, Liability, & Compliance: This option strikes a functional compromise by formalizing parking and ensuring that access pathways from vehicles to the main event zone (by the electrical service) are fully accessible. To meet compliance, this requires engineered, stable-surface paths (such as compacted high-density crushed limestone or concrete) to safely accommodate mobility devices on the existing slopes. The final financial risk and budget variation will fluctuate significantly based on the total linear footage of these required accessible pathways and the extent of the cut-and-fill grading required to flatten the event pads.

Capital Cost Estimate: Hundreds of Thousands of Dollars (\$150,000 – \$350,000 depending on final number of vehicles and pathway lengths).

Estimate Annual Maintenance Cost: Recurring grass cutting, seasonal parking lot grading, centralized waste collection, and regular provincial water testing. (~\$30,000)

Timeline: ~1 year



MEMO

Preliminary Options Report – Loggers Field
June 2, 2026
Page 3

Option 3: Maximum-Use Commercial Space (Festivals, Concerts, & Large Group Events)

Capacity & Infrastructure: ~750+ people / 250 vehicles + 100 dedicated trailer camping spaces. This requires extensive clearing and grubbing of the currently treed northern portion of the property (over 50% of total acreage), internal road building, environmental compliance application, heavy granular infrastructure, comprehensive signage, privacy screening, drilling a new water well, deploying multiple potable water distribution stations, and extending the existing 200-amp electrical service.

Risk, Liability, & Compliance: Presented primarily as a discussion benchmark to demonstrate the absolute physical capacity and maximum potential yield of the property given its limited size. This scale of development carries significant risk regarding environmental and municipal approvals, as it fundamentally alters the look, feel, and ecological footprint of the property. Transitioning more than half the land from a forested/undeveloped state to a highly trafficked vehicular and campground layout will trigger intensive municipal Site Plan Control, environmental run-off assessments, and strict provincial Ministry oversight.

Operational Maintenance: Extensive turf management, daily event waste management, mandatory commercial water testing protocols, and annual road/parking lot structural grading.

Capital Cost Estimate: Over \$1,000,000+.

Estimate Annual Maintenance Cost: Extensive turf management, daily event waste management, mandatory commercial water testing protocols, and annual road/parking lot structural grading. (~\$100,000+)

Timeline: ~2-3 years

3. Next Steps for Discussion

1. Establishing a target maximum user cap to narrow down the choice between Options 1, 2, and 3.
2. Determining services that would be expected and provided for the intended use of the property.
3. Defining a capital and maintenance budgets that is acceptable to council.

A handwritten signature in blue ink, appearing to read "Jason Ward".

Jason Ward, P. Eng.

Perspective Engineering Inc.



AGENDA ITEM REPORT

Meeting: Regular Meeting of Council - 17 Jun 2026
To: Members of Council
From: David Stewart, CAO/Deputy Treasurer
Department: Administration
Subject: FedDev Ontario Building Communities Strong Fund (BCSF) Local Impact Stream

Recommendation:

That Council accept this report “FedDev Ontario Building Communities Strong Fund (BCSF) – Local Impact Stream” as submitted by the CAO/Deputy Treasurer; and

That Council direct staff to complete and submit an application to the FedDev Ontario Building Communities Strong Fund – Local Impact Stream for the Birds Creek Outdoor Arena Revitalization Project.

Origin:

The Municipality’s retained professional grant writing consultant, GrantMatch, recently made staff aware of a funding opportunity through FedDev Ontario under the [Building Communities Strong Fund \(BCSF\) – Local Impact Stream](#), released on June 11, 2026.

The Building Communities Strong Fund provides support to communities across Southern Ontario through investments that strengthen local infrastructure, enhance community assets, and promote economic resilience and community well-being.

Municipalities, Indigenous communities, and incorporated non-profit organizations are eligible applicants under the program. Funding is intended to support projects that improve community infrastructure, increase accessibility, enhance public spaces, and contribute to long-term community development.

Eligible projects include construction, expansion, renovation or retrofit of community infrastructure for public use and benefit, such as:

- Community and multi-use buildings
- Recreation and sports facilities
- Cultural institutions
- Parks and publicly accessible outdoor infrastructure

Projects supported through the Local Impact Stream must be accessible to the public and deliver economic, social or environmental benefits to the broader community or region. Projects are expected to be shovel-ready.

Staff believe the Birds Creek Outdoor Arena Revitalization Project aligns well with the objectives of the funding stream, as the project would revitalize an existing community recreation asset, improve accessibility and usability, and support enhanced recreational programming opportunities for residents and visitors.

The Municipality previously applied for provincial funding for this project back in 2024 under the Community Sport and Recreation Infrastructure Fund but was unsuccessful.

Background information:

At this time, staff are seeking direction and a resolution of support from Council to proceed with the funding application. As this project would not be able to move forward until at least 2027 (pending funding approval), staff would be applying to the later intake stream with an application deadline of August 6, 2026. Under this stream projects must have a start date on or after April 1, 2027 and must be completed within two (2) years of their start date.

The funding application requires confirmation of municipal support for the proposed project and acknowledgement of the municipality's financial commitment should the application be successful.

Project Details

The Birds Creek Outdoor Arena Revitalization Project includes the following:

- removal of the existing outdoor arena base;
- removal of existing outdoor arena wood boards;
- installation of a new outdoor arena base (asphalt or concrete and painted white);
- installation of new outdoor arena boards; and
- installation of a steel or timber structure with a metal roof (not enclosed).

The Birds Creek recreation space is a high-traffic community area that provides recreational opportunities and programming for residents, families, and youth throughout the year. Revitalization of the outdoor arena would enhance the functionality and longevity of the facility while supporting increased community use and expanded recreational programming opportunities.

The addition of a covered roof structure would improve the usability of the facility during varying weather conditions, extend the seasonal use of the outdoor rink, and support greater community access to recreational programming and activities.

The proposed project also aligns with the municipality's strategic goal of investing in and improving municipal facilities and public spaces for greater public use and long-term community benefit.

Should Council wish to proceed with an alternate project under this funding stream, staff would require a formal resolution of support along with the proposed project scope and supporting details.

Next Steps if Approved

If Council directs staff to proceed with an application, municipal staff will work with the municipality's grant consultant to complete and submit the required application and supporting documentation within the program timelines.

Should the application be successful, staff will bring forward a subsequent report outlining the financial implications, project timelines, procurement considerations, and next steps for Council consideration.

Financial impact:

Project costs continue to be refined; however, the project was previously estimated at approximately \$1,050,000. As the turnaround time for this application is quick coupled with the reduced Council meeting schedule during the summer months, staff have not yet had an opportunity to update any financial estimates.

Based on a 50% funding model through FedDev Ontario, the municipality's estimated contribution would be approximately \$525,000, with the remaining 50% funded through the Building Communities Strong Fund program.

At the time this report was prepared, staff continue to explore updated costing, project staging opportunities, and potential supplementary funding options to reduce the municipal financial impact where feasible.

Should the application be successful, a financial impact analysis will be brought forward to Council to consider next steps, financial implications, and a funding strategy.

Link to strategic plan:

Strategic Priority: Rationalize Infrastructure

Goal: Improve Building and Facility Maintenance

Action: Strategically invest in buildings and facilities

How will we make this happen?:

The municipality will increase resources to support and refresh facility maintenance for greater public use

References:

<https://feddev-ontario.canada.ca/en/funding-southern-ontario/build-communities-strong-fund-local-impact-stream-southern-ontario>

<https://www.canada.ca/en/economic-development-southern-ontario/news/2026/06/feddev-ontario-is-now-accepting-applications-under-the-build-communities-strong-fund-local-impact-stream-in-southern-ontario.html>

Prepared By:

David Stewart, CAO/Deputy Treasurer

Reviewed By: Municipal Clerk June 12, 2026

Reviewed By: CAO/Deputy Treasurer June 12, 2026



AGENDA ITEM REPORT

Meeting: Regular Meeting of Council - 17 Jun 2026
To: Members of Council
From: Roger Davis, Councillor
Department: Council
Subject: Eastern Ontario Trails Alliance (EOTA) Board Meeting Minutes - May 14, 2026

Recommendation:

That Council accept the Eastern Ontario Trails Alliance (EOTA) Board meeting minutes from May 14, 2026 as submitted by Councillor R. Davis, as information only.

Origin:



a

EOTA Mission Statement

To develop, manage, maintain and market a comprehensive network of year-round shared use recreational trails in the area, recognizing that there are other future uses for corridors i.e. utility. EOTA will partner whenever possible. Each person sitting on the board of directors or a committee will work in good faith for the organization.

EOTA Background

In September 1997, the Hastings/Quinte/Land O' Lakes Recreational Steering Committee was formed as a vehicle for bringing together people and groups who had an interest in developing a regional trails network. Representatives were from area municipalities, various trail groups, Chambers of Commerce, Conservation Authorities, and individuals.

This umbrella trails group was renamed the Eastern Ontario Trails Alliance (EOTA) in the spring of 1998. The organization was incorporated in 1999 under the mandate provided to it by the Province of Ontario and various Municipal Corporations of Eastern Ontario.

Website: <https://www.thetrail.ca/the-trails/>

Facebook page: <https://www.facebook.com/thetraildotca/>

Participating Municipalities/Counties

Municipality of Hastings Highlands
Township of Carlow Mayo
Municipality of Highlands East
Town of Bancroft
Municipality of Centre Hastings
Municipality of Marmora and Lake
Municipality of Tweed
Township of Stirling-Rawdon
Hastings County
Municipality of Trent Hills
Township of Havelock Belmont Methuen
Township of North Frontenac
Township of Central Frontenac
Township of South Frontenac
Township of Addington Highlands
Township of Greater Madawaska
Northumberland County
Frontenac County
Lennox and Addington County
Renfrew County
City of Quinte West
City of Belleville
County of Hastings

Background information:

Councillor Roger Davis was appointed to the EOTA Board as Council representative with Bylaw 2023-027.

Financial impact:

Not Applicable

Link to strategic plan:

Not Applicable

References:

EOTA Board minutes

Attachments:

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

Prepared By:

Roger Davis, Councillor

Reviewed By: Municipal Clerk June 11, 2026

Reviewed By: CAO/Deputy Treasurer June 11, 2026

AGENDA ITEM #i)

**Eastern Ontario Trails Alliance
Board Meeting Minutes – Tweed Municipal Office and Zoom
Thursday, May 14, 2026 at 10:00 AM**

Cindy Cassidy – EOTA, Loyde Blackburn – Hastings County, Roger Davis-Hastings Highlands, Fred Fowler-North Frontenac, Jennifer Genereaux-EOTA, Kelly Way-EOTA, Eric Daoust-Marmora and Lake, Dennis Savery-Trent Hills, Bill Cox-Addington Highlands, Cindy Kelsey-Central Frontenac, George Eastman-Town of Bancroft, Brock Kerby-Centre Hastings, Beverly Flagler-Havelock-Belmont-Methuen, Robert Sararas-Centre Hastings, Jeremy Solmes-Stirling-Rawdon

Regrets: Cam McKenzie-Highlands

Chair Jeremy Solmes called the meeting to order, a **Motion** to go into closed was made by board member Fred Fowler, seconded by Loyde Blackburn. Carried.

Motion

To go out of closed made by board member Dennis Savery, seconded by board member Eric Daoust. Carried.

Motion

To direct staff to follow through with what was discussed in closed was made by board member Roger Davis, seconded by Robert Sararas. Carried.

Chair Solmes asked if there was any pecuniary interest. None noted.

Motion

To approve the minutes made by board member Brock Kerby, seconded by board member Cindy Kelsey. Carried.

Business Arising

Cindy said that the North Frontenac agreement has been signed.

The Letter of Offer from Hastings County has been signed, but we still have not received any money.

The ALTO letter has been posted on our social media.

Board member Bill Cox and Cindy Cassidy met with Addington Highlands about Frontenac ATV Club wanting permission to ride through Addington Highlands. Board member Cox said that Council was receptive to what EOTA had to say but they have not made a decision. Cindy said that they see the benefits of EOTA and are writing a letter to the Minister of Tourism, who is now the lead for the One Pass.

**EOTA Board Meeting Minutes
Thursday, May 14, 2026
Page 2**

Financials

We had \$171,286.88 in the bank at the end of April.
The Municipalities of Centre Hastings, Trent Hills, Marmora and Lake and the Township of Central Frontenac and the City of Quinte West have sent in their annual trail maintenance donation.
Destination Ontario has sent \$7,500.00 for the links on the Rockin' the Trail website.
Permit sales for the month of April were \$55,150.00.
Year to date permit sales \$74,239.00.
Total income for April was \$105,650.00.
Year to date income total was \$219,018.01.
Total expenses for April were \$39,197.97.
Year to date expenses \$106,364.57.
Calvin has been out on the trails. Grading has started.
We have \$203,286.88 to work from.
Board member Davis asked when the grader will be going through Bancroft and Lake St. Peter. Cindy said it is being done now.
Justin Harrow from Hastings County said that we should be getting \$15,000.00 from OFATV/CoeHill ATV club which Cindy suggested could be used for that section of trail.

Motion

To approve the financials made by board member Cindy Kelsey, seconded by board member Robert Sararas. Carried.

Correspondence

We received an email from Katherine Johnston of the OFSC on April 27th regarding setting up an end of season meeting saying that she would attend on behalf of District 3 and Scott Boon from District 2 will also attend. We have not heard from them since.

Motion

To accept correspondence made by board member Eric Daoust, seconded by board member George Eastman. Carried.

EOTA Board Meeting Minutes
Thursday, May 14, 2026
Page 3

Destination Ontario

The monthly stats for the website and social media was included in the board packages. It shows how many people are viewing the pages.

We are up to around 844 tickets sold for Rockin' the Trail. They are selling daily. Cindy is anticipating that we will reach the 1000 mark. Board member Dennis Savery noticed that ticket sales went up drastically after the radio ads were aired and wondered if we should consider running more. Cindy said that radio ads started last Monday and we will be giving away 20 tickets through the radio.

Aaron Goodvin will be coming on Friday and going on the ride Saturday.

Yamaha will be supplying machines for Aaron Goodvin and Dirt Trax and will be sending something for the bags and maybe hats for the 80 volunteers.

Cindy would like Aaron to lead the pack and break off at Palmateer Lake for a photo op.

OFSC District 2 and 3

We are working on scheduling a meeting. There are some items that need to be discussed such as remaining signage and outhouse holes that need to be filled in. There was also a culvert that was damaged by the groomer. EOTA had to replace it because the OFSC person said the grader did the damage.

Lindsay to Uxbridge Trail

The government is looking for a lease extension and amending agreement. It is still in the name of EOTA and Heart of Ontario Snowmobile club, even though the snowmobile club says that they are out of it. There are still two out of five bridges that need to be repaired by the government (Infrastructure Ontario). EOTA should not extend the lease until the bridges are repaired or the money allocated for the repairs. Trans Canada Trail will give \$60,000.00 towards the repairs. Cindy says we can terminate the lease if the board chooses to do so, but she told the government that EOTA would likely continue if there is money. Board member Eastman would like a letter sent to the regional municipalities asking for them to help EOTA with the maintenance costs.

Motion

To send a letter made by board member George Eastman, seconded by board member Dennis Savery. Carried.

EOTA Board Meeting Minutes
Thursday, May 14, 2026
Page 4

Frontenac ATV Club

An updated agreement has been sent this morning. The agreement in the package had some issues with the indemnification section. Vice-Chair Blackburn asked if this is the agreement that will be signed. Cindy said yes. Cindy was told yesterday by Mayor Smith that if we don't sign this agreement that Central Frontenac would cancel the license of occupation for EOTA and give us six month's notice then renegotiate a new agreement. Cindy said that she is good with the agreement as long as it meets the indemnification EOTA requires. Any minor maintenance they will do will require written approval from EOTA. The wardens can only be out during designated Frontenac ATV club events.

Motion

To sign the agreement made by Vice-Chair Loyde Blackburn, seconded by board member Cindy Kelsey. Carried.

Cindy's Report

All items previously discussed.

Motion

To accept Cindy's report made by board member Bill Cox, seconded by board member Robert Sararas. Carried.

Meeting adjourned.



AGENDA ITEM REPORT

Meeting: Regular Meeting of Council - 17 Jun 2026
To: Members of Council
From: Nancy Matheson, Councillor
Department: Council
Subject: Approved Hastings Highlands Public Library Board Minutes from the Meeting held on April 23, 2026

Recommendation:

That Council accept the approved Library Board meeting minutes for the board meeting held on April 23, 2026 as submitted by Board Members Councillor Hagar and Councillor Matheson, as information only.

Origin:

A public library board is composed of at least five members appointed by municipal council.

The Hastings Highlands Public Library Board has 7 members that were appointed until the new Board is appointed for the new Council Term.

Anne Coleman - Board Chair
Valerie Loney - Board Vice Chair
Nancy Matheson - Council Representative
Tracy Hagar - Council Representative
Colette Freeman - Director
Frances Hickey - Director
Leslie Hunt - Director

Background information:

Board meetings are held once a month at the Hastings Highlands Public Library. Please contact CEO/Chief Librarian Wendy Keating at ceo@hastingshighlandslibrary.ca if you wish to attend a board meeting.

Financial impact:

Not applicable

Link to strategic plan:

Not applicable

References:

Library Board contact information:

hhplboardchair@gmail.com

hhplboard@gmail.com

Attachments:

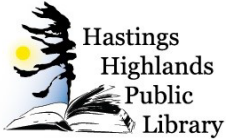
[HHPLB Minutes April 23, 2026](#)

Prepared By:

Nancy Matheson, Councillor

Reviewed By: Municipal Clerk June 9, 2026

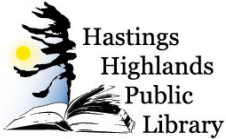
Reviewed By: CAO/Deputy Treasurer June 11, 2026



Hastings Highlands Public Library Board
Meeting Minutes for April 23, 2026 at 9:00 a.m.

Board Member Attendance			
Anne Coleman – Co-Chair	P	Colette Freeman - Director	P
Valerie Loney – Co-Chair	A	Leslie Hunt - Director	P
Nancy Matheson – Municipal Rep	P	Fran Hickey - Director	P
Tracy Hagar – Municipal Rep	P		
Wendy Keating - CEO	P	Guest Attendance	
		Kristin Seaborn	

#	Description/Action Required	Responsibility
	Call to Order – 11:44 a.m.	Co-Chair
1	Approval of Agenda <i>Motion: That the Hastings Highlands Public Library Board approves the agenda for the April 23, 2026 meeting of the Hastings Highlands Public Library Board.</i>	Board & Staff Resolution # 26-15 M: Nancy S: Tracy Abstain: All in Favour. Carried.
2	Declaration of Conflict of Interest – none	Board & Staff
3	Consent for Minutes <i>Motion: That the Minutes from the March 26, 2026 Board meeting be accepted.</i>	Board & Staff Resolution # 26-16 M: Colette S: Tracy Abstain: All in Favour. Carried.
4	Business Arising from Minutes	Board & Staff
5	Reports	Board & Staff
a	CEO Trillium Grant – The grant has not yet been approved. If successful, the funds will be prioritized for flooring and painting. Small Libraries Conference – A conference is being held in Pembroke on October 1 and 2. Kristin and Jessica will attend.	CEO
b	Secretary	CEO
c	Treasurer Storage bins are needed for the children’s and for the shelving in the staff room. <i>Motion: That the Hastings Highlands Library Board approve that up to \$1000 will come out of reserves for the purchase of bins.</i>	CEO Board & Staff Resolution # 26-17 M: Tracy S: Leslie



Hastings Highlands Public Library Board
Meeting Minutes for April 23, 2026 at 9:00 a.m.

		Abstain: All in Favour. Carried.
d	Committee	Board
e	Trustee	Board
f	Council The Library Board’s Council representatives updated the Board on Council happenings.	Municipal Rep.
6	Strategic Plan	Board & Staff
7	Policies HR 03 was amended to read in Section 2, #3 – “Requests for lengthy absences shall be submitted to the Board for approval.” The Policy Committee was asked to put forward two policies for review at the next meeting.	Board & Staff Resolution # 26-18 M: Tracy S: Nancy Abstain: All in Favour. Carried.
8	New Business	Board & Staff
9	Next Meeting Date The next regular meeting of the Board will be held at 9:00 a.m. on May 21, 2026.	Board & Staff
10	Adjournment at 12:45 p.m. Motion: <i>That the Hastings Highlands Public Library Board adjourns to meet again on May 21, 2026 at 9:00 a.m. or at the call of a meeting by the Board Chair or any two members of the Board.</i>	Board & Staff Resolution # 26-19 M: Leslie S: Fran Abstain: All in Favour. Carried.



**THE CORPORATION OF THE TOWN OF PARRY SOUND
RESOLUTION IN COUNCIL**

NO. 2026 - 063


DIVISION LIST

YES NO

DATE: May 19, 2026

- Councillor **G. ASHFORD**
- Councillor **J. BELESKEY**
- Councillor **P. BORNEMAN**
- Councillor **B. KEITH**
- Councillor **D. McCANN**
- Councillor **C. McDONALD**
- Mayor **J. McGARVEY**

MOVED BY:

 a.

SECONDED BY:



CARRIED: **DEFEATED:** _____ **Postponed to:** _____


That the Town of Parry Sound Council hereby supports the Town of Halton Hills Resolution 2026-0071 which respectfully requests that the Province of Ontario, in collaboration with AMO, FCM and other municipal partners, undertake a comprehensive review of the provincial-municipal fiscal framework, with a view to strengthening long-term sustainability and alignment of responsibilities;

AND FURTHER THAT this review considers opportunities to:

- better align funding responsibilities with service delivery expectations;
- explore sustainable, growth-related revenue tools that reflect the demands placed on municipalities; and
- support a funding framework that enables municipalities to accommodate growth while protecting affordability for residents;

AND FURTHER THAT the Province be encouraged to continue working collaboratively with municipalities to ensure that funding frameworks become responsive to community needs and evolving growth pressures;

AND FURTHER THAT a copy of this resolution be forwarded to The Honourable Doug Ford, Premier of Ontario; The Honourable Minister of Municipal Affairs and Housing; The Honourable Minister of Finance; The Honourable Minister of Infrastructure; AMO; FCM; Parry Sound-Muskoka MPP and MP; and all Ontario municipalities.



Mayor Jamie McGarvey



Box 608, Little Current, POP 1K0
705-368-3500

June 3, 2026

Please see attached a motion passed unanimously by our Council regarding the need of our health care system.

Resolution No. 133-06-2026

Moved by: D. Orr

Seconded by: G. Williamson

Whereas the Canadian Center for Policy Alternatives (CCPA) has conducted research which unequivocally identifies that Ontario Hospitals are underfunded by the Government of Ontario;

And Whereas the CCPA study, Failure by Design, clearly identifies that smaller and rural hospitals are disproportionately disadvantaged by the underfunding;

And Whereas as a direct result of the underfunding Emergency Department wait times for an initial physician assessment have increased to 4.5 hours in 2024 – 2025 from 2.7 hours in 2020 – 2021;

And Whereas 90 percent of patients spend on average 44 hours in the emergency department waiting to be admitted when further care is required;

And Whereas the Provincial Government increased total health care spending from 7.4 percent of GDP in 2014 to only 7.6 percent of GDP by 2023, which did not keep pace with raising health care costs:

Therefore be it resolved that the Council for the Town of Northeastern Manitoulin and the Islands request that the Province of Ontario provide immediate and sustained funding to improve hospital finances and capacity, which as per the recommendations in the CCPA study, would require an immediate injection of \$3.2 billion supported by annual increases of 6% per year thereafter.

Carried

We would appreciate your support by forwarding your supporting motion on to the Provincial Government.

Thank you

May 18, 2026

Please be advised that during the regular Council meeting of May 12, 2026 the following resolution regarding exploring the feasibility of a Vacant Commercial Storefront Tax was carried.

RESOLUTION NO. 2026-207

DATE: May 12, 2026

MOVED BY: Councillor Braney

SECONDED BY: Councillor Engelsdorfer

WHEREAS the vitality of Prince Edward County's main streets is essential to the economic, social, and cultural health of our community;

WHEREAS there are numerous long-term vacant commercial storefronts, which detracts from the character of the community, reduces pedestrian traffic, discourages business investment, and negatively impacts the viability of surrounding small businesses;

WHEREAS the current Municipal Act, 2001 does not provide municipalities with the explicit legal authority to implement a "Vacant Commercial Storefront Tax," although other jurisdictions are actively advocating for such tools to address similar challenges;

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

1. **THAT** staff be directed to report back to Council on the feasibility of implementing a Vacant Commercial Storefront Tax, including an analysis of the necessary provincial legislative changes required, recommendations for stakeholder consultation, and to concurrently explore potential enforceable mechanisms available under current legislation;
2. **THAT** the Council of the Corporation of the County of Prince Edward hereby requests that the Government of Ontario amend the Municipal Act, 2001 to grant Ontario municipalities the permissive authority to implement a "Vacant Commercial Storefront Tax" or similar levy to encourage the productive use of long-term vacant retail properties;
3. **THAT** this resolution be forwarded to the Minister of Municipal Affairs and Housing, the Premier of Ontario, and the Member of Provincial Parliament representing the Corporation of the County of Prince Edward for their immediate consideration; and

4. **THAT** this resolution be forwarded to all 444 Municipalities in Ontario, the Federation of Canadian Municipalities (FCM), and the Association of Municipalities of Ontario (AMO) for their endorsement and advocacy.

CARRIED

Yours truly,



Catalina Blumenberg, **CLERK**

cc: Mayor Steve Ferguson, Councillor Braney, Councillor Engelsdorfer



May 18, 2026

Please be advised that during the regular Council meeting of May 12, 2026 the following resolution regarding reinstating the requirements for compliance with the Freedom of Information and Protection of Privacy Act was carried.

RESOLUTION NO. **2026-208**

DATE: **May 12, 2026**

MOVED BY: **Councillor MacNaughton**

SECONDED BY: **Councillor Branderhorst**

WHEREAS all residents of Ontario have the right to fair, open and democratic government; and,

WHEREAS all elected representatives, municipal and provincial alike, in Ontario have a duty to faithfully execute the powers and trust placed in them and willingly swear an oath to this effect and are subject to fair public scrutiny; and,

WHEREAS the Freedom of Information and Protection of Privacy Act (FIPPA) and the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) are essential tools to protect Ontarians against privacy breaches, and abuses of power; and,

WHEREAS the Province of Ontario enacted Bill 97, the Plan to Protect Ontario Act (Budget Measures), 2026, which received Royal Assent on April 24, 2026, and introduced significant amendments to both FIPPA and MFIPPA to alter statutory timelines and privacy governance frameworks;

WHEREAS the amendments introduced via Bill 97 have created a jurisdictional imbalance by excluding records held by provincial Ministers, their offices, and staff from the application of FIPPA, while maintaining the statutory responsibilities and administrative burdens for municipal elected officials and staff under MFIPPA, thereby establishing higher standards for transparency and personal record accountability for municipal governments;

WHEREAS excluding members of the highest offices and their staff from reasonable public access requests and records retention creates security concerns, reinforces the appearance of self-dealing and is contrary to the public interest,

THEREFORE BE IT RESOLVED THAT Prince Edward County Council call on the Province to reinstate requirements for compliance with FIPPA to ensure that the Premier, Ministers, and their staff are subject to proper and fair public scrutiny like all other elected representatives in Ontario; and

THAT the Government of Ontario implement recommendations of the Information and Privacy Commissioner of Ontario to increase and ensure proper security, record keeping and democratic accountability; and

THAT this resolution be circulated to Premier Doug Ford, Minister of Finance Bethlenfalvy, Bay of Quinte MPP Tyler Allsopp, the Association of Municipalities of Ontario (AMO), the Federation of Canadian Municipalities (FCM) and the 444 municipalities of Ontario.

CARRIED

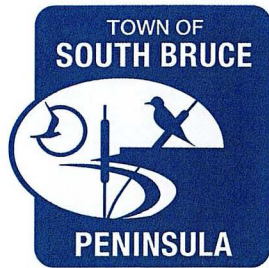
Yours truly,



Catalina Blumenberg, **CLERK**

cc: Mayor Steve Ferguson, Councillor MacNaughton, Councillor Branderhorst





**Excerpt from Council Meeting Minutes –
June 2, 2026**

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

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

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

R-151-2026

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

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

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

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

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

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

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

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

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

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

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



The Corporation of the Municipality of Red Lake

COUNCIL RESOLUTION

MOVED BY: Councillor Geary

NO 104-26

SECONDED BY: Councillor Krystoff

DATE: May 19th, 2026

WHEREAS Ontario municipalities are required to maintain a police service or detachment board; and

WHEREAS policing is a provincially legislated responsibility, yet municipalities are bearing the brunt of rising costs to implement provincial mandates; and

WHEREAS the Association of Municipalities of Ontario (AMO) has asserted that the fiscal framework that enables municipalities to provide critical policing and public safety services is broken, and AMO requests an urgent update to the provincial-municipal fiscal relationship; and

WHEREAS double-digit increases in municipal annual Ontario Provincial Police (OPP) budgets are unsustainable, especially as Ontario municipal police services tackle provincial responsibilities, including mental health, addictions, and homelessness, which place police resources under enormous financial strain; and

WHEREAS municipalities across Ontario are experiencing increased police operating and capital costs directly attributable to new compliance and operational standards required under the Community Safety and Policing Act, 2019 (the Act); and; and

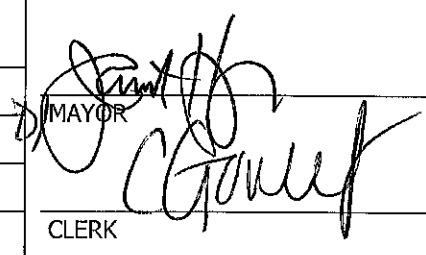
WHEREAS the costs of other measures, such as providing provincial court security, are rising and are not part of providing core, adequate, and effective municipal policing; and

WHEREAS these developments especially negatively impact rural municipalities;

NOW THEREFORE BE IT RESOLVED THAT the Council of The Corporation of the Municipality of Red Lake hereby requests that the Province provide financial assistance to municipalities to offset all additional costs directly and demonstrably incurred as a result of compliance with the Act, not general increases to police budgets; and

FURTHER THAT Council urges the Province of Ontario to expeditiously review and reform its current police grant programs to ensure a more equitable distribution of funding to municipalities, so that communities with changing populations and expanding service demands receive fair and sustainable provincial support; and

THAT this resolution be forwarded to the Premier of Ontario, the Solicitor-General of Ontario, the Minister of Municipal Affairs and Housing (MMAH), the Association of Municipalities of Ontario (AMO), the Rural Ontario Municipal Association (ROMA), Police Governance Ontario (PGO), and all Ontario municipalities for their endorsement.

				CARRIED <input checked="" type="checkbox"/>	DEFEATED <input type="checkbox"/>
Declaration of Interest (*)	NAME OF COUNCIL MEMBER	YEAS	NAYS		
	BADIUK, Warren			 MAYOR CLERK	
	GEARY, Debra				
	HAGER, Janet				
	KRISTOFF, Jamie				
	MOTA, Fred				
* General Nature Thereof: <input checked="" type="checkbox"/>					

Distribution: File - distribution - Executive Assistant

Ministry of
Municipal Affairs
and Housing

Office of the Minister

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

Ministère des
Affaires municipales
et du Logement

Bureau du ministre

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



234-2026-1746

June 1, 2026

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

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

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

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

Sincerely,

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

Hon. Robert J. Flack

Minister of Municipal Affairs and Housing

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

Robert Dodd, Chief of Staff Minister's Office

Matthew Rae, Parliamentary Assistant, Municipal Affairs and Housing

Laura Smith, Parliamentary Assistant, Municipal Affairs and Housing

Brian Saunderson, Parliamentary Assistant, Municipal Affairs and Housing

Martha Greenberg, Deputy Minister, Municipal Affairs and Housing

David McLean, Assistant Deputy Minister, Municipal Affairs and Housing

Laurie Miller, Assistant Deputy Minister, Municipal Affairs and Housing

Sean Fraser, Assistant Deputy Minister, Municipal Affairs and Housing

Municipal Chief Administrative Officers

EORN Cell Gap Project Monthly Update May 2026

Regional view

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

Hastings County

	Planned	Completed	New this month
Upgrades to existing towers	20	20	n/a
New towers in service	30	25	2
New co-locations	15	14	0
Land use authority	30	30	n/a
Please note that this information is collected monthly and is subject to change as the project moves forward.			

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

County of Hastings Uplifts Build Schedule

Tower identifier	Site name	Municipality	In-service plan
C2229	Thomasburg	Municipality of Centre Hastings	In-service
C3396	Madoc	Municipality of Centre Hastings	In-service
C2906	Birds Creek	Municipality of Hastings Highlands	In-service
C2910	Maple Leaf	Municipality of Hastings Highlands	In-service
C2911	Maynooth	Municipality of Hastings Highlands	In-service
C3630	Marmora Town	Municipality of Marmora and Lake	In-service
C0232	Actinolite	Municipality of Tweed	In-service
C3628	Highway 7 (Actinolite) at Kaladar	Municipality of Tweed	In-service
C4374	Tweed	Municipality of Tweed	In-service
C0248	Bancroft	Town of Bancroft	In-service
C3632	L' Amable	Town of Bancroft	In-service
C2907	Highway 121 and Highway 28	Township of Faraday	In-service
C0231	Marmora	Township of Madoc	In-service
C3634	Eldorado	Township of Madoc	In-service

County of Hastings Uplifts Build Schedule

Tower identifier	Site name	Municipality	In-service plan
C2228	Stirling	Township of Stirling-Rawdon	In-service
C3635	Highway 62 and Bannockburn	Township of Tudor and Cashel	In-service
C3689	Tudor and Cashel	Township of Tudor and Cashel	In-service
C1822	Marysville	Township of Tyendinaga	In-service
C2172	Shannonville	Township of Tyendinaga	In-service
C3337	Coe Hill	Township of Wollaston	In-service

County of Hastings Co-location Build Schedule

Tower identifier	Site name	Municipality	In-service plan
C4681	Ivanhoe Station	Municipality of Centre Hastings	In-service
C6294	Baptiste Lake	Municipality of Hastings Highlands	In-service
C6628	Diamond Lake	Municipality of Hastings Highlands	In-service
C8545	Papineau Lake	Municipality of Hastings Highlands	In-service
C8546	Musclow Greenview Road and Old Welsh Road	Municipality of Hastings Highlands	In-service
C8556	Nieman Road and Church Road	Municipality of Hastings Highlands	In-service
C8481	North Baptiste Lake Road and ON-62	Municipality of Hastings Highlands	In-service
C8482	Lake Saint Peter	Municipality of Hastings Highlands	In-service
C8476	Bancroft and Pentecostal	Town of Bancroft	In-service
C8699	Airport Road and Brethour Road	Township of Faraday	In-service
C6296	Highway 62 and Brinklow Road	Township of Limerick	In-service
C4685	Springbrook	Township of Stirling- Rawdon	In-service
C6618	Gunter Lake	Township of Tudor and Cashel	In-service
C9779	Hwy 62 Bancroft	Municipality of Hastings Highlands	In-service
C9925	Hwy 28 South @ Bancroft	Town of Bancroft	2026

County of Hastings New Tower Build Schedule

Tower identifier	Site name	Municipality	In-service plan
C8605	Forest View Road and Clarke Road	Municipality of Hastings Highlands	In-service
C8613	Mitchell Lake	Municipality of Hastings Highlands	In-service
C8614	Mink Lake Road	Municipality of Hastings Highlands	2026
C8698	North Baptiste Lake Road and McGarry Road	Municipality of Hastings Highlands	In-service
C8701	Musclow Greenview Road and McDonald Mine Road	Municipality of Hastings Highlands	In-service
C8709	Steels Road and Madawaska Road	Municipality of Hastings Highlands	In-service
C8606	Peterson Road and Kerr Lane	Municipality of Hastings Highlands	In-service
C8640	Road of Memories and North Marmora Road	Municipality of Marmora and Lake	In-service
C8644	Dickey Lake	Municipality of Marmora and Lake	In-service
C8714	Vansickle Road at Vansickle	Municipality of Marmora and Lake	2026
C8641	Bronson Road and Centre Line Road	Municipality of Marmora and Lake	In-service
C8536	Allore Road and Courneya Road	Municipality of Tweed	In-service

County of Hastings New Tower Build Schedule

Tower identifier	Site name	Municipality	In-service plan
C8654	Queensborough Road and Black River	Municipality of Tweed	In-service
C8653	Elzevir Road and Reavie Road	Municipality of Tweed	In-service
C8695	Marlbank Road at Larkins	Municipality of Tweed	In-service
C8649	Egan Creek	Town of Bancroft	In-service
C8477	Highway 28 at Bronson	Town of Bancroft	In-service
C8514	ON-62 and Lower Turriff Road	Town of Bancroft	In-service
C8496	Hermon	Township of Carlow-Mayo	In-service
C8617	Kuno Road and Stewart Road	Township of Carlow-Mayo	In-service
C8708	Hoover Lake	Township of Carlow-Mayo	2026
C8648	Carfrae Lake Land and Coe Island Lake Road	Township of Faraday	In-service
C8513	Sutton Road and Saint Ola Road	Township of Limerick	In-service
C8642	Keller Bridge	Township of Madoc	2026
C8652	Bailey Road at Cooper	Township of Madoc	In-service

County of Hastings New Tower Build Schedule

Tower identifier	Site name	Municipality	In-service plan
C3914	ReadSouth	Township of Tyendinaga	In-service
C8599	Ingram Road and Chandos Wollaston Road	Township of Wollaston	2026
C8645	The Ridge Road and North Steenburg Lake Road	Township of Wollaston	In-service
C8646	Drumm Lake Road and Highway 620	Township of Wollaston	In-service
C8647	Lower Faraday Road and Cameron Road	Township of Wollaston	In-service



Newsletter

June 2026

EOWC Advocacy Update

The EOWC Holds 2026 Queen's Park Day



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

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

Provincial insights were shared from provincial leaders, including:

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

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

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

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

Key priorities included:

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

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

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



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

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

[Learn More](#)

The EOWC Attends the 2026 Grow Ontario Food Summit



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

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

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

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



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

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

[Learn More](#)

The EOWC and OFA Sign MOU



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

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

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

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



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

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

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

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

The EOWC Attends the 2026 CAMA Conference



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

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

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

In The Media

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



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

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

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

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



New Emergency Shelter Opens in Kawartha Lakes

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



Kingston to Transition Injection Site into New HART Hub

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

Eastern Ontario Municipalities Receive Gas Tax Funding to Support Transit Improvements

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



Ontario Expands Nursing Tuition Support in Peterborough Area

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



SMITHS FALLS

RISE AT THE FALLS

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

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

Partner Updates



Association of
Municipalities
of Ontario

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

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

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



Retaining Rural Wealth: Lessons from Intergenerational Housing Transfers in Ontario

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

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

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

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

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

Regional Updates and News



Ontario Expanding Access to Family Doctors and Primary Care

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

Ontario Expanding Workplace Injury Protections Across Care Sector

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

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

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

Ontario Moves to Deliver HST Relief on New Homes

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

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

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

Province Adds Uber Canada to Ontario Corps to Support Emergency Response

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

Ontario Expands Postsecondary Training with \$1.7B Investment

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

Upcoming Events



AMO Conference

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

Register

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About the EOWC

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

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

Visit the EOWC's website at eowc.org.

Connect with the EOWC

2026 Chair, Warden of Peterborough County, Bonnie Clark

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



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Pending Items

Meeting	Item	Status
<p>January 28,2026 Regular Meeting of Council</p>	<p>(11-2026) That Council accept this report "Miscellaneous Grant Program Update" as submitted by the Treasurer; and That Council approve the continuation of the Miscellaneous Grant Program for the 2026 budget year; and That Council direct staff to review the Miscellaneous Grant Program after the 2026 year and report back to Council with alternative options to address funding requests from community groups.</p>	<p>Assigned</p>
<p>December 17, 2025 Regular Meeting of Council</p>	<p>(256-2025) That Council accept this report "Options for the Graphite Lake Land Transfers and Road ReAlignment Project off of Graphite Lane" as submitted by the Municipal Planner; and That Council choose Option E to direct staff to conduct further investigation with the County of Hastings to only accept the Consent Application for a right-of-way over Parts 1,2,3, 21R24386, subject to the following conditions being met: •the proposed right-of-way and Shore Road Allowance purchase will NOT deny others access to their property; and •the Municipality will not own the land where the right-of-way and road are; and •the Municipality will not bear the costs for any of the process; and •the Municipality will not deny public access to the public swimming location known as "Slippery Rock"; and Furthermore That staff report the findings back to Council at a future Meeting.</p>	<p>Assigned</p>
<p>September 24, 2025 Regular Meeting of Council</p>	<p>(192-2025) That Council accept this report "Review of the 2025 Council Meetings Schedule - Pilot Project" as submitted by the Municipal Clerk; and That Council continue with one Regular Meeting of Council per month, where able; and</p>	<p>Assigned</p>

	<p>That Council direct the Clerk to bring forward the 2026 meeting schedule to an upcoming meeting; and</p> <p>Furthermore That Council direct the Clerk to prepare applicable amendments to the Procedure Bylaw (that currently describe separate Planning and Operations meetings) as part of an upcoming review with Council of the Procedure Bylaw.</p>	<p>Expected to come to August 2026 meeting</p>
<p>April 15, 2026 Regular Meeting of Council</p>	<p>(103-2026) “WHEREAS well-executed community events can generate meaningful economic and social benefits for the Municipality of Hastings Highlands, supporting local businesses, residents, and visitors; AND WHEREAS community organizations, volunteers, and private organizers are often well positioned to deliver successful events that contribute positively to the municipality; AND WHEREAS a clear and structured Events Permit framework can support event organizers while ensuring that the Municipality’s responsibilities—including risk management, public safety, cost recovery, and coordination across departments, are appropriately addressed. BE IT RESOLVED THAT Council direct staff to: 1. Review comparable Events Permit Bylaws and related User Fee frameworks from other municipalities; 2. Evaluate alignment with existing bylaws, policies, and operational practices within the Municipality of Hastings Highlands; 3. Consult with relevant municipal departments to assess administrative, financial, and resource implications; and 4. Report back to Council on or before June 17, 2026 with recommendations, regarding an Events Permit Bylaw and any associated fee structure. AND FURTHERMORE report back to Council on or before August 5, 2026 with a draft Events Permit Bylaw and any associated fee structure for approval by Council.”</p>	<p>Follow-up Report came to Council on May 20, 2026 and June 17, 2026</p>

Future Municipal Events For Members of Council

Meeting or Event	Date & Location of Meeting or Event
Regular Meeting of Council	Wednesday, June 17, 2026 9:00 a.m. Council Chambers
Committee of Adjustment	Thursday, July 2, 2026 8:30 a.m. Council Chambers
Committee of Adjustment	Thursday, July 30, 2026 8:30 a.m. Council Chambers
Regular Meeting of Council	Wednesday, August 5, 2026 9:00 a.m. Council Chambers
Committee of Adjustment	Thursday, September 3, 2026 8:30 a.m. Council Chambers
Regular Meeting of Council	Wednesday, September 16, 2026 9:00 a.m. Council Chambers
Hastings Highlands 25 th Anniversary Celebration	Wednesday, September 16, 2026 1:00 p.m. Hastings Highlands Municipal Building Courtyard
Committee of Adjustment	Thursday, October 1, 2026 8:30 a.m. Council Chambers
Regular Meeting of Council	Wednesday, October 7, 2026 9:00 a.m. Council Chambers

Public may attend open Council meetings in person. Seating is limited due to safety and accessibility requirements, and is available on a first-come, first-served basis.

Meetings held in Council Chambers are live-streamed and recorded on YouTube

The Corporation of The Municipality of Hastings Highlands

Bylaw 2026-028

To Confirm the Proceedings of a Meeting of Council

Whereas by Sub-Section 5 (1) of the *Municipal Act*, S.O. 2001, as amended, the powers of a Municipal Corporation are to be exercised by its Council;

And Whereas by Sub-Section 5 (3) of the *Municipal Act*, S.O. 2001, as amended, states a municipal power, including a municipality's capacity, rights, powers and privileges of a natural person, shall be exercised by Bylaws unless the municipality is specifically authorized to do otherwise;

And Whereas it is deemed necessary that the proceedings of the Council of the Municipality of Hastings Highlands be confirmed and adopted by bylaw;

Now Therefore The Council of The Corporation of The Municipality of Hastings Highlands Enacts As Follows:

1. **That** the action of the Council of the Corporation of the Municipality of Hastings Highlands in respect to each recommendation contained in the reports from Staff and each motion and resolution approved and other action taken by the Council of the Corporation of the Municipality of Hastings Highlands, at this Regular meeting held on the 17th day of June 2026, and any Special Meetings held since the last Regular Meeting is hereby adopted and confirmed as if all such proceedings were expressly embodied in this bylaw.
2. **That** the Mayor and proper officers of the Corporation of the Municipality of Hastings Highlands are hereby authorized and directed to do all things necessary to give effect to the said action or to obtain appropriate approvals where required, except where otherwise provided, and to affix the Corporate Seal of the Corporation of the Municipality of Hastings Highlands to such documents.
3. **That** for the purposes of the exercise of the authority of the head of council to veto a bylaw in accordance with Section 284.11 of the Act, as amended, this Confirmatory Bylaw shall be deemed to be separate Confirmatory Bylaws for each item listed on the meeting agenda.
4. **That** this Bylaw takes effect on the day of its passing.

Enacted and Passed in Council this 17th day of June, 2026.

Tony Fitzgerald, Mayor

Suzanne Huschilt, Municipal Clerk