Town of Innisfil

Council Agenda

Wednesday June 24, 2026, – 7:00 p.m.

Council Chambers

To participate in this Hybrid Council Meeting, or if you are unable to find the information you are looking for, please contact Clerk Services at clerksoffice@innisfil.ca or 705-436-3710.

1. Opening of the Meeting by the Mayor

The Mayor will provide an opening statement and advise that the meeting is being audio, video recorded, and live-streamed on the Town of Innisfil's YouTube Channel and shall form part of the record which will be retained according to the Town's Retention By-law. For more information, please contact the Clerk's Office.

2. Open Forum

Open Forum provides a two-minute opportunity for the public to speak on any agenda item appearing on the current agenda. More details regarding Open Forum may be found under Section 38 of Procedural By-law.

Meetings are being held in the Council Chambers at the Town Hall, and members of the public can participate in person or electronically. Those wishing to participate electronically must pre-register using the Request for Open Forum Form by Tuesday, June 23, 2026, at 4:00 p.m., or to speak in person, you may register at Town Hall before the meeting commences. If you have any questions, please contact Clerk Services at clerksoffice@innisfil.ca. Clerk Services will contact all registrants with confirmation and details on Wednesday, June 24, 2026.

If you do not wish to participate in the meeting but would like to provide written comments on any agenda item, you may send an email to clerksoffice@innisfil.ca, and Clerk Services will circulate your email to the Council and Staff in advance of the meeting. For additional information, please contact clerksoffice@innisfil.ca or call 705-436-3710.

3. Approval of Agenda

(3.1) Agenda for June 24, 2026

Recommendation

That the contents of the agenda for June 24, 2026, be approved as amended:

- Staff Report DSR-101-26 - Noise Exemption Request - Friday Harbour added June 18, 2026 @ 12:30 p.m.
- Staff Report DSR-096-26 - Water/Wastewater Public Corporations ERO Submission added June 19, 2026 @ 12:45 p.m.

4. Disclosure of Interest

5. Presentations and Petitions

If you wish to present or provide a petition, please review the Petition Information or contact Clerk Services for further details at clerksoffice@innisfil.ca

(5.1) **Presentation of the 2026 Senior of the Year Award to Linda Moyles**

Recommendation

That the presentation of the 2026 Senior of the Year Award to Linda Moyles, be received.

6. Delegations by Members of the Public/Invited Guests or Members of Staff

If you wish to delegate, please complete the Delegation Form, which will be submitted to Clerk Services for review. Speakers order to be determined by the Clerk's Office at the meeting. If you have any questions, please contact the Clerk's Office at clerksoffice@innisfil.ca

(6.1) **Tanya Shields**
Re: Park Naming Request - Linda Street

Recommendation

That the delegation from Tanya Shields regarding the park naming request for the park on Linda Street, be received.

7. County Council, Municipal Associations, Conservation Authority, Committees

8. Consent List

A. Adoption of Minutes

(A.1) **Special Council Meeting Minutes dated June 3, 2026**

Recommendation

That the Special Council Meeting Minutes dated June 3, 2026, be approved as printed.

2026.06.03 Special Council Minutes

(A.2) **Council Meeting Minutes dated June 3, 2026**

Recommendation

That Council Meeting Minutes dated June 3, 2026, be approved as printed.

2026.06.03 Council Minutes

(A.3) **Special Council Meeting Minutes dated June 10, 2026**

Recommendation

That the Special Council Meeting Minutes dated June 10, 2026, be approved as printed.

2026.06.10 Special Council Minutes

(A.4) **Special Council Meeting - Public Planning Meeting minutes dated June 10, 2026**

Recommendation

That the Special Council Meeting - Public Planning Meeting minutes dated June 10, 2026 be approved as printed

2026.06.10 Special Council - Planning Public Meeting Minutes

(A.5) **Special Council Meeting Minutes dated June 15, 2026**

Recommendation

That the Special Council Meeting Minutes dated June 15, 2026 be approved as printed.

2026.06.15 Special Council Minutes

B. Reports of Various Committees

(B.1) **Summary Report 05-26 of the May 12, 2026, Innisfil Accessibility Advisory Committee Meeting**

Recommendation

That the Summary Report 05-26 of the May 12, 2026, Innisfil Accessibility Advisory Committee meeting be received as information.

2026.05.12 IAAC Summary Report 05-26

(B.2) **Summary Report 05-26 of the May 14, 2026, Innisfil Sustainability Advisory Committee Meeting**

Recommendation

That the Summary Report 05-26 of the May 14, 2026, Innisfil Sustainability Advisory Committee meeting be received as information.

2026.05.14 ISAC Summary Report 05-26

(B.3) **Summary Report 01-26 of the June 2, 2026, Innisfil Audit Committee Meeting**

Recommendation

That the Summary Report 01-26 of the June 2, 2026, Innisfil Audit Committee meeting be received as information.

2026.06.02 Innisfil Audit Summary Report 01-26 Complete

C. Staff Reports for Action

(C.1) **Staff Report DSR-091-26 - 66 Lakeside Dr Class 3 Permit under the Community Planning Permit System**

Recommendation

1. That Staff Report DSR-091-26 regarding 66 Lakeside Dr Class 3 variation to the Community Planning Permit System (CPPS) By-law 058-25 dated June 24, 2026, be received; and

2. That Council authorize Staff to issue a Class 3 Permit with respect to the CPPS ‘Our Shore’ By-law 058-25 for 66 Lakeside Dr for an increase to the maximum total lot coverage.

DSR-091-26 66 Lakeside Dr Class 3 Permit CPPS
Attachment 1- Key Map
Attachment 2- Key Plans

(C.2) **Staff Report DSR-092-26 - Accessibility Policy Amendments**

Recommendation

1. That Staff Report DSR-092-26 regarding the Accessibility Policy

Amendments dated June 24, 2026 be received; and

2. That the amendments to the Accessibility Policy, CP.11.1.7 (previously CP.02-06-16), be adopted.

DSR-092-26 Accessibility Policy
Attachment 1 - Accessibility Policy

(C.3) **Staff Report DSR-093-26 - Financial Policies Update**

Recommendation

1. That Staff Report DSR-093-26 regarding the Financial Policies Update dated June 24, 2026 be received; and

2. That CP.07-11-05 OLG Slot Revenue – Allocation and Utilization Policy, and CP.7.10 Property Tax Operating Surplus or Deficit Disposition Tax Rate Stabilization Reserve Policy be repealed and consolidated into the new Reserve and Reserve Fund Policy; and

3. That Council approve the Reserve and Reserve Fund Policy; and

4. That the reserve and reserve funds identified in Table 1 be closed, and consolidated into the reserve funds outlined in the table; and

5. That Council approve the updated Debt Management Policy; and

6. That CP.04-11-05 Capital Budget Funding Policy be repealed and consolidated into the Capital Budget Policy.

DSR-093-26 Financial Policies Update
Attachment 1 Reserve and Reserve Fund Policy
Attachment 2 Reserve & Reserve Fund Balances
Attachment 3 Capital Budget Policy
Attachment 4 Debt Management Policy

(C.4) **Staff Report DSR-094-26 - Sleeping Lion Phase 4 Subdivision Water and Wastewater Servicing Allocation**

Recommendation

1. That Staff Report DSR-094-26 regarding Sleeping Lion Phase 4 Subdivision Water and Wastewater Servicing Allocation dated June 24, 2026, be received; and

2. That Council authorize the water and wastewater servicing allocations of 149 Single Density Equivalent (SDE) units to 1602850 Ontario Ltd. for the Sleeping Lion Phase 4 Subdivision comprised of

108 single detached dwelling units and 47 townhouse dwelling units.

DSR-094-26 Sleeping Lion Phase 4 Allocation
Attachment 1 - Key Map
Attachment 2 – Draft M-Plan
Attachment 3 – IDAG Trustee Certification Letter
Attachment 4 – Revised IDAG Trustee Certification Letter

(C.5) **Staff Report DSR-095-26 - 6th Line Structure over Metrolinx Tracks Weight Restriction**

Recommendation

1. That Staff Report DSR-095-26 regarding 6th Line Structure over Metrolinx Tracks weight restriction and by-law dated June 24, 2026 be received;

2. That the weight restriction on the 6th Line structure over the Metrolinx tracks be triple load posted for the maximum gross vehicle weights of 19 tonnes for a single unit tri-axle truck, 35 tonnes for a two-unit truck, and 48 tonnes for a three-unit train truck; and

3. That By-law 065-26 being a by-law to enforce the weight restriction on the 6th Line Structure, be adopted.

DSR-095-26 6th Line Structure Weight
Attachment 1 - 2026 OSIM Report B2206 6th Line over Metrolinx
Attachment 2 - Burnside June 2 26 Structural Evaluation of Bridge B2206
Attachment 3 - Burnside June 8 26 by-law recommendation for Bridge B2206
Attachment 4 - By-law 065-26
Attachment 5 - Map of Detour Route

(C.6) **Additional Information Memorandum re: Staff Report DSR-063-26 2383 - 25 Sideroad Community Permit Planning System (CPPS) By-law Amendment Application**

Recommendation

1. That Additional Information Memorandum regarding 2383 25th Sideroad Community Planning Permit System (CPPS) By-law Amendment (CPP-2026-006) be received;

2. That updated By-law 042-26 to amend CPPS By-law No. 058-25 by rezoning the subject lands legally described as PLAN 1071 LOT 56, in the Town of Innisfil, to permit the new commercial use of a child care centre and to recognize the existing site development

conditions be approved; and

3. That the proposed amendment to the CPPS By-law 058-25 be permitted before the fifth anniversary of the day the by-law was passed in accordance with Section 17 of Ontario Regulation 173/16.

2026.06.24 Additional Info Memo 2383 25th Sideroad CPPSA
Attachment 1- Revised Site Plan
Attachment 2 - Comment Response Letter
Attachment 3 - 042-26 CPPS By-law Amendment 2383 25 Sideroad (Amended)
2026.05.13 Staff Report DSR-063-26 2383 25 Sideroad CPPS By-law Amendment Application

(C.7) **Additional Information Memorandum re: Staff Report DSR-054-26 - 1303 Belle Aire Beach Road Zoning By-law Amendment**

Recommendation

1. That Additional Information Memorandum regarding 1303 Belle Aire Beach Road Zoning By-law Amendment Application (D14-2018-009) be received; and,

2. That By-law 037-26 to amend Zoning By-law No. 080-13 by rezoning the subject lands legally described as Concession 4 North Part of Part Lot 22 Reference Plan 51R-28123 Part 4, in the Town of Innisfil, to Residential Semi-Detached Exception Hold (RS-15(H)), Residential Townhouse Exception Hold (RT-36 (H)), Residential Townhouse Exception Hold (RT-37 (H)), Residential Townhouse Exception Hold (RT-38 (H)), Residential Three Exception Hold (R3-12(H)) and Open Space (OS) Zones, be approved.

2026.06.24 Additional Info Memo 1303 Belle Aire Beach Road ZBA
Attachment 1 - KLM Correspondence
Attachment 2 - Revised Concept Plan
Attachment 3 - Zoning By-law Amendment 037-26
2026.05.06 Staff Report DSR-054-26 1303 1303 Belle Aire Beach Road Zoning By-law Amendment

(C.8) **Additional Information Memorandum re: Staff Report DSR-079-26 - Procedural Bylaw Update**

Recommendation

1. That the Additional Information Memorandum regarding a

Procedural By-law Update dated June 24, 2026, be received; and

2. That By-law 066-26 being a by-law to provide rules governing the proceedings of its Council, Council Committees and its members conduct, be adopted; and

3. That CP.3.1.7 Committee and Local Board Administration Policy be hereby repealed.

Additional Info Memo - Procedural By-law Approval
Attachment 1 - Procedural Bylaw Update
2026.06.03 Staff Report DSR-079-26 Procedural By-law Update

(C.9) **Staff Report DSR-096-26 - Water/Wastewater Public Corporations ERO Submission**

***Report added June 19, 2026 @ 12:45 p.m.**

Recommendation

1. That Staff Report DSR-096-26 regarding Expression of Interest – Water and Wastewater Public Corporation (WWPC) Model dated June 24, 2026 be received; and

2. That Council endorse the decision made by the InnServices Board of Directors and authorize the submission of an expression of interest, indicating a conditional interest in exploring the WWPC model, subject to further provincial consultation.

DSR-096-26 Expression of Interest – WWPC Model
Attachment 1 - Attachment 1 – InnServices Staff Report Ontario Water and Wastewater Public Corp Model

(C.10) **Staff Report DSR-101-26 - Noise Exemption Request - Friday Harbour**

***Report added June 18, 2026 @ 12:30 p.m.**

Recommendation

1. That Staff Report DSR-101-26 and Application regarding Noise Exemption Request – Friday Harbour dated June 24, 2026, be received; and

2. That the noise exemption request be approved as outlined in Option 1 with the following conditions:

    a. Outdoor amplified sound must be limited to the approved date and times; and
    b. Breach of any of the terms or conditions shall render the exemption null and void; and

c. The Town reserves the right to revoke the noise exemption permit at its discretion.

DSR-101-26 Noise Exemption Request - Friday Harbour
Attachment 1 - Noise Exemption Permit Application - Friday Harbour

D. Staff Reports for Information

(D.1) **Staff Report DSR-097-26 - 2026 Asset Management Progress Report**

Recommendation

That Staff Report DSR-097-26 regarding the 2026 Asset Management Progress Report dated June 24, 2026 be received for information.

DSR-097-26 2026 Asset Management Progress Report
Attachment 1 - 2026 Asset Management Progress Report

(D.2) **Staff Report DSR-098-26 - Procurement Annual Report - 2025**

Recommendation

That Staff Report DSR-098-26 regarding the Procurement Annual Report - 2025 dated June 24, 2026, be received for information.

DSR-098-26 Procurement Annual Report - 2025

(D.3) **Staff Report DSR-099-26 - DSR-099-26 Detailed Design of 25th Sideroad & CA/CI Services for Phase 2 Construction**

Recommendation

That Staff Report DSR-099-26 regarding Award of Contract P-24-27 – Detailed Design of 25th Sideroad from Mapleview Drive to Innisfil Beach Road, & CA/CI Services for Phase 2 Construction for 25th Sideroad from Lockhart Rd to 10th Line dated June 24, 2026, be received for information

DSR-099-26 Award of Design 25th Sideroad and CA/CI Services Phase 2

(D.4) **Staff Report DSR-100-26- Award of Contract T-25-134 – Bayshore Road Drainage Improvements**

Recommendation

That Staff Report DSR-100-26 regarding the Award of Contract T-25-134 – Bayshore Road Drainage Improvements dated June 24, 2026, be received for information.

DSR-100-26 Award Bayshore Rd. Drainage Improvements

Attachment 1 - Map

E. By-laws

(E.1) **A By-law of The Corporation of the Town of Innisfil to proceed with the sale of a portion of Nelson Street to the County of Simcoe**

Recommendation

That By-law 067-2026, being a by-law to stop up, close, declare surplus, and dispose of an unopened road allowance forming part of Nelson Street, Registered Plan 162, and designated as Part 1 on Plan 51R-45317, be adopted.

Additional Info Memo - Stop up and Dispose of Part of Nelson St
Attachment 1 - By-law 067-26
Attachment 2 - Reference Plan 51R-45317

(E.2) **A By-law of The Corporation of the Town of Innisfil to provide for the imposition of fees and charges and to repeal By-law 057-24 effective January 1, 2027.**

Recommendation

That By-law 068-26, being a by-law to impose fees and charges and repeal By-law 057-24, effective January 1, 2027, be adopted.

068-26 Fees & Charges By-law 2027-2028
By-law 068-26 Schedules A to L

(E.3) **A Bylaw to exempt Block 148, Plan 51M-1139, in the Town of Innisfil from Part Lot Control (1520 Benson Street)**

Recommendation

That By-law 069-26, being a by-law to exempt Block 148, Plan 51M-1139, in the Town of Innisfil from Part Lot Control, be adopted.

2026.06.24 Additional Info Memo D24-2026-003 51M-1139 Block 148
Attachment 1 - Part Lot Control By-law 069-26
Attachment 2 - Reference Plan

(E.4) **A by-law to exempt part of Block 4, Registered Plan 51M-998, and part of Block 1, Registered Plan 51M-997, in the Town of Innisfil from Part Lot Control (3980 Friday Dr.)**

Recommendation

That By-law 070-26, being a by-law to exempt part of Block 4, Plan 51M-

998, and part of Block 1, Plan 51M-997, in the Town of Innisfil from Part Lot Control, be adopted.

2026.06.24 Additional Info Memorandum Friday Harbour PLCE By-law
Attachment 1A - Key Map- Hotel Precinct
Attachment 1B - Key Map- Racquet Academy
Attachment 2 - Part Lot Control By-law 070-26
Attachment 3 - Hotel Precinct - R-Plan - 51R45119

F. Correspondence for Action

(F.1) **Council Discretionary Grant Program**
Re: Royal Canadian Legion Branch 547, Community Canada Day Event

Recommendation

That the Council Discretionary Grant Program Application from Royal Canadian Legion Branch 547, in the amount of $1000.00, be received and approved per the evaluation.

Council Discretionary Application - Royal Canadian Legion Branch 547

G. Correspondence for Information

(G.1) **Proclamation**
Re: Pride Month - June 2026

2026.06.01 Proclamation - Pride Month

(G.2) **Proclamation**
Re: Italian Heritage Month

2026.06.01 Proclamation - Italian Heritage Month

(G.3) **Correspondence from Prime Minister Carney**
Re: Response to Letter from Auto Mayors Association Simcoe County

2026.06.03 Correspondence from Prime Minister re Federal Auto Strategy
2026.05.21 Simcoe County Auto Mayors Group Letter

(G.4) **Correspondence from Minister R. Flack**
Re: Protection Ontario's Streets and Communities Act (Bill 119)

2026.06.01 Correspondence from Minister Flack re Bill 119

(G.5) **Innisfil Library Board Minutes - April 21, 2026**

2026.04.21 Library Board Minutes

(G.6) **Bradford West Gwillimbury/Innisfil Police Services Board Minutes - April 22, 2026**

2026.04.22 Police Service Board Minutes

The above items will be received for information or may be considered separately by Council under Committee of the Whole

Recommendation

That Correspondence Items G.1 to G.6 be received as information.

H. Motion for Which Notice has been Given

8. Consent List Continued

(8.1) **Consent List Recommendation**

Recommendation

That the Consent List for June 24, 2026, and the Recommendations contained therein be adopted as Resolutions of Council.

(8.2) **Resolve to Committee of the Whole**

Recommendation

That Council resolve into the Committee of the Whole.

9. Committee of the Whole

(9.1) **Business Items**

(9.2) **Rise Recommendation**

Recommendation

That Committee rise and return back into the formal Council Session to receive a report on the proceedings of the Committee of the Whole.

(9.3) **Consideration of the adoption of the recommendations from Committee of the Whole**

Recommendation

That the Recommendations of the Committee of the Whole for the meeting of June 24, 2026, be adopted as Resolutions of Council.

10. Notice of Motion

(10.1) Notice of Motion from Councillor A. Waters Re: Potential Land Acquisitions Related to Ongoing Drainage Issues in Ward 4

Recommendation

That Council direct staff to schedule a Closed Session meeting on August 12, 2026, in accordance with section 239(2)(c) of the Municipal Act, 2001, to discuss a proposed or pending acquisition or disposition of land by the municipality, specifically regarding potential land acquisitions related to ongoing drainage issues in Ward 4.

11. Announcements from Members of Council

12. Confirming By-law and Adjournment

(12.1) A By-law of The Corporation of the Town of Innisfil to confirm the proceedings of the Council of The Corporation of the Town of Innisfil at the meeting held on June 24, 2026

Recommendation

1. That By-law No. 064-26 of The Corporation of the Town of Innisfil to confirm the proceedings of the Council Meeting held on June 24, 2026, be adopted; and
2. That this meeting be adjourned at _____ p.m.

064-26 Confirming By-law Regular Council June 24.26

Special Council Minutes
June 3, 2026

This meeting of the Town of Innisfil Council was held in the Council Chambers with the following members and staff present or by electronic participation if indicated:

Members Present

Mayor:	L. Dollin
Deputy Mayor:	K. Fowler
Councillor Ward 1:	K. Eisses
Councillor Ward 2:	G. Constantine
Councillor Ward 3:	J. Richardson
Councillor Ward 4:	A. Waters
Councillor Ward 5:	L. Zanella
Councillor Ward 6:	R. Saunders
Councillor Ward 7:	F. Drodge

Regrets

None

Staff Present

Chief Administrative Officer:	O. Jerschow
Town Clerk:	J. Marshall
Deputy Clerk:	K. Jacob
CFO/Director of Corporate Services:	J. Gibson
Director of Planning and Growth:	A. Leigh
Director of People and Talent:	F. Figliuzzi
Director of Operations:	N. Bowman
Director of Strategic Initiatives:	L. Thompson
President & CEO, InnServices, InnPower & InnTerprises:	D. Persaud
Chief Comp. Officer & VP Corporate Services, InnServices & InnPower:	T. Morden
CFO, InnServices, InnPower & InnTerprises:	W. Putnam

1. Opening of Meeting by the Mayor

The Mayor will provide an opening statement and advise that the meeting is being audio and video recorded and livestreamed on the Town of Innisfil's YouTube Channel and shall form part of the record, which will be retained according to the Town's Retention By-law. For more information about the collection, please contact the Clerk's Office.

2. Approval of Agenda

(2.1) Special Agenda for June 3, 2026.

Resolution

Moved By: Councillor A. Waters
Seconded By: Councillor F. Drodge

That the contents of the Special Agenda for June 3, 2026, be approved as printed.

CARRIED

3. Disclosure of Interest

None

4. Business Items

(4.1) Appointment of a Chair - InnPower, InnTerprises and InnServices Shareholders Annual General Meeting

Resolution

Moved By: Councillor K. Eisses
Seconded By: Councillor L. Zanella

That for the purposes of the InnPower Corporation, InnTerprises Incorporated and InnServices Utilities Incorporated Shareholders Annual General Meetings of June 3, 2026, the Deputy Mayor be appointed as Chair.

CARRIED

(4.2) Opening Remarks - Oliver Jerschow, Chief Administrative Officer

Chief Administrative Officer Oliver Jerschow provided opening remarks and thanked all three companies' board members and staff. He noted the recently completed board recruitment exercise and provided background information on the proposed candidates being brought forward for appointment.

(4.3) Minutes of the InnTerprises Annual General Meeting dated June 25, 2025

Resolution

Moved By: Councillor A. Waters
Seconded By: Councillor J. Richardson

That the minutes of the InnTerprises Annual General Meeting dated June 25, 2025, be received.

CARRIED

(4.4) Presentation – Mr. Danny Persaud, President & CEO, InnTerprises Incorporated

Mr. Persaud provided an overview of the organization, including its core businesses, new business opportunities, its financial performance and an outlook for 2026-2027.

View Mr. Persaud's presentation to Council for more information.

Resolution

Moved By: Councillor F. Drodge
Seconded By: Councillor G. Constantine

1. That the presentation from Mr. Danny Persaud, President & CEO, InnTerprises Incorporated, be received; and

2. That the audited financial statements for InnTerprises Incorporated for the period ending December 31, 2025, be received; and

3. That KPMG be appointed as auditor for fiscal year 2026 for InnTerprises Incorporated and that their remuneration as such be fixed by the Board of Directors; and

4. That Vinita Jajware-Beatty be appointed as an Independent Director to the InnTerprises Board of Directors for a three-year term ending June 2029.

CARRIED

(4.5) **Minutes of the InnPower Annual General Meeting dated June 25, 2025**

Resolution

Moved By: Councillor J. Richardson
Seconded By: Councillor G. Constantine

That the minutes of the InnPower Annual General Meeting dated June 25, 2025, be received.

CARRIED

(4.6) **Presentation - Mr. Danny Persaud, President and Chief Executive Officer, InnPower Corporation**

Mr. Persaud provided an overview of InnPower, its guiding principles, a 2025 overview of the distribution system, customer and community impacts, outages and reliability, a debrief of the 2025 ice storm, its financial performance, 2026 capital investments in infrastructure and a future cost of service application in 2027.

View Mr. Persaud's presentation to Council for more information.

Resolution

Moved By: Councillor A. Waters
Seconded By: Councillor K. Eisses

1. That the presentation from Mr. Danny Persaud, President & CEO, InnPower Corporation be received; and

2. That the audited financial statements for InnPower Corporation for the period ending December 31, 2025, be received; and

3. That KPMG be appointed as auditor for fiscal year 2026 for InnPower Corporation and that their remuneration as such be fixed by the Board of Directors; and

4. That George Shaparew be re-appointed as an Independent Director to the InnPower Board of Directors, for a one-year term, ending June 2027; and

5. That Jim Hogan be appointed as a New Independent Director to the InnPower Board of Directors, for a three-year term, ending in June 2029; and

6. That Tova White be appointed as New Independent Director to the InnPower Board of Directors for a three-year term, ending in June 2029.

CARRIED

(4.7) **Minutes of the InnServices Annual General Meeting dated June 25, 2025**

Resolution

Moved By:	Councillor F. Drodge
Seconded By:	Councillor G. Constantine

That the minutes of the InnServices Annual General Meeting dated June 25, 2025, be received.

CARRIED

(4.8) **Presentation - Mr. Danny Persaud, President & CEO, InnServices Utilities Incorporated**

Mr. Persaud provided an overview of InnServices, including its guiding principles, water supply and treatment, wastewater treatment, major renewal projects, operational and compliance performance, community and customer engagement, and financial performance.

View Mr. Persaud's presentation to Council for more information.

Resolution

Moved By:	Councillor G. Constantine
Seconded By:	Councillor K. Eisses

1. That the presentation from Mr. Danny Persaud, President & CEO, InnServices Utilities Incorporated, be received; and

2. That the audited financial statements for InnServices Utilities Incorporated for the period ending December 31, 2025, be received; and

3. That KPMG be appointed as auditor for fiscal year 2026 for InnServices Utilities Incorporated and that their remuneration as such be fixed by the Board of Directors; and

4. That Alex Waters be re- appointed as a Municipal Director to the InnServices Board of Directors for a one-year term ending in June 2027.

CARRIED

Mayor Dollin recognized outgoing Board members Bob Lake and Donna Orsatti.

5. Confirming By-law and Adjournment

(5.1) **By-law to confirm the proceedings of the Council of The Corporation of the Town of Innisfil at the meeting held on June 3, 2026.**

2026.06.03-SPCR-01 **Resolution**

Moved By: Councillor J. Richardson
Seconded By: Councillor F. Drodge

1. That By-law No. 054-26, being the Confirming By-law of the Special Council Meeting held on June 3, 2026, be adopted; and

2. That this meeting be adjourned at 6:56 p.m.

CARRIED

Jennifer Marshall, Clerk **Lynn Dollin, Mayor**

Council Minutes
June 3, 2026

This meeting of the Town of Innisfil Council was held in the Council Chambers with the following members and staff present or by electronic participation if indicated:

Members Present

Mayor:	L. Dollin
Deputy Mayor:	K. Fowler
Councillor Ward 1:	K. Eisses
Councillor Ward 2:	G. Constantine
Councillor Ward 3:	J. Richardson
Councillor Ward 4:	A. Waters
Councillor Ward 5:	L. Zanella
Councillor Ward 6:	R. Saunders
Councillor Ward 7:	F. Drodge

Regrets

Staff Present

Chief Administrative Officer:	O. Jerschow
Town Clerk:	J. Marshall
Deputy Clerk:	K. Jacob
Assistant Clerk:	A. Norris
CFO/Director of Corporate Services:	J. Gibson
Treasurer	A. Webb
Director of People & Talent:	F. Figliuzzi
Director of Planning & Growth:	A. Leigh
Director of Operations:	N. Bowman
Fire Chief:	B. Thomas
Deputy Fire Chief:	C. McDonald
Fire & Rescue Business Manager:	R. Blanchard
Mgr. of Legal & Clerk Services:	O. Shkarovska
Manager of Planning:	B. Correia
Supervisor, Development Planning:	S. Montgomery
Intermediate Planner:	I. Chowdhury
Operations Manager, Facilities:	N. Balazs
Operations Manager, Parks and Community Spaces:	C. Trevisan
Drainage Superintendent:	J. Nyenhuis
Operations Manager, Sport and Recreation:	T. Botham
Manager of Municipal Law Enforcement:	M. Harris
Deputy Chief Building Official:	N. Ippolito
Supervisor, Accounting & Budgets:	K. MacDonald
Supervisor, Accounting & Budgets (Capital):	A. Giang
Programmer Analyst:	D. Ross

1. Opening of the Meeting by the Mayor

(1.1) The Mayor called the meeting to order at 7:00 p.m. and provided an Opening Statement and advised that the meeting is being audio, video recorded and livestreamed on the Town of Innisfil's YouTube Channel and shall form part of the

record which will be retained according to the Town's Retention By-law. For more information, please contact the Clerk's Office.

Councillor A. Waters provided a Land Acknowledgement that acknowledged the forced sacrifices that are the foundation of Canadian society today. Innisfil is dedicated to honouring Indigenous history and culture and committed to moving forward in the spirit of reconciliation and respect with all First Nation, Métis, and Inuit and is still the home to many Indigenous people and (as settlers) the Town is grateful to have the opportunity to work on this land.

2. Open Forum

No members of the public spoke in Open Forum.

3. Approval of Agenda

(3.1) **Agenda for June 3, 2026.**

Resolution

Moved By: Councillor J. Richardson
Seconded By: Councillor G. Constantine

That the contents of the agenda for June 3, 2026, be approved as amended:

- That Item 6.1 - Delegation from Karen Brown regarding agenda Item 5.1- Staff Report DSR-081-26 - Long-Range Financial Plan, Hemson Consulting, be added; and

- That Item 6 be moved above Presentations.

CARRIED

4. Disclosure of Interest

None received.

6. Delegations by Members of the Public/Invited Guests or Members of Staff

(6.1) **Karen Brown**
Re: Agenda Item 5.1 – Staff Report DSR-081-26, Long-Range Financial Plan

Karen Brown made a delegation before Council on Agenda Item 5.1 – Staff Report DSR-081-26, regarding the Long-Range Financial Plan prepared by Hemson Consulting.

Resolution

Moved By: Councillor L. Zanella

Seconded By: Councillor R. Saunders

That the delegation from Karen Brown regarding the Long-Range Financial Plan, be received for information.

CARRIED

5. Presentations and Petitions

(5.1) Presentation and Staff Report DSR-081-26 - Long-Range Financial Plan Presentation by Hemson Consulting

Craig Binning and Christopher Balette of Hemson Consulting provided a presentation regarding the Long-Range Financial Plan.

Resolution

Moved By: Councillor F. Drodge
Seconded By: Councillor K. Eisses

1. That Staff Report DSR-081-26 regarding the Long-Range Financial Plan dated June 3, 2026 be received; and

2. That Council approve the strategic direction to guide the Town's long-term financial sustainability framework, including:

    a. Continued refinement of the capital planning processes and prioritization of major capital investment;
    b. Strengthening financial management practices by establishing enhanced Reserves & Reserve Fund policies;
    c. Consideration of strategic debt financing as part of future capital budget process, while being prudent of the financial impact on taxpayers;
    d. Maintaining a minimum the 1% annual Capital Levy, with reviews through future Long-Range Financial Plan and Asset Management Plan updates.

CARRIED

7. County Council, Municipal Associations, Conservation Authority, Committees

(7.1) Councillor F. Drodge

- Councillor F. Drodge provided an update from the South Georgian Bay Lake Simcoe Source Protection Committee, noting that Mayor Lynn Dollin would be concluding her tenure as Chief after 20 years of service on the Committee and conveyed the Committee's thanks and gratitude for her commitment.

Councillor K. Eisses

- Councillor K. Eisses echoed the sentiments of Councillor F. Drodge, noting that the NVCA had similarly expressed its gratitude and had named a boardroom in honour of Mayor Dollin in recognition of her service.

Mayor L. Dollin

- Mayor Lynn Dollin reported that, on May 21, members of the Simcoe Auto Mayors Group met with Honda. Following that meeting, all mayors in the group signed a joint letter to the Prime Minister expressing concerns about the federal auto strategy and supporting the “Canada North” initiative to promote Canadian-made vehicles.

- The Mayor also noted that the Police Service Board approved its 2025 Annual Report at its last meeting.

8. Consent List

A. Adoption of Minutes

(A.1) **Special Council - Closed Session Meeting Minutes dated May 13, 2026.**

Resolution

That the Special Council - Closed Session Meeting Minutes dated May 13, 2026, be approved as printed.

(A.2) **Special Council - Planning Public Meeting Minutes dated May 13, 2026**

Resolution

That the Special Council - Public Planning Meeting Minutes dated May 13, 2026, be approved as printed.

(A.3) **Council Meeting Minutes dated May 20, 2026.**

Resolution

That Council Meeting Minutes dated May 20, 2026, be approved as printed.

B. Reports of Various Committees

(B.1) **Summary Report 04-26 of the May 7, 2026, Innisfil Heritage Advisory Committee Meeting**

Resolution

That the Summary Report 04-26 of the May 7, 2026, Innisfil Heritage Advisory Committee meeting be received as information.

C. Staff Reports for Action

(C.1) **Staff Report DSR-082-26 - Amendment to Heritage Designation By-law 090-09 – 1629 3rd Line**

Resolution

1. That Staff Report DSR-082-26 regarding Amendment to Heritage Designation By-law 090-09 – 1629 3rd Line dated June 3, 2026, be received; and

2. That By-law 055-26, being a by-law to amend Heritage Designation By-law 090-09, be adopted.

(C.2) **Staff Report DSR-083-26 - Site Plan Control By-law Update**

Resolution

1. That Staff Report DSR-083-26 regarding Site Plan Control By-law Update dated June 3, 2026, be received; and

2. That By-law No. 056-26 to repeal By-law No. 135-17 be approved in accordance with attachment 1.

(C.3) **Staff Report DSR-084-26 - Community Improvement Plan**

Resolution

1. That Staff Report DSR-084-26 regarding the Innisfil Community Improvement Plan (CIP) dated June 3, 2026 be received; and

2. That By-law 057-26 being a by-law to adopt the Innisfil Community Improvement Plan, be adopted; and

3. That By-law 058-26 being a by-law to adopt the Innisfil Community Improvement Plan Project Area, be adopted; and

4. That By-laws 011-14 and 056-16, be repealed and replaced; and

5. That staff be directed to submit operational budget considerations for the Innisfil Community Improvement Plan to Council through the 2027/2028 budget process; and

6. That the Director of Strategic Initiatives be delegated authority for the approval as outlined in the report of the following Innisfil Community Improvement Plan Programs

    a. Municipal Fees;
    b. Property Improvement;
    c. Façade and Signage Improvement; and
    d. Commercial Use

(C.4) **Staff Report DSR-085-26 - 2027-2028 User Fees & Charges Update**

[Item referred to Committee of the Whole by Councillor K. Eisses]

D. Staff Reports for Information

(D.1) **Staff Report DSR-079-26 - Procedural By-law Review**

[Item referred to Committee of the Whole by Councillor R. Saunders]

(D.2) **Staff Report DSR-080-26 - 2025-2029 South Simcoe Community Safety and Well-Being Plan Update**

Resolution

That Staff Report DSR-080-26 regarding 2025-2029 South Simcoe Community Safety and Well-Being Plan Update dated June 3, 2026, be received for information.

E. By-laws

None

F. Correspondence for Action

None received

G. Correspondence for Information

(G.1) **District of Tumbler Ridge - Message of Appreciation**

(G.2) **Proclamation**
Re: Seniors Month, June 2026

(G.3) **Proclamation**
Re: National Indigenous History Month, June 2026

(G.4) **Ontario Provincial Conservation Agency - Regional Conservation Authorities Consolidation Update**

Resolution

That correspondence item G.1 to G.4 be received for information.

H. Motion for Which Notice has been Given

(H.1) **Notice of Motion by Mayor Dollin**
Re: Support Town of Georgina, Water Soldier
(Notice provided on May 20, 2026)

Resolution

1. Whereas the Town of Georgina has passed a resolution regarding the presence and management of Water Soldier (Stratiotes aloides) in Lake Simcoe; and

2. Whereas Council received a presentation during it's May 6, 2026 Council meeting from the Invasive Species Centre on behalf of the Lake Simcoe Water Soldier Working Group; and

3. Whereas the Town of Innisfil recognizes Water Soldier as a significant environmental concern requiring coordinated municipal, provincial, and federal action;

4. Therefore be it resolved that the Council of the Town of Innisfil hereby supports the Town of Georgina's resolution respecting Water Soldier in Lake Simcoe; and

5. Further that this resolution be circulated to the Town of Georgina and other municipalities within the Lake Simcoe watershed, as appropriate.

CARRIED

4. Consent List Continued

(4.1) **Consent List Recommendation**

2026.06.03-CR-01 **Resolution**

Moved By: Councillor J. Richardson
Seconded By: Councillor L. Zanella

1. That the Consent List for June 3, 2026, and the Recommendations contained therein be adopted as Resolutions of Council, except that Items C.4, D.1 be referred to Committee of the Whole; and

2. That any items in the consent list for which a conflict has been declared are deemed not to have been voted on or discussed by the individual making the declaration.

CARRIED

(4.2) **Resolve to Committee of the Whole**

Resolution

Moved By: Deputy Mayor K. Fowler
Seconded By: Councillor R. Saunders

That Council resolve into the Committee of the Whole.

CARRIED

9. Committee of the Whole

(9.1) Business Items

(C.4) Staff Report DSR-085-26 - 2027-2028 User Fees & Charges Update

Resolution

Moved By: Councillor K. Eisses
Seconded By: Councillor G. Constantine

1. That Staff Report DSR-085-26 regarding 2027-2028 User Fees & Charges Update dated June 3, 2026 be received; and

2. That the 2027-2028 User Fees & Charges take effect January 1, 2027, with subsequent year adjustments as identified in the schedules; and

3. That the required By-law for the implementation of the recommended fees and charges be presented for approval at the Council meeting of June 24, 2026.

CARRIED

(D.1) Staff Report DSR-079-26 - Procedural By-law Review

Original Recommendation

Moved By: Councillor R. Saunders
Seconded By: Councillor J. Richardson

That Staff Report DSR-079-26 regarding a Procedural By-law Review dated June 3, 2026, be received for information.

Revised Resolution

Moved By: Councillor R. Saunders
Seconded By: Councillor J. Richardson

1. That Staff Report DSR-079-26 regarding a Procedural By-law Review dated June 3, 2026, be received for information; and

2. That Section 20 – Electronic Devices be revised to add the following:

   Add Section 20.4 - Members shall not use electronic devices, including laptops to facilitate or engage in private discussion about agenda items or matters under debate, except to communicate with Town Staff for assistance or to send a proposed motion to the Clerk.

3. That the Procedural By-law, as amended, be brought forward for consideration and approval on June 24, 2026.

CARRIED

(9.2) **Rise Recommendation**

Resolution

Moved By: Councillor R. Saunders
Seconded By: Councillor F. Drodge

That Committee rise and return back into the formal Council Session to receive a report on the proceedings of the Committee of the Whole.

CARRIED

(9.3) **Consideration of the adoption of the recommendations from Committee of the Whole**

2026.06.03-CR-02 **Resolution**

Moved By: Deputy Mayor K. Fowler
Seconded By: Councillor G. Constantine

That the Recommendations of the Committee of the Whole for the meeting of June 3, 2026, be adopted as Resolutions of Council.

CARRIED

10. Notice of Motion

None received.

11. Announcements from Members of Council

(11.1) Council Members shared announcements highlighting recent and upcoming events across their respective wards; these remarks can be viewed here.

12. Confirming By-law and Adjournment

(12.1) **A By-law of The Corporation of the Town of Innisfil to confirm the proceedings of the Council of The Corporation of the Town of Innisfil at the meeting held on June 3, 2026.**

2026.06.03-CR-03 **Resolution**

Moved By: Councillor F. Drodge
Seconded By: Councillor J. Richardson

1. That By-law No. 053-26 of The Corporation of the Town of Innisfil to confirm the proceedings of the Council Meeting held on June 3, 2026, be adopted; and

2. That this meeting be adjourned at 8:43 p.m.

CARRIED

Clerk **Mayor**

Special Council Minutes
June 10, 2026

This meeting of the Town of Innisfil Council was held in the Council Chambers with the following members and staff present or by electronic participation if indicated:

Members Present

Mayor:	L. Dollin
Deputy Mayor:	K. Fowler
Councillor Ward 1:	K. Eisses
Councillor Ward 2:	G. Constantine
Councillor Ward 3:	J. Richardson
Councillor Ward 4:	A. Waters
Councillor Ward 5:	L. Zanella
Councillor Ward 6:	R. Saunders
Councillor Ward 7:	F. Drodge

Regrets

None

Staff Present

Chief Administrative Officer:	O. Jerschow
Town Clerk:	J. Marshall
Deputy Clerk:	K. Jacob
CFO/Director of Corporate Services:	J. Gibson
Director of Planning and Growth:	A. Leigh
Director of People and Talent:	F. Figliuzzi
Director of Strategic Initiatives:	L. Thompson
Treasurer:	A. Webb
Manager of Legal Services:	O. Shkarovska
President & CEO, InnServices, InnPower & InnTerprises:	D. Persaud

1. Opening of Meeting by the Mayor

The meeting was called to order by Mayor Dollin at 6:00 p.m.

2. Open Forum

Three open forum submissions were made at the meeting.

3. Approval of Agenda

(3.1) **Special Agenda for June 10, 2026.**

2026.06.10-SPCR-01-01 **Resolution**

Moved By: Councillor F. Drodge
Seconded By: Councillor J. Richardson

That the contents of the Special Agenda for June 10, 2026 be approved as printed.

CARRIED

4. Disclosure of Interest

Councillor Eisses declared a direct pecuniary interest on agenda item 6.3. Staff Report DSR-086-26 - Innisfil Official Plan Update

5. Delegations

(5.1) **Marvin Geist**
Re: Staff Report DSR-090-26 - 1194 and 1224 Belle Air Beach Road, DLR Holdings and 252445 Ontario Ltd., Request for Inclusion of Lands with the Settlement Area Boundary

2026.06.10-SPCR-01-02 **Resolution**

Moved By: Deputy Mayor K. Fowler
Seconded By: Councillor A. Waters

That the delegation regarding Staff Report DSR-090-26 - 1194 and 1224 Belle Air Beach Road, DLR Holdings and 252445 Ontario Ltd., Request for Inclusion of Lands with the Settlement Area Boundary, be received for information.

CARRIED

2026.06.10-SPCR-01-03 **Resolution**

Moved By: Councillor G. Constantine
Seconded By: Councillor K. Eisses

That Council recesses at 6:33 p.m. to convene the scheduled Special Planning Public Meeting.

CARRIED

2026.06.10-SPCR-01-04 **Resolution**

Moved By: Councillor F. Drodge
Seconded By: Councillor J. Richardson

That the Special Meeting of Council reconvene at 7:18 p.m.

CARRIED

(5.2) **Nick McDonald, Meridian Planning**
Re: Staff Report DSR-086-26 - Innisfil Official Plan Update

2026.06.10-SPCR-01-05 **Resolution**

Moved By: Councillor L. Zanella
Seconded By: Councillor G. Constantine

That the delegation regarding Staff Report DSR-086-26 - Innisfil Official Plan Update, be received for information.

CARRIED

(5.3) **Billy Tung, KLM Planning Partners Inc.**
Re: Staff Report DSR-086-26 - Innisfil Official Plan Update

2026.06.10-SPCR-01-06 **Resolution**

Moved By: Councillor R. Saunders
Seconded By: Councillor K. Eisses

That the delegation regarding Staff Report DSR-086-26 - Innisfil Official Plan Update, be received for information.

CARRIED

6. Business Items

(6.1) **Staff Report DSR-089-26 - Development Charge Reduction Program**

2026.06.10-SPCR-01-07 **Resolution**

Moved By: Councillor R. Saunders
Seconded By: Councillor K. Eisses

1. That Staff Report DSR-089-26 regarding the Development Charge Reduction Program (DCRP) dated June 10, 2026 be received; and

2. That Council direct staff to prepare and submit an application to the DCRP by the June 19, 2026 application deadline; and

3. That Council authorize a reduction of development charges of up to 50% for the three-year period required under the DCRP, and authorize the CAO to determine the service categories where the reductions are most appropriate; and

4. That in the event the Town's application to the DCRP is successful, that Council authorize the CAO to assess the proposed terms of participation in the program, and to determine, in consultation with the Mayor and the board of InnServices (as required), whether to enter into a transfer payment agreement and to implement the development charge reduction proposed.

DEFEATED

(6.2(a)) **Consideration of a Resolution to Hold a Closed Session Meeting**

2026.06.10-SPCR-01-08 **Resolution**

Moved By: Councillor F. Drodge
Seconded By: Councillor L. Zanella

That Council resolve into a Closed Session Meeting to consider the following matter:

a) A position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board (Section 239(2)(k) of the *Municipal Act, 2001);* and,

b) Advice that is subject to solicitor-client privilege, including communications necessary for that purpose (Section 239(2)(f) of the Municipal Act, 2001)

- 1194 and 1224 Belle Aire Beach Road, DLR Holdings and 2524445 Ontario Ltd., Request for Inclusion of Lands within the Settlement Area Boundary

CARRIED

(6.2(b)) **Rise and Report from Closed Session meeting of June 10, 2026**

2026.06.10-SPCR-01-09 **Resolution**

Moved By: Councillor F. Drodge
Seconded By: Councillor J. Richardson

That Council now rise and report at 8:57 p.m.

CARRIED

(6.2(c)) **Closed Session Item - a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board (Section 239(2)(k)) and advice that is subject to solicitor-client privilege, including communications necessary for that purpose (Section 239(2)(f) of the Municipal Act, 2001) regarding 1194 and 1224 Belle Aire Beach Road, DLR Holdings and 2524445 Ontario Ltd., Request for Inclusion of Lands within the Settlement Area Boundary**

2026.06.10-SPCR-01-10 **Resolution**

That the confidential information received regarding 1194 and 1224 Belle Aire Beach Road, DLR Holdings and 2524445 Ontario Ltd., Request for Inclusion of Lands within the Settlement Area Boundary, be confirmed.

CARRIED

(6.2(d)) **Staff Report DSR-090-26 - 1194 and 1224 Belle Aire Beach Road, DLR Holdings and 2524445 Ontario Ltd., Request for Inclusion of Lands within the Settlement Area Boundary**

Original Recommendation

Moved By: Councillor F. Drodge
Seconded By: Councillor A. Waters

1. That Staff Report DSR-090-26 regarding DLR Holdings and 2524445 Ontario Ltd., Request for Inclusion of Lands within the Settlement Area Boundary be received; and

2. That Council does not amend the Official Plan at this time to include the lands at 1194 and 1224 Belle Aire Beach Road within the settlement area boundary of Lefroy-Belle Ewart.

2026.06.10-SPCR-01-11 **Amended Resolution**

Moved By: Councillor F. Drodge
Seconded By: Councillor A. Waters

1. That Staff Report DSR-090-26 regarding DLR Holdings and 2524445 Ontario Ltd., Request for Inclusion of Lands within the Settlement Area Boundary be received; and

2. That Council does not amend the Official Plan at this time to include the lands at 1194 and 1224 Belle Aire Beach Road within the settlement area boundary of Lefroy-Belle Ewart; and

3. **That Staff and legal counsel be directed to continue to negotiate the term sheet with DLR Holdings and 2524445 Ontario Ltd.**

CARRIED

(6.3) **Staff Report DSR-086-26 - Innisfil Official Plan Update**

Councillor Eisses declared a direct pecuniary interest on Agenda Item 6.3 and did not discuss or vote on the item.

2026.06.10-SPCR-01-12 **Resolution**

Moved By: Deputy Mayor K. Fowler
Seconded By: Councillor R. Saunders

1. That Staff Report DSR-086-26 regarding the Innisfil Official Plan Update, be received; and

2. That through the passing of By-law No. 061-26, Council adopt the Final Draft, as the Official Plan of the Town of Innisfil and submit that Plan for approval to the County of Simcoe while allowing staff to make such technical adjustments in finalizing the plan as required; and

3. That Council direct written notice of the adoption of the proposed Official Plan Update to be given as prescribed under the Planning Act and the regulations under that Act.

CARRIED

7. Confirming By-law and Adjournment

(7.1) **By-law to confirm the proceedings of the Council of The Corporation of the Town of Innisfil at the meeting held on June 10, 2026.**

2026.06.10-SPCR-01-13 **Resolution**

Moved By: Councillor F. Drodge
Seconded By: Councillor J. Richardson

1. That By-law No. 060-26, being the Confirming By-law of the Special Council Meeting held on June 10, 2026, be adopted; and
2. That this meeting be adjourned at 9:16 p.m.

CARRIED

Jennifer Marshall, Clerk **Lynn Dollin, Mayor**

Special Council Minutes
June 10, 2026

This meeting of the Town of Innisfil Council was held in the Council Chambers with the following members and staff present or by electronic participation if indicated:

Members Present

Mayor:	L. Dollin
Deputy Mayor:	K. Fowler
Councillor Ward 1:	K. Eisses
Councillor Ward 2:	G. Constantine
Councillor Ward 3:	J. Richardson
Councillor Ward 4:	A. Waters
Councillor Ward 5:	L. Zanella
Councillor Ward 6:	R. Saunders
Councillor Ward 7:	F. Drodge

Regrets

None

Staff Present

Chief Administrative Officer:	O. Jerschow
Town Clerk:	J. Marshall
Deputy Clerk:	K. Jacob
CFO/Director of Corporate Services:	J. Gibson
Director of Planning and Growth:	A. Leigh
Director of People and Talent:	F. Figliuzzi
Director of Strategic Initiatives:	L. Thompson
Treasurer:	A. Webb
Manager of Land Use Planning:	B. Correia
Supervisor of Development:	S. Montgomery
Senior Planner:	K. Morris
Assistant Development Planner:	S. Hassan

1. Opening of Meeting by the Mayor

The Mayor advised that the meeting was being audio- and video-recorded and livestreamed on the Town of Innisfil's YouTube Channel and shall form part of the record, which will be retained in accordance with the Town's Retention By-law. For more information about the collection, please contact the Clerk's Office.

2. Approval of Agenda

(2.1) **Special Agenda for June 10, 2026.**

Resolution

Moved By: Councillor L. Zanella
Seconded By: Councillor A. Waters

That the contents of the Special Agenda for June 10, 2026 be approved as printed.

CARRIED

3. Disclosure of Interest

None.

4. Business Items

(4.1) Staff Report DSR-087-26 - Community Planning Permit System (CPPS) – Town-Wide

The Clerk advised that notice of this Public Meeting was provided to required agencies on May 13, 2026, and published to Innisfil Today also on May 13, 2026, in accordance with the Planning Act. Information and materials respecting the Draft CPP By-law were also posted on the Town's Get Involved page.

The Clerk advised that two pieces of correspondence regarding the draft Community Improvement Plan had been received by the Clerk's Office. An additional piece of correspondence was received during the meeting. These pieces of correspondence have been posted to the meeting agenda.

Presentation - David Riley, Principal, SGL Planning and Design Inc.

Mr. Riley provided an overview of the draft Town-wide Community Planning Permit System (CPPS), including an overview of what a CPP By-law is, its key benefits, the difference between a Zoning By-law compared and a CPP By-law, its review process, permit classes, exemptions to the By-law, and the structure of a CPP By-law.

View Mr. Riley's presentation to Council for more information.

Comments from the Public

- None received.

Comments from Council

Members of Council provided the following questions and comments:

- Requested clarification on the review and approval process for applications under the CPPS.
- Requested clarification on the threshold limit for what variation from the development standard can be approved under a Class 2 variation.
- Requested clarification if there is an appeals process for application decisions.
- Supports processes that improve application review efficiency.
- Requested that a 10% electric vehicle-ready component be included for multi-unit residences.
- Requested clarification whether information will be available for residents concerning the specific precinct they live in, in order to clarify what would be an eligible or permitted project.
- Requested clarification on the process to amend a project if required.

- Requested clarification on the number of municipalities that have adopted CPPS By-laws.

2026.06.10-SPCR-01-01 **Resolution**

Moved By: Councillor A. Waters
Seconded By: Councillor L. Zanella

1. That Staff Report DSR-087-26 regarding Community Planning Permit System (CPPS) – Town-Wide dated June 10, 2026, be received; and

2. That comments received at the Public Meeting be considered as part of any future recommendation report for a future Council meeting.

CARRIED

(4.2) **Staff Report DSR-088-26 - Zoning By-law Amendment (Temporary Use) - 1417 6th Line**

The Clerk advised that notice for the Public Meeting was provided to the required agencies, and the Notice was circulated to all landowners within 120m of the subject lands on May 21, 2026, in accordance with the Planning Act. Corresponding signage was posted on the property on May 21, 2026. Information and materials respecting the application were posted on the Town's Get Involved page.

The Clerk noted that no correspondence has been received by the Clerk's office regarding the proposed application.

Presentation - Savana Hassan, Assistant Development Planner

Ms. Hassan advised that the purpose of the proposed amendment to re-zone the subject lands from the Agricultural General (AG) zone to a new site-specific Agricultural General Exception 36 (AG-36) zone to permit the existing Orbit Sales Pavilion as a temporary use for three years (until 2029).

Ms. Hassan provided an overview of the subject property and the planning policy framework used in the review of the application and advised that staff are recommending that the By-law be considered this evening if no public comments or agency comments are received at this meeting.

View Ms. Hassan's presentation to Council for more information.

Comments from the Public

- None received.

Comments from Council

- None received.

2026.06.10-SPCR-01-02 **Resolution**

Moved By: Councillor L. Zanella
Seconded By: Councillor A. Waters

1. That Staff Report DSR-088-26 regarding 1417 6th Line for the proposed Zoning By-law Amendment (D14-2026-002) be received; and

2. That By-law 062-26 being a By-law to amend Zoning By-law 080-13, as amended, to rezone a portion of the subject lands at 1417 6th Line to permit a sales pavilion as a temporary use, be adopted.

CARRIED

5. Confirming By-law and Adjournment

(5.1) **By-law to confirm the proceedings of the Council of The Corporation of the Town of Innisfil at the meeting held on June 10, 2026.**

2026.06.10-SPCR-01 **Resolution**

Moved By: Deputy Mayor K. Fowler
Seconded By: Councillor K. Eisses

1. That By-law No. 059-26, being the Confirming By-law of the Special Council Meeting held on June 10, 2026, be adopted; and

2. That this meeting be adjourned at 7:18 p.m.

CARRIED

Jennifer Marshall, Clerk **Lynn Dollin, Mayor**

Special Council Minutes
June 15, 2026

This meeting of the Town of Innisfil Council was held in the Council Chambers with the following members and staff present or by electronic participation if indicated:

Members Present

Mayor:	L. Dollin
Deputy Mayor:	K. Fowler
Councillor Ward 1:	K. Eisses
Councillor Ward 2:	G. Constantine
Councillor Ward 3:	J. Richardson
Councillor Ward 4:	A. Waters
Councillor Ward 5:	L. Zanella
Councillor Ward 6:	R. Saunders
Councillor Ward 7:	F. Drodge

Regrets

None

Staff Present

Chief Administrative Officer:	O. Jerschow
Town Clerk:	J. Marshall
Deputy Clerk:	K. Jacob
CFO/Director of Corporate Services:	J. Gibson
Director of People and Talent:	F. Figliuzzi
Director of Operations:	N. Bowman
Director of Strategic Initiatives:	L. Thompson
President & CEO, InnServices, InnPower & InnTerprises:	D. Persaud

1. Opening of Meeting by the Mayor

The meeting was called to order by Mayor Dollin at 6:30 p.m.

2. Approval of Agenda

(2.1) **Special Agenda for June 15, 2026.**

Resolution

Moved By: Councillor K. Eisses
Seconded By: Councillor G. Constantine

That the contents of the Special Agenda for June 15, 2026 be approved as printed.

CARRIED

3. Disclosure of Interest

None

4. Business Items

(4.1) **Reconsideration of Resolution 2026.06.10-07 passed on June 10, 2026 regarding Staff Report DSR-089-26 - Development Charge Reduction Program (DCRP)**
Presented by: Mayor Dollin

2026.06.15-01-01 **Resolution**

Moved By: Councillor L. Zanella
Seconded By: Councillor R. Saunders

That Council hereby temporarily suspends Section 74(a) of the Procedural By-law.

CARRIED.

2026.06.15-01-02 **Resolution**

Moved By: Mayor L. Dollin
Seconded By: Councillor J. Richardson

That resolution 2026.06.10-07-SPCR-01 dated June 10, 2026, regarding Staff Report DSR-089-26 - Development Charge Reduction Program (DCRP), be hereby reconsidered.

CARRIED

Original Recommendation

Moved By: Councillor L. Zanella
Seconded By: Deputy Mayor K. Fowler

1. That Staff Report DSR-089-26 regarding the Development Charge Reduction Program (DCRP) dated June 10, 2026 be received; and

2. That Council direct staff to prepare and submit an application to the DCRP by the June 19, 2026 application deadline; and

3. That Council authorize a reduction of development charges of up to 50% for the three-year period required under the DCRP, and authorize the CAO to determine the service categories where the reductions are most appropriate; and

4. That in the event the Town's application to the DCRP is successful, that Council authorize the CAO to assess the proposed terms of participation in the program, and to determine, in consultation with the Mayor and the board of InnServices (as required), whether to enter into a transfer payment agreement and to implement the development charge reduction proposed.

2026.06.15-01-03 **Amended Resolution**

Moved By: Councillor F. Drodge
Seconded By: Deputy Mayor K. Fowler

1. That Staff Report DSR-089-26 regarding the Development Charge Reduction Program (DCRP) dated June 10, 2026 be received; and

2. That Council direct staff to prepare and submit an application to the DCRP by the June 19, 2026 application deadline; and

3. That Council authorize a reduction of development charges of up to 50% for the three-year period required under the DCRP, and authorize the CAO to determine the service categories where the reductions are most appropriate; and

4. That in the event the Town's application to the DCRP is successful, that Council authorize the CAO to assess the proposed terms of participation in the program, **and return to Council to determine** whether to enter into a transfer payment agreement and to implement the development charge reduction proposed.

Councillor Eisses requested a recorded vote.

In Favour: Mayor L. Dollin, Deputy Mayor K. Fowler, Councillor K. Eisses, Councillor G. Constantine, Councillor A. Waters, Councillor L. Zanella, Councillor R. Saunders, and Councillor F. Drodge

Against: Councillor J. Richardson

CARRIED.

5. Confirming By-law and Adjournment

(5.1) **By-law to confirm the proceedings of the Council of The Corporation of the Town of Innisfil at the meeting held on June 15, 2026.**

2026.06.15-SPCR-01 **Resolution**

Moved By: Councillor F. Drodge
Seconded By: Councillor J. Richardson

1. That By-law No. 063-26, being the Confirming By-law of the Special Council Meeting held on June 15, 2026, be adopted; and

2. That this meeting be adjourned at 7:45 p.m.

CARRIED

Jennifer Marshall, Clerk

Lynn Dollin, Mayor

Summary Report 05-26
Innisfil Accessibility Advisory Committee
Meeting of May 12, 2026

To: Mayor, Deputy Mayor, and Members of Council

From: Anne Norris, Assistant Clerk

Date: May 12, 2026

Recommendation:

That Summary Report 05-26 of the May 12, 2026, Innisfil Accessibility Advisory Committee Meeting (IAAC) be received for information.

Committee Mandate:
The Innisfil Accessibility Advisory Committee (IAAC) is an Advisory Committee to Council constituted to make recommendations on matters prescribed by the *Accessibility for Ontarians with Disabilities Act (AODA)*, 2005 and the O.D.A. Bill 125, whose purpose is dedicated to improving the quality of life for all persons with disabilities by promoting equal opportunity and a barrier-free community.

Committee Duties and Functions:
- Identify changing needs, bring forward, and recommend appropriate actions to deal with issues relating to accessibility under the AODA and the ODA.
- Work with Town Staff in developing, reviewing, and making comments/ recommendations to Council on Federal and Provincial legislation and municipal by-laws of the Town of Innisfil in the interests of creating a barrier-free environment.
- Monitor Federal and Provincial government directives and regulations pertaining to accessibility issues.
- Advise Council on accessibility concerns to buildings, structures or premises or parts of buildings, structures, or premises.
- Conduct Accessibility Consultations on Town-owned and operated facilities.
- Conduct research on accessibility issues.
- Provide education on promoting a barrier-free community.
- Liaise with stakeholders on accessibility issues.
- Provide the annual Breaking Down Barriers Awareness Day Educational Accessibility Program to as many elementary schools in Innisfil as possible.

Community Strategic Plan Alignment:
The Town's advisory committees connect with Section 2.4 of the Community Strategic Plan 2020-2030 by enhancing civic engagement and "Creating the opportunity and capacity of the Town and the Community to work collectively to solve shared problems, make informed decisions, set civic priorities, and bring about positive social change."

Financial Consideration:
Expenses incurred by this Committee shall adhere to the Business Expense Policy for Elected Officials and Committee Members (CP.01-11-05) and shall not exceed any budget amounts provided for within the Town's Operating Budget. All expenses are subject to available funds within the Committee's Council approved budget.

Local Impact:
An advisory committee that includes residents or property owners has the ability to bring unique local knowledge and skills, which may augment the knowledge and skills of Council in order to more effectively guide the organization.

Options/Alternatives:
Council is provided with a summary of minutes of the advisory committee meetings and may have other options they may wish to consider.

Conclusion:
The Summary Report identifies any motions that require consideration by Council and keeps Council informed regarding items or issues that the Committee has considered or discussed at its last meeting. These Summary Reports shall be maintained as part of the Town's official records.

Committee Staff Liaison:
Anne Norris, Assistant Clerk

Approved By:
Jennifer Marshall, Clerk

Attachments:
Attachment 1 – IAAC Minutes of May 12, 2026

Reference Material: Community Strategic Plan

Town of Innisfil

Committee Minutes 05-26

Name of Committee	**Innisfil Accessibility Advisory Committee (IAAC)**
Date:	**May 12, 2026**
Time:	**1:00 P.M.**
Location:	**Town Hall Community Rooms**

Attendance:

Voting Members:	Councillor R. Saunders, Chair	Kim Bos
	Hilary Mallett, Vice Chair	Karen Brown
	John Gray	Christine Munro
	Carol Anne Browning	
	Dana Donaldson	
Absent Voting Members:	Erin Volkhammer	
Other:	Anne Norris, Assistant Clerk	
	Meredith Goodwin, Capital Project Manager	
	Francesca Figliuzzi, Director of People and Talent	
	Jaime Chalis, People and Talent Partner	

1. Call Meeting to Order & Land Acknowledgment

2. Approval of Agenda

(2.1) **Approval of the Agenda for May 12, 2026**

Recommendation

Moved By: / Seconded By:

That the IAAC agenda for May 12, 2026, be approved as printed.

CARRIED

3. Disclosure of Interest

None

4. Minutes of Previous Meeting

(4.1) **Innisfil Accessibility Advisory Committee (IAAC) Report 04-26, dated April 13, 2026**

Recommendation

Moved By: H. Mallett / Seconded By: K. Bos

That the Innisfil Accessibility Advisory Committee (IAAC) Report 04-26, dated April 14, 2026, to be received by Council on May 20, 2026, be received as information.

CARRIED

5. Presentations and Delegations

None

6. Business Items

(6.1) Francesca Figliuzzi
Re: Draft Accessibility Policy

Francesca Figliuzzi, Director of People and Talent, and Jamie Challis, People and Talent Partner, provided an overview of the Accessibility Policy. Committee members raised questions regarding accessible formats and communication supports, as well as transportation standards related to service animals. Town staff will revise the language to reflect the committee's feedback.

Recommendation

Moved By: K. Bos/ Seconded By: C. Browning

That the Draft Accessibility Policy, be received for information.

CARRIED

Recommendation

Moved By: / Seconded By:

That the 2025 Accessibility Status Report, be received for information.

CARRIED

(6.2) Meredith Goodwin, Capital Projects Manager
Re: Project Updates

Meredith Goodwin, Capital Projects Manager, provided an overview of the status of all park construction projects planned for 2026. As part of the update, she identified the accessibility features and considerations associated with each project and shared anticipated opening dates where applicable. Committee members received the information as presented.

Recommendation

Moved By: D. Donaldson / Seconded By: J. Gray

That the project updates from the Manager of Capital Engineering, be received for information.

CARRIED

(6.3) **Breaking Down Barriers Awareness Day**
Re: Planning & Logistics

The Assistant Clerk provided an update on planning for the Breaking Down Barriers Awareness Day. The discussion included coordination of event activities, identification of leads for each activity, and room set-up requirements to support the day's program. Committee members reviewed roles and logistics in preparation for the event.

Recommendation

Moved By: K. Brown/ Seconded By: C. Munro

That the discussion regarding planning and logistics for the Breaking Down Barriers Awareness Day, be received.

CARRIED

7. For Information Purposes

None

8. Schedule of Committee Meetings

Unless otherwise stated, Hybrid Committee Meetings will be held in person at the Town's Community Rooms B&C, starting at 1:00 p.m.

- June 9, 2026 (last committee meeting of the term)

9. Adjournment

(9.1) **Meeting adjournment**

Recommendation

Moved By: K. Brown/ Seconded By: C. Munro

That the Committee adjourns at 2:27 p.m.

CARRIED

Summary Report 05-26
Innisfil Sustainability Advisory Committee
Meeting of May 14, 2026

To: Mayor, Deputy Mayor and Members of Council

From: Anne Norris, Assistant Clerk

Date: May 14, 2026

Recommendation:

That Summary Report 05-26 of the May 14, 2026, Innisfil Sustainability Advisory Committee (ISAC) meeting be received for information.

Committee Mandate:
The Innisfil Sustainability Advisory Committee (ISAC) will serve as an advisory body to Council, providing recommendations and support, where relevant, on matters related to environmental sustainability, climate action, and a community-based, Innisfil-focused sustainability strategy. The Committee is expected to work in a mutually supportive partnership with Town Staff to achieve sustainability goals in Innisfil. The Terms of Reference set the foundation for the effective operation of the ISAC, aligning with the Town's Strategic Plan (Sustain Section 2.3) in the development of a community-based strategy that encourages residents to adopt more sustainable ways of living and reduce their carbon footprints.

Committee Duties and Functions:

- Assist the Town and the community in identifying, developing, and implementing plans, programs, policies, strategies, and actions related to the Integrated Sustainability Master Plan (ISMP).
- Contribute to the stewardship and protection of our natural and built environments by providing citizen expertise and guidance to the Town regarding such areas as:
  - climate change adaptation and mitigation initiatives.
  - restoring and rehabilitating Innisfil's natural heritage assets.
  - promoting sustainable development including building and land use opportunities in both brownfield and greenfield areas, in conjunction with the Town's other strategic plans and public education initiatives and projects.
  - protecting the watersheds in Innisfil and Lake Simcoe.
- Assist in identifying funding and revenue opportunities that support new sustainability initiatives for the Town and its partners.
- Identify and work with other environmental organizations to identify shared goals and coordinate solution-based actions in the municipality.
- Engage with regional, provincial, and federal sustainability frameworks to ensure alignment with broader climate action strategies.
- Promote education and awareness to support community understanding of sustainability, climate change, and environmental management issues in alignment with the Town's sustainability priorities. This may include identifying and implementing

community outreach activities that support the growth of environmental awareness and appreciation in the Town in cooperation with other organizations where appropriate.
- Actively monitor sustainability progress and provide Council with bi-annual reports and recommendations.
- Actively participate in committee meetings and discussions and support outreach and engagement efforts within and occasionally outside the community.

Community Strategic Plan Alignment:
The Town's advisory committees connect with Section 2.4 of the Community Strategic Plan 202-2030 by enhancing civic engagement and "Creating the opportunity and capacity of the Town and the Community to work collectively to solve shared problems, make informed decisions, set civic priorities, and bring about positive social change."

Financial Consideration:
Expenses incurred by this Committee shall adhere to the Business Expense Policy for Elected Officials and Committee Members (CP.01-11-05) and shall not exceed any budget amounts provided for within the Town's Operating Budget. All expenses are subject to available funds within the Committee's Council-approved budget.

Local Impact:
An advisory committee that includes residents or property owners has the ability to bring unique local knowledge and skills, which may augment the knowledge and skills of Council in order to more effectively guide the organization.

Options/Alternatives:
Council is provided with a summary of minutes of the advisory committee meetings and may have other options they may wish to consider.

Conclusion:
The Summary Report identifies any motions that require consideration by Council and also keeps Council informed regarding items or issues that the Committee has considered or discussed at its last meeting. These Summary Reports shall be maintained as part of the Town's official records.

Committee Staff Liaison:
Anne Norris, Assistant Clerk

Approved By:
Jennifer Marshall, Clerk

Attachments:
Attachment 1 – Innisfil Sustainability Advisory Committee Minutes of May 14, 2026

Reference Material: Community Strategic Plan

Town of Innisfil

Committee Minutes 05-26

Name of Committee	**Innisfil Sustainability Advisory Committee (ISAC)**
Date:	**May 14, 2026**
Time:	**5:00 P.M.**
Location:	**Town Hall Community Rooms**

Attendance:

Voting Members:	Councillor A. Waters, Chair	Alexxa Abi-Jaoude
	Councillor K. Eisses, Vice Chair	Sahifa Imran
	Samantha Morais	Megan Youdelis
	Tracey Goodwin	
Absent Voting Members:	Wilf Steimle, Vice Chair	
	Marvin Geist	
Other:	Anne Norris, Assistant Clerk	
	Clint Reynolds, Sustainability Project Manager	
	Andria Leigh, Director of Planning & Growth	
	Laura Thompson, Director of Strategic Initiatives	

1. Call Meeting to Order & Land Acknowledgment

The meeting was called to order at 5:00 p.m. by Councillor A. Waters.

Councillor A. Waters provided a Land Acknowledgment Statement advising that this meeting was taking place on the Traditional Territories of the First Peoples of Turtle Island and is shared between the Anishinaabe peoples of Beausoleil First Nation, Chippewas of Rama First Nation and Chippewas of Georgina Island First Nation and thanked them for generations of stewardship.

2. Approval of Agenda

(2.1) Approval of the Agenda for May 14, 2026

Recommendation

Moved By: T. Goodwin / Seconded By: A. Abi-Jaoude

That the ISAC agenda for May 14, 2026, be approved as printed.

CARRIED

3. Disclosure of Interest

(3.1) None received.

4. Minutes of Previous Meeting

(4.1) **Innisfil Sustainability Advisory Committee (ISAC) Report 04-26, dated April 23, 2026**

Recommendation

Moved By: K. Eisses / Seconded By: T. Goodwin

That the Innisfil Sustainability Advisory Committee (ISAC) Report 04-26, dated April 23, 2026, to received by Council on May 20, 2026, be received as information

CARRIED

5. Presentations and Delegations

None

6. Business Items

(6.1) **Clint Reynolds, Project Manager Sustainability**
Re: Project Updates

Staff provided an update on the Community Energy Plan RFP, advising that submissions close next week and a consultant is expected to be selected within two to four weeks thereafter. Strong interest has been received, with 21 plan takers to date and several addenda issued for clarification.

The Committee discussed procurement-related matters, including bidder eligibility, evaluation criteria, confidentiality, and public access to bid documents. Staff advised that the review process will follow the Town's standard procurement practices and applicable legislation.

Staff also noted that the Town intends to apply to Ontario's Municipal Energy Plan program, with support from the County of Simcoe, and may pursue additional funding opportunities through the Green Municipal Fund and Enbridge. The project is anticipated to begin in late June or early July 2026, with work continuing into 2027 and a report to Council tentatively planned for Q2 2027, subject to funding and scope.

The Committee was introduced to Laura Thompson, Director of Strategic Initiatives, and advised of organizational changes placing the sustainability portfolio within this service area. In response to questions regarding ISMP priority actions, staff advised that a fuller update will be provided at the next meeting.

Staff also noted that work is underway to incorporate sustainability considerations into Council reports and staff training, and that related quick wins will continue to move forward.

Recommendation

Moved By: T. Goodwin / Seconded By: S. Morais

That item 6.1, be received as information.

CARRIED

7. For Information Purposes

8. Schedule of Committee Meetings

Unless otherwise stated, Hybrid Committee Meetings will be held in person at the Town's Community Rooms, starting at 5:00 p.m.

- June 9, 2026

9. Committee Round Table Discussion

(9.1) Working Groups or Member-led Topic Development Re: Distribution and Discussion of Draft Materials

The Committee shared draft fact sheets prepared by its working groups on the topics of Native Plants & Pollinators, the Three Pillars of Sustainability, Electric Vehicles, and Natural Gas.

Members provided the materials for staff's consideration in support of future communications on these subject areas. Once finalized, the fact sheets will be shared with staff, who will review the materials and determine the appropriate communications approach, including the development of a communications plan for the topics presented.

Recommendation

Moved By: K. Eisses / Seconded By: T. Goodwin

That Item 9.1, be received.

CARRIED

10. Adjournment

(10.1) Meeting adjournment

Recommendation

Moved By: T. Goodwin / Seconded By: K. Eisses

That the Committee adjourns at 6:57 p.m.

CARRIED

Summary Report 01-26
Innisfil Audit Advisory Committee
Meeting of June 02, 2026

To: Mayor, Deputy Mayor, and Members of Council

From: Jamie Brain, Records Coordinator

Date: June 24, 2026

Recommendation:

That Summary Report 01-26 of the June 02, 2026, Innisfil Audit Advisory Committee Meeting be received for information.

Committee Mandate:
The Audit Advisory Committee is a Committee of Council whose purpose is to assist Council in the provision of effective municipal government by reviewing the administrative systems regarding financial accounting, reporting, internal controls, safeguarding of corporate assets, compliance with legal, ethical, and regulatory requirements and the efficient and effective use of resources.

The Audit Committee shall enhance the credibility of financial reporting, the independence of external auditors and increase the reliability of financial reporting. Primary purpose of an audit committee is to liaise and oversee the work of the external auditor and to make recommendations to Council that would enhance Council's fiscal oversight role.

Committee Duties and Functions:
The Audit Committee is responsible for the following:

- To provide advice and recommendations to Council with respect to the appointment of the External Auditor, the scope and timing of the audit.
- To review and provide recommendations to Council regarding the annual report and management letter of the External Auditor.
- To review proposed changes with respect to financial control and related policies, accounting control policies and practice.

Community Strategic Plan Alignment:
The Town's advisory committees connect with Section 2.4 of the Community Strategic Plan 202-2030 by enhancing civic engagement and "Creating the opportunity and capacity of the Town and the Community to work collectively to solve shared problems, make informed decisions, set civic priorities, and bring about positive social change."

Financial Consideration:
Expenses incurred by this Committee shall adhere to the Business Expense Policy for Elected Officials and Committee Members (CP.01-11-05) and shall not exceed any budget amounts provided for within the Town's Operating Budget. All expenses are subject to available funds within the Committee's Council approved budget.

Local Impact:
An advisory committee that includes residents or property owners has the ability to bring unique local knowledge and skills which may augment the knowledge and skills of Council in order to more effectively guide the organization.

Options/Alternatives:
Council is provided with a summary of minutes of the advisory committee meetings and may have other options they may wish to consider.

Conclusion:
The Summary Report identifies any motions that require consideration by Council and keeps Council informed regarding items or issues that the Committee has considered or discussed at their last meeting. These Summary Reports shall be maintained as part of the official records of the Town.

Committee Staff Liaison:
Jamie Brain, Records Coordinator

Approved By:
Jennifer Marshall, Town Clerk

Attachments:
Innisfil Audit Advisory Committee Minutes of June 02, 2026

Reference Material: Community Strategic Plan

Town of Innisfil

Committee Minutes 01-26

Name of Committee:	**Innisfil Audit Advisory Committee**
Date:	**June 2, 2026**
Time:	**3:30 P.M.**
Location:	**Town Hall Executive Boardroom**

Attendance:

Voting Members:	Deputy Mayor Ken Fowler, Chair Paul Veloso, Vice-Chair	Councillor Grace Constantine Councillor Linda Zanella Bill Pring
Other:	Jennifer Gibson, CFO/Director of Corporate Services Audrey Webb, Treasurer Olena Shkarovska, Manager of Legal Kathleen MacDonald, Supervisor, Accounting and Budgets (Operating) Jana Abrahams, Financial Analyst Glenn Ventrcek, BDO Andrea Nauss, BDO Jamie Brain, Records Coordinator	

1. Call Meeting to Order

The meeting was called to order by the Chair at 3:35 p.m.

Councillor Constatine provided the Land Acknowledgment Statement advising that this meeting was taking place on the traditional territories of the First Peoples of Turtle Island and is shared between the Anishinaabe peoples of Beausoleil First Nation, Chippewas of Rama First Nation, and Chippewas of Georgina Island First Nation and thanked them for generations of stewardship.

2. Approval of Agenda

(2.1) **Approval of the Agenda for June 02, 2026.**

Recommendation

Moved By: B. Pring / Seconded By: Councillor Constantine

That the Audit Committee agenda for June 02, 2026, be approved as circulated.

CARRIED

3. Disclosure of Interest

None disclosed.

4. Presentations and Delegations

None.

5. Minutes of Previous Meeting

(5.1) Innisfil Audit Committee Report 02-25, dated August 27, 2025 (Received by Council on September 10, 2025)

Recommendation

Moved By: Councillor Zanella / Seconded By: Councillor Constantine

That the Audit Committee Report 02-25 dated August 27, 2025 be received.

CARRIED

6. For Information Purposes

(6.1) BDO Audit Planning Report for the year ended December 31, 2025

A. Nauss of BDO provided an overview of the Audit Planning Report.

The Committee noted that new financial statement standards will come into effect in 2027. Staff advised the 2026 financial statements will be structured accordingly to support readiness.

The Committee was advised of BDO's acquisition of GrantMatch, a web-based software platform that supports organizations with grant applications. It was noted that the Town has a Business Performance Specialist whose role includes a focus on grants.

Recommendation

Moved By: Councillor Constantine / Seconded By: P. Veloso

That the BDO Audit Planning Report for the year ended December 31, 2025, be received as information.

CARRIED

(6.2) **Draft DSR-XXX-26 Procurement Annual Report - 2025**

Recommendation

Moved By: B. Pring / Seconded By: P. Veloso

That the Draft DSR-XXX-26 Procurement Annual Report - 2025 be received as information.

CARRIED

7. Business Items

(7.1) **Draft Procurement By-law**

The Committee inquired about the wording related to the disqualification of vendors for lobbying staff. The Manager of Legal Services provided a brief explanation, advising that the wording was intended to allow for flexibility. She further advised that a fulsome justification for the terminology used would be provided to Committee members by email.

The Committee inquired about the reporting structure for instances of non-compliance with the By-law. Staff provided an explanation.

Recommendation

Moved By: P. Veloso / Seconded By: Councillor Constantine

That the draft Procurement By-law be forwarded to Council for approval.

CARRIED

(7.2) **Draft DSR-XXX-26 Financial Policies Update**

The Committee asked about the interest earned on reserve funds. Staff advised that this interest is applied to the operating budget.

The Committee also discussed staff's authority to approve increases in Council approved capital budgets of up to $50,000 and questioned whether that threshold was appropriate. It was determined that, in the interest of transparency, the threshold was sufficient, as any amount above $50,000 should be brought forward to Council for approval.

The Committee asked the auditors how Innisfil compares with other municipalities they work with. The auditors explained that a municipality's financial position is largely influenced by factors such as growth, development, and infrastructure funding requirements. It was also noted that Innisfil is a member of BMA, which provides a strong basis for comparison with similar municipalities.

The Treasurer explained that the Long Range Financial Plan being presented to Council on June 3, 2026 requires stronger supporting policies to help implement the plan and establish a solid foundation.

Recommendation

Moved By: B. Pring / Seconded By: P. Veloso

That Draft DSR-XXX-26 Financial Policies Update regarding the Reserve and Reserve Fund Policy, Debt Management Policy, and Capital Budget Policy be forwarded to Council for approval.

CARRIED

8. Schedule of Committee Meetings

(8.1) The next meeting will be scheduled for July/August.

9. Adjournment

(9.1) **Meeting adjournment**

Recommendation

Moved By: Councillor Constantine / Seconded By: P. Veloso

The meeting adjourns at 4:36 p.m.

CARRIED

66 Lakeside Dr Class 3 Permit under the Community Planning Permit System (CPPS) By-law 058-25

Staff Report DSR-091-26

To: Mayor, Deputy Mayor, and Members of Council

From: Brandon Correia, Manager of Planning

Date: June 24, 2026

Executive Summary:

- This report recommends approval of a Class 3 variation to the CPPS By-law 058-25 to facilitate the construction of a new two-storey single detached dwelling with attached garage on the subject lands.
- The proposed Class 3 Permit will permit an increase in maximum permitted total lot coverage from the permitted lot coverage of 15% to 34.93%.The property currently has an existing legal non-complying lot coverage of 25.3%.
- The new dwelling improves the existing condition by complying with interior side yard setbacks, and the shoreline buffer area will be enhanced through additional native vegetation plantings.

Recommendation:

1. **That Staff Report DSR-091-26 regarding 66 Lakeside Dr Class 3 variation to the Community Planning Permit System (CPPS) By-law 058-25 dated June 24, 2026, be received; and**

2. **That Council authorize Staff to issue a Class 3 Permit with respect to the CPPS 'Our Shore' By-law 058-25 for 66 Lakeside Dr for an increase to the maximum total lot coverage.**

Background:
An application for a Class 3 Permit to the Community Planning Permit System (CPPS) By-law 058-25 was submitted to the Town of Innisfil by Bailey Designs on behalf of the owners, A. & B. Horowitz, for lands legally described as PLAN 593 LOT 173, known municipally as 66 Lakeside Dr. The applicant is proposing to demolish an existing non-complying dwelling and to construct a new single detached dwelling with attached garage on the subject lands and requests a Class 3 Permit for overall lot coverage increase under Table 5.8 of the By-law from 15% to 34.93% (existing legal non-complying lot coverage percentage is currently 25.3%, slightly greater than the 25% Class 2 maximum). A key map showing the location of the subject lands is included as Attachment 1, and the proposed plans are included as Attachment 2.

The subject lands are located outside of a settlement area and are approximately 854.98m^2 in lot area, and with approximately 15.24m of frontage on Lakeside Dr and approximately 15.5m of water frontage on Lake Simcoe. The lands currently include an existing single detached dwelling (to be demolished and replaced by a new dwelling), and existing boathouse and dock (to be retained). The property is subject to the provisions of the CPPS By-law.

With respect to the surrounding land use context:
- North: Lake Simcoe

- South: Lakeside Dr and residential properties
- East: Residential waterfront property (68 Lakeside Dr)
- West: Residential waterfront property (64 Lakeside Dr)

The purpose of the Class 3 application is to permit the construction of a new single detached dwelling to replace the existing dwelling. The existing dwelling on the subject lands is approximately 122m^2 in ground floor area and accounts for approximately 14.3% of the overall lot coverage. With the existing accessory structures on the lot, including the boathouse and dock, the current overall lot coverage is approximately 25.3%. The new dwelling is proposed to be 187.66m^2 in ground floor area and will increase the overall lot coverage to 34.93%. Therefore, the Applicant is seeking a Class 3 Planning Permit to Table 5.6 of the CPPS By-law to increase the maximum overall lot coverage from 15% to 34.93%.

In support of the application, the applicant has submitted the following materials:

- Shoreline Permit Application
- Architectural Drawings
- Site Plan & Landscaping Plan
- Lot Grading Plan

Submission materials can be viewed on the Town's GetInvolved page.

Public Notice and Agency Comments

Notice for this application was provided by placement of signs on the street and lake frontages of the property on May 28, 2026, and mailed to all landowners within 120m of the subject lands on June 2, 2026, in accordance with the Public Notification Requirements of Section 1.6.4 b of the CPPS By-law 058-25. Notice of all complete applications under a Class 3 Planning Permit are also posted on the Town's website Town's GetInvolved page. On June 3, 2026 per section 1.6.4 c.

Analysis/Consideration:

As noted, the application proposes to construct a new single detached dwelling on the subject lands. A Class 3 permit is required to permit an increased maximum overall lot coverage under Table 5.8 of the CPPS By-law. In addition to the above-mentioned Class 3 Permit requirement, the applicant is requesting five (5) additional Class 2 variations which are delegated to staff for approval.

A summary of the proposed Class 3 variation and Class 2 variations is provided in the table below:

Table 2: Proposed Bylaw Provisions under Class 3 Permit

CPPS Provision	Requirements under CPPS By-law	Existing (non-complying "grandfathered")	Proposed
Total Lot Coverage (max.) (Table 5.8)	15% (Standard) Increase to 25% (Class 2) Greater than 25% (Class 3)	25.3%	**34.93%**

Table 5.3 Proposed By-law Provisions under Class 2 Permit

CPPS Provision	Requirements under CPPS By-law	Proposed

Interior side yard (min.) (attached garage) (East) Table 5.8	1.5 (Standard) Reduction to 0.75m (Class 2)	**1.11m**
Front Yard (min.): Dwelling Unit Table 5.8	15m (Standard) Reduction to 7.5m (Class 2)	**7.99m**
Front Yard (min.): Attached garage Table 5.8	12m (Standard) Reduction to 6m (Class 2)	**6.87m**
Waterfront Yard (min.)- Dwelling Unit Table 5.8	30 (Standard) Reduction to 15m (Class 2)	**29.32m**
Shoreline Buffer Re-naturalization Area	75% (standard) Reduction to 48.75% (Class 2)	**50%***

*** Staff note that the proposed 50% represents an enhancement to the existing shoreline buffer area and falls under a Class 2 variance. Due to the location of the existing boathouse and the need to maintain access to the lake, it would be challenging to achieve the 75% vegetation requirement within the 15 m shoreline buffer area while allowing for the boathouse footprint and some waterfront amenity space.**

Planning Policy Review
The application has been evaluated by Staff in accordance with the criteria for considering variations contained in Section 1.10.1 & 1.10.2 of the CPPS By-law. Staff's evaluation of the merits of the proposed variation specific to the criteria for considering variations contained in Section 1.10.1 & 1.10.2 of the CPPS By-law is detailed below.

Is the proposal consistent with the Provincial Planning Statement and is it consistent with all applicable provincial plans and policies, including the Lake Simcoe Protection Plan (LSPP) and any other provincial plan or policy?
The PPS provides policy direction on matters of provincial interest related to land use planning and development. In addition, the PPS provides for appropriate development while protecting resources of provincial interest, public health and safety, and the quality of the natural environment. The subject land is within the Lake Simcoe watershed and therefore the policies of the LSPP apply. The objectives of the LSPP focus on protecting, improving, or restoring the elements that contribute to the ecological health of Lake Simcoe. The Lake Simcoe Region Conservation Authority (LSRCA) has reviewed the application in accordance with the LSPP and has confirmed that they have no concerns with the proposal, including the new septic system location, and that a LSRCA permit will be issued following the issuance of the shoreline permit. The proposal is consistent with the Provincial Planning Statement and with applicable provincial plans and policies, including the Lake Simcoe Protection Plan (LSPP).

Does the proposal maintain the general intent of the Official Plan?
The subject lands are designated Shoreline Residential Area on Schedule B to the Town of Innisfil Official Plan. Single detached dwellings and accessory structures are permitted in the designation subject to the applicable policies of the CPPS By-law. The proposal will facilitate construction of a single detached dwelling in the Shoreline Residential Area designation where the use is permitted. The shoreline buffer area will be enhanced with new vegetation and no

negative impacts to Lake Simcoe or surrounding uses are anticipated. The proposed single detached dwelling is considered to be compatible with surrounding properties.

Section 10.1.44 of the Official Plan states that garages should be proportionate, not dominate the building façade, and should not project beyond a covered front porch if provided. While a covered front porch is proposed, the attached garage projects approximately 0.19 m beyond the porch, which is considered minor in nature and does not result in the garage visually dominating the front façade. Therefore, Staff have no objection to the dwelling design and are of the opinion that the intent of the Official Plan is maintained.

Section 19.3 of the Official Plan applies to the Shoreline Community Planning Permit System and includes objectives and policies that aim to maintain the residential and recreational uses along the Lake Simcoe shoreline, ensure development is designed and constructed to minimize impacts on the shoreline and ensure the blend of built form and natural features are compatible with the existing character of the shoreline area. The proposal will facilitate the development on a shoreline property of Lake Simcoe that is compatible with surrounding shoreline uses and where potential negative impacts to the shoreline and neighbouring properties have been mitigated through the CPPS application review process and with an enhanced re-vegetation of the shoreline buffer area. Impacts have been identified and mitigated through the proposed siting and design of the structure. The proposal, therefore, maintains the general intent of the Official Plan in Staff's opinion.

Is the proposal appropriate for the lands?
The proposal would permit the construction of a new single detached dwelling and attached garage to replace an existing non-complying dwelling on the property. Staff consider the proposal appropriate for the lands as the redevelopment represents an improvement over the existing condition of the site, and the proposed dwelling is compatible with the existing built form and the character of the streetscape along Lakeside Dr. The shoreline buffer area will be increased from what currently exists to provide approximately 50% revegetation within the 15m shoreline buffer area. Sufficient amenity space and landscaped open space are maintained on the property, and the development will result in minimal negative impacts on the subject lands or surrounding uses as further discussed in these comments. As such, staff consider the proposal appropriate for the lands.

Does the proposal consider the unique characteristics of the property?
The subject lands are undersized based on the lot area and frontage standards of the CPPS By-law for lots located outside of settlement areas and have a legal non-complying overall lot coverage of 25.3% due to the existing dwelling and accessory structures on the lot. The existing structures on the subject lands are considered legal non-complying because they already exceed the permitted maximum lot coverage standard of 15% however because they were built before the enactment of the CPPS By-law, they are permitted to exist and are considered 'grandfathered'. The proposed dwelling itself has a lot coverage of 22.6%, which falls within the scope of a Class 2 variation. The increased lot coverage under a Class 3 permit is triggered by the inclusion of the existing on-land boathouse and the dock extending into the water, which increases the overall lot coverage beyond what is permitted under a Class 2 variation. These existing structures are not proposed to be expanded through this application. The proposed development does not dominate the lot and leaves adequate space for amenity areas in the front, sides and waterfront yards, as well as the naturalization of the shoreline buffer area. The proposal demonstrate improvement from what exists for the existing non-complying dwelling with respect to the front yard setback, interior side yard setbacks, and shoreline buffer revegetation area, will fit in with existing dwellings in the area and is appropriate for the size of the lot. Staff are therefore of the opinion that the proposal takes into account the unique characteristics of the property.

Are potential off-site impacts identified and mitigated to the extent possible?
Staff do not anticipate any negative impacts resulting from the required variance as detailed below. Although the total lot coverage will be increased, the redevelopment represents an improvement over the existing condition of the site, including enhanced shoreline revegetation within the buffer area. The new dwelling is proposed to be sited in a similar location to what is existing in order to minimize site alteration impacts as well as impacts to adjacent properties. Potential off-site impacts from the proposed variances have been identified and mitigated as detailed herein.

Does the proposal maintain the general intent of the CPPS By-law?
The general intent of the By-law is to meet the goals and objectives for land use and development on the lands within the CPPS zone and to provide an opportunity for the shoreline to develop and maintain the residential and recreational uses and needs along Lake Simcoe.

Table 5.8 of the CPPS By-law permits a maximum total lot coverage of 15%. Staff can consider an increase in total lot coverage up to 25% through a Class 2 permit. The new dwelling will increase the existing overall lot coverage from 25.3% to 34.93%. A Class 3 variation is required for any proposed lot coverage greater than 25% and requires Council approval. The intent of maximum lot coverage is to ensure that buildings and structures on site allow for appropriate grading and drainage and to ensure the lot is not dominated from a visual bulk perspective. As noted above, the lot coverage of the proposed new dwelling itself is 22.6%. The existing boathouse and dock are technically what causes the need for a Class 3 variance; the other issue is the scale of the lot, which is undersized (about 855m^2 compared to 5260m^2 in the CPPS) relative to the current CPPS standards, and therefore challenging to meet 15% overall lot coverage. Staff do not have concerns with the proposed increase in lot coverage as it will still maintain an appropriate ratio of lot area to building footprint, and the increased lot coverage is not expected to negatively affect grading, drainage, or the neighborhood character of the area. Staff note previous zoning on the subject lands allowed lot coverage up to 35%, but this has been reduced in the CPPS by-law to a maximum of 25% through a Staff-approved variance to allow more pervious surface area and less over-development of lots adjacent to Lake Simcoe. Staff are therefore of the opinion that the proposal maintains the general intent of the CPPS by law.

Does the criterial listed within 1.10.2 of the CPPS Bylaw be addressed to the satisfaction of the Town, prior to the issuance of a Planning Permit?
Section 1.10.2 of the CPPS By-law includes additional criteria that applies to planning permits within the Shoreline Residential Precinct. These criteria include:

a) The proposal takes into consideration the naturally occurring shoreline in the area and is designed to be compatible with naturally occurring shoreline characteristics.
b) The proposal blends built form and natural features in a manner that is compatible with the existing character of the shoreline area, visible from both land and water.
c) The proposal incorporates erosion, run-off and sedimentation control improvements and measures, where appropriate, to ensure development is sensitive to the shoreline.
d) The proposal provides a sustainable servicing solution for the property that does not impact the health of Lake Simcoe.
e) The proposal substantially maintains natural vegetation along property boundary lines, the waterfront yard and shoreline.
f) The proposal uses native plant and tree species where new plantings are being introduced.

The proposal is consistent with the intent of Section 1.10.2 of the CPPS, which is to minimize site disturbance, protect the natural shoreline character, and promote environmentally

compatible and sustainable development. The proposed single detached dwelling and attached garage are compatible with the shoreline character of the area and maintains substantial setbacks from the waterfront within the permissions of a Class 2 variance allowance. In addition, the existing shoreline buffer area will be expanded and enhanced with additional native vegetation and tree plantings to improve shoreline naturalization. Runoff and sedimentation control measures will also be addressed through the Building Permit and LSRCA permit processes to ensure no negative impacts to Lake Simcoe. Staff are therefore of the opinion that the criteria listed under 1.10.2 have been addressed.

Community Strategic Plan Alignment:
The proposed development aligns with the Town's Strategic Priorities of:

- Sustain by protecting and preserving Innisfil's natural heritage and Lake Simcoe
- Connect by enhancing communication and civic engagement and by supporting a healthy, active and safe community

Financial Consideration:
All costs incurred by the Town for the purposes of this application are recovered from the Applicant, resulting in no net financial impact on the Municipality.

Local Impact:
The proposed Class 3 Permit would permit a new single detached dwelling on the subject lands in a compact, low-profile design with no negative impacts on Lake Simcoe or surrounding lands anticipated.

Options/Alternatives:
Council has the option of approving with conditions or denying the proposed CPPS Class 3 application for the proposed detached garage The owner/applicant has the right to appeal Council's decision to the Ontario Land Tribunal (OLT).

Conclusion:

Staff support the Class 3 Permit application to facilitate the proposed new single detached dwelling with attached garage. The application is considered appropriate, recognizing the unique characteristics of the property and can be achieved without off-site impacts. The proposed development meets the guiding principles of the CPPS By-law.

Prepared By:
Ingrid Li, Development Planner
Steven Montgomery, Supervisor of Development Planning

Approved By:
Andria Leigh, Director of Planning and Growth

Attachments:
Attachment 1 – Key Map
Attachment 2 – Proposed Plans

Reference Material: Community Strategic Plan

Attachment 1- Key Map



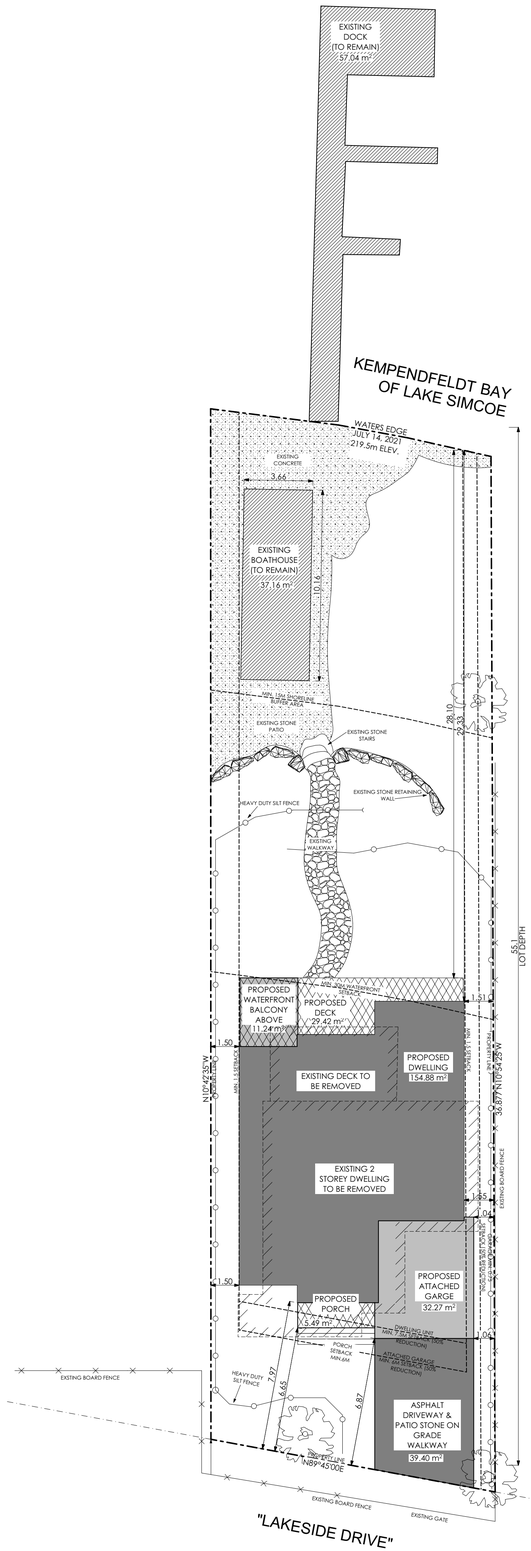
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0 10 20 30m

1 : 564

Innisfil

May 29, 2026



1 A0.0 PROPOSED SITE PLAN
SCALE: 1:150

ZONING PROVISIONS- TABLE 5.9			
NEW DWELLING	STANDARD	STAFF VARIATION	PROVIDED
MAX. LOT COVERAGE	15%	UP TO 25%	34.9%
MAX. BUILDING HEIGHT	9.5m	UP TO 10m	7.4m
MIN. FRONT YARD	15m	7.5m	7.97m
MIN. FRONT YARD (GARAGE)	12m	6m	6.87m
MIN. EXT. SIDE YARD	N/A	N/A	N/A
MIN. INT SIDE YARD	1.5m	0.75m	1.5m
LANDSCAPED OPEN SPACE (MIN. OF FRONT YARD)	60%	36%	61.5%
LANDSCAPED OPEN SPACE (MIN. OF LOT AREA)	60%	36%	65%
SHORELINE BUFFER DEPTH	15m		15m
WATER FRONTAGE	40m	UP TO 10% REDUCTION	15.0m (EXISTING)
MIN. WATERFRONT YARD (DWELLING)	30m	UP TO 50% REDUCTION	29.33m
MIN. WATERFRONT YARD (DECK)	30m	UP TO 30% REDUCTION	28.10m

LOT COVERAGE SUMMARY

PROPOSED STRUCTURES (TOTAL 222.06m²)
(MEASURED TO FINISHED EXTERIOR)

NEW SINGLE DETACHED DWELLING TOTAL	154.88m²
ATTACHED GARAGE	32.27m²
PROPOSED PORCH	5.49m²
REAR DECK	29.42m²

STRUCTURES TO BE REMOVED

EXISTING DWELLING TO BE REMOVED	122.0m²
EXISTING DECK TO BE REMOVED	26.8m²

TOTAL LOT COVERAGE
[MEASURED TO 219.15m ELEVATION (WATER'S EDGE)]

LOT AREA	854.98m²
PROPOSED LOT COVERAGE	298.08m² or 34.9%

STRUCTURE LEGEND

- EXISTING STRUCTURES TO BE REMOVED
- PROPOSED DECK/PORCH
- PROPOSED DWELLING/DRIVEWAY
- PROPOSED ATTACHED GARAGE/BALCONY
- EXISTING BOARD FENCE
- HEAVY DUTY SILT FENCE

ASSOCIATION OF ARCHITECTURAL TECHNOLOGISTS OF ONTARIO
LYNDSEY TKACZUK MAATO
T10-1341

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LYNDSEY TKACZUK		23127
NAME	SIGNATURE	BCIN
BAILEY DESIGNS		204301
FIRM NAME		BCIN

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LINTEL SPANS

TAKEN FROM:
O.B.C. 2012
TABLE A-15
S.P.F. NO.1 OR NO.2 GRADE
NON-STRUCTURAL SHEATHING
SPECIFIED SNOW LOADS OF 2.5kPa
(TRIBUTARY WIDTH OF 4.9m MAX.)

ROOF + 1FLOOR

SPAN	SIZE
2'-9"	2-2"X4"
3'-10"	2-2"X6"
4'-8"	2-2"X8"
5'-8"	2-2"X10"
6'-5"	2-2"X12"

EXTERIOR WALLS

ROOF ONLY

SPAN	SIZE
3'-0"	2-2"X4"
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5'-4"	2-2"X8"
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7'-7"	2-2"X12"

ROOF + 2 FLOORS

SPAN	SIZE
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REVISIONS:

REV #	DESCRIPTION	DATE

SQUARE FOOTAGE SUMMARY:

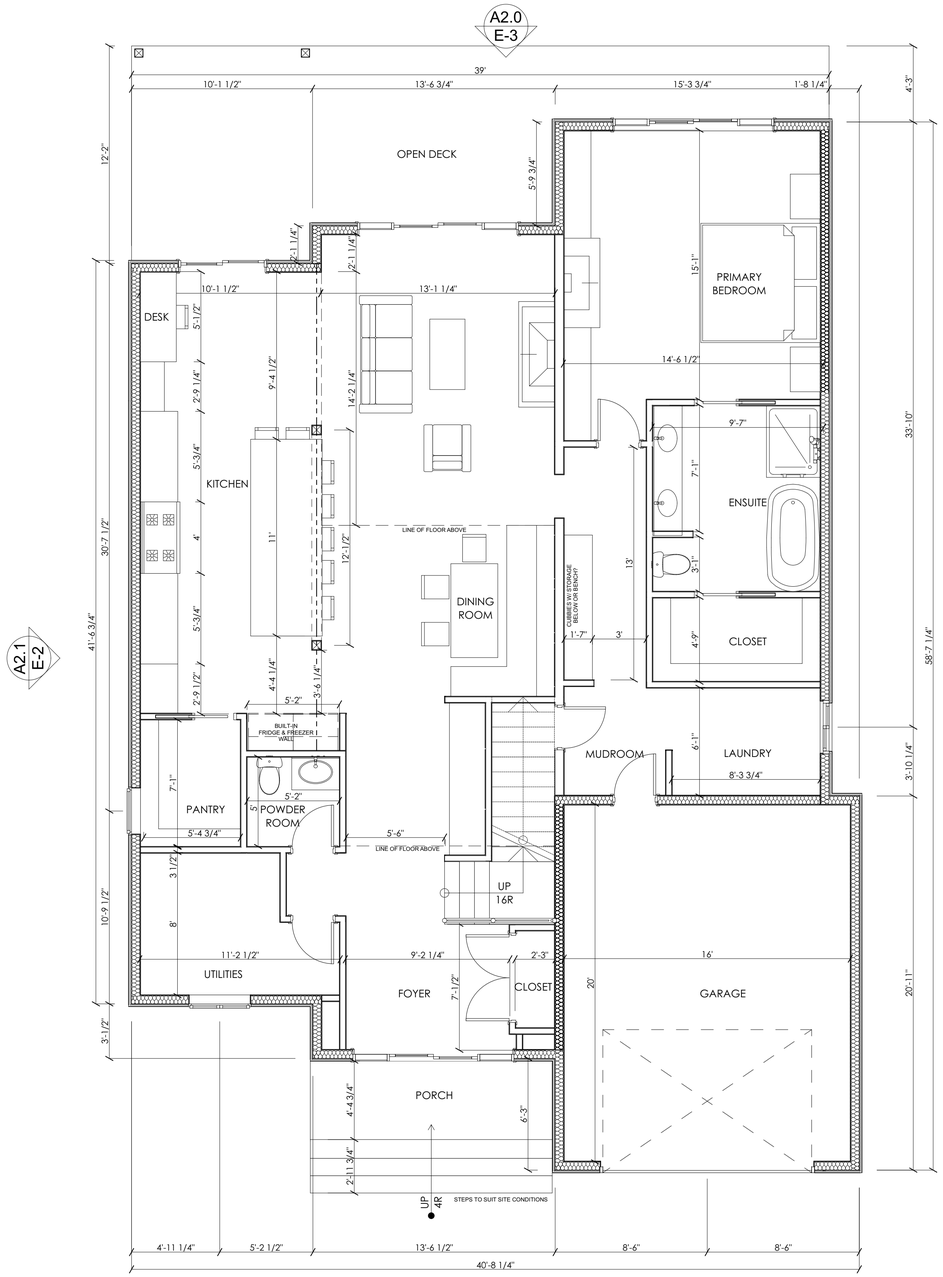
PROPOSED GARAGE: 366.75 ft²
PROPOSED MUSKOKA ROOM: 142.51 ft²
PROPOSED FIRST FLOOR: 1642.36 ft²
PROPOSED SECOND FLOOR: 1056.35 ft²
[MEASURED TO EXT. STUD]

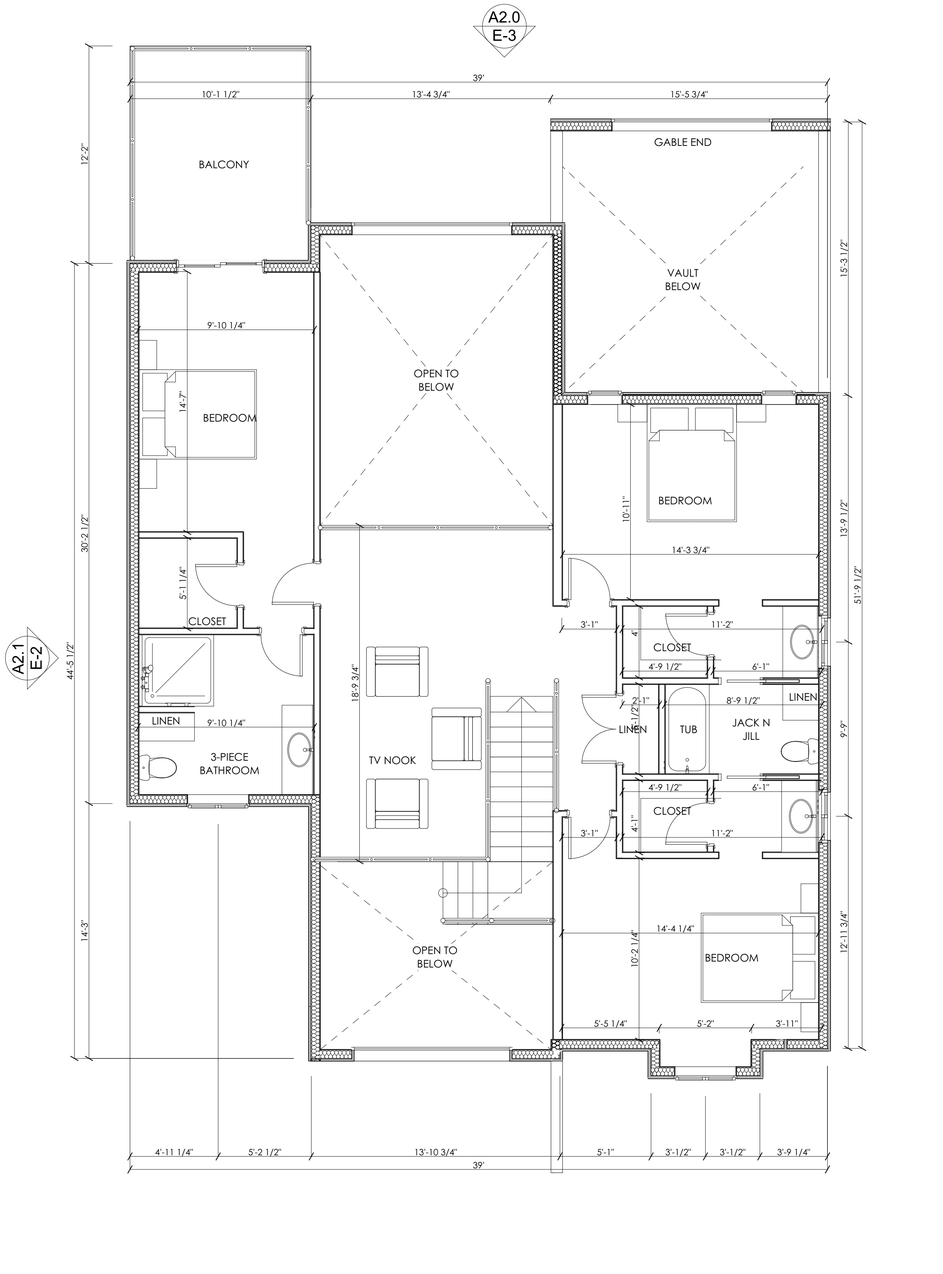
BAILEY DESIGNS
architecture + design
172 DUNLOP STREET WEST, SUITE A
BARRIE, ONTARIO, L4N 1B3
705-725-0229
INFO@BAILEYDESIGNS.CA

PROJECT NAME:
ANDREA & BRIAN HOROWITZ
66 Lakeside Drive
Innisfil, ON L9S 2V3

DRAWING TITLE:
SITE PLAN

SCALE:	PROJECT NUMBER:
DATE: May 29, 2026	
DRAWN BY: B. KEUKEN	DRAWING NUMBER: A0.0
CHECKED BY: **LKDT** BCIN # 23127	





1 A1.0 PRELIMINARY GROUND FLOOR PLAN
SCALE: 1/4" = 1'-0"

2 A1.0 PRELIMINARY SECOND FLOOR PLAN
SCALE: 1/4" = 1'-0"

(INVALID DRAWING IF STAMP IS NOT IN COLOUR)

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LYNDSEY TKACZUK		23127
BAILEY DESIGNS		31232
FIRM NAME		BCIN

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EXTERIOR WALLS ROOF ONLY

SPAN	SIZE
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6'-7"	2-2"X10"
7'-7"	2-2"X12"

ROOF + 1FLOOR

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ROOF + 2 FLOORS

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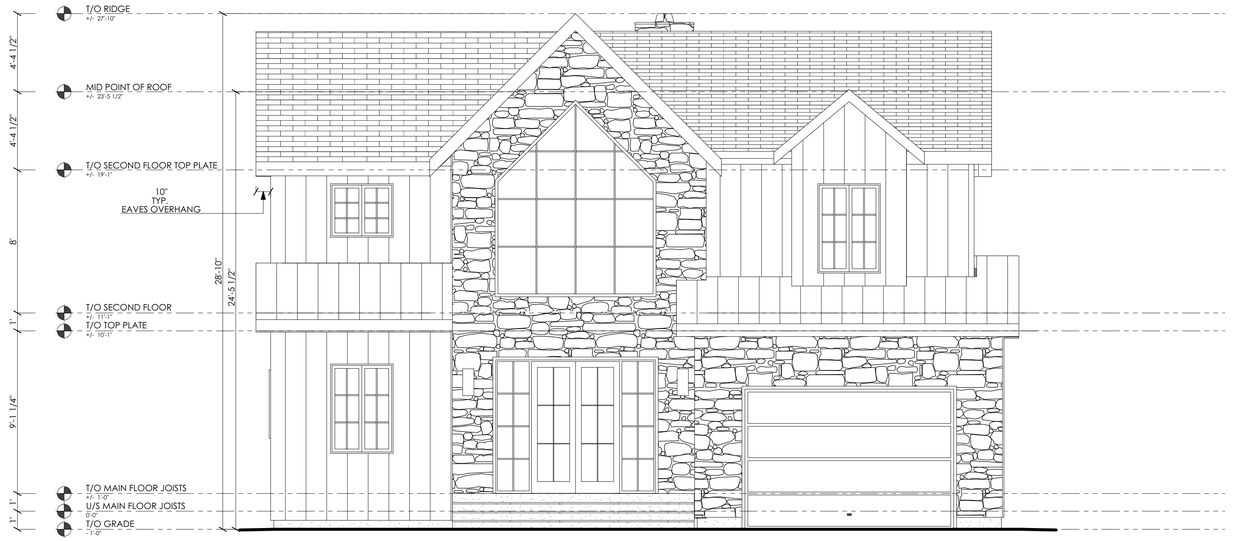
PROJECT NAME:

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DRAWING TITLE:

PRELIMINARY FLOOR PLANS

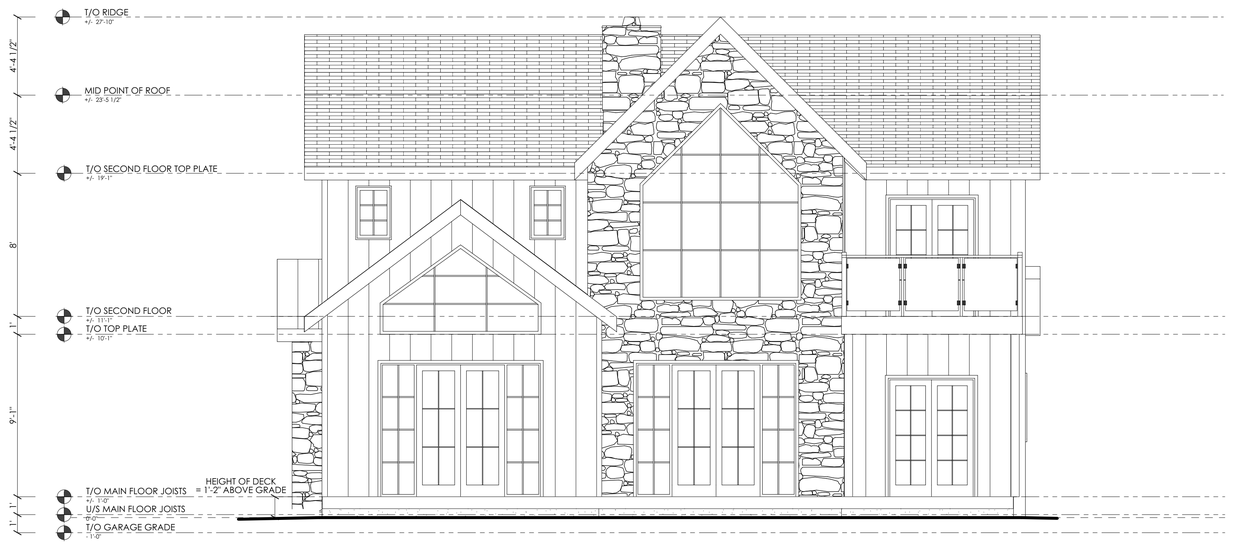
SCALE:	PROJECT NUMBER:
DATE: May 29, 2026	
DRAWN BY: B. KEUKEN	DRAWING NUMBER: A1.0
CHECKED BY: **LKDT** BCIN # 23127	



E-1
A2.0

FRONT ELEVATION

SCALE: 1/4" = 1'-0"



E-3
A2.0

REAR ELEVATION

SCALE: 1/4" = 1'-0"

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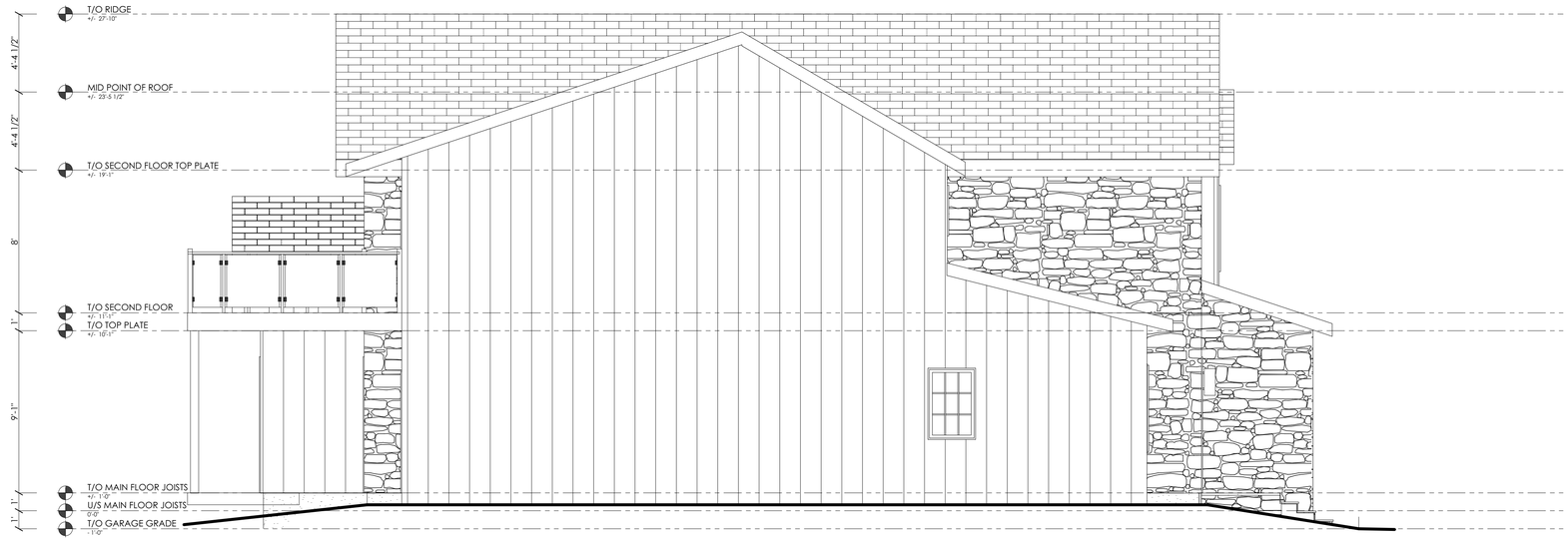
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PRELIMINARY ELEVATIONS

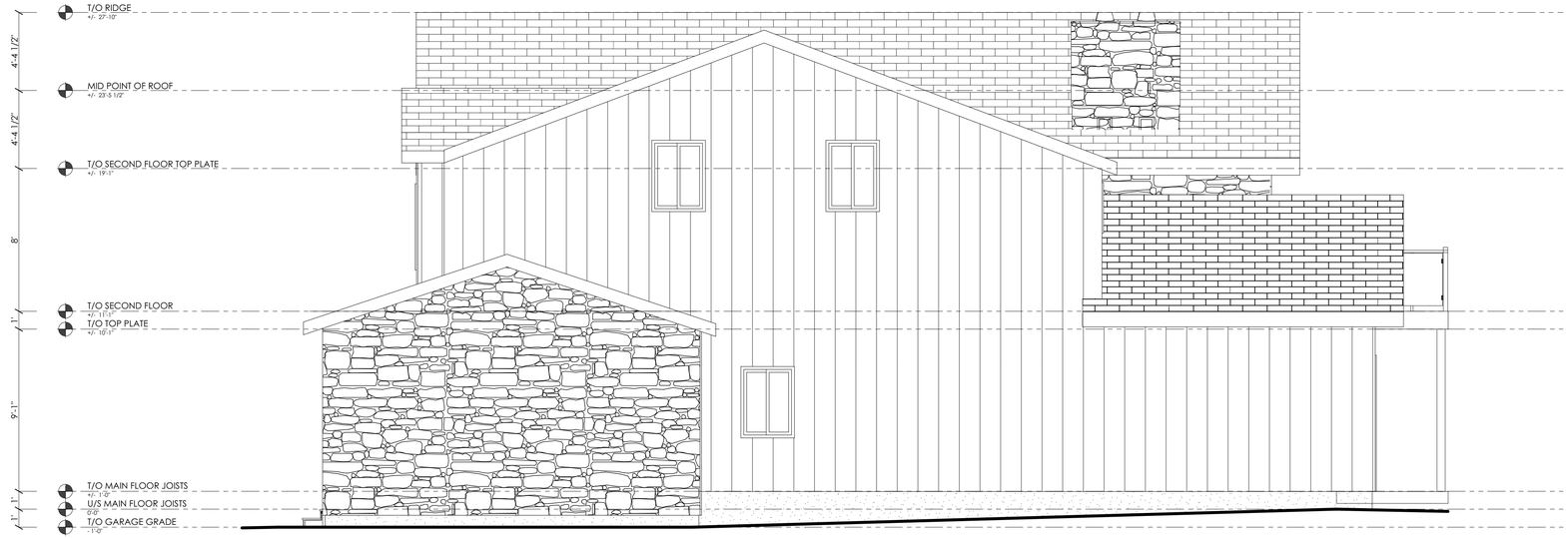
SCALE:	PROJECT NUMBER:
DATE: May 29, 2026	
DRAWN BY: B. KEUKEN	DRAWING NUMBER: A2.0
CHECKED BY: **LKDT** BCIN # 23127	



E-2
A2.1

LEFT ELEVATION

SCALE: 1/4" = 1'-0"



E-4
A2.1

RIGHT ELEVATION

SCALE: 1/4" = 1'-0"

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705-725-0229
INFO@BAILEYDESIGNS.CA

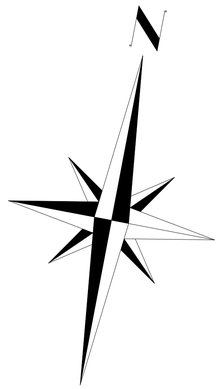
PROJECT NAME:

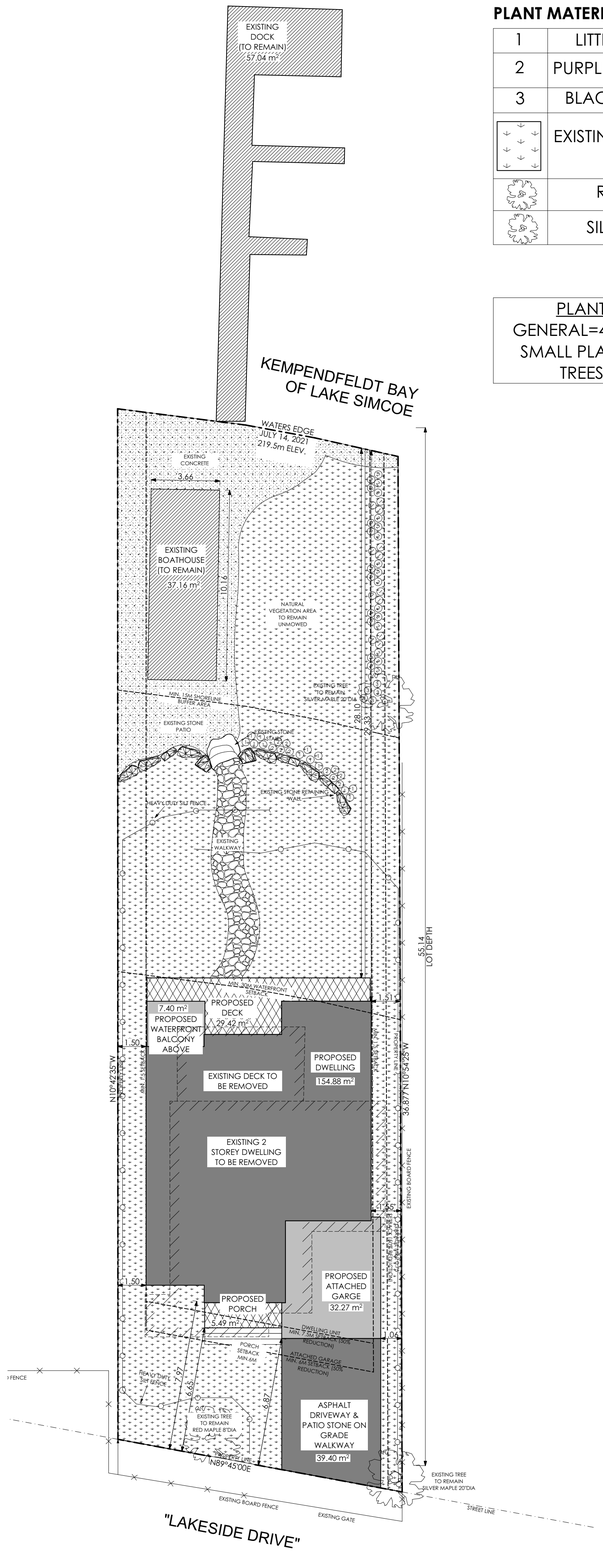
ANDREA & BRIAN HOROWITZ
66 Lakeside Drive
Innisfil, ON L9S 2V3

DRAWING TITLE:

PRELIMINARY ELEVATIONS

SCALE:	PROJECT NUMBER:
DATE: May 29, 2026	
DRAWN BY: B. KEUKEN	DRAWING NUMBER: A2.1
CHECKED BY: **LKDT** BCIN # 23127	





1 PP

PLANTING PLAN & TREE PRESERVATION

SCALE: 1:150

PLANT MATERIAL LEGEND

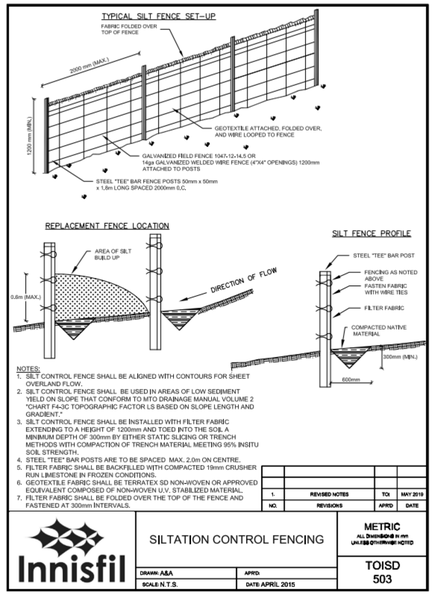
				QTY
1	LITTLE BLUESTEM	SCHIZACHYRIUM SCOPARIUM	40-120cm TALL	25
2	PURPLE CONEFLOWER	ECHINACEA	50/SQ CELL 1.9"x1.9"	35
3	BLACKEYED SUSAN	RUDBECKIA HIRTA	40-120cm TALL	6
	EXISTING VEGETATION			
	RED MAPLE		8" DIAMETER	1
	SILVER MAPLE		20" DIAMETER	1

PLANT SPACING
GENERAL=40-60cm (1.5'-2')
SMALL PLANTS=15cm (6")
TREES=1.2m (4')

All plant material should be installed by hand to minimize damage & disturbance to existing vegetation.

If any machinery will require access to the shoreline riparian zone (ie. for the installation of steps or to replace the dock), a tree protection plan should be provided to ensure that existing vegetation is not damaged. Machinery should be restricted to the pathway in this area.

In steep areas that will be seeded, a biodegradable soil stabilizing geotextile should be used, such as jute or coir cloth, to hold soil and seed in place until it becomes estabilshed. This type of geotextile can remain in place and will break down naturally over time.



GENERAL

1. ALL WORK SHALL BE IN ACCORDANCE WITH THE CURRENT TOWN OF INNISFIL ENGINEERING DESIGN MANUAL, AND TOWN OF INNISFIL STANDARD DRAWINGS (TOISD).
2. ORDER OF PRECEDENCE OF STANDARD DRAWINGS IS FIRSTLY TOISD, AND SECONDLY ONTARIO PROVINCIAL STANDARD DRAWINGS (OPSD).
3. THE LOCATION OF EXISTING SERVICES ARE NOT GUARENTEED. THE CONTRACTOR IS REQUIRED TO OBTAIN ALL LOCATES AND NOTIFY EACH UTILITY COMPANY A MINIMUM OF 48 HOURS PRIOR TO THE COMMENCEMENT OF ANY WORK.
4. A RIGHT-OF-WAY ACTIVITY PERMIT (RAP) IS REQUIRED PRIOR TO WORKING WITHIN ANY TOWN RIGHT-OF-WAY.
5. ALL DISTURBED AREAS ARE TO BE REINSTATED TO THEIR ORIGINAL CONDITION OR BETTER.
6. ALL REMOVALS ARE TO BE COMPLETED IN ACCORDANCE WITH OPSS.MUNI 510.
7. MANAGEMENT OF EXCESS SOILS AND MATERIALS SHALL BE IN ACCORDANCE WITH O.REG. 406/19, AND OPSS.MUNI 180.
8. GRADING SHALL BE COMPLETED IN ACCORDANCE WITH OPSS.MUNI 206.
9. ALL EROSION AND SEDIMENT CONTROL MEASURES ARE TO BE IN PLACE PRIOR TO COMMENCEMENT OF CONSTRUCTION AND SHALL REMAIN IN PLACE UNTIL PROJECT COMPLETION.

ZONING PROVIONS- TABLE 5.9			
NEW DWELLING	STANDARD	STAFF VARIATION	PROVIDED
LANDSCAPED BUFFER AREA	75%		49%

ASSOCIATION OF ARCHITECTURAL TECHNOLOGISTS OF ONTARIO
LTG 1341
Lyndsey Tkaczuk MAATO

(INVALID DRAWING IF STAMP IS NOT IN COLOUR)

IN ACCORDANCE WITH ARTICLE 2.17.5.1. OF THE ONTARIO BUILDING CODE (OBC) THE UNDERSIGNED HAS REVIEWED AND TAKES RESPONSIBILITY FOR THIS DESIGN, AND HAS QUALIFICATIONS AND MEETS THE REQUIREMENTS SET OUT IN THE ONTARIO BUILDING CODE TO BE A DESIGNER.

QUALIFICATION INFORMATION REQUIRED UNLESS DESIGN IS EXEMPT UNDER 2.17.5.1. OF THE OBC

LYNDSEY TKACZUK		23127
NAME	SIGNATURE	BCIN
BAILEY DESIGNS		204301
FIRM NAME		BCIN

DO NOT SCALE DRAWINGS. THE CONTRACTOR SHALL CHECK AND VERIFY ALL DIMENSIONS AND REPORT ANY ERRORS OR OMMISSIONS TO THE DESIGNER BEFORE PROCEEDING WITH ANY OF THE WORK.

DRAWINGS ARE NOT TO REPLACE ANY REQUIRED ENGINEERED DRAWINGS THAT MAY BE REQUIRED TO BUILD SPECIFIED DESIGN.

LINTEL SPANS

TAKEN FROM:
O.B.C. 2012
TABLE A-15
S.P.F. NO.1 OR NO.2 GRADE
NON-STRUCTURAL SHEATHING
SPECIFIED SNOW LOADS OF 2.5kPa
(TRIBUTARY WIDTH OF 4.9m MAX.)

ROOF + 1FLOOR

SPAN	SIZE
2'-9"	2-2"X4"
3'-10"	2-2"X6"
4'-8"	2-2"X8"
5'-8"	2-2"X10"
6'-5"	2-2"X12"

EXTERIOR WALLS

ROOF ONLY

SPAN	SIZE
3'-0"	2-2"X4"
4'-5"	2-2"X6"
5'-4"	2-2"X8"
6'-7"	2-2"X10"
7'-7"	2-2"X12"

ROOF + 2 FLOORS

SPAN	SIZE
2'-7"	2-2"X4"
3'-8"	2-2"X6"
4'-4"	2-2"X8"
5'-3"	2-2"X10"
5'-11"	2-2"X12"

*WHERE STRUCTURAL SHEATHING IS USED, LINTEL SPANS MAY BE INCREASED BY 15%.

REVISIONS:

REV #	DESCRIPTION	DATE

SQUARE FOOTAGE SUMMARY:

PROPOSED GARAGE: 366.75 ft²
PROPOSED MUSKOKA ROOM: 142.51 ft²
PROPOSED FIRST FLOOR: 1,642.36 ft²
PROPOSED SECOND FLOOR: 1056.35 ft²
[MEASURED TO EXT. STUD]

BAILEY DESIGNS
architecture + design
172 DUNLOP STREET WEST, SUITE A
BARRIE, ONTARIO, L4N 1B3
705-725-0229
INFO@BAILEYDESIGNS.CA

PROJECT NAME:

ANDREA & BRIAN HOROWITZ
66 Lakeside Drive
Innisfil, ON L9S 2V3

DRAWING TITLE:

PLANTING PLAN

SCALE:	PROJECT NUMBER:
DATE: June 1, 2026	
DRAWN BY: B. KEUKEN	DRAWING NUMBER: PP
CHECKED BY: **LKDT** BCIN # 23127	

Accessibility Policy Amendments

Staff Report DSR-092-26

To: Mayor, Deputy Mayor, and Members of Council

From: Francesca Figliuzzi, Director of People & Talent

Date: June 24, 2026

Executive Summary

- The amended Accessibility Policy is aligned with the *Accessibility for Ontarians with Disabilities Act, 2005* and Integrated Accessibility Standards Regulation, and reaffirms the Town's commitment to dignity, independence, integration, and equal opportunity for persons with disabilities.
- Accessibility is a shared corporate responsibility and is to be built into how we plan, design, and deliver goods, services, spaces, communication, and workplace practices.
- The Policy supports the Town's ongoing efforts to identify, remove, and prevent barriers for residents, employees, and visitors with disabilities, advancing an inclusive, connected, and barrier-free community and workplace.

Recommendation:

1. **That Staff Report DSR-092-26 regarding the Accessibility Policy Amendments dated June 24, 2026 be received; and**

2. **That the amendments to the Accessibility Policy, CP.11.1.7 (previously CP.02-06-16), be adopted.**

Background:

The *Accessibility for Ontarians with Disabilities Act, 2005* (AODA) was enacted by the Ontario Provincial Government in 2005 to build on and strengthen the earlier *Ontarians with Disabilities Act* (ODA). Together, these Acts support the development of an Ontario that promotes dignity, independence, integration, and equal opportunity for persons with disabilities by identifying, removing, and preventing barriers.

The Integrated Accessibility Standards Regulation (IASR) is an Ontario regulation made under the AODA. It establishes the accessibility requirements that organizations in Ontario, including municipalities, must follow to identify, remove, and prevent barriers for persons with disabilities.

Under legislation, the Town is required to maintain a Policy governing how it achieves, or will achieve, accessibility through meeting the requirements of the applicable legislation. The Town's current policy, the Integrated Accessibility Standards Regulation Policy is outdated and required a comprehensive review, inclusive of a revised title to Accessibility Policy.

The intent of the amended Policy remains consistent: ensuring equitable access to the Town's goods, services, facilities, and open spaces and while supporting the participation of persons with disabilities. In doing so, the Town is dedicated to treating persons with disabilities in a way that upholds their dignity and independence while ensuring integration and equal opportunity.

Analysis/Consideration:

The amended Accessibility Policy serves as a framework to guide the review, development and delivery of goods, services, facilities, open spaces, and related policies and procedures in an inclusive manner that considers the needs of persons with disabilities. The framework is grounded in the principles of independence, dignity, integration, and equality of opportunity for persons with disabilities.

The Policy clearly articulates accessibility requirements across the six core areas of accessibility: General Requirements, Information and Communications, Employment, Transportation, Design of Public Spaces (Built Environment), and Customer Service. Key updates include modernized language, expanded key definitions, and clearer articulation of responsibilities at both the Manager/Supervisor and Staff levels. The title Accessibility Policy replaces the former Integrated Accessibility Standards Regulation Policy to more accurately reflect the policy's broader role in guiding the Town's accessibility efforts.

The Policy further underscores that accessibility is a shared corporate responsibility and is most effectively advanced when integrated proactively into the planning, design, and delivery of programs, services, facilities, open spaces, communications, and employment practices.

Overall, the amendments strengthen the Town's corporate accessibility framework and support the continued integration of accessibility considerations for our community and workplace.

The amended Policy was reviewed by the Innisfil Accessibility Advisory Committee (IAAC), whose valuable feedback and input have been incorporated into the Policy. Staff acknowledge and extend their sincere appreciation to the IAAC for their ongoing leadership, guidance, and commitment to advancing accessibility, integration and inclusion across the Town.

While the Accessibility Policy provides the overarching framework for accessibility in Innisfil, it is operationalized through the Town's Multi-Year Accessibility Plan, 2023-2027. The Plan supports proactive and coordinated action across the organization to meet the Policy requirements as outlined by the AODA and the IASR, while supporting the Town's commitment to "grow, sustain, connect and serve". Over the five-year planning horizon, Staff across departments contribute to the planning, development, and implementation of accessibility initiatives to help ensure that Town programs, services, open spaces, facilities, and workplace environments are accessible and inclusive for all. An annual Accessibility Status Report is prepared to summarize the initiatives undertaken each year to advance accessibility across the community and workplace.

Collectively, the Policy and accessibility initiatives reaffirm the Town's ongoing efforts to identify, prevent, and remove barriers to accessibility.

Community Strategic Plan Alignment:

The Accessibility Policy supports the Town's Community Strategic Plan, including its vision, "Community First. Future Ready. Balance Always," and its mission, "Together, we are a unique and innovative community, strengthened by an inclusive population and the shared belief that there is no greater place to call home."

The Policy also aligns with Priority #3: Connect by supporting an inclusive and barrier-free community and workplace, and by fostering connection at all levels – physical, social, and cultural – to enhance the overall well-being and vitality of the community.

Financial Consideration:

There are no financial implications associated with the adoption of the amended Accessibility Policy. Financial considerations associated with accessibility initiatives for Town projects, programs, services, facilities, open spaces, or other municipal operations would be brought forward through the Town's budget process or through future staff reports, as appropriate.

Local Impact:

The amended Accessibility Policy reaffirms the Town's commitment to fostering an inclusive and accessible community and workplace for persons with disabilities. It supports equitable access to municipal goods, services, facilities, open spaces and programs, ensuring residents can fully participate in the community. As part of enhancing accessibility and fostering a more inclusive community, the Town will continue to consult with the IAAC, the public and persons with disabilities.

Options/Alternatives:

Council may request additional amendments to the Accessibility Policy.

Conclusion:

The Accessibility Policy is an important component of the Town's broader service excellence framework. The amended Policy aligns with legislative requirements, improves clarity for Staff and the public, reinforces accountability across the Town, and demonstrates the Town's ongoing commitment to an accessible and inclusive community and workplace.

The Policy is intended to work in conjunction with related programs, plans and practices already in place across the Town. The Town will continue to be guided by the accessibility principles of independence, dignity, integration, and equality of opportunity for persons with disabilities.

The Accessibility Policy will be posted on the Town of Innisfil website and will be made available in alternate formats upon request.

Prepared By:
Francesca Figliuzzi, Director of People & Talent

Approved By:
Oliver Jerschow, Chief Administrative Officer

Attachments:
Attachment 1 - Accessibility Policy

Reference Material:
Town of Innisfil Multi-Year Accessibility Plan 2023-2027
2025 Accessibility Status Report
Community Strategic Plan

Corporate Policy

CP.11.1.7

Section: People and Talent

Subsection: General

Subject: Accessibility Policy

Approval Authority:

Effective Date: xxx x, 2026

1. Policy Statement

The Town of Innisfil (Town) is committed to ensuring equal access to our goods, services and facilities and participation for persons with disabilities. In doing so, the Town is committed to treating persons with disabilities in a way that allows them to maintain their dignity and independence while ensuring integration and equal opportunity.

The Town recognizes that preventing new barriers, reducing and removing existing barriers, and enhancing access to our goods, services, and facilities is essential to providing a barrier-free environment. We continue to monitor existing and new policies, procedures and practices to ensure that an accessibility lens is incorporated as appropriate and to meet legislated accessibility requirements.

Collectively, we will make every reasonable effort to meet the needs of persons with disabilities through the implementation and ongoing application of this Accessibility Policy ("Policy").

2. Purpose

The purpose of this Policy is to address the accessibility requirements under the *Accessibility for Ontarians with Disabilities Act, 2005* (AODA) and the *Integrated Accessibility Standards Regulation* (O.Reg 191/11) (IASR).

The Policy is intended to provide an overarching framework to guide the review, development and delivery of goods, services, facilities, and related policies/procedures in an inclusive manner that considers the needs of persons with disabilities. The framework is grounded in the principles of independence, dignity, integration and equality of opportunity for persons with disabilities.

3. Definitions

Accessibility – an absence of barriers that prevent all persons from fully participating and accessing all aspects of the community and environment, including the degree to which goods, services and facilities can be used by persons with disabilities.

Accessible – a product, device, information, technology, service, facility or public space that provides for independent, equitable and dignified access for persons with disabilities, including but not limited to those with visual, auditory, sensory, cognitive, and mobility related disabilities. The concept of accessible design ensures both 'direct access' (i.e. unassisted) and 'indirect access', referring to compatibility with a person's assistive technology.

Accessible Formats – formats including but not limited to large print, recorded audio, electronic formats, Braille and other formats usable by persons with disabilities.

Accommodation – preventing and removing barriers caused by attitudinal, systemic, physical, information or communications, and technology barriers that unfairly exclude individuals or groups protected by *Ontario's Human Rights Code* from having equal access to full benefits available to others. Principles of accommodation include dignity, individualization and inclusion or integration.

Assistive Device – auxiliary aid such as a technical aid, communication aid, cognition aid, personal mobility aid, or medical aid. Devices are modified or customized for use to increase, maintain or improve functional ability of a person with a disability (i.e. wheelchairs, scooters, white canes, assistive listening devices, screen reading devices, hearing aids, devices for grasping).

Barrier – means anything that prevents a person with a disability from fully participating in all aspects of society or in accessing goods, services and facilities because of a disability. This includes physical, architectural, information or communications, attitudinal, or technological, as well as a policy, procedure or practice.

Communications – interactions between two or more persons or entities, or any combination of them, where information is provided, sent or received.

Communication Support – includes, but is not limited to, captioning, alternative and augmentative communication supports, plain language, sign language, and other supports that facilitate effective communications.

Disability – per the *Ontario Human Rights Code*:

(a) any degree of physical disability, infirmity, malformation or disfigurement that is caused by bodily injury, birth defect or illness and, without limiting the generality of the foregoing, includes diabetes mellitus, epilepsy, a brain injury, any degree of paralysis, amputation, lack of physical co-ordination, blindness or visual impediment, deafness or hearing impediment, muteness or speech impediment, or physical reliance on a guide dog or other animal or on a wheelchair or other remedial appliance or device,
(b) a condition of mental impairment or a developmental disability,
(c) a learning disability, or a dysfunction in one or more of the processes involved in understanding or using symbols or spoken language,
(d) a mental disorder, or
(e) an injury or disability for which benefits were claimed or received under the insurance plan established under the *Workplace Safety and Insurance Act, 1997*.

Goods, Services and Facilities – all aspects of the Town as an employer and service provider, including the delivery of goods, services, and programs, all information and communication including verbal, print, audio, video, websites, web applications and web content, and other digital technologies, and all buildings, facilities, public spaces, and the public realm.

Innisfil Accessibility Advisory Committee (IAAC) – a provincially legislated committee that advises Town Council and Staff on matters related to the Town accessibility planning, projects and initiatives.

Performance Management – means activities related to assessing and improving employee performance, productivity and effectiveness, with the goal of facilitating employee success.

Redeployment – means the reassignment of employees to other departments or jobs within the organization as an alternative to layoff, when a particular job or department has been eliminated by the organization.

Self Service Kiosk – means an interactive electronic terminal, including point of sale device, intended for public use that allows users to access one or more services or products or both.

Service Animal – an animal used by a person with a disability for reasons relating to the person's disability, or the person provides documentation from a regulated health professional confirming that the person requires the animal for reasons relating to the disability.

Service Disruption – a temporary planned or unplanned interruption that would prevent persons with disabilities from accessing, using or benefiting from a Town provided good, service or facility.

Support Person – an individual who accompanies a person with a disability to help with communication, mobility, personal care, or medical needs or with access to goods, services and facilities.

Web Content Accessibility Guidelines (WCAG) 2.0 – guidelines developed by the World Wide Web Consortium (W3C), are technical standards that help make the digital world accessible to people with disabilities. Numerous stakeholders, including disability advocacy groups, government agencies, and accessibility research organizations, collaborated to create these guidelines, which are considered the universal standard for digital accessibility.

4. Responsibility

Accessibility is a shared responsibility. All members of the Town's workplace community (reference Section 5 Application) are responsible for adhering to the parameters of this Policy, demonstrating a commitment to accessibility as outlined in this Policy and as per accessibility legislation. They are also responsible for ensuring the needs of persons with a disability are considered and addressed in goods, services, facilities and programs, as well as in related policies and procedures.

The People & Talent Department is responsible for:

- Reviewing this Policy and making amendments to ensure on-going compliance with regulated accessibility standards and legislated obligations.
- Providing advice and guidance to Service Areas on the implementation of this Policy.
- Completing legislative reporting requirements.

Managers and Supervisors are responsible for:

- Reviewing accessibility obligations and where necessary update accessibility-related policies, procedures and practices.
- Including accessibility considerations in the development and delivery of goods, services and facilities and as part of the budget process.
- Preventing barriers by including accessibility considerations in the development or amendment of policies, practices, procedures, bylaws, etc.
- Providing support and guidance to employees in fulfilling accessibility requirements under this Policy.

- Providing accessibility, AODA and legislated compliance updates when requested by People & Talent.

All employees are responsible for:

- Reading, understanding and complying with the provisions of this Policy.
- Participating fully in training as it relates to this Policy, AODA, and accommodating persons with disabilities.
- Participating in identifying accessibility barriers and planning for barrier removal.
- Including accessibility considerations in the development and delivery of goods, services and facilities.
- Consulting with the IAAC on ways to identify, prevent, and remove barriers across the Town and ensure that accessibility considerations are incorporated into the development and delivery of goods, services, facilities and public spaces.

5. Application

This Policy applies to all full-time, part-time, contract employees and casual employees, students, elected officials and volunteer firefighters of the Town of Innisfil.

6. Administration

Accessibility compliance requirements as outlined in legislation covered by this Policy are:

- General Requirement
- Information and Communication
- Employment
- Transportation
- Design of Public Spaces (Built Environment)
- Customer Service

6.1 General Requirement

6.1.1 Multi-Year Accessibility Plan

The Town shall establish, implement, maintain and document a multi-year accessibility plan which outlines the Town's strategy to identify, prevent and remove barriers for persons with disabilities. The plan will be reviewed by the IAAC. A review and update of the plan will occur, at a minimum, once every five years and will include consultation.

The Town shall prepare an annual status report which will identify the progress on the measures taken to implement the multi-year accessibility plan.

The multi-year plan and annual status report will be posted on the Town's website and is available in an accessible format upon request.

6.1.2 Procurement of Goods, Services or Facilities

The Town shall incorporate accessibility criteria and features when procuring or acquiring goods, services or facilities, except where it is not practicable to do so. In instances where it is not practicable, the Town will provide, upon request, an explanation.

6.1.3 Self Service Kiosks

The Town shall incorporate accessibility features when designing, procuring or acquiring self-service kiosks.

6.1.4 Training

The Town shall ensure that training is provided on the purpose and requirements of the AODA, the accessibility standards in the IASR regulation and on the *Human Rights Code* as it pertains to persons with disabilities to all employees and volunteers, all persons who participate in developing the Town's policies and all other persons who provide goods, services or facilities on behalf of the Town. Training will be appropriate to the duties of employees, volunteers and other persons. Training will be provided as soon as practicable. Training will further be provided in accordance with changes to accessibility policies and legislation, and refresher training will be provided.

The Town shall keep a record of training provided, including the dates on which training is provided and the number of individuals to whom training was provided.

6.2 Information and Communication Standard

6.2.1 Feedback

The Town's processes for receiving and responding to feedback shall ensure that the processes are accessible to persons with disabilities by providing or arranging for the provision of accessible formats and communication supports, upon request. The Town shall notify the public about the availability of accessible formats and communication supports with respect to the feedback process.

The Town provides various means for persons with disabilities to provide feedback, including telephone, email, in person at Town Hall, by mail and through the Town's website online form or alternate means to support a person's accessibility needs.

6.2.2 Accessibility Formats and Communication Supports

The Town shall provide or arrange for, upon request, the provision of accessible formats and communication supports for persons with disabilities in a timely manner and at a cost that is no more than the regular costs charged to other persons.

When providing accessible formats and communication supports, the Town will consult with the person making the request and consider the person's accommodation needs in determining the suitability of an accessible format or communication support. The Town will make every attempt to provide an accessible format or communication support that meet the person's needs. If the requested format or communication support cannot be provided (for example, where the information is unconvertible or otherwise excluded under the standard), the Town will work with the person to find an appropriate alternative. This may include providing an explanation and a summary of the information in an accessible format or identifying another method of communication that meets the person's needs.

The Town will notify the public on its website about the availability of accessible formats and communication supports.

6.2.3 Emergency Procedure, Plan or Public Safety Information

The Town shall provide all existing emergency procedures, plans or public safety information in an accessible format or with appropriate communication support as soon as practicable, upon request.

6.2.4 Accessible Website and Web Content

The Town shall ensure its websites and web content conforms to the World Wide Web Consortium (W3C) Accessibility Guidelines (WCAG) 2.0, at Level AA in accordance with

the schedule set out in the IASR Section 14. Except where meeting this requirement is not practicable, this conformity applies to websites and web content, including web-based applications, that the Town controls directly or through a contractual relationship that allows for modification on the product and web content.

6.3 Employment Standard

6.3.1 Recruitment, Assessment and Selection Process

The Town shall ensure that employees and the public are notified about the availability of accommodation for applicants with disabilities in the recruitment process. During the recruitment process the Town shall inform the job applicants selected for an interview that accommodations are available upon request in relation to the materials and processes to be used. If a selected applicant requests accommodation, the Town shall consult with the applicant and provide or arrange for the provision of a suitable accommodation in a manner that takes into account the applicant's accessibility needs due to disability.

The Town shall, when making offers of employment, notify the successful applicant of its policies for accommodating employees with disabilities.

6.3.2 Informing Employees of Supports

The Town shall inform its employees of its policies used to support its employees with disabilities, including but not limited to, policies on the provision of job accommodation that take into account an employee's accessibility needs due to disability. The Town shall provide the information required to new employees as soon as practicable after they begin their employment.

The Town shall provide updated information to its employees whenever there is a change to existing policies on the provision of job accommodations that take into account an employee's accessibility needs due to disability.

6.3.3 Accessible Formats and Communication Supports for Employees

The Town shall consult with an employee with a disability, upon request, to provide or arrange for the provision of accessible formats and communication supports for information that is needed in order to perform the employee’s job and information that is generally available to employees in the workplace. The Town shall consult with the employee making the request in determining the suitability of an accessible format or communication support.

6.3.4 Workplace Emergency Response Information

The Town shall provide individualized workplace emergency response information to employees who have a disability, if the disability is such that the individualized information is necessary and the Town is aware of the need for accommodation due to the employee’s disability. If the employee who receives individualized workplace emergency response information requires assistance and with the employee’s consent, the Town shall provide the workplace emergency response information to the person designed by the Town to provide assistance to the employee. The Town shall provide this information as soon as practicable after the Town becomes aware of the need for accommodation due to the employee's disability.

The Town shall review the individualized workplace emergency response information when:

(a) the employee moves to a different location in the organization;
(b) the employee’s overall accommodation needs or plans are reviewed; and

(c) the Town reviews its general emergency response policies.

6.3.5 Documented Individual Accommodation Plans

The Town shall develop and have in place a written process for the development of documented individual accommodation plans for employees with disabilities. The Town shall develop documented individual accommodation plans upon request with employees with disabilities. The process will include the following:

(a) the manner in which an employee requesting accommodation can participate in the development of the individual accommodation plan.
(b) the means by which the employee is assessed on an individual basis.
(c) the manner in which the Town can request an evaluation by an outside medical or other expert, at the employer's expense, to assist the Town in determining if accommodation can be achieved and, if so, how accommodation can be achieved.
(d) the manner in which the employee can request the participation of a representative from their bargaining agent, where the employee is represented by a bargaining agent, or other representative from the workplace, where the employee is not represented by a bargaining agent, in the development of the accommodation plan.
(e) the steps taken to protect the privacy of the employee's personal information.
(f) the frequency with which the individual accommodation plan will be reviewed and updated and the manner in which it will be done.
(g) if an individual accommodation plan is denied, the reasons for the denial will be provided to the employee.
(h) the means of providing the individual accommodation plan in a format that takes into account the employee's accessibility needs due to disability.

Documented individual accommodation plans shall:

(a) if requested, include any information regarding accessible formats and communications supports provided;
(b) if required, include individualized workplace emergency response information; and
(c) identify any other accommodation that is to be provided.

6.3.6 Return to Work Process

The Town shall develop and have in place a documented return to work process for its employees who have been absent from work due to disability and require disability-related accommodations in order to return to work. The return to work process shall outline the steps the Town will take to facilitate the return to work of employees who were absent from work because their disability required them to be away from work. Documented individual accommodation plans will be used as part of this process. The return to work process does not replace or override any other return to work process created by or under any other statute.

6.3.7 Performance Management

The Town shall take into account the accessibility needs of employees with disabilities, as well as individual accommodation plans, when using its performance management process in respect to employees with disabilities.

6.3.8 Career Development and Advancement and Redeployment

The Town shall take into account the accessibility needs of employees with disabilities, as well as individual accommodation plans, when providing career development and advancement opportunities and when considering redeploying employees with disabilities.

6.4 Transportation Standard

The Town shall confirm that accessible options are provided through its contracted transit providers per the requirements of the Transportation Standard under the AODA and IASR.

The Town shall consult with the IAAC, the public and persons with disabilities to determine the proportion of on-demand accessible taxicabs required in the community. The Town will further identify progress made for meeting the need for on-demand accessible taxicabs, including any steps that will be taken to meet the need. The Town will inquire with providers and operators regarding their policies on service animals.

The Town, in licensing taxicabs, shall ensure that owners and operators of taxicabs are prohibited from charging a higher fare or an additional fee for persons with disabilities than for persons without disabilities for the same trip or for the storage of mobility aids or mobility assistive devices. The Town will ensure that owners and operators of taxicabs place vehicle registration and identification information on the rear bumper of the taxicab and that it is available in an accessible format to persons with disabilities who are passengers.

6.5 Design of Public Spaces Standard (Built Environment)

6.5.1 Recreational Trail and Beach Access Routes

The Town shall ensure that newly constructed and redeveloped recreational trails and beach access routes meet the requirements of this standard, including the technical requirements. The Town will meet its obligations for consultation with the IAAC, the public and persons with disabilities.

6.5.2 Outdoor Public Eating Areas

The Town shall ensure that newly constructed or developed outdoor public eating areas, consisting of tables that are found in public areas (i.e. public parks) meet the requirements of this standard.

6.5.3 Outdoor Play Spaces

The Town shall ensure newly constructed and redeveloped outdoor play spaces meet the requirements of this standard. This includes play equipment such as swings, or features such as logs, rocks, sand or water, where the equipment or features are designed and placed to provide play opportunities and experiences for children and caregivers. The Town will meet its obligations for consultation with the IAAC, the public and persons with disabilities.

6.5.4 Exterior Paths of Travel

The Town shall ensure that newly constructed and redeveloped exterior paths of travel meet the requirements of this standard, including the technical requirements. Exterior paths of travel include outdoor sidewalks or walkways designed and constructed for pedestrian travel, ramps, stairs, curb ramps, depressed curbs, accessible pedestrian control signals, and rest areas. The Town will meet its obligations for consultation with the IAAC, the public and persons with disabilities.

6.5.5 Accessible Parking

The Town shall ensure that newly constructed and redeveloped on-street and off-street parking meet the requirements of this standard. The Town will meet its obligations for consultation with the IAAC, the public and persons with disabilities.

6.5.6 Obtaining Services

The Town shall ensure that newly constructed or developed service counters, fixed queuing guides and waiting areas meet the requirements of this standard. This requirement applies whether the services are obtained in buildings or out-of-doors.

6.5.7 Maintenance of Accessible Elements

The Town shall ensure that its plans include procedures for preventative and emergency maintenance of the accessible elements in public spaces and for dealing with temporary disruptions when accessible elements are not in working order.

6.6 Customer Service Standard

6.6.1 Establishment of Policies

The Town shall use reasonable efforts to ensure that policies governing its provision of goods, services or facilities to persons with disabilities are consistent with the following principles:

(a) the goods, services or facilities must be provided in a manner that respects the dignity and independence of persons with disabilities.
(b) the provision of goods, services or facilities to persons with disabilities must be integrated with the provision of goods, services or facilities to others, unless an alternative measure is necessary, whether temporarily or on a permanent basis, to enable a person with a disability to obtain, use or benefit from the goods, services or facilities.
(c) persons with disabilities must be given an opportunity equal to that given to others to obtain, use and benefit from the goods, services or facilities.
(d) when communicating with a person with a disability, the provider shall do so in a manner that takes into account the person's disability.

6.6.2 Service Animals and Support Persons

Service Animals

Persons with disabilities accompanied by their service animal are permitted to keep the animal with them in Town premises that members of the public are permitted to enter unless the animal is excluded by law from the premises. The Town will explain the reason the animal is excluded and ensure that other reasonable measures are available to enable a person with a disability to obtain, use or benefit from the Town's goods, services or facilities. Persons with disabilities are responsible for the control of their service animal at all times.

Support Persons

Where a person with a disability is accompanied by a support person, the Town shall ensure that both persons are permitted to enter the premises together and that the person with a disability is not prevented from having access to the support person while on the premises.

The Town may require a person with a disability to be accompanied by a support person when on the premises, but only if, after consulting with the person with a disability and considering the available evidence, the Town determines that:

(a) a support person is necessary to protect the health and safety of the person with a disability or the health and safety of others on the premises; and
(b) there is no other reasonable way to protect the health or safety of the person with a disability or the health and safety of others on the premises.

If the Town charges an admission fee for a person's admission to the premises or in connection with a person's presence on the premises, the Town shall ensure that notice

is given in advance about the amount, if any, payable in respect to the support person. If the Town requires a person with a disability to be accompanied by a support person when on the premises, the Town shall waive payment of the amount, if any, payable in respect of the support person's admission to the premises or in connection with the support person's presence on the premises.

6.6.3 Assistive Devices

Persons with disabilities may use their personal assistive devices when accessing Town goods, services or facilities. If a person with a disability is unable to access the Town's services using their own assistive devices, the Town will work with the person to determine alternate means for accessing services.

Where Town assistive devices are available, they will be made available for use by persons with disabilities and will be kept in good working order. Employees, where applicable, will be trained in the application and use of the device.

6.6.4 Notice of Temporary Disruptions

The Town shall give notice of any temporary disruption (planned or unplanned), in whole or in part, to goods, services or facilities used by persons with disabilities. Notice of the disruption will include the reason for the disruption, its anticipated duration and a description of alternative facilities or services, if any, that are available. Notice may be provided by a variety of methods depending on the circumstances, including posting the information at a conspicuous place on Town premises, on the Town's website and/or by such other method as is reasonable in the circumstances. The Town will prepare a document setting out the steps taken in connection with a temporary disruption and, upon request, shall provide a copy of the document.

6.6.5 Training for Staff

Further to the requirements outlined under 'General Requirements, 6.1.4 Training', the Town shall ensure that training will include:

(a) how to interact and communicate with persons with various types of disability.
(b) how to interact with persons with disabilities who use an assistive device or require the assistance of a guide dog or other service animal or the assistance of a support person.
(c) how to use equipment or devices available on the provider's premises or otherwise provided by the provider that may help with the provision of goods, services or facilities to a person with a disability.
(d) what to do if a person with a particular type of disability is having difficulty accessing the provider's goods, services or facilities.

6.6.6 Feedback

Further to the requirements outlined under the 'Information and Communication Standard, 6.2.1 Feedback', the Town shall establish a process for receiving and responding to feedback about the manner in which it provides goods, services or facilities to persons with disabilities and specify the actions the Town will take if a complaint is received about the manner in which it provides goods, services or facilities to persons with disabilities.

The Town shall ensure that the feedback process is accessible to persons with disabilities by providing, or arranging for the provision of, accessible formats and communication supports, on request. The Town will make information about the feedback process readily available to the public and, on request, provide a copy of the document to any person.

6.6.7 Format of Documents

Further to the requirements outlined under the 'Information and Communication Standard, 6.2.2 Accessibility Formats and Communication Supports', the Town shall, upon request, provide or arrange for the provision of the document, or the information contained in the document, to the person in an accessible format or with communication support. This will be done in a timely manner that takes into account the person's accessibility needs due to disability and at a cost that is no more than the regular cost charged to other persons. The Town shall consult with the person making the request in determining the suitability of an accessible format or communication supports.

7. Exceptions

Exceptions to the Policy requirements are in keeping with those outlined in the IASR and AODA, as applicable.

8. References

- *Ontarians with Disabilities Act, 2001*
- *Accessibility for Ontarians with Disabilities Act, 2005*
- *Ontario Regulation 191/11 – Integrated Accessibility Standards Regulation*
- *Ontario Human Rights Code*
- *Ontario Building Code*
- *Workplace Safety and Insurance Act, 1997*
- Town of Innisfil Multi-Year Accessibility Plan 2023-2027

9. Revision History

Revision No.	Date	Summary of Changes	Approval Authority
V1	2016.09.07	Adoption	CR-175-11.16
V2	2019.05.19	Amendments	2019.05.22-CR-01
V3	2026.06.24	Amendments	

Financial Policies Update

Staff Report DSR-093-26

To: Mayor, Deputy Mayor, and Members of Council

From: Jennifer Gibson, CFO/Director of Corporate Services

Date: June 24, 2026

Executive Summary

- The Long-Range Financial Plan (LRFP) identified the need for updated financial policies to strengthen the Town's long-term financial sustainability and support approximately $2.3 billion in forecasted capital infrastructure requirements over the next 20 years.
- Staff are recommending Council approval of three financial policies: the Reserve and Reserve Fund Policy, Debt Management Policy, and Capital Budget Policy, which collectively establish a comprehensive framework for financial planning, reserve management, debt issuance, and capital project prioritization.
- The proposed Reserve and Reserve Fund Policy includes updated reserve target balance methodologies, clearer governance and reporting requirements, and the consolidation of several reserve and reserve fund accounts to improve administrative efficiency and enhance corporate-wide capital funding flexibility.
- The updated Debt Management Policy maintains the Town's current internal Annual Repayment Limit threshold of 20% of Own Source Revenues, below the provincial limit of 25%, to support prudent debt management while preserving long-term financial flexibility.
- The proposed Capital Budget Policy establishes a consistent framework for the planning, evaluation, prioritization, financing, and monitoring of capital projects to ensure limited financial resources are directed toward the Town's highest priority infrastructure needs.
- Collectively, the proposed policies support transparent, consistent, and financially responsible decision-making while strengthening the Town's ability to manage financial risks, maintain service levels, and balance current and future infrastructure pressures.

Recommendation:

1. **That Staff Report DSR-093-26 regarding the Financial Policies Update dated June 24, 2026 be received; and**

2. **That CP.07-11-05 OLG Slot Revenue – Allocation and Utilization Policy, and CP.7.10 Property Tax Operating Surplus or Deficit Disposition Tax Rate Stabilization Reserve Policy be repealed and consolidated into the new Reserve and Reserve Fund Policy; and**

3. **That Council approve the Reserve and Reserve Fund Policy; and**

4. **That the reserve and reserve funds identified in Table 1 be closed, and consolidated into the reserve funds outlined in the table; and**

5. **That Council approve the updated Debt Management Policy; and**

6. That CP.04-11-05 Capital Budget Funding Policy be repealed and consolidated into the Capital Budget Policy.

Background:

Financial policies are a critical component of supporting a Long-Range Financial Plan (LRFP) as they establish the principles, guidelines, and limits that guide financial decision-making over time. These policies provide a consistent framework for financial planning and resource allocation, helping to ensure the municipality maintains financial sustainability and flexibility in both the short and long term. They also support transparency and accountability by providing Council, administration, and the public with a clear understanding of the Town's financial strategy and priorities. In addition, strong financial policies help mitigate financial risks, support informed decision-making, and ensure that future growth and infrastructure needs can be addressed in a financially responsible manner.

As part of the Town's Long-Range Financial Plan project, a comprehensive review of existing financial policies was completed to ensure alignment with the financial strategies and recommendations identified through the LRFP. This review included the updating of existing policies and the development of new policies to strengthen the Town's long-term financial framework. Based on this work, Staff have drafted the following financial policies for Council's consideration:

1. Reserve and Reserve Fund Policy
2. Debt Management Policy
3. Capital Budget Policy

Analysis/Consideration:

Reserve and Reserve Fund Policy
The LRFP recommends that the Town create an overarching Reserve and Reserve Fund (R&RF) Policy to establish guidelines related to the maintenance of reserves, including considerations for ongoing financial stabilization and establishing appropriate reserve and reserve fund targets for each.

The overarching policy includes:

- Responsibilities of Council and Staff
- The process for establishing, consolidating or closing reserve funds
- Parameters for internal borrowing and external loans
- Reserve & reserve fund target balances, and the requirement to establish Key Performance Indicators (KPIs) and metrics to assess performance and health
- Required approval authority for contributions to and withdrawals from reserve and reserve funds
- Reporting requirements

Appendix A of the policy lists all Town reserves and reserve funds, with the following details for each: name of the reserve or reserve fund; purpose; target balance; source of funds; use of funds; and whether the account is interest-bearing.

Reserves are funds that have been set aside at the discretion of Council. The funds are not held in separate bank accounts and typically do not earn interest. Any interest earned on the funds is recorded as income in the Town's operating budget. Town reserves can be categorized into two types; Stabilization Reserves and Special Purpose Reserves. Stabilization Reserves are intended to manage cash flows and mitigate fluctuations on tax or user rates

within the operating budget. Examples include the Property Tax Rate Stabilization Reserve and Building Inspection Stabilization Reserve. Special Purpose Reserves are funds collected for a specific purpose. Examples include Public Art Reserve and donation reserves.

Reserve Funds include two categories, Discretionary Reserve Funds and Obligatory Reserve Funds.

Discretionary Reserve Funds are created at the discretion of Council, held in a separate bank account and earn interest. Discretionary Reserve Funds are typically established for infrastructure renewal purposes, in which funds are set aside for the repair and replacement of existing assets, and to fund capital that is not eligible to be funded from growth revenues such as development charges. Examples include the Capital Reserve Fund and Alternative Revenue Source (ARS) Reserve Fund.

Obligatory Reserve Funds are segregated for specific purposes as required by senior levels of government, and/or external agreements. Examples include Development Charge (DC) Reserve Funds and the Canada Community Building Fund (CCBF) Reserve Fund.

Consolidation of Reserves and Reserve Funds

As part of the development of the Reserve and Reserve Fund Policy, Staff completed a comprehensive review of all reserve and reserve fund accounts to ensure they remain relevant, appropriately aligned with their intended purpose, and administratively efficient. The review was undertaken with the objective of streamlining the Town's reserve and reserve fund structure and reducing unnecessary complexity in the administration of these accounts.

Historically, municipalities often maintained numerous individual reserve and reserve fund accounts for specific purposes. More recently, municipal best practices have shifted toward consolidating accounts that serve similar purposes, recognizing that maintaining multiple separate accounts does not necessarily provide additional financial or operational benefit. Table 1 below identifies the reserve and reserve fund accounts proposed to be closed and consolidated into other existing accounts.

The Winter Control Reserve and Contingency Reserve are both stabilization reserves intended to address operating budget fluctuations and unforeseen expenditures. As these purposes align closely with the intent of the Property Tax Rate Stabilization Reserve, Staff are recommending that these accounts be consolidated into the Property Tax Rate Stabilization Reserve.

The remaining accounts primarily relate to asset renewal activities. Accordingly, Staff are recommending that these reserve and reserve fund accounts be consolidated into the Capital Reserve Fund. Consolidating these balances will reduce the number of accounts requiring administration and improve the Town's ability to evaluate and prioritize capital funding needs on a corporate-wide basis, rather than limiting decision-making based on the balance available within individual reserve or reserve fund accounts.

Table 1

Reserve/Reserve Fund	Consolidate balance into:
Winter Control Reserve	Tax Rate Stabilization Reserve
Contingency Reserve	Tax Rate Stabilization Reserve
Skateboard Parks	Capital Reserve Fund
Innisfil Beach Park Boat Launch	Capital Reserve Fund
Rescue Air Boat Reserve	Capital Reserve Fund
General Facilities Reserve	Capital Reserve Fund
Fuel Administration Reserve	Capital Reserve Fund
Stroud Curling Club	Capital Reserve Fund
Shore Acres Reconstruction Reserve	Capital Reserve Fund
Computer Depreciation Reserve	Capital Reserve Fund
Vehicle Depreciation Reserve	Capital Reserve Fund
8th Line Construction	Capital Reserve Fund
Streetlights Reserve Fund	Capital Reserve Fund
Innisfil Recreation Trail	Capital Reserve Fund

Key Town of Innisfil Reserve and Reserve Funds

Property Tax Rate Stabilization Reserve

The purpose of the Property Tax Rate Stabilization Reserve is to provide sufficient cash flow and working capital for general operations, and to offset extraordinary and unforeseen costs. The source of funds for this reserve is from operating surpluses.

Staff are proposing a change in the target balance calculation, to 5% minimum and a 10% maximum of own source revenues (OSR), from the current calculation of 5% to 10% of property tax funded expenditures, net of transfers to other reserves. The recommendation to move to a percentage of OSR, is in keeping with municipal best practices, in which target balances range from 5% to 20% of own source revenues. OSR is defined as direct municipal revenues such as property taxes, user fees and charges, but excludes items such as, grants, proceeds from the sale of real property, and contributions or transfers from a reserve or reserve funds. Table 2 below illustrates the change in the target balance for the PTRS Reserve.

Table 2 – PTRS Reserve Target Balance

Item	2026 Based on Expenditures	2026 Based on OSR *
Base for calculation	$81,552,169	$100,815,501
5% minimum	4,077,608	5,040,775
10% maximum	8,155,217	10,081,550
2026 forecasted balance	$3,669,418	

* OSR is based on 2026 budget data

Utilization of the PTRS reserves will be largely consistent with the existing policy and should not be considered a long-term sustainable funding source for general operations. Funds can be used for:

- Property tax based operating deficit with any remaining deficit recovered through the operating budget of the year immediately following the year of the deficit.

- One-time, non-recurring expenditures contained in the operating budget.
- Emergency related purchases.
- Council approved additional in-year items that would create an overall operated deficit.
- Phase in significant impacts affecting the tax levy.

Capital Reserve Fund

The Capital Reserve Fund (CRF) is established to provide funding for the replacement, rehabilitation, and renewal of Town assets, as well as for new infrastructure or capital projects not funded through other growth-related reserve funds.

The primary source of funding for the CRF is the Town's annual 1% Capital Levy but also includes net supplementary tax revenue in excess of amounts budgeted in the operating budget, Provincial Offences Authority revenues and net proceeds on the sale of land or other assets. Allocating these less predictable revenues to the Capital Reserve Fund helps mitigate fluctuations on the property tax rate, and it provides a much-needed funding source for the capital program.

Capital Reserve Funds will be used to fund capital budget expenditures not funded by growth or through another reserve/reserve fund.

The target balance for the Capital Reserve Fund (CRF) is to maintain a minimum cash balance equivalent to one year of the 5-year average annual non-growth, tax-supported capital expenditure cash requirements. Maintaining this balance helps ensure adequate liquidity and funding stability for the Town's capital program.

Based on the most recent 2026 Capital Budget update, the average annual non-growth tax-supported capital spending requirements for the 2027–2031 period is approximately $32 million, and the estimated 2026 cash balance is approximately $34M, which exceeds the current target balance threshold. Through the annual budget process, Staff will calculate and report the applicable target balance to Council based on the proposed capital budget/plan.

Alternative Revenue Source Reserve Fund (ARS)

The Alternative Revenue Source Reserve Fund (ARS) is funded through revenues received from the Ontario Lottery and Gaming Corporation (OLG). Through the LRFP, it was recommended that OLG revenues continue to be used as a funding source for the Town's Capital Budget, recognizing the significant and ongoing capital investment requirements of the municipality. Furthermore, as OLG revenues are an external funding source outside of the Town's control, there is inherent risk in relying on these revenues to support ongoing operating expenditures. Any fluctuation or reduction in OLG revenues could have a direct impact on the tax rate if used to fund operating costs, and as such directing these revenues to capital reduces the Town's risk.

Consistent with the LRFP recommendations, Staff are proposing that ARS funds be used to support:

- A grant to the Innisfil Community Foundation, as approved through the annual budget process.
- The benefit-to-existing (BTE) portion of growth-related capital projects. Any BTE costs exceeding available ARS funding will be financed through the Capital Reserve Fund.
- Strategic one-time, non-recurring operating or capital expenditures.

Maintaining a target balance equivalent to one year of current funding will help ensure that sufficient funds are available for future use. This approach provides Staff with time to reprioritize projects and make necessary adjustments to the capital program in the event of a reduction or elimination of OLG revenues.

For 2026, the forecasted fund balance is $35.5 million, while annual OLG revenues are projected at $7.1M. Although the fund balance is currently $35.5 million, there are capital project commitments totaling $20 million that are expected to be funded through the existing balance. Should future OLG revenues be insufficient to support all committed projects, Staff would review and adjust the timing and prioritization of capital projects to ensure adequate cash balances are maintained.

Debt Management Policy

The purpose of the Debt Management Policy is to ensure the Town maintains a sound financial position while supporting long-term financial flexibility and sustainability. The policy establishes consistent parameters for debt issuance, including the type and amount of debt permitted and the financial processes used to manage debt obligations. It also ensures alignment with the Town's Long Range Financial Plan and compliance with all applicable statutory requirements.

The Province establishes a statutory debt limit through the Annual Repayment Limit (ARL) calculation, restricting municipal debt to 25% of the Town's Own Source Revenues. The ARL is intended to measure a municipality's ability to service debt on an annual basis, rather than the total outstanding principal amount of debt. This approach is intended to ensure municipalities maintain sufficient financial flexibility and avoid overcommitting future operating revenues to debt servicing costs.

For example, if a municipality issues a 20-year debenture with level annual payments, the annual repayment amount remains relatively consistent throughout the term. Even though the outstanding principal balance declines annually, the municipality must still dedicate a similar annual amount from operating revenues toward debt servicing each year. Consequently, the ARL continues to be consumed by those annual repayment obligations until the debenture is retired.

Staff are recommending that the Town's existing ARL limit of 20% be maintained, as this will help ensure that the Town maintains flexibility for unplanned expenditures. Through the parameters set out in the Debt Management Policy, Staff would evaluate debt requirements, with all new proposed debt requiring Council approval before entering into any debt arrangement. Furthermore, it is important to note that the limit is an internal policy guideline established by Council and not a legislated restriction. As such, Council retains the ability to approve debt beyond the policy limit, or amend the policy in the future, should circumstances warrant. Table 3 below illustrates the Town's ARL under both the current 20% internal limit and the Provincial limit of 25%.

Table 3 – Annual Repayment Limit Change

Item	Annual Repayment Limit	Borrowing Capacity (5% interest & 20yrs)
Own Source Revenue = $101,636,297 (based on 2024 Financial Information Return)		
25% of OSR - Provincial Limit	$25,409,074	$286,010,360
20% of OSR - Current Policy Limit	$20,327,259	$222,679,710

Capital Budget Policy
The purpose of the Capital Budget Policy is to establish a consistent, transparent, and fiscally responsible framework for planning, financing, approving, and managing capital expenditures for the Town of Innisfil. This policy supports the Town's long-term financial sustainability, asset management objectives, service delivery standards, legislative compliance, and strategic priorities.

The LRFP estimates the Town's capital program at approximately $2.3 billion over the next 20 years, driven primarily by growth-related infrastructure requirements and the renewal of existing assets, including roads, facilities, and stormwater infrastructure. To manage these significant financial pressures, the LRFP recommends that the Town maintain strong financial policies governing reserve and reserve fund target balances, debt management, and the development and prioritization of the capital budget.

Given the scale of the forecasted capital program and the Town's limited financial resources, it will be critical for the Town to carefully evaluate and prioritize capital investments. This policy establishes the framework and guiding principles through which capital projects will be developed, assessed, prioritized, financed, and monitored.

The key policy objectives include:

- Defining the roles and responsibilities of Council and Staff
- Establishing information requirements for capital project requests
- Identifying funding strategies for capital projects, including the active pursuit of grant opportunities
- Establishing prioritization criteria and evaluation parameters
- Defining budget controls, monitoring, and reporting requirements

A key outcome of the Capital Budget Policy is the establishment of a framework for the prioritization of capital projects. This framework is intended to ensure that available debt capacity, reserves, and reserve funds are directed toward the Town's highest priority projects while maintaining long-term financial flexibility to respond to future needs, risks, and changing circumstances.

Community Strategic Plan Alignment:

This report aligns with the strategic plan under priority #2 Sustain, 3–Ensure Continued Financial Sustainability, specifically 3.1–Develop a long-term financial plan to guide future policy and budget decisions so that we maintain the Town's financial health and stability.

Financial policies support the Community Strategic Plan pillar of Sustain by ensuring the Town manages its financial resources in a responsible and forward-looking manner. They provide a structured framework for decisions on reserves, debt, capital investment, and budgeting, helping to maintain financial stability while enabling continued investment in infrastructure and services. This approach ensures that current community needs can be met without compromising the Town's ability to address future requirements. By aligning financial decision-making with long-term priorities, these policies strengthen fiscal resilience and support the ongoing sustainability of municipal services and assets.

Financial Consideration:

The approval of the proposed financial policies will strengthen the Town's long-term financial framework and support the recommendations of the Long-Range Financial Plan (LRFP). The policies establish clear guidelines for the management of reserves and reserve funds, debt issuance, and capital projects, helping to ensure financial sustainability, stability, and flexibility over the long term.

The proposed changes to reserve and reserve fund targets are intended to improve the Town's ability to manage financial risks, address unforeseen expenditures, and support future infrastructure requirements. Furthermore, the consolidation of reserve and reserve fund accounts is administrative in nature and will not reduce the overall funds available to the Town. Instead, consolidating accounts with similar purposes will streamline administration, improve financial oversight, and provide greater flexibility in prioritizing capital funding needs across the organization.

Revisions to the Property Tax Rate Stabilization Reserve target calculation will better align reserve levels with the Town's overall revenue base and municipal best practices. While the current forecasted reserve balance remains below the proposed minimum target, the revised framework establishes a long-term benchmark to support financial stability and mitigate the impact of unforeseen expenditures or revenue fluctuations.

The proposed utilization framework for the Alternative Revenue Source (ARS) Reserve Fund will continue to direct Ontario Lottery and Gaming (OLG) revenues toward capital and one-time expenditures, reducing reliance on this external and potentially fluctuating revenue source for ongoing operating costs. This approach supports long-term financial sustainability and helps mitigate the risk of future tax rate impacts resulting from changes in OLG revenues.

The Debt Management Policy maintains the Town's current internal debt limit of 20% of Own Source Revenues, which remains below the provincial maximum Annual Repayment Limit of 25%. Maintaining this internal threshold supports prudent financial management by balancing the Town's ability to finance strategic capital projects while preserving flexibility within future operating budgets.

There are no immediate direct financial impacts associated with the approval of the policies themselves. Any future financial implications resulting from the implementation of the policies will be considered through the Town's annual budget process and future Council reports.

Local Impact:

The proposed financial policies will support the Town's ability to sustainably deliver municipal services and infrastructure to the community over the long term. By establishing clear guidelines for reserves, debt management, and the management of capital projects, the policies will help

ensure that financial resources are managed responsibly and aligned with the Town's long-term priorities and growth needs.

The policies are intended to strengthen the Town's financial resilience and ability to respond to unexpected financial pressures, while continuing to support investment in infrastructure, community facilities, and municipal services that benefit residents and businesses. In addition, the proposed approach to reserve management and debt capacity is intended to balance current service and infrastructure needs with affordability considerations for taxpayers.

There are no direct local impacts associated with the approval of the policies; however, the policies will provide a stronger financial framework to support future Council decision-making and the long-term financial sustainability of the municipality.

Options/Alternatives:

Council could choose to:

- Maintain the existing target balance calculation for the Property Tax Rate Stabilization (PTRS) Reserve of 5% to 10% of net expenditures or adopt an alternative target calculation as directed by Council.
- Direct Staff to utilize the Alternative Revenue Source (ARS) Reserve Fund in a manner different from what has been proposed.
- Adopt the provincial Annual Repayment Limit (ARL) threshold of 25% for the Debt Management Policy, or establish an alternative internal limit as directed by Council.
- Direct Staff to undertake additional revisions to the proposed financial policies.
- Implement any combination of the above alternatives.

Conclusion:

The proposed financial policies provide a comprehensive framework to support the Town's long-term financial sustainability, flexibility, and stability. The Reserve and Reserve Fund Policy, Debt Management Policy, and Capital Budget Policy establish clear principles and guidelines for financial decision-making, while aligning with the recommendations of the Long-Range Financial Plan. Collectively, these policies will strengthen the Town's ability to manage financial risks, plan for future infrastructure needs, maintain appropriate reserve levels, and ensure debt is managed in a prudent and sustainable manner. Approval of the proposed policies will support transparent, consistent, and financially responsible decision-making that balances current community needs with the long-term financial health of the municipality.

Prepared By:
Audrey Webb, Treasurer

Approved By:
Jennifer Gibson, CFO/Director of Corporate Services

Attachments:

Attachment 1 – Reserve and Reserve Fund Policy
Attachment 2 – Schedule of Reserve & Reserve Fund Balances
Attachment 3 – Capital Budget Policy
Attachment 4 – Debt Management Policy

Reference Material:

Community Strategic Plan

Corporate Policy

CP. To be assigned by Clerks Services

Section: Financial

Subsection: General

Subject: Reserve and Reserve Fund Policy

Approval Authority: Council

Effective Date: June 24, 2026

1. Policy Statement

Reserves and Reserve Funds are essential tools for the effective planning and management of the Town's financial resources and serve as a key indicator of the Town's overall financial health. They are an integral component of the Town's Long-Range Financial Plan, helping to ensure that funds are available when required.

2. Purpose

The purpose of the Reserve and Reserve Fund policy is to establish financial guidelines and appropriate controls for the administration of reserves and reserve funds for the Town of Innisfil.

Reserves and Reserve Funds are established for a variety of purposes:

- to ensure the ongoing financial stability of the organization
- to protect against known risks and unforeseen events
- to provide for life cycle replacement of capital assets
- to meet specific liabilities
- to smooth expenditures which would otherwise cause fluctuations in operating or capital budgets
- to provide funds for new major capital assets

3. Definitions

Discretionary Reserve Fund: A reserve fund created under the Municipal Act when Council wishes to earmark revenue to finance a future expenditure for which it has the authority to spend money, and to set aside a certain portion of any year's revenues so that the funds are available as required. Discretionary Reserve Fund types include:

- Infrastructure Renewal – set aside for the repair and replacement of existing assets, and to fund capital that is not eligible to be funded from growth revenues such as development charges. Examples include the Capital Reserve Fund and Alternative Revenue Source (ARS) Reserve Fund.

Obligatory Reserve Fund: Funds that are segregated for specific purposes as required by senior levels of government, and/or external agreements. These funds are subject to strict legislative or contractual requirements governing their collection and use. They are recorded as deferred revenue and recognized as a liability in the audited financial statements until the applicable stipulations are fulfilled, at which time they are recognized as revenue. Examples

include Development Charge (DC) Reserve Funds and the Canada Community Building Fund (CCBF) Reserve Fund.

Own-Source Revenue: Direct municipal revenues such as property taxes, user fees and charges, but excluding:

- Grants from senior levels of government or from other government bodies or from another municipality
- Proceeds from the sale of real property
- Contributions or net transfers from a reserve or reserve fund
- Increase/decrease in government business enterprise equity

Reserve: An allocation from net revenue at the discretion of Council, after the provision for all known expenditures, as part of an overall strategy for funding programs or projects that are set out in annual budgets or budget forecasts and is authorized under the provisions set out in the Municipal Act. Reserves have no reference to a specific asset and do not require the physical segregation of money or assets as in the case of a reserve fund. They typically do not earn interest. Reserve types include:

- Stabilization Reserves – intended to manage cash flows and mitigate fluctuations on tax or user rates within the operating budget. Examples include the Property Tax Rate Stabilization Reserve and Building Inspection Stabilization Reserve.
- Special Purpose Reserves – Set aside funds collected for a specific purpose. Examples include Public Art Reserve and donation reserves.

Reserve Fund: is a fund set aside for a specific purpose as required by legislation, by-law, or agreement and consists of obligatory (externally restricted) and discretionary (internally restricted) reserve funds. Reserve funds are held in a separate bank account.

4. Responsibility

4.1 Council shall:

- Establishment of new reserves and reserve funds
- Closing reserve and reserve funds no longer needed
- Consolidation of reserve and reserve funds
- Directing the transfer to and from reserves and reserve funds through the budget process, Council resolutions or as contained in Council approved policies
- Evaluation and approval of policy

4.2 CFO/Director of Corporate Services shall:

- Have overall authority for establishing and managing reserves and reserve funds
- Together with the Treasurer may approve additional reserve and reserve fund transfers for capital acquisitions that are over the value authorized by Council, but cumulatively per project does not exceed $50,000

4.3 Treasurer or Designate shall:

- Determine the need for reserves and reserve funds for operating and capital operations through the development of the Long-Range Financial Plan
- Recommend establishing, closing and consolidating reserves and reserve funds
- Monitor the adequacy of reserve and reserve fund balances and report annually
- Recommend and monitor target balances for reserves and reserve funds
- Recommend transfers of funds to and from reserves and reserve funds
- Manage the reserves and reserve funds in accordance with legislative requirements and the Town’s policy

- Together with the CFO/Director of Corporate Services may approve additional reserve and reserve fund transfers for capital acquisitions that are over the value authorized by Council, but cumulatively per project does not exceed $50,000
- Review and update this policy as required, but no less than with each Council term.

4.4 Directors, Service Areas and/or Designates shall:

- Provide the Treasurer with the most current capital asset information to be used in the assessment for the adequacy of capital reserves and reserve funds
- Consult with the CFO/Director of Corporate Services and Treasurer when reserve or reserve funds are required for unbudgeted transactions

5. Application

This policy applies to all departments and local boards of the Corporation of the Town of Innisfil and governs all reserves and reserve funds.

6. Administration

6.1. Establishing Reserves and Reserve Funds

6.1.1. A new reserve/reserve fund should only be established if it cannot be accommodated within an existing reserve and/or all alternative arrangements have been considered.

6.1.2. Reserves/reserve funds are established through a resolution of Council. The resolution and report must clearly identify the name of the reserve/reserve fund being created, the purpose, target balance, source of funds, how the funds will be used, and other relevant information where applicable.

6.2. Closure or consolidation of Reserve and Reserve Funds

If the purpose of a Reserve or Reserve Fund has been accomplished or is no longer necessary, Council, on the recommendation of the Treasurer, will approve the closure or consolidation, and transfer of any remaining funds

6.3. Inter-Reserve Fund Borrowing

6.3.1. Inter-fund borrowing between reserve and reserve funds is permitted and encouraged to avoid external borrowing costs. Borrowing shall only occur where an analysis of reserves and reserve funds confirms that sufficient surplus balances are available and that such use will not adversely impact the original purpose or funding requirements of the source reserve or reserve fund. However, there are limitations regarding inter-fund lending of Development Charge accounts that must be considered.

6.3.2. The Development Charges Act permits inter-fund borrowing between DC reserve funds, but amounts borrowed must be repaid with interest at a rate not less than the prescribed rate.

6.3.3. Other inter-fund borrowing must be repaid with interest at a rate equal to the lesser of the average rate of return for investments, or bank prime.

6.4. External Loans
External loans may be made at the discretion of Council under Section 107 of the Municipal Act, 2001, to any person, group or body (except for a municipality shall not assist directly or indirectly any manufacturing business or other industrial or commercial enterprise) for any purpose considered to be in the best interests of the municipality. External loans must bear market rates of return, commensurate with the term of loan.

6.5. Investment
Reserve funds may be invested for terms not exceeding their anticipated cash flow requirements. Investment income shall be allocated and credited monthly to each reserve fund based on its proportionate share of the overall investment portfolio. Where a reserve fund is in a negative cash position, interest shall be charged in accordance with 6.3.2 and 6.3.3. All investments shall be made in accordance with the Town's Investment Policy Statement.

6.6. Adequacy of Reserves and Reserve Funds

6.6.1. The adequacy of an individual reserve or reserve fund shall be determined on a case-by-case basis, taking into consideration the purpose of the reserve and the magnitude and timing of all future commitments and projected funding sources. Appendix A: Reserve and Reserve Fund Policy Schedule prescribes the target balances for each reserve and reserve fund.

6.6.2. In addition to reserve and reserve fund targets, the Town will establish Key Performance Indicators (KPIs) and metrics to effectively assess performance and aid in measuring the health of the Town's reserve and reserve funds. Relevant and informative KPIs will be developed through the budget process, and results will be reported to Council on an annual basis. Examples of some KPIs may include:

- Reserves + Discretionary Reserve Funds as a % of Own Source Revenues: This indicator shows the total value of funds held in reserves and discretionary reserve funds compared to a single year's own source revenue.

- Reserves per Capita: This provides the total reserves and discretionary reserves in relation to the population

- Debt to Reserve Ratio: This indicator provides a measure for financial prudence by comparing total debt to the total reserve balances.

6.7. Contributions to/withdrawals from Reserves and Reserve Funds
All contributions to and/or withdrawals from reserves and reserve funds shall be established by Council, normally as part of the annual budget approval process or specifically by resolution, or through the CFO and Treasurer authority for additional approvals not greater than $50,000.

Reserve and reserve fund transfers related to development charge revenues, Canada Community-Building Fund receipts, etc., do not require approval.

6.8. Reporting
The following reports will be prepared with respect to the reserve and reserve funds:

6.8.1. Budget: Contributions to and appropriations from reserves and reserve funds will form part of the annual budget document that is approved by Council

6.8.2. Development Charge, Cash in Lieu of Parkland and Community Benefits Charge Annual Reserve Fund Statement: The Development Charges Act, 1997 (the "DCA) and the Planning Act, require that the Treasurer of the municipality provide to Council, annually, a statement relating to Development Charges (DC), Community Benefits Charge (CBC), and the Cash-in-Lieu of Parkland (CIL) reserve funds. This statement will then be forwarded to the Ministry of Municipal Affairs and Housing upon request.

6.8.3. Annual Audited Financial Statements: Shall be prepared in accordance with Public Sector Accounting Standards which includes changes in fund balances for all reserves and reserve funds.

6.8.4. Annual Financial Information Return (FIR): Reserve and reserve funds are included in the FIR that is reported to the Ministry of Municipal Affairs and Housing.

6.8.5. Reserve and Reserve Fund Statement: Annually, through the year-end results report to Council, information will be provided on reserve and reserve fund balances, commitments and performance results. It will also identify risks, emerging issues and changes to related legislation.

6.9. Policy Review

This policy shall be reviewed at least once every Council term, or earlier as required by legislative changes, financial conditions, or Council direction.

7. Exceptions

This policy does not apply to Library Board Reserves.

8. References

Development Charges Act, 1997
Municipal Act, 2001
Town of Innisfil – CP.7.1.6 Investment Policy

9. Revision History

Revision No.	Date	Summary of Changes	Approval Authority
V1	2026.06.24	Adoption	Council

Appendix A

Reserves

Name	Purpose	Target Balance	Source of Funds	Use of Funds		Earns Interest
Election Costs	Amortize the cost of a municipal election over four years, rather than funding the entire amount in the election year.	Prior election cost total plus accumulated annual inflation to be achieved by next election year.	Annual budget transfer from the Clerks Election operating budget.	Operating	Funds transferred out every four years to fund the cost of running the municipal election.	No
Self-Insurance Reserve	Manage operating budget variances relating to insurance costs and to minimize the impact of rate increases on the tax rate.	No established target balance.	Funds transferred from operating budget as determined through budget process.	Operating	To fund unfavourable operating variances related to insurance costs, and to minimize tax rate impacts.	No
Property Tax Rate Stabilization Reserve	Provide cash flow, working capital, sufficient liquidity, offset extraordinary and unforeseen corporate expenditures.	Minimum of 5%, and a maximum of 10% of own source revenue.	Property tax based operating surplus, net of Council approved transfers to other specific reserves and amounts carried over to the next fiscal year. Property tax surplus funds greater than the maximum shall be allocated to the Capital Reserve Fund.	Operating	Property tax based operating deficit with any remaining deficit recovered through the operating budget of the year immediately following the year of the deficit. One-time, non-recurring expenditures contained in the operating budget. Emergency related purchases. Council approved additional in-year items that would create an overall operating deficit. Phase in significant impacts affecting the tax levy. Not to be considered a long-term sustainable funding source for general operations.	No

Appendix A

Name	Purpose	Target Balance	Source of Funds	Use of Funds		Earns Interest
Building Inspection Stabilization Reserve	The Building Code Act states that the fees collected are to be used to administer the Act; surpluses cannot be used to fund general Town expenditures, and deficits should be funded from a reserve and not from the Town funds. This reserve was established to provide for capital expenditures and revenue stabilization as building permit activity is highly cyclical.	Balance to be maintained at 100%-200% of operating expenditures to ensure that sufficient funds are available during periods of lower activity. Contributions and balances in reserve should be reviewed every 5 years.	Operating surpluses from Building Inspection.	Operating & Capital	Used to stabilize the building permit revenue line in the operating budget. Building Inspection capital expenditures, including fleet.	Yes
Organizational Efficiency Reserve	To fund organizational and operational improvements	No established target balance.	Allocation from operating surplus.	Operating & Capital	For expenditures related to organizational and operating improvements.	No
Police Capital Reserve	To assist in the funding of Police related capital expenditures.	No established maximum limit, reserve balance must be positive.	Town's portion of the Police annual operating surplus.	Capital	To fund the Town's portion of the Police capital budget as recommended by the South Simcoe Police Services Boards and approved by Council.	No
Public Art Donation Reserve	To fund, promote and maintain projects in accordance with the Town Innisfil's Public Art Policy.	No established maximum limit, reserve balance must be positive.	Contributions from public and private donors.	Capital	To fund, promote and maintain public art projects.	No
Public Art Reserve	To fund, promote and maintain projects in accordance with the Town Innisfil's Public Art Policy.	Maximum is $500,000.	Annual budget transfer from Corporate Finance operating budget. Any design or donation proposal must include 10% of the value of the artwork or art commission.	Operating & Capital	Maintenance and restoration of the Town's Public Art Inventory.	No

Appendix A

Name	Purpose	Target Balance	Source of Funds	Use of Funds		Earns Interest
Development Engineering Stabilization Reserve	As a fully cost-recoverable service, the reserve is intended to mitigate fluctuations in operating results. Annual surpluses and deficits from the Development Engineering operating budget will be transferred to or from the reserve, as required, to maintain a balanced budget.	No established maximum limit, reserve balance must be positive. Engineering Fee Structure to be monitored and reviewed periodically to ensure full cost recovery.	Annual surplus from Development Engineering operating budget.	Operating	Used to stabilize the Development Engineering operating budget.	No

Appendix A

Discretionary Reserve Funds

Name	Purpose	Target Balance	Source of Funds	Use of Funds		Earns Interest
Capital Reserve Fund	To provide funds for the replacement and rehabilitation of the Town's infrastructure, and new infrastructure or capital projects not funded through other growth-related reserve funds.	Maintain a minimum threshold cash, equivalent to one year's worth of the 5 year average of the non-growth tax-supported capital expenditure requirements. This ensures that one year of tax based funding is available to maintain liquidity.	Special Capital Levy equal to 1% of the blended tax rate for the average residential home. Supplementary property tax revenue, net of write-offs, that is in excess of what is budgeted to fund the current year operating budget. Provincial Offences Authority (POA) revenue. Net proceeds on the sale of land or other assets. Other budgeted transfers for vehicle, computer and general facility repairs and replacements.	Capital	To fund capital budget expenditures not funded by growth or through another reserve/reserve fund.	Yes
Tree Replacement	To set aside funds collected for cash-in-lieu of trees, as required through the Town's "Tree Policy for Development Approvals" CP.09-08-03.	No established maximum limit, reserve balance must be positive.	Fees collected under the Town's Tree Policy for Development Approvals.	Operating & Capital	Used to provide similar trees in an alternate location on the subject property or public lands within close proximity to the site where identified as needed by the Town.	Yes
Alternative Revenue Source (ARS)	Allocation and utilization of revenues received from the Ontario Lottery & Gaming Corporation (OLG).	Current year funds banked for use in future years.	OLG gaming revenues.	Operating & Capital	Grant to the Innisfil Community Foundation, as determined through the budget process. To fund the benefit to existing (BTE) portion of growth capital projects. BTE costs in excess of available ARS funds will be funded from the Capital Reserve Fund. Strategic one-time, non-recurring operating or capital expenditures	Yes

Appendix A

Obligatory Reserve Funds

Name	Purpose	Target Balance	Source of Funds	Use of Funds		Earns Interest
7th/8th Line Urbanization	To set aside funds collected through the Alcona Secondary Plan Developers' Group Agreement re: 7th and 8th line reconstruction costs.	No established maximum limit, reserve balance must be positive.	Funds collected through the 7th/8th line agreement.	Capital	7th/8th line reconstruction costs.	Yes
Build Communities Strong Reserve Fund	The Build Communities Strong Reserve Fund provides funding for investments in Environmentally Sustainable Municipal Infrastructure (ESMI) Projects and Capacity Building Projects as per the Municipal Funding Agreement on the Build Communities Strong Fund.	No established maximum limit, reserve balance must be positive.	Annual grant funding as per the Municipal Funding Agreement.	Capital	Expenditures from the Build Communities Strong Reserve Fund are used to support environmentally sustainable municipal infrastructure to help ensure cleaner air, cleaner water, and reduced greenhouse gas emissions. The agreement identifies eligible project categories. Funds will be used for Town eligible costs as determined through the budget process.	Yes
Provincial Gas Tax (Transit)	Monies received from the Provincial government that are to be used to support increased public transportation ridership and investments in the renewal and expansion of public transportation.	No established maximum limit, reserve balance must be positive.	Funding provided by the Province of Ontario from time to time under its Dedicated Gas Tax Funds for Public Transportation Program.	Operating & Capital	Expenditures related to the provision of public transportation.	Yes
Cash in lieu of Parking	In accordance with sub-section 40(3) of the Planning Act for the purpose of requiring the payment-in-lieu of parking for exemptions made in accordance with sub section 40(1) and 40(2) of the Planning Act.	No established maximum limit, reserve balance must be positive.	Revenues collected from Parking payment-in-lieu agreements executed under sub-section 40(2) of the Planning Act.	Capital	Parking capital related expenditures to invest in infrastructure to support growth and service enhancement.	Yes

Appendix A

Name	Purpose	Target Balance	Source of Funds	Use of Funds		Earns Interest
Cash in lieu of Parkland	Provides for the purchase and development of parkland in developing areas and redeveloping areas and/or supports the upgrading of existing parks/facilities.	No established maximum limit, reserve balance must be positive.	Funds transferred in as collected from development/redevelopment, in lieu of the conveyance of parkland, as per the Town's Parkland dedication by-law.	Capital	Eligible projects as determined by legislation, including: • Land acquisition which is the priority • Non-growth eligible costs would only be funded from this reserve fund if sufficient funds are not available through ARS.	Yes
Development Charges • By-law • Fleet • Parks • Fire • Police • Library • Roads • Public Works • General Government	As prescribed by the DCA, 1997, reserve funds are used to facilitate the collection of development charges from growth within the Town and the funding of capital infrastructure required to accommodate that growth.	A forecast shall be maintained to ensure that future development funds received are sufficient to cover costs of studies undertaken.	Development Charges are collected as outlined in the DC By-law(s).	Operating & Capital	Funds utilized for the growth-related component of projects identified in the Development Charges Background Study. Annual debt payments for growth related debt	Yes
Community Benefit Charges (CBC)	To collect funds from the implementation of a CBC By-law.	No established maximum, reserve fund must be positive. In each calendar year, the Town is required to spend or allocate at least 60 per cent of the monies that are in the account at the beginning of the year.	As per s.37 of the Planning Act, the developer is required to pay CBCs at rates as determined by the CBC By-law.	Operating & Capital	Funds utilized for growth related projects are funded from these reserve funds and are typically outlined in the CBC Strategy forecast.	Yes

Attachment 2 – Reserve & Reserve Fund Balances

Reserve/ Reserve & Reserve Fund	2025 Balance Cash Balance	2026 Estimated Year-End Cash Balance	Capital Commitments beyond 2026
Reserves			
Election Costs	118,584	8,084	-
Self-Insurance Reserve	161,405	31,405	-
Property Tax Rate Stabilization Reserve	3,609,457	3,669,418	-
Building Inspection Stabilization Reserve	4,524,992	3,249,680	
Organization Efficiency Reserve	33,145	33,145	-
Police Capital Reserve	165,240	(153,483)	-
Public Art Donation Reserve	18,856	18,856	-
Public Art Reserve	-	-	-
Development Engineering Stabilization Reserve	-	-	-
	$8,631,679	$6,857,105	$0
Discretionary Reserve Funds			
Capital Reserve Fund	43,733,262	33,936,330	32,706,679
Tree Replacement Reserve Fund	510,340	529,710	
Alternative Revenue Source (ARS) Reserve Fund	40,363,986	35,478,655	20,109,032
	$84,607,588	$69,944,695	$52,815,711
Obligatory Reserve Funds			
7th/8th Line Urbanization Reserve Fund	4,692,231	4,784,196	3,876,677
Canada Community Building Reserve Fund	1,299,544	2,778,747	2,000,000
Provincial Gas Tax (Transit)	1,004,591	679,591	
Cash in lieu of Parking	320,353	329,963	
Cash in lieu of Parkland	7,307,566	7,656,967	1,123,500
Development Charges	49,783,708	16,510,296	87,522,848
Community Benefit Charges (CBC)	-	-	-
	$64,407,993	$32,739,760	$94,523,025
Reserves to Consolidate into Tax Rate Stabilization Reserve			
Winter Control Reserve	286,091	286,091	
Contingency Reserve	633,494	633,495	
	$919,585	$919,585	
Reserves & Reserve Funds to Consolidate into Capital Reserve Fund			
Skateboard Parks	2,500	2,500	
Innisfil Beach Park Boat Launch	33,000	36,000	
Rescue Air Boat Reserve		3,000	
General Facilities Reserve	1,304,096	551,764	
Fuel Administration Reserve	(5,000)	(5,000)	
Stroud Curling Club	8,000	8,240	
Shore Acres Reconstruction Reserve	32,669	32,669	
Computer Depreciation Reserve	87,082	8,314	
Vehicle Depreciation Reserve	3,250,137	(2,308,974)	1,573,620
8th Line Construction	237,538	244,664	
Streetlights	150	155	
Innisfil Recreation Trail	4,110	4,233	
	$4,954,282	($1,422,437)	$1,573,620
Total Reserve & Reserve Funds	**$163,521,127**	**$109,038,708**	**$148,912,357**

Corporate Policy

CP. To be assigned by Clerks Services

Section: Corporate Services

Subsection: Finance

Subject: Capital Budget Policy

Approval Authority: Council

Effective Date: June 24, 2026

1. Policy Statement

Council recognizes that capital infrastructure is essential to delivering safe, reliable, and effective municipal services. The Town of Innisfil is committed to budgeting strategies that support the Long-Range Financial Plan principles of financial sustainability, maximizing financial flexibility, and minimizing financial vulnerability.

2. Purpose

The purpose of the Capital Budget Policy is to establish a consistent, transparent, and fiscally responsible framework for planning, financing, approving, and managing capital expenditures for the Town of Innisfil. This policy supports the Town's long-term financial sustainability, asset management objectives, service delivery standards, legislative compliance, and strategic priorities.

The policy is intended to ensure that capital investments are:

- Aligned with Council-approved strategic priorities, asset management, and master plans and studies
- Affordable and sustainable over the long term
- Prioritized based on community need, risk, and regulatory requirements
- Funded using prudent and appropriate financing strategies
- Managed in accordance with applicable legislation, including the Ontario Municipal Act, 2001 and Ontario Regulation 588/17: Asset Management Planning for Municipal Infrastructure.

3. Definitions

Capital Budget: The Town's overall budget plan to purchase, build, maintain, repair, and replace assets including infrastructure. Capital assets also directly and indirectly impact the operating budget as funds are needed to cover day-to-day operating expenses associated with the newly created asset. It also includes study projects that support asset development and long-term objectives.

Capital Program Project: A capital program project is a group of similar capital projects or related program of work that share a common funding source and type of work. The approved

capital program budget represents the total budget authorized for all projects within the program and provides flexibility to manage budget variances between individual projects. Savings realized on one project may be used to offset additional costs on another project within the same program, provided the total approved program budget is not exceeded. Examples include the “Roads Rehabilitation Program” and the “Fleet Services Sustain (Replace) Vehicles & Equipment Program.”

Capital Project: The planning, acquisition, replacement, upgrade, or expansion of capital assets. Capital projects can also be for engineering and planning projects, assessments, studies, and Non-Tangible Capital Assets. The length of the project will depend on the complexity of the project or asset. A capital project has a lasting benefit beyond one year and a gross cost exceeding $10,000.

Non-Tangible Capital: Project costs associated with capital assets that are not recorded as Tangible Capital Assets or amortized for financial reporting purposes. Examples include studies, historical treasures, works of art and natural resources.

Scope Change: A material deviation from the capital project scope approved through the budget or subsequent authorization process, including changes to the project’s purpose and deliverables.

Tangible Capital Assets: Non-financial assets having physical substance with an expected useful life of more than one year.

4. Responsibility

Council is responsible for:

- Establishing priorities through the Strategic Plan
- Establish budget guidelines and priorities by way of Budget Policy and other financial policy documents
- Review, deliberate and approve the Budget
- Review and approve capital budget amendments as identified in 6.8(b)
- Ensuring long-term financial sustainability

CFO/Director of Corporate Services is responsible for:

- Ensuring that the Town’s financial policies and recommended budgets are financially sustainable, and reflective of the Town’s Strategic Plan
- Overseeing the budget process, including engagement, communication and administration of the Budget, both internally and externally
- Applying appropriate risk assessments associated with the capital forecast and advise the CAO and Council of same
- Together with the Treasurer may approve an increase to an existing Council approved Capital Project, provided that cumulatively the budget increase per project does not exceed $50,000

Treasurer is responsible for:

- Planning, leading and coordinating the overall preparation of the Budget, both internally and externally.
- Ensuring adherence to budget policies and financial policies as approved by Council

- Developing capital funding and financing strategies for the Budget to ensure long-term affordability
- Monitoring reserve and reserve funds balances and debt levels
- Coordinating with Local Boards to incorporate their budget requirements into the Budget and forecasts
- Together with the CFO/Director of Corporate Services may approve an increase to an existing Council approved Capital Project, provided that cumulatively the budget increase per project does not exceed $50,000

Service Area Leaders and Project Leads are responsible for:

- Identifying capital requirements
- Maintaining asset condition information
- Preparing capital project submissions
- Managing capital projects within the approved project budget

5. Application

The policy applies to all service areas responsible for the control, administration and management of the Town's capital budgets.

6. Administration

6.1 Term of Capital Budget and Forecast

In accordance with the Multi-Year Budget Policy, the capital budget will always be a minimum 10-year plan. Council will approve a 2-year capital budget and receive an 8-year forecast.

6.2 Types of Capital Projects

a) Infrastructure renewal or replacement projects are for the purpose of preserving existing capital assets and preventing costly replacement in the future, or lifecycle replacement of existing assets. Capital planning shall be informed by the Town's Asset Management Plan and lifecycle analysis to support sustainable infrastructure renewal.
b) Growth-related capital projects are for the purpose of acquiring new capital assets to provide an established level of service within the Town due to growth and development. All growth-related capital projects proposed in the capital plan shall meet the Town's long-term needs and priorities, as identified in the Town's Master Plans, which are informed by the Official Plan and Secondary Plans.
c) Other capital projects include, but are not limited to studies, technology systems, software upgrades, and Non-Tangible Capital Assets.

6.3 Capital Budget Project Requests

Each Capital Budget project request shall include the following information. Staff may review and revise the required information during each budget cycle to ensure all relevant data necessary for prioritization and decision-making is available:

a) Project description, justification and implications
b) Alignment with master plans, strategic and asset management objectives

c) Estimated capital and operating costs
d) Proposed funding sources
e) Forecasted cash flow of capital costs
f) Project timing and lifecycle implications; and
g) Identified risks and dependencies.

6.4 Funding Capital Projects

The Town shall strategically utilize eligible funding sources including:

a) Growth revenues such as Development Charges (DCs) and other growth funding revenues such as Community Benefit Charges, Cash-in-lieu of Parkland
b) Grants and external revenues
c) Town and other reserve & reserve funds where applicable
d) Debt financing of a capital project. Decisions on debt financing a capital project will be informed by evaluating the cost-benefits of using debt, and consider factors such as fiscal sustainability, fiscal health, the expected useful life of the asset and intergenerational equity(sharing of asset costs between current and future users and taxpayers), and debt limits set-out in Town's Debt Management Policy.

6.5 Grant Funding

The Town shall actively pursue applicable provincial and federal infrastructure funding opportunities. Grant-funded projects shall consider:

a) municipal matching requirements;
b) future operating impacts;
c) project readiness; and
d) long-term affordability.

Acceptance of grant funding remains subject to Council approval where required.

6.6 Capital Reserve Funds

The Town shall maintain capital reserve funds to support the capital budget, promote long-term financial sustainability, and reduce reliance on debt and unexpected tax increases. The capital reserve funds help ensure that infrastructure and major assets can be repaired, replaced, or expanded in a planned and affordable manner.

Annual contributions to the Capital Reserve Fund through the 1% Capital Levy shall be aligned with long-term infrastructure funding requirements identified through asset management planning and reviewed as part of each annual budget cycle.

Additional details regarding the Town's reserves and reserve funds, including target balances, funding sources, and purposes, are set out in the Town's Reserve and Reserve Fund Policy.

6.7 Prioritization of Capital Projects

The Capital Budget will be informed by the Town's Strategic Plan, master plans and studies. Projects will be prioritized base on need and risk, including consideration of the following:

a) Legislative or regulatory compliance
b) Public health and safety
c) Asset condition and risk of failure

d) Service level impacts
e) Growth requirements
f) Strategic alignment
g) Financial impacts – full lifecycle cost of assets, including operating, maintenance, replacement, and disposal costs.

6.8 Budget Controls

a) The approved capital budget establishes the capital spending authority, subject to applicable Town policies, such as the Procurement By-law.
b) Budget amendments that require Council approval include:
   - material change in scope
   - change in funding type/source
   - cancelling or deferring an approved project
   - adding a new capital project
   - request to increase the project budget by more that $50,000
c) Together the CFO/Director of Corporate Services and Treasurer may approve an increase to an existing Council approved Capital Project, provided that cumulatively the budget increase per project does not exceed $50,000
d) When an approved capital project is completed, cancelled or closed, the unused funding shall be returned to its original funding source
e) The receipt of grant funding does not provide Staff with authority to increase spending on a capital project. Where grant funding is received for an existing capital project, an equivalent amount of Town funding shall be returned to the original funding source. Council approval is required where grant funding would result in an increase to an existing project budget or the creation of a new capital project.

6.9 Closure of Capital Project

A Capital Project will be closed if any of the following criteria are met:

a) Project completed at or under budget
b) Project completed over budget and additional funding has been approved through Council or the CFO and Treasurer approval
c) Project cancelled or deferred
d) There has been no activity for 18 months
e) There is a substantive change in the scope of the capital project

When a capital project is closed, any remaining funding will be returned to the originating funding source.

Invoices received after the closure of a capital project require Treasurer authority to approve payment of the invoice from the funding source(s) originally approved for the project; that is, providing the total cost of the project is within the original project budget. Invoices not within the original budget must be addressed according to section 6.8 of this policy.

6.10 Program Capital Projects – Annual Review

Unexpended balances associated with active Program Capital Projects may be carried forward into the subsequent fiscal year, subject to an annual review by Finance and Council approval through the year-end reporting process.

6.11 Budget Monitoring and Reporting

a) The Treasurer will report quarterly to Council on the status of capital projects and performance versus budget. These reports will include updates on the project status and timelines, budget variances, and may include requests for capital project amendments such as the request for additional funds, or material changes in scope.

b) Service area leaders, in consultation with Finance Staff, will prepare and submit a Report to Council for any budget amendments outside of the annual budget process. These budget amendments may include a request to increase a capital project budget greater than $50,000, scope changes, consolidation, deferral, or closing of a capital project. These budget amendments may be reported as part of the Finance quarterly report or as a separate report to Council.

6.12 Policy Review

This policy shall be reviewed at least once every Council term, or earlier as required by legislative changes, financial conditions, or Council direction.

7. Exceptions

There are no exceptions to this Policy.

8. References

Asset Management Plan
Long Range Financial Plan
Multi Year Budget Policy
Reserve and Reserve Fund Policy
Tangible Capital Asset Policy

9. Revision History

Revision No.	Date	Summary of Changes	Approval Authority
V1	2011.08.10	Adoption	CR-191-08.11
V2	2026.06.24	Update	Council

Corporate Policy

CP. To be assigned by Clerks Services

Section: Financial

Subsection: General

Subject: Debt Management

Approval Authority: Council

Effective Date: June 24, 2026

1. Policy Statement

The Town is committed to the prudent and strategic use of debt as a financing tool to support the acquisition and development of capital infrastructure required to meet the needs of current and future residents, businesses, and stakeholders. Debt will be used in a manner that balances affordability, sustainability, and financial risk, while maintaining the Town's long-term fiscal health and flexibility.

2. Purpose

The purpose of the Debt Management policy is to ensure:

- that the Town maintains a sound financial position
- long-term financial flexibility and sustainability
- that the parameters for debt issuance, the type and amount of debt and the financial processes for managing debt are applied consistently
- integration with the Town's Long Range Financial Plan
- that the Town's financial practices comply with statutory requirements

3. Definitions

Annual Repayment Limit (ARL) - Statutory: is a calculation provided annually to a municipality by the Ministry of Municipal Affairs and Housing that determines the maximum amount of additional annual debt servicing costs that a municipality can undertake or guarantee without seeking approval of the Ontario Land Tribunal. Regulation 403/02 provides a formula which limits the annual debt servicing costs to an amount equal to 25% of Own-Source Revenue.

Annual Repayment Limit (ARL) - Town: is an internal debt limit set by this policy. It is calculated as 20% of Own-Source Revenue.

Own-Source Revenue: Direct municipal revenues such as property taxes, user fees and charges, but excluding:

- Grants from senior levels of government or from other government bodies or from another municipality
- Proceeds from the sale of real property

- Contributions or net transfers from a reserve or reserve fund
- Increase/decrease in government business enterprise equity

Reserve: An allocation from net revenue at the discretion of Council, after the provision for all known expenditures, as part of an overall strategy for funding programs or projects that are set out in annual budgets or budget forecasts and is authorized under the provisions set out in the Municipal Act. Reserves have no reference to a specific asset and does not require the physical segregation of money or assets as in the case of a reserve fund.

Reserve Fund: is a fund set aside for a specific purpose as required by legislation, by-law, or agreement and consists of obligatory (externally restricted) and discretionary (internally restricted) reserve funds. Reserve funds are held in a separate bank account.

4. Responsibility

4.1 Council shall:

- Approve external debt
- Evaluate and approve Debt Management Policy

4.2 CFO/Director of Corporate Services shall:

- Have overall responsibility for the management of debt and the financing of the capital program.

4.3 Treasurer shall:

- Calculate the Annual Repayment Limit – Town, in accordance with this policy.
- Review the need for debt and recommend the amount, type and term of debt to Council.
- Coordinate the preparation of debt issue by-laws for Council
- Execute and sign documents on behalf of the Town and perform all other related acts with respect to the issuance of debt, including the payment of principal, interest and other fees.
- Ensure all reporting requirements identified within this policy are met.
- Review and update this policy as required, but no less than with each new Council term.

4.4 Directors, Departments and/or Designates shall:

- Provide the Treasurer with capital project information that will be used to update the Long-Range Financial Plan model in assessing the requirement for debt; and used to inform the development of the Capital Budget.

5. Application

This policy applies to all debt, including Lease Financing Agreements and long-term commitments, entered into by the Town, its boards or commissions. All debt and long-term commitments must have Treasurer and Council approval prior to being entered into.

6. Administration

6.1. Debt Limits

6.1.1. The statutory limitation for debt is set by the Province through the annual ARL calculation. It is limited to 25% of the Town's Own Source Revenues.

6.1.2. Notwithstanding the statutory limitations, prudent financial management calls for more stringent criteria to limit debt. As such, the Annual Repayment Limit - Town has been set as 20% of Own Source Revenues in order to maintain up to 5% flexibility to address emergency issues.

6.1.3. In addition to the Annual Repayment Limit - Town, the Town will establish Key Performance Indicators (KPIs) and metrics to effectively assess and monitor the fiscal health of the Town. Relevant and informative KPIs will be developed through the budget process, and results will be reported to Council on an annual basis. Examples of some KPIs may include:

- Total Debt to Own Source Revenues: This measure identifies the percentage of annual own source revenues that would be required to retire the Town's total debt.
- Debt Service Cost to Own Source Revenues: This ratio is a measure of the principal and interest payable annually as a proportion of own source revenues.
- Debt per Capita: this is the amount owing per person and is useful in comparing to other municipalities and in determining tax burden to property owners
- Debt to Reserve Ratio: This indicator provides a measure for financial prudence by comparing total debt to the total reserve balances.
- Development Charge (DC) debt assessment: This assessment will be used to ensure that each approved DC service that requires debt is able to provide sustainable cash flows and the ability to collect sufficient funds to retire the debt.

6.2. Long-term Borrowing

6.2.1. The term of debt will be limited to the lessor of the useful life of the particular asset or 20 years.

6.2.2. The timing and type of debt will be determined with a view to minimizing long-term cost while ensuring affordability for tax and user rate payers. Subject to current and projected interest rates, the issuance of long-term debt may be considered in advance of works being completed.

6.2.3. Upon retirement of the long-term debt that is funded through the property tax levy, the annual budgeted principal and interest amount will continue as a transfer to a capital reserve fund to be available when required for major life-cycle repair and eventual replacement of the acquired asset.

6.3. Short-term Borrowing

6.3.1. Temporary borrowing as per section 405 of the Municipal Act, 2001 as amended is permitted to be used to meet cash flow requirements during the construction of infrastructure. Temporary borrowing will be no greater than two years and long-term debt will be secured as soon as possible after the completion of the project or two years, whichever is less, to replace the short-term borrowing. All temporary borrowing costs will be charged as part of the project costs and form part of the long-term debt requirement.

6.3.2. Temporary borrowing for operational purposes as per section 407 of the Municipal Act, 2001 as amended are authorized to meet the current expenditures

of the Town until taxes or other revenues is received. Any temporary borrowing of this nature is to be repaid as soon as the Treasurer has determined that adequate cash balances are available to do so.

6.4. Internal Borrowing

6.4.1. The municipality may elect to borrow from internal sources using reserve funds, provided that excess funds are available and the use of these funds will not adversely impact the original purpose or funding requirements of the source reserve fund.

6.4.2. The Development Charges Act permits inter-fund borrowing between DC reserve funds, but amounts borrowed must be repaid with interest at a rate not less than the prescribed rate.

6.4.3. Other inter-fund borrowing must be repaid with interest in accordance with the Town's Reserve and Reserve Fund policy.

6.5. Reporting

The following reports will be prepared with respect to the Debt Management policy:

6.5.1. Budget: As part of the multi-year budget, a long-term debt forecast.

6.5.2. Annual Debt Report: Through the year-end results report to Council, information will be provided on total debt, annual debt servicing costs, ARL, and performance targets and metrics. It will also identify risks and emerging issues.

6.5.3. Annual Audited Financial Statements: Shall be prepared in accordance with Public Sector Accounting Standards which includes annual debt charges and total debt obligations.

6.5.4. Annual Financial Information Return (FIR): Information related to annual debt charges and outstanding debt is included in the FIR that is reported to the Ministry of Municipal Affairs and Housing. This information is used by the Ministry in calculating the ARL.

6.6. Policy Review

This policy shall be reviewed at least once every Council term, or earlier as required by legislative changes, financial conditions, or Council direction.

7. Exceptions

There are no exceptions to this policy.

8. References

Municipal Act, 2001
Ontario Regulation 403/02 – Debt and Financial Obligation Limits

9. Revision History

Revision No.	Date	Summary of Changes	Approval Authority

V1	2014.05.07	Adoption	CR-068-11
V2	2026.06.24	Update	Council

Sleeping Lion Phase 4 Subdivision
Water and Wastewater Servicing Allocation

Staff Report DSR-094-26

To: Mayor, Deputy Mayor, and Members of Council

From: Adil Khan, Development Project Manager

Date: June 24, 2026

Executive Summary

- Staff recommends that Council authorize the allocation of water and wastewater to allow construction of 155 new residential units comprised of 108 single detached dwelling units and 47 townhouse dwelling units (149 Single Density Equivalent (SDE) units) that support the Town's growth objectives.
- All Town costs related to the works will be borne by the Developer, resulting in no financial impact to the Town.

Recommendation:

1. **That Staff Report DSR-094-26 regarding Sleeping Lion Phase 4 Subdivision Water and Wastewater Servicing Allocation dated June 24, 2026, be received; and**

2. **That Council authorize the water and wastewater servicing allocations of 149 Single Density Equivalent (SDE) units to 1602850 Ontario Ltd. for the Sleeping Lion Phase 4 Subdivision comprised of 108 single detached dwelling units and 47 townhouse dwelling units.**

Background:

1602850 Ontario Ltd. ("the Developer") owns the lands referred to as the Sleeping Lion Phase 4 Subdivision (the "Development"), which were originally draft plan approved on August 25, 2014, reapproved on December 8, 2014, and most recently obtained a draft plan approval extension until February 25, 2027. The development lands are located north of 6th Line and east of Webster Boulevard, as shown in Attachment 1 as "Subject Lands". The draft plan of subdivision (draft M-Plan) is shown in Attachment 2. The Developer is currently in the process of obtaining the final approvals in order to execute a Subdivision Agreement for the development.

Analysis/Consideration:

Town Policy No. CP.03-07, Planning Approvals and Servicing Allocation Capacity Commitments require that all capacity allocations for water and wastewater be approved by Council Resolution and that plant capacity may be allocated for new development on a priority basis at the time of payment of development charges in accordance with the *Development Charges Act.*

At all times, the granting of service allocation and the acceptance of a development charge payment are conditional on the continued availability of service capacity and the Town's ability to provide it.

InnServices Utilities Inc. ("InnServices") has confirmed the available water and wastewater servicing allocation for the Development. Additionally, in accordance with the Innisfil Developers Allocation Group (IDAG) Development Charges Early Payment Agreement, the trustee has confirmed that the Developer is in good standing and has been assigned 149 Single Density Equivalent (SDE) units, which are comprised of 108 single detached dwelling units and 47 townhouse dwelling units (see Attachment 3). The trustee letter references 155 SDE (see Attachment 3), which reflects the total unit count and does not account for the applicable conversion rate, a corrected trustee letter referencing allocation of 149 SDE units was provided (see Attachment 4). The draft M-Plan found in Attachment 2 includes Blocks 109, 110, 111, 112, 113, 114, 115, and 116 that is proposed to be developed into townhouse units and the remaining lots are proposed to be developed as single family dwelling units.

To provide clarity on how SDE units are used for allocation, the Town's Policy No. CP.13.2.3 (the Lakeshore Water Pollution Control Plant ("LWPCP") Allocation Strategy) provides Table 1 that shows the conversion rates for different types of dwelling units.

Table 1 – Single-Family Dwelling Equivalent Conversion			
Single-Family Dwelling Unit	1 unit	=	1.00 SDE
Townhouse Unit	1 unit	=	0.87 SDE
2 Bedroom Apartment Unit	1 unit	=	0.59 SDE
1 Bedroom Apartment Unit	1 unit	=	0.45 SDE

The Sleeping Lion Phase 4 subdivision includes 108 single-family dwelling units which would equate to 108 SDEs and 47 townhouse units which would equate to 41 SDEs (47 units x 0.87 SDE) for a total of 149 SDEs of allocation being proposed.

Community Strategic Plan Alignment:

The allocation of servicing capacity for residential development is essential for residential growth within the Town in support of the Community Strategic Plan, Section 1.1 Plan for and Manage Growth.

Financial Consideration:

The Developer is required to pay all Town costs associated with the works, including the preparation of this report, resulting in no financial impacts for the Town. As noted in Attachment 3 the developer is in good standing with the terms of the IDAG agreement and provided their financial commitments to the trustee for this allocated capacity.

Local Impact:

By granting allocation of 149 SDEs as outlined in the staff report, it will allow for the construction of 108 single detached dwellings and 47 townhouse units to be built in the Sleeping Lion Phase 4 Subdivision in accordance with existing approved zoning and towards the Municipal Housing Pledge per Staff Report DSR-150-23.

Options/Alternatives:

Should Council not wish to proceed with the recommendation, Council can choose to:

1. Not grant servicing allocation for reasons outside of available capacity; or

2. Defer this report to a later date for consideration after the Subdivision Agreement has been entered into with the Developer.

Conclusion:

Staff recommends that Council authorize the allocation of 149 SDEs (for the 108 single-detached dwellings and 47 townhouse units) of water servicing capacity from the Innisfil Lake Simcoe Drinking Water System and wastewater servicing capacity from the Lakeshore Wastewater System in accordance with Corporate Policy No. CP.03.07.

Prepared By:
Adil Khan, Development Project Manager

Approved By:
Andria Leigh, Director of Planning and Growth

Attachments:

Attachment 1 – Key Map
Attachment 2 – Draft M-Plan
Attachment 3 – IDAG Trustee Certification Letter
Attachment 4 – Revised IDAG Trustee Certification Letter

Reference Material:

Community Strategic Plan

SLEEPING LION PHASE 4 DEVELOPMENT

KEY MAP



Legend

Subdivision Limits

N

Attachment #1

PLAN 51M-

I CERTIFY THAT THIS PLAN IS REGISTERED IN THE LAND REGISTRY OFFICE FOR THE LAND TITLES DIVISION OF SIMCOE (No. 51) AT _____ O'CLOCK ON THE _____ DAY OF _____, 2023 AND ENTERED IN THE PARCEL REGISTER FOR PROPERTY IDENTIFIER _____ 58069-1777, 58069-2143, 58069-2144, 58069-2145, 58069-2146 AND THE REQUIRED CONSENTS ARE REGISTERED AS PLAN DOCUMENT No. _____

_____
REPRESENTATIVE FOR THE LAND REGISTRAR
FOR THE LAND TITLES DIVISION OF SIMCOE (No. 51)

THIS PLAN COMPRISES ALL OF PINS: 58069-1772, 58069-1776, 58069-1777, 58069-2142, 58069-2143, 58069-2144, 58069-2145 AND 58069-2146

PLAN OF SUBDIVISION OF
BLOCK 365 (0.30 RESERVE), AND
BLOCK 366 (0.30 RESERVE), AND
BLOCK 367 (0.30 RESERVE), AND
BLOCK 368 (0.30 RESERVE)
REGISTERED PLAN 51M-1209
AND
PART OF THE SOUTH HALF OF LOT 23, CONCESSION 6
(GEOGRAPHIC TOWNSHIP OF INNISFIL)
NOW IN THE
TOWN OF INNISFIL
COUNTY OF SIMCOE

CURVE TABLE				
LOT/BLOCK	RADIUS	ARC	CHORD	BEARING
LOT 1	20.00	6.65	6.62	N25°46'20"W
LOT 9	30.00	8.54	8.51	N79°09'30"E
LOT 14	50.00	6.07	6.07	N14°38'30"W
LOT 21	50.00	7.40	7.39	N83°04'40"E
LOT 33	50.00	6.51	6.51	N83°35'00"E
LOT 34	50.00	7.72	7.71	N75°25'30"E
LOT 45	30.00	5.81	5.80	N76°32'50"E
LOT 46	30.00	2.74	2.73	N84°42'10"E
LOT 65	50.00	6.12	6.12	N83°48'30"E
LOT 66	50.00	8.11	8.10	N75°39'00"E
LOT 84	100.00	1.69	1.69	N71°29'00"E
LOT 85	100.00	15.29	15.28	N76°20'50"E
LOT 86	100.00	11.50	11.49	N84°01'20"E
LOT 97	120.00	4.34	4.34	N86°16'50"E
LOT 98	120.00	10.38	10.37	N82°46'00"E
LOT 99	120.00	10.38	10.37	N77°48'50"E
LOT 100	120.00	9.08	9.07	N73°10'10"E
BLOCK 109	50.00	6.07	6.07	N14°38'30"W
BLOCK 110	30.00	3.64	3.64	N14°38'30"W
BLOCK 110	10.00	15.70	14.14	N63°06'10"W
BLOCK 112	20.00	15.13	14.77	N56°58'00"W
BLOCK 112	21.00	55.18	40.62	N3°21'40"W
BLOCK 113	25.00	40.07	35.92	N62°10'00"W
BLOCK 113	21.00	33.66	30.17	N62°10'00"W
BLOCK 115	177.00	11.42	11.42	N14°23'40"W
BLOCK 116	177.00	11.35	11.35	N10°42'40"W



SCALE 1 : 1000
20 0 20 40 60 metres

J. D. BARNES LIMITED 2023

METRIC DISTANCES SHOWN ON THIS PLAN ARE IN METRES AND CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048.

OWNER'S CERTIFICATE - PLAN OF SUBDIVISION

THIS IS TO CERTIFY THAT:

1. LOTS 1 TO 108 BOTH INCLUSIVE, BLOCKS 109 TO 116 BOTH INCLUSIVE, THE STREETS NAMELY: COLE STREET, HARKER STREET, MCKEON WAY, VAUGHN COURT, AND PAYNE STREET, HAVE BEEN LAID OUT IN ACCORDANCE WITH OUR INSTRUCTIONS.

2. THE STREETS ARE HEREBY DEDICATED TO THE CORPORATION OF THE TOWN OF INNISFIL AS PUBLIC HIGHWAY.

DATED THIS _____DAY OF_____, 2023

1602850 ONTARIO LTD.

_____
MARIO CORTELLUCCI
"I HAVE THE AUTHORITY TO BIND THE CORPORATION"

LEGEND

■	DENOTES	SURVEY MONUMENT FOUND
□	DENOTES	SURVEY MONUMENT SET
SIB	DENOTES	STANDARD IRON BAR
SSIB	DENOTES	SHORT STANDARD IRON BAR
CP	DENOTES	CONCRETE PIN
IB	DENOTES	IRON BAR
P1	DENOTES	PLAN 51R-40460
P2	DENOTES	REGISTERED PLAN 51M-1055
JDB	DENOTES	J. D. BARNES LIMITED
738	DENOTES	R.C. KIRKPATRICK O.L.S.
1423	DENOTES	R. KRUPOWICZ, O.L.S.
1493	DENOTES	YOUNG & YOUNG SURVEYING INC.
1546	DENOTES	R. MAK, O.L.S.

NOTES

BEARINGS ARE UTM GRID, DERIVED FROM OBSERVED REFERENCE POINTS A AND B, BY REAL TIME NETWORK (RTN) OBSERVATIONS, UTM ZONE 17, NAD83 (CSRS) (2010.0).

SURVEY MONUMENTS PLANTED ARE IRON BARS UNLESS OTHERWISE NOTED.

DISTANCES SHOWN ON CURVED LIMITS ARE ARC MEASUREMENTS.

DISTANCES ON THIS PLAN ARE GROUND AND CAN BE CONVERTED TO GRID BY MULTIPLYING BY THE COMBINED SCALE FACTOR OF 0.999727

SURVEYOR'S CERTIFICATE

I CERTIFY THAT:

1. THIS SURVEY AND PLAN ARE CORRECT AND IN ACCORDANCE WITH THE SURVEYS ACT, THE SURVEYORS ACT AND THE LAND TITLES ACT AND THE REGULATIONS MADE UNDER THEM.

2. THE SURVEY WAS COMPLETED ON

DATE _____ **PRELIMINARY**

_____
PIER DE ROSA
ONTARIO LAND SURVEYOR

INTEGRATION DATA

OBSERVED REFERENCE POINTS (ORPs): UTM ZONE 17, NAD83 (CSRS) (2010.0).

COORDINATES TO URBAN ACCURACY PER SECTION 14 (2) OF O.REG 216/10.

POINT ID	EASTING	NORTHING
ORP (A)	615 404.52	4 904 935.97
ORP (B)	615 646.37	4 905 253.88

COORDINATES CANNOT, IN THEMSELVES, BE USED TO RE-ESTABLISH CORNERS OR BOUNDARIES SHOWN ON THIS PLAN.

THE RESULTANT TIE BETWEEN ORP (A) AND ORP (B) IS 399.56 N 37°15'40" E

APPROVED UNDER SECTION 51(58) OF THE PLANNING ACT, R.S.O. 1990, CHAPTER P.13, AS AMENDED

THIS ..... DAY OF..... , 2023

DATED:

_____
TIM CANE
MANAGER OF PLANNING
TOWN OF INNISFIL

J.D.BARNES LIMITED
SURVEYING MAPPING GIS
LAND INFORMATION SPECIALISTS
142 COMMERCE PARK DRIVE, UNIT V, BARRIE, ON L4N 8W8
T: (705) 739-6770 F: (705) 739-6771 www.jdbarnes.com

DRAWN BY:	CHECKED BY:	REFERENCE NO.:
MIKE WALDOCK	PDR	15-11-415-00-PH4A
PLOTTED: 5/29/24		DATED: May 29, 2024

FILE: G:\15-11-415\00\PH4\DRAWINGS\MP-415-PH4A.dgn

INNISFIL DEVELOPERS ALLOCATION GROUP INC.

By E-mail to dmohamed@innisfil.ca

June 5, 2026

Devina Mohamed
Manager of Development Engineering
Town of Innisfil
2101 Innisfil Beach Road
Innisfil, Ontario
L9S 1A1

Dear Ms. Mohamed,

RE: Amended and Restated Innisfil Developers Allocation Group (Town of Innisfil) Development Charges Early Payment Agreement
1602850 Ontario Ltd. And Innisfil Land Holding LP

Innisfil Developers Allocation Group Inc. (the "**Trustee**") is appointed by the Innisfil Developers Allocation Group ("**IDAG**") pursuant to the *Amended and Restated Innisfil Developers Allocation Group (Town of Innisfil) Development Charges Early Payment Agreement* dated November 25, 2024 (the "**IDAG EPA**"). For purposes of this letter, all capitalized terms unless otherwise defined herein have the meanings ascribed to them in the IDAG EPA.

Pursuant to the executed IDAG EPA, 1602850 Ontario Ltd. and Innisfil Land Holding LP (collectively, "**Cortel Group**") committed to a reservation of servicing allocation for 1,357 Subscribed SDEs. The total funding commitment at the Fixed Rate to secure for all 1,357 Subscribed SDEs is $27,090,424.73.

To date, Cortel Group has funded and/or secured a total amount to $20,735,846.12 under the IDAG EPA. Accordingly, Cortel Group did not fully secure for all of its Subscribed SDEs pursuant to the initial call for Pre-payment Security issued by the Trustee under Section 4.3(b) of the agreement; however, we understand that Cortel Group intends to continue to fund cash calls issued by the Trustee without reductions to its Pre-payment Security and the Town has not directed me to pursue this matter further.

INNISFIL DEVELOPERS ALLOCATION GROUP INC.

We are advised that Cortel Group is seeking Trustee confirmation of allocation for 155 SDEs for its Sleeping Lion Phase 4 development. Based on the funding and security provided to date and subject to the information set out in this letter, the Trustee confirms that Cortel Group has sufficient allocation capacity to assign 155 SDEs to Sleeping Lion Phase 4.

Please contact me if you have any questions or concerns.

Yours truly,
INNISFIL DEVELOPERS ALLOCATION GROUP INC.



Daniel Steinberg, A.S.O.

Copy: Oliver Jerschow, CAO, Town of Innisfil
Danny Persaud, President and CEO, InnServices
Julie Bottos, SCS Consulting Group Limited

INNISFIL DEVELOPERS ALLOCATION GROUP INC.

By E-mail to aleigh@innisfil.ca

June 15, 2026

Andria Leigh
Manager of Planning & Growth
Town of Innisfil
2101 Innisfil Beach Road
Innisfil, Ontario
L9S 1A1

Dear Ms. Leigh,

RE: Amended and Restated Innisfil Developers Allocation Group (Town of Innisfil) Development Charges Early Payment Agreement
1602850 Ontario Ltd. And Innisfil Land Holding LP

Further to my letter dated June 5, 2026, please note that the correct amount of SDEs to apply to Cortel Group for Sleeping Lion Phase 4 is **149 SDE** (not 155).

Please contact me if you have any questions or concerns.

Yours truly,
INNISFIL DEVELOPERS ALLOCATION GROUP INC.

Daniel Steinberg, A.S.O.

Copy: Oliver Jerschow, CAO, Town of Innisfil
Danny Persaud, President and CEO, InnServices
Julie Bottos, SCS Consulting Group Limited

6th Line Structure over Metrolinx Tracks Weight Restriction and By-law

Staff Report DSR-095-26

To: Mayor, Deputy Mayor, and Members of Council

From: Bobbi-Jo Duncan, Capital Project Manager

Date: June 24, 2026

Executive Summary

In January 2026, the Town of Innisfil (the Town) retained the engineering consulting firm R.J. Burnside to conduct the biennial inspections of structures throughout the Town. The Ontario Structure Inspection Manual (OSIM) inspections included the 6th Line Structure (B2206) located over the Metrolinx railway tracks.

Originally constructed in 1970, B2206 is a precast concrete box girder bridge that carries a two-lane roadway over the Metrolinx corridor. Based on the 2026 inspection, the structure has a Bridge Condition Index (BCI) of 63.4, indicating the structure is in fair condition. However, the structure is continuing to deteriorate over time. The inspection of 6th Line Structure (B2206) was completed on April 22, 2026. The inspection report recommends that a triple load restriction of maximum gross vehicular weight of 19 tonnes for a single unit tri-axle truck, 35 tonnes for a two-unit truck, and 48 tonnes for a three-unit train truck be applied to the structure.

Recommendation:

1. **That Staff Report DSR-095-26 regarding 6th Line Structure over Metrolinx Tracks weight restriction and by-law dated June 24, 2026 be received;**

2. **That the weight restriction on the 6th Line structure over the Metrolinx tracks be triple load posted for the maximum gross vehicle weights of 19 tonnes for a single unit tri-axle truck, 35 tonnes for a two-unit truck, and 48 tonnes for a three-unit train truck; and**

3. **That By-law 065-26 being a by-law to enforce the weight restriction on the 6th Line Structure, be adopted.**

Background:

In accordance with the Ontario Highway Traffic Act, every bridge shall be kept in safe and in good repair. The structural integrity, safety and condition of every bridge shall be determined through periodic inspections under the direction of a Professional Engineer and in accordance with the provisions of the Ontario Structure Inspection Manual (OSIM), or equivalent.

In January 2026 the Town of Innisfil (Town) retained the engineering consulting firm, R.J. Burnside to conduct the biennial inspections of structures throughout the Town, including the 6th Line Structure (B2206) located over the Metrolinx railway tracks based on the Canadian Bridge Design Code.

Analysis/Consideration:

The OSIM inspection identified several deficiencies affecting the structure:

- Deck and Distribution Slab
  - Medium to wide cracking along girder lines and across the deck;
  - Evidence of ongoing water leakage through cracks; and,
  - Delamination and deterioration of the distribution slab.
- Structural Performance Concern
  - The distribution slab may no longer be effectively transferring loads between girders; and,
  - This condition may result in girders acting independently, reducing load-carrying capacity.
- Concrete Deterioration
  - Spalling and exposed reinforcing steel in:
    - deck;
    - girders; and,
    - parapets
    - pier caps and wingwalls.
- Girders and Substructure
  - Delamination, cracking, and corrosion due to water ingress; and,
  - Localized deterioration of bearings, joints, and structural components.

These deficiencies are consistent with a structure experiencing progressive deterioration and moisture penetration, which will continue to worsen without intervention.

Based on the findings from the R.J. Burnside's April 22, 2026 OSIM inspection, the following is being recommended:

Immediate Actions

- Implement a triple load restriction of maximum gross vehicular weight of 19 tonnes for a single unit tri-axle truck, 35 tonnes for a two-unit truck, and 48 tonnes for a three-unit train truck based on the completion of a structural evaluation (see Attachment 2);
- Proceed with:
  - Detailed deck condition survey; and,
  - Feasibility review.

Short-Term Strategy – Rehabilitation

The inspection recommends that major rehabilitation be undertaken within approximately one year to address the identified deficiencies.

Anticipated rehabilitation works include:

- Replacement of the distribution slab with a reinforced overlay;

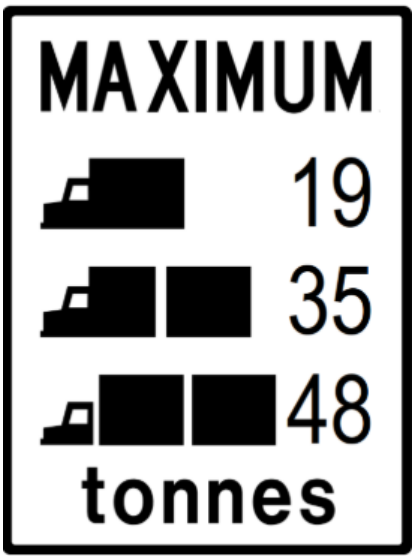
- Concrete repairs to girders and substructure elements;
- Replacement of joints and bearings; and,
- Barrier and roadside safety upgrades.

Long-Term Strategy – Replacement

Full replacement of the structure remains the long-term solution and is currently anticipated to occur as part of future Orbit/GO Station development. However, as the timing of this work is uncertain, rehabilitation is required in the interim to maintain safe operation.

R.J. Burnside has indicated that the existing bridge structure is adequate to support a maximum gross vehicular weight of 19 tonnes for a single unit tri-axle truck, 35 tonnes for a two-unit truck, and 48 tonnes for a three-unit train truck, as summarized in the following chart and image.

Structure	MTO Site no.	Bridge ID	Concession	Lot	Current Weight Limit - 2026
6th Line Bridge	30-413	B2206	5 & 6	22	19 tonnes for a tri-axle truck (CL3-W) 35 tonnes for a two-unit truck (CL2-W) 48 tonnes for a three-unit train truck (CL1-W)



Detour Route

A detour route will be required should load restrictions or construction impact the structure. The OSIM inspection identifies a detour length of approximately 7 km. A detour route map is included as Attachment 5. The proposed detour has been reviewed with Operations and is suitable for traffic detour purposes during restrictions or construction.

Agency Coordination

The structure crosses over Metrolinx rail infrastructure and requires coordination with other external agencies.

- Requirements for notification to Metrolinx and/or MTO related to load restrictions will be confirmed prior to implementation;
- For future construction works, coordination with Metrolinx will be required, including:
  - Rail flagging; and,
  - Review and approval of works within the rail corridor.

If notification is not required, the report will reflect that no external notification is necessary.

Community Strategic Plan Alignment:
This project aligns with the following Strategic Plan Priorities and Objectives:

Priority #3 – Connect
2. Ensure a safe and reliable transportation network

Financial Consideration:

The work associated with the preliminary inspection of B2206 – 6th Line Structure was completed under the approved budget for RDS393 -2026 OSIM inspections.
The 2026 OSIM inspection provides the following cost estimates:

- Rehabilitation cost: ~$1.13 million;
- Replacement value: ~$3.4 million; and,
- Total capital program cost: ~$4.79 million.

Additional inspection work is estimated to be approximately $73,500.

Short-Term Funding

It is proposed that existing approved capital funding under project RDS355 be used to:

- Complete the further structural evaluation;
- Undertake detailed investigations/additional inspection work; and,
- Advance rehabilitation design.

Future Budget Requirements

As the structure requires major rehabilitation within approximately one year, it is anticipated that:

- Additional funding will be required through the 2027/2028 capital budget; and
- The amount of funding required will be refined following completion of the preliminary design.

Should the timing for the full reconstruction of the bridge be further advanced in advance of the 2027/28 rehabilitation budget discussion revisions to the proposed budget to reflect the full reconstruction rather than the rehabilitation may be recommended.

Local Impact:
For drivers of vehicles under 19 tonnes, there will be minimal impact however there will be significant impact to drivers of commercial and construction vehicles over 19 tonnes, especially those involved in the construction of the wastewater treatment plant at the intersection of 6th Line and St. Johns Road as well as any development in the area. Those vehicles weighing 19 tonnes for a single unit tri-axle truck, 35 tonnes for a truck with 1 trailer, and 48 tonnes for a truck and more than 1 trailer will be required to use the detour route of 7th Line and Webster (as shown in Attachment 5), as posted. This weight posting will also impact Town Operations when completing maintenance in the area, if vehicles weigh more than the allowed posted weights. There will also be an impact to residents along the detour route.

Options/Alternatives:
No other options have been presented as the Town has a responsibility and regulated requirement to keep the structure in a state or repair.

Conclusion:
Staff recommend that the current load restriction as indicated under by-law xxx-26 for the 6th Line structure be posted at 19 tonnes for a single unit tri-axle truck, 35 tonnes for a truck with 1 trailer, and 48 tonnes for a truck and more than 1 trailer and that design continue for reconstruction and/or begin for rehabilitation.

Prepared By:
Bobbi-Jo Duncan, Capital Project Manager

Approved By:
Andria Leigh, Director of Planning and Growth

Attachments:
Attachment 1 – 2026 OSIM inspection report
Attachment 2 – R.J. Burnside June 2 2026 structural evaluation of bridge
Attachment 3 – R.J. Burnside June 8 2026 by-law bridge recommendation
Attachment 4 – Weight limitation by-law
Attachment 5 – Map of Detour route

Reference Material:
Community Strategic Plan

Ontario Structure Inspection Manual - Inspection Form

Site Number: B2206
MTO Site Number: N/A

Inventory Data:

Structure Name	B2206										
Main Hwy/Road #	6th Line	On	X	Crossing Type:	Navig. Water		Non-Navig.		Ped.		
		Under			Rail	x	Road		Other		
Structure Location	Lot 22, Con 5&6										
Latitude	44.287296			Longitude	-79.558222						
Owners	Town of Innisfil			Heritage Designation	Not Consid:	X	Cons/not App.		List/n.d.		
					Desig./not list		Desig & List				
MTO region	Southwestern			Road Class:	Freeway		Arterial				
					Collector		Local	x			
MTO District				Posted Speed	80km/h		No. of Lanes	2			
Old County	Simcoe			AADT			% Trucks				
Geographic Twp.	Innisfil			Inspection Route Sequence							
Structure Type	Precast Concrete Box Girder			Interchange Number							
Total Deck Length	36.85 m			Interchange Structure Number							
Overall Str. Width	9.15 m			Min. Vertical Clearance		m					
Total Deck Area	337.2 sq. m			Special Routes:	Transit		Truck				
					School		Bicycle				
Road Platform Width	9.5 m (btwn tops of slopes)										
Roadway Width	7.33 m (btwn edges of shoulders)			Detour Length Around Bridge	7 km						
Skew Angle	10 Degrees			Direction of Structure	North - South						
No. of Spans	3			Fill on Structure	0 m						
Span Lengths	12.47, 12.12, 12.26 m			Height (streambed to structure top)	6.5 m						

Historical Data:

Year Built	○ Known ◉ Estimated ○ Unknown	1970	Last Evaluation	
Last Biennial Inspection		2024	Current Load Limit	tonnes
Last Bridge Master Inspection			Load Limit By-Law #	
Last Condition Survey			By-Law Expiry Date	
Last Underwater Inspection				

Rehab History: (Date / Description)	Rehab Year		

Ontario Structure Inspection Manual - Inspection Form

Site Number:	B2206
MTO Site Number:	N/A

Field Inspection Information:			
Date of Inspection:	April 22, 2026	Type of Inspection:	☑ OSIM ☐ Enhanced OSIM
Inspector:	J. Enstrom		
Others in Party:	T. Wright		
Equipment Used:	Camera, Hammer, Tape Measure		
Weather:	Sunny		
Temperature:	17° C		

Additional Investigations Required:	Priority			Estimated Cost
	None	Normal	Urgent	
Material Condition Survey				
Detailed Deck Condition Survey:		X		$33,500.00
Non-destructive Delamination Survey of Covered Deck:	x			$0.00
Concrete Substructure Condition Survey:	x			$0.00
Detailed Coating Condition Survey:	x			$0.00
Detailed Timber Investigation:	x			$0.00
Post-Tensioned Strand Investigation:	x			$0.00
Underwater Investigation:	x			$0.00
Fatigue Inspection:	x			$0.00
Enhanced OSIM Inspection:	x			$0.00
Structure Evaluation:		X		$15,000.00
Other: Feasibility		X		$25,000.00
Monitoring of Deformations, Settlements and Movements:	x			$0.00
Monitoring Crack Widths:	x			$0.00
Investigation Notes: Deck condition survey, structural evaluation and feasibility study are warranted based on leakage through cracks in the deck, and severtiy of cracking				

Overall Structure Notes:				
Recommended Work on Structure:	☐ None	☐ Minor Rehab.	☑ Major Rehab.	☐Replace
Timing of Recommended Work:	☑ Within 1 year	☐1 to 5 years	☐6 to 10 years	☐>10 years
Overall Comments:	Major Rehabilitation is recommended as soon as possible. Maintenance and Roadside Safety work recommended.			
Current Load Limit Posting:	N/A			
Recommended Load Limit Posting:	18			
Date of Next Inspection:	2028			

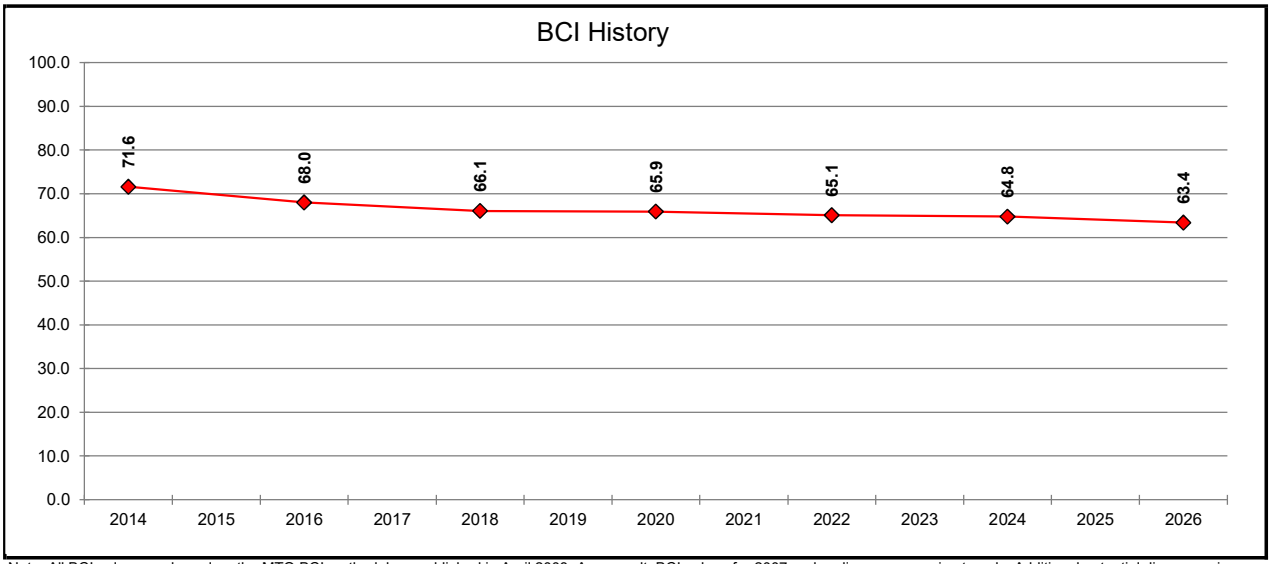
Ontario Structure Inspection Manual - Inspection Form

Site Number:	B2206
MTO Site Number:	N/A

BCI History

Date	BCI	Inspector	BCI Change Justification
2026	63.4	J. Enstrom	
2024	64.8	J. Enstrom	
2022	65.1	J. Enstrom	
2020	65.9	A. Abrahams	
2018	66.1	A. Abrahams	
2016	68.0	J. Cober	
2014	71.6	J. Downey	

Note: When no justification is given for BCI change above, the change is a result of typical ongoing deterioration with time, load cycles and exposure to the elements



Note: All BCI values are based on the MTO BCI methodology published in April 2008. As a result, BCI values for 2007 and earlier are approximate only. Additional potential discrepancies may also exist as a result from changes over time in the way the quantities for certain elements are calculated.

Standard Codes

Suspected Performance Deficiencies

01 Load Carrying Capacity
02 Excessive Deformations (deflections/rotations)
03 Continuing Settlement
04 Continuing Movements
05 Seized Bearings
06 Bearing not Uniformly Loaded/Unstable
07 Jammed Expansion Joint
08 Pedestrian/Vehicular Hazard
09 Rough Riding Surface
10 Surface Ponding
11 Deck Drainage
12 Slippery Surfaces
13 Flooding/Channel Blockage
14 Undermining of Foundation
15 Unstable Embankments
16 Other

Maintenance Needs

01 Lift and Swing Bridge Maintenance
02 Bridge Cleaning
03 Bridge Handrail Maintenance
04 Painting Steel Bridge Structures
05 Bridge Deck Joint Repair
06 Bridge Bearing Maintenance
07 Repair to Structural Steel
08 Repair to Bridge Concrete
09 Repair of Bridge Timber
10 Bailey Bridges - Maintenance
11 Animal/Pest Control
12 Bridge Surface Repair
13 Erosion Control at Bridges
14 Concrete Sealing
15 Rout and Seal
16 Bridge Deck Drainage
17 Hazard Warning Signs
18 Other

Ontario Structure Inspection Manual - Inspection Form

Site Number:	B2206
MTO Site Number:	N/A

Element Data

Element Group:	Approach		Length:	6 m			
Element Name:	Approach Wearing Surface		Width:	7.33 m			
Location:			Height:	m			
Material:	Asphalt		Count:	2			
Element Type:			Total Quantity:	87.96 Sq.m			
Environment:	Severe		Limited Inspection:	☐			
Protection System:						Performance	
Condition	Units	Exc.	Good	Fair	Poor	Deficiencies	
Data:	Sq.m		60.96	16	11	Element BCI	59.3

Comments: Cracking along edges and at end of deck, light to medium wear. Previous patching at deck ends. Light to medium ravelling.

Recommended Work:	Rehab ☐ Replace ☑	**Maintenance Needs:**	
	1-5 Years ☐ 6-10 Years ☑	☐ Urgent ☐ 1 Year ☐ 2 Year	
Repave approaches		Maintenance Needs: None Performance Deficiencies: None	

Element Group:	Approach		Length:	m			
Element Name:	Approach Guide Rail		Width:	m			
Location:			Height:	m			
Material:			Count:				
Element Type:			Total Quantity:	m			
Environment:	Severe		Limited Inspection:	☐			
Protection System:						Performance	
Condition	Units	Exc.	Good	Fair	Poor	Deficiencies	
Data:	m					Element BCI	

Comments: None Present - Should be added. Wooden posts, no guiderail

Recommended Work:	Rehab ☐ Replace ☑	**Maintenance Needs:**	
	1-5 Years ☑ 6-10 Years ☐	☐ Urgent ☐ 1 Year ☐ 2 Year	
Consider installing SBGR with proper extruder end treatments		Maintenance Needs: None Performance Deficiencies: None	

Element Group:	Accessories		Length:	m			
Element Name:	Signs		Width:	m			
Location:			Height:	m			
Material:	Steel		Count:	4			
Element Type:			Total Quantity:	4 Each			
Environment:	Severe		Limited Inspection:	☐			
Protection System:						Performance	
Condition	Units	Exc.	Good	Fair	Poor	Deficiencies	
Data:	Each			4		Element BCI	40.0

Comments: Hazard warning signs mounted on barrier end post - too low.

Recommended Work:	Rehab ☐ Replace ☑	**Maintenance Needs:**	17
	1-5 Years ☑ 6-10 Years ☐	☐ Urgent ☑ 1 Year ☐ 2 Year	
Install post mounted Hazard signs at each corner		Maintenance Needs: Hazard Signs Performance Deficiencies: None	

Ontario Structure Inspection Manual - Inspection Form

Site Number:	B2206
MTO Site Number:	N/A

Element Data

Element Group:	Approach		Length:		m		
Element Name:	Approach Drainage		Width:		m		
Location:			Height:		m		
Material:	Asphalt		Count:	4			
Element Type:			Total Quantity:	4	All		
Environment:	Severe		Limited Inspection:	☐			
Protection System:						Performance	
Condition	Units	Exc.	Good	Fair	Poor	Deficiencies	
Data:	All			4		Element BCI	40.0

Comments: Asphalt curb and gutter. Light to medium progressive edge cracking

Recommended Work:	Rehab ☐ Replace ☑	**Maintenance Needs:**	
	1-5 Years ☑ 6-10 Years ☐	☐ Urgent ☐ 1 Year ☐ 2 Year	
		Maintenance Needs: None	
		Performance Deficiencies: None	

Element Group:	Decks		Length:	36.85	m		
Element Name:	Deck Top		Width:	9.15	m		
Location:			Height:		m		
Material:	Cast-In-Place Concrete		Count:	1			
Element Type:			Total Quantity:	337.2	Sq.m		
Environment:	Benign		Limited Inspection:	☐			
Protection System:						Performance	
Condition	Units	Exc.	Good	Fair	Poor	Deficiencies	
Data:	Sq.m		131.8	153.3	52.1	Element BCI	47.5

Comments: Medium to wide longitudinal cracking and delaminations along girder lines; light wear; Asphalt patching at east and west ends; spalling with exposed rebar; debris build up along edges; Full length medium cracks between girder locations; deteriorated concrete around joints at pier (200mm wide). Evidence of water leakage on soffit through crack locations.

Recommended Work:	Rehab ☐ Replace ☑	**Maintenance Needs:**	02
	1-5 Years ☑ 6-10 Years ☐	☐ Urgent ☑ 1 Year ☐ 2 Year	
		Maintenance Needs: Cleaning	
Replace concrete overlay with reinforced overlay		Performance Deficiencies: None	

Element Group:	Barriers		Length:	42.65	m		
Element Name:	Barrier/Parapet Walls Exterior		Width:	0.25	m		
Location:	Exterior		Height:	0.61	m		
Material:	Cast-In-Place Concrete		Count:	2			
Element Type:	Parapet Wall with Two Rails		Total Quantity:	73.358	Sq.m		
Environment:	Moderate		Limited Inspection:	☐			
Protection System:						Performance	
Condition	Units	Exc.	Good	Fair	Poor	Deficiencies	
Data:	Sq.m		70.958	1.2	1.2	Element BCI	73.2

Comments: Hairline pattern cracking; spalling on north side with exposed rebar;
spall around railing anchor on Northeast span.
Spall with exposed corroded rebar at Southwest.

Recommended Work:	Rehab ☑ Replace ☐	**Maintenance Needs:**	
	1-5 Years ☐ 6-10 Years ☐	☐ Urgent ☐ 1 Year ☐ 2 Year	
		Maintenance Needs: None	
Complete concrete repairs or replace with deck		Performance Deficiencies: None	

Ontario Structure Inspection Manual - Inspection Form

Site Number:	B2206
MTO Site Number:	N/A

Element Data

Element Group:	Barriers		Length:	42.65	m		
Element Name:	Barrier/Parapet Walls Interior		Width:	0.25	m		
Location:	Interior Face		Height:	0.61	m		
Material:	Cast-In-Place Concrete		Count:	2			
Element Type:	Parapet Wall with Two Rails		Total Quantity:	52.033	Sq.m		
Environment:	Severe		Limited Inspection:	☐			
Protection System:						Performance	
Condition	Units	Exc.	Good	Fair	Poor	Deficiencies	
Data:	Sq.m		44.433	7.3	0.3	Element BCI	69.7

Comments: Hairline pattern cracking, small localized pop outs. Hairline to narrow vertical and pattern stained cracking. Small spalls at SW railing anchor.

Recommended Work:	Rehab ☑ Replace ☐	**Maintenance Needs:**	
	1-5 Years ☐ 6-10 Years ☑	☐ Urgent ☐ 1 Year ☐ 2 Year	
		Maintenance Needs: None	
Complete repairs or replace with deck		Performance Deficiencies: None	

Element Group:	Barriers		Length:	41.55	m		
Element Name:	Railing System		Width:	0.9m Dia.	m		
Location:			Height:		m		
Material:	Steel		Count:	4			
Element Type:	Parapet Wall with Two Rails		Total Quantity:	166.2	m		
Environment:	Severe		Limited Inspection:	☐			
Protection System:						Performance	
Condition	Units	Exc.	Good	Fair	Poor	Deficiencies	
Data:	m		164.2	1	1	Element BCI	74.3

Comments: Light surface corrosion, 2 damaged anchor, and one with concrete spalled around anchors on Northeast end. Light to medium surface corrosion of bolts.

Recommended Work:	Rehab ☑ Replace ☐	**Maintenance Needs:**		03
	1-5 Years ☐ 6-10 Years ☐	☐ Urgent ☑ 1 Year ☐ 2 Year		
		Maintenance Needs: Handrail Maintenance		
Replace broken anchors		Performance Deficiencies: None		

Element Group:	Curb and S/W		Length:	36.85	m		
Element Name:	Curbs		Width:	0.6	m		
Location:	Under Barriers		Height:	0.2	m		
Material:	Cast-In-Place Concrete		Count:	2			
Element Type:			Total Quantity:	59	Sq.m		
Environment:	Severe		Limited Inspection:	☐			
Protection System:						Performance	
Condition	Units	Exc.	Good	Fair	Poor	Deficiencies	
Data:	Sq.m		57.8	0.6	0.6	Element BCI	73.9

Comments: Localized narrow transverse cracking, light wear, localized spalling, covered in sand, spall on Southwest. Large spalls at corners. Limited inspection due to the amount of sand covering the sidewalk.

Recommended Work:	Rehab ☑ Replace ☐	**Maintenance Needs:**	02	
	1-5 Years ☐ 6-10 Years ☐	☐ Urgent ☑ 1 Year ☐ 2 Year		
		Maintenance Needs: Cleaning		
Repair or replace with deck		Performance Deficiencies: None		

Ontario Structure Inspection Manual - Inspection Form

Site Number:	B2206
MTO Site Number:	N/A

Element Data

Element Group:	Joints		Length:	7.33 m			
Element Name:	Armouring/Retaining Device		Width:	m			
Location:	Over piers and abutments		Height:	m			
Material:			Count:	4 Locations x3 faces			
Element Type:			Total Quantity:	44.02 m			
Environment:	Moderate		Limited Inspection:	☐			
Protection System:						Performance	
Condition	Units	Exc.	Good	Fair	Poor	Deficiencies	
Data:	m			44.02		Element BCI	40.0

Comments: Light to medium corrosion. Paved over at east and west ends

Recommended Work:	Rehab ☐ Replace ☑	**Maintenance Needs:**	
	1-5 Years ☑ 6-10 Years ☐	☐ Urgent ☐ 1 Year ☐ 2 Year	
		Maintenance Needs: None	
Repair or replace with deck		Performance Deficiencies: None	

Element Group:	Joints		Length:	m			
Element Name:	Seals / Sealants		Width:	m			
Location:	Over piers		Height:	m			
Material:			Count:	2			
Element Type:			Total Quantity:	2 Each			
Environment:	Severe		Limited Inspection:	☐			
Protection System:						Performance	
Condition	Units	Exc.	Good	Fair	Poor	Deficiencies	
Data:	Each				2	Element BCI	0.0

Comments: Cracking and bulging

Recommended Work:	Rehab ☐ Replace ☑	**Maintenance Needs:**	
	1-5 Years ☑ 6-10 Years ☐	☐ Urgent ☐ 1 Year ☐ 2 Year	
		Maintenance Needs: None	
Replace seals		Performance Deficiencies: None	

Element Group:	Decks		Length:	18.59 m			
Element Name:	Soffit - Thin Slab - Ext		Width:	0.35 m			
Location:	Exterior Soffit + Fascia		Height:	0.21 m			
Material:	Cast-In-Place Concrete		Count:	2			
Element Type:			Total Quantity:	20.82 Sq.m			
Environment:	Moderate		Limited Inspection:	☐			
Protection System:						Performance	
Condition	Units	Exc.	Good	Fair	Poor	Deficiencies	
Data:	Sq.m		20.82			Element BCI	75.0

Comments: In good condition, staining from water leakage near joints. Isolated narrow vertical stained cracks.

Recommended Work:	Rehab ☐ Replace ☐	**Maintenance Needs:**	
	1-5 Years ☐ 6-10 Years ☐	☐ Urgent ☐ 1 Year ☐ 2 Year	
		Maintenance Needs: None	
None		Performance Deficiencies: None	

Ontario Structure Inspection Manual - Inspection Form

Site Number:	B2206
MTO Site Number:	N/A

Element Data

Element Group:	Abutments		Length:	3.68 m			
Element Name:	Wingwalls		Width:	m			
Location:			Height:	1 m			
Material:	Cast-In-Place Concrete		Count:	4			
Element Type:			Total Quantity:	14.72 Sq.m			
Environment:	Moderate		Limited Inspection:	☐			
Protection System:						Performance	
Condition	Units	Exc.	Good	Fair	Poor	Deficiencies	
Data:	Sq.m		8.72	3.5	2.5	Element BCI	53.9

Comments: Medium cracking with efflorescence below all joints, spalling and disintegration on Southeast with exposed rebar, small spall on northeast side
Formwork left in place on northeast side.

Recommended Work:	Rehab ☐ Replace ☑	**Maintenance Needs:**	
	1-5 Years ☐ 6-10 Years ☑	☐ Urgent ☐ 1 Year ☐ 2 Year	
Concrete repairs		Maintenance Needs: None Performance Deficiencies: None	

Element Group:	Abutments		Length:	m			
Element Name:	Abutment Walls		Width:	8.78 m			
Location:			Height:	1.2 m			
Material:	Cast-In-Place Concrete		Count:	2			
Element Type:			Total Quantity:	21 Sq.m			
Environment:	Benign		Limited Inspection:	☐			
Protection System:						Performance	
Condition	Units	Exc.	Good	Fair	Poor	Deficiencies	
Data:	Sq.m		18.3	2.4	0.3	Element BCI	69.9

Comments: Narrow to medium full height cracks in both abutments. One medium to wide vertical crack at NW.

Recommended Work:	Rehab ☑ Replace ☐	**Maintenance Needs:**	
	1-5 Years ☐ 6-10 Years ☑	☐ Urgent ☐ 1 Year ☐ 2 Year	
Consider repairing cracks in conjunction with other rehabs		Maintenance Needs: None Performance Deficiencies: None	

Element Group:	Abutments		Length:	11.93 m			
Element Name:	Ballast Walls		Width:	0.25 m			
Location:			Height:	0.91 m			
Material:	Cast-In-Place Concrete		Count:	2			
Element Type:			Total Quantity:	21.8 Sq.m			
Environment:	Moderate		Limited Inspection:	☑			
Protection System:						Performance	
Condition	Units	Exc.	Good	Fair	Poor	Deficiencies	
Data:	Sq.m			21.8		Element BCI	40.0

Comments: Not visible, assumed fair condition

Recommended Work:	Rehab ☐ Replace ☑	**Maintenance Needs:**	
	1-5 Years ☑ 6-10 Years ☐	☐ Urgent ☐ 1 Year ☐ 2 Year	
Consider repairing/replacing in conjunction with other rehabs		Maintenance Needs: None Performance Deficiencies: None	

Ontario Structure Inspection Manual - Inspection Form

Site Number:	B2206
MTO Site Number:	N/A

Element Data

Element Group:	Abutments		Length:		m		
Element Name:	A. Bearings		Width:		m		
Location:			Height:		m		
Material:	Other		Count:	14			
Element Type:	Elastomeric Pad		Total Quantity:	14	Each		
Environment:	Moderate		Limited Inspection:	☐			
Protection System:						Performance	
Condition	Units	Exc.	Good	Fair	Poor	Deficiencies	
Data:	Each		12	2		Element BCI	70.0

Comments: 2 Bearings on west side can be moved by hand, bulging bearing on Southwest side

Recommended Work:	Rehab ☑ Replace ☐	**Maintenance Needs:**	
	1-5 Years ☐ 6-10 Years ☑	☐ Urgent ☐ 1 Year ☐ 2 Year	
		Maintenance Needs: None	
Replace loose/bulging bearings		Performance Deficiencies: None	

Element Group:	Piers		Length:		m		
Element Name:	Shaft / Bents		Width:	0.8m dia.	m		
Location:			Height:	6	m		
Material:	Cast-In-Place Concrete		Count:	6			
Element Type:			Total Quantity:	90.432	Sq.m		
Environment:	Moderate		Limited Inspection:	☐			
Protection System:						Performance	
Condition	Units	Exc.	Good	Fair	Poor	Deficiencies	
Data:	Sq.m		89.632	0.4	0.4	Element BCI	74.5

Comments: In good condition, small popouts on center shaft of west pier, small delamination on northwest shaft. Hairline to narrow map cracking.

Recommended Work:	Rehab ☑ Replace ☐	**Maintenance Needs:**	
	1-5 Years ☐ 6-10 Years ☐	☐ Urgent ☐ 1 Year ☐ 2 Year	
		Maintenance Needs: None	
None		Performance Deficiencies: None	

Element Group:	Piers		Length:	8.78	m		
Element Name:	P. Caps		Width:	1	m		
Location:			Height:	1.1	m		
Material:	Cast-In-Place Concrete		Count:	2			
Element Type:			Total Quantity:	78	Sq.m		
Environment:	Moderate		Limited Inspection:	☐			
Protection System:						Performance	
Condition	Units	Exc.	Good	Fair	Poor	Deficiencies	
Data:	Sq.m		67	5	6	Element BCI	67.0

Comments: Staining, efflorescence and pattern cracking at North ends, spalls with exposed corroded rebar at south end of both pier caps, small spalls/delamination with exposed corroded rebar on both pier caps on the west side. Rust staining at NW pier cap.

Recommended Work:	Rehab ☑ Replace ☐	**Maintenance Needs:**	
	1-5 Years ☐ 6-10 Years ☑	☐ Urgent ☐ 1 Year ☐ 2 Year	
		Maintenance Needs: None	
Concrete repairs		Performance Deficiencies: None	

Ontario Structure Inspection Manual - Inspection Form

Site Number:	B2206
MTO Site Number:	N/A

Element Data

Element Group:	Girders		Length:	2 m			
Element Name:	Girders - Ends		Width:	1.22 m			
Location:	Includes center span ends		Height:	0.53 m			
Material:	Precast Concrete		Count:	42			
Element Type:	Box Beam or Girders		Total Quantity:	115.2 Sq.m			
Environment:	Moderate		Limited Inspection:	☐			
Protection System:						Performance	
Condition	Units	Exc.	Good	Fair	Poor	Deficiencies	
Data:	Sq.m		108.7	5	1.5	Element BCI	72.5

Comments: Water leakage through gaps between girders with efflorescence;
Delamination and spalling with exposed rebar on the fourth girder from north adjacent to gap (approx 50% of length) in west span and from the third girder from the north in the east span. Exterior north girder on the west span has a medium horizontal crack.

Recommended Work:	Rehab ☑ Replace ☐	**Maintenance Needs:**
	1-5 Years ☐ 6-10 Years ☐	☐ Urgent ☐ 1 Year ☐ 2 Year
		Maintenance Needs: None
Concrete repairs		Performance Deficiencies: None

Element Group:	Girders		Length:	8.4m (cente m			
Element Name:	Girders - Middle		Width:	1.22 m			
Location:			Height:	0.53 m			
Material:	Precast Concrete		Count:	21			
Element Type:	Box Beam or Girders		Total Quantity:	228 Sq.m			
Environment:	Benign		Limited Inspection:	☑			
Protection System:						Performance	
Condition	Units	Exc.	Good	Fair	Poor	Deficiencies	
Data:	Sq.m		166	52.5	9.5	Element BCI	63.8

Comments: Limited inspection due to height. Water leakage through space between girders with efflorescene;
Areas of delamination and spalling in all spans at interior girders
Hole on 2nd girder from North, center span, low cover, rust staining.

Recommended Work:	Rehab ☑ Replace ☐	**Maintenance Needs:**
	1-5 Years ☑ 6-10 Years ☐	☐ Urgent ☐ 1 Year ☐ 2 Year
		Maintenance Needs: None
Concrete Repairs		Performance Deficiencies: None

Element Group:	Foundations		Length:	m			
Element Name:	Foundation (below ground level) - Al		Width:	m			
Location:	All foundations		Height:	m			
Material:	Cast-In-Place Concrete		Count:	1			
Element Type:			Total Quantity:	1 All			
Environment:	Benign		Limited Inspection:	☑			
Protection System:						Performance	
Condition	Units	Exc.	Good	Fair	Poor	Deficiencies	
Data:	All		1			Element BCI	75.0

Comments: Appears stable, no signs of movement

Recommended Work:	Rehab ☐ Replace ☐	**Maintenance Needs:**
	1-5 Years ☐ 6-10 Years ☐	☐ Urgent ☐ 1 Year ☐ 2 Year
		Maintenance Needs: None
		Performance Deficiencies: None

Ontario Structure Inspection Manual - Inspection Form

Site Number:	B2206
MTO Site Number:	N/A

Element Data

Element Group:	Embankment and Stream		Length:	m			
Element Name:	Embankments		Width:	m			
Location:			Height:	m			
Material:	Other		Count:	4			
Element Type:	Vegetation		Total Quantity:	4 Each			
Environment:	Benign		Limited Inspection:	☐			
Protection System:						Performance	
Condition	Units	Exc.	Good	Fair	Poor	Deficiencies	
Data:	Each		4			Element BCI	75.0

Comments: Appears stable, well vegetated, remove trees from underneath and immeditely adjacent to bridge

Recommended Work:	Rehab ☐ Replace ☐	**Maintenance Needs:**	18
	1-5 Years☐ 6-10 Years ☐	☐ Urgent ☑ 1 Year ☐ 2 Year	
		Maintenance Needs: Other	
Remove trees underneath and adjacent to bridge		Performance Deficiencies: None	

Element Group:			Length:	m			
Element Name:			Width:	m			
Location:			Height:	m			
Material:			Count:				
Element Type:			Total Quantity:	#N/A			
Environment:			Limited Inspection:	☐			
Protection System:						Performance	
Condition	Units	Exc.	Good	Fair	Poor	Deficiencies	
Data:	#N/A					Element BCI	#N/A

Comments:

Recommended Work:	Rehab ☐ Replace ☐	**Maintenance Needs:**	
	1-5 Years☐ 6-10 Years ☐	☐ Urgent ☐ 1 Year ☐ 2 Year	
		Maintenance Needs: None	
		Performance Deficiencies: None	

Element Group:			Length:	m			
Element Name:			Width:	m			
Location:			Height:	m			
Material:			Count:				
Element Type:			Total Quantity:	#N/A			
Environment:			Limited Inspection:	☐			
Protection System:						Performance	
Condition	Units	Exc.	Good	Fair	Poor	Deficiencies	
Data:	#N/A					Element BCI	#N/A

Comments:

Recommended Work:	Rehab ☐ Replace ☐	**Maintenance Needs:**	
	1-5 Years☐ 6-10 Years ☐	☐ Urgent ☐ 1 Year ☐ 2 Year	
		Maintenance Needs: None	
		Performance Deficiencies: None	

Ontario Structure Inspection Manual - Inspection Form

Site Number:	B2206
MTO Site Number:	N/A

Maintenance Need	Element and Comments	Estimated Cost
Cleaning	Clean Curbs, Deck Top,	$1,000.00
Handrail Maintenance	Repair Railing System,	$1,000.00
Hazard Signs	Install hazard warning signs 1m in front of barriers at proper height	$1,000.00
Other	Remove vegetation adjacent to bridge	$500.00
	Total Maintenance Needs Costs	**$3,500.00**

Additional Investigations:	Detailed Deck Condition Survey; Structure Evaluation; Other: Feasibility;	**$73,500.00**

See Page 2 for detailed breakdown of additional investigations

Roadside Protection:	Install guide rail and end treatments and structure connections	**$100,000.00**

The above are the current roadside protection needs at the time of inspection; however, the recommended work at the time of future capital works (Rehab / Replacement) may differ from the current needs

Repair and Rehabilitation Required: Element-Repair and Rehabilitation Required	6 to 10 years	1 to 5 years	Within 1 year	Urgent	Estimated Construction Cost
Replace distribtuion slab with reinforced overlay			X		$300,000.00
Type B concrete repairs to Girders,			X		$166,000.00
Type C concrete repairs to abutment walls, ballast walls, wingwalls, p. caps, shaft / bents,			X		$100,000.00
Replace Barriers			X		$125,000.00
Waterproof and pave			X		$100,000.00
Replace joints			X		$105,000.00
Replace bearings			X		$80,000.00
General Items - Insurance, Mobilization, Access etc.			X		$150,000.00
Rehabilitation Cost Subtotal					**$1,126,000.00**

Estimated Value of Replacement Structure	**$3,400,000.00**

Associated Work:	Comments	Rehabilitation:	Replacement:
Approaches			
Detours			
Traffic Control	Rail Flagging	$250,000.00	$250,000.00
Utilities			
Right of Way			
Environmental			
Other	Pier improvements for rail loading	$250,000.00	$250,000.00
	Total Associated Work Costs	**$500,000.00**	**$500,000.00**

Capital Works Costs:	Notes:	Rehabilitation:	Replacement:
Rehab / Replacement Works:		$1,626,000.00	$3,900,000.00
Roadside Protection:		$100,000.00	$100,000.00
Staging Costs:	Temp. traffic signals, roadway protection, TCBs & crash cushions, Staged Construction	$250,000.00	N/A
Construction Contingencies:	10% of first $1M + 5% of cost above $1M	$149,000.00	$250,000.00
Environmental Assessment*:	Replacement assumes Schedule B Class Environmental Assessment	$2,500.00	$60,000.00
Engineering Design:	See NOTE 1 Below (Min $20k for rehab, $40k for replace)	$149,000.00	$250,000.00
Geotechnical Investigation		N/A	$35,000.00
Contract Administration	8% of Rehab Works; 5% of Replacement Works (Minimum $20,000)	$159,000.00	$195,000.00
*Minimum $15,000 for replacements to allow for background studies to confirm schedule during design	**Total Capital Works Costs:**	**$2,435,500.00**	**$4,790,000.00**

NOTE 1: Engineering Design Costs calculated using [(Rehab / Replacement Works) x (10% of first $1M + 5% of cost above $1M)] + [(Roadside Protection + Staging Costs) x 5%]

NOTE 2: Costs shown do not include property acquisition or roadwork beyond the end of the bridge.

BCI Deterioration Curve		Years to	
Curve	**Description**	**Rehabilitation**	**Replacement**
BR-2	Bridge with span over 20m. Two rehabilitation cycles planned	1.0	13.4

Recommendation:	Major Rehabilitation is recommended as soon as possible.

Justification:	**Current BCI**	**63.4**

Structure B2206 is generally in fair condition and is demonstrating signs of deterioration and moisture penetration throughout the structure, including disintegration in the wingwalls. Based on the wide cracks in the slab between the girders, the existing distribution slab does not appear to be providing shear transfer between the girders and as a result the girders may be acting independently. A structural evaluation should be completed, to confirm if a load posting may be required. Until such time as the structural evaluation confirms the capacity of the structure, a load limit of 18 tonnes should be applied to the structure.

Although it is understood that the structure is currently in the design phase for a full structure replacement as part of a larger development project with unknown construction timelines, more immediate action may be required due to the loss of capacity of the existing distribution slab and resulting increase in girder loading.

Site No.: B2206

Inspector: J. Enstrom

Structure Name: B2206
Structure Type: Precast Concrete Box Girder
Year Built: 1970
Last Rehab: See Page 1

Inspection Date: 4/22/2026

ELEMENT GROUP	ELEMENT NAME	ELEMENT QUANTITY	UNIT	ELEMENT VALUE	BCI (TEV)	TEV (% of total)	CONDITION STATES				BCI (CEV)
							EXCELLENT	GOOD	FAIR	POOR	
Abutments	Abutment Walls	21	Sq.m	900	18900	0.0434	0	18.3	2.4	0.3	13216.5
	Ballast Walls	21.8	Sq.m	350	7630	0.0175	0	0	21.8	0	3052
	A. Bearings	14	Each	1000	14000	0.0322	0	12	2	0	9800
	Wingwalls	14.72	Sq.m	350	5152	0.0118	0	8.72	3.5	2.5	2779
	Wingwall Piles	0	Sq.m	900	0	0	0	0	0	0	0
	Pile Clamp	0	Each	1	0	0	0	0	0	0	0
	Abutment Piles	0	Sq.m	900	0	0	0	0	0	0	0
	A. Caps	0	Sq.m	900	0	0	0	0	0	0	0
Accessories	Utilities	0	All	0	0	0	0	0	0	0	0
	Lighting	0	Sq.m	0	0	0	0	0	0	0	0
	Signs	4	Each	0	0	0	0	0	4	0	0
Approach	Approach Slabs	0	Sq.m	140	0	0	0	0	0	0	0
	Approach Wearing Surface	87.96	Sq.m	6	527.76	0.0012	0	60.96	16	11	312.72
	Approach Sidewalk	0	Sq.m	0	0	0	0	0	0	0	0
	Approach Drainage	4	All	0	0	0	0	0	4	0	0
	Approach Guide Rail	0	m	0	0	0	0	0	0	0	0
	Approach Curb/Gutters	0	m	25	0	0	0	0	0	0	0
Barriers	Barrier/Parapet Walls Exterior	73.358	Sq.m	100	7335.8	0.0169	0	70.958	1.2	1.2	5369.85
	Barrier/Parapet Walls Interior	52.033	Sq.m	100	5203.3	0.012	0	44.433	7.3	0.3	3624.475
	End Post	0	Sq.m	100	0	0	0	0	0	0	0
	Posts	0	Each	200	0	0	0	0	0	0	0
	Railing System	166.2	m	200	33240	0.0764	0	164.2	1	1	24710
	Hand Railings	0	m	100	0	0	0	0	0	0	0
Girders	Girders - Ends	115.2	Sq.m	200	23040	0.0529	0	108.7	5	1.5	16705
	Girders - Middle	228	Sq.m	200	45600	0.1048	0	166	52.5	9.5	29100
	Diaphragms - End	0	Each	0	0	0	0	0	0	0	0
	Diaphragms - Middle	0	Each	0	0	0	0	0	0	0	0
	Floor Beams	0	Sq.m	200	0	0	0	0	0	0	0
	Stringers	0	Each	0	0	0	0	0	0	0	0
Bracing	Bracings	0	Each	0	0	0	0	0	0	0	0
Coating	Coat - Railing System	0	Sq.m	125	0	0	0	0	0	0	0
	Coat - Posts	0	Sq.m	125	0	0	0	0	0	0	0
	Coat - Pier Bents	0	Sq.m	80	0	0	0	0	0	0	0
	Coat - Steel Diaphramgs	0	Sq.m	80	0	0	0	0	0	0	0
	Coat - Structural Steel - Total	0	Sq.m	80	0	0	0	0	0	0	0
Decks	Deck Top	337.2	Sq.m	350	118020	**0.2712**	0	131.8	153.3	52.1	56059.5
	Soffit - Thin Slab - End	0	Sq.m	120	0	0	0	0	0	0	0
	Soffit - Thin Slab - Ext	20.82	Sq.m	120	2498.4	0.0057	0	20.82	0	0	1873.8
	Soffit - Thin Slab - Int	0	Sq.m	120	0	0	0	0	0	0	0
	Soffit - Thin Slab - Total	0	Sq.m	120	0	0	0	0	0	0	0
	Soffit - Thick Slab - End	0	Sq.m	350	0	0	0	0	0	0	0
	Soffit - Thick Slab - Ext	0	Sq.m	350	0	0	0	0	0	0	0
	Soffit - Thick Slab - Int	0	Sq.m	350	0	0	0	0	0	0	0
	Soffit - Thick Slab - Total	0	Sq.m	350	0	0	0	0	0	0	0
	Deck Drainage	0	Each	0	0	0	0	0	0	0	0
	Deck Wearing Surface	0	Sq.m	25	0	0	0	0	0	0	0
Embankment and Stream	Embankments	4	Each	0	0	0	0	4	0	0	0
	Slope Protection	0	Each	0	0	0	0	0	0	0	0
	Streams and Waterways	0	All	0	0	0	0	0	0	0	0
Foundations	Foundation (below ground level) - Abut	1	All	0	0	0	0	1	0	0	0
	Foundation (below ground level) -Piers	0	All	0	0	0	0	0	0	0	0
Joints	Seals / Sealants	2	Each	0	0	0	0	0	0	2	0
	Armouring/Retaining Device	44.02	m	1	44.02	0.0001	0	0	44.02	0	17.608
	Concrete End Dams	0	Sq.m	2100	0	0	0	0	0	0	0
Piers	P. Bearings	0	Each	1000	0	0	0	0	0	0	0
	P. Caps	78	Sq.m	900	70200	**0.1613**	0	67	5	6	47025
	Shaft / Bents	90.432	Sq.m	900	81389	**0.187**	0	89.632	0.4	0.4	60645.6
	P. Piles	0	Sq.m	900	0	0	0	0	0	0	0
	P. Bracings	0	m	0	0	0	0	0	0	0	0
	P. Straps	0	Each	1	0	0	0	0	0	0	0
Retaining Walls	Barrier on Wall	0	Sq.m	200	0	0	0	0	0	0	0
	Wall	0	Sq.m	350	0	0	0	0	0	0	0
Curb and S/W	Curbs	59	Sq.m	40	2360	0.0054	0	57.8	0.6	0.6	1743.6
	Sidewalk	0	Sq.m	150	0	0	0	0	0	0	0
Culvert	Barrels	0	Sq.m	350	0	0	0	0	0	0	0
	Inlet	0	Sq.m	350	0	0	0	0	0	0	0
	Outlet	0	Sq.m	350	0	0	0	0	0	0	0
Trusses	Bottom Chords	0	Sq.m	300	0	0	0	0	0	0	0
	Top Chords	0	Sq.m	300	0	0	0	0	0	0	0
	Connections	0	Each	0	0	0	0	0	0	0	0
	Verticals / Diagonals	0	Sq.m	300	0	0	0	0	0	0	0
					435140						276034.65

BCI = **63.4**

R.J. Burnside & Associates Limited 3 Ronell Crescent Collingwood ON L9Y 4J6 CANADA
telephone (705) 446-0515 **fax** (226) 526-9660 **web** www.rjburnside.com

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Technical Memorandum

Date: June 2, 2026 **Project No.:** 300054880.2226

Project Name: Structural Evaluation of Bridge B2206

Client Name: Town of Innisfil

Submitted To: Bobbi-Jo Duncan, Capital Project Manager
Via: Email (bduncan@innisfil.ca)

Submitted By: Andrew McClellan, P.Eng.

Reviewed By: Jeremy Cober, P.Eng.

R.J. Burnside & Associates Limited (Burnside) has been retained by the Town of Innisfil (Town) to complete a Structural Evaluation and load posting Summary Memo for Bridge B2206 located on the 6th Line, approximately 1.0 km east of 20th Sideroad.

Bridge B2206 is a 3-span (each 11.51 m) prestressed hollow-core slab girder bridge with a 76 mm thick concrete wearing surface over top that conveys traffic over the CN rail tracks.

Burnside has reviewed the original design drawings, dated December 1969. Burnside has also completed bi-annual inspections of this structure on behalf of the Town for the past 14 years in accordance with the Ontario Structure Inspection Manual and has noted the following signs of deterioration:

- Medium to wide longitudinal cracking and delamination in the exposed concrete wearing surface along edges of girders.
- Spalls, exposing corroded reinforcing steel, in the exposed concrete wearing surface and girder soffits.
- Efflorescence staining and wet areas at soffit and at joints between girder.

The medium to wide longitudinal cracking of the exposed concrete wearing surface indicates the girders are deflecting independently from each other, and therefore, the distribution of live load to adjacent girders is assumed to be ineffective.

Burnside's Structural Evaluation has been completed based on the following criteria and assumptions:

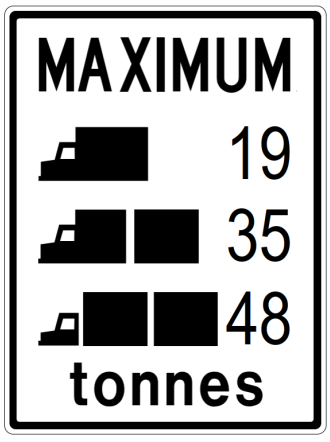
- Evaluation completed in accordance with Section 14 of the CAN/CSA S6-25 Canadian Highway Bridge Design Code (CHBDC, 2025) and the 2025 MTO Structural Manual, using the CL-625-ONT truck.
- No transverse load distribution to adjacent girders. Therefore, 100% of the vehicle's wheel load is applied to one girder only. Additionally, the curb and barrier dead weights are assumed to be applied to the exterior girder only.
- No composite action between the 76 mm thick concrete wearing surface and the girder.
- Material strength and geometry are based on the original structure drawings.
- 10% loss of cross-sectional area of the prestressed tendons and stirrups due to corrosion.
- Evaluation at the Serviceability Limit State is not required given the short remaining service life of this structure, the lack of observable serviceability-related defects (shear or flexure cracks) in the girders and the fact that the use and behaviour of the bridge remain unchanged. Evaluation at the Fatigue Limit State is also not required, given there are no fatigue-related defects in the structure. Therefore, the evaluation is based on the Ultimate Limit State.

Based on the criteria above, Burnside has calculated that the bridge will require a triple load posting as follows:

- 48 tonnes for a three-unit train truck (CL1-W);
- 35 tonnes for a two-unit truck (CL2-W); and
- 19 tonnes for a tri-axle truck (CL3-W).

A legal triple load limit sign (Rb-63A), as per the Ontario Traffic Manual Book 5, shall be posted at both approaches to the bridge and at the nearest intersections. Figure 1 below shows what this sign should look like.

Figure 1: Triple Load Posting Sign



Burnside remains open to discussing options for increasing the capacity of the structure through performing a detailed deck condition survey or preparing a rehabilitation program that involves strengthening the structure.

R.J. Burnside & Associates Limited



Andrew McClellan, P.Eng.
Project Engineer
AM:tc



Jeremy Cober, P.Eng.,
Project Engineer

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R.J. Burnside & Associates Limited 3 Ronell Crescent Collingwood ON L9Y 4J6 CANADA
telephone (705) 446-0515 **fax** (226) 526-9660 **web** www.rjburnside.com

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June 8, 2026

Via: Email (bduncan@innisfil.ca)

Bobbi-Jo Duncan
Capital Project Manager
Town of Innisfil
2101 Innisfil Beach Road
Innisfil ON L9S 1A1

Dear Ms. Duncan:

Re: Municipal Load Limit Statement for Bridge B2206
Project No.: 300054880.2226

We, Andrew McClellan and Jeremy Cober of R.J. Burnside & Associates Limited, being licensed Professional Engineers in the Province of Ontario, have reviewed the maximum gross vehicle weight allowed on Bridge B2206 on 6th Line and determined that the bridge requires a triple posting of 19, 35, and 48 tonnes for a tri-axle, two-unit and three-unit train truck, respectively, as per the triple legal load limit sign (Rb-63A).

In accordance with Section 123(2) of the Highway Traffic Act and Regulation 103/97 (amended to O. Reg 159/02) made under the Act, we recommend that the Town enact an appropriate By-law to ensure the maximum gross vehicle weight driving over this structure does not exceed these limits.

Further, we recommend that any such By-law established, should be considered valid for a period of two (2) years from the date of its enactment.

Yours truly,

R.J. Burnside & Associates Limited



Andrew McClellan, P.Eng.
Project Engineer
AM:jm



Jeremy Cober, P.Eng.
Project Engineer

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THE CORPORATION OF THE TOWN OF INNISFIL

BY-LAW NO. 065-26

A By-law of The Corporation of the Town of Innisfil to provide restrictions of the weight of vehicles passing over certain bridges within the Town of Innisfil.

WHEREAS Subsection 123 (2) of the Highway Traffic Act and Regulation 103/97 (amended to O.Reg 159/02) provides that:

> The municipality or other authority having jurisdiction over a bridge may by by-law limit the gross vehicle weight of any vehicle or any class thereof passing over the bridge, and the requirements of Subsection 123 (1) with respect to the posting of notice apply thereto; and

WHEREAS it is deemed expedient to limit the weight of vehicles passing over certain bridges in the Town, The Corporation of the Town of Innisfil enacts as follows:

1. No vehicle or combination of vehicles or any class thereof, whether empty or loaded shall be operated over certain bridges where the maximum gross weight of such vehicles or combination of vehicles or any class thereof exceed the limits listed as follows:

Structure	**MTO Site no.**	**Bridge ID**	**Concession**	**Lot**	**Current Weight Limit - 2026**
6th Line Bridge	30-413	B2206	5 & 6	22	19 tonnes for a tri-axle truck (CL3-W) 35 tonnes for a two-unit truck (CL2-W) 48 tonnes for a three-unit train truck (CL1-W)

2. Any person violating the provisions of this by-law shall be subject to the penalties provided in Section 125 of the Highway Traffic Act.

3. This by-law shall not become effective until notice of the limit weight permitted on compliance with the regulations under the Highway Traffic Act has been posted in a conspicuous place at each end of the bridge.

4. This by-law shall be valid for a period of two (2) years from the date of its enactment.

PASSED THIS 24th DAY OF JUNE, 2026.

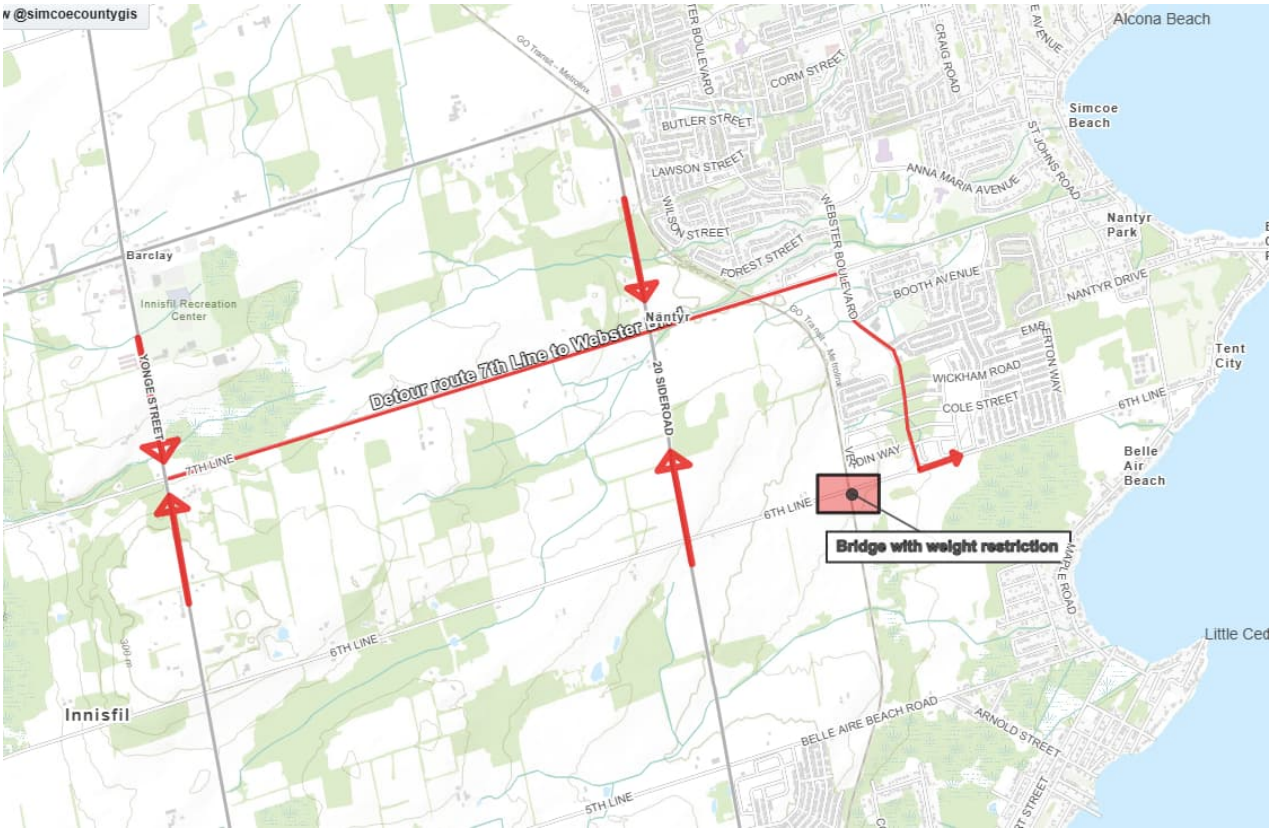
_____

Lynn Dollin, Mayor

_____

Jennifer Marshall, Clerk

Attachment 5 – Map of Detour route



Additional Information Memorandum

2383 25th Sideroad Community Planning Permit System (CPPS) By-law Amendment

To: Mayor, Deputy Mayor, and Members of Council

From: Brandon Correia, Manager of Planning

Date: June 24, 2026

Recommendation:

1. **That Additional Information Memorandum regarding 2383 25th Sideroad Community Planning Permit System (CPPS) By-law Amendment (CPP-2026-006) be received;**

2. **That updated By-law 042-26 to amend CPPS By-law No. 058-25 by rezoning the subject lands legally described as PLAN 1071 LOT 56, in the Town of Innisfil, to permit the new commercial use of a child care centre and to recognize the existing site development conditions be approved; and**

3. **That the proposed amendment to the CPPS By-law 058-25 be permitted before the fifth anniversary of the day the by-law was passed in accordance with Section 17 of Ontario Regulation 173/16.**

Additional Information:

The CPPS By-law Amendment for 2383 25th Sideroad (File No. CPP-2026-006) was presented to Council for consideration on May 13, 2026, through Staff Report DSR-063-26. The report recommended that Council approve the proposed CPPS By-law Amendment being By-law 042-26. Correspondence and oral comments were received by Council and Staff on May 13, 2026. In response to the concerns raised, Council passed a revised resolution directing that the CPPS By-law Amendment application be referred back to staff for further review and consideration of the comments received.

Concerns raised through public and Council comments included traffic impacts at the intersection of 25th Sideroad and William Street, seasonal traffic conditions, parking supply and overflow parking, vehicle access and circulation, pedestrian safety including the potential installation of curbs along William Street, snow storage and winter operations, and landscaping reductions.

Staff met with the applicant and the owners on May 26, 2026, and June 8, 2026, to review these matters and discuss potential solutions. Since those meetings, the applicant has undertaken additional design review and revised the site plan to further address the concerns identified through the public meeting. As a result, revisions have been made to the site plan and the proposed CPPS By-law Amendment for 2383 25th Sideroad as detailed further herein. A revised site plan is included as Attachment 1. A comment response matrix to the public and Council comments prepared by King Consultants is included as Attachment 2.

Revised Site Plan

The revised site plan is included as Attachment 1. Key revisions to the site plan include the reconfiguration of the parking spaces and site circulation, the introduction of pedestrian safety measures, and additional landscaped open space and snow storage areas.

The frontage parking along William Street has been reconfigured to provide additional landscaped open space and snow storage areas. Per Section 4.1.1.k of the CPPS Bylaw, a minimum of six parking spaces is required. The revised site plan provides a total of six parking spaces including one accessible parking space, thereby meeting the parking requirement. Five parking spaces have been relocated to the interior of the site adjacent to the building and are accessed via the proposed one-way circulation route. Parking along the William Street frontage has been reduced to a single staff parking space located adjacent to the building entrance.

The parking spaces and site circulation have been reconfigured to establish a continuous one-way internal traffic loop with designated entry and exit points on William Street. A new curb is proposed along the frontage of William Street to define the pedestrian realm. The entry is located on the east side of the property, and the exit is located further west along William Street, with a "Do Not Enter" sign installed at the exit to reinforce the one-way circulation pattern. The layout allows vehicles to enter, circulate, park, and exit the site in a forward direction without requiring backing movements onto William Street. A dedicated one-way circulation route has been provided, which is separated from the parking area access lane and is intended to accommodate on-site passenger drop-off and pick-up activities through a defined circulation pattern.

A 4-foot-wide pedestrian walkway has also been introduced between the building and the parking area, providing a direct connection between the building entrance and parking spaces while reducing the need for pedestrians to walk within vehicle manoeuvring areas or behind parked vehicles. Bollards are proposed adjacent to the building and outdoor play area to provide a physical barrier between vehicular areas and child care activity areas.

The revised site plan proposes approximately 323.38 m² of landscaped open space, which exceeds the minimum requirement of 30% in accordance with Table 5.4 of the CPPS By-law. In addition, the landscaped open space provided within the exterior side yard abutting William Street exceeds the minimum 40% requirement set out in Section 4.7(c) of the CPPS By-law. The designated snow storage areas meet the minimum requirements.

The concern regarding traffic conditions during the summer months is acknowledged. To address this concern, the applicant's traffic consultant has reviewed seasonal traffic data from the 25th Side Road corridor and applied seasonal adjustment factors to assess potential summer traffic conditions. Based on the analysis, the traffic engineer has concluded that the proposed child care centre is not anticipated to generate significant traffic impacts during the summer period. A detailed response is provided in Attachment 2.

Revised CPPS By-law Amendment Schedule

As a result of the revised site plan, the proposal is in compliance with the minimum required landscaped open space, the minimum required parking aisle, the minimum required landscaped strip along William Street, and the minimum required landscape open space in the exterior side yard. The CPPS By-law Amendment schedule has been updated to reflect these changes and is included in the amended by-law as Attachment 3. No other changes are proposed to the CPPS By-law Amendment.

Conclusion

Staff are satisfied that the revised site plan appropriately addresses the operational and site design concerns raised through the public meeting process while continuing to support the proposed child care centre within the existing building. Accordingly, staff recommend that CPPS By-law Amendment XXX-26 be approved, as amended with the updated schedule. The proposed amendment is consistent with provincial and municipal policy directions for community well-being and efficient use of land. It is not anticipated to result in adverse impacts and represents an improvement in compatibility relative to the existing restaurant use. Therefore, staff recommend that Council approve the CPPS By-law Amendment, as amended.

Prepared By:
Ingrid Li, Development Planner

Approved By:
Andria Leigh, Director of Planning and Growth
Attachments:
Attachment 1 – Revised Site Plan
Attachment 2 – Public comments and concerns response matrix (prepared by King Consultants)
Attachment 3 – CPPS By-law Amendment 042-26, as amended

Reference Material: Community Strategic Plan

SIDE ROAD

BETWEEN LOT 25 AND LOT 26

PIN 58076-0001(LT)

25TH ROAD ALLOWANCE B

PROPERTY LINE

PROPERTY LINE 45.56

PROPERTY LINE 45.65

Sidewalk

Side

EXISTING SOFT LANDSCAPE
23.05 SQ.M

EXISTING SHED

EXISTING SHED

SOFT LANDSCAPE/
SNOW STORAGE
18.95 SQ.M

2383 25TH SIDE RD,
INNISFIL BEACH, ON L9S 2G3

EXISTING BUILDING

PROPOSED EXTENSION
ON EXISTING DECK AREA

PROPOSED METAL
FENCING-6'-0"HEIGHT

PROPOSED BOLLARDS
AT 4'-0" O.C.
REFER TO DETAIL BO

PLANTER
19.01 SQ.M

PROPOSED PLAY AREA
1480 SQ.FT / 137.49 SQ.M

PROPOSED METAL
FENCING- 6'-0" HEIGHT

EXISTING RAMP

EXISTING DECK

4'-0" WIDE PAINTED WALKWAY

PROPOSED BOLLARDS
AT 4'-0" O.C.
REFER TO DETAIL BO

PROPOSED METAL
FENCING- 6'-0" HEIGHT

PROPOSED SOFT LANDSCAPE /
SNOW STORAGE
81.05 SQ.M

225.70
DAY LIGHT
TRIANGLE

PROPOSED
CURB

EXIT ONLY

PROPOSED
DO NOT
ENTER SIGN

PROPOSED
CURB

PROPOSED SOFT LANDSCAPE
33.63 SQ.M

ENTRY ONLY

PROPOSED ONE WAY
DRIVEWAY

EXISTING TWO-WAY
DRIVEWAY

SOLID YELLOW
LINE = 0.1M (TYP.)

PROPOSED
SOFT LANDSCAPE/
SNOW STORAGE
10.20 SQ.M

GARBAGE

No Fence

LOT 56

WILLIAM STREET

(BY REGISTERED PLAN 1071)

PIN 58076-0050 (LT)

CLOF ROAD

CLOF ROAD

P1 P2 P3 P4 P5 P6

TAC-2017 (CA)

N71°16

N71°14'5

N

SWEPT PATH PLAN

SC: 1:150

King Consultants

Land Use Planning and Development Consultants

T: 905-965-1610

Gursewak@kingconsults.ca

June 16th, 2026
Planning and Engineering Services
Town of Innisfil
Town Hall
2101 Innisfil Beach Road,
Innisfil, Ontario

Attn: Ingrid Li, Development Planner
Planning and Engineering Services Staff, Town of Innisfil

RE: Submission for CPPS By-law Amendment
Application No.: CPP-2026-006
2383 25th Side Road, Innisfil

We are pleased to provide this updated comments response letter further to the Council Meeting Summary notes from the May 13th Public Meeting, the comments received from members of Council, the comments received from the public, and the subsequent review of the revised Site Plan and Swept Path plan prepared for the subject lands.

The revised Site Plan and Swept Path plan was prepared to respond constructively to the issues raised, including childcare need, capacity, drop-off/pick-up location, on-site parking, traffic at 25 Sideroad and William Street, pedestrian safety, snow storage, landscaping, and site functionality.

Comments	Consultant Response
Theme 1 - Need for Childcare Spaces, Program Size, Type of Care and Daily Operations *Raised by: Members of Council and members of the public.*	Members of Council acknowledged that additional childcare spaces are needed in the municipality. The proposed use responds directly to that need by adaptively reusing an existing building for a licensed child care centre. The proposed facility is intended to operate with a total capacity of 47 children, comprised of 15 toddlers and 32 preschool children, together with 7 staff. The use is intended to operate as a licensed child care centre and will be subject to applicable licensing, staffing, supervision, and safety requirements. The operation is structured around staggered arrival and departure windows. Drop-off is anticipated between 7:00 a.m. and 8:00 a.m., and pick-up is anticipated between 5:00 p.m. and 6:00 p.m. This distributes vehicle activity over one-hour windows rather than concentrating all arrivals or departures at one moment.
Theme 2 - Drop-off/Pick-up Location and On-Site Child Transfer *Raised by: Council and members of the public requested clarification on the location of drop-*	The revised design response is to internalize drop-off and pick-up activity on the subject lands and avoid reliance on William Street for child transfer. The Swept Path plan tests an on-site operating model with parent vehicles entering the site, circulating through a defined route, using designated on-site areas, and exiting in an

King Consultants
Land Use Planning and Development Consultants
T: 905-965-1610
Gursewak@kingconsults.ca

Comments	Consultant Response
off/pick-up spaces and whether child transfer activity would occur on the subject lands.	orderly manner. The design continues to include a one-way driveway arrangement, line painting, curbing, and a defined pedestrian walkway to help organize the drop-off and pick-up movement. This approach provides parents with a clear and predictable on-site location rather than encouraging informal stopping on William Street.
Theme 3 - Parking Supply, Staff Parking, Visitor Parking and Avoiding William Street Parking *Raised by: Members of Council and members of the public requested clarification on the number of spaces available on-site and whether parking would be available for staff, visitors, and parents not actively dropping off or picking up children.*	The Swept Path plan maintains six on-site parking spaces, identified as P1 to P6. The intent is that staff parking, visitor parking, and short-term parent activity will be managed on-site through the revised parking arrangement and the defined morning and afternoon operating windows. Swept Path is a direct response to the concern that vehicles may need to park on William Street. Rather than relying on frontage parking, the revised layout pulls parking/drop-off activity into the site and organizes it around the internal drive aisle. The selected layout should continue to provide six practical and independently usable spaces. A stall that is shown on a plan but must remain vacant to accommodate manoeuvring would not be a functional parking space.
Theme 4 - Swept Path Swept-Path, Vehicle Manoeuvring, Backing Movements, U-Turns, Entrance and Egress *Raised by: Members of Council and members of the public raised concerns about vehicle entrance and egress, backing movements, U-turns, and the overall circulation pattern.*	The Swept Path plan was prepared specifically to test how vehicles can enter the site, circulate internally, use the parking/drop-off area, and exit the property. It is intended to demonstrate that the design response is being assessed on practical vehicle operation rather than only on a static parking layout. Swept Path maintains six spaces, includes P6 within the internal parking arrangement, identifies a one-way driveway, and shows entry-only and exit-only movements supported by a do-not-enter sign, curbing, painted line work, and a solid yellow line to organize circulation. The plan also identifies a substantial central soft landscape/snow storage area of 81.05 sq.m, together with additional soft landscape/snow storage areas shown on the plan. The design should maintain a simple and legible pattern of movement: enter at the designated access, proceed through the one-way circulation route, stop only in designated on-site areas, and exit without relying on informal manoeuvres, on-street parking, or vehicle paths outside the property limits.
Theme 5 - Traffic Volumes, 25 Sideroad/William Street Intersection, Summer Traffic and School Timing *Raised by: Members of Council and members*	Traffic+ Engineering Ltd. prepared the Traffic Brief for the proposed child care centre, which was submitted to the Town for review. The traffic engineer has confirmed that Town staff reviewed the study and deemed it acceptable.

King Consultants
Land Use Planning and Development Consultants
T: 905-965-1610
Gursewak@kingconsults.ca

Comments	Consultant Response
of the public raised concerns about traffic at 25 Sideroad and William Street, summer traffic conditions, and the relationship to Goodfellow Public School.	The traffic engineer also provided a specific response to the public comment asking whether the traffic review accounted for Innisfil's summer population surge and recreational traffic. The response explains that traffic impact studies are typically based on normal weekday traffic conditions; however, because Innisfil attracts summer visitors during July and August, a summer traffic sensitivity review was prepared in response to the residents' comments. As there were no recent summer traffic counts available at 25 Sideroad and William Street, Town staff agreed that the summer traffic counts from the Lakehaven Commercial Site - Transportation Impact Study, prepared by Tatham Engineering for the same 25 Sideroad corridor, could be used as supporting context. That study applied seasonal adjustments to May 2024 traffic counts and found that summer traffic volumes were approximately 20% greater during the AM peak hour and approximately 10% greater during the PM peak hour. A growth rate was also applied to estimate future-year conditions, and Traffic+ used a similar approach to estimate 2026 summer traffic volumes for this application. The traffic engineer's trip generation table identifies approximately 25 total trips during the AM peak hour, consisting of 13 inbound and 12 outbound trips, and approximately 25 total trips during the PM peak hour, consisting of 12 inbound and 13 outbound trips. Based on the summer traffic volumes and the estimated trip generation for the proposed child care centre, Traffic+ concluded that traffic operations along 25 Sideroad near the development would have imperceptible impacts in the vicinity. The proposed child care centre will operate with a morning drop-off period from 7:00 a.m. to 8:00 a.m. and an afternoon pick-up period from 5:00 p.m. to 6:00 p.m. The traffic engineer also notes that Goodfellow Public School does not operate during the summer period, meaning that school-related traffic would not affect summer traffic operations at the intersection of 25 Sideroad and William Street. Further, the proposed child care centre will occupy an existing building that previously operated as a restaurant, a use that would typically generate higher and more frequent traffic throughout the day than the proposed child care centre. The traffic engineer also notes that the gas station across from the subject lands generates higher activity and that no traffic operations issues were observed.
Theme 6 - Pedestrian Safety, School Route, Sidewalk Definition and Community Safety Zone Context	The Swept Path plan maintains a 4'-0" wide painted pedestrian walkway between the parking/drop-off area and the building. This walkway is intended to provide a defined pedestrian route and reduce informal pedestrian movement through parking and

King Consultants
Land Use Planning and Development Consultants
T: 905-965-1610
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Comments	Consultant Response
Raised by: Members of Council and members of the public raised concerns regarding pedestrian safety, the nearby school context, and the Community Safety Zone designation.	manoeuvring areas. The plan also shows curbing, painted markings, and internal site organization to better define vehicle movements. These measures can be further refined through detailed design, including enhanced pavement markings, signage, bollards, or other visual cues if requested by Town staff. The applicant acknowledges the Community Safety Zone context and agrees that the final design should prioritize clarity, low-speed vehicle movements, and pedestrian separation within the constraints of the existing site.
Theme 7 - Snow Storage, Snow Removal and Winter Function *Raised by: Members of Council and members of the public raised concerns regarding snow removal, snow storage, winter visibility, and winter site function.*	Snow storage and winter operations were recurring concerns. Swept Path responds by identifying dedicated soft landscape and snow storage areas on-site. The plan identifies a central soft landscape/snow storage area of 81.05 sq.m, together with additional soft landscape/snow storage areas of 18.95 sq.m and 10.20 sq.m, as well as other landscape areas shown on the plan. Pulling parking/drop-off activity away from the William Street frontage is also beneficial from a winter operations perspective because it provides greater opportunity for snow storage and separation from the public realm. Swept Path should continue to preserve sufficient on-site snow storage without compromising required parking, pedestrian movement, or vehicle manoeuvring.
Theme 8 - Landscaping, Site Design and By-law Relief *Raised by: Members of Council noted concern regarding landscaping provision, and members of the public raised concerns about the number of requested by-law exceptions and the suitability of the site.*	The revised Swept Path design materially improves the site condition compared to the existing developed condition by introducing additional landscaped and snow storage areas, organizing the drive aisle, defining the pedestrian route, and internalizing parking/drop-off activity. The applicant also recognizes that certain redesigns may unintentionally create additional or expanded variances. For example, a layout that technically relocates a stall but creates a non-functional parking space, inadequate manoeuvring clearance, or reliance on property-line encroachment would not improve the planning outcome. Swept Path should therefore be assessed on whether it best balances parking supply, safe circulation, pedestrian access, snow storage, landscaping, and existing building constraints while avoiding unnecessary additional relief.
Theme 9 - 25 Sideroad Reconstruction, William Street Curbs and Broader Municipal Road Context *Raised by: Members of Council and members of the public referenced the planned 25*	The applicant acknowledges that broader 25 Sideroad improvements and any future municipal work around William Street form part of the surrounding context. However, reconstruction of 25 Sideroad and modifications to the public road network are municipal infrastructure matters and are outside

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Land Use Planning and Development Consultants

T: 905-965-1610

Gursewak@kingconsults.ca

Comments	Consultant Response
Sideroad reconstruction project, the William Street intersection, and possible curb improvements.	the applicant's control. The appropriate question for this application is whether the private site can be designed to function safely and appropriately under existing and anticipated conditions. Swept Path focuses on the applicant-controlled portions of the operation: internal circulation, on-site parking, drop-off/pick-up, pedestrian routing, snow storage, and access management.
Theme 10 - Building Design, Windows, Fire Sprinklers and Life-Safety Items *Raised by: Members of Council requested clarification regarding window size, fire sprinklers, and related building/life-safety matters.*	Council's comments regarding window design, tempered glazing, sprinkler coverage, and interior life-safety matters are acknowledged. These matters are important and will be addressed through detailed design, Ontario Building Code review, fire review, and child care licensing requirements. The applicant will continue to work with the design team, Town staff, and applicable review agencies to ensure that all required building and life-safety standards are satisfied before occupancy.
Theme 11 - Overall Response and Preferred Design Direction *Raised by: Summary response to Council and public comments.*	The applicant has taken the public and Council comments seriously and has advanced the Site Plan as the swept-path design response to the issues raised. The revised design work demonstrates a clear effort to provide needed child care spaces, confirm the operating model, direct drop-off/pick-up activity on-site, reduce reliance on William Street, maintain six parking spaces, test vehicle movements, provide a defined one-way circulation pattern, include a painted pedestrian walkway, provide on-site snow storage and landscaping, and respond to the Community Safety Zone and school context. The applicant remains committed to working with Town staff to confirm the final design details. The Swept Path should address the concerns raised by Council and the public while also functioning safely and practically within the physical constraints of the site.

Warm regards,
Gursewak Singh, MSc (PL) | Director, Planner
Provisional Member, OPPI
King Consultants
Office #2
146 Thirtieth Street, Suite 100
Etobicoke, ON
M8W 3C4
Canada
905-965-1610
Singhplan@outlook.com
Gursewak@kingconsults.ca

The Corporation of the Town of Innisfil

By-law No. 042-26

A By-law of the Corporation of the Town of Innisfil to amend Community Planning Permit By-Law 058-25 to provide site-specific provisions for lands described as PLAN 1071 LOT 56, known municipally as 2383 25 Sideroad, Town of Innisfil, County of Simcoe.

Whereas Council of The Corporation of the Town of Innisfil deems it desirable to amend the Town's Community Planning Permit By-law No. 058-25, as amended, to provide site-specific provisions for a proposed child care centre proposed at 2383 25 Sideroad (PLAN 1071 LOT 56); and

Whereas authority to pass this By-law is provided pursuant to Section 34 of the *Planning Act*, R.S.O. 1990, R.S.O., c.P.13, as amended; and

Whereas Council has determined that no further notice is to be given pursuant to Section 34 (17) of the Planning Act, R.S.O. 1990, as amended.

Now Therefore Council of The Corporation of the Town of Innisfil enacts the following:

1. Section 8.1.15 Site-Specific Exceptions for RL1-15 Precinct is hereby amended by below:

8.1.15

Exception Number: RL1-15
Applicable Parent Precinct: RL1
By-law (reference): 042-26
8.1.15.1 Permitted Uses
a) Notwithstanding Table 5.2 A **Child Care Centre** shall be the only uses permitted.
8.1.15.2 Precinct Regulations
a) The minimum front yard setback shall be 7.19m for existing building only.
8.1.15.3 Other
a) Notwithstanding Section 3.20 a) i, there shall be no minimum required landscaped strip between the existing parking spaces and the abutting residential precinct to the east for the day care centre. This provision shall not apply to any new or future development.

2. This By-law shall come into force and take effect on the day it is passed subject to the appeal provisions set out in Sections 34 and 36 of the Planning Act, R.S.O. 1990.

Passed this 24th day of May 2026

_____
Lynn Dollin, Mayor

_____
Jennifer Marshall, Clerk

2383 25 Sideroad Community Permit Planning System (CPPS) By-law Amendment Application (CPP-2026-006)

Staff Report DSR-063-26

To: Mayor, Deputy Mayor, and Members of Council

From: Brandon Correia, Manager of Planning

Date: May 13, 2026

Executive Summary

- This report recommends a proposed amendment and Class 3 variation to the CPPS By-law 058-25 to facilitate the proposed child care centre within the existing building, where the current permitted use is limited to a restaurant or take-out restaurant.

- The proposed amendment to CPPS By-law 058-25 will provide site-specific provisions to permit the child care centre use and to recognize the existing site development conditions, including a reduced front yard setback for the existing building, reduced parking aisle width, deficiencies in landscaped strip widths adjacent to the abutting residential precinct to the east and William Street, as well as deficient landscaped open space within the exterior side yard.

- The proposed Class 3 Permit will permit a reduction in the minimum required landscaped open space from 30% to 21.08%.

- With respect to the existing non-complying site development conditions, while they are not within the scope of a CPPS By-law amendment, staff recommend that these conditions be recognized through site-specific exceptions within the RL1-15 Precinct.

Recommendation:

1. **That Staff Report DSR-063-26 regarding 2383 25 Sideroad Community Permit Planning System (CPPS) By-law Amendment (CPP-2026-006) dated May 13, 2026 be received;**

2. **That By-law 042-26 to amend CPPS By-law No. 058-25 by rezoning the subject lands legally described as PLAN 1071 LOT 56, in the Town of Innisfil, to permit the new commercial use of a child care centre and to recognize the existing site development conditions be approved; and**

3. **That the proposed amendment to the CPPS By-law 058-25 be permitted before the fifth anniversary of the day the by-law was passed in accordance with Section 17 of Ontario Regulation 173/16.**

Background:

An application for CPPS By-law Amendment was filed with the Town of Innisfil by King Consultants on behalf of the owner, CEY Childcare Innisfil Centre for lands legally described as PLAN 1071 LOT 56 and known municipally as 2383 25 Sideroad (the subject lands). A key map showing the location of the subject lands is included as Attachment 1 to this Report. Concept Plans, Landscaped Plans, and Elevations are included as Attachment 2. The proposed CPPS By-law Amendment is included as Attachment 3. Staff note the Zoning By-law Amendment is now required to proceed as a CPPS By-law Amendment as the Community Planning Permit System (CPPS) for Alcona was approved by Council in June of 2025.

The subject lands are a corner lot located within the primary settlement area of Alcona and are approximately 1030m^2 in area with 22.83m of frontage on 25 Sideroad and 45.65m of frontage on William St and are currently occupied by an existing restaurant. The building is currently vacant. The proposed CPPS By-law Amendment would facilitate a child care centre with a capacity of 47 children and 7 staff within the existing building, replacing the existing restaurant use. The proposal includes interior renovations and minor expansion to the existing building, the construction of a 134.7 m² outdoor play area, accessible pedestrian pathways, and improvements to the existing parking lots. The existing front deck will be enclosed and converted into additional indoor space to accommodate child occupancy and a staff room. The building will have a total gross floor area of 228.49 m² following the proposed expansion. The existing paved parking spaces with access from 25 Sideroad are proposed to be removed and converted to outdoor play area including landscaped features and fencing. Access from Willilam Street is proposed to be improved at the later CPPS permit review stage.

With respect to the surrounding land context:

- North: residential single detached lots (2389 25 Sideroad)
- East: residential single detached lots fronting on William St
- West: residential single detached lots fronting on 25 Sideroad, the Goodfellow Public School, and Holy Cross Catholic School
- South: Gas Station and single detached lots fronting on William St

The Town's CPPS By-law 058-25 was passed which replaces Zoning By-law 080-13 in Alcona. The subject lands are therefore now subject to a CPPS By-law Amendment rather than a Zoning By-law Amendment. Section 17 of Ontario Regulation 173/16 does not permit any person or public body to amend a by-law establishing a Community Permit Planning System before the fifth anniversary of the day the by-law was passed. As the CPPS By-law was passed in June 2025, staff have included a recommendation that Council permit the amendment to be considered before the fifth anniversary of the by-law being passed in accordance with Section 17 (5) of the O. Reg. which allows Council to do so by resolution. Staff have no concerns with the proposed amendment being considered before the 5-year anniversary of the passing of the CPPS By-law.

Purpose of Application

The subject lands are currently within the Residential Low One precinct with exception RL1-15. The only permitted use is a restaurant or take out restaurant. The proposed child care centre would therefore represent a change from the currently permitted commercial use to a different commercial use. The application proposes to re-zone the subject land from the RL1-15 to an updated RL1-15 to facilitate a proposed child care centre within the existing building and to recognize the existing site development conditions. With respect to the existing non-complying site development conditions, while they are not within the scope of a CPPS By-law amendment,

staff recommend that these conditions be recognized through site-specific exceptions within the RL1-15 Precinct.

All supporting materials submitted with the application are listed in the below Table 1 and are available on the Town's GetInvolved website.

Table 1: Supporting Materials

Supporting Materials	Date
Cover Letter prepared by King Consultants Inc	March 11, 2026
Zoning matrix prepared by King Consultants Inc.	April 22, 2026
Plumbing Data Sheet	February 6, 2026
HVAC Calculations by MAR.	January 16, 2026
Building Elevations by MEM Engineering Inc.	March 2, 2026
Mechanical Plans by Deol Engineer Inc.	February 6,2026
Topographic Survey by Mauro Group Inc.	Jan 28, 2026
Architectural Drawings Packages by MEM Engineering Inc.	April 22, 2026
Erosion and Sediment Control Plan, Lot Grading/Site Servicing Plan by Arik Engineering Ltd	March 9, 2026
Plumbing Layout Plan by Deol Engineer Inc.	February 6,2026
Foundation Plan by MEM Engineering Inc.	
Tree Protection Plan by Davey Resource Group	November 26, 2025
Site Plan by MEM Engineering Inc.	April 22, 2026
Cost Estimate by Davey Resource Group	April 8, 2026
Photometric Plan by Fururegen Consulting Inc.	April 6, 2026
Arborist Report prepared by Connor Wixson	November 26, 2025
Traffic Brief prepared by Traffic+ Engineering Ltd	March 09, 2026
Planning Rationale Report prepared by King Consultants Inc.	March 11, 2026
Functional Servicing & Stormwater Management Report prepared by Arik Engineering Ltd	March 9, 2026

Public Notice was provided in accordance with the Planning Act
Notice of the Public Meeting was provided to required agencies on April 23, 2026, and the Notice was circulated to all landowners within 120m of the subject lands on April 22, 2026, in accordance with the *Planning Act.* Corresponding signage was posted on the property April 22, on 2026. Information and materials respecting the application were also posted on the Town's GetInvolved page.

Public And Agency Comments
The following Table 2 is a summary of the comments received to date.

Table 2

Commenter	Date	Comments	Response
Innpower	April 15, 2026	No comments.	
InnServices	April 15, 2026	No comments	
Simcoe Circulations	April 27, 2026	(1) Prior to Site Plan approval, the Developer/Owner will, at its own cost, grant all	No response required. Comments have been forwarded to the applicant

Commenter	Date	Comments	Response
Rogers Communications Canada		necessary easements and maintenance agreements required by those CRTC-licensed telephone companies and broadcasting distribution companies intending to serve the Site Plan (collectively, the "Communications Service Providers"). Immediately following registration of the Site Plan , the Developer/Owner will cause these documents to be registered on title. (2) Prior to Site Plan approval, the Developer/Owner will, with consultation with the applicable utilities and Communications Service Providers, prepare an overall utility distribution plan that shows the locations of all utility infrastructure for the Site Plan, as well as the timing and phasing of installation. (3) If there are any conflicts with existing Rogers Communications facilities or easements, the owner shall be responsible for re-arrangements or relocation.	and will be addressed through future CPPS permit application. The owner has noted that: "The owner acknowledges Rogers' comments. The owner will coordinate with applicable utility and communications service providers during detailed design. The owner reserves the ability to use another qualified communications service provider, provided all required easements, maintenance agreements, utility coordination, and any necessary relocations are addressed prior to Site Plan approval/registration."

Analysis/Consideration:
The subject lands are designated Residential Low Density in the Town of Innisfil Official Plan which permits a range of single detached dwellings, accessory second dwelling unit, place of worship, elementary schools, parks and recreation facilities, convenience commercial uses including live/work units, home occupation, day nursery, group home, and utilities, emergency services and municipal uses. Day nursery is permitted and encouraged within the Residential Low Density designation.

As noted, the proposed CPPS By-law Amendment would facilitate the conversion of the existing restaurant building to a child care centre with a capacity of 47 children and 7 staff. The proposal includes interior renovations and minor expansion to the existing building, the construction of a 134.7 m² outdoor play area, accessible pathways, and improvements to the existing parking lots. The existing front deck will be enclosed and converted into additional indoor space to

accommodate child occupancy and a staff room. The building will have a total gross floor area of 228.49 m² following the proposed expansion. Commercial parking has been proposed at a rate of 1 parking space per 30 square metres of gross floor area, including one accessible space in accordance with Section 4.1.4 CPPS By-law and the Accessibility for Ontarians with Disabilities Act (AODA) standard. A total of 11 parking spaces is proposed. The existing parking spaces along William Street will be retained and improved to comply with minimum parking space dimensions, including the addition of accessible parking spaces. Parking spaces located to the east are proposed to be reduced from 6 to 3 spaces to accommodate the proposed snow storage area. The landscaped open space is proposed to be reduced from 30% to 21.08%; however, this represents a significant improvement from the current condition of approximately 3.31%. To offer future flexibility for the proposed use of child care centre only, the by-law includes provisions that exclude the requirement of the minimum required 3m landscaped strip to the abutting residential precinct and to the William Street, which are supported by the overall scale of the development as analyzed below.

The subject lands are proposed to be re-zoned from the Residential Low One Exception (RL1-15) to an updated Residential Low One Exception (RL1-15) to facilitate the proposed development and to recognize the existing side developments conditions. The proposed site-specific provisions are listed and discussed below and have been established based on the site-specific requirements to facilitate the child care centre that is compatible with the adjacent residential uses and accounts for the existing site development conditions.

- To permit a Child Care Center as the only permitted use, as defined by the CPPS Bylaw, being a licensed premises used for the provision of temporary care for or supervision of children in accordance with the Child Care and Early Years Act, 2014, S.O. 2014, c. 11, as amended.
- To permit a reduced Landscaped open space from 30% to 21.08%.
- To permit a reduced front yard setback from 8m to 7.19m for the existing building.
- To permit the existing parking aisle width of 0.6 m for the southern parking area.
- To permit existing 0m width of landscaping between the existing parking spaces and the abutting residential precinct to the east.
- To permit existing 0m landscaped strip between the existing parking spaces and William St.
- To permit existing 0% landscaped open space within the exterior side yard.

The proposal allows the continued commercial use on the subject lands within the existing building, as encouraged by the Residential Low Density 1 policies of the Official Plan. These site-specific provisions are intended to facilitate the adaptive reuse of the existing building and reflect the long-established site configuration. The Child Care centre represents a less intensive use in terms of traffic generation, hours of operation, and overall activity levels. As such, the existing site conditions are considered functionally appropriate to support the proposed use.

The Town's existing RL1-15 provisions and the applicants proposed site-specific RL1-15 Precinct provisions are compared below. The proposed provisions in BOLD are deficient from the CPPS standard:

Table 3: RL1 Zone Standards

Provision	CPP Standard	Provided
Minimum lot area	1000 m^2	1030.56m2 (Existing)
Minimum lot frontage	15m	22.83m(Existing)
Minimum front yard	8m	**7.19m (Existing)**

Min interior side yard	1.2m	2.69m (to existing dwelling)
Min exterior side yard	6m	8.79m (to proposed addition)
Min rear yard	7.5m	14.27m (existing)
Max lot coverage	35%	23.69%
Max building height	9.5m	3.95m
Min landscaped open space	30%	**Existing 3.31%** **Proposed 21.08 %**

Table 4: Parking and Landscaped Provisions

Provision	**Standard**	**Provided**
Min number of parking spaces (4.1.1.k)	1 parking space per 30 square metres of gross floor area	Required: 6 Provided 11
Min parking space dimensions (4.1.2.b)	2.75m by 5.7m	2.75m by 5.75m
Parking Aisle Width (4.1.2.c & 4.1.2.d)	6m for two-way traffic 4.0 metres wide for one-way traffic	Existing two-way for east side parking: 7.85m Existing aisle for south side parking: 0.6
Number of Accessible Parking Spaces (4.1.4)	1	1
Accessible Parking Space Dimensions (4.1.4)	3m by 5.7m plus 1.5m access aisle (Type B) 3.4m by 5.7m plus 1.5m access aisle (Type A) per AODA standard	3.5m by 5.75m
Min. width of Landscaped Strip abuts the street or residential precinct (3.20 a & b)	3m	**0m (Existing)**
Min. landscaped open space required in the exterior yard (Section 4.7 c))	40%	**0% Existing**

A comprehensive review of the proposed application with respect to Provincial, County, and Town planning documents and policies is summarized below:

The Development is consistent with the Provincial Planning Statement (2024) and conforms to the Simcoe County Official Plan (2023), and the Town Official Plan (2018).

Provincial Planning Statement, 2024 (PPS)
In accordance with Subsection 3(5) of the Planning Act, all land use decisions in Ontario "shall be consistent" with the Provincial Planning Statement, 2024 (the 'PPS'). The PPS provides policy direction on matters of provincial interest related to land use planning and development. These policies support the provincial goal of meeting the needs of a fast-growing province while enhancing the quality of life for all Ontarians. Key policy objectives include building homes and

sustaining strong and competitive communities; planning for infrastructure and public service facilities to accommodate projected needs; the wise use and management of resources; and protecting public health and safety. Below policies of the PPS apply directly to the proposed child care centre within a residential setting:

Section 2.1.6 of the PPS states that the achievement of complete communities should be supported by accommodating an appropriate range and mix of land uses, housing options, transportation options, employment, public service facilities and institutional uses to meet long-term needs. Complete communities is defined by the PPS as “places such as mixed-use neighbourhoods or other areas within cities, towns, and settlement areas that offer and support opportunities for equitable access to many necessities for daily living for people of all ages and abilities, including an appropriate mix of jobs, a full range of housing, transportation options, public service facilities, local stores and services. Complete communities are inclusive and may take different shapes and forms appropriate to their contexts to meet the diverse needs of their populations.

Section 2.3 of the PPS states that settlement areas shall be the focus of growth and development and that planning authorities shall support general intensification and redevelopment of complete communities, including by planning for a range and mix of housing options and prioritizing planning and investment in the necessary infrastructure and public service facilities.

Section 3.1.2 encourages municipalities to optimize existing infrastructure for public service facilities and consider the adaptive re-use of buildings where feasible.

Section 3.1.4 requires municipalities to plan and co-locate public service facilities, (which include licensed childcare centres) to provide access to public transit and active transportation.

The subject lands are located within the primary settlement area of Alcona where growth and day nursery is supported by the Town’s Official Plan.

The proposal involves the adaptive reuse of an existing building within a settlement area to provide essential child care services in an established residential neighbourhood, contributing to the range of public service facilities. The proximity to nearby schools supports the suitability of the location and reflects an established pattern of community uses. The proposed child care centre will support adjacent residential uses in a compact form and will make efficient use of the existing building, enhance the streetscape and improve pedestrian connectivity to adjacent residential areas, contributing to a complete community while remaining compatible with adjacent uses.

In the opinion of Staff and the applicant, the proposed CPPS By-law Amendment is consistent with the PPS.

Lake Simcoe Protection Plan, 2009 (LSPP)
The LSPP is to safeguard and restore the ecological health of Lake Simcoe and its watershed. This comprehensive plan aims to address various environmental challenges facing the lake, including water quality degradation, habitat loss, and biodiversity decline, due to urbanization, agricultural activities, and other human impacts.

Policies 6.32-DP to 6.35-DP of the LSPP apply to applications for development within settlement areas. The application has been reviewed by the Lake Simcoe Region Conservation

Authority (LSRCA) for comment. The LSRCA has confirmed that they have no comments to the proposed CPPS By-law Amendment.

In the opinion of Staff and the applicant, the proposal conforms to the LSPP.

County of Simcoe Official Plan (2023)
The County of Simcoe Official Plan (2023) contains policies that guide economic, environmental and community building decisions to manage growth. These policies strengthen the connections between the natural and built environment, job opportunities, human services, transportation, public health and fiscal capacity.

The subject lands are designated 'Settlements' on Schedule 5.1 Land Use Designations to the SCOP, and as such are to be the focus of development within the County.

Section 3.5 of the SCOP includes policies applying to the Settlements designation which supports compact urban form that promotes the efficient use of land and provision of water, sewer, transportation and other services. Development consisting of mixed uses and a range of housing types to create strong and vibrant central places and sustainable communities is promoted as well as the development of healthy, complete and accessible communities that are in proximity to amenities, support services and transit.

Section 3.5.8 states settlement areas shall be the focus of population and employment growth and their vitality and regeneration shall be promoted. Residential, commercial, industrial, institutional and recreational land uses shall be developed in settlement areas on land appropriately designated in a local municipal official plan for the use.

Section 3.5.27 states that settlements shall be promoted as focal points for residential, commercial, and institutional uses through establishing safe and pleasant pedestrian environments, development of attractive streetscapes, encouragement of downtown economic development initiatives, development of a range of housing types and costs, encouragement of community support services and health care services for all ages and all abilities.

Section 4.1 notes the development of complete and healthy communities is a priority of this Plan, to be achieved by various policies, including the integration of arts, cultural, and recreational facilities with local business, health and social services, schools, parks, and civic buildings (4.1.1).

Section 4.2.1 notes that Community facilities and services except public service facilities shall be directed to settlements.

Section 4.2.2 notes that Community facilities shall be connected to municipal sewage services and municipal water services or private communal sewage services and private communal water services where available.

Section 4.2.3 notes that before consideration is given to developing new infrastructure and public service facilities, opportunities for adaptive re-use should be considered, wherever feasible and subject to local municipal official plans.

Section 4.2.4 notes that community facilities and public service facilities should be co-located in community hubs, where appropriate, to promote cost-effectiveness and facilitate service integration, access to transit and active transportation.

The proposed child care centre is located within the Alcona settlement area and represents the adaptive reuse of an existing building and contributes to the provision of public service facilities within an established community. The development is connected to municipal water and wastewater services and makes use of existing infrastructure. The proximity to schools further supports the integration of the use within a community setting.

In the opinion of Staff and the applicant, the proposal conforms to the County of Simcoe Official Plan.

Town of Innisfil Official Plan (2018)
The Town of Innisfil Official Plan (Our Place) provides general policy direction for managing land use, development, and growth within the municipality and guides municipal actions and other Town master planning processes.

Section 2.3 outlines the four principles of place and place making policies that all development applications will be evaluated on, including activities and uses, access and linkages, comfort and image, and sociability.

Section 3.1.10 states that applications for rezoning and site plan approval shall prepare a placemaking brief which undertakes activity mapping describing existing community meeting places and activities in the surrounding area; opportunities for enhancing these community meeting places and activities; and opportunities for new place making destinations.

The Placemaking Brief included in the Planning Justification Report submitted with the application addresses the Placemaking policies of the Town's Official Plan. In summary, the development includes conversion of an existing one-storey commercial building into a licensed child care centre aligns with the Town of Innisfil Official Plan's placemaking policies by supporting identity, inclusion, sustainability, and economic vitality.

Section 9.2.3 stats that Alcona will develop as a complete community with a compact urban form that promotes the efficient use of and with densities and land use patterns supportive of transit service.

Section 9.2.4 states that Alcona will contain the broadest mix of land uses including a full range of housing types and densities including affordable housing, commercial uses and public service facilities.

Section 10.2.2 lists permitted use within the Residential Low One Designation, which includes day nursery.

Section 10.2.2 Convenience commercial uses may be permitted subject to a site-specific zoning provided they are small scale and serve the immediate needs of the neighbourhood and provide adequate screening in the form of landscaping and fencing adjacent to abutting residential lots to minimize adverse impact on abutting residential properties.

Section 11.1.8 states all commercial development shall demonstrate contribution to placemaking strategies of Section 2.3.

Section 11.1.10 states screening in the form of landscaping, fencing and architectural features shall be provided abutting residential development, to minimize adverse impact on abutting residential properties.

Section 11.1.17 states the design of built form shall incorporate principles of sustainable development, energy and resource efficiency.

Section 11.1.25 states parking should be located to the interior of the lot and a landscaped strip at least 3m wide should be provided between parking areas and the street. Staff note the lack of landscaping is an existing site condition however enhanced landscaping is being provided where possible, while providing required parking.

Section 15.1.2 of the Official Plan states that the Town will require that there be no net loss of trees as a result of development, for all development applications within settlement areas. The submitted Arborist report notes that three trees are recommended to be removed, and 3 replacement trees shall be proposed along the west property line to compensate for the tree removals consistent with the Town of Innisfil Engineering Standards.

Section 23.14 states that it is the intent of this Plan to prioritize existing and future infrastructure and public service facilities within settlement areas in order to support intensification and the achievement of complete communities.

The subject lands are designated Residential Low One, where a day nursery is a permitted use in accordance with Section 10.2.2. The proposal represents the reuse of an existing building and provides a small-scale service that meets the needs of the surrounding community.

The proposed day nursery aligns with the Official Plan polices by providing a compatible community service within an established residential neighbourhood, supporting the development of a complete community, and representing an appropriate reuse of the existing building. A day nursery is a permitted use within the designation, whereas a restaurant is not identified as a permitted use. The conversion of the existing restaurant to a day nursery is expected to reduce overall impacts, including less late-night traffic/activity, and improved compatibility with the surrounding residential neighbourhood. The child care centre will operate during daytime hours (9am to 11am for toddlers, 2:30pm to 4:30pm for preschool 1 and 4:30pm to 6:30 pm for preschool 2), with peak activity limited to drop-off and pick-up periods, and is anticipated to generate lower traffic volumes and less noise compared to the former restaurant use. The submitted Traffic Brief confirms that the proposed Child Care Centre represents a low-impact reuse of an existing building, generating minimal traffic with negligible effects on the surrounding road network. Adequate parking is provided, and safe site access can be maintained with the existing driveway and sight line conditions. No traffic or operational concerns are anticipated.

The Official Plan includes policies that encourage the provision of landscaping and buffering to ensure compatibility between differing land uses and to enhance the streetscape. While the subject site does not provide landscaped buffering along the William street frontage or adjacent residential properties to the east, this condition reflects the long-established site layout and is not a result of the proposed development. The existing built form and site configuration have functioned historically without identified adverse impacts on adjacent residential uses. The existing tree vegetation buffer along the eastern side lot line provides a degree of visual screening and separation between the parking area and neighbouring residential property. In addition, the proposal involves the reuse of an existing building with no significant alteration to the site layout, the existing conditions are considered to adequately support the proposed use. In Saff's opinion, these policies can be appropriately interpreted with flexibility in the context of existing development, and the site-specific conditions are considered reasonable and consistent with the intent of the Official Plan.

In the opinion of staff and the applicant, the proposal conforms to the Town of Innisfil Official Plan.

Town of Innisfil CPPS By-law 058-25
The application will rezone the subject lands to permit a commercial use (day care centre) supported by the Town Official Plan with site-specific provisions to facilitate the development concept. Staff are of the opinion that the proposed site-specific CPPS By-law Amendment maintains the intent of the Town's CPPS By-law while providing a compatible community service within an established residential neighbourhood in Alcona.

The following provides a summary of the services planned for the proposed development:

Water and Sanitary Servicing
The development will be serviced by existing municipal water and sanitary services.

Stormwater Servicing
The Functional Servicing Report and Stormwater Management Report concludes that there are adequate servicing infrastructures available to service the proposed development, and the existing 150mm sanitary service will be able to re-use for the subject site. It will be further reviewed by Town Development Engineering Staff through the CPPS permit application.

Traffic Impacts and Improvements
The Traffic Impact Study which has been reviewed by staff concludes that the development will not cause negative impacts on the transportation network.

Community Strategic Plan Alignment:
The proposed development meets the Town's Strategic Objectives of proactively planning and managing growth, building and diversifying the local economy and supporting a healthy, active and safe community.

Financial Consideration:
All costs incurred by the Town for the purposes of this application are recovered from the Applicant, resulting in no financial implications required for this report at this time.

Local Impact:
The proposed use is consistent with provincial and municipal policy directions for community well-being and efficient use of land. It is not anticipated to result in adverse impact and represents an improvement in compatibility relative to the existing restaurant use. As no significant expansion to the existing building is proposed, no additional visual impacts are anticipated. In terms of noise and disturbance, the child care centre is expected to generate less noise and later-hour disturbances. The proposed site-specific provisions for parking aisle width, parking spaces location, landscaped open spaces and landscaped strip are appropriate given the scale of the development and the supporting studies provided. The proposed CPPS Bylaw Amendment would facilitate the establishment of a small-scale child care service within walking distance of surrounding residential areas, contributing to the expansion of licensed childcare in Innisfil, and advancing the development of a complete community.

Options/Alternatives:
Council has the option to defer, deny, or make amendments to the proposed CPPS By-law Amendment application.

Conclusion:
Staff recommend Council approve the attached CPPS By-law Amendment.

Prepared By:
Ingrid Li, Development Planner
Steven Montgomery, Supervisor of Development Planning

Approved By:
Andria Leigh, Director of Planning and Growth

Attachments:
Attachment 1 – Key Map
Attachment 2 – Concept Plan & Elevations
Attachment 3 – CPPS By-law Amendment 043-26

Reference Material:
Community Strategic Plan

Additional Information Memorandum

1303 Belle Aire Beach Road Zoning By-law Amendment

To: Mayor, Deputy Mayor, and Members of Council

From: Brandon Correia, Manager of Planning

Date: June 24, 2026

Recommendation:

1. **That Additional Information Memorandum regarding 1303 Belle Aire Beach Road Zoning By-law Amendment Application (D14-2018-009) be received; and,**

2. **That By-law 037-26 to amend Zoning By-law No. 080-13 by rezoning the subject lands legally described as Concession 4 North Part of Part Lot 22 Reference Plan 51R-28123 Part 4, in the Town of Innisfil, to Residential Semi-Detached Exception Hold (RS-15(H)), Residential Townhouse Exception Hold (RT-36 (H)), Residential Townhouse Exception Hold (RT-37 (H)), Residential Townhouse Exception Hold (RT-38 (H)), Residential Three Exception Hold (R3-12(H)) and Open Space (OS) Zones, be approved.**

Additional Information:

The Zoning By-law Amendment for 1303 Belle Aire Beach Road (File No. D14-2018-26) was presented to Council for consideration on May 6, 2026, through Staff Report DSR-054-26. The report recommended that Council approve the proposed Zoning By-law Amendment being By-law 037-26. Correspondence was received by Council and Staff on May 6, 2026, from KLM Planning Partners Inc., on behalf of the neighbouring landowner Bellaire Properties Inc. This correspondence is included as Attachment 1. In response to the concerns raised, Council passed a revised resolution directing that the Zoning By-law Amendment application be referred back to staff to further review the submitted correspondence.

The correspondence indicates that the proposed development at 1303 Belle Aire Beach Road has not been adequately coordinated with the adjacent Bellaire subdivision. Concerns raised include the misalignment of the Bardeau Street extension, a lot configuration that may not support compliant building siting under Bellaire's zoning (Block 196), and restricted access to townhouse lots within the Bellaire plan. Additional concerns relate to the proposed trail along the Metrolinx corridor at 1303 Belle Aire Beach Road that terminates at the edge of a vacant townhouse block on Belleaire's plan (Block 197). This results in the trail ending abruptly adjacent to a private residential lot with no connection to a broader trail network or public access point, creating a non-functional trail connection and a compatibility concern with adjacent residential uses.

Staff met with both landowners on May 12, 2026, to review these matters and discuss potential solutions. Since that meeting, the landowners have continued to coordinate directly with one another to further address the issues identified. These discussions have resulted in minor revisions to the concept plan and zoning by-law amendment for 1303 Belle Aire Beach Road as detailed further herein.

Revised Concept

Through discussions between the two landowners, it was determined that extending the trail proposed along the Metrolinx rail corridor from 1303 Belle Aire Beach Road through the adjacent development to the south (LSAMI P1 owned by Bellaire Properties) would not be feasible. Therefore, the proposed trail has been removed from the concept plan. The revised concept plan is included as Attachment 2 to this report.

The inclusion of the proposed trail at 1303 Belle Aire Beach Road was originally negotiated between Town staff and the applicant to incorporate additional public space within the private condominium development. This formed part of a newer preferred design approach where trails are located along rail corridors to support active transportation throughout the Town. However, this approach did not apply to the adjacent LSAMI P1 development to the south, which was draft approved by the Ontario Municipal Board (OMB) in 2008 and registered in 2013 prior to the consideration of this preferred design approach. The proposed trail at 1303 Belle Aire Beach Road therefore does not align with the older existing LSAMI P1 development which does not require a corresponding trail connection. As a result, it was determined that the trail is no longer feasible, as there is no available connection point to public lands, and it should be removed. Staff have no concerns with the removal, as the trail is not identified in the Town's Trails Master Plan or the Official Plan for this area.

Staff note that the Town's Land and Lake Plan (2023) identifies the goal of establishing a continuous multi-use trail along the Metrolinx rail corridor however, it also acknowledges that securing lands from private properties for this purpose may be challenging. In this instance, staff made best efforts to secure lands for a portion of the rail trail, however, due to the absence of a viable connection to public lands or an adjacent trail network, the proposed segment was determined to be no longer feasible. The removal of this proposed trail segment is therefore considered appropriate in this context. The proposed development still incudes a trail along Belle Aire Beach Road and internal sidewalks which contribute to community connectivity and active transportation. The site is also located within walking distance to Lormel Gate Park, providing convenient access to a public park for future residents.

Overall, this change is not expected to negatively impact the Town's trail system. If opportunities arise in the future, the Town can still look at securing land for a better-connected trail system in line with long-term goals outlined in Town planning and capital policy documents including the Official Plan, Trails Master Plan and Land and Lake Plan.

Revised Zoning By-law Amendment Schedule

As a result of the trail being removed, the 3m wide trail corridor is proposed to be incorporated into the rear yards of the townhouse units south of Fairhead Loop (Blocks 7 to 10 on the Concept Plan) and will be zoned RT-36(H). The Zoning By-law Amendment schedule has been updated to reflect this change and is included in the amended by-law as Attachment 3. No other changes are proposed to the Zoning By-law Amendment.

Outstanding Lot Configuration Coordination

Concerns regarding the lot configuration of Block 196 of Bellaire's plan included in the correspondence received (Attachment 1) is the only coordination matter still outstanding and may require a future land swap between the two landowners. The land swap should be coordinated between and agreed upon by the two property owners and does not impact the proposed zoning for 1303 Belle Aire Beach Road. Further coordination is ongoing and will occur through the current site plan approval and detailed subdivision design processes.

Conclusion

Staff are satisfied that the plans have been effectively and appropriately coordinated. While an outstanding matter respecting a potential future land swap remains, it is outside the Town's role

to facilitate and does not impact the proposed zoning for 1303 Belle Aire Beach Road. Accordingly, staff recommend that Zoning By-law Amendment 037-26 be approved, as amended with the updated schedule. The proposed amendment does not affect the identified lot configuration coordination, which will continue to be addressed through the ongoing site plan approval and detailed subdivision design processes. Therefore, staff recommend that Council approve the Zoning By-law Amendment, as amended.

Prepared By:
Keirsten Morris, Planning Project Manager

Approved By:
Andria Leigh, Director of Planning and Growth

Attachments:
Attachment 1 – 1303 Belle Aire Beach Road Correspondence (KLM Planning Partners Inc.)
Attachment 2 – Revised Concept Plan
Attachment 3 – Zoning By-law Amendment 037-26, as amended

Reference Material: Community Strategic Plan

KLM PLANNING

VAUGHAN
64 JARDIN DRIVE, UNIT 1B
CONCORD, ONTARIO L4K 3P3
905.669.4055

CAMBRIDGE
7 GRAND AVENUE SOUTH, UNIT 111
CAMBRIDGE, ONTARIO N1S 2L3
519.286.4600

KLMPLANNING.COM

File: P-2512

May 6, 2026

Town of Innisfil
2101 Innisfil Beach Road
Innisfil, ON
L9S 1A1

Attention: **Mayor and Members of Council**

Re: **Town of Innisfil Council, Wednesday May 6, 2026**
Agenda Item 8(C.4)
Staff Report DSR-054-26
Zoning By-law Amendment 1303 Belle Aire Beach Road D14-2018-009
Request for Deferral

KLM Planning Partners Inc. is the land use planning consultant for Bellaire Properties Inc. ("**Bellaire**") who is the owner land situated in the Town of Innisfil ("**Town**"), in County of Simcoe (the "**County**"), specifically the Lefroy Settlement Area Management Inc. ("**LSAMI**") Parcel 1. More specifically, The Bellaire lands are legally described as Part of Lot 21 and Part of Lot 22, Concession 4 and are located at the southeast corner of 20th Sideroad and Belle Aire Beach Road.

We have had an opportunity to review the Planning Staff Report DSR-054-26 in relation to the recommendation to approve a Zoning By-law Amendment on lands known municipally as 1303 Belle Aire Beach Road (the "**1303 Lands**"). Based on our review of the staff report and attachments, **we respectfully request that Council defer the approval of the proposed Zoning By-law Amendment to give us time to continue to work with staff to resolve a zoning and lotting conflict which we raised with staff nearly 3 years ago**.

Belleaire's Draft Plan of Subdivision and Zoning were approved by the Ontario Municipal Board (OMB) on July 28, 2008. Since that time, all phases of the Belleaire Subdivision have been registered and most of the draft plan has been built and occupied. The 1303 lands are immediately adjacent to the northeast property line of the Bellaire Lands. There is an existing temporary cul-de-sac at the end of Bardeau Street which encumbers lands that have been designed and zoned for almost 18 years to accommodate townhouse dwelling units. Once the 1303 lands develop, Bardeau Street is expected to extend northerly, and the temporary cul-de-sac would be removed allowing for the construction of the townhouse dwellings. A context map illustrating this existing condition is illustrated in Figure 1 below:



Figure 1: Existing Context

In 2023, our client became aware of the development on the 1303 Lands and asked KLM to evaluate their design against our approved development. We identified zoning and lotting issues that do not conform with the approval by the OMB, and which would result in the inefficient use of land. At that time, we also learned that 1303 applied for an Official Plan Amendment D09-2019-001 ("**OPA**"), Zoning By-law Amendment ("**ZBLA**") and Draft Plan of Subdivision Application D12-2018-002 ("**DPOS**") in 2018 and 2019, which were subject to a public open house on August 28, 2019 and a Statutory Public Meeting on September 18, 2019. My client has confirmed that they did not receive notice of either meeting. As an adjacent landowner, we would have appreciated engaging with staff much earlier in the process to resolve land use planning conflicts. We also learned that the OPA and DPOS on the 1303 Lands were approved by Innisfil Council on June 22, 2022. At that time, staff acknowledged the issue and our concern and indicated that given the zoning and site plan had not yet been approved, that it could be resolved. To date, this issue has not been resolved.

Given our interest in this file and our discussions with planning staff in 2023, we were also surprised to not learn about this ZBLA recommendation report proceeding tonight. I inadvertently came across the staff report when looking for information on the Town of Innisfil's website last evening. We are extremely disappointed that staff did not work with my client or contact us with an update about the processing of the 1303 applications.

The 1303 Land development concept and zoning have not been appropriately coordinated with Bellaire's development which has been approved for nearly 18 years. A you can see in the Overlay Comparison attached to this letter; the plans have not been coordinated as follows:

- The alignment of the Bardeau Street extension does not align with the existing terminus of Bardeau Street.
- The proposed part lot on the 1303 plan does not facilitate a lot and house siting that will comply with the zoning in the Belleaire Plan.
- The lotting on the 1303 Lands on the east side of Bardeau Street and Street "A" cut off access for five (5) townhouse lots on the Belleaire plan to the south. How will the townhouse lots in Block 197 be developed with this configuration?
- The 1303 Lands has proposed a 3m wide trail at the rear of its townhouse blocks that ends abruptly at the northern edge of townhouse Block 197 on the Lormel Plan. How will this condition be resolved? A trail cannot lead to a private home.

We respectfully request that Council defer the approval of the proposed Zoning By-law Amendment to give us time to continue to work with staff to resolve a zoning and lotting conflict which we raised with staff nearly 3 years ago

This letter serves as our formal request to be notified by the Town of Innisfil of any future Committee or Council meetings, open houses or any notices for the lands situated at 1303 Belle Aire Beach Road and for File D14-2018-009.

Should you have any questions or concerns of if you require any additional information on the contents of this letter, please do not hesitate to contact the undersigned.

Yours truly,
KLM PLANNING PARTNERS INC.



Ryan Mino-Leahan BURPl, MCIP, RPP
Partner

Copy: Brandon Correia, Manager of Planning
Steven Montgomery, Supervisor of Development Planning
Keirsten Morris, Planning Project Manager
Client

EXISTING RESIDENTIAL

EXISTING PLANT STREET

EXISTING RESIDENTIAL

BARDEAU ST EXTENSION

ROLLER WAY

AUSTIN STREET

OPEN SPACE BLOCK

METROLINX CORRIDOR

(3.05m TRAIL)

FUTURE LOT

CONDO BOUNDARY

?

BLOCK 196

107

108

109

110

111

112

113

EXISTING BARDEAU STREET

BLOCK 158

BLOCK 162

6.00

BLOCK 197

ADJACENT PLAN OVERLAY COMPARISON

LEGEND

- Bellaire Properties Inc.
- 1303 Lands
- Approved Townhouse Layout
- Proposed Adjacent Townhouses
- Proposed Adjacent Single Detached
- Proposed 3m Trail

PROJECT No. P-2512
NOT TO SCALE
6 May 2026

KLM PLANNING
64 JARDIN DRIVE - UNIT 1B,
CONCORD ONT. L4K 3P3
TEL: (905)669-4055

File Location: P:\2500S\2512_Lormel - Innisfil\038470-MP_PH_1-11_to Client_Adjacent Site Plan Overlay.Last Plotted By: Brianne McIntosh May 6, 2026 Last Saved By: bmcintosh

PARKING STATISTICS

	REQUIRED	PROPOSED
PARKING SPACES	2 PARKING / UNIT	2 PARKING/UNIT
VISITOR PARKING SPACES	35	39
PARKING FOR COMMERCIAL SPACE	18	18
ACCESIBLE PARKING SPACE	2	4

FREEHOLD PROPERTY STATS

	REQUIRED	PROPOSED
MIN. LOT AREA(INT.)	270m2	272.04m2
MIN. LOT AREA (EXT.)	360m2	298.58m2
MIN. LOT FRONTAGE(INT.)	9m	9.4m
MIN. LOT FRONTAGE(EXT.)	12m	10.89m
MIN. FRONT YARD	4.5m	4.5m
MIN. INT. SIDE YARD	1.2/0.6m	1.25/0.65m
MIN. EXT SIDE YARD	3.0m	1.27m
MIN. REAR YARD	7.5m	1.8m
MAX. COVERAGE	45%	51.10%
MIN. LANDSCAPE O/S	30%	30%
MAX. BUILDING HEIGHT	9m	10m

ZONING TABLE

	SEMI-DETACHED UNITS	
ITEM #	REQUIRED RS ZONE	PROVIDED
MIN. LOT AREA (INT. LOT)	240 m2	308.74m2
MIN. LOT AREA (EXT. LOT)	330 m2	NA
MIN. LOT FRONTAGE (INT. LOT)	8.0 m	9.0m
MIN. FRONT YARD	4.5 m (TO DWELLING) 6.0 m (TO GARAGE)	5.03 m (TO DWELLING) 6.05 m (TO GARAGE)
MIN. INT. SIDE YARD	0m or 1.2 m (END UNIT)	0m or 2.87 m (END UNIT)
MIN. REAR YARD	7.5 m	14.02m
MAX. LOT COVERAGE	45%	26.9%
MIN. LANDSCAPED OPEN SPACE	30%	>30%
MIN. LANDSCAPE OPEN SPACE (FRONT YARD)	40%	>40%
MAX. BUILDING HEIGHT	11.0m	11.22m

ZONING TABLE

	TOWNHOUSE UNITS		LIVE/ WORK TOWNHOUSE UNITS	
ITEM #	REQUIRED RT ZONE	PROVIDED	REQUIRED RT ZONE	PROVIDED
MIN. LOT AREA (INT. LOT)	180 m2 or 210 m2 (END OF BLOCK)	147.9 m2 or 177.8 m2 (END OF BLOCK)	180 m2 or 210 m2 (END OF BLOCK)	126 m2 or 152 m2 (END OF BLOCK)
MIN. LOT AREA (EXT. LOT)	270 m2	256.8 m2	270 m2	235.18 m2
MIN. LOT FRONTAGE (INT. LOT)	6.0 m	6.0 m	6.0 m	6.0 m
MIN. LOT FRONTAGE (EXT. LOT)	9.0 m	9.6 m	9.0 m	10.95m
MIN. FRONT YARD	4.5 m (TO DWELLING) 6.0 m (TO GARAGE)	1.88 m (TO DWELLING 6.01 m (TO GARAGE)	4.5 m (TO DWELLING) 6.0 m (TO GARAGE)	3.06m (TO DWELLING)
MIN. INT. SIDE YARD	0m or 1.2 m (END UNIT)	0m or 1.2 m (END UNIT)	0m or 1.2 m (END UNIT)	0m or 1.4 m (END UNIT)
MIN. EXT. SIDE YARD	3.0 m	2.0 m	3.0 m	4.19 m
MIN. REAR YARD	7.5 m	4.15m	7.5 m	6.05m(INTERIOR LOT) 4.79m(EXTERIOR LOT)
MAX. LOT COVERAGE	50%	62.36%	50%	68%
MIN. LANDSCAPED OPEN SPACE	35%	35%	35%	20%
MIN. LANDSCAPE OPEN SPACE (FRONT YARD)	40%	>40%	40%	>40%
MIN. LANDSCAPE OPEN SPACE (EXTERIOR YARD)	40%	>40%	40%	>40%
MAX. BUILDING HEIGHT	11.0m	12.12m	11.0m	10.47m

SITE STATISTICS

SITE AREA	53026.89 m2	5.30 Ha
LIVE WORK	14	
TOWNHOUSE	121	
SEMI DETACHED	2	
SINGLE DETACHED	16	
TOTAL NO. OF UNITS	153	
DENSITY	29 UPH	
AMENITY AREA	3258.34 m2	0.33 Ha
PARKING SPACES	39	



LEGEND

PROJECT BOUNDARY

SPA CONDO BOUNDARY

THESE DRAWINGS ARE NOT TO BE SCALED;
ALL DIMENSIONS MUST BE VERIFIED BY CONTRACTOR PRIOR TO COMMENCEMENT OF ANY WORK. ANY DISCREPANCIES MUST BE REPORTED DIRECTLY TO ARCHITECT.

ISSUED OR REVISION COMMENTS

NO.	DESCRIPTION	DATE	DWN	CHK
1	ISSUED FOR REVIEW	14-FEB-23	AG	
2	ISSUED FOR REVIEW	24-FEB-23	AG	
3	ISSUED FOR REVIEW	12-MAR-23	PP	AG
4	ISSUED FOR COORDINATION	22-APR-23	PP	AG
5	ISSUED FOR SUBMISSION	04-APR-23	AG	
6	ISSUED FOR SUBMISSION	22-APR-23	AG	
7	REV PER CITY COMM. & ISSUED FOR SUBMISSION	21-JUL-23	AG	
8	REV PER PLANNER COMM. & ISSUED FOR SUBMISSION	30-JUL-23	AG	
9	REV PER PLANNER COMM.	03-AUG-23	AG	
10	REVISED PER PLANNER & ENGG. COMMENT	13-AUG-23	PP	AG
11	REVISED PER PLANNER COMMENT	14-AUG-23	AG	
12	ISSUED FOR SUBMISSION	18-AUG-23	AG	
13	REV PER ENG MARKUPS	10-OCT-23	AG	
14	REV PER CITY COMMENTS	02-FEB-24	AG	
15	ISSUED FOR ZBA	26-MAR-24	AG	
16	ISSUED FOR SPA	23-APR-24	AG	
17	REMOVED TRAIL ACCESS	05-JUN-24	AG	

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PROJECT/LOCATION
BELLE AIRE BEACH ROAD
INNISFIL

DRAWING
SITE PLAN

DATE	SCALE
04-JAN-2023	1:500
DRAWN BY	CHECKED BY
DA	RP
PROJECT NUMBER	DRAWING NUMBER
22092	SP101

File:D:\PN 2022 Projects\220921Z = Site Planning\1 = Architectural (PN1)\1 = Site Plan\1 = Site Plan SP101\220921-SP100-(CONDO).dwg Plotted: Jun 05, 2026 By Akshay6

The Corporation of the Town of Innisfil

By-law 037-26

A By-Law of The Corporation of the Town of Innisfil to amend Zoning By-law No. 080-13, as amended, by rezoning the lands described as Part of the North Half of the North Half of Lot 22, Concession 4, in the Town of Innisfil, and known municipally as 1303 Belle Aire Beach Road, Lefroy-Belle Ewart.

WHEREAS the Council of the Corporation of the Town of Innisfil deems it desirable to approve an application to rezone lands described as Part of the North Half of the North Half of Lot 22, Concession 4, in the Town of Innisfil, from the Agricultural General (AG) Zone, to the Residential Semi Detached Exception Hold (RS-15(H)) Zone, the Residential Townhouse Exception Hold (RT-36(H)) Zone, the Residential Townhouse Exception Hold (RT-37(H)) Zone, the Residential Townhouse Exception Hold (RT-38(H)) Zone, the Residential Three Exception Hold (R3-12(H)) Zone, and the Open Space (OS) Zone, and;

WHEREAS the authority to pass this By-law is provided pursuant to Section 34 and 36 of the *Planning Act*, R.S.O. 1990, c.P. 13, as amended; and,

WHEREAS Council has determined that no further notice is to be given pursuant to Section 34 (17) of the Planning Act, R.S.O. 1990.

NOW THEREFORE the Council of the Corporation of the Town of Innisfil enacts as follows:

1. Schedule “A” attached forms part of this By-law.

2. Schedule “A”, Map 31 to By-law 080-13, as amended, is hereby further amended by rezoning lands as shown on Schedule “A” attached hereto from the Agricultural General (AG) Zone, to the Residential Semi Detached Exception Hold (RS-15(H)) Zone, the Residential Townhouse Exception Hold (RT-36(H)) Zone, the Residential Townhouse Exception Hold (RT-37(H)) Zone, the Residential Townhouse Exception Hold (RT-38(H)) Zone, the Residential Three Exception Hold (R3-12(H)) Zone, and the Open Space (OS) Zone.

3. Section 4.3.7 “Residential Semi Detached (RS)” of Zoning By-law No. 080-13 is hereby amended by adding the following after Section 4.3.7.14:

   “**4.3.7.15 RS-15(H) – Map No. 39**

   Notwithstanding any other provisions of this by-law to the contrary, the following provisions shall apply in addition to Table 4.2b to those lands zoned RS-15:

Maximum Building Height	11.5 m

4. Section 4.3.8 “Residential Townhouse Zone (RT)” of Zoning By-law No. 080-13 is hereby amended by adding the following after Section 4.3.8.35:

   “**4.3.8.36 RT-36(H) – Map No. 56**

   Notwithstanding any other provisions of this by-law to the contrary, the following provisions shall apply in addition to Table 4.2b to those lands zoned RT-36:

Minimum Lot Area (Interior Lot)	140 m^2 or 170 m^2 at end of block
Minimum Lot Area (Exterior Lot)	250 m^2
Minimum Front Yard to Dwelling (Exterior Lot)	2.8 m
Minimum Exterior Side Yard	1.8 m
Minimum Rear Yard (Block 16 Units 5 and 6, Block 11 Unit 2, Block 3 Unit 7)	4.0 m
Minimum Rear Yard	6.0 m
Maximum Lot Coverage	65 %
Maximum Height	12.5 m

   In addition to the permitted uses in Table 4.1, a semi-detached dwelling is also a permitted use.“

5. Section 4.3.8 “Residential Townhouse Zone (RT)” of Zoning By-law No. 080-13 is hereby amended by adding the following after Section 4.3.8.36:

   “**4.3.8.37 RT-37(H) – Map No. 57**

Notwithstanding any other provisions of this by-law to the contrary, the following provisions shall apply in addition to Table 4.2b to those lands zoned RT-37:

Minimum Lot Area (Interior Lot)	120 m^2or 150 m^2at end of block
Minimum Lot Area (Exterior Lot)	230 m^2
Minimum Front Yard to Dwelling	3.0 m
Minimum Rear Yard (Interior Lot)	6.0 m
Minimum Rear Yard (Exterior Lot)	4.0 m
Maximum Lot Coverage	70 %
Minimum Landscaped Open Space	20 %
Parking for Commercial Units	18 Layby parking provided on Belle Aire Beach Road

In addition to the permitted uses in Table 4.1, a Live-Work Unit is also a permitted use; and,

The following uses within the Live-Work Unit shall be permitted:

- Artisan Studio
- Business Office
- Custom workshop
- Day nursery
- Dress Maker
- Dry Cleaning Distribution Center
- Financial institution/Establishment
- Florist
- Medical office
- Office
- Personal service establishment/shop
- Pet day care establishment
- Photography or artists studio
- Professional office
- Service and repair establishment; limited to small household appliances and electronics
- Studio
- Veterinary Clinic

The following regulations shall apply to Live-Work Units:

i. The business establishment shall be restricted to the first storey;
ii. The business establishment may employ one or more persons residing within the associated household, and no more than three additional employees.

6. Section 4.3.8 “Residential Townhouse Zone (RT)” of Zoning By-law No. 080-13 is hereby amended by adding the following after Section 4.3.8.37:

“**4.3.8.38 RT-38(H) – Map No. 56**

Notwithstanding any other provisions of this by-law to the contrary, the following provisions shall apply in addition to Table 4.2b to those lands zoned RT-38:

Minimum Lot Area (Interior Lot)	140 m^2or 170 m^2 at end of block
Minimum Lot Area (Exterior Lot)	250 m^2
Minimum Front Yard to Dwelling (Exterior Lot)	1.8 m
Minimum Exterior Side Yard	1.8 m
Minimum Rear Yard	4.5 m
Maximum Lot Coverage	65 %
Maximum Height	12.2 m
Unenclosed porches and verandahs having a landing area of not more than 8.0 square metres and a height of not more than 1.5 metres above established grade	No closer than 0.75 metres from any lot line

In addition to the permitted uses in Table 4.1, a semi-detached dwelling is also a permitted use.“

7. Section 4.3.6 “Residential 3 Zone (R3)” of Zoning By-law No. 080-13 is hereby amended by adding the following after Section 4.3.6.11:

"**4.3.6.12 R3-12(H) – Map No. 63**

Notwithstanding any other provisions of this by-law to the contrary, the following provisions shall apply in addition to Table 4.2b to those lands zoned R3-12:

Minimum Lot Area (Exterior Lot)	290 m^2
Minimum Lot Frontage (Exterior Lot)	10.5 m
Maximum Building Height	10.0 m
Minimum Exterior Side Yard (Lots 15 and 16 – corner lots at Bardeau Street and Austin Street)	1.2 m
Minimum Rear Yard (Lots 10, 11, 14, 15)	1.8 m
Minimum Rear Yard	5.0 m
Maximum Lot Coverage	55 %

8. Notwithstanding any other provisions of this by-law to the contrary, a cellar or a basement underneath a porch may encroach into any yard similarly to permitted yard encroachments for a porch and shall not constitute a main wall of any principal building.

9. Notwithstanding any other provisions of this by-law to the contrary, Belle Aire Beach Road and abutting walkway / trail block, will constitute the 'front' lot line for all units within the RT-37 zone.

10. For the purposes of zoning, the internal private roadway shall be classified as a municipal street.

11. Notwithstanding any other provisions of By-law No 037-26, for lands zoned RS-15(H), RT-36(H), RT-37(H), RT-38(H) and R3-12(H) on Schedule 'A' attached hereto, until the H symbol is removed, the only permitted uses shall be those uses that were existing at the time of the passing of this By-law. The Holding (H) Symbol shall not be removed until sewer and water allocation for the subject lands has been granted by the Council of the Corporation of the Town of Innisfil, and a Development Agreement has been entered into with the Town of Innisfil.

12. This By-law shall come into force and take effect on the day it is passed subject to the appeal provisions set out in Sections 34 and 36 of the *Planning Act*, R.S.O. 1990, c.P. 13, as amended.

Passed this 24 day of June, 2026.

_____
Lynn Dollin, Mayor

_____
Jennifer Marshall, Clerk

Schedule 'A'



LEGEND

- Subject Lands
  Area: 5.303ha (13.10ac)
- Lands to be rezoned from Agricultural General Zone (AG) to Residential Townhouse Special Zone 36 (RT- 36(H))
- Lands to be rezoned from Agricultural General Zone (AG) to Residential Townhouse Special Zone 37 (RT-37(H))
- Lands to be rezoned from Agricultural General Zone (AG) to Open Space Zone (OS)
- Lands to be rezoned from Agricultural General Zone (AG) to Residential Townhouse Special Zone 38 (RT-38(H))
- Lands to be rezoned from Agricultural General Zone (AG) to Residential 3 Special Zone 12 (R3-12(H))
- Lands to be rezoned from Agricultural General Zone (AG) to Residential Semi Detached Special Zone 15 (RS-15(H))

Source: Town of Innisfil Comprehensive Zoning By-Law 080-13, July 10, 2013

Scale:1 : 300

0 50 100 150m

N

Date: June 5, 2026 | Drawn By: MD / AS | File: 15-584

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Zoning By-law Amendment
1303 Belle Aire Beach Road

Staff Report DSR-054-26

To: Mayor, Deputy Mayor, and Members of Council

From: Brandon Correia, Manager of Planning

Date: May 6, 2026

Executive Summary

- This report recommends approval of the proposed Zoning By-law Amendment to facilitate a development of 153 residential units including 16 single detached dwellings, 121 condominium townhouses, 2 condominium semi-detached dwellings and 14 condominium live-work units to be accessed by a private condominium road at 1303 Belle Aire Beach Road.
- The related Official Plan Amendment and Draft Plan of Subdivision applications were approved by Council in 2022. The proposed Zoning By-law Amendment is intended to implement these prior approvals.

Recommendation:

1. **That Staff Report DSR-054-26 regarding 1303 Belle Aire Beach Road Zoning By-law Amendment Application (D14-2018-009) be received; and**

2. **That By-law 037-26 to amend Zoning By-law No. 080-13 by rezoning the subject lands legally described as Concession 4 North Part of Part Lot 22 Reference Plan 51R-28123 Part 4, in the Town of Innisfil, to Residential Semi-Detached Exception Hold (RS-15(H)), Residential Townhouse Exception Hold (RT-36 (H)), Residential Townhouse Exception Hold (RT-37 (H)), Residential Townhouse Exception Hold (RT-38 (H)), Residential Three Exception Hold (R3-12(H)) and Open Space (OS) Zones, be approved.**

Background:
An application for a Zoning By-law Amendment was filed with the Town of Innisfil by Innovative Planning Solutions, on behalf of the owner, 1602850 Ontario Inc., for 1303 Belle Aire Beach Road (the subject lands). A Key Map showing the location of the subject lands is included as Attachment 1. The Concept Plan for the proposed development is included as Attachment 2. The approved Draft Plan of Subdivision is included as Attachment 3 and the proposed Zoning By-law Amendment is included as Attachment 4.

The subject lands are located within the settlement area of Lefroy-Belle Ewart, south of Belle Aire Beach Road and immediately west of the Metrolinx rail corridor. The lands are approximately 5.3 hectares in area with approximately 184m of frontage on Belle Aire Beach Road and are currently vacant. Further background information for this application can be reviewed through the Special Council Planning Public Meeting Report Staff Report DSR-140-19 held on September 18, 2019 and the Staff Recommendation Report DSR-110-22 for the associated Official Plan Amendment and Draft Plan of Subdivision applications which were approved by Council on June 22, 2022.

The associated Official Plan Amendment application (OPA 7, File No. D09-2019-001) was adopted by Council on June 22, 2022, and approved by the County of Simcoe on August 18, 2022. The Official Plan Amendment re-designated the subject lands to a site-specific 'Residential Medium Density' designation to permit the development of 153 residential units including 17 single detached dwellings, 120 townhouses, 2 semi-detached dwellings and 14 live-work townhouses with a maximum permitted density of 33 units per net hectare. The OPA also established that policy 24.1 (i) of the Official Plan which only permits 25% of the units to be townhouses would not apply to the subject lands. The associated Draft Plan of Subdivision application was also approved by Council subject to conditions. The approved Draft Plan includes 16 single detached dwelling lots at the southwest corner of the subject lands and two future development blocks, a residential condominium block (Block 19), an open space and trail block along the eastern Metrolinx rail corridor, a road widening block at Belle Aire Beach Road and a Bardeau Street extension.

The Zoning By-law Amendment was not considered at the same time as the Official Plan Amendment and Draft Plan applications due to the requirement at the time for a community benefits review prior to passing the Zoning By-law Amendment under Section 37 of the Planning Act and due to detailed design review through the site plan process, to ensure zoning meets detailed design in terms of regulations such as building setbacks and lot coverage. Section 37 of the Planning Act authorizes municipalities to impose a charge against higher density development to pay for development related capital costs through a 'Community Benefit Charge (CBC)'. Municipalities can use CBCs to pay for facilities, services, and other matters attributable to the anticipated development and redevelopment of all lands within the Town. The Town adopted the Community Benefits Charges By-law No. 040-23 in April 2023 which requires a CBC to be imposed on all development with five or more storeys and that adds ten or more residential units. The proposed development does not meet this height and density threshold. Therefore, it is not subject to a CBC, and the Zoning By-law Amendment can now be considered. Further the site plan process is at third submission, and therefore from a detailed design perspective, the Zoning By-law Amendment is considered appropriate to approve at this stage.

The Zoning By-law Amendment application proposes to re-zone the subject lands from the Agricultural General (AG) Zone to Residential Semi-Detached Exception Hold (RS-15(H)), Residential Townhouse Exception Hold (RT-36 (H)), Residential Townhouse Exception Hold (RT-37 (H)), Residential Townhouse Exception Hold (RT-38 (H)), Residential Three Exception Hold (R3-12(H)) and Open Space (OS) Zones to implement the Official Plan Amendment that has already been approved by Council. The Zoning By-law Amendment would facilitate the development of 153 residential units including 16 single detached dwellings, 121 townhouses, 2 semi-detached dwellings and 14 live-work units on private condominium roads. Staff note that while the approved Official Plan Amendment permits 17 single detached dwellings and 120 townhouses, and the current proposal includes 16 single detached dwellings and 121 townhouses, the total number of residential units remains unchanged at 153. The concept plan remains consistent with what was presented at the Public Meeting in 2019 and approved through the Official Plan Amendment and Draft Plan in 2022. A minor numerical error on the original concept plan resulted in a corresponding minor discrepancy in the wording of the Official Plan Amendment. Given that the overall concept has not changed and the total unit count remains the same, the proposal maintains the general intent of the Official Plan Amendment, in accordance with Section 23.1.7, which recognizes that numerical standards are not intended to be rigid provided the overall intent and objectives of the Plan are achieved.

An outdoor common amenity space is proposed within the development measuring 2433m2 in area to be connected to the common amenity space to the west at 1357 Belle Aire Beach Road.

Thirty-nine (39) visitor parking spaces are provided within the proposed condominium development, and eighteen (18) layby parking spaces are proposed on Belle Aire Beach Road for the proposed live-work units as shown on the Conceptual Site Plan included as Attachment 2 to this report.

The proposal is also subject to site plan control which is being evaluated by Staff concurrently (at 3rd submission as stated previously and proceeding to a NOAC (Notice of Approval Conditions)). Further, a Condominium Exemption application will be required for the entire condominium residential development, and part lot control exemption applications are also required for further subdivision of the individual townhouse lots. These are Staff delegated processes, although it is noted Part Lot Control By-laws are still required to be approved by Council as a formality.

All original and updated supporting materials submitted with the application are listed below and are available on the Town's GetInvolved website.

- Planning Justification Report dated May 2019
- Planning Justification Report Addendum dated August 2025
- Concept Plan dated March 2026
- Draft Zoning By-law Amendment dated March 2026
- Placemaking Brief dated May 2019
- Functional Servicing and Stormwater Management Report dated November 2025
- Scoped Hydrogeological Evaluation dated December 2018
- Geohydrology Assessment dated March 2025
- Stage 1-2 Archaeological Study dated December 2017
- Noise and Vibration Study dated February 2025
- Noise Response Letter dated July 2025
- Traffic Impact Study dated June 2024
- Traffic Impact Study Addendum dated July 2025
- Environmental Impact Study dated March 2018
- Urban Design Brief and Architectural Control Guidelines dated January 2025
- Geotechnical Report dated March 2025

Public Notice was provided in accordance with the Planning Act
Notice for the Public Meeting was provided to required agencies on August 8, 2019. The Notice was circulated to all landowners within 120m of the subject lands and corresponding signage was posted on the property, in accordance with the *Planning Act*. Information and materials respecting the application were also posted on the Town's Get Involved website for review and comment. A Public Open House was held at the South Innisfil Community Centre at 1354 Killarney Beach Road in Lefroy on August 28, 2019. The Public Meeting was held on September 18, 2019.

Public And Agency Comments
All technical review comments have been addressed through the associated Draft Plan and Official Plan Amendment applications and through the concurrent site plan control process. Technical and agency review comments are summarized in Table 1 below. Council and public comments have been responded to in detail in Table 4 of the staff recommendation report for the associated Official Plan Amendment and Draft Plan of Subdivision (Staff Report DSR-110-22) and are also summarized in Table 2 below.

Table 1: Technical and Agency Review Comments

Agency	Comments	Response
Canada Post	Mail delivery will be provided through centralized delivery via Community Mail Boxes and/or Lock Box Assembly. Standard conditions provided.	Conditions will be included in site plan agreement.
Bell Canada	Standard conditions provided.	Conditions will be included in the site plan agreement.
County of Simcoe	Waste collection standards provided.	No response required.
Metrolinx	Technical comments related to rail safety, landscaping, stormwater management, noise and vibration requirements have been addressed. Standard site plan conditions have been provided.	Conditions will be included in the site plan agreement.
Simcoe County District School Board	No objection.	No response required.
Simcoe Muskoka Catholic District School Board	No objection to application. Local schools are operating above capacity. Request that a clause is included in site plan agreement that students may be transported to/accommodated in temporary facilities out of the neighbourhood school's area.	Conditions will be included in the site plan agreement.
InnServices	No objection. Technical servicing comments have been addressed. Site Plan conditions provided.	Conditions will be included in the site plan agreement.
Lake Simcoe Region Conservation Authority (LSRCA)	No objection. Technical engineering and hydrogeological comments have been addressed. Site plan conditions provided.	Conditions will be included in the site plan agreement.
Town Building and Fire	No objections. Further technical comments to be addressed through site plan application.	Technical comments will be addressed through associated site plan application.
Town Development Engineering	No objections. Further technical comments to be addressed through site plan application.	Technical comments will be addressed through associated site plan application.

Table 2: Council and Public Comments

Comments	Response
Density and compatibility concerns	The subject lands are designated by the Official Plan for medium density residential development.

Comments	Response
	The proposed zoning by-law amendment will implement the density that is permitted by the Official Plan. The development is consistent with the intended built form for the area and provides a form of housing that is compatible with surrounding uses. The proposed layout of the development has been designed to integrate with the existing neighborhood and provides an appropriate transition to adjacent uses.
Traffic impacts, concerns with the amount of parking proposed and concerns with overflow parking on existing roads	The Traffic Impact Study, which has been peer reviewed by Town Development Engineering, concludes that the development will not cause any operational issues and will not add significant delay or congestion to the local roadway network. The study indicates that the proposed access from Belle Aire Beach Road will operate efficiently and provide necessary capacity to convey the traffic volume generated by the development. The 39 visitor parking spaces exceeds the Zoning By-law standard which requires 0.25 visitor parking spaces per residential unit. An additional 18 layby parking spaces are also proposed on Belle Aire Beach Road to provide additional parking for the live-work units. Each residential unit also provides for the standard 2 parking spaces required by the Zoning By-law.
Concerns regarding noise impacts from adjacent rail corridor, noise mitigation measures and health impacts associated with increased noise	The noise and vibration study submitted, which has been peer reviewed by Town Development Engineering and Metrolinx, concludes that the noise and vibration impacts associated with the development and adjacent rail corridor will meet all applicable standards with the inclusion of the noise control measures and warning clauses recommended. Acoustical fencing is required adjacent to the rail line in accordance with the approved Draft Plan Conditions. Clauses are required for all properties within 300m of the rail line advising of noise and vibration in accordance with Metrolinx requirements. Berming and fencing is proposed along the rail corridor. All development through site plan must adhere to noise and vibration Town Engineering standards. An environmental easement, in favour of Metrolinx, for operational emissions will be required, which will be registered on title against the subject residential dwellings. This is standard practice for new dwellings in proximity to the rail line.
Concerns that local schools cannot accommodate the proposed density	The school boards have provided comments indicating no objection to the development and provided conditions to include in all offers of

Comments	Response
	purchase and sale that students may be transported to/accommodated in temporary facilities out of the neighbourhood school's area.
Larger park space should be provided	The development includes a centrally located outdoor common amenity area (private park) which will be connected to the adjacent private park at 1357 Belle Aire Beach Road. Cash in lieu of parkland will be provided through the related site plan control application. The subject lands are also within walking distance to the LSAMI Park on Lormel Gate Avenue. Although the applicant is not providing public parkland, staff are satisfied that the combination of the joint amenity area with 1357 Belle Aire Beach Road, cash-in-lieu of parkland and the proximity of the site to a large public park, provides sufficient amenity space and access to greenspace in the development.
Flooding and drainage concerns	The Functional Servicing and Stormwater Management Report has been peer reviewed by the Town and LSRCA. As detailed in the report, runoff from the site will be managed through a combination of underground pipes, on-site storage, and existing municipal infrastructure. Minor on-site measures will ensure that stormwater flows are controlled and do not exceed pre-development conditions. Water quality will be addressed through on-site features and existing facilities that remove pollutants before runoff is discharged. Overall, the proposed stormwater system meets Town standards and appropriately manages drainage, flow control, and water quality.
Clarification if townhouses would be reverse lotting	All townhouses within the proposed development will be of standard design while all live-work units fronting on Belle Aire Beach Road will be reverse frontage (rear-lane accessed). This creates a high level of streetscape design and street interaction along Belle Aire Beach Road ('main street' store fronts), while hiding driveways and parking from view along this stretch of road. Reverse lotting is not proposed nor supported by the Residential Design policies of the Official Plan.
Concerns that driveways are not of sufficient length to accommodate vehicles	All units have a 6m or greater setback to the attached garage therefore the driveways comply with the Town standard of 6m length.
Requested clarification on how the subject lands could be rezoned from Agricultural to Residential.	The subject lands are located within an urban settlement area (Lefroy) where municipal services are available and where growth is anticipated and encouraged. The subject lands are designated Residential Medium Density by the Official Plan, providing the policy framework for allowing a

Comments	Response
	rezoning for residential land uses. The existing Agricultural zoning reflects the historical use of the lands, while the Zoning By-law Amendment application seeks to implement the policies of the Official Plan which currently designates the subject lands for development.

Analysis/Consideration:
As discussed, the previously approved Official Plan Amendment redesignated the subject lands to a site specific Residential Medium Density designation to permit the development of 153 residential units including single detached dwellings, townhouses, semi-detached dwellings and live-work townhouses with a maximum permitted density of 33 units per net hectare. The proposed Zoning By-law Amendment would implement the previous Official Plan Amendment approval to facilitate the proposed development of 153 units including 16 single detached dwellings, 121 townhouses, 2 semi-detached dwellings and 14 live-work units to be accessed by a private condominium road from Belle Aire Beach Road.

The proposed development also includes a portion of a private park which provides a centralized gathering location between 1303 and 1357 Belle Aire Beach Road. The urban settlement area of Lefroy currently has available municipal water and sewer capacity to service the development. A total of 39 visitor parking spaces are proposed within the site including 4 accessible parking spaces in accordance with the standard visitor parking rate of the Zoning By-law (0.25 visitor spaces per dwelling unit) and the Accessibility for Ontarians with Disabilities Act (AODA) requirements. An additional 18 layby parking spaces are included on Belle Aire Beach Road to provide additional parking for the proposed live-work units.

If the Zoning By-law Amendment is approved by Council, Site Plan Control (which is currently ongoing), Draft Plan of Condominium Exemption and Part Lot Control Exemption processes are required to facilitate the proposed development, as stated. These are standard processes for creating common element townhouse condominiums. Specifically, the Site Plan Control application is currently under review by the Town Staff to facilitate and regulate building location, access and egress, lighting, parking, noise controls, tree removals, signage and other requirements under Section 41 of the *Planning Act*.

Zoning By-law Amendment
The Zoning By-law Amendment proposes to re-zone the subject lands from the Agricultural General (AG) Zone to the Residential Semi-Detached Exception Hold (RS-15(H)), Residential Townhouse Exception Hold (RT-36 (H)), Residential Townhouse Exception Hold (RT-37 (H)), Residential Townhouse Exception Hold (RT-38 (H)), Residential Three Exception Hold (R3-12(H)) and Open Space (OS) Zones. Site-specific zone standards are proposed for each unit type (semi-detached, single detached, rear-lane live-work townhouses and standard condominium townhouses).

The two semi-detached units are proposed to be zoned RS-15 and include a site-specific provision for increased height from the standard 9m to 11.5m. The increased height is proposed in order to accommodate a high groundwater table and to provide for a continuous streetscape and compatible development with the adjacent 3 storey townhouses proposed internally to the site.

The proposed RT-36 Zone applies to the majority of the street townhouses. The site-specific zoning provisions are intended to accommodate the proposed condominium townhouse

development on smaller lots than typically required for conventional freehold townhouses, while still maintaining the standard lot frontages, front yard setbacks for interior lots, interior side yard setbacks and landscape open space. The reduced front yard setback (exterior lots) and exterior side yard setbacks only apply to corner exterior lots adjacent to daylight triangles and sidewalks within the development. Four of the townhouse units require a reduced 4m rear yard setback to accommodate the unique lot configurations and angled rear lot lines. The majority of the units, however, will provide rear yard setbacks of 6m or greater, which ensures adequate outdoor amenity space and maintains an appropriate transition to adjacent properties. The reduced setback is limited in scope and does not result in adverse impacts on rear yard functionality, privacy, or overall neighbourhood character. A general provision is also included to permit semi-detached dwelling as an additional permitted use in order to provide future flexibility.

Table 3 below provides a comparison of the proposed site-specific provisions for the RT-36 Zone and the standard RT zone provisions of the Zoning By-law.

Table 3: RT-36 Site-Specific Zone Comparison (RT-36)

Provision	RT (Standard Zoning)	RT-36 (Condo Townhouses)
Minimum lot area (interior lot)	180m2 or 210m2 (end of block)	140m2 or 170m2 (end of block)
Minimum lot area (exterior lot)	270m2	250m2
Minimum Front Yard to Dwelling (exterior lot)	4.5m	2.8m
Minimum exterior side yard	3m	1.8m
Minimum rear Yard (Block 16 Unit 5 and 6, Block 11 Unit 2, Block 3 Unit 7)	7.5m	4m
Minimum rear Yard	7.5m	6m
Maximum lot coverage	50%	65%
Maximum Height	11m	12.5m

The proposed RT-37 Zone applies to the live-work units along Belle Aire Beach Road and is intended to support a mix of residential and small-scale commercial uses. The draft Zoning By-law Amendment permits live-work units as a use and includes a limited range of compatible business activities, such as professional offices, personal services, and small business uses. Additional regulations ensure that the commercial use remains compatible with adjacent residential uses, including restricting business uses to the ground floor and limiting employment to residents of the unit and three additional staff. The live-work units are designed to create an active, pedestrian-friendly streetscape along Belle Aire Beach Road with the inclusion of ground-floor commercial uses which results in a reduced front yard setback to bring buildings closer to the street and provide vehicle access from the interior condominium road at the rear of the unit. This results in increased lot coverage and reduced landscaped open space. Additional parking (18 layby parking spaces) is also proposed for the live-work units on Belle Aire Beach Road. The proposed site-specific zoning provisions and parking rates are consistent with those approved for the adjacent development at 1357 Belle Aire Beach Road, which also includes live-work units. Table 4 below provides a comparison of the proposed site-specific provisions for the RT-37 Zone and the standard RT zone provisions of the Zoning By-law.

Table 4: RT-37 Site Specific Zone Comparisons (RT-37)

Provision	RT (Standard Zoning)	RT-37 (Live-work Units)
Minimum lot area (interior lot)	180m2 or 210m2 (end of block)	120m2 or 150m2 (end of block)
Minimum lot area (exterior lot)	270m2	230m2

Minimum front yard	4.5m	3m
Minimum Rear Yard (interior lot)	7.5m	6m
Minimum Rear Yard (Exterior Lot)	7.5m	4.0m
Maximum lot coverage	50%	70%
Minimum landscaped open space	35%	20%
Parking for Commercial Units	N/A	18 Layby parking provided on Belle Aire Beach Road

The RT-38 Zone applies to one street townhouse unit (Unit 1, Block 11 on the Concept Plan), which is a corner lot and therefore requires site-specific provisions for exterior front and exterior side yard setbacks, as well as permission for an unenclosed porch to encroach up to 0.75m from any lot line. These requested zoning provisions are intended to address the unique configuration of the lot, which includes a curved front/exterior lot line. The variations are limited to this single unit and are not anticipated to result in any negative impacts on the streetscape. A general provision is also included to permit semi-detached dwelling as an additional permitted use in order to provide future flexibility. Table 5 below provides a comparison of the proposed site-specific provisions for the RT-38 Zone and the standard RT zone provisions of the Zoning By-law.

Table 5: Proposed Site-Specific Zone Comparison (RT-38)

Provision	RT (Standard Zoning)	RT-38 (Unit 1 Block 11)
Minimum lot area (interior lot)	180m2 or 210m2 (end of block)	140m2 or 170m2 (end of block)
Minimum lot area (exterior lot)	270m2	250m2
Minimum Front Yard to Dwelling (exterior Lot)	4.5m	1.8m
Minimum exterior side yard	3m	1.8m
Minimum rear Yard	7.5m	4.5m
Maximum lot coverage	50%	65%
Maximum Height	11m	12.2m
Unenclosed porches and verandahs having a landing area of not more than 8.0 square metres and a height of not more than 1.5 metres above established grade	Unenclosed porches and verandahs having a landing area of not more than 5.0 square metres are permitted to encroach no closer than 1m to any lot line	No closer than 0.75 metres from any lot line

The R3-12 Zone applies to the single detached dwellings proposed on smaller lots adjacent to a condominium development, where a more compact built form is appropriate. The proposed site-specific variations reflect the lot pattern while maintaining compatibility with the surrounding low-density residential character. Reductions to lot area, frontage, exterior side yard and rear yard setbacks support efficient lotting and address site-specific constraints, including corner lots and unique rear yard conditions. The modest increases in building height and lot coverage facilitate the proposed dwelling design while maintaining compatibility with existing single detached dwellings to the south and providing appropriate transition to the denser townhouse development to the north. Table 6 below provides a comparison of the proposed site-specific provisions for the R3-12 Zone and the standard R3 zone provisions of the Zoning By-law.

Table 6: Proposed Site-Specific Zone Comparison (R3-12)

Provision	R3 (Standard Zoning)	R3-12 (Single detached dwellings)
Minimum lot area (exterior lot)	360m2	290m2
Minimum Lot Frontage (Exterior Lot)	12m	10.5m
Maximum Building Height	9m	10m
Minimum Exterior Side Yard (Lots 15 and 16 – corner lots at Bardeau Street and Austin Street)	3m	1.2m
Minimum Rear Yard (Lots 10, 11, 14, 15)	7.5m	1.8m
Minimum Rear Yard	7.5m	5m
Maximum Lot Coverage	45%	55%

Overall, the requested variations reflect common standards approved for similar condominium townhouse developments and are appropriate in the context of the site. The proposed standards support a more efficient and compact form of development while continuing to maintain functional site design and compatibility with the surrounding area.

A holding (H) provision is placed to the proposed residential zones whereby no building permits can be issued until sewer and water allocation has been granted and a Development Agreement has been entered into for the subject lands. These are standard conditions for other similar developments in Innisfil.

A comprehensive review of the proposed application with respect to Provincial, County, and Town planning documents and policies are summarized below:

The Development is consistent with the Provincial Planning Statement (2024) and conforms to the Simcoe County Official Plan (2016), and the Town Official Plan (2018).

Provincial Planning Statement, 2024 (PPS)
In accordance with Subsection 3(5) of the Planning Act, all land use decisions in Ontario "shall be consistent" with the Provincial Planning Statement, 2024 (the ’PPS’). The PPS provides policy direction on matters of provincial interest related to land use planning and development. These policies support the provincial goal of meeting the needs of a fast-growing province while enhancing the quality of life for all Ontarians. Key policy objectives include building homes and sustaining strong and competitive communities; planning for infrastructure and public service facilities to accommodate projected needs; the wise use and management of resources; and protecting public health and safety.

Section 2.1.6 of the PPS states that the achievement of complete communities should be supported by accommodating an appropriate range and mix of land uses, housing options, transportation options, employment, public service facilities and institutional uses to meet long-term needs.

Section 2.2.1 of the PPS states an appropriate range and mix of housing options and densities to meet projected needs of current and future residents shall be provided.

Section 2.3.1.2 states land use patterns within settlement areas should be based on densities and a mix of land uses that efficiently use land and resources, optimize existing and planned

infrastructure and public service facilities, support active transportation, are transit-supportive as appropriate and are freight-supportive.

Section 2.3.1.3 states general intensification and redevelopment to support the achievement of complete communities shall be supported, including by planning for a range and mix of housing options and prioritizing planning and investment in the necessary infrastructure and public service facilities.

Section 2.4.1.1 states growth and development is encouraged within strategic growth areas.

Section 2.4.1.2 states strategic growth areas should be planned to support the achievement of complete communities, a range and mix of housing options, intensification and more mixed-use development.

Section 3.3 states that planning authorities must plan for and protect corridors and rights of way for infrastructure, transportation, transit and electricity generation. Development proposed on adjacent lands to existing or planned corridors and transportation facilities should be compatible with, and supportive of, the long-term purposes of the corridor and should be designed to avoid, minimize and mitigate negative impacts on and adverse effects from the corridor and transportation facilities.

Section 3.4.1 states planning for land uses in the vicinity of airports, rail facilities and marine facilities shall be undertaken so that their long term operation and economic role is protected; and, airports, rail facilities and marine facilities and sensitive land uses are appropriately designed, buffered and/or separated from each other.

Section 3.9.1 states healthy, active and inclusive communities should be promoted by planning public streets, spaces and facilities to be safe, meet the needs of pedestrians and persons of all ages, foster social interaction and facilitate active transportation and community connectivity: providing for the needs of persons of all ages in the distribution of a full range of publicly accessible built and natural settings.

The proposed development is located within the settlement area of Lefroy adjacent to an existing built-up area. The density proposed efficiently uses land and infrastructure in the settlement area. Live-work units as well as a central private park amenity add to the mix of uses, which also include townhouses, single-detached dwellings and semi-detached dwellings as well as a trail system for active transportation. The development proposes berming and fencing to reduce noise and safety concerns in accordance with Metrolinx requirements. A trail adjacent to the rail corridor connects the development to the future Orbit and a central park provides additional recreational opportunities. A trail is also provided along Belle Aire Beach Road as well as internal sidewalks for community connectivity.

In the opinion of Staff and the applicant, the proposed Zoning By-law Amendment is consistent with the PPS.

Lake Simcoe Protection Plan, 2009 (LSPP)
The LSPP is to safeguard and restore the ecological health of Lake Simcoe and its watershed. This comprehensive plan aims to address various environmental challenges facing the lake, including water quality degradation, habitat loss, and biodiversity decline, due to urbanization, agricultural activities, and other human impacts.

Policies 6.32-DP to 6.35-DP of the LSPP apply to applications for development within settlement areas. The application has been reviewed by the Lake Simcoe Region Conservation Authority (LSRCA) for comment. The LSRCA has confirmed in their comments that they have no objection to the proposed Zoning By-law Amendment and that all technical comments have been addressed through the associated Site Plan application.

In the opinion of Staff and the applicant, the proposal conforms to the LSPP.

County of Simcoe Official Plan (2016)
The County of Simcoe Official Plan (2016) contains policies that guide economic, environmental and community building decisions to manage growth. These policies strengthen the connections between the natural and built environment, job opportunities, human services, transportation, public health and fiscal capacity.

The subject lands are designated 'Settlements' on Schedule 5.1 Land Use Designations to the SCOP, and as such are to be the focus of development within the County.

Section 3.5 of the SCOP includes policies applying to the Settlements designation which supports compact urban form that promotes the efficient use of land and provision of water, sewer, transportation and other services. Development consisting of mixed uses and a range of housing types to create strong and vibrant central places and sustainable communities is promoted as well as the development of healthy, complete and accessible communities that are in proximity to amenities, support services and transit.

Section 3.5.14 states within settlements, local municipal official plans should direct that development on designated greenfield areas occur contiguous to or abutting the existing built boundary and progressing out from there, except where physical barriers or significant natural heritage features and areas and functions intervene.

Section 3.5.24 states that the Town's minimum density target for designated Greenfield areas is 32 residents and jobs per hectare.

The proposed development will contribute to a broader range of housing types and introduce mixed-use opportunities within the settlement area of Lefroy in a compact urban form supported by full municipal services. Residents will benefit from access to outdoor amenity areas, parks, and an integrated active transportation network, supporting the creation of a complete community. The development will also assist the Town in achieving its designated density targets.

In the opinion of Staff and the applicant, the proposal conforms to the County of Simcoe Official Plan.

Town of Innisfil Official Plan (2018)
The Town of Innisfil Official Plan (Our Place) provides general policy direction for managing land use, development, and growth within the municipality and guides municipal actions and other Town master planning processes.

Section 2.3 outlines the four principles of place and place making policies that all development applications will be evaluated on, including activities and uses, access and linkages, comfort and image, and sociability. The proposed development has satisfied the four principles of place making. The Placemaking Brief submitted with the application addresses the placemaking policies of the Town's Official Plan which identifies that the proposed development will provide

various place making opportunities within it (private park, commercial opportunities) while also providing connectivity (sidewalks / trails) to surrounding place making opportunities within Lefroy-Belle Ewart.

Section 7 of the Official Plan states parkland shall be provided at a rate of 5% of the developable area or 1 ha per 300 units for all new residential development. Council may accept cash-in-lieu of parkland where the parkland dedication requirement is not met. Public parkland is not proposed in the proposed development however the proposed private central park is approximately 0.36 hectares total when combined with 1357 Belle Aire Beach Road. Cash in lieu of parkland will be provided through the related site plan control application. The subject lands are also within walking distance to the LSAMI Park on Lormel Gate Avenue. Although the applicant is not providing public parkland, staff are satisfied that the combination of the joint amenity area with 1357 Belle Aire Beach Road, cash-in-lieu of parkland and the proximity of the site to a large public park, provides sufficient access to park space.

Section 9.9.4 states that stable residential neighbourhoods shall be protected from infill, intensification and built form, which is out of keeping with the physical and heritage character of those neighbourhoods.

Section 9.9.5 states in considering applications for infill and intensification within a stable residential neighbourhood, the ability of the development to fit in, respect and reinforce the physical character of buildings, lot patterns, streetscapes and private open space patterns shall be assessed.

Section 9.9.6 states in evaluating the ability of applications to fit in, respect and reinforce the character of the stable neighbourhood, development shall only be approved if it maintains the character of the adjacent area including size and configuration of lots, prevailing heights, massing, coverage and dwelling type, prevailing setbacks from street, prevailing patterns of rear and side yard setbacks and open space, location and predominance of garages and relationship to heritage buildings and landscapes.

Section 9.9.7 states development in an intensification area adjacent to existing residential neighbourhoods shall provide transition of heights and density through setbacks and stepping down of buildings, maintain adequate sunlight and privacy for adjacent residents and minimize overlook and shadowing, attenuate traffic, noise and parking impacts to not negatively impact or diminish the residential amenity of the neighbourhood.

The subject lands are located within a built-up area characterized by townhouses and single-detached dwellings. The proposed development is compatible with the surrounding built form and lotting pattern, maintains appropriate heights, massing, and setbacks, and provides a suitable transition in density and scale. The proposal fits in and respects the character of the existing residential neighbourhood while minimizing potential impacts on adjacent uses.

Section 9.10.1 and 9.10.2 note the designated greenfield areas shall be planned to achieve an average minimum density of 32 persons and jobs combined per hectare. The proposed development is at a density that promotes compact form and efficient use of land and exceeds the 32 residents and jobs per hectare target, contributing to the Town’s minimum density targets.

Section 10.1 outlines Residential Design policies which include but are not limited to: all new residential developments to include sidewalks; evaluation of placemaking principles; encouragement of modified grid street pattern; block lengths in the range of 140 to 230 metres;

minimizing the use of cul-de-sacs; including Low Impact Development opportunities; range of housing types and densities; accessibility requirements such as considering the first floor height above grade and reducing the number of stairs; and, urban design guidelines and architectural control. The proposed development includes short block lengths, sidewalks throughout the site and a compact form that complies with the residential design policies of the Official Plan. The development contributes to the diversity of housing and uses in Lefroy with inclusion of townhouses, single detached dwellings, semi-detached dwellings and live-work units.

Section 10.1.27 states new lots abutting established residential areas shall provide compatible lot frontages/lot widths and compatible sized rear yard depths and/or side yard widths with the abutting existing lots where applicable. Compatible lot frontages, rear yard and side yard setbacks have been provided.

Section 10.1.40 states building height, massing and architectural features of infill development and intensification shall respect and fit into the context of the local character of the settlement area in which they are located. As discussed, the proposed development respects and fits into the context of the local character, is compatible with adjacent built form and provides appropriate transition of height and density internally to the site.

Section 10.3.14 states a maximum of 153 residential units are permitted, including 17 single detached dwellings, 120 townhouses, 2 semi-detached homes, and 14 live-work townhouses. A density of 33 units per net hectare is permitted. Policy 24.1 (i) shall not apply to the subject lands. As discussed, the proposal meets this policy.

Section 10.3.6 states the maximum height of buildings shall be three (3) storeys, not including a basement or a walkout basement or a storey incorporated into the roofline of a dwelling. The proposed units comply with this policy.

Section 14.3.1 states Council shall require the development industry to provide a mix of housing options in each greenfield application including a mix of dwelling unit types, density, tenure, unit size, and price including accessory second dwelling units, housing for special needs and flex housing that can be affordably adapted as a household's lifestyle and needs change.

Section 14.3.3 states Innisfil's affordable rental housing target is 224 units by the year 2024.

Section 14.3.4 states we shall require a minimum of 25% of all new ground related housing in each application of 10 units or more units to be constructed to accommodate future accessory second dwelling units, such as sufficient window sizes plumbing rough-in, fire/sound separation and other base construction requirements as specified in the Building Code.

The provision of affordable housing and accessory dwelling units are included in the approved Draft Plan Conditions and will be required to be included in the Subdivision Agreement. In addition, the proposal adds smaller and denser units to the Town's housing market which are intrinsically more affordable and contributes to diversifying the Town's housing mix and typology.

In the opinion of staff and the applicant, the proposal conforms to the Town of Innisfil Official Plan.

Town of Innisfil Zoning By-law 080-13
The application will rezone the subject lands to permit a variety uses including townhouses, single detached dwellings, semi-detached dwellings and live-work units with site-specific

provisions to facilitate the development concept. Staff are of the opinion that the proposed site-specific zoning amendment maintains the intent of the Town's Zoning By-law while providing a denser form of housing variety that has been designed and sited to be compatible with surrounding residential uses.

The Holding (H) Symbol for the proposed residential zones has been added by staff to confirm water and sewer allocation has been granted by Council and a Development Agreement has been entered into with the Town.

The following provides a summary of the services planned for the proposed development:

Water and Sanitary Servicing
The Functional Servicing and Stormwater Management Report has been reviewed by InnServices. The development will be serviced by existing municipal water and sanitary services.

Stormwater Servicing
The Functional Servicing and Stormwater Management Report has been peer reviewed by the Town and LSRCA. As detailed in the report, runoff from the site will be managed through a combination of underground pipes, on-site storage, and existing municipal infrastructure. Minor on-site measures will ensure that stormwater flows are controlled and do not exceed pre-development conditions. Water quality will be addressed through on-site features and existing facilities that remove pollutants before runoff is discharged. Overall, the proposed stormwater system meets Town standards and appropriately manages drainage, flow control, and water quality.

Traffic Impacts and Improvements
The Traffic Impact Study, which has been peer reviewed by Town Development Engineering, concludes that the development will not cause any operational issues and will not add significant delay or congestion to the local roadway network. The study indicates that the proposed access from Belle Aire Beach Road will operate efficiently and provide necessary capacity to convey the traffic volume generated by the development.

Community Strategic Plan Alignment:
The proposed development meets the Town's Strategic Objectives of proactively planning and managing growth, promoting a diversity of housing types and supporting a healthy, active and safe community.

Financial Consideration:
All costs incurred by the Town for the purposes of this application are recovered from the Applicant, resulting in no financial implications required for this report at this time.

Local Impact:
The proposed development facilitates the intensification and infill of vacant lands within the urban settlement area of Lefroy at a density that is supported by the Official Plan and compatible with surrounding uses. The introduction of live-work uses contributes to a complete community. The proposal enhances housing variety in Lefroy by introducing 153 residential units and includes a private park, while also being located within walking distance to a larger public park and providing connectivity to existing residential uses in the area and the future Orbit GO Station to the north.

Options/Alternatives:

Council has the option to defer, deny, or make amendments to the proposed Zoning By-law Amendment application.

Conclusion:
Staff recommend Council approve the attached Zoning By-law Amendment.

Prepared By:
Keirsten Morris, Planning Project Manager
Steven Montgomery, Supervisor of Development Planning

Approved By:
Andria Leigh, Director of Planning and Growth

Attachments:
Attachment 1 – Key Map
Attachment 2 – Concept Plan
Attachment 2 – Approved Draft Plan of Subdivision
Attachment 3 – Zoning By-law Amendment 037-26

Reference Material:
Community Strategic Plan

Additional Information Memorandum

By-law 066-26 - Procedural By-law

To: Mayor, Deputy Mayor, and Members of Council

From: Jennifer Marshall, Town Clerk

Date: June 24, 2026

Recommendation:

1. **That the Additional Information Memorandum regarding a Procedural By-law Update dated June 24, 2026, be received; and**

2. **That By-law 066-26 being a by-law to provide rules governing the proceedings of its Council, Council Committees and its members conduct, be adopted; and**

3. **That CP.3.1.7 Committee and Local Board Administration Policy be hereby repealed.**

Additional Information:

Notice of a new Procedural By-law was provided at the June 3, 2026, Regular Meeting of Council. Staff Report DSR-079-26 outlined proposed legislative and housekeeping changes to align with current meeting practices.

The final Procedural By-law (Attachment 1) includes all amendments passed at the June 3, 2026, meeting and is now before Council to be adopted and repeal and replace By-law 011-24. This new Procedural By-law will come into effect for the August 12, 2026 Regular Council meeting and Clerks Services will review processes in advance to ensure amendments are implemented.

A notation has been added to Section 11.3 to remove the reference to the Deputy Mayor serving on County Council; however, this change will not take effect until the end of the current term, in accordance with Bill 100. As a result, the existing wording will remain in effect until the new term of Council begins. In addition, Section 9.5, Duties of the Alternate Member – County Council, has been updated to remove the reference to acting in place of the Deputy Mayor. For clarity, the Alternate Member appointed by by-law will remain in place until the new term of Council.

This by-law amendment requires the CP.3.1.7 Committee and Local Board Administration Policy to be repealed. References to the policy have been removed, and the new Public Appointments to Committees section of the by-law establishes a more streamlined appointment process. Key matters previously addressed in the policy, including membership, terms and attendance requirements, will now be included in each Committee's Terms of Reference.

Prepared By:
Jennifer Marshall, Town Clerk

Approved By:
Jennifer Gibson, CFO & Director of Corporate Services

Attachments:
Attachment 1 – By-law 066-26 Procedural By-law

Reference Material:
Community Strategic Plan
2026.06.03 Staff Report DSR-079-26 – Procedural By-law Review
Attachment 1 – Draft Procedural By-law
Attachment 2 - CP.3.1.7 Committee and Local Board Administration Policy

The Corporation of the Town of Innisfil

Procedural

By-Law 066-26

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The Corporation of the Town of Innisfil

By-Law 0XX-26

A By-Law of The Corporation of the Town of Innisfil to provide rules governing the proceedings of its Council, Council Committees, and its members' conduct and to repeal By-law 011-24.

Whereas Subsection 238(2) of the *Municipal* Act, 2001, S.O. 2001, (the Act) c. 25, as amended, (the "Act") requires municipalities to pass a Procedural By-law for governing the calling place and proceedings of meetings; and

Whereas Subsection 238(2.1) of the Act requires the Procedural By-law to provide for public notice of meetings; and

Whereas the Council of The Corporation of the Town of Innisfil desires that its governance processes and procedures facilitate, to the greatest extent possible, the understanding and participation of its citizens in the effective conduct of the Corporation's business; and

Whereas the Council of The Corporation of the Town of Innisfil now deems it advisable to enact a new By-law to govern the proceedings of Council, the conduct of its Members and the calling of meetings, and to provide for procedures and statutory requirements and to repeal Procedural By-law 011-24.

Now therefore the Council of The Corporation of the Town of Innisfil enacts as follows:

1) That the proceedings of Council shall be governed by the rules and procedures contained in Appendix 'A' attached hereto and forming part of this By-law.

2) That By-law 011-24 is hereby repealed and replaced; and

3) That this By-law shall come into force and effect on the day of passing.

Passed this 24th day of June, 2026

_____
Lynn Dollin, Mayor

_____
Jennifer Marshall, Clerk

Appendix A

Part 1 - Rules and Procedures

1. Short Title

This By-law shall be cited as the “Procedural By-law.”

2. Definitions

In this By-law, the following terms have the specified meanings:

Abstain means to refrain from voting. Members who abstain for reasons other than a declared conflict of interest shall be deemed to vote in opposition of the question or matter.

Acting Mayor means the Councillor appointed by By-law as an Acting Mayor for the term to act in place of the Mayor or Deputy Mayor in the event of a requirement to activate the Town’s Emergency Management protocols and declare an emergency as required. Acting Mayor is not considered the Head of Council for the purposes of Part VI.1 Special Powers and Duties of the Head of Council under the Municipal Act.

Ad Hoc Committee means a special purpose committee of limited duration, that includes members of the public appointed by Council to consider a specific matter and which is dissolved automatically upon submitting its final report to Council, unless otherwise directed by Council.

Advisory Committee means a committee established by Council that typically includes members of the public appointed by Council to address on- going administrative matters within the scope and responsibility of Council and will provide periodic reports to Council presenting advice and recommendations on matters under consideration.

Agenda means the written order of business for a meeting prepared by Clerk Services.

Alternate Member – County Councillor means the Councillor appointed by By-law as an alternate Member to Simcoe County Council to act in place of the Mayor at County Council if either are unable to attend a Meeting for any reason.

Announcements means information provided by Members of Council or staff relating to events of community interest.

Appeal means a process in which cases are reviewed, where parties request a formal change to an official decision. Appeals function both as a process for error correction, as well as a process of clarifying and interpreting law.

Assembly means an informal gathering of Members, such as a celebration or ceremony, where no member may discuss or otherwise deal with any matter in a way that materially advances the business or decision making of Council or a Committee.

Board means a municipal service board, transportation commission, board of health, planning board, or any other board, commission, committee, body or local authority established or exercising any power under any Act with respect to the affairs or purposes of one or more municipalities, excluding a school board, conservation authority, the Innisfil Public Library Board and Bradford West Gwillimbury/Innisfil Police Services Board.

Board Meeting means a formal meeting of the board of directors of an organization.

By Council Consent means that all members of Council agree to an action without a vote. Should any member disagree, they would call for a formal vote at that time. This practice is typically used when considering items out of order or during adjournment of a meeting.

CAO means the Chief Administrative Officer of the Town of Innisfil or their designate.

Chairperson means the Mayor or other person appointed by a Committee or Board to preside over a meeting. The Chair presiding over a meeting who has the responsibility to decide questions and points of order or practice, preserve order, and maintain decorum. The Chairperson may vote on all questions, except were disqualified by the Procedural By-law or any other act, regulation, or by-law.

Clerk means the Clerk of the Town of Innisfil or their designate.

Closed Session (also known as an “in camera meeting”) means a Meeting or a Special Meeting, or portion thereof, closed to the public.

Committee means an advisory committee or other committee comprised entirely of members of Council that has less than five members.

Committee Member means a member of a Committee as defined in the

committee's Terms of Reference.

Committee of the Whole means a committee of all Council members convened to facilitate discussion using a less formal meeting process.

Communication(s) includes, but is not limited to, a letter, memorandum, report, notice, electronic mail, facsimile, petition, brochure, or periodical article.

Consent List means a section of the Regular Meeting agenda. Items placed on the Consent List may not require consideration, or may be received for information only, and may be approved with one resolution by Council. Council may select and move any item from the Consent List to Committee of the Whole for consideration.

Council means the Council of the Town of Innisfil comprised of an elected Mayor, Deputy Mayor, and Councillor's from each of the seven Wards.

Council Member means a member of Council, including the Mayor and Deputy Mayor.

Defer (motion to) means to postpone the consideration of a question or resolution until a future date or time.

Delegate means a person or group of persons that applies to the Clerk to make a Delegation.

Delegation means an appearance by a person or group of persons to address Council or a Committee, typically regarding an agenda item, or to request Council's support for funding or support of an action.

Divide the Question means a request by a Member to have a long motion divided into parts, which are capable of standing alone, so that the parts may be voted on separately.

Electronic Participation means participation in a Meeting by one or more Members of Council or the public by electronic means as determined by the Clerk (e.g., video or teleconference).

Ex-Officio Member means that they are a member by virtue of his/her office and would not otherwise be a member. The have all of the rights of a member unless otherwise stated.

Friendly Amendment means the motion under debate is amended without the

requirement for an amending motion to be made.

Head of Council means the Mayor of the Town of Innisfil.

Hearing means a proceeding conducted by Members of Council, known as the Hearing Panel, where an issue of law or fact is tried, and evidence is presented to help determine the issue.

Holiday means those holidays listed in the *Legislation Act*, 2006, S.O. 2006, c.21, Sch. F, as amended from time to time, except for Remembrance Day, and any day as set out in a resolution or by-law passed by Council.

Improper Conduct means conduct that obstructs the deliberations or proper action of Council or a Committee.

Livestream means the streaming of video and/or audio in real time or near real time during a meeting. All meetings of Council will be livestreamed whenever reasonably possible, however, some Special meetings or meetings held in alternative locations may not have the technical requirements available to provide livestream.

Majority means more than 50 per cent.

Mayor means the Head of Council.

Mayoral Decision means a decision issued by the Mayor in writing as prescribed in the Act.

Mayoral Direction means a direction given by the Mayor to Staff in writing as prescribed by the Act.

Meeting means any regular, special or other meeting of a council, of a local board or of a committee of either of them, where,

a) a quorum of members is present; and

b) members discuss or otherwise deal with any matter in a way that materially advances the business or decision-making of the council, local board, or committee.

Member(s) means a Council Member(s) or Committee Member(s).

MFIPPA means the Municipal Freedom of Information and Protection of Privacy

Act, R.S.0. 1990, c. M.56, as amended.

Notice of Motion means advance notice to Members of a matter which Council or a Committee will be asked to consider at the next meeting of Council or a Committee as a "**Motion for Which Notice has Been Given"**.

Open Forum means that portion of the Council meeting where members of the public may express their concerns or comments regarding agenda items only.

Order of Business means the sequence of business to be considered at a Meeting.

Order of Consideration means that at certain times Council may consider one item in advance of another by consent of all members without passing a motion. This may occur as a consideration for any person(s) in the Chamber waiting for Council to consider an item that has other items listed before that item.

Pecuniary Interest means a direct or indirect pecuniary interest within the meaning of the Municipal Conflict of Interest Act, R.S.O. 1990, c.M.50.

Petition means a document requesting Council's consideration of a matter.

Point of Order means a matter that a Member considers to be a departure from or contravention of the rules and procedures contained in the Procedural By-law.

Point of Personal Privilege means a matter that a Member considers to call into question his/her integrity or that of a Council or a Committee member.

Presentation means the presenting of information, or an award, certificate, cheque, or similar item to members of the public, Council, Committee or Staff that is of interest to the general community and does not include any request for funding or support of an action.

Proclamation means a symbolic gesture of Council by passing a resolution endorsing special day(s), week(s) or a month in support of a community group and its cause.

Provincial Priorities has the meaning as described in O.Reg. 580/22 under the Act.

Public Meeting Under an Act means a Meeting or a Special Meeting held for purposes under the Planning Act, R.S.O. 1990, c. P.13, as amended; Development Charges Act, 1997, S.O. 1997, c. 27; or any other Act.

Quorum means the majority of the total voting Members present required to constitute Council or a Committee.

- Quorum for 9 Members equals 5
- Quorum for 8 Members equals 5
- Quorum for 7 Members equals 4
- Quorum for 6 Members equals 4
- Quorum for 5 Members equals 3

Recorded Vote means recording in the Minutes of a Meeting the names of each Member present and their vote (i.e., in favour or opposed) on a matter or question before Council or a Committee.

Recording Secretary means the Clerk or other designated employee to record the proceedings of Council, Committee or Local Board, or their designate.

Refer (motion to) means to direct a matter under discussion to Staff or to another Committee for further examination, information, or review.

Regular Meeting means a regularly scheduled Council business meeting.

Recess means a short break taken during a Meeting, which may be permitted at the discretion of the Chairperson.

Revised Recommendation means an alternative recommendation proposed by a member of Council or Staff for consideration.

Rules of Procedure means the applicable rules of procedure contained in this By-law.

Section means an enumerated section of this By-law.

Shareholder means Council's role as the owner of shares of a corporation.

Shareholder Meetings means a gathering of company officers, board of directors (BOD), and shareholders. Shareholder meetings are held as Special Council meetings where applicable.

Special Meeting means a Meeting scheduled outside of the approved regular schedule of meetings.

Strong Mayor Powers means the additional powers and duties of the Head of

Council as per the Act s. 284.2.

Supplementary Agenda means the addition of or revised or updated information to an Agenda about an item of business which was not available at the time of the original publication of the Meeting Agenda.

Table (motion to) means to postpone the consideration of a matter without setting a definite date for future discussion.

Town or Town of Innisfil means The Corporation of the Town of Innisfil.

Town Consultant means a professional hired by the Town to provide professional advice.

Town Website means the internet site maintained by the Town at www.innisfil.ca.

Vote means a formal indication of a choice between being in favour of a question, motion, resolution, or course of action, or opposed to same, which is typically expressed by a show of hands unless a recorded vote is requested.

Veto means the use of veto powers granted to the Head of Council under the Act.

Veto Override means a vote of two-thirds of Council and not just the members present, requiring a total of 6 votes cast in favour to override a Veto of the Head of Council. The requirement of 6 votes in favour, in reference to a two-thirds vote, is only when the vote is associated with the strong mayor powers as indicated under Part VI.1 of the Act.

Working Group means an informal group, which may include members of Council, Staff and the public who are working on a specific purpose or project.

Workshop means a Special Meeting where the purpose is to receive information, education or training and may be in an informal environment.

3. Application

The Rules of Procedure contained in this By-law shall be observed in all proceedings of Council and shall be the rules for the order and dispatch of business in Council and, with necessary modification, to all Committees. A failure to strictly adhere to the procedural rules of this By-law shall not invalidate the action of Council or a Committee acting in good faith.

4. Suspension of Rules

Rules of procedure provided for in this Procedural By-law may be temporarily suspended by Council or a Committee by a vote of two-thirds of the Members present, with the exception of the following:

- Where required by law;
- Contractual agreements binding the Town;
- Quorum requirements; and
- Amending this Procedural By-law.

5. Bourinot's Rules of Order

All Points of Order or procedure for which rules have not been provided in this By- law or its appendices, shall be decided by the Chairperson in accordance with, as far as practicable, the rules of Canadian Parliamentary Law as set out in Bourinot's Rules of Order. This By-law takes precedence where a conflict exists with Bourinot's Rules of Order.

6. Interpretation

6.1. In this By-law, words in the singular include the plural and vice versa, and all references to gender are intended as gender neutral.

6.2. The business, by-laws, and resolutions of the Town of Innisfil will be conducted and maintained in English.

6.3. Whenever any reference is made in this By-law to a statute of the Legislature of the Province of Ontario, such reference shall be deemed to include all subsequent amendments to such statute and all successor legislation to such statute.

7. Amendment

7.1. No amendment or repeal of this By-law or any part thereof shall be considered at any meeting of the Council unless notice of the proposed amendment or repeal has been given at a previous Regular Meeting. The waiving of this notice provision by Council resolution is prohibited.

7.2. In addition to the notice described in the previous section, amendment or repeal of this By-law or any part thereof shall require a two-thirds vote resolution of

Council members present.

8. Severability

Should any provision of this By-law be declared by a court of competent jurisdiction to be invalid, it shall not affect the validity of the remaining provisions.

Part 2 – Roles and Duties

9. Role of Council

9.1. It is the role of Council, pursuant to section 224 of the Act:

a) To represent the public and to consider the well-being and interests of the municipality;
b) To develop and evaluate the policies and programs of the municipality;
c) To determine which services the municipality provides;
d) To ensure that administrative policies, practices and procedures and controllership policies, practices and procedures are in place to implement the decisions of Council;
e) To ensure the accountability and transparency of the operations of the municipality, including the activities of the senior management of the municipality;
f) To maintain the financial integrity of the municipality; and
g) To carry out the duties of Council under this or any other Act.

9.2. Council develops regulations to be adopted in by-laws and passes resolutions, which serve the purposes outlined above in section 9.1(a).

9.3. Council appoints statutory officers to ensure that an appropriate management system is in place to administer the Town within the policies set by Council.

9.4. Council collectively arbitrates matters where this By-law is silent and the matter is placed before Council for disposition.

9.5. Duties of the Alternate Member – County Council

Pursuant to the By-law appointing an Alternate Member to Simcoe County Council, it shall be their duty to act in the place of the Mayor at County Council if either is unable to attend a meeting for any reason. The Alternate Member shall not sit on behalf of the Mayor at an inaugural Meeting of County Council.

9.6 Duties of Acting Mayor – Emergency Management

Pursuant to the By-law appointing an Acting Mayor for the Council term, it shall be their duty to act in the place of the Mayor or Deputy Mayor in the event of a requirement to activate the Town's Emergency Management protocols and declare an emergency, in the absence of the Mayor or Deputy Mayor.

10. Role of the Mayor

10.1. It is the role of the Mayor as Head of Council, pursuant to sections 225 and 226.1 of the Act:

a) To act as Chief Executive Officer of the municipality;
b) To preside over Council meetings so that its business can be carried out efficiently and effectively;
c) To provide leadership to Council;
d) Without limiting the generality of Clause (c), to provide information and recommendations to Council with respect to the role of Council as described in section 9 of this By-law;
e) To represent the municipality at official functions;
f) To carry out the duties of the Head of Council under the Act or any other Act, with the exception of MFFIPA;
g) To uphold and promote the purposes of the municipality;
h) To promote public involvement in the municipality's activities;
i) To act as the representative of the municipality both within and outside the municipality, and promote the municipality locally, nationally and internationally; and
j) To participate in and foster activities that enhance the economic, social, and environmental well-being of the municipality and its residents.

10.2. The Mayor shall be the official spokesperson on matters discussed in Closed Session meetings, although this provision does not release the Mayor from the confidentiality requirements of Closed Sessions.

10.3. The Mayor shall sit on the Council of the County of Simcoe as County Councillor.

10.4 The Mayor is a non-voting ex-officio member of all Committees and may count towards quorum if required and may participate in the discussion or debate. The Mayor may only vote if they have been appointed by Council as a voting member, or if they are acting as replacement for the Council representative(s) should they be unable to attend a meeting.

11. Role of the Deputy Mayor

11.1. The Deputy Mayor shall act as the Head of Council and assume certain duties of the Mayor outlined in section 10 for the duration requested by the Mayor, should the Mayor be absent from the municipality, and notice is provided to the Clerk by the Mayor.

11.2. Notwithstanding the previous section, the Deputy Mayor shall act as the Head of Council and assume the necessary duties of the Mayor for the necessary duration, should the Mayor be unable to perform his/her duties as a result of illness, incapacity, or the office of the Mayor becomes vacant.

11.3 ~~The Deputy Mayor shall sit on the Council of the County of Simcoe as County Councillor.~~ **Effective November 15, 2026 in accordance with Bill 100, Better Regional Governance Act, 2026.**

11.3. For the purposes of the Town Emergency Plan, the Deputy Mayor shall be the alternate for the Mayor if they are unavailable.

12. Role of the Chair

12.1. Open the meeting by calling the meeting to order, and ensure that:

a) Quorum is maintained throughout the course of the meeting;
b) The business is announced in the order in which it is to be considered;
c) Receive and submit, in the proper manner, all motions presented by the members;
d) Direct discussion in such a manner that all questions and comments shall be presented through the Chair;
e) Put to vote all motions which are moved, and seconded when necessary, or all motions that arise in the course of the proceedings, and announce the result of each vote;
f) A Chairperson does not need to vacate the chair role for the purpose of taking part in the debate or otherwise, however should the Chairperson decide to vacate the Chair they shall call on the Deputy Mayor, or in the absence of the Deputy Mayor call on another Member, to temporarily fill the chair role.
g) Decline to put to vote motions that infringe upon the rules under this By-law;
h) Uphold on all occasions the rules and the observance of order and decorum amongst the members, and the conduct of members and attendees, in accordance with this By-law, Council policies and procedures, or any other applicable legislation;

i) Undertake all matters required to permit the meetings to proceed in an orderly and efficient manner;
j) Members take a “health break” by announcing a minimum ten (10) minute recess after two (2) hours have passed since the last break;
k) Authenticate by signature, all applicable by-laws and minutes;
l) Adjourn the meeting when the business is concluded, or at the designated time; and
m) Adjourn the meeting without question or suspend the meeting to a time to be named by the Chair if they consider it necessary to establish order.
n) In the case of the absence of the Chair for any reason, in the event the Chair is unable to act due to a pecuniary interest or in the event the Chair is attending the meeting virtually, the Vice-Chair shall act in the place of the Chair and shall have all the rights, powers and authority of the Chair while doing so.

13. Role of CAO

13.1. The CAO shall be appointed by by-law.

13.2. In addition to those roles and duties assigned by Council and specified in sections 227 and 229 of the Act, the CAO shall have the following responsibilities:

a) Review and guide all policy recommendations prior to submission to Council;
b) Assist Council in discharging its responsibilities, and in a non-partisan manner, to aid Members in carrying out their duties;
c) Attend Council Meetings with the right to speak, subject to the consent of the Chairperson, but not to vote; and
d) Exercise general control and management of the affairs of the municipality to ensure its efficient and effective operation.

14. Role of Clerk

14.1. The Clerk shall be appointed by by-law and shall be deemed a municipal officer in accordance with the Act, and for any other purpose as required.

14.2. In addition to those roles and duties specified under section 228 of the Act, the Clerk (or his designate) shall have the following responsibilities:

a) Retain the official records of the Town, including the minutes of the proceedings of Council, and Committees, original by-laws, and executed agreements;
b) Attend all Meetings (whether closed or open to the public) of Council and

ensure that a detailed, but not necessarily verbatim, record of the proceedings is kept and that all resolutions are recorded without note or comment;

c) Make such minor clerical, typographical or grammatical deletions, additions or other changes to any by-law, motion, resolution, or minutes as may be required for the purpose of ensuring correct and complete implementation of Council direction;
d) For the time period referenced in the Town's Records Retention By-law, retain any audio and/or visual recording made of Council and Public Meetings, which are not intended to replace the official public record adopted by Council;
e) Prepare an agenda for all meetings of Council;
f) Facilitate the efficient management of Council meetings by determining the suitability and eligibility of delegations on the basis of the presentation subject and/or request for action or support for Council;
g) Include all reports of committees on the agenda of the next Regular Meeting;
h) Effect notice to each Member and the public of every Regular Meeting and Special Meeting of Council, together with the agenda;
i) Provide administrative support to committees as required;
j) Notify appropriate Staff of any resolution passed by Council that is to be acted or reported upon by Staff, as well as other individuals or groups that have expressed their desire to be notified of a particular subject matter and that have provided e-mail contact information for same;
k) By way of delegated authority, place housekeeping or consolidation by-laws directly on the Consent List for Council approval or consideration;
l) Appoint Deputy Clerk(s) by by-law and assign duties to same as required, pursuant to subsection 228(2) of the Act;
m) All powers and duties under the *MFIPPA* are delegated to the Clerk; and
n) Perform such other duties as are prescribed by law, regulation, by-law or by direction of Council.

Part 3 – Meetings

15. Location

15.1. Council Meetings shall be held in the Council Chambers at the Town Hall located at 2101 Innisfil Beach Road unless:

a) Otherwise specified in this By-law;
b) An alternate location is passed by resolution of Council; or
c) Where a resolution is impractical, the Clerk may select an alternate location within the municipality.

15.2. Where a Meeting of Council is held at a location other than the Council Chambers, notice shall be provided to the public no later than the time of publication of the agenda pursuant to section 26 for Regular Meetings and section 30 for Special Meetings.

16. Electronic Participation

a) Members, Staff, invited guests, and members of the public may attend Regular or Special electronic meetings of Council and Committees. Council members, Staff and invited guests may be permitted to attend electronic meetings closed to the public.
b) When a Regular or Special Council meeting is being held in Council Chambers or an alternative location, up to two Members may participate by electronic participation and shall advise the Clerk at least 48 hours in advance of the meeting, on a first-come first-served basis.
c) Members may participate by electronic participation to a maximum of five meetings annually for no more than two consecutive meetings.
d) Quorum is satisfied in the same manner as if any Member is participating by electronical participation or in person.
e) Council members shall be permitted to vote when participating by electronic participation. The vote shall be held in a manner as indicated by the Chair.
f) The Chair shall ensure that Members participating by electronic participation are given the same opportunity to speak to each question as they would have been given if participating in person.
g) The Town may use electronic means to facilitate electronic participation at the Clerk's discretion in consultation with the CAO and Information Technology Services. Video conferencing shall be the preferred method of electronic participation, but the Clerk may allow for electronic participation by any means provided that there are audio capabilities for the participants which can be integrated into the Town's live streaming capabilities.
h) In the event of any type of connection/service disruption, the Chair may recess the meeting to allow for attempts to reconnect. After 10 minutes of a connection/service disruption, the meeting shall resume, and no more efforts shall be taken to reconnect. The meeting minutes will reflect by notation that any Council members participating electronically are no longer in attendance due to technical reasons.
i) In the event a Council member loses their connection and is unable to participate, the Chair will take into consideration any items that may have special interest to that ward or that Council member and may ask Council to defer any decision making regarding that item(s) until the next meeting if there are no associated time constraints.

j) In the event that the livestream fails to broadcast, the meeting will continue as long as physical quorum has been maintained, and a link to the recording of the meeting will be provided on the Town's website as soon as possible after the meeting has been adjourned.
k) All other sections of this Procedural By-law shall remain in effect and shall be observed to the extent reasonably practicable during a meeting with electronic participants.

17. During Critical Circumstances

a) Electronic participation shall be permitted for all Members at a Regular or Special Meeting of Council or Committee where the Clerk, in consultation with the Mayor and CAO, has determined that the meeting should continue to follow an electronic meeting format due to critical circumstances or inclement weather.
b) Quorum is satisfied in the same manner as if any Member is participating by electronic participation or in person.
c) In the event that the livestream fails to broadcast during a meeting where all participants are electronic, the meeting will be adjourned immediately, and all items will be forwarded to the next Regular or Special Council meeting agenda.
d) All other sections of this Procedural By-law shall remain in effect and shall be observed to the extent reasonably practicable during a meeting with electronic participants.

18. Recording of Deliberations

18.1. Audio or Visual Recording and Livestreaming

a) Open meetings of Council shall be video recorded by the Clerk's Services and livestreamed.

b) Closed session meetings of Council shall be audio recorded only (no video recording) by Clerk's Services.

c) The inability to video or audio record a meeting, or livestream a meeting due to equipment failure or for any other reason, shall not cause a meeting to be cancelled or adjourned. The Chair may temporarily recess a meeting for up to 15 minutes to provide staff an opportunity to try and correct equipment issues but may continue with the meeting in the absence of recordings should staff not be able to correct the issues.

d) Committee meetings may be audio recorded for the Clerk or Recording Secretary

for the purpose of completing meeting minutes only.

18.2. Audio or Visual Recording by the Public

Any person wishing to make an audio or visual recording of any deliberation shall ensure the proceedings are not interfered with. Public recording of a closed session shall not be permitted.

a) Interference by Audio or Visual Recording

An audio or visual recording of any deliberation shall not be permitted, if in the opinion of the Clerk or Recording Secretary, would interfere with the ongoing proceedings.

b) Use of Closed Session Recording

The closed session audio recording shall only be used by the Clerk or Recording Secretary, the Chief Administrative Officer, the Ontario Ombudsman (or closed meeting investigator) and the Town's Integrity Commissioner. The audio recording shall not be deemed as the official meeting record and shall be used by the Clerk or Recording Secretary for the purpose of completing meeting minutes only.

Members of Council shall not have access to the closed session audio recordings.

19. Decorum

19.1. Members of the public attending a Meeting shall respect the formal and professional decorum of Council and its Committees. Individuals shall refrain from public outbursts, clapping, shouting, and any behavior intended to disrupt the debate, discussion and general proceedings of Council or a Committee. Individuals with placards, signs, posters, clothing, and similar advertising devices, whether political or otherwise, that demonstrate a lack of respect for the formal nature of Council Meetings being held in Council Chambers, may be asked to leave, or remove those items by the Clerk. The Mayor or Chairperson may request that a member or members of the public vacate the location of a Meeting if their behavior or actions are deemed disruptive to the business at hand. Any person participating in a Meeting by electronic participation may be removed by Staff should they exhibit any of the above noted behaviors. The Mayor or Chairperson may unilaterally suspend the meeting until order is restored.

19.2. The Mayor or Chairperson may allow appropriate clapping in recognition of celebration.

20. Electronic Devices

20.1. Members and the public present at a Meeting shall ensure that all Electronic Devices are set to silent mode so as not to be a distraction.

20.2. No member shall use any other type of device that receives outside communications, aside from Council assigned laptops at the Council table during all special, regular and closed session meetings. Members must communicate only through, and at the discretion of, the Chair. These restrictions reflect the principle that the public must be able to observe all decision-making activity during open meetings.

20.3. In emergency situations, a member may request leave of provisions Section 20.2. from the Chair. It is at the discretion of the Chair to grant leave upon request of a member.

20.4. Members shall not use electronic devices, including laptops, to facilitate or engage in private discussion about agenda items or matters under debate, except to communicate with Town Staff for assistance or to send a proposed motion to the Clerk.

21. Open to the Public

21.1. All Meetings shall be open to the public and no person shall be excluded except where Council or a Committee meets for a Closed Session in accordance with this By-law and the Act.

22.1. Notice of all Meetings, excluding Closed Sessions, shall be provided to the public by posting at minimum the date, time, location, and topic on the Town Website.

22.3. Lack of receipt of notice shall neither affect the validity nor any action taken at the Meeting.

22. Staff Participation

Staff and Town Consultants in attendance at a Meeting may be recognized to speak at the discretion of the Mayor or Chairperson. Members shall, whenever possible, communicate their concerns to Staff in advance of discussing them at a Meeting.

23. Inclement Weather

If it appears that a storm or similar occurrence will prevent the Members from attending a Meeting, the Mayor or Chairperson may postpone or cancel that Meeting up to three (3) hours before the start of the Meeting, or may transition the meeting to an electronic meeting by advising the Clerk who shall assist in

advising as many Members as possible, as well as the media, senior management, and interested parties. Postponement shall not be for any longer than the next Regular Meeting.

24. Inaugural Meeting of Council

24.1. The inaugural meeting of Council shall be held at 7:00 p.m. in the Council Chambers at Town Hall on the first Wednesday after the Council term commences, pursuant to the Municipal Elections Act, 1996.

24.2. The Mayor Elect and Clerk shall be responsible for the format, agenda content, and arrangements for the inaugural meeting, but the agenda shall include the declaration of office, pursuant to section 232 of the Act.

Regular Meetings

25. Schedule

25.1. Regular Meetings shall be held on the second and fourth Wednesday of each month, commencing at 7:00 p.m., subject to the exceptions noted in this By-law. Council shall review the annual schedule of meetings and where an alternative meeting date may be required, this shall be determined by Council resolution. The regular schedule may be amended at the discretion of the Clerk and CAO to reflect scheduling conflicts and holidays. Such amendments to the regular schedule shall be circulated to all member of Council and the public as soon as possible.

25.1. During the month of July Council shall observe a summer schedule during which time no regular Council meetings will be scheduled.

25.2. During the month of January, Council shall hold a minimum of one (1) Regular meeting with the date(s) to be determined annually when Council approves the yearly Council Schedule of Meetings, that will commence at 7:00 p.m. During the months of August and December, Council shall hold one (1) Regular Meeting on the second Wednesday of each month, commencing at 7:00 p.m.

25.3. Where a Regular Meeting is to be held at a time or day other than as set out in this section, the Clerk shall give at least one week's notice through publication on the Town Website, Town electronic sign, and where practical and time permits in a newspaper, which is contracted with the Town through applicable procurement policies, to give the public reasonable notice of the changed meeting date and time.

26. Notice

26.1. Notice of a Regular Meeting shall typically be provided to the public through

publication of the agenda and attachments on the Town Website by Wednesday at 4:30 p.m. the week prior to the Regular Meeting

26.2. Notwithstanding section 26.1, the Clerk shall have the discretion to delay the release of the agenda as may be reasonably required.

27. Agenda

27.1. The Clerk shall have an Agenda prepared with an Order of Business typically containing the following:

a) Opening of the Meeting
b) Open Forum
c) Approval of the Agenda
d) Disclosure of Interest
e) Presentation
f) Delegations by Members of the Public
g) Consent List
h) Committee of the Whole
i) Notice of Motion/ Motion For Which Notice Has Been Given
j) County Council, Municipal Association & Conservation Authority Updates
k) Announcements
l) Proclamations
m) Closed Session (if required)
n) Confirming By-law and Adjournment

27.2. The Agenda as outlined above may be adjusted at the discretion of the Clerk, CAO, or Chair, to suit the most efficient order of business prior to the distribution of the agenda.

27.3. Items on the agenda may be taken out of order at the meeting at the discretion of the Chair.

Special Council Meetings

28. Schedule

28.1. A special meeting of Council may be required from time to time and may be initiated by:

a) The Mayor or Chair;
b) The Clerk, upon receipt of a petition containing a majority of the members of Council original signatures, and specifying the purpose; or
c) The Clerk, in consultation with the Chief Administrative Officer.

28.2. In general, Special Meetings of Council should be scheduled on Wednesdays, commencing at 6:30 p.m., however, the date, time, and location may be set by the Clerk in consultation with the Mayor or by two-thirds vote of the Members present.

28.3. Notwithstanding section 28.2, Special Meetings of Council, for the purpose of a Closed Session, may be scheduled to commence at 5:30 p.m. prior to a regularly scheduled Council meeting, or as required in consultation with Council.

29. Agenda

29.1. The Clerk shall, when practical, have a Special Meeting agenda typically prepared in the following Order of Business for the use by Members at a Special Meeting:

a) Opening of Meeting
b) Approval of the Agenda
c) Disclosure of Interest
d) Closed Session (if required)
e) Delegations or Public Consultation (if required)
f) Business Items
g) By-laws
h) Confirming By-law and Adjournment

29.2. Business transacted at a Special Meeting shall include only that for which notice was provided.

30. Notice

30.1. The Clerk shall provide a minimum of forty-eight (48) hours' notice of the date, time, location, and purpose of the Special Meeting, except in critical circumstances as determined by the Mayor and CAO (or their alternates).

30.2. In an emergency situation, at the discretion of the Mayor in consultation with the Clerk or CAO (or their alternates), the Notice, pursuant to section 30.1, may be waived.

31. Workshop

31.1. Where the purpose of a Special Meeting is to have a workshop to receive information, education or training, the Clerk in consultation with the Mayor or Chair may prepare a workshop agenda that reflects the informal setting of such a meeting.

31.2. The Workshop is deemed to be a session of the Committee of the Whole, although adherence to the provisions of this Procedural By-law related to the Committee of the Whole may be relaxed at the discretion of the Mayor or Chair.

Public Meetings Held Under An Act

32. Schedule

32.1. In the event that a Public Meeting Under an Act is expected to require 30 minutes or less, Council shall hold a Special Council Meeting on the second or fourth Wednesday of each month as required, commencing at 6:30 p.m., subject to the exceptions noted in this By-law, or on such other day as determined by resolution of Council.

32.2. In the event that a Public Meeting Under an Act is expected to require more than 30 minutes, Council may hold a Special Council Meeting, to be held on the third Wednesday of each month as required, commencing at 6:30 p.m., subject to the exceptions noted in this By-law.

32.3. During the month of July, Council shall observe a summer schedule during which time no Public Meetings will be scheduled.

32.4. During the month of August and December, Public Meetings may be held on the third Wednesday of the month as required, commencing at 6:30 p.m.

33. Agenda

33.1. The Agenda for Public Meetings shall include a Public Consultation section whereby a Delegate may address Council at a Public Meeting regarding the subject matter at hand without prior notice.

34. Public Consultation

34.1. Members of the public may register for a Public Meeting by means as indicated within the agenda or on the Town's website and may be permitted to address Council members for an initial five minutes until all persons wishing to speak have had their initial five minutes. The Mayor may invite members of the public to speak for an additional five minutes, and this format shall continue until interested members of the public have been provided with an opportunity to speak.

34.2. Any presentation materials being used during the Public Consultation must be provided to Clerk Services 48 hours in advance of the Meeting and are subject to review by Staff. Presentation materials may be circulated to Council in advance of the meeting by request and may be added to the agenda at the request of a Council member and a two -thirds vote.

34.3. Comments made by members of the public will be recorded within the Minutes and will form part of the public record.

34.4. Written comments submitted by members of the public will be added to the agenda by 3:00 pm on the day of the meeting to form part of the public record. Any written comments submitted after the deadline will be circulated to Council and Staff and made available on the agenda after the meeting.

35. Notice

35.1. The Clerk shall provide notice of the date, time, and location of Public Meetings by publication on the Town Website and other means as required by the relevant Act.

36. Hearings

36.1. Notwithstanding anything in this By-law, where Council convenes for the purpose of holding a hearing as required by any statute, the provisions of the statute and the Statutory Powers Procedure Act R.S.O. 1990, c. 5.22, as applicable, shall govern the proceedings.

37. Shareholder Meetings

37.1. Council shall meet as Shareholder by way of a Special Council Meeting for any Corporation for which the Town of Innisfil holds shares.

37.2. Council, at a regular meeting, may also consider reports from any Corporation for which the Town holds shares, and the Mayor and Clerk are authorized, upon approval by Council, to sign any necessary resolutions.

38. Closed Session Meetings

38.1. Typically, Closed Session meetings will be held as part of a Special Council meeting held prior to a regular meeting of Council, however, a Closed Session may be included on a regular Council meeting agenda. A Meeting or a Special Meeting may be closed to the public if the subject matter being considered involves one of the following:

a) The security of the property of the municipality or Board;
b) Personal matters about an identifiable individual, including municipal employees;
c) A proposed or pending acquisition or disposal of land by the municipality or Board;
d) Labour relations or employee negotiations;

e) Litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or Board;
f) Advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
g) A matter in respect of which a Council, Board, Committee, or other body may hold a Closed Session under another Act;
h) Information explicitly supplied in confidence to the municipality or local board by Canada, a province or territory or a Crown agency of any of them;
i) A trade secret or scientific, technical, commercial, financial, or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization;
j) A trade secret or scientific, technical, commercial, or financial information that belongs to the municipality or local board and has monetary value or potential monetary value; or
k) A position, plan, procedure, criteria, or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board.

38.2. A meeting shall be closed to the public if the subject matter being considered is:

a) A request under *MFIPPA,* if the Council or Board is designated as head of the institution for the purposes of that Act.; or
b) An ongoing investigation respecting the municipality, a local board or a municipally controlled corporation by the Ombudsman appointed under the Ombudsman Act, an Ombudsman.

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

a) Education or training of members where no member discusses or deals with a matter in a way that materially advances the business or decision- making of council, local board, or committee.

38.4. Before holding a Meeting or part of a Meeting that is to be closed to the public, Council or the Committee shall state by resolution:

a) The fact of the holding of the Closed Session, including the date and time; and
b) the general nature of the matter to be considered at the Closed Session.

38.5. Members shall ensure that confidential matters disclosed to them, and materials provided to them for a Closed Session are strictly confidential and are not to be discussed with or disclosed to any individual. The Clerk will collect all confidential material after the meeting or request that any confidential information circulated electronically be deleted and removed from any of the Member's devices.

38.6. A Meeting may be closed to the public during a vote if:

a) Sections 38.1, 38.2 or 38.3 of this By-law permits or requires a meeting to be closed to the public; and
b) The vote is for a procedural matter or for giving directions or instructions to officers, employees or agents of the municipality or persons retained by or under contract with the municipality.

38.7. Following a Closed Session, the Clerk shall prepare a public record for Council or a Committee, detailing the date, duration, subject matter, and those Council members and Staff in attendance.

38.8. Members shall not release, make public or in any way divulge any confidential information or any aspect of Closed Session deliberations, unless expressly authorized or required by law.

38.9. Adjournment for Closed Sessions shall be no later than 10:30 p.m., unless this rule is temporarily suspended by a two-thirds vote of Members present, in which case the motion to extend the meeting shall stipulate the time to which the meeting is being extended.

38.10. Unfinished business of a Closed Session shall be automatically deferred to the next Closed Session where the meeting is adjourned pursuant to the previous section.

39. Budget Meetings

39.1. The budget may be considered by Council at a Regular meeting of Council or at a designated Special Council – Budget meeting.

39.2. As required by the Act, the Mayor shall prepare and propose a budget for Council to consider. The budget must be proposed on or before February 1 of each year. If the Mayor does not propose a budget to Council by February 1, in accordance with that Act, Council shall prepare and adopt a budget.

39.3. After receiving the Mayor's proposed budget, Council may, within 30-days, pass motion(s) to amend the proposed budget.

a) Council may pass a resolution to reduce the 30-day amendment period.
b) If Council does not approve amendments within the 30-day amendment period, the budget is deemed to be adopted as proposed.

39.4. Within 10-days of the expiry of the Council amendment period, the Mayor may Veto any amendments by way of Mayoral decision.

c) The Mayor may shorten the 10-day Veto period.

39.5. Within 15-days of the expiry of the Mayor's veto period, Town Council may vote to override the Mayor's Veto and is subject to the requirements found under definitions within this By-law as indicated under Part VI.1 of the Act.

d) If multiple amendments have been vetoed, each Veto is to be voted on separately.

e) Council may pass a resolution to reduce the 15-day Veto Override period.

f) An approved Veto Override cannot be further vetoed by the Mayor.

39.6. Once all processes have been satisfied, the budget is deemed to have been adopted.

40. Assemblies

40.1. An Assembly shall not be deemed to be a Meeting and shall not be subject to the formal rules applicable to Meetings contained in this By-law.

40.2. Examples of assemblies include, but are not limited to, community celebrations and events, Board and Agency dinners by invitation, Spirit of the Community Town events, dedications and openings, flag raising events, and award ceremonies.

40.3. When members of Council are invited or asked to attend any assemblies or special events as representatives of the Town, Staff will indicate whether the invitation is extended for additional guests (i.e family members).

Part 4 – Meeting Procedures

41. Call to Order and Quorum

41.1. The Mayor or Chair shall call the Members to order as soon after the hour of the Meeting as there is a Quorum present.

41.2. If a Quorum for a Meeting is not present within fifteen (15) minutes of the time fixed for the commencement of the Meeting, the Clerk or designate shall indicate that no Quorum is present, and the Meeting shall stand adjourned until the next Meeting called in accordance with the provisions of this By-law. A No Quorum Report shall be provided to Council.

41.3. The Mayor shall chair Council Meetings unless they are unavailable or have a conflict, in which case the Deputy Mayor will chair the Council Meeting. In the absence of the Mayor and the Deputy Mayor, and if a Quorum is present, the Clerk shall call the Members to order. An Acting Chair shall be chosen from the Members by the Members, who shall preside during the meeting or until the arrival of the Mayor or the Deputy Mayor.

41.4. Members who abstain for reasons of a declared pecuniary interest or perceived conflict of interest are deemed to count towards the total to constitute a Quorum, pursuant to section 7 of the Municipal Conflict of Interest Act.

41.5. If, during the course of a Meeting, Quorum is lost, the Chairperson shall declare that the meeting shall stand recessed temporarily or be adjourned until the date of the next Meeting called in accordance with the provisions of this By-law.

41.6. The Clerk, or his or her designate, shall be present at all Regular Meetings, Closed Sessions, and Special Meetings.

42. Land Acknowledgement

42.1. Meetings of Council or their committees may be opened with a Land Acknowledgement where appropriate at the discretion of the Chair, and this acknowledgement may be provided by any member of Council, Staff or invited guests as determined by the Chair.

43. Open Forum

43.1. Open Forum allows for comments from the public relating to any item appearing on the current Council meeting agenda.

43.2. All comments are to be addressed through the Mayor or Chairperson.

43.3. Individuals shall register for Open Forum by noon on the day of the meeting with Clerk Services outlining the agenda item they wish to speak to. Once registered speakers have addressed Council, the Chair may call for commenters from the floor.

43.4. Open Forum may be made by electronic participation. In the event of any type of connection/service disruption, all other registered speakers will be provided two minutes, and then the Chair will ask the Clerk if the participant has reconnected before Open Forum is completed, or request that the Clerk read any written submission of speaking content as submitted by the participant upon registration.

43.5. Open Forum shall last no longer than ten (10) minutes. The length of time each individual has to address Council, or a Committee, shall be at the discretion of the Mayor or Chairperson, but as a general practice shall not be longer than two (2) minutes, with no more than five (5) people speaking.

43.6. Individuals may verbally address Council however presentation or distribution of any materials is not permitted at the meeting. Material or information for Council may be provided to Clerk Services 48 hours before the meeting commences and will be reviewed by Staff and may be circulated to Council before 12 p.m. on the day of the Meeting.

43.7. Members and Staff shall not be engaged in a debate or discussion during Open Forum. No motions shall be made during Open Forum as a result of comments made during Open Forum other than matters of procedure.

43.8. During Open Forum, no member of the public shall:

a) Speak disrespectfully of any person;
b) use offensive language;
c) disobey the rules of procedure or a decision of the Mayor or Chairperson; or
d) speak to Council about matters:
e) Involving current or pending litigation;
f) Involving insurance claims;
g) Administrative complaints that have not been reported and investigated through the Customer Service process;
h) Beyond the jurisdiction of Council; or
i) Contrary to MFIPPA.

43.9. Comments made during Open Forum will not form part of the Minutes of Meeting. Council members may request that any material received regarding Open Forum be included on the Correspondence List of a subsequent Council meeting.

43.10. Applicants or Agents wishing to comment regarding Planning matters on the agenda shall be dealt with as per Section 34 at a Planning Public Meeting.

44. Approval of the Agenda

44.1. Council shall approve the agenda as provided by Clerk Services.

44.2. The Clerk has the discretion to add item(s) to the Agenda under Approval of the Agenda section, after the Supplementary Version has been posted to the Town's website, where the Clerk is of the opinion that the matter is sufficiently urgent to violate the fundamental principle of providing the prescribed public notice, and the Late Submission item(s) should meet one of the following time-sensitive conditions:

a) Provide additional information to an existing agenda item;
b) Required to meet government/agency deadlines;
c) Delay would have legal or financial implications; or
d) Council/Committee direction.

44.3. Council shall consider the late submission item(s) during Approval of the Agenda and these items require a two- thirds vote of Council to be added, with the exception of Delegation requests or any Notice of Motion received by the permitted deadline. Any Delegation request or Notice of Motion received after the deadline would require a two-thirds vote of Members present.

44.4. Items approved for addition shall be added to their respective areas of the agenda with a notation to indicate that the item has been added.

44.5. Items added under this section may be Tabled or Deferred to allow for adequate public notice.

44.6. Whenever possible, the Clerk shall endeavor to circulate Late Submission items and supporting documentation to Council, Staff, and the media by posting them on the Town Website as soon as practical, preferably in advance of the Regular Meeting.

45. Disclosure of Interest

45.1. Where a Member, either on his or her own behalf or while acting for, by, with and/or through another, has any pecuniary interest, direct or indirect, in any matter and is present at a meeting of the Council or Committee at which the matter is the subject of consideration, the member shall:

a) Prior to any consideration of the matter at the meeting, disclose the interest and the general nature thereof;
b) Not take part in the discussion of or vote on any question with respect to the matter; and
c) Not attempt in any way before, during and/or after the meeting to influence the voting on any such question.

45.2. Where a meeting is not open to the public and a Member has a pecuniary

interest in a matter, in addition to complying with the requirements of section 45.1, the Member shall forthwith leave the meeting for the part of the meeting during which that matter is under consideration.

45.3. Where the interest of a Member has not been disclosed by reason of his/her absence from a particular Meeting, the Member shall disclose his/her interest and otherwise comply at the first meeting of Council or Committee attended by him/her after that Meeting.

45.4. The Clerk shall record the particulars of any disclosure of pecuniary interest made by a Member and any such record shall appear in the minutes of that particular Meeting. The Clerk shall also maintain a Registry of all disclosures of interest that shall be made available to the Public as required.

45.5. Where a consent list item is the source of a declaration of pecuniary interest, the Member who has declared such an interest is deemed not to have voted on that matter.

46. Presentations

46.1. Presentations of awards to Council, Staff or members of the community may be scheduled on the Agenda. Proceedings may recess immediately following the presentation for a photo or a short reception, where deemed appropriate. This includes cheque presentations to Council from community groups/individuals.

46.2. This agenda section is intended for presentations by Town consultants, committees, boards, municipal partners, or Staff to provide information to Council or a Committee. Each Presentation may be provided up to ten (10) minutes speaking time, however, the requested time does not guarantee actual speaking time. Placement on an agenda and permitted speaking time shall be determined by the Clerk, subject to the volume of material on a given Regular Agenda. Additional time that would facilitate adequate presentation of the material may be permitted by the Clerk. Clerks Services shall confirm the allotted speaking time to the Presenter(s) in advance of the meeting. The Mayor or Chairperson has discretion to provide latitude under this section.

46.3. Any material(s) related to the presentation including PowerPoints and/or handouts will be included on the Agenda.

46.4. Presentations may be made by electronic participation. In the event of any type of connection/service disruption, the Chair may recess the meeting to allow for attempts to reconnect. After 10 minutes of a connection/service disruption, the meeting shall resume, and no more efforts shall be taken to reconnect. The meeting minutes will reflect by notation that due to technical difficulties the

presentation was interrupted. The Presentation may be rescheduled to the next available Council meeting or Council may receive the information as presented or refer the information to Staff.

46.5. A motion to express Council's or a Committee's appreciation or similar sentiment is proper during this part of the meeting without prior notice.

46.6. The Clerk may include the relevant staff report associated with the presentation under this section of the agenda.

47. Petitions

47.1. Each presentation of a Petition will be included under Delegations on the agenda and may be provided up to ten (10) minutes speaking time, however, the requested time does not guarantee actual speaking time. Placement on an agenda and permitted speaking time shall be determined by the Clerk, subject to the volume of material on a given Regular Agenda. Clerks Services shall confirm the allotted speaking time to the Presenter(s) of a Petition in advance of the meeting. The Mayor or Chairperson has discretion to provide latitude under this section. The subject matter of a Petition need not be related to a matter on the Agenda.

47.2. Presenters of Petitions shall apply on the form prescribed by the Clerk no later than seven (7) days prior to the meeting. A request does not guarantee placement on an agenda.

47.3. Timing for submission of a Petition to any type of Town Committee shall be at the discretion of the Chair in consultation with the Staff Liaison of the respective Committee.

47.4. Any material(s) that the Petitioner wishes to use or have distributed to Council during their Delegation at Regular Council Meeting or Advisory or Ad Hoc Committee Meeting must be provided to Clerk Services seven (7) days prior to the Meeting, including any power point or other type of presentation for inclusion on the agenda.

47.5. Presenters of a Petition may be made by electronic participation. In the event of any type of connection/service disruption, the Chair may recess the meeting to allow for attempts to reconnect. After 10 minutes of a connection/service disruption, the meeting shall resume, and no more efforts shall be taken to reconnect. The meeting minutes will reflect by notation that due to technical difficulties the presentation of the Petition was interrupted. The Presentation of

the Petition may be rescheduled to the next available Council meeting or Council may receive the information as presented or refer the information to Staff.

47.6. Motions to receive a Petition, refer the matter to Staff for consideration, or direct Staff to report back to Council, are appropriate during this part of the Agenda without prior notice. However, should Council wish to add an action where consideration or debate may occur, the petition will be received and the motion regarding this item may be referred for consideration during Committee of the Whole with placement at the discretion of Council.

47.7. The Clerk may refuse to schedule a Petition presentation and not place a Petition on the Council Agenda where the subject matter:

a) involves current or pending litigation;
b) Involves insurance claims;
c) Involves administrative complaints that have not been reported and investigated through the Customer Service process;
d) Is beyond the jurisdiction of Council; or
e) Is contrary to MFIPPA.

47.8. Petitions must include at least ten (10) signatures. Signatories to a Petition are deemed to have waived any expectation of privacy as a result of the record being created for review by the general public.

47.9. Petitions shall contain the printed name, signature, address, and phone number of the individuals signing it. Signatures without contact information shall be redacted by the individual or group submitting the Petition.

47.10. Petitions containing only original signatures will be accepted and may be submitted electronically.

47.11. After a petition has been presented to Council, all follow-up by Staff will be provided to the person who made the initial submission, and it is the responsibility of that person to contact or update any of the persons who signed the initial petition.

48. Delegations by Members of the Public

48.1. Each Delegation may be provided with up to ten (10) minutes speaking time; however, the requested time does not guarantee actual speaking time. Placement on an agenda and permitted speaking time shall be determined by the Clerk, subject to the volume of material on a given Regular Agenda. Clerks Services shall confirm the allotted speaking time to the Delegate(s) in advance of

the meeting. The Mayor or Chairperson has discretion to provide latitude under this section. The subject matter of a Delegation need not relate to a matter on the Agenda.

48.2. Delegates regarding an item appearing on the agenda shall apply on the prescribed form no later than 12:00 p.m. (noon) on the Monday prior to a Regular Council Meeting, or two (2) business days prior to an Advisory or Ad Hoc Committee Meeting. In addition to the information set out in the prescribed form, the Delegate shall provide the Clerk or his/her designate with the purpose of the Delegation, an outline of the subject matter to be covered, and any supporting materials electronic or otherwise.

48.3. Where three or more requests to delegate are received regarding the same item, the Clerk in consultation with the Mayor and CAO may determine the most efficient manner to manage the delegations. Registered delegates will be advised that the permitted speaking time may be adjusted, or that a public consultation component as identified under section 32 of this By-law may be added to the agenda to accommodate the delegates, or if the item is of special interest, it may require consideration at a Special Council meeting.

48.4. Delegates regarding an item **not** appearing on the agenda shall apply on the prescribed form no later than 12:00 p.m. (noon) seven (7) days prior to a Regular Council Meeting or Advisory or Ad Hoc Committee Meeting. In addition to the information set out in the prescribed form, the Delegate shall provide the Clerk or his/her designate with the purpose of the Delegation, an outline of the subject matter to be covered, any supporting materials electronic or otherwise. Requested time does not guarantee actual speaking time.

48.5. Any material(s) that the Delegate wishes to use or have distributed to Council during their Delegation at Regular Council Meeting or Advisory or Ad Hoc Committee Meeting must be provided to Clerk Services with the delegation request including any power point or other type of presentation for inclusion on the agenda.

48.6. Delegations may be made by electronic participation. In the event of any type of connection/service disruption, the Chair may recess the meeting to allow for attempts to reconnect. After 10 minutes of a connection/service disruption, the meeting shall resume, and no more efforts shall be taken to reconnect. The meeting minutes will reflect by notation that due to technical difficulties the Delegation was interrupted. The Delegation may be rescheduled to the next available Council meeting agenda or Council receive the information or refer the information to Staff.

48.7. By two-thirds vote of Members present, Council or Committee may add a

Delegation that missed the registration deadline noted in this By-law or extend the time allotted for a specific Delegation, provided that it relates to an item on the agenda for the current meeting.

48.8. The Mayor or Chairperson may curtail any Delegation for disorder or any other breach of this or any By-law. When the Mayor or Chairperson rules that the Delegation is concluded, the individual/group shall withdraw immediately.

48.9. Members may ask questions of the Delegate to obtain additional relevant information. Debate between Members is not permitted during the Delegation.

48.10. Delegates may be invited to answer further question(s) that may be raised during debate in Committee of the Whole.

48.11. Should Council wish to add an action where consideration or debate may occur, the delegation will be received and the motion regarding this item may be referred for considered during Committee of the Whole with placement at the discretion of Council.

48.12. A Delegation request is not required for any Proponent or their representative regarding any planning or development matter. The Proponent or their representative will not be identified as a Delegation on the Agenda, unless requested, however they may be permitted to respond to any questions by Council or provide relevant information during consideration of that item.

48.13. No Delegate shall:

a) Speak disrespectfully of any person;
b) Use improper language;
c) Speak on any subject other than the subject for which they have received approval to address Council or a Committee;
d) Disobey the rules of procedure or a decision of the Mayor or Chairperson; or
e) Speak to Council about the following matters:

- Involving current or pending litigation;
- Involving insurance claims;
- Administrative complaints that have not been reported and investigated through the Customer Service process;
- Beyond the jurisdiction of Council; or
- Contrary to *MFIPPA*.

48.14. A request for a Delegation by an individual or business may be refused where the purpose is to promote, market or solicit the purchase of a product, service of commercial opportunity.

48.15. Delegation requests by an individual are limited to one topic per meeting.

48.16. A request for a Delegation by an individual may be refused if the individual has already delegated on the same matter unless there is new information to present. Proof of new information shall be submitted with the delegation request.

49. Consent List

49.1. The Mayor or Chairperson shall review the Consent List at a Regular Meeting by providing Members with an opportunity to:

a) Ask brief questions, make limited comments, or request clarification on an item; and
b) Clearly announce a request to refer to an item for consideration during the Committee of the Whole part of the Agenda.

49.2. Amendments, Deferral Motions, Tabling Motions, discussions, recorded votes, and other procedural motions are not permitted during the review of the Consent List but are permitted in the Committee of the Whole part of the Agenda once the matter has been referred.

49.3. A Member's request to refer an item for consideration to the Committee of the Whole part of the Agenda is neither optional nor debatable. For greater clarity, each Member has the right to have a matter referred to and considered by Committee of the Whole.

49.4. At the conclusion of the review of the Consent List, the remaining recommendations that have not been referred shall be adopted by one omnibus resolution. The Consent List recommendations are deemed to be resolutions of Council as if voted on individually.

50. Reports and Correspondence

50.1. The Clerk shall determine what items are requiring action and what items are considered informational and list such items on the Consent List. Reports or Correspondence requesting or directing an action will be listed accordingly on an agenda. Where applicable, Staff will provide an additional information memo or recommendation to accompany the correspondence. The information list shall contain reports or communications of a general nature applicable to Council business to be received as information or other recommendation for disposition as prepared by the Clerk.

50.2. Correspondence received from members of the public will be circulated to Council and Staff by Clerk Services.

50.3. Resolutions received from other municipalities will be received by Clerk Services and circulated to Staff and Council. Council members may request that the resolution be added to an agenda as information for the public or may provide a recommendation for Council consideration.

50.4. Communications intended to be presented to Council or a Committee must be legible, signed by the author(s), include their address, and must not contain any defamatory allegations, or impertinent or improper information. The Clerk may refuse communications that do not comply with this section.

50.5. Communications shall be provided to the Clerk by 12:00 noon on Monday, the week prior to the Regular Meeting date. The sender is responsible for clearly identifying if the communication is confidential and the nature of that confidentiality.

50.6. Communications are generally considered public documents and are therefore subject to the MFIPPA.

50.7. Any Staff Report or Correspondence Item may be referred to Committee of the Whole upon the request of a Member.

50.8. A Member's request to refer an item for consideration to the Committee of the Whole part of the agenda is neither optional nor debatable.

51. Proclamations

51.1. Council delegates authority to the Clerk to process and have the Mayor sign Proclamations for the following, which shall be placed on the under Correspondence for information purposes only:

a) Arts and cultural celebrations;
b) Charitable fundraising campaigns;
c) Civic promotions;
d) Public awareness campaigns; and
e) To honour individuals, institutions, or businesses.

51.2. Requests for proclamations shall not be issued for the following:

a) Political parties or political organizations;
b) Religious organizations or the celebration of religious events;
c) Where the intent is contrary to Town policies or by-laws;
d) Where the proclamation may result in the defamation or slandering of the integrity of Council, Committees, Staff, or residents of the Town; or
e) Where the organization has no direct relationship to the Town.

51.3. The Clerk shall review the request and make any appropriate amendments to the Proclamation, which in the Clerk's view improves the structure and/or intent

of the requested Proclamation.

51.4. Council, having delegated the administration of Proclamations, shall not hear Delegations related to Proclamation request.

51.5. Each organization shall be responsible for disseminating a Proclamation to the media and making arrangements for the attendance of the Mayor, Deputy Mayor or Councillor(s) at related function(s) or event(s) through the Mayor's Office.

52. Committee of the Whole

52.1. The Committee of the Whole is a mechanism to allow freer debate and consideration of reports, by-laws, and other matters of concern for Members.

52.2. When a matter is referred from the Consent List to the Committee of the Whole, the Staff recommendation will appear on the screen followed by, where applicable, a revised recommendation proposed by the Member referring the item to the Committee of the Whole. The mover and seconder shall have an opportunity to speak first to the recommendation.

52.3. After the Committee of the Whole has finished its deliberations, its recommendations and findings shall be presented for formal adoption by Council. Council shall adopt those recommendations and by-laws considered by the Committee of the Whole in an omnibus motion, which deems those recommendations to be resolutions and by-laws, as applicable, of Council.

52.4. The Council may determine from time to time such procedures for the governing of Committee meetings as may be determined necessary for the effective conduct and administration of the operations of the Committee of the Whole.

52.5. The Mayor may appoint any member of Council as Chairperson for a specific Committee of the Whole Session. While presiding, that Chairperson has the same powers of the Head of Council with respect to the conduct of the meeting.

52.6. Should any member of Council wish to Chair a Committee of the Whole meeting, they may provide their name to the Clerk who shall prepare a schedule that will provide for two consecutive meeting opportunities for those members to act as Chair for that portion of a Regular meeting subject to consultation with the Mayor regarding Chair requirement This schedule shall be maintained by the Clerk and be made available to the Public.

53. Supplementary Business

53.1. Supplementary items for a Regular Meeting shall be provided to Council and the public through publication of the Supplementary Agenda and attachments on the Town Website by Friday at 4:30 p.m. the week prior to the meeting.

53.2. Supplementary item titles shall be noted under the Opening Statement by the Mayor then added to their respective areas of the agenda with a notation to indicate that the item has been added.

54. Notice of Motion/Motion for Which Notice has Been Given

54.1. A notice of motion may be presented as follows:

a) A Council member may introduce a notice of motion by providing the motion in writing to the Clerk no later than seven (7) days preceding a Regular Meeting of Council for publishing on the agenda; or

b) A Council member may introduce a notice of motion directly at a Regular Meeting of Council, following which a written copy shall be filed with the Clerk and the motion shall form part of the next Regular Meeting of Council agenda. Following such notice, there shall be no debate or discussion on the motion until it is an item listed on an agenda.

54.2. A notice of motion presented on an agenda shall not be considered or otherwise discussed by Council unless the Mover of the motion is in attendance at the meeting to which the notice of motion is listed on the agenda.

54.3. The presentation of a notice of motion does not require a seconder for the motion until it comes before a meeting for debate. If no seconder is received when the motion comes before debate, the motion will not be considered.

54.4. A Notice of Motion that has appeared on the agenda for two (2) Regular Meetings of Council and has not proceeded shall be removed from the agenda unless otherwise directed by the Council.

54.5. A request for a Notice of Motion shall not be beyond the jurisdiction of the municipality.

54.6. Notwithstanding the requirements of this By-law, a motion may be introduced by the Mayor, which in the opinion of the Mayor, may advance a prescribed provincial priority, shall be permitted at any time, and shall be considered by Council. To assist Council in the decision-making process, it is recommended but not required, that the motion be submitted in writing.

55. County Council, Municipal Associations & Conservation Authority Updates

55.1. Members of Council who sit on external municipal organizations or associations will provide any updates at a Regular Meeting on matters of interest to the Town, when

appropriate.

56. Announcements

56.1. Members may speak for no more than three (3) minutes on public service announcements and community events, at the discretion of the Mayor or Chairperson.

56.2. Announcements will only form part of the minutes by link to the livestream recording of the meeting.

57. Confirming By-law and Adjournment

57.1. The final item for any meeting of Council shall include the Confirming By-law and the time of adjournment. Should any meeting conclude without Council voting upon the Confirming By-law or noting the time of adjournment, the Clerk shall document within the minutes that the Confirming By-law was passed By Council Consent and note the time the meeting ended.

57.2. Adjournment for evening Regular Meetings shall be no later than 10:00 p.m., unless this rule is temporarily suspended by a two-thirds vote of the Members present, in which case the motion to extend the meeting shall stipulate the time to which the meeting is being extended and may be extended up to one additional time during the same meeting.

57.3. Unfinished business as a result of an adjournment pursuant to the previous section shall be automatically deferred to the next Regular Meeting.

57.4. The previous two sections do not apply to Closed Session meetings.

Part 5 – Committees and Boards

58. General

58.1. As required by the Act, the Mayor has the power to establish, dissolve, assign functions and appoint chairs and vice-chairs to Committees where all members are members of Council. This power may be delegated to Council through a Mayoral decision.

58.2. At a meeting soon after the Inaugural Meeting of Council, the Mayor through Council Resolution may appoint members of Council to the various Committees, Working Groups and Local Boards including external boards, commissions and authorities. These appointments may be made by resolution unless specifically required by law to be passed by by-law.

58.3. Council may, from time to time, appoint certain Council members, ratepayers, Staff, professionals, or others, to serve on such external board, authorities and

commissions and report to Council. These appointments may be made by resolution unless specifically required by law to be passed by by-law.

58.4. When a Committee is composed of Council members or a Councillor vacancy occurs on a Committee, the Mayor shall nominate Council members for that Committee and such nominations shall be confirmed by resolution of Council unless a Mayoral decision deems otherwise.

58.5. Should the need to fill a vacancy be time-sensitive, the Mayor may nominate and appoint a Council Member on an interim basis to an advisory or ad-hoc committee with such nomination being confirmed by resolution at the next regular Council meeting.

58.6. When an advisory or ad-hoc committee is established and comprised of public members, or a vacancy of a public member occurs on an advisory or ad-hoc committee, the Mayor shall consult with the members of Council on proposed appointments. Council may review any applications containing personal matters about an identifiable individual during a Closed Session prior to deciding on the nominations, which are then adopted by Council resolution.

58.7. Summary Reports of advisory committee, ad-hoc committee or Committee meetings shall be received, and the recommendations considered by Council in the Consent List part of the Agenda on an ongoing basis.

58.8. Every Committee or Board shall follow the Procedure By-law in conjunction with the separate Terms of Reference adopted by Council.

59. Committee Chairperson

59.1. The Chairperson of an advisory or ad-hoc committee, unless otherwise prescribe by Council resolution or set out in the Committee's Terms of Reference, is chosen by the members of the Committee.

59.2. The Chairperson shall preside over the conduct of the Meeting as outlined in this By-law and Committee Members shall respect the Chairperson's efforts to do so. A Chairperson's ruling on a Point of Order is subject to an appeal by any Committee Member to Council.

59.3. A Chairperson does not need to vacate the chair role for the purpose of taking part in the debate or otherwise, however should the Chairperson decide to vacate the Chair they shall call on the Vice Chairperson, or in the absence of the Vice Chairperson on another Member, to temporarily fill the chair role.

60. Advisory Committees

60.1. The Clerk shall maintain a list of Advisory Committees and the resolution or by-law that appoints same, as well as their Terms of Reference.

61. Ad-Hoc Committees

61.1. Ad-Hoc Committees may be established by Council or a Committee to consider a specific matter.

61.2. Once the task has been completed, the Ad-Hoc Committee will present a final report to Council.

61.3. When an Ad-Hoc Committee has made its final report to Council, it shall be deemed to be dissolved, unless otherwise determined by Council.

62. Public Appointments to Committees

62.1. Prior to the end of Council term, the Clerk shall advertise notice for members of the public to serve on the Committees and Local Boards.

62.2. Citizen appointments to Committees, Local Boards or Quasi-judicial Bodies may occur at a Regular or Special meeting in closed session where the Mayor shall consult with the members of Council on proposed appointments. For greater certainty, appointments will not be considered at the inaugural meeting of Council.

Reference to quasi-judicial bodies in this section means but not limited to Committee of Adjustment.

62.3. The Clerk shall bring forward the necessary appointment resolution or by-laws for adoption.

62.4. In the event that a non-elected member of a Committee, Working Group or Local Board is absent from the meetings for three consecutive meetings without being temporarily excused and such permission recorded in the minutes, Council may terminate the appointment and may by motion appoint a new person to fill the vacancy.

Part 6 – By-laws

63. General

63.1. Every by-law shall be introduced by motion by a Council Member, specifying the number of the by-law, except where a by-law is passed on the Consent List or in Committee of the Whole, in which case it shall form part of one of the omnibus Council resolutions.

63.2. Every by-law shall contain no blanks except as may be required to conform to accepted procedure or to comply with the provisions of any Act. It shall subsequently be completed by the Clerk.

63.3. All amendments to any by-law approved by the Council shall be deemed to be incorporated into the original by-law and if the amendment is enacted and passed by the Council, it shall be inserted therein by the appropriate Staff person in consultation with the Clerk or their designate, creating the consolidated version of the by-law.

63.4. By-laws may be considered and adopted within the same meeting without three readings.

63.5. Every by-law passed by Council shall be:

a) Approved by Council resolution;
b) Signed by the Mayor or the presiding officer;
c) Signed by the Clerk or designate;
d) Indicate the date of passage; and

63.6. Every by-law enacted by Council shall be numbered, dated, affixed with the seal of the Town, signed by the Clerk and the Head of Council, and its safekeeping shall be assured by the Clerk.

63.7. The Mayor and Clerk are required to sign any formal agreement binding the Corporation other than those authorized under the Town's procurement policy.

63.8. Council shall approval a by-law to confirm all actions taken by Council.

63.9. As required by the Act, a by-law will come into effect once it has been:

- Approved by Council resolution

or

- Approved by Council resolution; and
- Two days have passed following the date of the Council resolution without any Mayoral decision issued to the contrary.

or

- Approved by Council resolution;
- Vetoed by Mayoral decision; and
- Overridden by a two-thirds (6 members) vote by Council.

63.10. As required by the Act, the following timelines will be in effect for a Council approved by-law:

- The Mayor has two days to issue a Mayoral decision noting their intention to Veto the By-law. If so, then:
- The Mayor has 14 days from the date in which Council originally approved

the by-law to issue a Mayoral decision to approve or Veto the By-law. If no decision is provided in 14 days, the By-law is deemed to be approved.

or

- The Mayor has two days to issue a Mayoral decision to Veto the By-law. If so then:
- The Clerk must provide notice of the mayoral decision to Veto the by-law to Council by the next business day.
- Council has 21 days after the day the Clerk provides notice to override Mayoral decision to Veto. This override vote requires two-thirds (6 members) of Council to be approved.

63.11. As required by the Act, Part VI.1, the Mayor may propose by-law(s) for adoption that could potentially advance a prescribed provincial priority. Such by-laws must be voted on by Council and are passed if more than one-third of the members of Council (4 members) vote in favour of the by-law.

63.12. The Mayor solely determines if a by-law potentially advances a prescribed provincial priority.

63.13. Where a by-law is required to be considered and voted on by Council, the following motions are not permitted:

- A motion to adjourn the meeting;
- A motion to refer without direction or instructions;
- A motion to defer;
- A motion to suspend the Rules of Procedure;
- A motion to table the questions with direction or instruction; and
- A motion to amend.

Part 7 – Debate

64. Conduct of Members

64.1. Members shall:

a) Discharge with integrity all responsibilities to Council, the Town, and the public, in keeping with approved corporate policies;
b) Encourage public respect for and try to improve the administration of the Town;
c) Not speak disrespectfully of the Reigning Sovereign, any member of the Royal Family, the Governor-General, the Lieutenant-Governor, the Head of the Government of Canada, or the Province of Ontario;
d) Treat the Chairperson, other Members, Staff, and Delegates with courtesy, respect, and honesty;
e) Hold in strict confidence all information concerning matters dealt with in a Closed Session;

f) Be respectful of Staff who are expected to make recommendations to Council and Committees that reflect professional and corporate management, judgment, and opinions, which are not unduly influenced by any single Member;
g) Not leave their seat or make any noise or disturbance while a vote is being taken and until the result is declared;
h) Respect the decision of the Mayor, Chairperson or Council on a question of a Point of Order, practice or interpretation related to this By-law;
i) When a Member is speaking, no other Member shall pass between the member speaking and the Mayor or Chairperson, or interrupt the member except to raise a Point of Order;
j) Any Member may require the question or motion under discussion to be read at any time during the debate, but not so as to interrupt a member while they are speaking; and
k) Ask a succinct question only for the purpose of obtaining facts relevant to the matter under discussion and necessary for a clear understanding, not as a means of making statements or assertions.

64.2. In addition, Council members shall:

a) Act in accordance with their Oath of Allegiance and Oath of Elected/Appointed Office;
b) Serve their constituents in a conscientious and diligent manner;
c) Where a Councillor is involved with an issue outside the Councillor's own ward, inform the ward Councillor of such involvement and make reasonable efforts to invite the ward Councillor to any related meetings unless the issue is clearly of Town-wide significance, or the Councillor is the Chairperson of the Committee handling the matter;
d) Not consume food in the Council Chambers during Meetings; and
e) Shall be permitted to speak up to two (2) times on a subject for not longer than three (3) minutes each time. The Mayor or Chairperson has discretion to provide latitude under this section, but where such latitude is granted, the Mayor or Chairperson will endeavor to provide it equally to all Members.

65. Motions

65.1. All motions shall be moved and seconded and then debated. The mover and seconder shall ensure that the proper wording is on the display screen for Members and the public prior to any debate. Whenever possible, wording of motions should be provided to the Clerk in advance of the Meeting.

65.2. Members may provide a **Revised Recommendation** to Clerk Services in advance of the meeting in the event that the recommendation as provided by Staff does not meet the Member's prerequisites for Council consideration.

65.3. Members may move a motion and may also vote against that motion if they determine through the debate or consideration that they are no longer in favour

of the motion as presented. Members may request a recorded vote to record this action in the minutes. Members may also deliberately move a motion so that it is defeated, and show that Council has taken a position against an item or action.

65.4. After a motion has been moved and seconded, and the wording confirmed, it shall be deemed to be in the possession of Council or the Committee and therefore the seconder need not vote in favour of the motion.

65.5. When a motion is under debate, no other motion shall be received, except a motion to Amend, Defer, Refer, Table, Divide the Question, or Call the Question.

65.6. After the question is called, no Member shall speak to the question, nor shall any other motion be made until after the result of the vote has been declared.

65.7. Resolutions shall require a majority in order to be valid and binding on Council or a Committee, unless otherwise specified in this By-law.

65.8. Should the Mayor or Chairperson desire to move a motion or by-law, the Deputy Mayor, or Vice Chairperson, or in their absence another Member, shall temporarily chair the meeting.

66. Motion to Call the Question

66.1. A motion to call the question shall take precedence over any other motion. It is only proper after a minimum of twenty (20) minutes of discussion on the same motion and all Members wishing to speak to the matter has had an opportunity to speak at least once.

67. Motion to Adjourn

67.1. A motion to adjourn the meeting shall be put immediately without debate.

68. Withdrawal of a Motion

68.1. A motion may be withdrawn at any time before the question is called by Council consent without calling a vote and noted in the minutes as “Withdrawn by Council consent.” Should any member of Council object at that time, a vote will be called by the Chair.

69. Ultra Vires

69.1. A motion in respect to a matter which is beyond the scope of power (i.e. ultra vires the jurisdiction) of Council or a Committee shall not be in order except regarding a matter which, in the opinion of the majority of the Members, the question has to do with the welfare of the Town’s citizens generally.

70. Ruling Challenge

70.1. The ruling of the Mayor or Chairperson on a procedural matter, including a Point of Order and Point of Personal Privilege, may be overturned by a two- thirds vote of the Members. Such a vote is conducted by the Clerk.

71. Other Information regarding Motions

71.1. The following motions do not require advance or written notice as they may occur as a matter of meeting procedure:

- Point of Order;
- Point of Personal Privilege;
- To suspend a rule of procedure in this By-law;
- For a ruling by the Mayor or Chairperson as to whether an action is in compliance with a rule of procedure;
- To overturn a ruling by the Mayor or Chairperson with respect to a matter of procedure;
- To call the question, which is not debatable; or
- To adjourn, which is not debatable.

71.2. In addition, the following motions may be introduced without notice, but such motions shall be in writing or dictated and placed on the display screen and, where possible, provided to the Clerk in advance of the Meeting:

- To Defer;
- To Refer;
- To Table;
- To Divide the Question;
- To Amend;
- To Suspend a provision of this By-law unless otherwise prohibited; or
- To resolve itself into the Committee of the Whole, which is not debatable.

72. Dispensing with Notice

72.1. Any motion may be introduced without notice if the Members, without debate, dispense with notice with a two-thirds vote of the Members present.

72.2. Motions introduced without notice shall generally be placed under the Committee of the Whole portion of the agenda as new business.

73. Motion to Divide the Question

73.1. Any Member may request that the Mayor or Chair divide the question (also known as “splitting the motion”) where there are separate clauses contained in a motion.

73.2. If there is no objection, the Mayor or Chair shall facilitate the debate and the vote shall be called on each clause separately. If a Member objects to the division, the Mayor or Chair will call the vote on the question of whether the motion should be divided. In that case, a simple majority is required to divide the question.

73.3. A motion to divide the question is not debatable.

74. Motion to Amend

74.1. A motion to amend the main motion shall:

a) Be moved, seconded and then the amendment shall be dictated and placed on the display screen in a manner that highlights the change(s);
b) Receive disposition of Council or the Committee before a previous amendment or the question;
c) Not be further amended more than once, although further amendments may be made to the main motion;
d) Be relevant to the main motion;
e) Not propose a direct negative to the main motion, although it may propose a separate and distinct disposition of a question; and
f) Be put to a vote in the reverse order to that in which amendments were moved.

74.2. Where a motion to amend is relevant to the main motion but significantly changes the substance of the original recommendation, Members are encouraged to Table the amendment to allow for public notice of the change.

74.3. The vote on a motion to amend determines only whether the amendment is adopted. The next step will usually involve a vote on the main motion as amended (with the amendments incorporated) unless that has become unnecessary as the amendment was not adopted.

74.4. A Member other than the mover and seconder may suggest a clarification amendment to the current motion where it does not change the core substance and is intended to aid clarity and grammatical correctness. The mover and seconder shall either accept or reject such minor changes immediately and without debate. This is known as a “Friendly Amendment.”

75. Motion to Defer (to a certain date or time)

75.1. Shall be open to debate as to the advisability of the deferral.

75.2. Can be amended as to the time or date to which the matter is deferred.

76. Motion to Refer (a matter to Staff or another committee or as indicated by Council)

76.1. Shall be open to debate as to the advisability of the referral.

76.2. Shall include the terms and reasons for the referral.

76.3. Can be amended as to whom the matter is being referred to and may include the time or date to which the matter is to be returned.

77. Motion to Table (to postpone consideration indefinitely)

77.1. A motion to Table the main motion is debatable, but only with respect to the issue of whether to Table the matter.

77.2. A motion to Table the main motion may not be brought more than once during the same debate.

77.3. A motion that has been "tabled" that has not been decided by Council either in the affirmative or in the negative during the term of the Council in which the motion was introduced shall be deemed to have been withdrawn.

78. Reconsideration

78.1. After any question has been decided, i.e., a question or resolution was voted on and either carried or failed, the following shall prevail:

a) No question shall be reconsidered within 365 days, including at the same meeting it is originally passed;
b) Notwithstanding section 74.1(a), Council may be presented with a new question, or recommendation regarding that subject, but only if no action had been taken and the original motion that passed was to be received or received as information;
c) Notwithstanding paragraph (a) above, a Member may give notice within 365 days in which a question was decided of a reconsideration of the question at any Regular Meeting. A two-thirds vote of Members present will be required to carry a motion for reconsideration;
d) No discussion of the main motion shall be allowed until the motion for reconsideration is carried.

78.2. For greater clarity, reconsideration is not triggered regarding the same item

during Committee of the Whole.

78.3. A resolution cannot be reconsidered if action has been taken in implementing the resolution resulting in legally binding commitments that are in place on the date the motion to reconsider is considered by Council.

78.4. Any revision to the budget during the budget confirmation process shall not be deemed reconsideration.

79. Recess

79.1. Council or a Committee may without motion recess for a short period as deemed appropriate by the Mayor or Chairperson.

80. Voting

80.1. Unless otherwise described within this Procedural By-law, the Act or other legislation, a motion of Council is approved when the majority of the members (more than 50%) present at a meeting vote in the affirmative. In some cases, a two-thirds vote may be required and may have different requirements as per the Act and this By-law.

The following chart may be used to determine if the requirements have been met.

Members present	Majority	Two-thirds	Veto by Council
5*	3	4	6
6	4	4	6
7	4	5	6
8	5	6	6
9	5	6	6

* This vote would fail as it does not meet the minimum two-thirds of Council regarding Veto Override as per Part VI.1 of the Act.

80.2. Every Member, including the Mayor and Chairperson, shall have one vote.

80.3. Every Member present at a Meeting who is required to vote on a question, but in fact does not vote thereon, shall be deemed to be voting in the negative and, when required, shall be so recorded, subject to the provisions of this By-law.

80.4. Any Member who is not present during the vote will have his/her name added to a procedural notation regarding that item within the minutes.

80.5. When a vote is called, every Member shall immediately:

a) Occupy their seat and shall remain there until the result of the vote has been declared;
b) Not traverse the room;
c) Cease all discussion on the matter immediately; and,
d) Not speak to any other member or make any noise or disturbance.

80.6. Any question on which there is a tie vote result shall be deemed to be lost.

80.7. The Mayor or Chairperson shall have the discretion to either announce that the motion has carried or been defeated or may provide the number of votes in favour and the number of those opposed after each and every vote, unless it is by way of a recorded vote, or it is unanimous.

81. Recorded Vote

81.1. Any member present at a Meeting may ask for a recorded vote at the time of a vote or immediately after the taking of the vote so that the vote may be recorded in the minutes. The Clerk shall call out the names of the Members, as randomly electronically generated, who will then announce their vote, and the Clerk shall record the same and then announce the result of the vote.

81.2. Where a Member abstains, the recorded vote shall read “opposed”, except where the abstention is for reasons of a declared conflict of interest, in which case the vote shall read “abstain”.

Procedural By-law Review

Staff Report DSR-079-26

To: Mayor, Deputy Mayor, and Members of Council

From: Jennifer Marshall, Clerk

Date: June 3, 2026

Executive Summary

- The purpose of this report is to present a comprehensive review of the Town's Procedural Bylaw to ensure compliance with Section 238 of the *Municipal Act, 2001* and alignment with current legislative requirements, governance best practices, and operational needs.

- The proposed Procedural Bylaw consolidates existing provisions and introduces housekeeping updates, formatting refinements, and clarifications to improve transparency, accessibility, and consistency in the conduct of Council and Committee meetings.

Recommendation:

That Staff Report DSR-079-26 regarding a Procedural By-law Review dated June 3, 2026, be received for information.

Background:

Section 238 of the Municipal Act, 2001 requires municipalities to enact a Procedural By-law governing the calling, place, and proceedings of meetings. The Town's Procedure By-law governs the proceedings of Council and Committee Meetings and is a living document that should reflect regulatory and legislative changes mandated by the Province, as well as reflect governance practices that have been demonstrated to be effective in advancing the work of Council on behalf of the community.

A draft Procedural By-law, Attachment 1 to this report, has been prepared as a comprehensive consolidation and modernization, incorporating legislative updates, current governance practices, and operational efficiencies while improving clarity and accessibility for Council, staff, and the public. Updates can be seen in red using tracked changes.

Analysis/Consideration:

This Report introduces a series of housekeeping updates, section-specific amendments, formatting refinements, and new provisions required to incorporate updated legislation.

Summary of Proposed Changes

Minor Housekeeping Items

These revisions are intended to remove outdated provisions and clarify current practices.

- Add reference to the Alternate Member – County Council.
- Add reference to Acting Mayor – Emergency Management.
- Remove the Deputy Mayor being a County Councillor as per Bill 100, Better Regional Governance Act, 2026.

- Clarify procedures when the Chair is attending virtually.
- Revise the Inaugural Meeting date to the first Wednesday following the commencement of the term as per the Municipal Elections Act.
- Add reference to award and cheque presentations at meetings.
- Remove reference to staff briefing notes for correspondence or resolutions circulated to Council.
- Adjust the start time for closed session meetings to permit commencement as early as 5:30 p.m. rather than 6:00 p.m. to reflect current practice.
- Remove mayor decisions required to approve by-laws. Mayoral decisions are only required if the Mayor wishes to veto the by-law.

Significant Changes

- **Order of Business** – reordering certain agenda items to assist with the flow of the meeting for example grouping announcements and external committee/board announcements together.
- **Open Forum** – require registration by 12:00 noon on the day of the meeting, or permit participation from the floor; this would eliminate the current sign-up sheet prior to the meeting.
- **Presentations** – limit to internal items only (e.g. consultants, staff, committees/boards, and municipal partners).
- **Delegations** – restrict to members of the public and include petitions.
    - General deadline: 7 days prior to the meeting so the item can be included on the agenda
    - Delegations related to agenda items: deadline remains no later than 12:00 noon on the Monday prior to the meeting
- **Notice of Motion** – permit brief verbal introduction at a meeting, but defer debate and decision until the following meeting and permit written Notices of Motion submitted for the agenda may be debated and considered at the meeting they appear on the agenda.
- **Public appointments to committees** – add a new section to streamline the process and propose repeal of the Committee Recruitment Policy (Attachment 2 to this report).
- Add a new section respecting **recording and livestreaming** of meetings. Adding recording and livestreaming of Regular Council meetings reflect current practice and audio recording closed session meetings is recommended by the Ontario Ombudsman's.
- Add a new section respecting the **use of electronic devices at the Council table.** Similar provisions have been adopted by other Ontario municipalities to reduce distractions, promote the efficient conduct of meetings, and uphold the openness and transparency of Council proceedings by ensuring public visibility of deliberations and decisions.
- Clarify how **written comments for public meetings** are handled, including inclusion on agendas.
- Add new provisions outlining when delegations may be refused, including:
    - Only one topic per meeting/per individual
    - No repeat submissions on the same matter unless new information is provided
    - No requests intended to promote, market, or solicit purchase
- Remove the **Action Tracking Report** section, as this is considered more administrative in nature.

Next Steps
The proposed next steps in the procedural by-law review are:

- **June 3, 2026** – Information report to Council on suggested revisions.
- Allow for time for public and Council to review, ask questions and comment.
- **June 24, 2026** – Proposed approval date.

Community Strategic Plan Alignment:

The Procedural By-law Review aligns with the Community Strategic Plan by strengthening good governance, accountability, and transparency in municipal decision-making.

Financial Consideration:

No financial implications required for this report at this time.

Local Impact:

It is expected that the new Procedure By-law will eliminate confusion in areas frequently misunderstood, ensure discussion does not stray from the matter being considered, maintain openness and transparency by incorporating additional rules respecting the addition of items to the agenda and reduce the length of Council meetings by ensuring a focused discussion.

Options/Alternatives:

This report is being provided for informational purposes only; an action report to approve the revisions to the Procedural By-law will come to Council on June 24, 2026. Council could direct staff to remain status quo with the procedural by-law and make no amendments.

Conclusion:

This report provides an overview of the proposed updates to the Town's Procedural By-law, reflecting a comprehensive review undertaken to ensure legislative compliance, clarity, and alignment with current governance best practices. The revised by-law consolidates and modernizes existing provisions, introduces procedural refinements, and incorporates new sections to address evolving operational needs, technological advancements, and public participation expectations. Subject to review and feedback from Council, a subsequent report will be brought forward for Council's consideration on June 24, 2026 to approve the updated Procedural By-law.

Prepared By:
Jennifer Marshall, Clerk

Approved By:
Jennifer Gibson, CFO and Director of Corporate Services

Attachments:

Attachment 1 – Draft Procedural By-law XXX-26
Attachment 2 – Committee and Local Board Administrative Policy

Reference Material:

Community Strategic Plan

Expression of Interest – Water and Wastewater Public Corporation (WWPC) Model

Staff Report DSR-096-26

To: Mayor, Deputy Mayor, and Members of Council

From: Oliver Jerschow, CAO

Date: June 24, 2026

Executive Summary

- The Ministry of Municipal Affairs and Housing (MMAH) is inviting municipalities to submit expressions of interest in locally implementing the Water and Wastewater Public Corporation (WWPC) model.
- On June 18, 2026, the InnServices Board of Directors authorized staff to submit an expression of interest, indicating a conditional interest in exploring the WWPC model, subject to further provincial consultation.

Recommendation:

1. **That Staff Report DSR-096-26 regarding Expression of Interest – Water and Wastewater Public Corporation (WWPC) Model dated June 24, 2026 be received; and**

2. **That Council endorse the decision made by the InnServices Board of Directors and authorize the submission of an expression of interest, indicating a conditional interest in exploring the WWPC model, subject to further provincial consultation.**

Background:

In November 2025, the Province introduced the Water and Wastewater Public Corporations Act, 2025 (WWPC Act) as part of Bill 60, the Fighting Delays, Building Faster Act, 2025, which received Royal Assent on November 27, 2025.

On April 15, 2026, MMAH opened a 120-day consultation period (closing August 13, 2026) through the Environmental Registry of Ontario (ERO) inviting municipalities to submit expressions of interest in implementing the WWPC model.

On June 18, 2026, the InnServices Board of Directors received and approved the recommendation in InnServices report number 2026-EXCE-007, authorizing staff to submit an expression of interest, indicating a conditional interest in exploring the WWPC model, subject to further provincial consultation and the safeguards outlined in the report (see Attachment 1).

Analysis/Consideration:

Attachment 1 provides a full description of the ERO posting and the opportunity for Innisfil to provide an expression of interest. As the sole shareholder in InnServices, it is important for council to be aligned on the question of whether to make a submission, and what that submission should say.

Council should be aware that there are several fundamental differences between the Municipal Service Corporation (MSC) model that InnServices operates under, and the WWPC model. Most notably, MSCs are ultimately accountable to the municipal council, whereas WWPCs allow for much greater provincial control over matters such as governance, finances, etc.

The province has taken steps to implement the WWPC model in Peel Region as the first iteration, but there are also strong indications that they are looking at other parts of the province to expand the model. Members of the provincial government have publicly stated that Simcoe County should be considered as a candidate as well.

Similar to the process that unfolded and led to the South Simcoe growth strategy, the current consultation on WWPCs appears to be an effort to assess which municipalities are interested in this model and which ones are not. There is a valuable opportunity for Innisfil to play a leadership role in this conversation, given our unique experience with a water and wastewater utility over the past 10 years.

Shareholder Perspective:

In a sense, the current provincial consultation is really asking municipalities whether they are willing to accept a utility model for water and wastewater services. Innisfil answered this question over a decade ago when council approved the creation of InnServices. That means that unlike almost every other municipality in Ontario, we have direct experience owning such a utility and understanding how its governance, finances, and operations work.

Innisfil has a very unique ability to provide valuable insights to the province in terms of how water and wastewater utilities function. Town Council has also endorsed a number of other core principles that are behind the province's current consultation, such as being open to cross-border servicing, having independent governance, using debt financing outside of the municipality, and ensuring that water and wastewater rates adequately cover both capital and operating requirements.

The Town has an opportunity to play a leadership role, and making a submission now is the first step for us in doing so. There will be important future decision points as we learn more about the WWPC model and the provincial government's goals in Simcoe County. Most importantly, there is a possibility that the province will request or require Innisfil to convert from the MSC model to the WWPC model. Doing so could have significant implications for the Town, especially from a governance perspective. But that direction has not been expressed by the province at this point in time.

It is staff's view that it is very much in the Town's interest to participate in the conversation, and to begin by making a submission through the current ERO process. This would also demonstrate the shareholder's support for the decision that the InnServices board has already taken. Making a submission now does not oblige the Town to approve the use of a WWPC model in the future.

Community Strategic Plan Alignment:

This initiative aligns with the strategic priorities to Grow, Sustain, Connect and Serve.

Financial Consideration:

There are no financial implications related to this report and recommendation at this time.

Local Impact:

The Town of Innisfil has always prioritized the delivery of safe, reliable and affordable water and wastewater services to our community. Exploring the WWPC model does not change that fundamental goal. As a growing community with a significant program of capital investments that need to be made to help unlock future growth in the years ahead, it makes sense to explore whether this model could help us to achieve our goals, particularly given the provincial government's interest in this model.

Options/Alternatives:

Council could direct that no submission to the ERO be made. This approach is not advised because there are strong indications that the province intends to expand the WWPC model, and it is much better for Innisfil to be a part of the conversation rather than being on the receiving end of decisions made without our participation.

Conclusion:

Town staff recommend that Council endorse Innisfil making a submission of an expression of interest regarding the Water Wastewater Public Corporation model. This will give the Town and InnServices the opportunity to shape the future of how this model could be implemented in Simcoe County, leveraging our unique and valuable experience running a water and wastewater utility over the past decade.

Prepared By:
Ken Schuyler, Head of Enterprise Strategy and Business Planning
Oliver Jerschow, CAO

Approved By:
Oliver Jerschow, CAO

Attachments:

Attachment 1 – InnServices Staff Report Ontario Water and Wastewater Public Corp Model

Reference Material:

Community Strategic Plan

INNSERVICES UTILITIES INC.

REPORT NUMBER: 2026-EXEC-007

TO:	**Board of Directors – InnServices Town Council, Town of Innisfil**	**DATE:**	June 18, 2026
FROM:	**Danny Persaud, President & CEO**	**SUBJECT:**	Expression of Interest – Ontario Water & Wastewater Public Corporation Model

Recommendation:

That the Board and Council authorize staff to submit an Expression of Interest to the Ministry of Municipal Affairs and Housing (MMAH) in response to ERO Notice 026-0419, indicating an interest in exploring the Water and Wastewater Public Corporation model, subject to further provincial consultation and the safeguards outlined in this report.

Background:

1. Purpose

This report provides the Board of Directors of InnServices Inc. and Innisfil Town Council with background on the Province of Ontario's invitation to municipalities to register a potential interest in implementing a Water and Wastewater Public Corporation (WWPC) model, as posted on the Environmental Registry of Ontario (ERO Notice 026-0419). The report recommends that InnServices and the Town of Innisfil submit a qualified expression of interest, characterizing the Town's position as an *"expression of interest"* — one that signals genuine openness to dialogue and collaboration while preserving the Town's ability to assess and negotiate the specific terms of any future model before committing further.

2. Background and Provincial Context

2.1 Legislative Framework

In November 2025, the Ontario government introduced the *Water and Wastewater Public Corporations Act, 2025* (WWPC Act) as part of Bill 60, the *Fighting Delays, Building Faster Act, 2025*, which received Royal Assent on November 27, 2025. The legislation establishes a

framework that authorizes the Minister of Municipal Affairs and Housing to designate corporations as water and wastewater public corporations by regulation and to require prescribed lower-tier municipalities to deliver water and wastewater services exclusively through such a corporation. The Province's stated objectives include more rigorous long-range planning, improved access to capital markets, and enhanced capacity to support housing growth and system resilience.

The first designated WWPC is intended to serve Peel Region, jointly owned by Mississauga, Brampton, and Caledon, with an effective date of January 1, 2029 (or as prescribed by regulation). Proposed amendments to the Act in spring 2026 (under Bill 98) clarified that new corporations must be explicitly 100% publicly owned, that existing contracts and collective agreements would transfer uninterrupted, and that long-term municipal debt would not transfer to the new corporation.

2.2 The ERO Invitation

On April 15, 2026, MMAH opened a 120-day consultation period (closing August 13, 2026) inviting municipalities to submit expressions of interest in locally implementing the WWPC model. The Ministry is seeking information on local context, service areas, readiness, timing, any requested regulatory changes, and how the model could support infrastructure investment for housing development. Staff are advised that this posting may be extended to enable additional submissions.

3. Strategic Rationale for an Expression of Interest

Council and the Board have already endorsed exploration of a regionalized utility (small ‘r’) with municipalities in South Simcoe. The WWPC model is a natural extension of that concept, and several strategic factors support a positive, conditional expression of interest.

3.1 Positioning and Provincial Relationships

The Province is actively seeking municipalities ready to expand the WWPC model beyond Peel Region. Given Innisfil's growth trajectory, its existing MSC, and its established track record of utility-style governance, the Town is uniquely well-positioned. Registering interest demonstrates that Innisfil is a willing, constructive partner in provincial infrastructure priorities. Being one of the first to register conditional interest, rather than waiting to react, preserves Innisfil's influence over how any regional WWPC would be structured, operated, and governed.

3.2 Alignment with Existing Council Direction

The Board and Council have already:

- Embraced the utility model as opposed to a municipal department for water & wastewater services;
- Approved direction to explore regionalization beyond Innisfil's borders;
- Operated an established MSC since 2016, providing direct experience with arm's-length governance; and
- Recently awarded a joint-RFP with Bradford West Gwillimbury to examine pathways to a regionalized utility.

The WWPC model represents a logical evolution of this direction. An expression of interest is not a commitment to transfer — it is an invitation to be part of shaping what comes next.

4. Responses to ERO Questions

Question 1: Why is Innisfil interested in the WWPC model, and how will it improve water and wastewater services?

InnServices Inc. is Innisfil's award-winning Municipal Services Corporation (MSC), established after Council adopted its Business Case on June 17, 2015, with full service delivery commencing January 1, 2016. InnServices operates four water systems (one surface water treatment plant and three well systems), two wastewater treatment plants, associated collection and distribution infrastructure, and transmits water to Bradford West Gwillimbury (BWG). The corporation serves close to 15,000 customers across Innisfil with over $1 billion in total assets. InnServices was created, in part, because the MSC structure provides enhanced financing tools not available under direct municipal delivery — allowing the corporation to borrow beyond standard municipal debt limits to fund major capital works.

Locally, InnServices mirrors the utility model already successfully applied in the electricity sector: InnPower uses the same corporate model to serve the electrical distribution needs of Innisfil and a portion of South Barrie.

Innisfil is among Ontario's fastest-growing municipalities, with population growth estimated at approximately 3.45% annually and a current population approaching 50,000, up significantly from 43,326 in the 2021 Census. Simcoe County's Land Needs Assessment projects that

approximately 20% of all County growth between 2022 and 2051 will occur in Innisfil, with the majority of County growth concentrated in the southern regional market area comprising Innisfil, New Tecumseth, and Bradford West Gwillimbury. Accommodating this growth requires water and wastewater infrastructure investment at a scale that challenges the financing tools available under current municipal and MSC structures.

The WWPC model could improve water and wastewater services in the following ways:

- **Larger balance sheet and enhanced capital access:** A WWPC serving a regional area would have a materially larger revenue and asset base, supporting greater debt capacity and improving access to infrastructure financing. This is the same rationale that originally led to InnServices' creation: the MSC structure enabled borrowing beyond the standard municipal annual repayment limit.
- **Reduced duplication of assets and costs:** A regional WWPC could eliminate redundant treatment, administrative, and operational infrastructure across participating municipalities, reducing per-unit costs for both capital and operations.
- **Potential for alternative financing structures:** If future provincial regulations allow for institutional equity partners (such as pension funds), a WWPC could access forms of capital not currently available under the Municipal Act or MSC regulations — though this would need to be carefully scrutinized (see Section 5 below).
- **Strengthened long-range planning:** An arm's-length corporation with its own board, financial statements, and mandate is better positioned for rigorous 25-50 year infrastructure planning than a municipal department balancing multiple competing budget priorities. InnServices already has experience with and maintains an arm’s-length corporation with its own board, financial statements and mandates.

Question 2: What is Innisfil’s current and future fiscal circumstances as it relates to water and wastewater service delivery?

InnServices currently operates on a user-pay, full-cost-recovery basis, funded through:

- Water and wastewater rates;
- Development charges tied to capital expansion;
- Federal and provincial grants and infrastructure programs; and

- Reserve funds.

Innisfil faces a capital program approaching $1 billion over the next 10 years driven by growth, asset renewal, and system resiliency requirements. Future funding may necessarily include debt, supplementing rates, development charges, and government grants. A WWPC with a broader municipal ownership base and potentially different financing authorities could substantially expand the available envelope for infrastructure investment.

Question 3: What steps are you currently taking to achieve your water and wastewater infrastructure goals, including investments to support growth, asset management, and system resiliency?

InnServices has taken the following steps toward its infrastructure goals:

- **Asset Management Plan:** InnServices maintains a current Asset Management Plan (AMP) aligned with Ontario Regulation 588/17, providing a detailed inventory, condition assessment, and lifecycle cost projection for all water and wastewater assets.
- **Growth-driven infrastructure investment:** InnServices has built over $200 million in new water and wastewater infrastructure since its creation, directly enabling residential and employment growth in Innisfil.
- **Regionalization study:** InnServices and the Town of Bradford West Gwillimbury have jointly awarded an RFP to examine how both systems can collaborate toward a regionalized utility, covering shared service delivery, capital planning, and governance options.
- **Transmission to Bradford:** InnServices currently transmits water to Bradford West Gwillimbury, demonstrating an existing inter-municipal service relationship that a WWPC could formalize and expand.
- **Utility governance model:** The MSC structure since 2016 has provided disciplined utility-style governance, full-cost accounting, independent financial statements, and a professional Board of Directors with independent members — all features that support a smooth transition to a WWPC structure.
- **Investing in the growth of our communities:** InnServices has invested over $48M in infrastructure in advance of development charges to support and advance growth.

Question 4: How would independent governance benefit your water and wastewater systems?

InnServices already operates under a form of independent governance through its MSC structure. The key benefits of the WWPC's more formalized independence are:

- **Expanded financial toolkit:** An independent corporation may be better positioned to access capital markets, issue bonds, and potentially attract institutional equity, providing greater financial flexibility than either a municipal department or a standard MSC.
- **Dedicated infrastructure mandate:** A WWPC would have a singular statutory mandate for water and wastewater services, insulating infrastructure decisions from broader municipal budget trade-offs.
- **Regulatory and rate clarity:** Independent rate-setting and reporting structures, subject to ministerial oversight, could provide customers and investors with greater predictability and transparency.
- **Professionalized governance:** An independent board with competency-based appointments brings commercial acumen and sector expertise that may not always be available through elected representation alone.

InnServices' decade-long operation as an MSC demonstrates that independent governance of water and wastewater services can deliver results while maintaining full public accountability — a fact that strengthens the Town's submission as a credible candidate for the WWPC model.

Question 5: How does your proposal improve efficiency and generate economies of scale?

A regional WWPC led by Innisfil — may generate economies of scale through:

- **Consolidated operations:** Shared operations, maintenance crews, equipment, and dispatch across a larger service territory reduces per-connection operational costs.
- **Procurement leverage:** Larger-scale procurement for chemicals, equipment, contracts, and capital projects could improve value for ratepayers.
- **Administrative consolidation:** Shared finance, billing, human resources, IT, and regulatory compliance functions eliminate duplication across multiple organizations.

- **Capital planning optimization:** A regional asset management and capital plan avoids redundant investments (e.g., parallel treatment capacity) and enables better sequencing of projects.
- **Talent attraction and retention:** Larger organizations with clearer career paths, competitive compensation structures, and professional development programs may be better able to attract and retain specialized water and wastewater professionals — an increasingly important consideration given the sector's workforce challenges.

The existing operational relationship with BWG, the proximity to New Tecumseth, and the RFP already underway provide a strong foundation from which a regional WWPC could be built efficiently.

Question 6: Are you willing to merge your water and wastewater systems into a public utility with surrounding systems?

The Board and Council have endorsed the exploration of a regionalized utility with Bradford West Gwillimbury and New Tecumseth, reflecting an openness to exploring merged water and wastewater systems where it serves ratepayers and the broader community interest. InnServices is willing to pursue this concept under the WWPC model, provided that:

- The governance structure provides Innisfil-appropriate representation on the WWPC board relative to the assets and customers it brings;
- The financial terms of any asset transfer or consolidation are equitable and protect the interests of Innisfil ratepayers;
- The transition process is locally led, with clear timelines, sequencing, and regulatory certainty; and
- Labour relations implications, existing contracts, and collective agreements are managed appropriately through the transition (as the proposed Bill 98 amendments contemplate). [4]

5. Risks and Concerns

While staff recommends a conditional expression of interest, Council and the Board should be fully aware of the following risks. These do not preclude submission but should form the basis of InnServices' advocacy for safeguards in future regulatory consultations.

5.1 Transfer of Local Control to the Province

The most significant risk is the legislative structure of the WWPC Act itself. The Act gives the Minister of Municipal Affairs and Housing broad powers to: *designate corporations by regulation; prescribe the composition and appointment of boards of directors*; *govern share issuance and transfer*; *require municipalities to deliver services exclusively through a WWPC*; and *transfer employees, assets, liabilities, rights, and obligations*. Critically, once a municipality is prescribed, it must deliver services exclusively through the WWPC — and the Act provides authority to **require** municipalities to participate, not merely invite them to do so. The current ERO posting is voluntary, but future regulatory instruments may not be.

Put plainly: an expression of interest today does not guarantee that the terms of participation tomorrow will reflect Innisfil's interests. Once in the model, the ability to exit or renegotiate fundamental governance terms may be limited. **This is the primary risk that the Board and Council must acknowledge and for which it should seek explicit protections before any formal transfer.**

5.2 Uncertainty Around Private Equity and Ownership

The current Act, as originally introduced, contains no explicit legislative requirement for full public ownership of WWPCs — a gap identified by legal analysis commissioned by CUPE. While the spring 2026 amendments under Bill 98 explicitly prohibit private ownership, these amendments are subject to change by future regulation. The Province's stated model is fully publicly owned, and the current legislation as amended reflects that commitment. However, InnServices and the Town should monitor the regulatory environment closely, as any future opening to private equity would change the fundamental nature of the model may require the Board and Council's reassessment.

5.3 Debt Structure and Financial Risk

Proposed amendments confirm that long-term municipal debt will **not** transfer to a WWPC, but the Act does authorize regulations that may require a WWPC to make payments to a municipality in relation to debt incurred for transferred capital works. This creates a potential structural separation between control (which moves to the WWPC) and debt obligation (which may remain with or be shared with the municipality).

InnServices is not in this situation since assets were transferred at the inception of the MSC. However, it does suggest that the financial modelling required to understand InnServices' full exposure under various scenarios — particularly given the approaching $1B capital program —

will be significant. Staff should ensure that any expression of interest notes the need for detailed financial transition modelling as a prerequisite to formal commitment.

5.4 Governance and Rate Oversight

Under the WWPC model, rate plans may be subject to oversight by the Minister of Municipal Affairs and Housing. While ministerial oversight provides accountability, it also introduces a layer of rate-setting risk: the Province's priorities may not always align with Innisfil ratepayers' interests, and the timeline and process for rate approvals could introduce operational uncertainty. InnServices should advocate for a rate oversight model analogous to the Ontario Energy Board for electricity — professional, independent, and insulated from short-term political pressures.

5.5 Labour and Transition Risk

Any asset and service transfer carries HR and labour relations implications. The proposed amendments do contemplate continuity of employment and collective agreements, but the mechanics of a multi-municipality transition would require careful planning. InnServices' existing workforce has been built within the MSC culture; any broader regional integration must be managed thoughtfully to retain institutional knowledge and service continuity.

5.6 Timing and Regulatory Uncertainty

The WWPC Act is not yet in force. Many of the critical operational, governance, and financial details are to be determined by regulation, which has not yet been promulgated. Submitting an expression of interest before the full regulatory framework is known is inherently speculative. The *"expression of interest"* approach is deliberately calibrated for this reason: it expresses openness to dialogue without committing the Town to specific terms it has not yet been able to evaluate.

6. Proposed Conditions for the Expression of Interest

Staff recommend that the expression of interest include the following explicit conditions and asks:

1. **Locally-led implementation:** Any regional WWPC incorporating InnServices should be locally initiated and governed, not provincially imposed.

2. **Governance representation:** Innisfil's representation on the WWPC board should reflect its proportional contribution of assets, customers, and revenue.
3. **Legislative public ownership protection:** The Town may request that public ownership protections be entrenched in statute, not merely regulation, to protect against future changes.
4. **Independent rate oversight:** The Town may request that rate-setting be subject to independent regulatory oversight, rather than ministerial discretion.
5. **Financial transition modelling:** A full financial impact assessment should be completed and shared with the InnServices Board and Council before any binding commitments.
6. **No compelled participation:** The Town requests assurance that voluntary expression of interest will not be used as the basis for any future mandatory prescription.
7. **RFP alignment:** The Province should recognize InnServices' existing regionalization work with Bradford West Gwillimbury as the foundation for any Simcoe County WWPC, allowing that work to proceed and inform the structure.

7. Recommended Expression of Interest

Staff recommend that the submission to MMAH respond to the six ERO questions as follows (summarized):

1. **Why interested / how it will improve services:** Innisfil is one of Ontario's fastest-growing municipalities with close to $1B in capital infrastructure needs over the next 10-15 years. The WWPC model builds on InnServices' existing MSC structure and the Town's Board/Council-endorsed direction toward regionalization. It offers potential access to larger balance sheets, economies of scale, and reduced duplication across Simcoe County's southern growth corridor.
2. **Fiscal circumstances:** InnServices is currently debt-free but faces a capital program approaching $1B driven by growth. Future funding may include debt alongside rates, development charges, and government grants. Expanded financing authority through a WWPC could meaningfully support this program.
3. **Steps already underway:** InnServices has an active Asset Management Plan, has built $200M+ in infrastructure since 2016, transmits water to BWG, and has jointly awarded an

RFP with BWG to advance regionalization. These are concrete, tangible steps that demonstrate readiness.

4. **Independent governance benefits:** InnServices has operated under independent governance since 2016. A WWPC provides expanded financial tools and a singular infrastructure mandate. The utility model — proven in both the water sector (InnServices) and electricity sector (InnPower) in Innisfil — is the right model for this scale of infrastructure.

5. **Efficiency and economies of scale:** A regional WWPC covering Innisfil and other South Simcoe municipalities would potentially consolidate operations, procurement, administration, and capital planning across three adjacent fast-growing communities — reducing costs and improving service.

6. **Willingness to merge:** Yes, subject to equitable governance representation, fair financial transition terms, and adequate protection of ratepayer interests. The Town is an active participant in regional water conversations and has the existing relationships and infrastructure connections to make this work.

8. Conclusion

InnServices Utilities Inc. and the Town of Innisfil are in a uniquely strong position to respond constructively to the Province's invitation. An established MSC, a decade of utility-model experience, a progressive regionalization agenda, and an existing inter-municipal service relationship with Bradford West Gwillimbury all position Innisfil as a credible, ready partner. At the same time, the regulatory framework is still taking shape, and key risks — particularly the potential for provincial control over governance and rates — must be actively managed.

An expression of interest is the right response: it keeps Innisfil in the conversation, reflects the Board and Council's openness to dialogue, and positions InnServices as a proactive contributor to shaping the WWPC model — rather than a reluctant recipient of provincially imposed terms. Staff recommend that the Board and Council authorize the submission on the terms outlined in this report, with a direction for staff to continue monitoring regulatory developments and to report back prior to any further commitment.

Prepared By: **Danny Persaud, President & CEO**

Noise Exemption Request – Friday Harbour

Staff Report DSR-101-26

To: Mayor, Deputy Mayor, and Members of Council

From: Mitchel Harris, Manager of Municipal Law Enforcement

Date: June 24, 2026

Executive Summary:

- Friday Harbour previously submitted a noise exemption request for May 15 – October 31, 2026, to support their outdoor entertainment programming, which includes amplified music. Council approved a modified application with a September 7th end date.
- A new noise exemption application was received for Saturday September 19th from 12:00pm to 11:00pm
- Council hears exemption requests to Noise By-law 076-22 as amended for noise contained in subsection 3 of Appendix 1 in a Commercial Area, which includes noise from amplified sound equipment.
- Staff are recommending approval of this one additional date request. Council may approve, deny or modify the application.

Recommendation:

1. **That Staff Report DSR-101-26 and Application regarding Noise Exemption Request – Friday Harbour dated June 24, 2026, be received; and**

2. **That the noise exemption request be approved as outlined in Option 1 with the following conditions:**

    a. **Outdoor amplified sound must be limited to the approved date and times; and**
    b. **Breach of any of the terms or conditions shall render the exemption null and void; and**
    c. **The Town reserves the right to revoke the noise exemption permit at its discretion.**

Background:
Council adopted By-law 010-24, a By-law of The Corporation of the Town of Innisfil, to amend By-law No. 076-22 respecting the emission of sounds to require noise exemption permits in Commercial Areas. This by-law amendment updated the delegated authority staff had to approve noise exemption requests from the prohibitions contained in subsection 3 of Appendix 1 in a Commercial Area, being “The sound from or created by audio or visual device, public address system, sound equipment, loud speaker, or any musical or sound producing equipment of whatever kind when the same is played or operated in such a manner or with such volume as to disturb the peace, quiet, comfort or repose of any individual in any office, dwelling house, apartment, hotel, hospital, or any other type of residence”. These types of requests are now heard and decided by Council. When these requests come to Council, the public would have an opportunity to provide their comments to Council prior to a decision being made.

Friday Harbour has applied for and have had approved noise exemption permits in 2024, 2025 and 2026. On January 21, 2026, staff received a noise exemption request from Friday Harbour for their outdoor community events, including live music, animation and entertainment taking place at the Beach Club, CIBC Pier, Lake Club and Promenade retail area from May 15, 2026, to October 31, 2026. Earlier this year Council approved an amended application with an end date of September 7, 2026.

On June 17th, 2026, staff received an additional noise exemption request specifically for September 19th from 12:00pm to 11:00pm for the CIBC Pier and Promenade retail area.

Analysis/Consideration:
Staff have received several concerns regarding noise emitted from Friday Harbour properties in past years. While concerns have been raised staff have not noted any breaches of exemption terms during previous exemption periods.

At the time of authoring this report, staff have received 2 inquiries from residents regarding noise emanating from Friday Harbour this year. In both situations, the inquiries were deemed unfounded meaning that noise levels were not in breach of the current conditions on the property. Officers have also conducted 11 proactive patrols so far this year and found no contraventions of the by-law or the approved exemption.

Staff noted that Friday Harbour was receptive and responded to officers when we communicated about calls received. Friday Harbour took their own decibel measurements and worked with the officers to address any concerns at the time. Staff have also been advised this will be the last noise exemption ask for the 2026 season.

Based on the analysis noted above, staff are recommending this additional one day exemption request be supported with the same conditions noted on the approved 2026 exemption permit and outlined below.

In considering the noise exemption permit request Council has the following options:

- **Option 1 (Staff recommended)** – Approve the noise exemption request with conditions a), b) and c).
    a) Outdoor amplified sound must be limited to the approved day and times.
        - September 19, 2026, from 12:00pm to 11:00pm
    b) Breach of any of the terms or conditions shall render the exemption null and void.
    c) The Town reserves the right to revoke the noise exemption permit at its discretion.

- **Option 2** – Council may amend the days and or times requested on the application and grant the amended request.

- **Option 3** – Council may deny the noise exemption request.

- **Option 4** – Council may grant the request with such terms and conditions as they see fit.

Of the four options identified above, Staff are recommending Option 1. This option will allow Friday Harbour to continue to provide recreation/event opportunities to residents and visitors alike while ensuring outdoor amplified noise is only permitted/expected during specified dates and times, as identified on the application found in Attachment 1, providing clear expectations and balance for the community.

Staff note that this exemption is for one additional day given that Council had reduced the requested timing for 2026 events submitted initially by Friday Harbour. Staff understand that this will be the only additional day requested by Friday Harbour beyond the noise exemption request previously approved by Council.

Community Strategic Plan Alignment:
This report aligns with the Guiding Values of Community First and Balance Always in addition to the following Priorities in the Town's Strategic Plan 2030. Priority #2 Grow – Build and diversify the local economy specifically 3.3 to grow local businesses, building a more diverse economy including thriving main streets; Priority #3 Connect – 3.5 Deliver more year-round activities and events to encourage community togetherness, belonging and well-being; and Priority #4 Serve – Based on Council's decision Staff will uphold the conditions of the by-law and the application if approved. We will continue to review our investigative practices to ensure that we are responding to all community concerns in a fair and impartial manner.

Financial Consideration:
There are no financial considerations for this report.

Local Impact:
Noise emanating from Friday Harbour events has been a concern from the surrounding neighbourhood for some time. The conditions listed in Option 1 seek to provide a balance between the permitted events hosted by Friday Harbour in their designated spaces with the potential impact to the surrounding neighbourhoods.

Options/Alternatives:
Council may choose any option provided in this report in response to this noise exemption request.

Conclusion:
Of the four options identified above, Staff are recommending Option 1 as this option will allow Friday Harbour to provide recreation/event opportunities to residents and visitors alike, while ensuring outdoor amplified noise is only permitted/expected during specified dates and times providing clear expectations and balance for the community. Staff will be continuing to monitor, log, respond, and track public concerns received in 2026 for further evaluation.

Finally, Staff would like to confirm that residents can contact the Town's Municipal Law Department at 705-436-3710 to report their noise or other concerns. Reporting these concerns through the proper Town channels ensures Staff can be dispatched to respond, as well as accurately track community concerns. Staff will be monitoring these calls over the summer season for review/consideration in any future noise exemption requests.

Prepared By:
Mitchel Harris, Manager of Municipal Law Enforcement

Approved By:
Andria Leigh, Director of Planning and Growth

Attachments:
Attachment 1 – Noise Exemption Permit Application - Friday Harbour

Reference Material:
Community Strategic Plan

Corporation of the Town of Innisfil
2101 Innisfil Beach Road
Innisfil, Ontario L9S 1A1

Tel: (705) 436-3710 (local)
Tel: (888) 436-3710 (toll free)
www.innisfil.ca

Application for Noise Exemption Permit under Consolidated Noise By-Law No. 076-22

Date Submitted: 14th June 2026

Applicant Information (Please Print)

Applicant Name: Iniyan Vijay	**24 Hr Contact Tel #:** [redacted]
Company: Friday Harbour Resort	**EMail:** [redacted]
Address: 3999 Friday Drive	
City: Innisfil **Postal Code:** L9S 0J7	**Applicant is a Business:** ✓ **or, an Individual:**

Location: Friday Harbour Outlets
CIBC Pier, Promenade (Retail Area)

Exemption Request Time & Date: September 19th, 2026
Saturday: 12:00pm to 11:00pm

REASON FOR REQUEST:
Outdoor community event with live music, animation and entertainment

Personal information collected on this form is pursuant to the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), and will be used for the purpose of reviewing this application. Please note the site address will be posted on the Town's website if an exemption is granted. Questions about this information collection should be directed to the Community Development Standards Branch at the Town of Innisfil, 2101 Innisfil Beach Road, Innisfil, ON L9S 1A1 705-436-3710 ext. 3530.

Conditions and/or Limitations:

__x__ $398.90 Fee* (waived for resident activities at their home) (*subject to changes in the Fees & Charges By-law)

____ "3-Strike Rule" per the By-law

Fireworks require a separate permit from Innisfil Fire & Rescue Services.

Applicant Signature

Revised 2025

2026 Asset Management Progress Report

Staff Report DSR-097-26

To: Mayor, Deputy Mayor, and Members of Council

From: Trish Kernen, Business Performance Specialist

Date: June 24, 2026

Executive Summary

- This report fulfills the annual reporting requirements of Ontario Regulation 588/17 and provides Council with an update on asset management progress for the Town of Innisfil and InnServices for 2026.
- Over the past year, both organizations continued to strengthen asset management practices through improved asset data, system modernization initiatives, and alignment with long-term financial planning.
- These advancements support more informed evidence-based decision making by improving the connection between asset condition, service delivery, and financial sustainability.
- There are no factors currently impeding compliance or implementation of the Asset Management Plans, and ongoing initiatives reflect the normal progression of a maturing asset management program.

Recommendation:

That Staff Report DSR-097-26 regarding the 2026 Asset Management Progress Report dated June 24, 2026 be received for information.

Background:

Ontario Regulation 588/17: *Asset Management Planning for Municipal Infrastructure* requires municipalities to prepare and publish an annual update on the progress of their asset management planning activities by July 1 of each year.

Section 9 of the Regulation requires municipalities to report on progress in implementing their asset management plan, any factors affecting implementation, and strategies to address those factors.

This Staff Report fulfills the annual reporting requirements of O. Reg. 588/17 on behalf of the Town of Innisfil and InnServices. It provides Council with a high-level update on asset management progress and confirms continued advancement of the program.

A detailed summary of progress, initiatives, and areas of ongoing focus is provided in Attachment 1 – 2026 Asset Management Progress Report, which serves as the primary reporting document.

Analysis/Consideration:

Over the past year, the Town and InnServices continued to advance their asset management programs through targeted improvements to asset data, system modernization, and long-range financial planning. Key initiatives include enhanced roadway condition data collection, expansion of natural asset inventories, progress toward a computerized maintenance management system for InnServices, and continued alignment with long-range financial planning.

These advancements strengthen asset management maturity and support more informed, evidence-based decision making. They also improve the connection between asset condition, service delivery, and financial sustainability across both organizations.

There are no factors currently impeding the successful implementation of the Asset Management Plans or compliance with O. Reg. 588/17. Ongoing work related to data maturity, financial alignment, and risk-informed decision making reflects the normal progression of a maturing asset management program and will continue to be addressed through planned initiatives and annual progress reporting.

Community Strategic Plan Alignment:

The Asset Management Progress Report supports the Town's Strategic Plan 2030 by advancing the following objectives:

- **Implement a comprehensive asset management program** so that we know the condition of our infrastructure assets and can prioritize investments to meet the needs of tomorrow.
- **Measuring our service levels** and always look for opportunities to streamline how we work so that we deliver services more efficiently and make the most of our organization capacity.

Asset management supports the inspection, maintenance, and renewal of infrastructure to ensure services are delivered reliably and in a financially responsible manner.

Financial Consideration:

No financial implications required for this report at this time.

Local Impact:

Innisfil residents benefit directly from effective asset management planning through reliable service delivery and infrastructure maintained in a state of good repair. Ongoing monitoring of service levels by both the Town and InnServices helps ensure community expectations are understood and supported through evidence-based maintenance and capital planning.

Options/Alternatives:

This report is being provided for informational purposes only. The Town is required to publish the annual progress report by July 1, 2026, to remain compliant with O. Reg. 588/17.

Conclusion:

This report fulfills the annual reporting requirements of O. Reg. 588/17 and provides Council with an update on asset management progress since approval of the 2025 Asset Management Plans. The 2026 Asset Management Progress Report demonstrates continued advancement by both the Town and InnServices in strengthening asset management practices, improving data, and supporting long-term planning. These efforts support ongoing compliance with the Regulation and reinforce informed and financially responsible decision making for municipal infrastructure.

Prepared By:
Trish Kernen, Business Performance Specialist
Ken Schuyler, Head of Enterprise Strategy & Business Planning

Approved By:
Laura Thompson, Director of Strategic Initiatives

Attachments:

Attachment 1 – 2026 Asset Management Progress Report

Reference Material:

DSR-102-25 2025 Asset Management Plan

Community Strategic Plan



2026 Asset Management Progress Report

Tracking progress towards long-term infrastructure sustainability

Executive Summary

The 2025 Asset Management Plans (AMPs) established the Town and InnServices' direction for managing municipal infrastructure and strengthening asset management practices across the organization.

In accordance with Ontario Regulation 588/17, this report provides an update on the asset management progress made since the AMPs approval, the challenges encountered, and the strategies identified to continue improving the asset management program.

Both organizations have made progress in several key areas, including roadway condition, natural asset data, long-range financial planning, and operational system modernization. The report outlines this work, highlights ongoing initiatives, and identifies opportunities to further strengthen the Town and InnServices' asset management maturity.



Year in Review

- **CityROVER launched** to modernize roadway inspections and improve pavement condition data.
- **7,500 trees inventoried** to support natural asset management.
- **Long-Range Financial Plan advanced** to support long-term capital sustainability.
- **InnServices CMMS implementation underway**, supporting improved work order management and asset tracking.
- **Updated asset inventories** across multiple service areas for more reliable lifecycle and risk analysis.

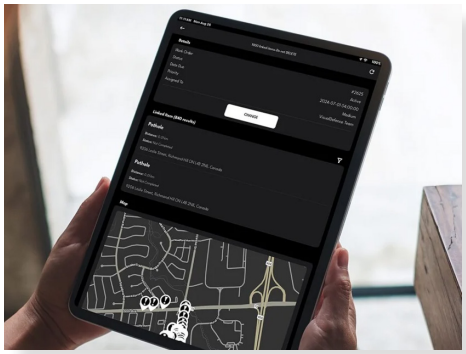
What's New?

Since the approval of the 2025 Asset Management Plans (AMPs), both the Town and InnServices have advanced their asset management program across several key areas. For the Town, progress has been made in the collection of roadway information, natural asset data, and long-range financial planning. InnServices has also advanced its asset management practices through ongoing system improvements, modernization initiatives, and continued updates to asset inventories.

These collective efforts continue to strengthen asset management maturity of both organizations, improve the reliability and completeness of asset information, and support more proactive and coordinated planning for future infrastructure needs.

Spotlight on CityROVER

One of the most significant advancements this year has been the introduction of **CityROVER**, an AI-enabled road inspection platform that has modernized how road condition data is collected and reviewed. CityROVER captures roadway images, identifies and geotags surface defects, and produces clear condition metrics and maps for staff.



Since its implementation in October 2025, CityROVER has:

- **Reduced inspection time,** enabling staff to focus on planning and coordination
- **Improved consistency in condition scoring** using standardized assessment methods
- **Accelerated maintenance planning**, with faster creation of data-driven work lists
- **Provided more frequent updates**, giving the Town a current and defensible picture of pavement condition.

Overall, CityROVER is strengthening roadway asset management by delivering faster, more reliable data and supporting more proactive maintenance and planning.

Why CityROVER matters for Asset Management

- Faster, streamlined road inspections
- Clear, objective condition data
- Earlier identification of maintenance needs
- Stronger support for evidence-based decisions

Spotlight on InnServices CMMS

A key focus area for InnServices is the preparation and planning for the implementation of a new computerized maintenance management system (CMMS), aimed at improving the tracking, consistency, and use of asset and maintenance data for water and wastewater systems.

Work is currently underway to establish the foundations for a successful rollout. This includes reviewing existing processes, preparing and validating asset data, and aligning maintenance activities, inspections, and asset information within a more structured and standardized framework. These efforts will support improved documentation of work orders, inspections, and maintenance history, while enabling clearer alignment of assets across the organization.

Once implemented, the CMMS is expected to provide a more reliable and integrated data foundation to support maintenance planning, asset lifecycle management, and long-term financial and risk-based decision-making.

Why the CMMS matters for Asset Management

- More consistent tracking of work orders and inspections
- Improved accuracy and alignment of asset and maintenance data
- Stronger support for proactive maintenance planning and long-term decisions

Other Advancements



7,500 trees inventoried

- Inventory completed for 7,500 boulevard trees, including location, species, and condition
- Supports climate resilience and natural asset planning



Long-Range Financial Plan

- Establishes a Town-wide approach to long-term capital funding
- Strengthens financial sustainability and evidence-based decison-making

What's Next?

As required under O. Reg. 588/17, this section outlines the key asset management challenges currently being addressed by the Town and InnServices, along with the high-level responses planned to continue strengthening the program. These reflect shared priorities for the coming year and beyond.

Strengthening asset data and consistency
Asset data and supporting processes continue to require refinement to consistently support long-term planning and decision-making. Focus will remain on improving asset inventories, condition information, and internal consistency as new data becomes available, supporting more reliable and coordinated planning across both organizations.

Advancing risk-informed decision-making
Approaches to assessing and applying risk vary across asset categories, limiting consistent prioritization. Work will focus on applying a more consistent, organization-wide risk lens, beginning in the fall, to better support maintenance and capital planning decisions.

Maintaining alignment with financial planning
Long-term infrastructure needs must continue to align with available financial resources. The Town and InnServices will continue to align asset lifecycle needs with long-range financial planning and budget decisions, using improved data and forecasting to inform sustainable investments.



5-Year Outlook

2026
- Council onboarding

2027
- Annual Progress Report
- Asset Management Policy update

2028/2029
- Annual Progress Reports
- Alignment with Municipal Budget

2030
- Annual Progress Report
- Asset Management Plan update

Procurement Annual Report - 2025

Staff Report DSR-098-26

To: Mayor, Deputy Mayor, and Members of Council

From: Robin Gallo, Supervisor of Procurement

Date: June 24, 2026

Executive Summary:

- The purpose of this report is to provide to Council the annual summary report of the applicable procurements from 2025 that were procured through a Single, Sole or Emergency purchase method and any acquisitions where the provisions of the Purchasing By-law were waived.

Recommendation:

That Staff Report DSR-098-26 regarding the Procurement Annual Report - 2025 dated June 24, 2026, be received for information.

Background:
In accordance with the Town's Purchasing By-law 032-17(the By-law), section 6.1.2, iii and iv, the Supervisor of Procurement will prepare an annual summary report for the Treasurer to present to Council for:

> ii: all Single, Sole and Emergency purchase acquisitions that meet or exceed the thresholds outlined in Schedule B ($25,000 or more).
>
> iii: all acquisitions where the provisions of the Purchasing By-law were waived.

In the past, the annual summary report has been presented to the Audit Committee and then included in the subsequent staff report to Council on the audit results. As of last year, the Procurement Annual Report has been provided to Council on its own staff report for information.

Analysis/Consideration:
In public procurement, there is a requirement embedded within lower and upper-tier Purchasing By-laws, policies, domestic and international trade treaties to procure goods and services in an open, fair and transparent manner.

Standard procurement methods support this requirement by either invitational competition or open competition opportunities. These competitive bid opportunities are typically conducted through the public entities electronic bidding system. The Town uses bids&tenders bidding platform. There are, however, non-standard methods of procurement that are permitted to be undertaken in certain eligible circumstances. More commonly known as single, sole and emergency purchasing but can also be referred to as limited tendering.

Single Sourcing is a non-standard method of procurement whereby goods or services are acquired from a single supplier, although there may be other suppliers in the market that can provide comparable goods or services.

Sole Sourcing is a non-standard method of procurement whereby goods or services are acquired from a supplier where there are no other suppliers for those goods or services due to specific circumstances such as exclusive rights, patents, licensing, etc.

Emergency Purchasing is a non-standard method of procurement whereby goods or services are acquired under specific circumstances such as protection of public property, protection of human, animal, plant life, health or preventing/alleviating a threat to same, etc.

While most public procurements are conducted through standard methods (competitively), there are times when procuring in a non-standard method is appropriate.

The By-law and domestic and international trade treaties outline the eligible reasons when a public entity is permitted to procure in a non-standard method. The eligible reasons are clearly outlined and only if the procurement meets one or more of the eligible reasons, is it permitted. Otherwise, the standard method of procurement is required.

In rare cases, Town staff may request Council to approve waiving the provisions of the By-law. This is generally pursued if standard or non-standard method of procurement is not suitable for the circumstance.

There are procedures, internal controls and signing authority measures that are undertaken to review and approve the use of non-standard procurements. Any single, sole or emergency purchase that has a value of more than $50,000.00 is required to have a staff report for information. The summary of those transaction details is outlined in the attached 2025 Single, Sole and Emergency Procurement Summary.

The percentage of Single and Sole Sourced contracts conducted in 2025 represents a total of 5% of the total competitive bid contracts created through Procurement Services for the year:

1. Single and Sole Sourcing Procurements – Count: 6 - $817,604.50 (excluding HST).
2. Emergency Purchases – Count: 3 – $659,525.80 (excluding HST).
   Note: costs are still being tracked by the Finance Service Area in collaboration with Operations Service Area for the IRC Roof Fire.
3. Provisions of the Purchasing By-Law were waived by Council – Count: 1 - $3,531,000.00 (excluding HST).

Community Strategic Plan Alignment:
This report aligns with the Town's Strategic Plan 2030, Priority #2 – Sustain, Goal #3 – Ensure continued financial sustainability.

Financial Consideration:
There are no financial implications associated with this report. Funds required for procurement are verified against approved budgets. Purchase orders are issued after confirmation of budgeted funds to commit and allocate the funds to the specific procurements.

Local Impact:
Respecting the best interests of the Town and the taxpayers is of the upmost importance. As part of the Town's procurement principles to procure in an open, fair and transparent manner to obtain the best value, it will include a combination of competitive and non-competitive bidding methods.

Options/Alternatives:
There are no options or alternatives proposed within this report as this is provided for information purposes only.

Conclusion:
This report provides a summary of the 2025 procurement activities that were procured through single, sole or emergency purchase methods, or whereby the provisions of the by-law were waived, in accordance with the Town's Purchasing By-law 032-17.

Prepared By:
Robin Gallo, Supervisor of Procurement

Approved By:
Audrey Webb, Treasurer
Olena Shkarovska, Manager of Legal Services

Attachments:
Attachment 1: 2025 Single, Sole and Emergency Procurement Summary

Reference Material:
Community Strategic Plan

Attachment 1 – 2025 Single, Sole and Emergency Procurement Summary

Procurement #	Type of Procurement	Description	Permissible Reason(s) to Procure with this Method	Staff Report	Award Price HST excluded
Q-25-124	Sole Source	Flexible Asphalt 11th Line Details: As outlined in the Staff Report DSR-005-26 that went to Council on January 14, 2026, the 11th line experienced unexpected and accelerated deterioration that was not accounted for within the capital rehabilitation program. The flexible asphalt cold technology offered a durable, long-term solution that will reduce maintenance demands and enhance road safety and minimize disruptions for residents. This product is an exclusive product of the vendor awarded. The costs were covered within the existing slurry seal program.	A good or service where there is an exclusive right, patent, copyright.	DSR-005-26 January 14, 2026	$86,500.00
Q-25-116	Single Source	Software Subscription for AI Technology to provide Pavement Condition Index Details: The software works with an existing camera on a Town patrol vehicle that is currently using AI technology for object detection. This additional cloud based software enables the Town to also collect pavement condition analysis that will help staff make data driven decisions	The procurement is for additional deliveries by the original supplier of goods or services that were not included in the initial procurement where a change of supplier for such additional goods or services cannot be made for economic or technical reasons such as requirements of interchangeability or interoperability with existing equipment, software, services or installations procured under the initial procurement and would	DSR-030-26 March 11, 2026	$62,720.00

Procurement #	Type of Procurement	Description	Permissible Reason(s) to Procure with this Method	Staff Report	Award Price HST excluded
		regarding infrastructure investments and maintenance priorities.	cause significant inconvenience or substantial duplication of costs for the Town.		
P-25-106	Single Source	Design, Contract Administration/Construction Inspection – Dock Improvements Details: Government docks at the end of 30th Sideroad and Isabella St require repair/replacement. The consultant has conducted a feasibility study and condition assessment for both docks. Due to this and a limited expertise in the market, having this consultant perform these services (design/CA/CI) will reduce duplication of efforts and additional costs for the Town if a different firm were to undertake the project.	There is an absence of competition for technical reasons.	DSR-027-25 Feb 25, 2026	$471,261.50
Q-25-11	Single Source	Fire Records Management System Details:	The procurement value is below the open competition threshold and it is in the best interest of the	DSR-042-25 March 12, 2025	$53,550.00

Procurement #	Type of Procurement	Description	Permissible Reason(s) to Procure with this Method	Staff Report	Award Price HST excluded
		Replacement of the end-of-life software for the provision of fire records management software for the Innisfil Fire Rescue Services. Multiple municipalities in Simcoe County utilize the selected replacement software and this alignment will help foster standardized data collection, reporting and resource sharing across the region, enhancing mutual aid effectiveness and reducing administration duplication costs and efforts.	Town to proceed with a non-standard procurement. .		
T-25-61	Single Source	One (1) Electric Pickup Truck Details: A tender for the EV pick up truck was issued under RFT# E-24-88, closing on February 21, 2025, with no acceptable bids received. As a result, as permitted under the By-law and trade treaties, the Town proceeded with a single sourced procurement to acquire the truck.	An open competition was conducted for the required goods and did not result in the receipt of any valid bids.	DSR-086-25 June 11, 2025	$90,833.00
Q-25-66	Single Source	Solo Decon Washer for SCBA Fire Equipment Details: Innisfil Fire and Rescue received fire protection grant funding to assist in acquiring critical equipment to	The procurement value is below the open competition threshold and it is in the best interest of the Town to proceed with a non-standard procurement.	DSR-172-74 December 11, 2025	$52,740.00

Procurement #	Type of Procurement	Description	Permissible Reason(s) to Procure with this Method	Staff Report	Award Price HST excluded
		enhance firefighter health and safety and minor infrastructure. The service area chose to procure a washer that will be used to properly wash the SCBA fire equipment for cancer prevention. The grant funding paid for the purchase.			
T-25-54	Waived the Provisions of the By-law	Innisvillage Park Construction by the Developer Details: On March 12, 2025, Council approved the waving of the provisions of the Town's Purchasing By-law 032-17. Park construction is supposed to be procured through an open competitive bidding process by the Town, however, by waving the provisions of the by-law, and allowing the developer to construct the Innisvillage park, this enabled the park to be completed one year earlier than the Town's internal staff resources would have been able to. Staff had other competing projects. This decision benefited the Town because the park was constructed earlier and residents could utilize the park without waiting until 2026 or beyond.	Staff Report went to Council requesting approval to waive the provisions of the Purchasing By-Law 032-17.	DSR-041-25 March 12, 2025	$3,531,000.00

Procurement #	Type of Procurement	Description	Permissible Reason(s) to Procure with this Method	Staff Report	Award Price HST excluded
T-25-075	Emergency Purchase	Innisfil Recreation Centre (IRC) – Fire Damage Repairs Details: A fire broke out at the IRC on May 12, 2025, with extensive damage to the roof and other areas (mechanical/electrical). Various contractors were engaged. Operations Department and Finance Service Area tracked expenses by dedicated work order.	Protect public property	Staff Report still pending from Operations Department. Costs are still being incurred. Operations Department will update Council in Fall of 2026.	Pending
Q-25-072	Emergency Purchase	Ice Storm 2025 Details: The ice storm hit Innisfil at the end of March 2025 and left extensive and widespread damage with trees, branches, debris etc. on both public and private lands, as well as loss of power to over 94% of the community. The significant amount of tree damage required both staff and third-party contractors to assist with clearing the debris from local roads, parks, trails and public spaces to ensure public safety, roadway access, and power restoration. Various contractors were engaged. Operations Department and Finance	Protect human, animal, plat life, health or prevent/alleviate a threat to same.	DSR-089-25 June 11, 2025	$462,585.24

Procurement #	Type of Procurement	Description	Permissible Reason(s) to Procure with this Method	Staff Report	Award Price HST excluded
		Service Area tracked expenses by work order.			
Q-25-48	Emergency Purchase	Flood Planning and Response 2025 Details: Winter conditions in March 2025 provided for heavy snow accumulation followed by very mild temperatures causing excessive melting whereby the Town does not typically experience such an extreme temperature fluctuation. This necessitated the Town's operations team engaging with various contractors to assist with flood mitigation planning and response measures. Operations Department and Finance Service Area tracked expenses by work order.	Comply with the Emergency Response Plan or respond to a State of Emergency Note: Section 5.1 - Actions Prior to a Declaration of Town's Emergency Response Plan:- "When an emergency exists, but has not yet been declared to exist, municipal employees are authorized to take such action(s) as detailed or authorized under the Emergency Plan. An official 'declaration of emergency' does not have to be made for this Plan to be implemented or the EOC to be activated."	DSR-089-25 June 11, 2025	$151,940.56
Total excluding HST					$4,963,130.30

Award of Contract P-24-27 – Detailed Design of 25th Sideroad from Mapleview Drive to Innisfil Beach Road, & CA/CI Services for Phase 2 Construction for 25th Sideroad from Lockhart Rd to 10th Line

Staff Report DSR-099-26

To: Mayor, Deputy Mayor, and Members of Council

From: Bobbi-Jo Duncan, Capital Project Manager

Date: June 24, 2026

Executive Summary

- The award of Contract P-24-27 for the detailed design of 25th Sideroad from Mapleview Drive to Innisfil Beach Road, along with contract administration and construction inspection (CA/CI) services for Phase 2 from Lockhart Road to 10th Line.
- Design work is expected to begin in summer 2026, with Phase 2 construction currently projected to start in 2029, supporting the long-term delivery of 25th Sideroad improvements.
- The awarded bid will be funded through the Council-approved project budget.

Recommendation:

That Staff Report DSR-099-26 regarding Award of Contract P-24-27 – Detailed Design of 25th Sideroad from Mapleview Drive to Innisfil Beach Road, & CA/CI Services for Phase 2 Construction for 25th Sideroad from Lockhart Rd to 10th Line dated June 24, 2026, be received for information.

Background:

As outlined in the Corporate Purchasing By-law 032-17, Staff are required to provide a memorandum to Council when the value of an acquisition exceeds $1,000,001 but is within the level authorized by Council. The award of the Detailed Design of 25th Sideroad from Mapleview Drive to Innisfil Beach Road, & CA/CI Services for Phase 2 Construction for 25th Sideroad from Lockhart Rd to 10th Line through Contract P-24-27 falls within this category.

Analysis/Consideration:

Request for Proposals (RFP) P-24-27 was issued through competitive bid in March 2026 and five (5) submissions were received. Evaluations of the proposals were completed, and the project was awarded to T.Y. Lin International Canada Inc. Design will commence this summer of the entire project length, including utility relocations and property acquisition. Construction of Phase 2, from Lockhart Road to 10th Line is projected to begin in 2029.

The design of the 25th Sideroad from Mapleview Drive to Innisfil Beach Road will be based on the preliminary design and phasing plan, completed in 2022.

Community Strategic Plan Alignment:

This project aligns with the following Strategic Plan Priorities and Objectives:

Priority #3 – Connect
2. Ensure a safe and reliable transportation network.

Financial Consideration:

The total awarded bid price is $1,354,403.31, including HST which will be covered through the Council-approved project budget for RDS384 – 25th Sideroad Improvements – Mapleview to Innisfil Beach Road – Urbanization and Active Transportation.

Local Impact:

Completion of this project will provide numerous benefits to the community. These include the following:

- a safe and durable roadway with increased capacity
- new active transportation infrastructure
- new traffic calming features, pedestrian crossings, and intersection improvements including the proposed roundabout at 9th Line.
- new streetscaping/landscaping features
- improvements to stormwater and drainage systems

Options/Alternatives:

This report is being provided for informational purposes only.

Conclusion:

As outlined in the Corporate Purchasing By-law 032-17, Staff are required to provide a memorandum to Council when the value of an acquisition is greater than $1,000,001 but is within the level authorized by Council. The award of the Detailed Design of 25th Sideroad from Mapleview Drive to Innisfil Beach Road, & CA/CI Services for Phase 2 Construction for 25th Sideroad from Lockhart Rd to 10th Line through Contract P-24-27 falls within this category.

Prepared By:
Bobbi-Jo Duncan, Capital Project Manager

Approved By:
Andria Leigh, Director of Planning and Growth

Attachments:

None

Reference Material:

DSR-145-25 Q3 Operating & Capital Financial Update

Community Strategic Plan

Award of Contract T-25-134 – Bayshore Road Drainage Improvements

Staff Report DSR-100-26

To: Mayor, Deputy Mayor, and Members of Council

From: Alex Papadatos

Date: June 24, 2026

Executive Summary:

- Contract T-25-134 – Bayshore Road Drainage Improvements has been awarded to Gradewell Group Inc., the lowest compliant bidder, in the amount of $2,426,102.31 including HST, following a competitive tender process that received six bids.
- In accordance with Corporate Purchasing By-law 032-17, Staff are providing this memorandum to Council for information purposes, as the contract value exceeds $1,000,001 but remains within Staff's delegated approval authority.
- Construction began in May 2026 and be completed by December 2026. Funding will be provided through the approved RDS349 Road Rehabilitation Program and RDS266 Various Roads Drainage Improvements budgets.
- The project supports the Town's Strategic Plan priorities by improving roadway safety and reliability, enhancing stormwater drainage infrastructure, and helping protect natural heritage and Lake Simcoe.

Recommendation:

That Staff Report DSR-100-26 regarding the Award of Contract T-25-134 – Bayshore Road Drainage Improvements dated June 24, 2026, be received for information.

Background:
As outlined in Corporate Purchasing By-law 032-17, Staff are required to provide a memorandum to Council when the value of an acquisition is greater than $1,000,001 but is within the level authorized by Council. The award of the Bayshore Road Drainage Improvements project through Contract T-25-134 falls within this category.

Analysis/Consideration:
A request for Tender (RFT) T-25-134 was sent out and six bids were received.

The Town's Purchasing Services conducted a bid analysis and recommended awarding the contract to Gradewell Group Inc., the lowest compliant bidder. The total awarded bid price, including HST, is $2,426,102.31.

Construction for this contract began in May 2026, with contract completion to be achieved by December 2026.

Community Strategic Plan Alignment:
This project aligns with the following Strategic Plan Priorities and Objectives:

Priorities # 2 – Sustain

1. Protect and Preserve Innisfil's natural heritage and Lake Simcoe

Priorities #3 – Connect
2. Ensure a safe and reliable transportation network.

Financial Consideration:
The total awarded bid price is $2,426,102.31, including HST which will be covered through both the Council-approved RDS349 Road Rehabilitation Program budget for any road works and the RDS266 Various Roads Drainage Improvements for stormwater works.

Local Impact:
Completion of this project will provide numerous benefits to the community, including a safe and durable roadway, and improved drainage through upgrades to the stormwater system.

Options/Alternatives:
This report is being provided for informational purposes only.

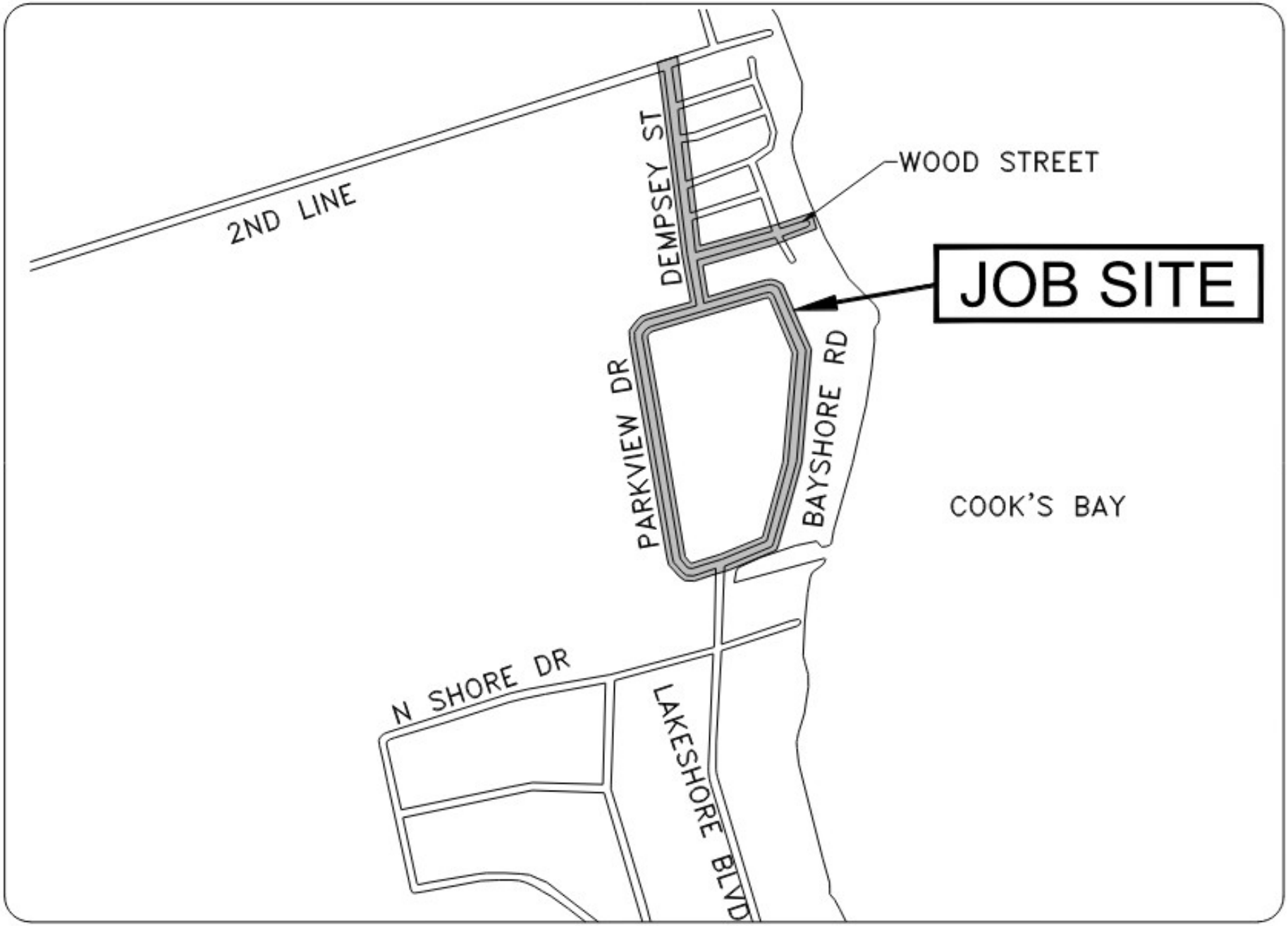
Conclusion:
As outlined in Corporate Purchasing By-law 032-17, Staff are required to provide a memorandum to Council when the value of an acquisition exceeds $1,000,001 but is within the level authorized by Council. The award of construction through Contract T-25-134 – Bayshore Road Drainage Improvements falls within this category.

Prepared By:
Alex Papadatos, Capital Project Manager

Approved By:
Andria Leigh, Director of Planning & Growth

Attachments:
Attachment 1 - Map

Reference Material:
Community Strategic Plan


2ND LINE
DEMPSEY ST
WOOD STREET
JOB SITE
PARKVIEW DR
BAYSHORE RD
COOK'S BAY
N SHORE DR
LAKESHORE BLVD

Additional Information Memorandum

By-law to Stop Up, Close, Declare Surplus and Dispose of an Unopened Road Allowance, being part Of Nelson Street, Registered Plan 162

To: Mayor, Deputy Mayor, and Members of Council

From: Lenora Booth, Law Clerk, Real Estate/Development

Date: June 24, 2026

Recommendation:

1. **That the Additional Information Memorandum regarding a By-law to Stop Up, Close, Declare Surplus and Dispose of an Unopened Road Allowance, being part Of Nelson Street, Registered Plan 162 dated June 24, 2026 be received; and**

2. **That By-law 067-2026 being a by-law to stop up, close, declare surplus and dispose of an unopened road Allowance, being part of Nelson Street, Registered Plan 162 designated as Part 1 on Plan 51R-45317 be adopted.**

Additional Information:
Council directed staff to proceed with the sale of a portion of Nelson Street, an unopened road allowance, to the County of Simcoe as outlined in Confidential Staff Report DSR-036-26 dated March 18, 2026. Public notice has now been given by posting it on the Town's website and published on the Innisfil Today's website from June 1st, 2026, to June 15th, 2026, to allow for comments from the public. Notice was also circulated to adjacent landowners and utilities, and the Town has received no written comments or objections.

Once Council has passed a by-law to stop up, close, declare surplus and dispose of the Road, the Town will be transferring a portion of Nelson Street in exchange for a transfer from the County to the Town of a portion of 3481 25th Sideroad to construct a multi-use trail on the 25th Sideroad, being Parts 17, 19 and 20 on Plan 51R-44986.

Prepared By:
Lenora Booth, Law Clerk, Real Estate/Development

Approved By:
Olena Shkarovska, Manager of Legal
Jennifer Gibson, CFO & Director of Corporate Services

Attachments:
Attachment 1 – By-law 067-26
Attachment 2 – Reference Plan 51R-45317

Reference Material: Community Strategic Plan

THE CORPORATION OF THE TOWN OF INNISFIL

BY-LAW NO. 067-26

A By-law of The Corporation of the Town of Innisfil ("Town") to stop up, close and declare surplus part of Nelson Street and the transfer of same to The Corporation of the County of Simcoe ("County")

WHEREAS the Town is the registered owner of the unopened road allowance known as Nelson Street, Registered Plan 162, Innisfil;

WHEREAS municipalities are authorized to permanently close highways pursuant to Section 34 of the *Municipal Act, 2001*, S.O. 2001, c. 25;

WHEREAS the Town deems it expedient to stop up, close and declare surplus part of Nelson Street, being Part 1 on 51R-45317 ("Road");

WHEREAS the Town has agreed to transfer the Road to the County, subject to any terms and conditions outlined in an Agreement of Purchase and Sale;

NOW THEREFORE the Council of The Corporation of the Town of Innisfil enacts as follows:

1. That the Road is permanently stopped and closed to all vehicular and pedestrian traffic and declared surplus.

2. That Council hereby authorizes the transfer of the Road to the County.

3. That the Town Solicitor is authorized to take all necessary actions to carry out the provisions of this By-law including the execution of any documentation in connection with the stopping up and closing of the Road and transfer to the County.

4. That this by-law shall come into force and take effect on the date it is registered in the Land Registry Office for the County of Simcoe.

PASSED THIS 24th DAY OF JUNE, 2026.

_____

Lynn Dollin, Mayor

_____

Jennifer Marshall, Clerk

SCHEDULE				
PART	LOT	PLAN	P.I.N.	AREA (sq.m.)
1	PART OF NELSON STREET	REGISTERED PLAN 162	PART OF P.I.N. 58064–0130 (LT)	3684.32

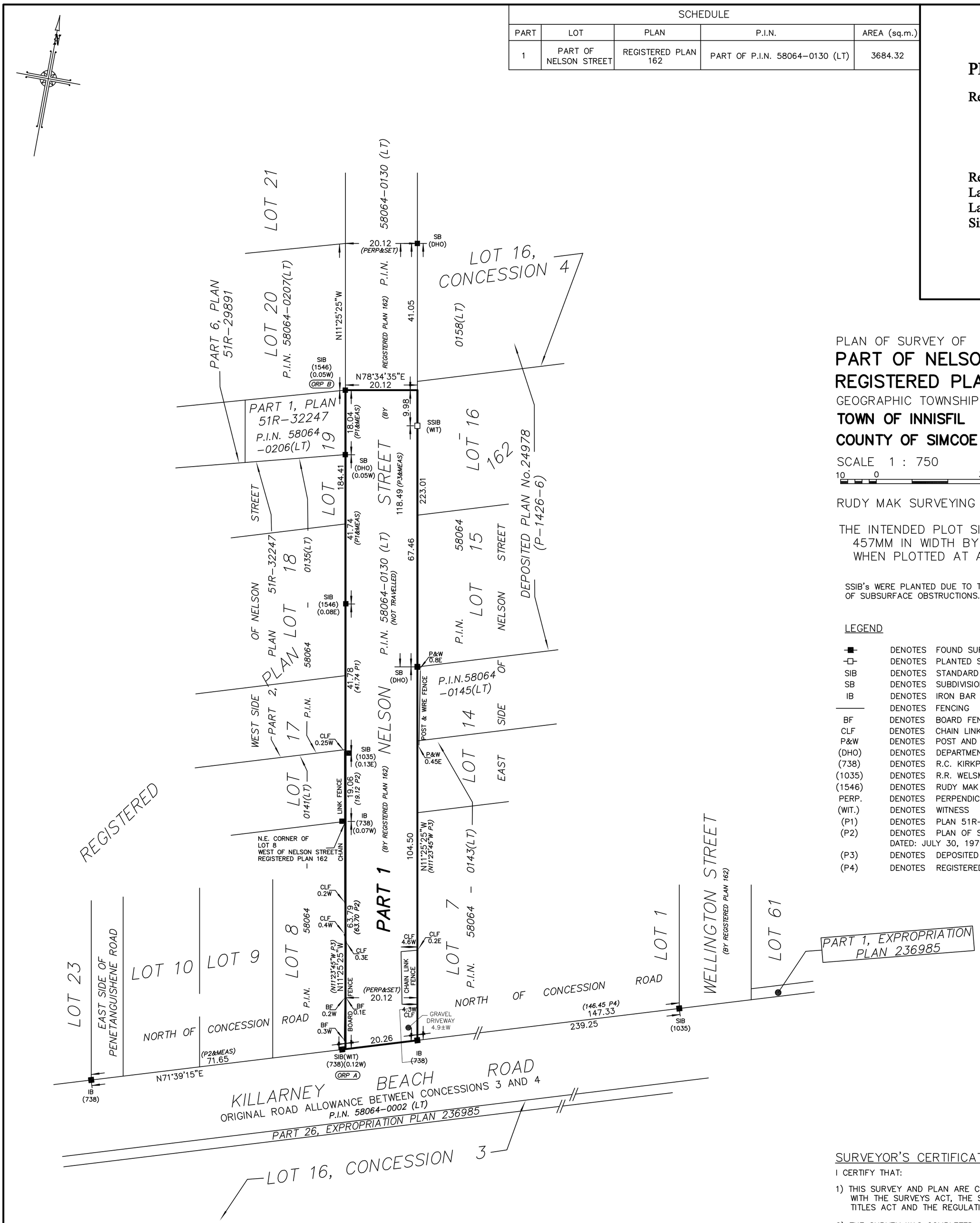
PLAN 51R-45317

Received and deposited

April 22nd, 2026

Dayna Spencer

Representative for the Land Registrar for the Land Titles Division of Simcoe (No.51)



PLAN OF SURVEY OF

PART OF NELSON STREET REGISTERED PLAN 162

GEOGRAPHIC TOWNSHIP OF INNISFIL

TOWN OF INNISFIL

COUNTY OF SIMCOE

SCALE 1 : 750

10 0 30 60

metres

RUDY MAK SURVEYING LTD.

THE INTENDED PLOT SIZE OF THIS PLAN IS 457MM IN WIDTH BY 610MM IN HEIGHT WHEN PLOTTED AT A SCALE OF 1:750

SSIB's WERE PLANTED DUE TO THE PROXIMITY OF SUBSURFACE OBSTRUCTIONS.

LEGEND

■	DENOTES	FOUND SURVEY MONUMENT
□	DENOTES	PLANTED SURVEY MONUMENT
SIB	DENOTES	STANDARD IRON BAR
SB	DENOTES	SUBDIVISION BAR
IB	DENOTES	IRON BAR
———	DENOTES	FENCING
BF	DENOTES	BOARD FENCE
CLF	DENOTES	CHAIN LINK FENCE
P&W	DENOTES	POST AND WIRE FENCE
(DHO)	DENOTES	DEPARTMENT OF HIGHWAYS ONTARIO
(738)	DENOTES	R.C. KIRKPATRICK, O.L.S.
(1035)	DENOTES	R.R. WELSMAN, O.L.S.
(1546)	DENOTES	RUDY MAK SURVEYING LTD.
PERP.	DENOTES	PERPENDICULAR
(WIT.)	DENOTES	WITNESS
(P1)	DENOTES	PLAN 51R–32247
(P2)	DENOTES	PLAN OF SURVEY BY R.C. KIRKPATRICK, O.L.S. DATED: JULY 30, 1979
(P3)	DENOTES	DEPOSITED DHO PLAN No. 24978 (P–1426–6)
(P4)	DENOTES	REGISTERED PLAN 162

SURVEYOR'S CERTIFICATE

I CERTIFY THAT:

1) THIS SURVEY AND PLAN ARE CORRECT AND IN ACCORDANCE WITH THE SURVEYS ACT, THE SURVEYORS ACT AND THE LAND TITLES ACT AND THE REGULATIONS MADE UNDER THEM.

2) THE SURVEY WAS COMPLETED ON THE 8TH DAY OF APRIL, 2026.

APRIL 14, 2026
DATE

GURJIT MAHANT
ONTARIO LAND SURVEYOR

METRIC

DISTANCES AND COORDINATES SHOWN ON THIS PLAN ARE IN METRES AND CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048.
AREAS SHOWN ON THIS PLAN ARE IN SQUARE METRES AND CAN BE CONVERTED TO IMPERIAL USING THE FOLLOWING CONVERSIONS:
1 Ha. = 10,000 Sq.m = 2.471 Ac.
1 Ac. = 43,560 Sq.ft

BEARING NOTE

BEARINGS ARE UTM GRID, DERIVED FROM OBSERVED REFERENCE POINTS A TO B, BY REAL TIME NETWORK (RTN) OBSERVATIONS, UTM ZONE 17, NAD83 (CSRS) (2010 EPOCH).

FOR BEARING COMPARISONS, A ROTATION OF 00°56'45" COUNTER–CLOCKWISE WAS APPLIED TO BEARINGS ON (P3).

DISTANCES

DISTANCES ARE GROUND AND CAN BE CONVERTED TO GRID BY MULTIPLYING BY THE COMBINED SCALE FACTOR OF 0.99971.

OBSERVED REFERENCE POINTS (ORPs) DERIVED FROM GPS OBSERVATIONS USING THE LEICA SMARTNET NETWORK,UTM ZONE 17, NAD 83 (CSRS) (2010 EPOCH).
COORDINATES TO URBAN ACCURACY PER SEC. 14 (2) OF O.REG. 216/10

POINT ID	NORTHING	EASTING
ORP A	4900836.12	611821.55
ORP B	4901016.82	611785.04

COORDINATES CANNOT, IN THEMSELVES, BE USED TO RE–ESTABLISH CORNERS OR BOUNDARIES SHOWN ON THE PLAN.

THIS PLAN OF SURVEY RELATES TO AOLS PLAN SUBMISSION FORM NUMBER V–130242

RUDY MAK SURVEYING LTD.
ONTARIO LAND SURVEYORS

732 DUNLOP STREET WEST
BARRIE, ONTARIO L4N 9X1 (705) 722–3845
E–MAIL MAIL@MAKSURVEYING.COM

DRAWN BY: EL	CHECK BY: CM	FILE No. 18142_RPLAN

The Corporation of the Town of Innisfil

By-law 068-26

A By-law of The Corporation of the Town of Innisfil to provide for the imposition of fees and charges and to repeal By-law 057-24 effective January 1, 2027.

Whereas Section 391 of the Municipal Act 2001, S.O. 2001, c. 25 as amended, provides for a municipality to pass by-laws imposing fees or charges on persons for services and activities provided or done by or on behalf of it, for cost payable by it for services or activities provided or done by or on behalf of any other municipality or local board, and for the use of its property including property under its control; and

Whereas Section 69 (1) of the Planning Act R.S.O. 1990, c. P. 13, as amended, provides that a municipality may establish a tariff of fees for the processing of applications; and

Whereas Section 7 of the Building Code Act, 1992, S.O. 1992, as amended, authorizes a municipal Council to pass by-laws concerning the issuance of permits and related matters requiring the payment of fees on applications for and on the issuance of permits; and

Whereas it is now deemed necessary to repeal By-law 057-24 effective January 1, 2027, and replace it with this by law.

Now Therefore The Corporation of the Town of Innisfil enacts as follows:

1. For the purpose of this By-law:

    i. **Person(s)** means any human being, association, firm partnership, private club, incorporated company, corporation, agent, or trustee and the heirs, executors or other legal representatives of a person to whom the context can apply according to law.

    ii. **Staff** means any person employed full or part-time by The Corporation of the Town of Innisfil.

    iii. **Town** means The Corporation of the Town of Innisfil.

2. This By-law is known as the Fees and Charges By-law.

3. Schedules "A, B, C, D, E, F, G, H, J, K and L" attached and forming part of this By-Law provides for fees pursuant to Part XII of the Municipal Act 2001, as amended and Part VII to the Building Code Act.

4. Schedule "I" attached and forming part of this By-Law provides for fees pursuant to section 69.1 of the Planning Act.

5. Any person desirous of using those services or property of the Town described in Schedules "A" through "L" shall pay the fee set out opposite the description or name of the particular service or property, as shown in Schedules "A" through "L".

6. Despite the provisions of Section 3, Council or its delegated authority may, in its discretion upon application to it, waive or reduce the fees set out in Schedules “A" through "L” for any person.

7. All fees applicable under this By-law shall be payable in advance of providing the service except for:

   i. Emergency services.

   ii. Actions taken by the Town to rectify failures or By-law infractions on the part of a resident, in which case, the fee payable will be in arrears and invoiced subsequent to the service or activity provided.

   iii. Instances where the timing and conditions for payment is prescribed in agreements or contracts approved by Council.

8. Costs to be incurred by the Town for services or activities done on behalf of it by a third party shall be estimated and deposited with the Town. The Town may elect to enter into a Fees Agreement with an applicant as a means of documenting and securing the required fees.

9. The fees or estimated costs set out in Schedule "I" do not include any costs that may be incurred as a result of an appeal process subsequent to a decision of Council or Committee of Adjustment. Any hearing before an appellant body as a result of a decision of Council or Committee of Adjustment shall require an additional estimated fee to be deposited with the Town no later than 21 days prior to the hearing. In the case of Development Application Fees where the total estimated initial planning review fee deposit exceeds $25,000.00, the first $25,000.00 deposit shall be provided as a cash deposit with the balance of the estimated fees secured by a Letter of Credit Security. Before any final decision of Council is rendered in a process for any given application, all costs to that point in the process will be totaled and if these costs exceed the fees on deposit, or the balance of fees on deposit will not cover estimated costs to complete the process, additional fees will be required to be deposited before a final decision of Council is given.

10. If for any reason fees owing under this By-law are unpaid after 30 days, interest at the rate of 1.25% per month will be applied until paid in full.

11. All fees owing to the Town that are unpaid are considered a debt to the Town and, together with all interest and penalties accrued thereupon, may be collected by the Town by action, or may be collected by the Town on its behalf or may be added to the property tax roll and collected in like manner as taxes.

12. Should any Section, subsection, clause, paragraph, or provision of this By-law, including any part of the Schedules to this By-law, be declared by a court of competent jurisdiction to be invalid, the same shall not affect the validity of the by-law a whole or any part thereof, other than the provision or part of the Schedule so declared to be invalid.

13. Harmonized Sales Taxes (HST) will be added to the fees identified within the attached schedules where required by legislation.

14. The Town provides equal treatment to people with disabilities with respect to the use and benefit of Town services, programs, goods, information, and facilities. No additional fees are charged because of or related to the disability.

15. All fees and charges imposed by this By-law, including all fees and charges outlined in the schedules to this By-law shall:

    i. Be in full force and effect on the effective date noted in the schedules, unless no effective date is noted, in which case, they shall be in full force and effect immediately following their passage by Council; and

    ii. Remain in effect until amended or repealed.

16. That By-law 057-24 is hereby repealed and replaced effective January 1, 2027.

17. That this by-law comes into force and takes effect on January 1, 2027.

Passed this 24th day of June 2026.

_____

Lynn Dollin, Mayor

_____

Jennifer Marshall, Clerk

SCHEDULE 'A' - CLERKS & CUSTOMER SERVICES

		Unit	Effective Jan 1 2027	Effective Jan 1 2028	HST
1.1	Photocopy for all service areas (excluding MFIPPA)	page	0.64	0.66	Yes
1.2	Requests for Information made under the Municipal Freedom of Information and Protection of Privacy Act: (established by the Provincial Legislation)				
a)	Application/Request for Access	per application/ request	5.00	5.00	No
b)	Search Time	per 15 minutes	7.50	7.50	No
c)	Record Preparation	per 15 minutes	7.50	7.50	No
d)	Photocopying (under MFIPPA)	per page	0.20	0.20	No
e)	CD copies change to USB	per CD change to USB	15.00	15.00	No
f)	Developing computer program(s) or other method of producing a record from machine readable devices, spent by any person.	per 15 minutes	15.00	15.00	No
g)	Costs, including computer costs, that the Town incurs in locating, retrieving, processing and copying the record if those costs are specified in a invoice that the Town has received will be charged at 100%.				
h)	Deposit equal to 50% of an amount payable under the Act if the estimate is $100.00 or more before any further steps are taken to respond before any further steps are taken to respond to the request.				
1.3	Commissioning each non-municipal related Affidavit/Certified document or declaration, certifying travel letters and documents (i.e.: wills, power of attorney, legal papers)	each	25.00	25.00	Yes
1.4	Marriage Licence	each	155.00	155.00	No

SCHEDULE 'A' - CLERKS & CUSTOMER SERVICES

		Unit	Effective Jan 1 2027	Effective Jan 1 2028	HST
1.5 a)	Civil Marriage Ceremony at Town Hall	each	350.00	350.00	Yes
b)	Civil Marriage Ceremony Off-Site	each	400.00	400.00	Yes
c)	Rehearsal	each	85.00	85.00	Yes
d)	Renewal of Vows	each	108.00	108.00	Yes
e)	Travel Outside of Innisfil (To a maximum of 100 km roundtrip)	per trip	71.10	73.20	Yes
f)	Witnesses	each	30.00	30.00	Yes
1.6 a)	Burial Permit	each	25.00	25.00	No
b)	Burial Permit - Out of Town Death	each	35.00	35.00	No
1.7	Approval letters to sell Provincial Nevada Tickets re: Bingo Events	each	36.10	37.20	No
1.8	Lottery Licenses		3%	3%	No
a)	Bingo prizes up to $5,500 inclusive is 3% of the value of the prize times the number of events. Prize values over $5,500 apply to Alcohol and Gaming Commission of Ontario (AGCO).				
b)	Raffle prize up to $50,000 inclusive is 3% of the value of the prize. Over $50,000 apply to ACGO.				
c)	50/50 Draws are 3% of the dollar value of the number of tickets sold.				
d)	Bazaar: 3 wheels allowed at $10.00 each, bets allowed up to $0.50. Over $0.50 apply through Alcohol and Gaming Commission of Ontario (AGCO).				
1.9	Liquor License Board of Ontario Applications for Council approval	each	42.20	43.50	No
1.10	Administrative Fee (search and preparation time for services not covered in other fees)	per hour minimum rate	83.40	85.90	Yes
1.11	Code of Conduct Complaints - Non Residents only	each	50.00	50.00	Yes

SCHEDULE 'B' - FINANCIAL SERVICES

		Unit	Effective Jan 1 2027	Effective Jan 1 2028	HST
2.1	Tax Certificate	each	83.00	85.00	No
2.2	On-Line Tax Certificate - Tax accounts	each	59.00	61.00	No
2.3	Returned Item Charge - to apply to all services	each	53.00	55.00	No
2.4	Tax Statement or Duplicate Property Tax Receipt or Reprint of Tax Bill	each	28.00	29.00	No
2.5	Handling charge for re-billing third party Accounts Receivable invoices	each	72.00	74.00	No
2.6	Handling charge for transferring Water or Accounts Receivable arrears to tax account	each	36.00	37.00	No
2.7	Bank Mortgage Account Fee - per property tax account - Interim and Final	each	17.00	17.00	No
2.8	Reactivation Fee (PAP Accounts)	each	28.00	29.00	No
2.9	Withdrawal of Post-Dated Cheques	each	17.00	17.00	No
2.10	Research and Analysis on Past Due Accounts and/or Account History beyond 1 year	per 1/2 hour	65.00	65.00	No
2.11	Processing of Financial Securities (Reductions, Releases, Draws)	each	71.00	73.00	No
2.12	Convert Letter of Credit to Surety Bond	each	500.00	500.00	No

SCHEDULE 'B' - FINANCIAL SERVICES

		Unit	Effective Jan 1 2027	Effective Jan 1 2028	HST
2.13	Tax Sale Registration Process				
	External, third party costs to the Town	per tax roll	Actual costs	Actual costs	
	PLUS:				
	a) Final Warning letter	per tax roll	65.00	67.00	No
	b) Initial set-up of file, supply of info for arrears, property info etc.	per tax roll	141.00	145.00	No
	c) Treasurer to sign Farm Debt Mediation Notices	per tax roll	103.00	106.00	No
	d) Treasurer to sign Tax Arrears Certificate for registration		103.00	106.00	No
	e) Treasurer signs First Notices to owners and registered parties; and Commissioning a Statutory Declaration of Sending Notices	per tax roll	103.00	106.00	No
	f) If payment made in full, issue Stop Registration form and Treasurer signs Cancellation Certificate	per tax roll	89.00	92.00	No
	g) Final Notices to owners and registered parties signed by Treasurer; and Commissioning a Statutory Declaration of Sending Notices	per tax roll	77.00	79.00	No
	h) Sale by tender, staff time to prepare ads, handle calls, receive tender submissions, hold public tender opening and issue notices to successful bidder - To be charged to tax roll when tax sale date is confirmed.	per tax roll	536.00	552.00	No
	i) If extension agreement requested, preparation of staff report for Council approval, creation of agreement, monitoring and follow-up including consultation/input from Legal Services	per tax roll	403.00	415.00	No
2.14	Tax Sale Tender Package	per package	28.00	29.00	Yes
2.15	Water Arrears Notice to Banks and Mortgage Companies	per tax roll (monthly)	17.00	17.00	No
2.16	New Account Added to Tax Roll, Ownership Changes and Name Changes	per property	34.00	35.00	No
2.17	Payment Redistribution Fee - from one account to another (after second occurrence)	per payment	14.40	14.80	No
2.18	Tax Arrears Notice	per occurrence	5.40	5.60	No

SCHEDULE 'C' - LEGAL SERVICES

		Unit	Effective Jan 1 2027	Effective Jan 1 2028	HST
3.1	Encroachment Agreement				
	a) Agreement and Registration*	**	533.00	549.00	Yes
	b) Annual fee (with agreement)	Minimum	79.00	81.00	Yes
	c) Annual fee (without agreement)	Minimum	663.00	683.00	Yes
	d) Renewal	**	331.00	341.00	Yes
	* Additional charge for survey costs				
3.2	Lease Agreements:				
	a) Tower lease (existing structure)	**	663.00	683.00	Yes
	b) Land Lease	**	1,997.00	2,057.00	Yes
	c) Licence Agreement	***	401.00	413.00	Yes
3.3	Additional Services				
	a) Most fees and charges are subject to disbursement charges as applicable.		Actual Cost	Actual Cost	Yes
	b) Disbursements - Include but not limited to external consultant's fees, registration fees, sub-search fees, conveyance fees, printing fees, courier fees, etc.		Actual Cost	Actual Cost	Yes
3.4	Crown Shore Allowance Release Request	each	663.00	683.00	No
3.5	Document/Agreement Request Release Fee	each	341.00	351.00	No
3.6	Law Clerk Fees	hour	152.00	157.00	Yes
3.7	Lawyers Fees	hour	339.00	349.00	Yes
3.8	Articling Student	hour	175.00	180.00	Yes
3.9	Legal Administrative Assistant	hour	117.00	121.00	Yes

SCHEDULE 'C' - LEGAL SERVICES

		Unit	Effective Jan 1 2027	Effective Jan 1 2028	HST
3.10	Land Disposition Application Fee	each	500.00	500.00	No

** Administration Fee plus full cost of applicable staff time, Town expenses and any related Town Consultant's invoice. The cost of "staff or consultant review" shall be estimated and the estimated cost together with the basic fee shall be deposited prior to the commencement of review. Law Clerk and Lawyer Fees regarding staff time are billed in 15 minute increments.

*** Plus additional annual fee as shall be determined by the Town Solicitor on a case by case basis depending on the nature of the licence

SCHEDULE 'D' - FIRE & RESCUE SERVICES

		Unit	Effective Jan 1 2027	Effective Jan 1 2028	HST
4.1	Fire Report	per request	80.80	82.50	No
4.2	Request for Information/File Search	per request	127.50	132.40	No
4.3	Fire Investigation Report	per request	151.10	156.80	No
4.4	Fire Prevention Inspections				No
a)	Re-inspection - second or subsequent	per inspection	212.60	217.20	No
b)	Inspection no show (failure to be present for a scheduled inspection)	per inspection	212.60	217.20	No
c)	Private or residential daycare	per inspection	244.40	249.70	No
d)	Large Pile Burn (includes burn permit)	per inspection	182.00	185.90	No
e)	Prescribed Burn	per inspection	345.80	359.60	No
f)	AGCO licensing (eg: inspection of public halls/facilities etc., that are requested by the owner, setting or changing occupant loads)	per inspection	486.20	486.20	No
g)	Fireworks Inspections & Approvals for Display Fireworks, as defined in Fireworks By-law No. 041-17	per inspection	452.80	452.80	No
h)	Fireworks Inspections & Approvals for Consumer Fireworks as defined in Fireworks By-law No. 041-17, which require a permit	per inspection	182.00	185.90	No
i)	Fireworks Inspection to inspect storage sites and areas in which fireworks will be sold in accordance with Fireworks By-law 041-17	per inspection	371.60	379.70	No
j)	Pyrotechnics	per inspection	360.20	368.00	No
k)	Refreshment Vehicle Inspection	per inspection	286.40	292.60	No
l)	Residential and commercial inspection under 15,000 square feet*	per inspection	400.70	400.70	No
m)	Residential and commercial inspection 15,000-50,000 square feet*	per inspection	505.00	505.00	No
n)	Residential and commercial inspection over 50,000 square feet*	per inspection	986.30	1,007.70	No

*includes inspections for licencing including but not limited to daycares, short term accommodations, rooming houses. Does not include inspections resulting from building permit applications.

SCHEDULE 'D' - FIRE & RESCUE SERVICES

		Unit	Effective Jan 1 2027	Effective Jan 1 2028	HST
4.5	Fire Prevention Application Reviews				
a)	Alternative Solution approval by Chief Fire Official as per the Ontario Fire Code		726.10	755.00	No
b)	Fire Safety Plan Review (3rd and subsequent)		318.20	325.10	No
c)	Special Event and Film Shoots Applications (exceeding 30 minutes), not including any required inspections		105.70	108.00	No
d)	Prescribed Burn Application		322.30	335.10	No
4.6	Risk and Safety Management Plan (RSMPs) Review and Approval for Propane Facilities				
a)	Level 1 propane facility 5000 USWG or less (new or change of ownership)		1,779.90	1,843.00	Yes
b)	Level 1 propane facility 5000 USWG or less (existing where changes have occurred)		1,028.30	1,065.30	Yes
c)	Level 2 propane facility 5000 USWG or less (new or change of ownership)		5,491.19	5,491.19	Yes
d)	Level 2 propane facility 5000 USWG or less (existing where changes have occurred)		2,783.70	2,817.30	Yes
4.7	Fire Apparatus Stand-by (eg: use of fire protection during shows, exhibitions, demonstrations, etc.)				
a)	Equipment recoveries hourly rate	per fire unit	Current MTO Prescribed Rate, 1/2 the rate for each additional 1/2 hour		Yes
b)	Labour recoveries - Volunteer and/or Career staff	per hour	see 4.24	see 4.24	Yes
4.8	Emergency Response (Non-Resident) - Vehicle Incident Call-outs				
a)	As per MTO hourly rate - Regardless of fault and billed to the registered vehicle owner	per fire unit	Current MTO Prescribed Rate, 1/2 the rate for each additional 1/2 hour		No
b)	Full cost recovery for material and supplies, fire suppression agents, contracted equipment used, equipment lost and/or damaged				
c)	Vehicle License Search	per occurrence	24.20	24.20	No

SCHEDULE 'D' - FIRE & RESCUE SERVICES

		Unit	Effective Jan 1 2027	Effective Jan 1 2028	HST
4.9	False Alarms (where a fire alarm system is installed):				
a)	Faulty system - commercial, industrial, residential, institutional & schools (after first call in a calendar year)	per fire unit	Current MTO Prescribed Rate, 1/2 the rate for each additional 1/2 hour		No
b)	Knowingly calling in a false fire/rescue call or intentionally activating a fire alarm system when no fire/danger exists				
	i) Equipment recoveries hourly rate	per fire unit	Current MTO Prescribed Rate, 1/2 the rate for each additional 1/2 hour		No
	ii) Labour recoveries - Volunteer and/or Career staff	per hour	see 4.24	see 4.24	No
c)	Testing alarm without notification to Fire Department or Fire Dispatch (2nd and subsequent)	per fire unit	Current MTO Prescribed Rate, 1/2 the rate for each additional 1/2 hour		No
4.10	Elevator Calls (after first call in a calendar year)	per fire unit	Current MTO Prescribed Rate, 1/2 the rate for each additional 1/2 hour		No
4.11	Burning Permits	per calendar year	24.70	25.20	No
4.12	Fire Prevention Officer/Training Rate (eg: requested training sessions for commercial, industrial, nursing homes, etc.) (3 hour min. outside regular hours)	per hour	see 4.24	see 4.24	Yes
4.13	Emergency Response excluding 4.8				
a)	Full cost recovery for material and supplies, fire suppression agents, contracted equipment used, equipment lost and/or damaged				No
b)	Full cost recovery for material, supplies and resources required for fire investigation purposes				No

SCHEDULE 'D' - FIRE & RESCUE SERVICES

		Unit	Effective Jan 1 2027	Effective Jan 1 2028	HST
4.14	Standby Fee - Post Fire Watch				
a)	Equipment recoveries	per fire unit	Current MTO Prescribed Rate, 1/2 the rate for each additional 1/2 hour		No
4.15	Charge for responses to an open air fire that is deemed out-of-control or is in violation of the Fire Burning By-law	per fire unit	Current MTO Prescribed Rate, 1/2 the rate for each additional 1/2 hour		No No
4.16	Charge for responses that are deemed in violation of the Fireworks By-law 041-17		Current MTO Prescribed Rate, 1/2 the rate for each additional 1/2 hour		No
4.17	Water and/or Ice Emergency Response				
a)	Equipment recoveries	per fire unit	Current MTO Prescribed Rate, 1/2 the rate for each additional 1/2 hour		No
b)	Full cost recovery for material and supplies, contracted equipment and services, equipment lost and/or damaged				No
c)	Towing a vessel	per tow	Current MTO Prescribed Rate, 1/2 the rate for each additional 1/2 hour		No
4.18	Fire Response to Hazardous Materials Spill				
a)	Equipment recoveries	per fire unit	Current MTO Prescribed Rate, 1/2 the rate for each additional 1/2 hour		No
b)	Full cost recovery for materials and supplies, equipment lost and/or damaged and full cost recovery for contracted services				No
4.19	Fire response costs for utility strikes/gas leaks resulting from excavation where a required utility locate was not obtained or complied with shall be billed to the contractor, excavator or other party responsible for the ground disturbance	per fire unit	Current MTO Prescribed Rate, 1/2 the rate for each additional 1/2 hour		No

SCHEDULE 'D' - FIRE & RESCUE SERVICES

		Unit	Effective Jan 1 2027	Effective Jan 1 2028	HST
4.20	Hydro Incidents (down hydro lines) - If stand-by is required for an extended period of time to keep the scene safe then the local utility will be billed according to this schedule	per fire unit	Current MTO Prescribed Rate after the first hour, 1/2 the rate for each additional 1/2 hour		
4.21	Regional Training Centre Courses		as per course calendar		Yes
4.22	Self Contained Breathing Apparatus (SCBA) cylinder refill	per bottle	7.50	8.00	No
4.23	Respirator Fit testing				
a)	Half day equipment rental with on-duty staff	per half day	51.50	53.00	No
b)	Full day equipment rental with on-duty staff	per day	103.00	106.00	No
c)	Equipment rental with staff not on-duty	per hour	see 4.24	see 4.24	Yes
d)	Fit Testing	per person	12.50	13.00	No
4.24	Staff Billing Rates				
a)	Senior Fire Officer (Chief, Deputy Chief)	per hour	198.50	202.50	Yes
b)	Officer (Captain, Fire Prevention Officer, Training Officer)	per hour	138.30	143.90	Yes
c)	Career Firefighter/Fire Prevention Inspector	per hour	116.30	120.90	Yes
d)	Volunteer Firefighter	per hour	65.40	66.70	Yes

Other: MTO rates are established by the Ministry of Transportation of Ontario and updated by the Province of Ontario and are subject to adjustment.

SCHEDULE 'E' - PARKS & RECREATION SERVICES

		Unit	Effective May 2027 - April 2028		Effective May 2028 - April 2029		HST
			Resident	Non-Resident	Resident	Non-Resident	
5.1	**Bench Dedication**						
a)	New Bench Fee	per 10-year term	4,322.00	5,185.00	4,322.00	5,185.00	No
b)	Existing Bench	per 10-year term	1,235.00	1,485.00	1,235.00	1,485.00	No
5.2	**Park/Community Spaces Clean Up & Repair Fee (Fee invoiced to the permit holder of a facility or open space when damage or vandalism occurs during their rental)**						
a)	Hourly Rate for Staff Time and Equipment to Clean or Repair the Space	per hour/per staff	93.00	111.60	93.00	111.60	Yes
b)	Materials Fee	per incident	3rd party invoice cost		3rd party invoice cost		Yes
c)	Administrative Cost Recovery Fee	per incident	5% of any 3rd party invoice		5% of any 3rd party invoice		Yes
d)	Garbage/Dump Fees	per tonne	As per County of Simcoe		As per County of Simcoe		Yes
5.3	**Pre-Assumption Operations Manager Inspection Fee**	per hour	128.75 up to a max of 515.00		128.75 up to a max of 515.00		No
5.4	**Pay & Display Rates**						
a)	Pay & Display Machines (any time of day - year round)						
	i) Parking at all Town parking lots in Innisfil Beach Park						
	Cars / Boat Trailers / Vehicles	per hour	Free	10.60	Free	10.60	Yes
	Cars / Boat Trailers / Vehicles	daily maximum	Free	53.10	Free	53.10	Yes
	Boat Launch	per launch	Free	26.55	Free	26.55	Yes
	Buses	per bus + per person	Free	$53.10 per bus + $8.85 per person	Free	$53.10 per bus + $8.85 per person	Yes
			children under 10 yr free		children under 10 yr free		
	ii) All other parking lots within 1km of the Lake Simcoe shoreline						
	Cars / Boat Trailers / Vehicles	per hour	Free	6.20	Free	6.20	Yes
	Cars / Boat Trailers / Vehicles	daily maximum	Free	39.80	Free	39.80	Yes
	Boat Launch	per launch	Free	17.70	Free	17.70	Yes
	Buses	per bus + per person	Free	$44.25 per bus + $8.85 per person	Free	$44.25 per bus + $8.85 per person	Yes
			children under 10 yr free		children under 10 yr free		

SCHEDULE 'E' - PARKS & RECREATION SERVICES

	Unit	Effective May 2027 - April 2028 Resident	Effective May 2027 - April 2028 Non-Resident	Effective May 2028 - April 2029 Resident	Effective May 2028 - April 2029 Non-Resident	HST
5.5 **Ice Time**						
a) Winter Ice - September 1st to June 30th						
Prime Time Regional Minor Organization (leagues not offered in Innisfil)	per hour	231.60	N/A	243.20	N/A	Yes
Prime Time Minor Organization (Mon. - Fri. after 5 pm, all day Sat. or Sun.)	per hour	211.20	253.40	221.80	266.20	Yes
Prime Time (Mon. - Fri. after 5 pm, all day Sat. or Sun.)	per hour	265.00	318.00	278.30	334.00	Yes
Non-Prime Time (Mon.- Fri 6 am - 5pm)	per hour	155.20	186.20	163.00	195.60	Yes
Non-Prime School Ice Time (Mon.- Fri. 9am -2:30pm) (Public, Separate & Independent Schools)	per hour	121.70	146.00	127.80	153.40	Yes
Non-Prime Time Volume Pricing Minimum 10 hours booked per week Mon.- Fri. 6 am - 5 pm September 1st to June 30th Excluding School Breaks/PA & Vacation Days/Tournaments	per hour	142.50	171.00	149.60	179.50	Yes
Non-Prime Drop In Rate (Mon.- Fri. 8am -3pm) - walk in bookings only	per hour	86.10	103.30	90.40	108.50	Yes
b) Public Skating						
Family (2 Adults & 3 Children)	per admission	10.62	10.62	10.62	10.62	Yes
Children (15 & Under)	per admission	3.00	3.00	3.00	3.00	No
Student (16+)	per admission	3.54	3.54	3.54	3.54	Yes
Adult	per admission	4.42	4.42	4.42	4.42	Yes
Senior	per admission	2.65	2.65	2.65	2.65	Yes
Parent & Tot (adult guardian & tot - non school age)	per admission	Free	Free	Free	Free	No
Ticket Ice (per skater on ice) *Coach is required to pay	per admission	13.27	13.27	13.27	13.27	Yes
Home School Skate	per admission	3.00	3.00	3.00	3.00	No
Shinny Hockey (16+)	per admission	6.19	6.19	6.19	6.19	Yes
Shinny Hockey (15 & under)	per admission	7.00	7.00	7.00	7.00	No
Puck & Stick (16+)	per admission	6.19	6.19	6.19	6.19	Yes
Puck & Stick (15 & under)	per admission	7.00	7.00	7.00	7.00	No
c) Summer Ice - July 1st to August 31st						
Non-Prime Time (Saturday & Sunday)	per hour	228.40	228.40	239.80	239.80	Yes
Prime Time (Mon. - Fri.)	per hour	256.20	256.20	269.00	269.00	Yes

SCHEDULE 'E' - PARKS & RECREATION SERVICES

	Unit	Effective May 2027 - April 2028 Resident	Effective May 2027 - April 2028 Non-Resident	Effective May 2028 - April 2029 Resident	Effective May 2028 - April 2029 Non-Resident	HST
5.6 **Innisfil Beach Park**						
a) Pavilion Rental (60 person Capacity)						
Full Day (9 am to 9 pm)	day	150.70	180.80	161.20	193.40	Yes
b) Pop Up Shops (Park Vendors)						
Full Day (9 am to 9 pm)	2-Days (Sat-Sun)	185.40	222.50	194.70	233.60	Yes
(10x10 pre-approved location)	5-Days (Mon-Fri)	133.90	160.70	140.60	168.70	Yes
	7-Days (Mon-Sun)	319.30	383.20	335.30	402.40	Yes
	Monthly	798.30	958.00	838.20	1,005.80	Yes
5.7 **Centennial Park**						
Pavilion Rental (60 person Capacity)						
Full Day (9 am to 9 pm)	day	150.70	180.80	161.20	193.40	Yes
Half Day (9 am to 2:30 pm or 3:30 pm to 9 pm)	1/2 day	90.40	108.50	96.70	116.00	Yes
5.8 **Banquet Hall/Meeting Room Rentals (setup/cleanup included)**						
5.8.1 For Profit						
a) **Community Halls - Stroud Innisfil Banquet Hall, Morgan Russel Banquet Hall, Churchill Community Hall, Cookstown Library & Community Centre Hall, Knock Community Hall & RHWC Stewart and Betty Fisher Family Community Room, Town Hall Community Room**						
i) Community Hall - Event Rate	8 hr. Block	606.20	727.40	648.60	778.30	Yes
ii) Community Hall - Event Rate	4 hr. Block	248.00	297.60	265.40	318.50	Yes
iii) Community Hall - Small Meeting Rate (2 hour min./ 25 or less people)*	per hour	46.50	55.80	49.80	59.80	Yes
iv) Community Hall - Large Meeting Rate (2 hr min./ 26-50 people)*	per hour	55.80	66.96	59.70	71.60	Yes
v) Community Hall - Daily Rental - Tournament Headquarters (when ice or slab is booked) (*if available*)	Block	165.30	198.40	176.90	212.30	Yes
b) Rizzardo Community Kitchen (teaching/prep) (2 hour min.)	per hour	55.10	66.10	59.00	70.80	Yes
c) Council Chambers (Wedding Ceremony)	3 hr. Block	165.30	198.40	176.90	212.30	Yes
d) Outdoor Gazebo (Wedding Ceremony)	3 hr. Block	165.30	198.40	176.90	212.30	Yes
e) Council Chambers (Seminar, Workshops, Meetings) (2 hour min.)	per hour	82.70	99.20	88.50	106.20	Yes
f) Lobby Use (2 hour min.)	per hour	44.10	52.90	47.20	56.60	Yes

SCHEDULE 'E' - PARKS & RECREATION SERVICES

	Unit	Effective May 2027 - April 2028 Resident	Effective May 2027 - April 2028 Non-Resident	Effective May 2028 - April 2029 Resident	Effective May 2028 - April 2029 Non-Resident	HST
g) Arena Change Room Use (2 hour min.)	per hour	44.10	52.90	47.20	56.60	Yes
h) South Simcoe Theatre (For Profit)						
Rate per hour 2 hr min	per hour	67.70	81.20	72.40	86.90	Yes
** Small & Large Meetings defined as an assembly of people who gather in a seated setting for discussion only. Light refreshments, such as water, coffee and tea, may be permitted where appropriate.*						
5.8.2 Non Profit						
a) **Community Halls - Stroud Innisfil Banquet Hall, Morgan Russel Banquet Hall, Churchill Community Hall, Cookstown Library & Community Centre Hall, Knock Community Hall & RHWC Stewart and Betty Fisher Family Community Room, Town Hall Community Room**						
i) Community Hall - Event Rate	8 hr. Block	463.50	556.20	477.40	572.90	Yes
ii) Community Hall - Event Rate	4 hr. Block	170.00	204.00	175.10	210.10	Yes
iii) Community Hall - Small Meeting Rate (2 hour min./ 25 or less people)*	per hour	25.80	31.00	26.60	31.90	Yes
iv) Community Hall - Large Meeting Rate (2 hr min./ 26-50 people)*	per hour	31.00	37.20	31.90	38.30	Yes
b) Rizzardo Community Kitchen (teaching/prep) (2 hour min.)	per hour	25.80	31.00	26.60	31.90	Yes
c) Council Chambers (Seminar, Workshops, Meetings) (2 hour min.)	per hour	51.50	61.80	53.00	63.60	Yes
d) Lobby Use (2 hour min.)	per hour	33.20	39.80	34.20	41.00	Yes
e) Arena Change Room Use (2 hour min.)	per hour	33.20	39.80	34.20	41.00	Yes
** Small & Large Meetings defined as an assembly of people who gather in a seated setting for discussion only. Light refreshments, such as water, coffee and tea, may be permitted where appropriate.*						
5.9 **Indoor Arena Surface Sports Use (Non Ice)**						
a) Lefroy/Stroud/Innisfil Recreational Complex Sports Use (2 hour min.)						
Minor Organization	per hour	85.90	103.10	91.90	110.30	Yes
General Slab Use	per hour	94.30	113.20	100.90	121.10	Yes
NOTE: Non-Resident Fee Group/League - See 5.12 for other charges						
5.10 **Indoor Arena Surface Use (Non Ice) - Banquets/Parties/Special Events**						
a) "Special Event" - Lefroy/Stroud/Innisfil Recreational Complex Arena Floor						
Not for Profit (Single Arena Floor)	8 hr. Block	1,245.80	1,495.00	1,308.10	1,569.70	Yes
For Profit (Single Arena Floor)	8 hr. Block	1,883.30	2,260.00	1,977.50	2,373.00	Yes
b) Slab set up/tear down outside of 8 hr block	per hour	88.70	106.40	93.10	111.70	Yes

SCHEDULE 'E' - PARKS & RECREATION SERVICES

		Unit	Effective May 2027 - April 2028 Resident	Effective May 2027 - April 2028 Non-Resident	Effective May 2028 - April 2029 Resident	Effective May 2028 - April 2029 Non-Resident	HST
5.11	**Outdoor Facility Use**						
a)	Non-lighted Ball Diamond/Soccer Field						
	Minor Organization - Major Field (IRC)	per hour	18.50	22.20	19.80	23.80	Yes
	Minor Organization - Minor Field (all other fields)	per hour	15.10	18.10	15.70	18.80	Yes
	Major Field (IRC)	per hour	24.70	29.60	26.40	31.70	Yes
	Minor Field (all other fields)	per hour	19.60	23.50	20.40	24.50	Yes
b)	Sand Volleyball Courts						
	1 Court General	per hour	22.70	27.20	24.30	29.20	Yes
	4 Courts Organization	per hour	85.20	102.20	91.20	109.40	Yes
	NOTE: Non-Resident Fee Group/League - See 5.12 for other charges						
c)	Light Fee (in addition to game or practice field fee) Charged after approx. 8:30pm	per field	31.80	38.20	31.80	38.20	Yes
d)	Green Space Rentals	per hour	24.30	29.20	25.30	30.40	Yes
5.12	**Non-Resident Fee Group/League**						
a)	Group/League with <u>less than 80%</u> Innisfil members shall pay a fee equal to 120% of the fees shown in section 5.5, 5.9 and 5.12						
b)	Group/League with <u>80% or more</u> of Innisfil members shall pay the following fee structure per year (as per sports season) per non-resident user:						
	Sec 5.5 - Ice Time Use - 6 month season	per person	-	36.00	-	36.00	Yes
	Sec 5.9 - Indoor Arena Summer Sport Use - 2 month season	per person	-	12.00	-	12.00	Yes
	Sec 5.12 - Outdoor Facility (Soccer/Ball) Use - 4 month season	per person	-	24.00	-	24.00	Yes
5.13	**Dock Use Permit - 30th Side Road**						
	Scuba Diving Fees						
	Full Day (7 am to 7 pm)	day	150.70	180.80	161.20	193.40	Yes
	Half Day (7 am to 1 pm or 1 pm to 7 pm)	1/2 day	90.40	108.50	96.70	116.00	Yes
	* Parking Permit will be issued for Lakeside Drive ONLY.						
5.14	**Services Provided**						
a)	Outdoor Parking Lot Rental - Facility opened and staffed	per day	75-650	90-875	80-675	96-810	Yes
b)	10 Garbage Cans (25 Gallons) or Recycle Bins Delivered	per day per load	145.10	174.10	149.50	179.40	Yes
c)	Park Staff /w Utility Vehicle/Equipment for Tournaments or Event Support	per hour / per staff	98.70	118.40	101.70	122.00	Yes
d)	Folding Table 6ft (max 10) Delivered	per table	14.00	16.80	14.40	17.30	Yes

SCHEDULE 'E' - PARKS & RECREATION SERVICES

		Unit	Effective May 2027 - April 2028		Effective May 2028 - April 2029		HST
			Resident	Non-Resident	Resident	Non-Resident	
e)	Plastic Chairs (max 30 chairs) Delivered	per two chairs	8.50	10.20	8.80	10.60	Yes
f)	Special Event Trailer (10 Folding Tables, 10 Garbage Cans, 10 Recycle Bins, 30 Plastic Chairs, 4 3ft Cord Covers, 2 75ft Ext. Cords) Delivered	per trailer	429.70	515.60	442.60	531.10	Yes
g)	Picnic Table Delivered	per table	28.90	34.70	29.80	35.80	Yes
h)	Skating Party (50 min of ice plus 2 hour room for approx. 30 people)** **Some restrictions apply	per booking	284.10	340.90	295.50	354.60	Yes
i)	Audio Visual	per booking	25.80	31.00	26.60	31.90	Yes
j)	Audio Visual Staff Support	per hour	51.50	61.80	53.00	63.60	Yes
k)	Arena Banner Install / Removal	per hour	51.50	61.80	53.00	63.60	Yes
l)	Summer Camp Rental* (in combination with Ice or Field Rental) Locations: Glass change room, IRC Green Space or Slab.	per hour	55.70	66.80	57.40	68.90	Yes
m)	Barricades (max 10)	per day per load	145.10	174.10	149.50	179.40	Yes
5.15	**Special Event Fees & Charges*** **						
a)	Special Event Permit Fee	per booking	110.00	132.00	120.00	144.00	Yes
b)	Town Square Event Space (including hydro, up to 50 vendors)*****						
	Non-Profit	per booking	206.00	247.20	212.20	254.60	Yes
	Commercial Half Day (5 hour minimum)	5 hr. Block	309.00	370.80	318.30	382.00	Yes
	Commercial Full Day (10 hours)	10 hr. Block	618.00	741.60	636.50	763.80	Yes
	Commercial Rate per additional	per additional hour	61.80	74.20	63.70	76.40	Yes
c)	Parking Lot Vendor Markets (up to 50 vendors, no alcohol)						
	Non-Profit	per booking	206.00	247.20	212.20	254.60	Yes
	Commercial Half Day	5 hr. Block	309.00	370.80	318.30	382.00	Yes
	Commercial Full Day	10 hr. Block	618.00	741.60	636.50	763.80	Yes
	Commercial Rate after 10 hours	per additional hour	61.80	74.20	63.70	76.40	Yes
d)	Festivals (ticketed event)****						
	Non-Profit Full Day	per booking	618.00	741.60	636.50	763.80	Yes
	Commercial Full Day	10 hr. Block	927.00	1,112.40	954.80	1,145.80	Yes
	Commercial Rate after 10 hours	per additional hour	77.30	92.80	79.60	95.50	Yes
f)	Event Operating Costs						
	Parks Supervisor	per hour	103.00	123.60	106.10	127.30	Yes
	Full-Time Park Attendant	per hour	77.30	92.80	79.60	95.50	Yes
	Seasonal Park Attendant	per hour	51.50	61.80	53.00	63.60	Yes
	Music/Movie Event Vendor (Booth 10x10 max)	per day	10.00	12.00	10.30	12.40	Yes
	Event Vendor (Town Hosted Event ie. Winter, Fall) (10x10 max.)	per day	25.00	30.00	25.80	31.00	Yes

SCHEDULE 'E' - PARKS & RECREATION SERVICES

	Unit	Effective May 2027 - April 2028 Resident	Effective May 2027 - April 2028 Non-Resident	Effective May 2028 - April 2029 Resident	Effective May 2028 - April 2029 Non-Resident	HST
5.16 **Advertising Program****						
a) Stroud Innisfil Community Centre (Stroud Arena)						
Arena Rinkboard (3x8)	annual	650.00	N/A	650.00	N/A	Yes
Arena Wallboard (4x8)	annual	450.00	N/A	450.00	N/A	Yes
Ice Resurfacers	annual (1 sided)	250.00	N/A	250.00	N/A	Yes
Ice Resurfacers	annual (2 sided)	490.00	N/A	490.00	N/A	Yes
b) South Innisfil Community Centre (Lefroy Arena)						
Arena Rinkboard (3x8)	annual	550.00	N/A	550.00	N/A	Yes
Arena Wallboard (4x8)	annual	375.00	N/A	375.00	N/A	Yes
Ice Resurfacers	annual (1 sided)	250.00	N/A	250.00	N/A	Yes
Ice Resurfacers	annual (2 sided)	425.00	N/A	425.00	N/A	Yes
c) Innisfil Recreational Complex						
Arena Rinkboard (3x8)	annual (Red Rink)	750.00	N/A	750.00	N/A	Yes
Arena Rinkboard (3x8)	annual (Gold Rink)	650.00	N/A	650.00	N/A	Yes
Arena Wallboard (4x8)	annual (Red Rink)	550.00	N/A	550.00	N/A	Yes
Arena Wallboard (4x8)	annual (Gold Rink)	450.00	N/A	450.00	N/A	Yes
Ice Resurfacers	annual (1 sided)	250.00	N/A	250.00	N/A	Yes
Ice Resurfacers	annual (2 sided)	490.00	N/A	490.00	N/A	Yes
d) Fence Advertising						
Fence Banner (3' x 8') IRC Soccer Field/Ball Diamond	seasonal	250.00	N/A	250.00	N/A	Yes
Fence Banner (3' x 8') Centennial - Dog Park	seasonal	250.00	N/A	250.00	N/A	Yes
(*Seasonal mid May to mid September)						
e) Digital TV Advertising						
(Innisfil Recreational Complex - TV size varies per location)	1 month	85.00	N/A	85.00	N/A	Yes
f) Innisfil Recreational Complex Seat Plaque (Cortellucci Rink)	5 Years	300.00	N/A	300.00	N/A	Yes

* Off Ice / Off Field space for dryland training/lunch/pickup/drop-off.
** Advertising Program - Production & Design Cost extra. Multi location & multi year discounts available.
*** Damage Deposit will apply to 5.16 as required.
**** Rates may be applied to other Town owned properties.
***** Does not include concession or fire pit operation.

SCHEDULE 'F' - ROAD & STORMWATER SERVICES

		Unit	Effective Jan 1 2027	Effective Jan 1 2028	HST
6.1	Tile Drainage Inspection and Approval Letter	each	361.00	372.00	No
6.2 a)	Entrance Permits (including each entrance reclassification)	each	330.00	340.00	No
b)	Non-compliance Fee (construction started without a permit)	each	99.00	102.00	No
c)	Refundable damage deposit (more than 2 inspections deduct from deposit at $45.00/additional Inspection)	residential	1,669.00	1,719.00	No
		commercial	3,327.00	3,427.00	No
6.3 a)	Single Use oversize/overweight vehicle permit	each	103.00	106.00	No
b)	Annual oversize/overweight vehicle permit	each	608.00	626.00	No
6.4 a)	Road Occupancy Permit		258.00	266.00	No
b)	Engineering Permit Review and Inspection (Staff Time)	**	see 10.5	see 10.5	
6.5	911 sign blade and post - Supply and install	each	206.00	212.00	No
6.6 a)	Municipal Consent - Flat fee for the review of plan drawings.	each	288.00	297.00	No
b)	Engineering Permit Review and Inspection (Staff Time)	**	see 10.5	see 10.5	
6.7	Pre-Assumption Operations Manager Inspection Fee	per hour	128.75 up to a max of 515.00	128.75 up to a max of 515.00	No
6.8	Equipment Rental Rates*		Per Ontario Provincial Standard Specification (OPSS.PROV 127) Rates		Yes

*Staff Time incurred will be billed at Town cost.

SCHEDULE 'G' - BY-LAW ADMINISTRATION

		Unit	Effective Jan 1 2027	Effective Jan 1 2028	HST
7.1	**By-Law Enforcement (Fee invoiced to the property owner when an inspection of the property confirms that the property does not comply with the Towns by-laws)**				
a)	Upon failure to comply with a first warning/letter/notice/order - exterior of building	each	150.70	155.20	No
b)	Upon failure to comply with a first warning/letter/notice/order - interior of building	each	405.75	417.90	No
c)	Upon failure to comply with a second or additional warning/letter/notice/order - exterior of building	each	318.25	327.80	No
d)	Upon failure to comply with a second or additional warning/letter/notice/order - interior of building	each	579.70	597.10	No
e)	Administrative Cost Recovery Fee of 30% of contractor cost in carrying out the requirements of a Notice or an Order (added to contractor cost)		30% markup of contractor cost		No
f)	Hourly Rate for Officers in Attendance	per hour	77.10	79.50	No
7.2	**Animal Control (Subject to a 50% discount for seniors and exemptions provided in the Towns Animal Control By-Law)**				
a)	for each Dog (Intact)	each	35.00	35.00	No
b)	for each Dog (with Microchip)	each	30.00	30.00	No
c)	for each Dog (Spayed or Neutered)	each	23.60	23.60	No
d)	for each Dog with Microchip	each	18.00	18.00	No
e)	lost or stolen Dog License tags	each	7.00	7.00	No
f)	dog pick up fee	each	128.20	128.20	No
g)	dog pick up fee - after hours	each	318.45	328.00	No
h)	impound fees	each	Contract rate charged to the Town		No

SCHEDULE 'G' - BY-LAW ADMINISTRATION

		Unit	Effective Jan 1 2027	Effective Jan 1 2028	HST
7.3	**Kennels, as defined in the Towns Animal Control By-Law**				
	a) pay an annual License fee	each	120.50	124.10	No
	AND				
	b) pay a License fee for each Dog, 90 days of age or older, owned in accordance with the fees as set out below:				
	1 or 2 dogs		As per 7.3	As per 7.3	No
	3 to 10 dogs	each	11.60	11.60	No
	11+ dogs	each	6.00	6.00	No
7.4	**Signs**				
	a) Removal of signs installed on Town property without approval				
	-2 sq. meters or less	each	38.55	39.75	No
	Over 2 sq. meters	each	77.10	79.50	No
	b) Storage of removed sign ($6.00 per day, per sign to a maximum of $120.00)	each	6.00	6.00	No
7.5	**General Administrative Fees**				
	a) Compliance Request	each	132.05	136.00	No
	b) Noise Exemption (non-refundable (S. 7.6 (b))	each	423.25	435.95	No
	c) By-Law Exemption (where delegated to Staff)	each	38.55	39.75	No
	d) Property Standards Committee Appeal Fee	each	301.40	310.45	No
	e) Placing an Order on Title	each	258.95	266.70	No
	f) Removing an Order from Title	each	258.95	266.70	No
	g) Hourly Rate - Administration	per hour	88.05	90.70	No
	h) Online Payment Convenience Fee	each	2.9% + $0.30 per transaction	2.9% + $0.30 per transaction	No
	i) Unreasonable Persistent Complaint Filing (Frivolous and Vexatious)	each	130.00	133.90	No
7.6	**Administrative Monetary Penalties**				
	a) Hearing Non-Appearance Fee	each	60.00	60.00	No
	b) Screening Non-Appearance Fee (all penalties)	each	60.00	60.00	No

SCHEDULE 'G' - BY-LAW ADMINISTRATION

	Unit	Effective Jan 1 2027	Effective Jan 1 2028	HST
c) Late Payment Fee - Schedule A By-Laws (Parking)	each	25.00	25.00	No
d) Late Payment Fee - Schedule B By-Laws (Non-Parking)	each	30% of Set Fine Amount		No
e) MTO Search Fee	each	10.00	10.00	No
f) Plate Denial Fee	each	25.00	25.00	No
g) MTO Search Fee - Contraventions Detected Using Camera Systems	each	8.25	8.25	No
h) Late Payment Fee - Contraventions Detected Using Camera Systems	each	20.00	20.00	No
i) Collections Fee	each	20% of Total Penalty Amount		No
7.7 **Business License Fees** (per Consolidated Business Licensing By-Law 071-22)				
a) Adult Entertainment Parlour	each	10,927.25	11,255.05	No
b) Adult Entertainment Parlour Store	each	10,927.25	11,255.05	No
c) Amusement (Place of)	each	327.85	337.70	No
d) Bill Distributor	each	109.30	112.60	No
e) Billiard, Pool	each	109.30	112.60	No
plus each billiard, pool, or bagatelle table	each	10.90	11.25	No
f) Body-rub Parlour	each	10,927.25	11,255.05	No
g) Firearms - Sales/Repairs	each	109.30	112.60	No
h) Hawker/Peddler	each	109.30	112.60	No
i) Menageries	each	327.85	337.70	No
j) Motor Vehicle Dealer	each	109.30	112.60	No
k) Newspaper Box	each	54.60	56.25	No
plus required per box	each	10.90	11.25	No
l) Pawn Shop	each	109.30	112.60	No
m) Public Address System	each	54.60	56.25	No
n) Racing Vehicles	each	327.85	337.70	No
o) Refreshment Vehicle	each	327.85	337.70	No
p) Transient Trader	each	327.85	337.70	No
q) Salvage Yards	each	163.85	168.75	No

SCHEDULE 'H' - BUILDING CODE ADMINISTRATION

		Effective Jan 1 2027		Effective Jan 1 2028		HST
		Per Ft2	PerM2	Per Ft2	PerM2	
8.1	**Group A & B (Assembly & Institutional Occupancies)**					
a)	New Construction	1.84	19.76	1.90	20.30	No
b)	Renovation/Alteration	0.66	7.06	0.70	7.30	No
c)	Interior Floor Layout	0.66	7.06	0.70	7.30	No
8.2	**Group C (Residential Occupancies)**					
a)	New Construction (creation of new habitable space, including ADUs)	2.03	21.88	2.09	22.51	No
	Basement if finished as part of new construction	0.56	6.00	0.57	6.17	No
b)	Renovation/Alteration Interior Floor Layout (incl. basement, garage)	0.64	6.94	0.66	7.14	No
c)	Garage-Attached to House	0.64	6.94	0.66	7.14	No
d)	Garage-Detached from House	0.83	8.94	0.85	9.20	No
e)	Carport-Attached to House	0.64	6.94	0.66	7.14	No
f)	Accessory Structures	0.83	8.94	0.85	9.20	No
g)	Wood deck/porch/veranda	414 per unit		426 per unit		No
h)	Dock	570 per unit		586 per unit		No
i)	Foundation (other than Conditional Permits)	570 per unit		586 per unit		No
j)	Tiny Homes (less than 37m2, pre-fabricated manufacturers' certification)	801 per unit		825 per unit		No
k)	Tiny Homes (less than 37m2, onsite installation)	801 per unit		825 per unit		No
8.3	**Group D & E (Business and Mercantile Occupancies)**					
a)	New Construction	1.72	18.47	1.77	19.00	No
b)	Renovation/Alteration Interior Floor Layout	0.69	7.41	0.71	7.62	No
8.4 a)	**Group F (Industrial Occupancies)**					
i)	New Construction	1.35	14.59	1.39	15.01	No
ii)	Renovation/Alteration Interior Floor Layout	0.82	8.82	0.84	9.08	No
8.5 a)	**Farm Buildings**					
i)	Group G new	0.93	10.00	0.96	10.30	No
ii)	Group G renovation	0.74	8.00	0.76	8.20	No
iii)	non-Group G new	0.37	4.00	0.38	4.10	No
iv)	non-Group G renovation	0.37	4.00	0.38	4.10	No

SCHEDULE 'H' - BUILDING CODE ADMINISTRATION

		Effective Jan 1 2027	Effective Jan 1 2028	HST
8.6	**Other Construction**			
a)	Designated Structure (as per Division 1, Part 1 of Building Code)	414.20	426.20	No
b)	Solar Panels	414.20	426.20	No
c)	Portable Buildings (School Portable/Sales Office/Etc.)	414.20	426.20	No
d)	Solid Fuel Burning Appliance (Fireplace/Wood-Stove/Etc. including Chimney)	310.30	319.40	No
e)	Heating/Cooling System (Gas/Oil/Electric/Etc. - Group C)	310.30	319.40	No
f)	Heating/Cooling System (Gas/Oil/Electric/Etc. Group A,B,D,E & F)	414.20	426.20	No
g)	Change of Use Permit	414.20	426.20	No
h)	Demolition Permit			
	Single Family Dwelling	310.30	319.40	No
	Non-residential	414.20	426.20	No
i)	Re-Inspection (re-inspection of same deficiency more than twice)	206.50	212.50	No
j)	Sewage Septic System (On lot systems less than 10,000 L/day (under Part 8))	931.00	958.10	No
k)	Sewage System Change of Use (Existing Systems)	414.20	426.20	No
l)	Repair to Septic System	516.90	531.90	No
m)	Site Visit (Special visit requested by applicant)	206.50	212.50	No
n)	Transfer of Permit	231.80	238.50	No
o)	Construction/Demolition started without obtaining a permit	2 times applicable fees	2 times applicable fees	No
p)	Hourly Rate - Inspector	206.50	212.50	No
q)	Hourly Rate - Plan Review	206.50	212.50	No
r)	Property Standards - every Inspection after 2nd	206.50	212.50	No
s)	Commercial cooking/Suppression System/Dust Collection System/Fire Sprinkler Alarm System Permit, Onsite Fire Fighting Water Supply System	310.30	319.40	No
t)	Zoning permit fee	155.20	159.70	No
u)	Zoning revision fee	103.80	106.90	No
v)	Septic Re-Inspection Program fee	142.00	142.00	No
w)	Outdoor Pools (OBC Part 3) (the greater of the minimum fee or m2)	min. fee $621 or $2.18 per m2	min. fee $639 or $2.25 per m2	No
x)	Alternate Solution Plan Review (minimum 4 hours)	155.20/hr	160.00/hr	No
y)	Certified Model Review (up to 3 variations/options)	827.20	851.30	No

SCHEDULE 'H' - BUILDING CODE ADMINISTRATION

	Effective Jan 1 2027	Effective Jan 1 2028	HST
Additional fee for each variation set (up to 3 options/set)	206.50	212.50	No
z) Conditional Permit Agreement processing	20% of building permit fees, min. $2,500	20% of building permit fees, min. $2,600	No
aa) Site Servicing Permit (inside property lines)	206.50/hr min. $500	206.50/hr min. $500	No
ab) Re-Review Fee (review of same deficiency more than twice)	206.50/hr	212.50/hr	No
ac) Hourly Rate - Administration	155.20/hr	160.00/hr	No
8.7 **Minimum & Revision Permit Fee**			
a) Minimum total Permit Fee under Schedule H:			
Residential Group C (minimum complexity)	206.50	212.50	No
Residential Group C (high complexity, eg. water/sewer connection)	414.20	426.20	No
Other Groups (minimum complexity)	361.60	372.20	No
Other Groups (high complexity, eg. water/sewer connection)	724.50	745.60	No
b) Revision Permit Fee			
Residential Group C	155.20/hr	160.00/hr	No
Other Groups	155.20/hr	160.00/hr	No
Conditional Permit Agreement processing	621 per unit	639 per unit	No
8.8 **Signs** (all fees are non-refundable unless otherwise indicated)			
a) Billboard, Ground/Pylon, Development, Wall Signs	465.60	479.50	No
b) Renewal of Billboard and Development Signs	206.50	212.50	No
c) Application for Sign Variance	1,035.00	1,065.00	No
8.9 **Other**			
a) Placing an Order on Title (will be added to tax roll)	258.90	266.50	No
b) Removing an Order from Title (will be added to tax roll)	258.90	266.50	No
c) Compliance Request - for building issues only (non-refundable)	155.20	159.70	No
d) Administrative fee for certificates submitted after residential occupancy.	155.20	159.70	No
e) AGCO Liquor License Inspection	258.90	266.50	No

SCHEDULE 'H' - BUILDING CODE ADMINISTRATION

		Effective Jan 1 2027	Effective Jan 1 2028	HST
	f) Permit Application Fee (non-refundable)			
	Residential Group C (condominiums, apartments, hotels, or other multi-unit residential buildings with 5-19 units)	5,000.00	5,000.00	No
	Residential Group C (condominiums, apartments, hotels, or other multi-unit residential buildings with ≥ 20 units)	25,000.00	25,000.00	No
	Residential Group C (new detached, semi-detached, townhouse)	1,000.00	1,000.00	No
	Other Residential Group C	206.50	212.50	No
	All Other Groups	361.60	372.20	No
	g) Pre Site Plan Agreement Building Permit Review	1.5 times applicable fees	1.5 times applicable fees	
	h) Third Party Review Fee	3rd party rate + 20%	3rd party rate + 20%	
	i) Building Permit Security Deposit (house, major addition)	5,000.00	5,000.00	No
	j) Building Permit Security Deposit (**new water service**, garage, pool, deck, other accessory structures)	1,000.00	1,000.00	No
	k) Abandoned Permit fee (applicable to permits with building permit securities held). Fee reduced from security annually beginning 3 years after permit issuance.	1,000.00	1,000.00	No
	l) Administrative Cost Recovery Fee of 30% of contractor cost for work done by the Town under Building By-law (added to contractor cost)	30% markup of contractor cost		No
8.10	**Lot Grading**			
	a) Plan submission includes the initial plan review (1 submission), inspection, administrative processing of the lot grading plan	516.50	531.90	No
	b) Resubmission of Grading Plan	258.90	266.50	No
8.11	**Routing Disclosure of Building Records**			
	a) Building records 2015 to present (staff time required to process over 1 hour, charged additional $7.50/15 minutes)	60.00	61.80	Yes
	b) Building records 2014 and prior (staff time required to process over 1 hour, charged additional $7.50/15 minutes)	85.00	87.55	Yes
	c) Septic permits prior to 2000 (staff time required to process over 1 hour, charged additional $7.50/15 minutes)	25.00	25.75	Yes
	d) Reproduction of large drawings and maps (larger than 11x17)	20% markup of reproduction cost		Yes

SCHEDULE 'I' - PLANNING SERVICES

	** Fees applicable to files that began prior to January 1, 2024 **	Unit	Effective Jan 1 2027	Effective Jan 1 2028	HST
9.1	**Official Plan or Secondary Plan Amendment (base fee)**				
	Standard[2]	A	3,826.80	3,826.80	No
	Accelerated [3]	A	5,470.00	5,470.00	No
9.2	**Zoning By-law Amendment**				
	a) General Amendment, Amend Development Standards, Change in Zone Category or in Permitted Uses (base fee)				
	Scoped[1]	A	2,644.90	2,644.90	No
	Standard[2]	A	3,095.20	3,095.20	No
	Accelerated [3]		4,649.40	4,649.40	No
	b) Removal of Holding 'H' Zone Symbol	A	1,080.60	1,080.60	No
	c) Temporary Use By-law	A	3,095.20	3,095.20	No
9.3	**Plan of Subdivision**				
	a) Draft Plan of Subdivision (base fee)	A	9,172.90	9,172.90	No
	b) Draft Plan Conditions Extension	A	1,508.10	1,508.10	No
	c) Draft Plan Red-line Revisions	A	1,508.10	1,508.10	No
	d) Revision to Approved Draft Plan of Subdivision Conditions	A	3,095.20	3,095.20	No
	e) Re-activation of Draft Plan of Subdivision Application	B	1,508.10	1,508.10	No
9.4	**Plan of Condominium**				
	a) Draft Plan of Condominium	A	1,631.90	1,631.90	No
	plus a per unit fee		31.50	31.50	No
	b) Condominium Exemption		2,363.50	2,363.50	No
	c) Draft Plan Conditions Extension	A	1,508.10	1,508.10	No
	d) Draft Plan Red-line Revisions	A	1,508.10	1,508.10	No
	e) Revision to Approved Draft Plan of Condominium Conditions	A	3,095.20	3,095.20	No
	f) Re-activation of Draft Plan of Condominium Application	B	1,508.10	1,508.10	No

SCHEDULE 'I' - PLANNING SERVICES

** Fees applicable to files that began prior to January 1, 2024 **	Unit	Effective Jan 1 2027	Effective Jan 1 2028	HST
9.5 **Site Plan Control**				
a) Residential, Industrial, Commercial & Institutional				
Scoped or Amendment to Site Plan Control [1]	A	956.80	956.80	No
Standard[2]	A	1,913.30	1,913.30	No
Accelerated[3]		2,926.20	2,926.20	No
9.6 **Staff Review Deposit:**				
i. Official Plan Amendment, Standard and Accelerated Applications, Plans of Subdivision, Plans of Condominium		5,064.80	5,064.80	No
ii. Scoped Zoning By-law Amendment, Scoped Site Plan Control and Site Plan Amendment		2,813.90	2,813.90	No
iii. Legal Deposit		1,404.60	1,404.60	No
9.7 **Part Lot Control Exemption Application**				
a) By-law to exempt from Part Lot Control pursuant to Section 50(7) of the Planning Act for Blocks (includes applications under 50(4) of the Planning Act)		1,641.00	1,641.00	No
9.8 **Committee of Adjustment**				
a) Minor Variance - Simple	CE	1,260.50	1,260.50	No
- Complex		1,688.30	1,688.30	No
b) Consent (Severance, Easement, Right of Way & Leases)	CE	2,701.30	2,701.30	No
c) Validation of Title		1,829.00	1,829.00	No
d) Variance under Fence By-law	C	872.30	872.30	No
e) Re-circulation/Deferral - Simple	E	332.10	332.10	No
- Complex	E	585.30	585.30	No
9.9 **Other Fees**				
a) Agreement for Cash in Lieu of Parking Exemptions	A	994.90	994.90	No
b) Cash-in-lieu parking rate per space (Alcona)		7,426.30	7,426.30	No
c) Cash-in-lieu parking rate per space (all other areas)	D	-	-	No

SCHEDULE 'I' - PLANNING SERVICES

** Fees applicable to files that began prior to January 1, 2024 **	Unit	Effective Jan 1 2027	Effective Jan 1 2028	HST
d) Telecommunications Facility Application Fee	**A**	1,803.50	1,803.50	No
e) Memo/Report to Council for matter not listed in Schedule 9, including requests for municipal address change		1,084.90	1,084.90	No
f) Heritage Permit		281.40	281.40	No
g) Zoning compliance letter (per municipal address)		174.50	174.50	No
h) LPAT Appeal Preparation Fee		371.40	371.40	No
i) Copy of Official Plan on CD/Flash drive	each	49.50	49.50	Yes
j) Copy of Official Plan - Hardcopy	each	101.40	101.40	Yes
k) Copy of Zoning By-law on CD/Flash drive	each	47.30	47.30	Yes
l) Copy of Zoning By-law - Hardcopy	each	123.80	123.80	Yes
m) Deeming By-law		3,038.80	3,038.80	No
n) Certificate of Official/Deed Stamping	each	112.60	112.60	No
o) Pre-Consultation Meeting Fee	each	562.80	562.80	No
p) Model Home/Sales Pavilion Application	each	562.80	562.80	No
q) Source Water Protection Review	*please refer to the Nottawasaga Valley Conservation Authority (NVCA) Permit and Planning Fee Schedule www.nvca.on.ca			
9.10 **Shoreline Community Planning Permit**				
**Classes are determined at the pre-consultation stage with Town Staff				
a) Standard Permits	**A**	405.20	405.20	No
b) Class 2 Permit	**A**	1,097.40	1,097.40	No
c) Class 1 Permit	**A**	2,701.30	2,701.30	No
9.11 **Staff Billing Rates** (applied to processes above denoted with **)				
a) Director	per hour	289.85	298.55	Yes
b) Manager	per hour	241.00	248.25	Yes
c) Leader	per hour	217.95	224.50	Yes
d) Senior Planner / Senior Policy Planner	per hour	142.55	146.85	Yes
e) Planner / Policy Planner	per hour	125.05	128.80	Yes
f) Site Plan Co-ordinator / Development Co-ordinator	per hour	92.90	95.70	Yes
g) Planning Co-op student	per hour	56.85	58.55	Yes

SCHEDULE 'I' - PLANNING SERVICES

** Fees applicable to files that began prior to January 1, 2024 **	Unit	Effective Jan 1 2027	Effective Jan 1 2028	HST

[1] Scoped: Site specific, less-complex applications with limited technical review and circulation requirements that meet evaluation criteria established in Site Plan Manual.

[2] Standard: Applications with typical circulation and technical review requirements.

[3] Accelerated: Fast-tracked processing stream for applications with potential for significant community benefits that meet evaluation criteria in Site Plan Manual (i.e. sustainability, affordable housing, employment creation/retention).
Subject to staff availability.

A Administration Fee plus full cost of applicable staff time, Town expenses and any related Town Consultant's invoice. The cost of external staff or consultant review' shall be estimated and the estimated cost together with the basic fee shall be deposited prior to commencement of the review. Applicable staff time to be billed after the first property inquiry meeting.
(Part Lot Control Exemption Applications are exempt from this provision.)

B Applicable fee if Draft Plan of Subdivision or Condominium Application has been inactive for a period of 1 year or more

C A discount of 50% applies to the second and subsequent application fees on the same subject lands. The greater of the applicable fees shall be considered the first application fee.

D To be calculated by staff at the time of approval issuance based on local conditions

E Simple - applies to minor variances for low density residential sites such as single family dwellings, two unit or secondary dwelling units, decks, porches, sheds, garages, but does not include any variances on sites containing a triplex use, higher density or industrial/commercial/institutional uses

Complex - applies to all minor variance applications for industrial/commercial/institutional uses, triplexes and higher density residential developments. For the purposes of deferrals/recirculations, Applications for Consent will be considered a Complex application.

SCHEDULE 'I' - PLANNING SERVICES

	** Fees applicable to all applications submitted after January 1, 2024 **	Unit	Effective Jan 1 2027	Effective Jan 1 2028	HST
9.12	**Official Plan or Secondary Plan Amendment**		33,885.45	34,902.00	No
9.13	**Zoning By-law Amendment**				
	a) General Amendment, Amend Development Standards, Change in Zone Category or in Permitted Uses (base fee)				
	Minor		14,839.20	15,284.40	No
	Major		29,678.40	30,568.75	No
	b) Removal of Holding 'H' Zone Symbol		3,485.85	3,590.45	No
	c) Temporary Use By-law		5,911.70	6,089.05	No
9.14	**Plan of Subdivision**				
	a) Draft Plan of Subdivision (up to and including final approval)		50,636.95	52,156.05	No
	Plus additional unit charge for residential:				
	Per unit for first 20 units		327.85	337.70	No
	Per unit for next 30 units		245.95	253.35	No
	Per unit for over 50 units		184.70	190.25	No
	Plus additional hectare charge for all other lands		$900 per hectare	$900 per hectare	No
	Up to a maximum of $64,160				
	b) Draft Plan Conditions Extension		5,092.10	5,244.85	No
	c) Draft Plan Red-line Revisions		6,261.35	6,449.20	No
	d) Revision to Approved Draft Plan of Subdivision Conditions		8,042.45	8,283.70	No
	e) Re-activation of Draft Plan of Subdivision Application		1,529.85	1,575.75	No
	f) Annual Maintenance Fee		546.40	562.80	No

SCHEDULE 'I' - PLANNING SERVICES

	** Fees applicable to all applications submitted after January 1, 2024 **	Unit	Effective Jan 1 2027	Effective Jan 1 2028	HST
9.15	**Plan of Condominium**				
a)	Draft Plan of Condominium		37,994.15	39,133.95	No
	plus a per unit fee		87.45	90.05	No
	Up to a maximum of $41,170				
b)	Condominium Exemption		3,671.55	3,781.70	No
c)	Draft Plan Conditions Extension		4,239.80	4,367.00	No
d)	Draft Plan Red-line Revisions		3,464.00	3,567.90	No
e)	Revision to Approved Draft Plan of Condominium Conditions		6,840.45	7,045.65	No
f)	Re-activation of Draft Plan of Condominium Application		1,529.85	1,575.75	No
g)	Annual Maintenance Fee		546.40	562.80	No
9.16	**Site Plan Control**				
a)	Base fee, includes three submissions		26,203.60	26,989.70	No
	Plus additional unit charge for residential:				
	Per unit for first 10 units		327.85	337.70	No
	Per unit for next 20 units		245.95	253.35	No
	Per unit for over 30 units		184.70	190.25	No
	Plus per sq m of GFA for non-residential:		3.19	3.29	No
b)	Amendments to Executed Agreement		5,889.85	6,066.55	No
c)	Revision fee for fourth submission and each subsequent submission		2,622.60	2,701.30	No
d)	Minor / Scoped Site Plan Approval		3,000.00	3,090.00	No
9.17	**Part Lot Control Exemption Application**				
a)	By-law to exempt from Part Lot Control pursuant to Section 50(7) of the Planning Act for Blocks (includes applications under 50(4) of the Planning Act)		3,671.55	3,781.70	No
9.18	**Committee of Adjustment**				
a)	Minor Variance				
	For first three variances		2,502.40	2,577.45	No
	For each additional variance		644.70	664.05	No

SCHEDULE 'I' - PLANNING SERVICES

** Fees applicable to all applications submitted after January 1, 2024 **	Unit	Effective Jan 1 2027	Effective Jan 1 2028	HST
b) Consent				
For first severance, easement, right of way & leases		4,512.95	4,648.35	No
For each subsequent severance, easement, right of way & leases		1,650.05	1,699.55	No
c) Validation of Title		1,857.60	1,913.35	No
d) Variance under Fence By-law		898.45	925.40	No
e) Re-circulation/Deferral				
For first three		601.00	619.05	No
For each additional		360.60	371.40	No
9.19 **Other Fees**				
a) Agreement for Cash in Lieu of Parking Exemptions		1,038.15	1,069.30	No
b) Cash-in-lieu parking rate per space (Alcona)		7,649.10	7,878.55	No
c) Cash-in-lieu parking rate per space (all other areas)		-	-	No
d) Telecommunications Facility Application Fee		2,720.85	2,802.50	No
e) Memo/Report to Council for matter not listed in Schedule 9, including requests for municipal address change		N/A	N/A	No
f) Heritage Permit		295.00	303.85	No
g) Zoning compliance letter (per municipal address)		185.80	191.35	No
h) OLT Appeal Preparation Fee		415.20	427.65	No
i) Copy of Official Plan on CD/Flash drive	each	54.60	56.25	Yes
j) Copy of Official Plan - Hardcopy	each	109.30	112.60	Yes
k) Copy of Zoning By-law on CD/Flash drive	each	54.60	56.25	Yes
l) Copy of Zoning By-law - Hardcopy	each	131.10	135.05	Yes
m) Deeming By-law		3,059.60	3,151.40	No
n) Certificate of Official/Deed Stamping	each	120.20	123.80	No
o) Pre-Consultation Meeting Fee				
Stage 1: Initial Pre-Consultation	each	579.70	597.10	No
Stage 2: Technical Pre-Consultation	each	TBD	TBD	No
p) Model Home/Sales Pavilion Application	each	710.30	731.60	No
q) Source Water Protection Review	*please refer to the Nottawasaga Valley Conservation Authority (NVCA) Permit and Planning Fee Schedule www.nvca.on.ca			

SCHEDULE 'I' - PLANNING SERVICES

	** Fees applicable to all applications submitted after January 1, 2024 **	Unit	Effective Jan 1 2027	Effective Jan 1 2028	HST
9.20	**Community Planning Permit System (CPPS)**				
	**Classes are determined at the pre-consultation stage with Town Staff. Fees include up to three submissions				
a)	Class 1 Permit				
	Standard[1]	per application	1,212.60	1,249.00	No
	Minor[2] plus variable fees (d)	per application	9,042.05	9,313.30	No
	Major[3] plus variable fees (d)	per application	18,084.10	18,626.60	No
b)	Class 2 Permit				
	Standard[1]	per application	3,278.20	3,376.55	No
	Minor[2] plus variable fees (d)	per application	11,301.80	11,640.85	No
	Major[3] plus variable fees (d)	per application	26,203.20	26,989.30	No
c)	Class 3 Permit				
	Standard[1]	per application	8,096.85	8,339.75	No
	Minor[2] plus variable fees (d)	per application	40,687.70	41,908.35	No
	Major[4] plus variable fees (d)	per application	54,755.20	56,397.85	No
d)	Variable Fees				
	Charge per unit for residential	per unit	216.40	222.90	No
	Charge per sq m of GFA for non-residential:				
	Commercial/Office/Institutional	per sq m	4.12	4.24	No
	Industrial	per sq m	2.58	2.65	No
	Agreement Required with Community Planning Permit	per agreement	1,623.20	1,671.90	No
	Applicant Initiated Revision	per application	50% of application fee		
	Extension of Community Planning Permit provisional approval		4,112.05	4,235.40	No
	Revision fee for fourth submission and each subsequent submission	per submission	2,652.25	2,731.80	No
e)	CPPS By-law Amendment	per application	68,444.00	70,497.30	No
f)	CPPS By-law Amendment for one residential unit	per application	14,743.30	15,185.60	No

SCHEDULE 'I' - PLANNING SERVICES

** Fees applicable to all applications submitted after January 1, 2024 **	Unit	Effective Jan 1 2027	Effective Jan 1 2028	HST

Notes

* Combined OPA and ZBA applications are 75% of total fee
* For all applications, peer review and legal consulting would be charged actual cost plus 10% administration
* Zoning By-law Amendment - Minor Amendment includes applications to modify a lot regulation on agricultural or residential zoned properties with fewer than 4 dwelling units. Application of the major amendment fee shall be a the sole discretion of the Director of Planning and Growth.

[1]Applies to permits for 1 residential unit and accessory structures or ADU

[2]Applies to permits for: less than 10 residential units, and development or redevelopment consisting of 3,250 m2 gross floor area or less for non-residential uses.

[3]Applies to permits for: more than 10 residential units, and development or redevelopment consisting of 3,251 m2 gross floor area or more for non-residential uses. Variable fees may be waived at the discretion of Director of Planning and Growth and Manager of Planning

[4]Applies to permits for: development or redevelopment of 10 or more residential units, development or redevelopment consisting of 3250m2 gross floor area or more for non-residential uses, and the review of 4 or more required technical studies or reports accompanying an application. Variable fees may be waved at the discretion of the Director of Planning and Growth and Manager of Planning.

SCHEDULE 'J' - ENGINEERING SERVICES

	** Fees applicable to files that began prior to 2024 **	Unit	Effective Jan 1 2027	Effective Jan 1 2028	HST
10.1	Engineering Standards - Complete Set	per set	109.30	112.60	Yes
	Engineering Standards - Update Only	per update	54.60	56.25	Yes
10.2	**Plan of Subdivision, Engineering Application**				
	a) Application Fee	each	655.60	675.25	No
	b) Implementation **	**			
	A cost estimate will be prepared that includes but is not limited to full cost of applicable staff time, Consultant's and Construction (the "Total Cost of the Works"). An Agreement shall be executed and the Total Cost of the Works shall be deposited prior to commencement of the service installation.				
10.3	**Site Alteration**				
	a) Minor Site Alteration (< 150 m3)	per cubic meter	2.80	2.90	Yes
	b) Small Site Alteration Permit (>150 m3 and <1,500 m3)	flat fee	1,092.75	1,125.55	Yes
	c) Medium Site Alteration Permit (>1,500 m3 and < 5000 m3)	flat fee	2,731.85	2,813.80	Yes
	d) Large Site Alteration Permit (>5000 m3)	flat fee	4,917.30	5,064.80	Yes
	e) Legal – Enforcement Matters	per cubic meter	0.50	0.50	Yes
	f) Cost Recovery – Expenses incurred by Town		cost + 15% admin fee		Yes
	g) Permit Renewal		50% of the application fee		Yes
	h) Violation Fees		double all application fees		Yes
10.4	**MECP Review Program**				

SCHEDULE 'J' - ENGINEERING SERVICES

** Fees applicable to files that began prior to 2024 **	Unit	Effective Jan 1 2027	Effective Jan 1 2028	HST
Ministry of the Environment, Conservation and Parks (MECP) Transfer of Review Program (Program) – The payment of fees for applications for Environmental Compliance Approvals is required by the Minister's Requirement for Fees (under Environmental Protection Act, s. 179.1) – Application Fees for Environmental Compliance Approvals under the Environmental Protection Act (http://www.ontario.ca/document/ministers-requirement-fees-environmental-compliance-approvals). Service cost recovery is part of the Program, as the participating municipal partner receives and retains the application normally paid to the MOECC. **If service costs are not fully recovered by the Minister's Required Fee the additional cost will be billed to the applicant by the Town for payment.**	**			Yes

SCHEDULE 'J' - ENGINEERING SERVICES

	** Fees applicable to files that began prior to 2024 **	Unit	Effective Jan 1 2027	Effective Jan 1 2028	HST
10.5	**Staff Billing Rates** (applied to processes above denoted with **)				
a)	Director	per hour	289.85	298.55	Yes
b)	Manager	per hour	241.00	248.25	Yes
c)	Development Engineer	per hour	201.65	207.70	Yes
d)	Project Manager	per hour	180.85	186.30	Yes
e)	Develop Engineering Associate / Asset Management Engineer	per hour	157.70	162.45	Yes
f)	Senior Engineering Technologist	per hour	142.55	146.85	Yes
g)	Engineering Technologist	per hour	125.05	128.80	Yes
h)	GIS Operator	per hour	99.30	102.30	Yes
i)	Senior Administrative Assistant	per hour	88.05	90.70	Yes
j.)	Administrative Assistant	per hour	85.80	88.35	Yes
k)	Engineering Co-op Student	per hour	70.65	72.75	Yes
	NOTE: Other expenses incurred will be billed at Town cost.				
10.6	Load Restriction Exemption Fee	each	27,318.20	28,137.75	No
10.7	**Other**				
a)	Compliance Request - Site Plan Agreement	each	393.35	405.15	No
b)	Compliance Request - Subdivision Plan Agreement	each	382.45	393.90	No

SCHEDULE 'J' - ENGINEERING SERVICES

	** Fees applicable to all applications submitted after January 1, 2024 **	Unit	Effective Jan 1 2027	Effective Jan 1 2028	HST
10.8	**Engineering Standards**				
a)	Engineering Standards - Complete Set	per set	109.30	112.60	Yes
b)	Engineering Standards - Update Only	per update	54.60	56.25	Yes
10.9	**Subdivision/Condo Agreement**				
a)	Agreement Preparation *		3,660.60	3,770.40	Yes
b)	Minor Revision to Agreement *		917.95	945.50	Yes
c)	Major Revision/Alteration to Agreement *		1,835.75	1,890.80	Yes
d)	Annual Maintenance Fee older than three years old (Dormant File Fee)		546.40	562.80	Yes
10.10	**Engineering - Construction Supervision and Design Review ** **		6% of construction value		Yes
10.11	**Special Agreements ***				
a)	Model Home Agreement		1,639.15	1,688.30	Yes
b)	Tree Clearing Agreement		1,639.15	1,688.30	Yes
c)	Earthworks Agreement		4,589.45	4,727.15	Yes
d)	Pre-Servicing Agreement		4,589.45	4,727.15	Yes
e)	External Works Agreement		4,589.45	4,727.15	Yes
10.12	**Site Plan - Engineering Design Review ** **		6,348.70	6,539.15	Yes
10.13	**Site Alteration*****				
a)	Minor Site Alteration (< 150 m3)	per cubic meter	2.80	2.90	Yes
b)	Small Site Alteration Permit (>150 m3 and <1,500 m3)	flat fee	1,092.75	1,125.55	Yes
c)	Medium Site Alteration Permit (>1,500 m3 and < 5000 m3)	flat fee	2,731.85	2,813.80	Yes
d)	Large Site Alteration Permit (>5000 m3)	flat fee	4,917.30	5,064.80	Yes
e)	Legal – Enforcement Matters	per cubic meter	0.50	0.50	Yes
f)	Cost Recovery – Expenses incurred by Town		cost + 15% admin fee		Yes
g)	Permit Renewal		50% of the application fee		Yes
h)	Violation Fees		double all application fees		Yes

SCHEDULE 'J' - ENGINEERING SERVICES

	** Fees applicable to all applications submitted after January 1, 2024 **	Unit	Effective Jan 1 2027	Effective Jan 1 2028	HST
10.14	Load Restriction Exemption Fee	each	27,318.20	28,137.75	No
10.15	**Other**				
a)	Compliance Request - Site Plan Agreement	each	393.35	405.15	No
b)	Compliance Request - Subdivision Plan Agreement	each	393.35	405.15	No
10.16	**Staff Billing Rates** (applied to processes denoted with ** beyond 3 submissions)				
a)	Director	per hour	289.85	298.55	Yes
b)	Manager	per hour	241.00	248.25	Yes
c)	Development Engineer	per hour	201.65	207.70	Yes
d)	Project Manager	per hour	180.85	186.30	Yes
e)	Development Engineering Associate	per hour	157.70	162.45	Yes
f)	Senior Engineering Technologist	per hour	142.55	146.85	Yes
g)	Engineering Technologist	per hour	125.05	128.80	Yes
h)	GIS Operator	per hour	99.30	102.30	Yes
i)	Senior Administrative Assistant	per hour	88.05	90.70	Yes
j)	Administrative Assistant	per hour	85.80	88.35	Yes
k)	Engineering Co-op Student	per hour	70.65	72.75	Yes
	NOTE: Other expenses incurred will be billed at Town cost.				

Notes

* In addition, peer review and legal outside consulting would be charged actual cost plus 10% administration

** 6% of Final Engineering Construction Estimate covering 3 engineering reviews, additional reviews subject to full cost recovery for staff time, consultant and admin fees as applicable.

*** In addition, if an application is subject to pre-grading, any additional review costs would be subject to full cost recovery for staff time, consultant and admin fees as applicable.

SCHEDULE 'K' - Transit

		Unit	Effective Jan 1 2027	Effective Jan 1 2028	HST
11.1	**Transit Fees**				
	a) Minimum Fare per Trip		3.25	3.25	
	* Maximum Municipal Subsidy of $10 per Trip				
	* Charge of $3.25 for each additional seat booked on the same Innisfil Transit trip request				
	* Monthly Cap of 50 Trips per Rider				
	* Fees are inclusive of HST				
	b) Fair Transit Program discount		50% off all Innisfil Transit Trips		

SCHEDULE 'L' - Fleet

		Unit	Effective Jan 1 2027	Effective Jan 1 2028	HST
12.1	**Fleet Shop Fees**				
a)	Shop Labour Rate: External Retail	per hour	152.00	160.00	Yes
	Shop Labour Rate: External Retail - Heavy Trucks and Equipment	per hour	163.00	171.00	Yes
b)	Sublet Charge* (varies on the type of repair)		7% markup of sublet charges		Yes
c)	Parts & Inventory		10% markup of part cost		Yes
d)	Shop Supplies		5% of total (Min. $2, Max. $100)		Yes
	*A sublet charge is when the shop uses another vendor to fix a vehicle				
12.2	**EV Charging Fees**				
a)	EV Charing Fees (Not available 7am - 5pm Monday to Friday)	per hour	25.00	25.00	Yes
b)	Loitering Fee	per hour	20.00	20.00	Yes

Additional Information Memorandum

Block 148, PLAN 51M-1139 (1520 Benson Street) Part Lot Control Exemption By-law

To: Mayor, Deputy Mayor, and Members of Council

From: Brandon Correia, Manager of Planning

Date: June 24, 2026

Recommendation:

1. **That Additional Information Memorandum regarding Block 148, Plan 51M-1139 (1520 Benson Street) Part Lot Control Exemption By-law dated June 24, 2026, be received; and**

2. **That By-law 069-26 to exempt the lands described as Block 148, Plan 51M-1139, in the Town of Innisfil, as identified on the Plan of Survey prepared by R-PE Surveying Ltd., from Part Lot Control, be adopted.**

Additional Information:

Background

Alcona Capital Properties Inc., the owner of the subject lands, has submitted an application to the Town of Innisfil requesting Part Lot Control Exemption to create 67 Parts for the construction and individual sale and transference of 38 townhouses on the subject lands, including maintenance easements. The subject lands are legally described as “Block 148, Plan 51M-1139”, known municipally as 1520 Benson Street, and comprise a portion of the Alcona Capital Subdivision.

Block 148 is a registered block within a Registered Plan of Subdivision (Alcona Capital Subdivision, Registered Plan 51M-1139). Alcona Capital Subdivision was originally draft plan approved on June 12, 2015, and registered on January 19, 2018. A part lot control by-law was originally passed for the townhouses by Council in 2018 for three years (By-law No. 118-18) and extended in 2023 for an additional three years (By-law No. 068-23) to August 9, 2026. Alcona Capital Properties Inc. is requesting the existing part lot control by-law be extended for an additional three years to June 24, 2029 to continue to allow the sale and transfer of the 38 townhouse units.

The attached Part Lot Control Exemption is to allow the subdivision of Block 148 to facilitate the creation of 38 townhouse parcels and related maintenance easements, specifically 32 common element condominium townhouses on parcels of tied land as they relate to the approved site plan and plan of condominium (rear lane garage-access townhouses fronting onto Benson Street and Grainger Loop), and 6 additional freehold townhouses fronting onto Grainger Loop. The part lot control process is used for townhouse dwellings in the Town, as permitted under Section 50 of the *Planning Act*.

Application

Alcona Capital Properties Inc. has submitted a new part lot control exemption application, which has been approved by Town Staff as permitted under the Town’s Delegation By-law. Council,

however, is still required to pass the By-law formally as required by the *Planning Act*. This type of application is frequently submitted to the Town of Innisfil (and other municipalities) and is permitted under Section 50 of the *Planning Act*. It allows the severance of the lands upon which the buildings (townhouses) will be constructed. Other subdivisions in Innisfil commonly use part lot control, typically to create individual townhouse or semi-detached parcels for individual transfer to owners.

The proposed Reference Plan shows Block 148 to be severed into 67 Parts, which is consistent with the County and Town Official Plan, Zoning By-law, and Site Plan. Staff note the development has already been approved under the Planning Act by subdivision, zoning by-law amendment, site plan control and condominium exemption processes - this application is simply to extend the part lot control exemption by-law approved by Council in 2023 by an additional three years to continue to allow transfer of the townhouse units to owners as units are sold on the subject lands.

Once the By-law is passed by Council, it will be registered on title on the subject lands and has been written with a three-year window (a three-year expiry clause) to allow the land subdivision to occur. Staff have no objections to the proposed by-law and consider it appropriate to allow for the continued development of the development.

Prepared By:
Ingrid Li, Development Planner

Approved By:
Andria Leigh, Director of Planning & Growth

Attachments:
Attachment 1 – Part Lot Control Exemption By-law 069-26
Attachment 2 – Reference Plan

Reference Material: Community Strategic Plan

The Corporation of the Town of Innisfil

By-Law No. 069-26

A By-law of The Corporation of the Town of Innisfil to exempt Block 148, Registered Plan 51M-1139 in the Town of Innisfil, County of Simcoe, from Part Lot Control imposed by Subsection 50(5) of the Planning Act, R.S.O. 1990, c. P.13.

Whereas Subsection 50(7) of the Planning Act, R.S.O. 1990, c. P.13 provides that, notwithstanding the provisions of Subsection 50(5), the Council of a Municipality may by By-law provide that plans of subdivision or parts thereof as is or are designated in the By-law are not subject to Subsection 50(5); and,

Whereas Alcona Capital Properties Inc. has applied to the Council of The Corporation of the Town of Innisfil requesting that Block 148, Plan 51M-1139 be exempt from the provisions of Subsection 50(5) of the Planning Act, R.S.O. 1990, c. P.13; and

Now Therefore the Council of The Corporation of the Town of Innisfil enacts as follows:

1. Subsection 50(5) of the Planning Act, R.S.O. 1990, c. P.13 does not apply to Block 148 on Registered Plan 51M-1139 in the Town of Innisfil, County of Simcoe.

2. This By-law shall come into force and have effect upon the approval of Council.

3. This By-law shall expire on June 24, 2029.

Passed this 24th day of June 2026.

_____

Lynn Dollin, Mayor

_____

Jennifer Marshall, Clerk

PLAN OF SURVEY OF BLOCK 148 PLAN 51M–1139 TOWN OF INNISFIL COUNTY OF SIMCOE

SCALE 1:300

10m 5m 0 10m 20m 30 metres

R–PE SURVEYING LTD., O.L.S.

METRIC

DISTANCES AND COORDINATES SHOWN ON THIS PLAN ARE IN METRES AND CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048.

NOTES

■	DENOTES MONUMENT FOUND
□	DENOTES MONUMENT SET
IB	DENOTES IRON BAR
SIB	DENOTES STANDARD IRON BAR
SSIB	DENOTES SHORT STANDARD IRON BAR
P.I.N.	DENOTES PROPERTY IDENTIFIER NUMBER
(WIT)	DENOTES WITNESS
PL	DENOTES PLAN 51M–1139
D.U.C.	DENOTES DWELLING UNDER CONSTRUCTION
G.U.C.	DENOTES GARAGE UNDER CONSTRUCTION
P	DENOTES PORCH
℄	DENOTES CENTRELINE OF WALL
f	DENOTES FACE OF WALL
SCP	DENOTES SPECIFIED CONTROL POINT

ALL FOUND MONUMENTS BY SPEIGHT, VAN NOSTRAND & GIBSON LIMITED, O.L.S.

ALL SET MONUMENTS ARE IRON BARS UNLESS NOTED OTHERWISE.

ALL TIES TO CONCRETE FOUNDATION

BEARINGS ARE GRID, UTM ZONE 17, NAD83 (CSRS)(2010.0), DERIVED FROM:

SCP 03120110015	NORTH 4910763.727	EAST 611375.870
SCP 03120110016	NORTH 4911024.128	EAST 612156.451

COORDINATES ARE UTM ZONE 17, NAD83 (CSRS)(2010.0), TO URBAN ACCURACY PER SEC. 14 (2) OF O.REG. 216/10, AND CANNOT, IN THEMSELVES, BE USED TO RE–ESTABLISH CORNERS OR BOUNDARIES SHOWN ON THIS PLAN.

DISTANCES ARE GROUND AND CAN BE CONVERTED TO GRID BY MULTIPLYING BY THE COMBINED SCALE FACTOR OF 0.999717

SURVEYOR'S CERTIFICATE

I CERTIFY THAT:

1. THIS SURVEY AND PLAN ARE CORRECT AND IN ACCORDANCE WITH THE SURVEYS ACT, THE SURVEYORS ACT AND THE LAND TITLES ACT AND THE REGULATIONS MADE UNDER THEM.
2. THE SURVEY WAS COMPLETED ON THE ____ DAY OF _____, 2023

DATE _____, 2023

T. SINGH
ONTARIO LAND SURVEYOR

THIS PLAN OF SURVEY RELATES TO AOLS PLAN SUBMISSION FORM NUMBER XXXXXXX.

I REQUIRE THIS PLAN TO BE DEPOSITED UNDER THE LAND TITLES ACT.

DATE _____, 2023

T. SINGH, O.L.S.

PLAN 51R–

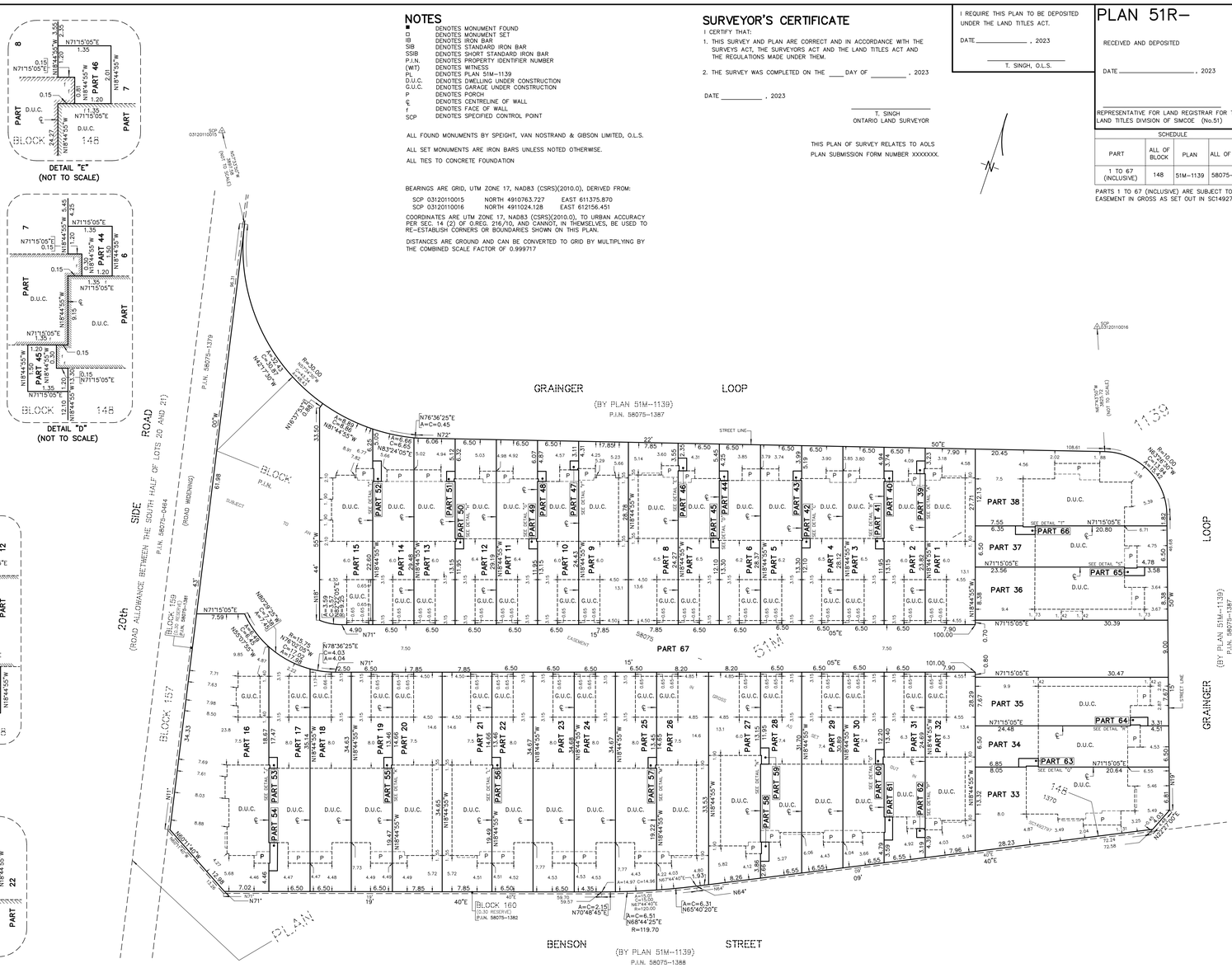
RECEIVED AND DEPOSITED

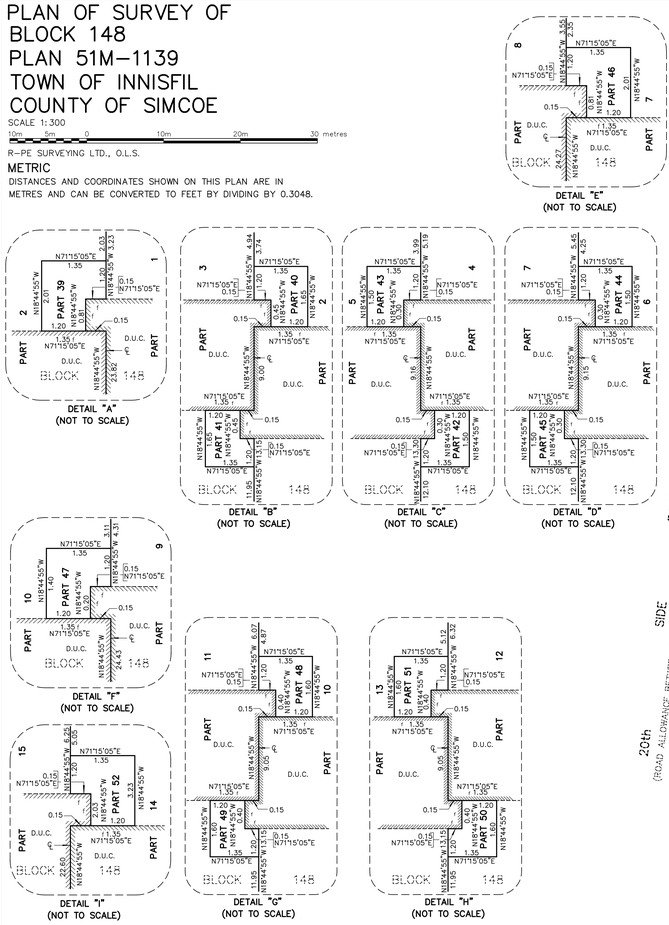
DATE _____, 2023

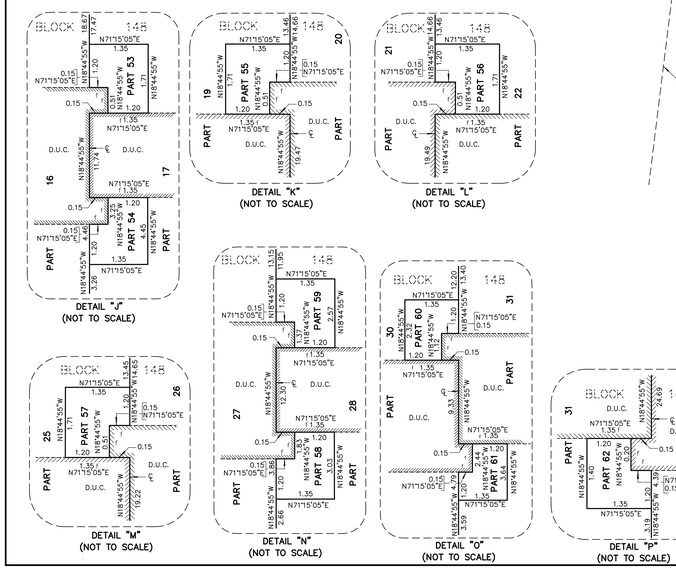
REPRESENTATIVE FOR LAND REGISTRAR FOR THE LAND TITLES DIVISION OF SIMCOE (No.51)

SCHEDULE			
PART	ALL OF BLOCK	PLAN	ALL OF P.I.N.
1 TO 67 (INCLUSIVE)	148	51M–1139	58075–1370

PARTS 1 TO 67 (INCLUSIVE) ARE SUBJECT TO AN EASEMENT IN GROSS AS SET OUT IN SC1492797







R–PE SURVEYING LTD.
ONTARIO LAND SURVEYORS
643 Chrislea Road, Suite 7
Woodbridge, Ontario L4L 8A3
Tel.(416)635–5000 Fax (416)635–5001
Tel.(905)264–0881 Fax (905)264–2099
Website: www.r–pe.ca

DRAWN: V.K. CHECKED: G.P./T.S.
JOB No. 18–209 CAD FILE No. 18–209R01–PLC

May 19, 2023 – 07:15:58

Additional Information Memorandum

Part Lot Control Exemption By-law – Racquet Academy Block Delineation and Hotel Precinct Block Delineation

To: Mayor, Deputy Mayor, and Members of Council

From: Brandon Correia, Manager of Planning

Date: June 24, 2026

Recommendation:

1. **That the Additional Information Memorandum regarding Part Lot Control Exemption By-law – Racquet Academy Block Delineation and Hotel Precinct Block Delineation dated June 24, 2026, be received; and**

2. **That By-law 070-26, being a by-law to exempt Part of Block 4, Registered Plan 51M-998 being Part 1 & 2 on Plan 51R-45118 and Part of Block 1, Registered Plan 51M-997 being Part 1 on Plan 51R-45119, in the Town of Innisfil, County of Simcoe, from Part Lot Control imposed by Subsection 50(5) of the Planning Act, R.S.O. 1990, c. P.13., be approved.**

Additional Information:
A request has been received from LPF Barrie Developments GP Inc. on behalf of Friday Harbour Village Inc. (owner of the subject lands) to pass a Part Lot Control Exemption By-law to allow for the transfer of ownership within the Friday Harbour development group or delineate blocks for financial registration purposes. The reference plan is consistent with the County and Town Official Plan, Big Bay Point Resort Secondary Plan and Zoning By-law as amended, including recent Ontario Land Tribunal (OLT) decisions on Zoning By-law Amendment D14-2024-001 and Official Plan Amendment D09-2024-002 respecting matters such as residential and hotel units and residential building and hotel height, and inclusion of a racquet academy and sports zone. This application specifically relates to transfer of lands for the OLT approved future hotel and racquet academy, which are subject to a site plan control process.

The purpose of the attached part lot control exemption by-law is to exempt the following from part lot control to allow the transfer of:

Part of Block 4, Registered Plan 51M-998
- Racquet Academy Block Delineation (Part 1 & 2 on Plan 51R-45118)

Part of Block 1, Registered Plan 51M-997
- Hotel Precinct Block Delineation (Part 1 on Plan 51R-45119)

Application
The part lot control exemption application has been approved by Town Staff as permitted under the Town's Delegation By-law. Council, however, is still required to pass the By-law formally as required by the *Planning Act*. This type of application is frequently submitted to the Town of Innisfil (and other municipalities) and is permitted under Section 50 of the Planning Act. It allows the severance of the lands upon which future buildings (hotel and racquet academy) will be constructed, and transfer of the severed lands to the new owner within the Friday Harbour development group.

The attached by-law would require the parts to be transferred within three (3) years, which is a standard time period for a part lot control by-law (the expiry is June 24, 2029). Staff have no

objections to the proposed by-law and consider it appropriate to allow for the continued development of the Friday Harbour Subdivision.

Prepared By:
Ingrid Li, Development Planner

Approved By:
Brandon Correia, Manager of Planning

Attachments:
Attachment 1 – Key Map
Attachment 2 – By-law 070-26 – Friday Harbour PLC
Attachment 3– Reference Plans 51R-45118 and 51R-45119

Reference Material: Community Strategic Plan

Attachment 1- Hotel Precinct



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0 100 200 300m

1 : 5,902

Innisfil

Jun 2, 2026

Attachment 1- Key Map



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0 100 200 300m

1 : 6,869

Innisfil

May 29, 2026

The Corporation of the Town of Innisfil

By-Law No. 070-26

A By-law of The Corporation of the Town of Innisfil to exempt Part of Block 4, Registered Plan 51M-998 and Part of Block 1, Registered Plan 51M-997 in the Town of Innisfil, County of Simcoe, from Part Lot Control imposed by Subsection 50(5) of the Planning Act, R.S.O. 1990, c. P.13.

Whereas Subsection 50(7) of the Planning Act, R.S.O. 1990, c. P.13 provides that, notwithstanding the provisions of Subsection 50(5), the Council of a Municipality may by By-law provide that plans of subdivision or parts thereof as is or are designated in the By-law are not subject to Subsection 50(5); and,

Whereas Friday Harbour Leisure Inc. has applied to the Council of The Corporation of the Town of Innisfil requesting that Part of Block 4, Registered Plan 51M-998 and Part of Block 1, Registered Plan 51M-997 be exempt from the provisions of Subsection 50(5) of the Planning Act, R.S.O. 1990, c. P.13; and

Now Therefore the Council of The Corporation of the Town of Innisfil enacts as follows:

1. Subsection 50(5) of the Planning Act, R.S.O. 1990, c. P.13 does not apply to Part of Block 4 on Registered Plan 51M-998 being Part 1 & 2 on Plan 51R-45118 in the Town of Innisfil, County of Simcoe.

2. Subsection 50(5) of the Planning Act, R.S.O. 1990, c. P.13 does not apply to Part of Block 1 on Registered Plan 51M-997 being Part 1 on Plan 51R-45119 in the Town of Innisfil, County of Simcoe.

3. This By-law shall come into force and have effect upon the approval of Council.

4. This By-law shall expire on June 24, 2029.

Passed this 24th day of June 2026.

_____

Lynn Dollin, Mayor

_____

Jennifer Marshall, Clerk

KNOWN AS BIG BAY POINT ROAD
(ROAD ALLOWANCE BETWEEN CONCESSIONS 13 AND 14)

LIMIT OF ORIGINAL ROAD ALLOWANCE

BLOCK 2, (0.30 RESERVE) PLAN 51M--997 | PART 15 PLAN 51R--40926 | PART 9, PLAN LOT 29, | BLOCK 2, (0.30 RESERVE) PLAN 51M--997 | RD 433 CONCESSION 13

NORTHEAST CORNER OF BLOCK 1, PLAN 51M-997

ORP (A) IB(RPE) | N71° 44' 20"E | 88.51 PL2&MEAS | IB(RPE)

PART 6 PLAN 51R--40926

PART 3 -- PART 2 44752

PART 1 51R-- BLOCK 1, PLAN 51M--997

78.20 PL2&MEAS | 160.97 PL2,PL3&MEAS

CC(RPE) IN SIDEWALK | IB(1546)

97.84

N30°38'05"E 22.82 RESULTANT TIE (NOT TO SCALE)

N71°43'35"E 71.39 | SSIB | SSIB

SC1028669 SC1573798

133.44

17.20

132.78

SUNRISE AVENUE

PRIVATE ROAD KNOWN AS PLAN 51R--40926 | PLAN 58085

308.82 PL1&MEAS

00°W

PART 1

SET IN | OUT INST. | IN NOS. | AS OUT | GROSS SET | IN AS | 51M 58085

INST. SC1339594

30°W

17'

LIMIT BETWEEN BLOCK 1, PLAN 51M-997 AND LOT 29, CONCESSION 13

182.95 PL3&MEAS

PLAN 51R--40926 | PLAN 58085 | PART 1 | LOT

P.I.N.

SUBJECT TO PART 6, PLAN 51R--40926 P.I.N.

SUBJECT TO EASEMENT AS IN EASEMENTS

BLOCK 1, PLAN 51M--997

N18°16'00"W 19.06 | N18° | N18°

ORP (B) SSIB(RPE)

SSIB

N78°19'15"W 10.67 | N41°39'00"E 23.66 | IB | N78°18'45"W 10.73 | N11°40'45"E 8.60 | SSIB | N78°17'35"W 6.50 | N11°42'25"E 4.50 | IB | N78°17'35"W 6.50 | N11°42'25"E 4.50 | SSIB | N78°17'35"W 6.50 | N11°42'25"E 9.04 | IB | SSIB

N44°47'45"W 35.58 RESULTANT TIE (NOT TO SCALE)

SIB(NI)

PLAN 51R-45119

Received and deposited

October 20th, 2025

Beatriz Perez Corona

Representative for the Land Registrar for the Land Titles Division of Simcoe (No.51)

SCHEDULE			
PART	BLOCK	PLAN	P.I.N.
1	PART OF 1	PLAN 51M-997	PART OF 58085-0757

PART 1 IS SUBJECT TO EASEMENTS AS SET OUT IN INST. Nos. SC1339594 AND SC1573838.

PART 1 IS SUBJECT TO AN EASEMENT IN GROSS AS SET OUT IN INST. No. SC1028669.

PLAN OF SURVEY OF PART OF BLOCK 1, PLAN 51M-997 TOWN OF INNISFIL COUNTY OF SIMCOE

SCALE 1:250

10m 5m 0 10 metres

R-PE SURVEYING LTD., O.L.S.

THE INTENDED PLOT SIZE OF THIS PLAN IS 692 mm IN WIDTH BY 852 mm IN HEIGHT WHEN PLOTTED AT A SCALE OF 1:250.

DISTANCES AND COORDINATES SHOWN ON THIS PLAN ARE IN METRES AND CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048.

NOTES

■	DENOTES MONUMENT FOUND
□	DENOTES MONUMENT SET
SSIB	DENOTES SHORT STANDARD IRON BAR
IB	DENOTES IRON BAR
CC	DENOTES CUT CROSS
PL1	DENOTES PLAN 51R-40926
PL2	DENOTES PLAN 51R-44752
PL3	DENOTES PLAN 51M-997
P.I.N.	DENOTES PROPERTY IDENTIFIER NUMBER
(RPE)	DENOTES R-PE SURVEYING LTD., O.L.S.
(1546)	DENOTES RUDY MAK SURVEYING LIMITED, O.L.S.
ORP	DENOTES OBSERVED REFERENCE POINT

INTEGRATION NOTE

BEARINGS ARE UTM GRID, DERIVED FROM OBSERVED REFERENCE POINTS Ⓐ AND Ⓑ USING CANNET REAL TIME NETWORK (RTN) OBSERVATIONS, UTM ZONE 17, NAD83 (CSRS:CBNV6:2010.0).

COORDINATES ARE UTM ZONE 17, NAD83 (CSRS:CBNV6:2010.0), TO URBAN ACCURACY PER SEC. 14 (2) OF O.REG. 216/10, AND CANNOT, IN THEMSELVES, BE USED TO RE-ESTABLISH CORNERS OR BOUNDARIES SHOWN ON THIS PLAN.

POINT	NORTHING	EASTING
ORP Ⓐ	4916938.15	617020.18
ORP Ⓑ	4916644.97	617116.96
20120110003	4910049.14	606039.36

DISTANCES ARE GROUND AND CAN BE CONVERTED TO GRID BY MULTIPLYING BY THE COMBINED SCALE FACTOR OF 0.999740.

SURVEYOR'S CERTIFICATE

I CERTIFY THAT:

1. THIS SURVEY AND PLAN ARE CORRECT AND IN ACCORDANCE WITH THE SURVEYS ACT, THE SURVEYORS ACT AND THE LAND TITLES ACT AND THE REGULATIONS MADE UNDER THEM.
2. THE SURVEY WAS COMPLETED ON THE 8th DAY OF SEPTEMBER 2025.

DATE SEPTEMBER 17th, 2025

C. P. EDWARD
ONTARIO LAND SURVEYOR

THIS PLAN OF SURVEY RELATES TO AOLS PLAN SUBMISSION FORM NUMBER V-107324.

R-PE SURVEYING LTD.
ONTARIO LAND SURVEYORS
643 Chrislea Road, Suite 7
Woodbridge, Ontario L4L 8A3
Tel.(416)635-5000
Website: www.r-pe.ca

DRAWN: S.F. CHECKED: C.P.E.
JOB No. 25-096 CAD FILE No. 25096R03

EVALUATION SHEET FOR COUNCIL DISCRETIONARY GRANT PROGRAM

Please Note: This evaluation is a suggestion only and is intended to aid Council in its funding decision.

Applicant's Name:	Royal Canadian Legion Branch 547		
Purpose for Funds:	Support for added entertainment at the Legion's Canada Day event.	**Amount Requested:**	**$1000**

For each of the following criteria, staff has suggested a rating of High, Medium, or Low, where High represents a strong recommendation, and low represents a low recommendation.

Eligibility Considerations: • Is the applicant a community organization? • Is the applicant a resident of the Town of Innisfil who is at least 18 years of age? • Is the application complete, including signatures and supporting documents? • Has the applicant applied for Council Discretionary funding within the last 12 months?	(H-M-L) H
Fund Administration Considerations: • Are there sufficient details to fully establish the scope of the purpose for funding? • Is there a leadership structure to manage and monitor the use of funds, if granted? • Does it appear that future funding may be required? • Has a sustainability plan been initiated or considered by the applicant? • Is there an overall plan in place for use of funds, if granted?	(H-M-L) H
Community Benefit Considerations: • Will the funds be used to serve and involve the community as a whole? • Will the funds be used to foster positive change? • Is there an obvious benefit to the residents of Innisfil? • Does this funding request support one of the pillars within the Town's Strategic Plan?	(H-M-L) H
Overall Suggested Rating	H

Evaluator's Name:	Karen Shea Chief of Staff	**Date:**	June 16, 2026

Notes:

Royal Canadian Legion Branch 547 has requested $1,000 to support a community Canada Day event. The event is intended to increase community engagement, raise awareness of the local Legion, and encourage membership.

Funds will be used to enhance the event by bringing in a band and providing food for attendees. The event will help strengthen community connections and aligns with the Connect pillar of Council's Strategic Plan.

Staff recommend that Council approve the request. In recognition of the Town's contribution, the Legion will be asked to acknowledge the Town of Innisfil at the event.

TOTAL AMOUNT REQUESTED:	$1,000.00	
CURRENT AMOUNT IN CDF PRIOR TO THIS APPROVAL:	$ 11,203.35	**RECOMMENDATION: SUPPORT**

Innisfil

COUNCIL DISCREATIONARY GRANT PROGRAM APPLICANT'S CHECKLIST

This checklist must be included with the application.

I have reviewed the Council Discretionary Grant Program application guidelines and have attached a complete application which includes the supporting documents and actions indicated on the checklist, below.

- ☐ Included rental permit #, and rental amount, if applying for waiver of facility rental fees.
- ☑ Current signatures of two (2) executive members, and a current listing of Executive Membership of organizations Directors.
- ☑ Description of purpose of grant request along with details of community support for project or event.
- ☑ Explanation of how Strategic Goals apply to your application.
- ☑ Indication if you or your organization have applied and received funding from this program in the last 2 years.
- ☑ Explanation of what measures you or your organization have in place to be financially sustainable.

I accept responsibility for provision of all required documents including a complete application form. If approved, I further understand that there is a requirement for a follow-up report to be provided.

LAURIE SPRING
Print Name of Individual Making Application

[redacted]
Signature of Individual Making Application

June 8 2026.
Date Signed

Innisfil

COUNCIL DISCRETIONARY GRANT PROGRAM APPLICATION FORM

Date of Event: July 1ST, 2026

Office Use Only: $

Purpose of Application:

☐ **Waiver of Parking Fees at Innisfil Beach Park***

Parking Lot (s): A ☐ B ☐ C ☐ D ☐ E ☐ F ☐

☐ **Waiver of Facility Rental Fees***

Rental Permit #_____

Rental Amount: $_____

Date of Event: _____

☑ **Other**

Description: money for band, hotdogs to give away.

Amount: $ 1000.00

Approvals for waiving of these fees will not be considered on a recurring basis.

Date Received: _____

Total Amount of Funds Requested: _____

Details of your funding request

Name of Applicant: Royal Canadian Legion Branch 547 Innisfil (Laurie Spring president)

Name of Organization (if applicable): Royal Canadian Legion Branch 547, Innisfil

Mailing Address: 1017 Robinson St, Belle Ewart, L0L 1W0

Name of Primary Contact: Laurie Spring **Title:** President

Phone Number (Primary): 705.241.9635 **Alternate Number:** _____

E-mail Address: membership@legion547.ca

Section 1 – Personal Application:

Are you under 18 years of age? ☒ Yes ☒ No

3. **Please indicate which of the following Strategic Goals within the Town's Strategic Plan apply to your application. Select all that apply, and give a brief description of how.**

Grow (Developing a thriving community)
Details:
This event helps grow community engagement by introducing more residents and families to the Innisfil Legion and encouraging greater participation in local community activities

Connect (Physical, social, cultural and digital connections)
Details:
The Canada Day celebration brings residents of all ages together in a welcoming and inclusive environment, fostering social connections, community pride and a sense of belonging.

Sustain (Enhance the environment, assets & amenities residents depend on)
Details:
By increasing awareness and utilization of the Innisfil Legion as a community gathering space, the event supports the long term sustainability of a valued local organization and strengthens community networks

*the Town's current Strategic Plan can be found at www.innisfil.ca

4. **Have you or your organization applied for and received funds from the Council Discretionary Grant program in the last two years?**

~~Yes~~ ~~No~~

If yes, please indicate the amount you received $_____, the date the funds were received _____, and the purpose for the grant:

5. **What measures have you, or will you put in place to make your organization more financially sustainable?**
We are focused on building long-term financially sustainability by increasing community awareness and engagement with the Innisfil Legion through inclusive events like this Canada Day event. We are also exploring additional fundraising opportunities, sponsorships, partnerships with local businesses and organizations to diversify revenue sources & strengthen ongoing support for the Legions activities and services.

Please indicate the number of pages provided as attachments to this submission: _____ pages

Personal information collected on this form is pursuant to the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, Chapter M.56, as amended, and will be used to inform applicants of the Town's grant programs announce successful applications to the public and may be released to other funding organizations. Questions about this collection should be directed to: Clerk's Office, Town of Innisfil, 2101 Innisfil Beach Road, Innisfil ON, L9S 1A1, 705-436-3710.

If Yes, please provide the signature of a parent or legal guardian.

Signature of Parent or Legal Guardian	Print Name of Parent or Legal Guardian

If No, please provide signature.

Signature	Print

Section 2 – Organization Application:

Provide the signature of two (2) executive members. A current listing of Executive Membership or your organization's Directors must be attached to this application.

Signature of Executive Member	Print Name and Title of Executive Member
[redacted]	Laurie Spring - President
[redacted]	Lottery Trust

Signature of Executive Member — Print Name and Title of Executive Member

Eligibility Criteria

1. **Provide a brief description of the purpose of your grant request:**

The purpose of this grant application is to support a family friendly Canada Day event at the Innisfil Legion. Through this event, we aim to bring the community together to celebrate Canada Day while increasing awareness of the Legion as a welcoming, inclusive and family friendly gathering place.

2. **Please provide details of community support for your project or event. Please include the age range, population segment, and numbers expected to benefit, from the project or event.**

The Canada Day event will benefit residents of all ages, including children, youth, adults, seniors, veterans and families throughout Innisfil. We anticipate about 100 attendees and have recieved strong community interest in creating a fun, inclusive celebration that brings people together while increasing awarness of the Innisfil Legion as a welcoming community gathering place.

Legion
ONTARIO COMMAND

BRANCH INFORMATION SHEET

BRANCH NAME:	Innisfil		
BRANCH #:	547		
TERM OF OFFICE:	☐ 1 YEAR	☑ 2 YEAR	
ADDRESS:	1017 Robinson Street		
	Belle Ewart, ON L0L 1W0		
OFFICE TELEPHONE#:	705 456 2531	BAR:	705 456 2531
FAX #:			
EMAIL ADDRESS:	secretary@legion547.ca		
WEBSITE:	www.legion547.ca		
EXECUTIVE MEETING:	DAY OF MONTH & TIME:	Monthly, Sunday at 10:30am	
GENERAL MEETING:	DAY OF MONTH & TIME:	Bi Monthly, Third Sunday of Month, 1pm	
HOURS OF OPERATION:	Wednesdays 6:30 9:00pm, Thursday 6:30 10:00pm, Friday & Saturday 4:00pm 9:00		

	NAME	PERSONAL EMAIL	CELL / HOME PHONE
BRANCH OFFICERS:			
PRESIDENT	Laurie Spring	[redacted]	
PAST PERSIDENT	N/A		
1ST VICE	Denis Mainville		
2ND VICE	Mike Richardson		
3RD VICE	N/A		
TREASURER	Elaine Hachey		
SECRETARY	Jennifer Richardson		
BRANCH EXECUTIVE:			
BYLAWS / RESOLUTIONS	Vacant		
BURSARY	Cherylynn Hunt		
CHAPLAIN	N/A		
CHARITABLE FOUNDATION	N/A		
ENTERTAINMENT	Susan Oram		
HONOURS & AWARDS	Jeff Jones		
MEMBERSHIP	Laurie Spring		
LEADERSHIP DEVELOPMENT	Tim Norton		
LOTTERY	Karlene Doyle		
POPPY & REMEMBRANCE	Mehdi Imtiaz		
PUBLIC RELATIONS	Barb Newell		
SGT-AT-ARMS	Jeff Jones		
SPORTS OFFICER / TRACK & FIELD	Olga Cherry		
LEGION SENIORS	Maggie Barton		
VETERAN SERVICES	Mehdi Imtiaz		
YOUTH EDUCATION	Jennifer Richardson		
LADIES AUXILIARY:	N/A	N/A	N/A
PRESIDENT	N/A	N/A	N/A
LIASON	N/A	N/A	N/A
SECRETARY	N/A	N/A	N/A

DATE COMPLETED: June 8, 2026

COMPLETED BY: Karlene Doyle

Click Here to submit to rclontariocommand@on.legion.ca

Proclamation

Pride Month

June 2026

Whereas the Town of Innisfil highly values every individual and emphasizes the importance of equality, dignity, and freedom. We welcome all to live, work and play within the community and believe that every family, regardless of its composition, deserves a place to call home where they are safe, happy, and supported by friends and neighbours; and

Whereas June is recognized in Canada and internationally as Pride Month, a time to honour diversity, champion inclusion, and celebrate the meaningful contributions of the 2SLGBTQI+ community to the social, cultural, and economic vitality of our society; and

Whereas Pride Month provides an opportunity to acknowledge the courage, resilience, and advocacy of 2SLGBTQI+ individuals, recognizing the progress achieved while also serving as a reminder of the ongoing responsibility to challenge discrimination, foster equality, and promote awareness and education to protect and advance the rights, dignity, and well-being of 2SLGBTQI+ people in our community and beyond;

Now Therefore, I, Mayor Lynn Dollin, on behalf of the Town of Innisfil, do hereby proclaim the month of June 2026 to be Pride Month in the Town of Innisfil.

_____

Mayor Lynn Dollin

Proclamation

Italian Heritage Month

June 2026

Whereas Italian Canadians have made important contributions to communities across Canada, and Innisfil is home to a growing number of residents with Italian heritage who contribute to the town's culture, economy, and community life; and

Whereas Italian Heritage Month provides an opportunity to celebrate the traditions, values, history, and achievements of Italian Canadians, while recognizing the role they continue to play in shaping our community; and

Whereas The Town of Innisfil encourages all residents to learn about, appreciate, and celebrate the rich heritage and lasting contributions of Italian Canadians

Now Therefore, I Mayor Lynn Dollin, on behalf of the Corporation, hereby proclaims June 2026, as Italian Heritage Month, in the Town of Innisfil.

_____

Mayor Lynn Dollin

CANADA

PRIME MINISTER · PREMIER MINISTRE

Ottawa, Ontario
K1A 0A2

June 3, 2026

Dear Mayor Norcross and Co-Signatories:

I would like to thank you for writing to me regarding our strategy to transform Canada's auto industry.

Given that this matter falls within the responsibilities of my colleagues, the Hon. Julie Dabrusin, Minister of Environment and Climate Change, the Hon. Steven MacKinnon, Minister of Transport, and the Hon. Mélanie Joly, Minister of Industry, I have asked that a copy of our exchange be sent to them for consideration.

I am pleased that your commitment to Canada remains strong and look forward to continuing our dialogue as we move this work forward.

Please accept my warmest regards.

Sincerely,

His Worship Richard Norcross
Mayor
City of New Tecumseth

Simcoe County Auto Mayors

Auto Mayors Association Simcoe County
Richard Norcross, Chair
Town Hall
24 Tupper Street West,
Alliston ON, L9R 1H2

Web Address: www.newtecumseth.ca
Email: rnorcross@newtecumseth.ca
Phone: 705-435-3900
or 905-729-0057
Direct: 905-806-5391
or 905-724-1500

DATE: May 21st 2026

RE: **Request for Structural Changes to the Federal Auto Strategy**

Dear The Right Honourable Prime Minister Carney

We appreciate the work to support the automotive industry, especially the repeal of the federal zero-emission vehicle (ZEV) sales mandate, but we remain concerned about aspects of the Federal Auto Strategy. As it stands, the strategy risks undermining Canada's auto sector, exacerbating challenges for an industry already facing headwinds.

We believe it is imperative to revise the strategy to unlock investment and allow the sector to recover and thrive. We respectfully urge your government to consider and prioritize the following changes:

1. **Recognition and Integration of Canadian-made Hybrid Vehicles** – Formally acknowledge and integrate made-in-Canada non-plug-in hybrid vehicles as part of the core pillars of the Federal Auto Strategy. These hybrids, produced in New Tecumseth by Honda, represent a significant portion of local manufacturing and represent an important on ramp on a consumer's transition journey towards a zero emissions vehicle.

2. **Work with Quebec and British Columbia to repeal their ZEV Mandates** – We recommend urging Quebec and British Columbia to repeal their respective EV mandates until adequate charging infrastructure, consumer demand, and incentives exist. Keeping these mandates in place forces Canadian manufacturers to pay foreign companies such as Tesla or Chinese OEMs millions of dollars annually in compliance credits. Quebec's new Premier signaled openness to suspend the mandate but British Columbia has been adamant on keeping theirs.

3. **Enable fair competition with new market entrants** – Canadian OEM's are not structurally setup to compete against low cost, imported EV's. For companies having signaled their interest in building in Canada, we must ensure there is a level playing field with manufacturers already building in Canada and put guardrails in place so that they invest in the Canadian supply chains and talent, and not establish "knockdown facilities".

Simcoe County Auto Mayors

Auto Mayors Association Simcoe County
Richard Norcross, Chair
Town Hall
24 Tupper Street West,
Alliston ON, L9R 1H2

Web Address: www.newtecumseth.ca
Email: rnorcross@newtecumseth.ca
Phone: 705-435-3900
or 905-729-0057
Direct: 905-806-5391
or 905-724-1500

4. **Inclusion of the Canada North Vehicles Initiative** – a proposed national branding and market-positioning effort that would create a unified "Canada North Vehicles" identity for Canadian-made vehicles, highlighting strengths Canada is already known for—durability in extreme climates, high safety standards, resilience in heavy salt conditions, and strong environmental and technological performance. The intent is to give manufacturers a recognizable symbol they can use in domestic and international markets to build traction, support export diversification, and strengthen Canada's automotive reputation globally. The initiative also aims to encourage "buy Canadian" purchasing while elevating Ontario- and Canada-based advanced manufacturing communities.

For over 40 years, the auto sector has been a dominant industry in New Tecumseth and regionally across Simcoe County thanks to Honda's continued investments. Honda is a valued partner and major employer contributing tremendously to our community as well as the local and national economy. We believe the changes suggested above will support Honda securing another 40 years of presence, investment and beyond in Canada.

Simcoe County Auto Mayors

Auto Mayors Association Simcoe County
Richard Norcross, Chair
Town Hall
24 Tupper Street West,
Alliston ON, L9R 1H2

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Email: rnorcross@newtecumseth.ca
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or 905-729-0057
Direct: 905-806-5391
or 905-724-1500

[redacted]

Richard Norcross,
Chair, Simcoe Auto Mayors and Mayor

New Tecumseth
Alliston · Beeton · Tottenham

[redacted]

Scott Anderson,
Mayor of the Township of Adjala-Tosorontio

Township of Adjala-Tosorontio

[redacted]

Jennifer Coughlin,
Deputy Warden, County of Simcoe

COUNTY OF SIMCOE

[redacted]

Lynn Dollin,
Mayor of the Town of Innisfil

Innisfil

[redacted]

Bill Gordon,
Mayor of the Town of Midland

Midland

[redacted]

Yvonne Hamlin,
Mayor of the Town of Collingwood

COLLINGWOOD

Auto Mayors Association Simcoe County
Richard Norcross, Chair
Town Hall
24 Tupper Street West,
Alliston ON, L9R 1H2

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or 905-729-0057
Direct: 905-806-5391
or 905-724-1500

[redacted]

James Leduc,
Mayor of Town of Bradford West Gwillimbury

[redacted]

Sandie Macdonald,
Mayor of the Essa Township

[redacted]

Doug Measures,
Mayor of the Township of Clearview

[redacted]

Doug Rawson,
Mayor of the Town of Penetanguishene

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

Ontario

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,



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

INNISFIL PUBLIC LIBRARY BOARD
MEETING MINUTES
Tuesday, April 21, 2026 – 6:30 p.m.
Lakeshore Boardroom

In Attendance:	Anne Smith, Rob Nicol, Councillor Jennifer Richardson, Councillor Robert Saunders, Rhonda Flanagan, Sue Bennett, Cynthia Gordon
Staff in Attendance:	Erin Scuccimarri, Jennifer Miyasaki, Megan Legg, Alex Loewen
Regrets:	Barb Baguley, Raj Grover

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1. CALL TO ORDER, WELCOME AND LAND ACKNOWLEDGEMENT

- The meeting was called to order at 6:30 p.m.
- Cynthia Gordon delivered the Land Acknowledgement Statement.

2. APPROVAL OF AGENDA

Motion #2026.14

Moved by: Jennifer Richardson
Seconded by: Rhonda Flanagan

THAT the agenda of the April 21, 2026 meeting be approved as presented and amended.

CARRIED.

3. DISCLOSURES OF PECUNIARY INTEREST

There were no disclosures of pecuniary interest.

4. DELEGATIONS TO THE BOARD

a) Alex Loewen, Children's Librarian & Megan Legg, Director, Lifelong Learning – Programming Update

- Alex provided a presentation on Readers Advisory and tools used for searching for materials and providing suggested reads/materials.

- Megan spoke about the 2025 programming trends (see Staff Report LIB-05-2026 in Section 8 of the agenda).

CONSENT AGENDA

5. **Approval of Previous Minutes**
    - No additions or changes

6. **Correspondence**
    - No comments or additions

7. **Reports for Information**
    - CEO Report
        - The CEO commented on a successful March Break with many programs being well attended

    - Municipal Council Report
        - No additions to reports

    - Library Board Report
        - Roundtable of good news stories and events attended were shared

    - Board Committee Reports
        - Finance Committee
            - Reports provided in Section 8 of Agenda

        - The Board Chair advised the Board of the need to strike a Board Legacy Committee and asked for volunteers; Committee Members will be Anne Smith (Ex-Officio), Jennifer Richardson and Cynthia Gordon.

        - Truth & Reconciliation Committee will meet on April 27, 2026 to practice book wrapping, as part of the Canadian Library Project that was created to spread awareness of missing and murdered indigenous women, girls and 2 Spirit persons (MMIWG2S). The book wrapping event will take place at Lakeshore Library, Tuesday, May 5, from 6:00pm-7:30pm.

    - Health & Safety Update
        - March meeting minutes were included in package

    - Library Associations Report
        - Upcoming OLS Board Assembly Meeting – May 19, 2026

Motion #2026.15

Moved by: Rob Saunders
Seconded by: Sue Bennett

THAT the consent agenda items 5a.01.01 to 7f.01.01, and the recommendations contained therein be approved as presented.

CARRIED.

AGENDA

8. STAFF AND COMMITTEE REPORTS

a) LIB-04-2026 - Annual Report for 2025

Motion #2026.16

Moved by: Jennifer Richardson
Seconded by: Cynthia Gordon

THAT the Staff report LIB-04-2026 – Annual Report for 2025 be received.

CARRIED.

b) LIB-05-2026 – 2025 Programming Trends

Motion #2026.17

Moved by: Cynthia Gordon
Seconded by: Rob Nicol

THAT the Staff report LIB-05-2026 – 2025 Programming Trends be received

CARRIED.

c) LIB-06-2026 - 2025 Year End Financial Results

Motion #2026.18

Moved by: Rhonda Flanagan
Seconded by: Sue Bennett

THAT the Committee Report LIB-06-2026 regarding the 2025 Year-End Results be received; and THAT the recommendations regarding the 2025 Donation Reserves contained therein, be approved as presented.

CARRIED.

d) LIB-07-2026 Q1 2026 Finance Report

Motion #2026.19
Moved by: Rob Saunders
Seconded by: Cynthia Gordon

THAT the Committee Report LIB-07-2026 regarding the Q1 2026 Operating and Capital results be received; and FURTHER THAT the recommendations regarding LIB42 be approved as presented.

CARRIED.

e) LIB-08-2026 – Library Fees and Charges

Motion #2026.20
Moved by: Rhonda Flanagan
Seconded by: Rob Nicol

THAT the Staff Report LIB-08-2026 Library Fees and Charges be received and the recommendations contained therein be approved.

CARRIED.

f) LIB-09-2026 – Procurement of Digital Archive Infrastructure Services

Motion #2026.21
Moved by: Rob Saunders
Seconded by: Sue Bennett

THAT the Staff Report LIB-09-2026 Procurement of Digital Archive Infrastructure Services be received and the recommendations contained therein be approved.

CARRIED.

g) LIB-10-2026 – Laser Cutter Replacement

Motion #2026.22
Moved by: Rob Nicol
Seconded by: Rhonda Flanagan

THAT the Staff Report LIB-10-2026 Laser Cutter Replacement be received and the recommendations contained therein be approved.

CARRIED.

9. BUSINESS ARISING

None at time of agenda creation

10. POLICY

a) **EMPLOYMENT** – Conflict of Interest Policy #E-2026-09
b) **EMPLOYMENT** – Flexible Work Arrangement Policy # E-2026-10
c) **OPERATING & TECHNOLOGY** – The Library and Political Elections Policy #2026-11
d) **OPERATING & TECHNOLOGY** - Membership & Borrowing Policy #2026-12
e) **OPERATING & TECHNOLOGY** - Room Rental Policy #2026-13

Motion #2026.23

Moved by: Sue Bennett
Seconded by: Rob Nicol

THAT the EMPLOYMENT – Conflict of Interest Policy #E-2026-09; the EMPLOYMENT – Flexible Work Arrangement Policy # E-2026-10; the OPERATING & TECHNOLOGY – The Library and Political Elections Policy #2026-11; the OPERATING & TECHNOLOGY - Membership & Borrowing Policy #2026-12; and the OPERATING & TECHNOLOGY - Room Rental Policy #2026-13 be approved as presented.

CARRIED.

11. STRATEGIC ISSUES

There were no Strategic Issues to discuss this month.

12. NEW BUSINESS

No new business

13. COMMENTS AND ANNOUNCEMENTS

a) Calendar of Events
   - Links for Library and Community events were shared in the agenda.

14. IN CAMERA

a) Consideration of a resolution to hold an "In Camera" Committee of the Whole meeting as provided for under the Municipal Act, 2001, as amended, the Public Libraries Act, R.S.O. 1990, c. P.44, and the Library Board's Procedural By-Law Policy# B-2023-03.

Motion #2026.24

Moved by: Rob Saunders
Seconded by: Jennifer Richardson

THAT the Board holds a "Closed Session" Committee of the Whole meeting as provided for by the Municipal Act, 2001, as amended, the Public Libraries Act, R.S.O. c. P.44, and the Board's Procedural By-Law Policy #B-2023-03 to deal with:

a) litigation or potential litigation, including matters before administrative tribunals, affecting the board

CARRIED.

Motion #2026.25

Moved by: Rhonda Flanagan
Seconded by: Cynthia Gordon

THAT the Board now rise and report on the In Camera session and resume the regular Board meeting.

CARRIED.

15. ADJOURNMENT

Motion #2026.26

Moved by: Rob Nicol

THAT the meeting be adjourned at 8:28 p.m.

CARRIED.

DATE OF THE NEXT MEETING

The next Library Board meeting will be held on
Tuesday, May 19, 2026 at 6:30 p.m.
Innisfil ideaLAB & Library – Lakeshore Branch – Boardroom

Anne Smith

Anne Smith, Board Chair

E Scuccimarri

Erin Scuccimarri, Secretary

BRADFORD WEST GWILLIMBURY / INNISFIL POLICE SERVICES BOARD
REGULAR MEETING

Wednesday, April 22, 2026

Town of Innisfil, Community Room

MINUTES

Board Members Present:	Chris Gariepy, Chair (Provincial Appointee) Janece Kristman, Vice Chair (Municipal Appointee) Mayor Lynn Dollin, Town of Innisfil Mayor James Leduc, Town of Bradford West Gwillimbury Sarbjit Singh, (Provincial Appointee) - Absent
SSPS Present:	Chief John Van Dyke Deputy Chief Chris Landry Inspector Julio Fernandes Staff Sergeant Mike Adams
Members of the Public:	

1. CALL TO ORDER

The meeting was called to order by the Chair at 9:04 a.m.

2. DECLARATIONS OF PECUNIARY INTEREST - CLOSED SESSION ITEMS

None declared.

3. ADOPTION OF CLOSED SESSION AGENDA

Resolution #042026-001 **Kristman/Leduc**

That the Closed Session Agenda dated April 22, 2026, be received as printed.

CARRIED

4. CLOSED SESSION

4.1 Convene Closed Session

Resolution #042026-002 **Leduc/Dollin**

That the Board resolve itself into Closed Session to discuss matters under the provisions of the Community Safety and Policing Act, Section 44(1) to address intimate financial and personal matters and matters involving public security.

CARRIED

4.2 Reconvene Regular Meeting 10:54 a.m.

5. RISE AND REPORT PROGRESS

Resolution #042026-003 **Kristman/Leduc**

That the Bradford West Gwillimbury/Innisfil Police Services Board receive and approve the confidential reports as presented in the Closed Session meeting of April 22, 2026.

CARRIED

6. DECLARATIONS OF PECUNIARY INTEREST – REGULAR MEETING ITEMS

None.

7. ADOPTION OF REGULAR MEETING AGENDA

Resolution #042026-004 **Leduc/Dollin**

That the Regular Meeting Agenda dated April 22, 2026, be received as printed.

CARRIED

8. APPROVAL OF MINUTES

Resolution #042026-005 **Leduc/Kristman**

That the minutes of the Bradford West Gwillimbury/Innisfil Police Services Board meeting on March 25, 2026, be adopted as printed.

CARRIED

9. DELEGATIONS

None.

10. PRESENTATIONS

10.1 Report on 2025 Financial Audit – BDO Canada LLP – Andrea Nauss

On behalf of BDO, Andrea Nauss, reported on the 2025 Financial Audit to Board Members noting there were no discrepancies and that this was a clean audit.

Resolution #042026-006 **Leduc/Kristman**

That the minutes of the Bradford West Gwillimbury/Innisfil Police Services Board receive and approve the 2025 Financial Statements and Audit report as presented by BDO.

CARRIED

11. NEW BUSINESS

None.

12. BUSINESS ARISING FROM PREVIOUS MEETINGS

None.

13. MONITORING REPORTS TO THE BOARD

13.1 March 2026 Operations Dashboard and Report – Deputy Landry

Deputy Chief Landry presented Board Members with the March 2026 Operations Dashboard outlining there were 3145 total occurrences for the month of March. Twenty-nine of those were reported online. The municipal divide was 47% Bradford, 51% Innisfil and 2% outside of our area.

Operational Report – March 2026

Crimes Against Persons – 8 new criminal investigations
Street Crime Unit – 7 investigations – 3 ongoing
A platoon – 253 charges laid (231 provincial and 22 criminal charges)
B Platoon – 274 charges laid (232 provincial and 42 criminal charges)
C Platoon – 100 charges laid (84 provincial and 16 criminal charges) Note: this platoon was short staffed for the month.
D Platoon – 220 charges laid (188 provincial and 32 criminal charges)
Traffic and Marine – 303 POA charges, 41 Part III briefs
CRU – 103 compliance checks, 21 community events, 24 PONs from proactive patrols and 5 criminal charges.
MCRT – 18 calls attended, 39 referrals and follow-ups and 2.5 estimated time spent at the hospitals.
Offender Management – 103 compliance checks, 19 warrant checks and 72.5 estimated time spent on offender management.
Canine – 9 deployments
Provincial Auto Theft – 29 occurrences, 10 recovered and 1 arrest.
Forensic Identification – 173 total requests in February – 164 requests completed.
Financial Crimes – 18 ongoing investigations.

Note, as of today's date, the boat has been placed in the water.

Resolution #042026-007 ***Kristman/Dollin***

That the Bradford West Gwillimbury/Innisfil Police Services Board receive the March 2026 Operations Dashboards and Reports as presented for information.

CARRIED

13.2 March 2026 Finance Reports – Chief Van Dyke

A. March 2026 Capital Report Update
Chief Van Dyke reported on the 2026 Capital stating that as of the end of March they have spent $712,189.00.

The LECA 3-D Scanner has now been purchased and training is scheduled to take place this month.

NG911 phase two is underway. Grants should cover most of this expense.

Cell phone budget is slightly over budget, due to the type of phone that was originally requested no longer being available. This forced them to purchase a higher quality phone.

B. March 2026 Operating Budget Summary
Operating surplus of $360,000.00.

Under budget with grants due to timing.

Overtime continues to be an issue due to serious investigations.

Resolution #042026-008 ***Leduc/Kristman***

That the Bradford West Gwillimbury/Innisfil Police Services Board approve the March 2026 Capital Report and Operating Financial Summary as presented.

CARRIED

13.3 2025 Year-End Freedom of Information Report – Inspector Fernandes

Staff Sergeant Adams presented Board Members with the 2025 Year-End FOI report stating there were no abnormalities.

During the reporting year of 2025, there were 270 Personal Information Requests with 269 of those being completed.

There were 10 General Records Requests with 9 being completed.

Mayor Dollin asked if the rules of MFIPA are the same for the municipalities in regard to the timelines and if they can charge only so much per page. As per S/Sgt. Adams, yes, they are.

Resolution #042026-009 ***Kristman/Leduc***

That the Bradford West Gwillimbury/Innisfil Police Services Board receive the 2025 Year-End Statistical Report for the Information and Privacy Commissioner of Ontario Report (Freedom of Information and Protection Act) for information.

CARRIED

14. CHIEF UPDATE – March 2026

Mar. 26th – Badge presentation for two P/T Special Constables took place in the North Div. Boardroom

Mar. 27th – Chief completed his mental health check in.

Mar. 31st – Visited with Phil Deybrun who passed away on April 13th. Phil was doing the policy writing for the Service. Chief and Deputy will attend his funeral in May.

Apr. 1st – Chief and Deputy attended On the Move in BWG.

Apr. 2nd – Chief and Chair Gariepy meet with both town officials to present them with the Investing in our Future presentation.

Apr. 2nd – Was Cst. Brent MacDonald's last day. He has been seconded to the police college as an instructor for the next three years at which point, he will retire from the Service. There is no cost to the Service. This program is fully cost recoverable.

Apr. 7th – Chief meet with Chapline John Ratz who has been fully engaged with members.

Apr. 9th – Chief and Deputy attended the Vimmy Ridge Memorial at Base Borden.

- Chief and Board Chair meet with the Board's new EA.
- Chief and Chair Gariepy attended the Rotary Club of Barrie
- Chief, Deputy and Insp. Geoffroy attended the first training session of the new Auxiliaries in the evening.

Apr. 11th – Chief, Deputy and members of the Service attended the Khalsa Day flag raising in BWG.

Apr. 12th – Start of National Communicators Week. SLT attended the South Div. on Monday morning for the unveiling of the new Charter for communications staff.

Apr. 13th – Chief attended a retirement celebration for BWG CAO Geoff McKnight at the Club at Bond Head.

Apr. 14th – Leadership training took place for civilian supervisors.

Apr. 16th – Chief and Deputy attended Mayor Dollin's business breakfast. Chief also had lunch with CAO McKnight.

Apr. 17th – Monthly Chief and Chair meeting.

Apr. 19th – Battle of the Badges took place at the Bradford Leisure Centre. SSPS took the win.

On going

On-boarded 13 Auxiliary members who are in the process of completing their training. Graduation to take place on May 11th.

Special Constable hiring continues.

Apr. 27 & 28th – SSPS will be co-hosting the Small and Mid-Sized Police Chief's meeting along with Barrie Police at the Nottawasaga Inn & Resorts in Alliston.

The final draft of the 2025 Annual Report will be presented to the Board at the next meeting in May.

In the process of completing a Sec. 14 agreement to be presented to the Board for approval in May.

Ontario Police Memorial will take place on Sunday, May 3rd. In partnership with YRP, SSPS will have a horse in attendance. YRP has three horses attending and offered up one spot for our use on their trailer.

Resolution #042026-010 ***Leduc/Dollin***

That the Bradford West Gwillimbury/Innisfil Police Services Board receive the Chief's Report for information.

CARRIED

15. ANNOUNCEMENTS

The Boards new Executive Assistant, Ms. Charlton has been delayed in starting due to personal reasons. She will be available for the next Board meeting.

16. INSPECTOR GENERAL UPDATES

None.

17. NEXT MEETING

Monday, May 4, 2026, virtual, Special Closed Board Meeting, 9:00 am,

Wednesday, May 27, 2026, Innisfil Town Hall, 10:00 a.m. for Regular Public Meeting (9:00 a.m. for Closed Session).

18. ADJOURNMENT

Resolution #042026-11 ***Kristman/Leduc***

That the Bradford West Gwillimbury/Innisfil Police Services Board adjourn at 11:57 a.m.

CARRIED

_____ _____

Maria Gucciardi, Executive Assistant Chris Gariepy, Chair

The Corporation of the Town of Innisfil

By-law No. 064-26

A By-law of The Corporation of the Town of Innisfil to confirm the proceedings of the Council of The Corporation of the Town of Innisfil at its Regular Council meeting held on June 24, 2026.

Whereas the powers of a municipal corporation are to be exercised by its Council, pursuant to Subsection 5(1) of the *Municipal Act*, *2001,* S.O. 2001, c. 25, as amended (*"Municipal Act")*; and

Whereas the powers of every Council are to be exercised by by-law, pursuant to Subsection 5(3) of the *Municipal Act*; and

Whereas it is deemed expedient that the proceedings of the Council of The Corporation of the Town of Innisfil at this meeting be confirmed and adopted by by-law.

Now Therefore The Corporation of the Town of Innisfil enacts as follows:

1. The actions of the Council of The Corporation of the Town of Innisfil at its meeting held on June 24, 2026, in respect of each recommendation contained in the reports of the Committee of the Whole as adopted or amended and adopted and each motion and resolution passed, and other action taken by Council of The Corporation of the Town of Innisfil at this meeting is hereby adopted and confirmed as if all such proceedings were expressly embodied in this by-law.

2. The Mayor, Clerk and the appropriate other officials of the Town of Innisfil are hereby authorized and directed to do all things necessary to give effect to the action of Council of the Town of Innisfil referred to in the preceding section.

3. The Mayor and Clerk are authorized and directed to execute all documents necessary in that behalf and to affix thereto the Seal of The Corporation of the Town of Innisfil.

Passed this 24th day of June 2026.

_____

Lynn Dollin, Mayor

_____

Jennifer Marshall, Clerk