

The Township Of McNab/Braeside



Agenda
Regular Council Meeting
Tuesday, June 16, 2026 - 6:00 p.m.
Council Chambers
[Live Stream/Video Recording](#)

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1. CALL TO ORDER	
2. WELCOME & LAND ACKNOWLEDGEMENT	
We acknowledge that we're on the unceded territory of the Algonquin Anishinaabe people and we thank them for their thousands of years of stewardship on this land and granting us the privilege of being here to enjoy it.	
3. ROLL CALL	
4. DISCLOSURE OF PECUNIARY INTEREST	
There were no disclosures of pecuniary interest declared at this time.	
5. ADOPTION OF THE AGENDA	
5.1. Dated June 16, 2026	
6. DELEGATIONS AND PRESENTATIONS	
6.1. Cindy Phillips - Executive Director	4 - 12
<u>Renfrew County Futures Development Corporation</u>	
7. MATTERS ARISING OUT OF DELEGATIONS HEARD	
Nil.	
8. ADOPTION OF THE MINUTES OF THE PREVIOUS COUNCIL SESSION(S)	
8.1. <u>June 2, 2026 - Regular Council Meeting</u>	13 - 20
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Nil.	
10. CORRESPONDENCE	
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10.5. <u>2026 AMCTO Conference Report</u>	33 - 35
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10.7. <u>County of Renfrew - Road Closure Notice - Calabogie Road (508)</u>	38 - 39
11. COMMITTEE REPORTS, REPORTS FROM REPRESENTATIVES APPOINTED TO EXTERNAL BOARDS	
11.1. <u>By-Law Services Report - April 2026</u>	40 - 42

12. UNFINISHED BUSINESS

Nil.

13. STAFF REPORTS - DIRECTION

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14. NEW BUSINESS

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14.2.	Development Charge Reduction Program	81 - 85
14.3.	Request for Support #1 - County of Renfrew - Recognizing Hwy 17 as Nationally Significant Infrastructure	86 - 87

15. NOTICES OF MOTIONS

Nil.

16. BY-LAWS

16.1.	By-Law #2026-33 Procedural By-Law	88 - 112
16.2.	By-Law #2026-34 Subdivision Agreement Authorization - River Road Estates Subdivision	113 - 214
16.3.	By-Law #2026-35 2026 Remuneration Township Staff	215 - 217

17. PUBLIC QUESTIONS

Members of the public in attendance may ask questions regarding items relevant to the business discussed during the meeting.

18. TRACKING SHEET

18.1.	Tracking Sheet - June 16, 2026	218 - 221
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19. CLOSED MEETING

Nil.

20. RISE FROM CLOSED SESSION

Nil.

21. MATTERS ARISING FROM CLOSED SESSION

Nil.

22. NEXT MEETING DATES

June 17, 2026 - Waste Diversion Committee Meeting - Cancelled

August 4, 2026 - Regular Council Meeting - 6:00 p.m.

August 18, 2026 - Regular Council Meeting - 6:00 p.m.

23. CONFIRMATORY BY-LAW

23.1. By-Law #2026-36 Confirm the proceedings of the June 16, 2026 Regular Council Meeting

24. ADJOURNMENT

All written submissions, documents, correspondence, e-mails or other communications (including your name and address) may form part of the public record and will be disclosed/made available by the Municipality to such persons as the Municipality sees fit, including anyone requesting such information. Accordingly, in providing such information, you shall be deemed to have consented to its use and disclosure as part of the meeting process.

If you wish to receive a paper printout of the Agenda, or any items within the meeting package, please request this by contacting the office in advance of the meeting: mcannon@mcnabbraeside.com or (613)623-5756 ext. 234.

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Renfrew County
**Community Futures
Development Corporation**

**Société d'aide au développement
des collectivités**
du comté de Renfrew

Local Solutions for Local Economies

Community Futures Program

Operating funding from the Government of Canada



60 Offices in Ontario



267 Offices across Canada



Our Services

Helping business in Renfrew County since 1986.

We are designed to support business enterprises, community-based development and employment in Renfrew County by offering:



**Small Business
Financing**



**Community Economic
Development**



**Business Counselling
& Support**





Small Business Financing

Financing up to \$300,000

Clients are encouraged to explore traditional financing services. Should bank financing not be available, or not fully meet the clients needs, the RCCFDC loan program can help to finance any viable business venture. Purposes for financing can include equipment purchases, real estate, expansion, working capital, and start-up costs.



Since Inception

\$54,189,351

Loans Advanced

\$47,008,067

Leveraged Dollars

6,003

Jobs Created/Maintained

What Makes Us Different

Flexible Payment Terms

Financing provided to most industries



Applications are locally reviewed and approved

Supervision and decisions are handled in-house



Security can be more flexible than traditional lenders





Community Economic Development

Working with community partners to support the local economy

We work alongside community leaders and other key stakeholders to create Community Economic Development plans and implement projects that support value-added activity and expansion into new sectors.

Business Counselling and Support

RCCFDC seeks to provide skilled business advice to small and medium-sized businesses in Renfrew County.



**Business Advisory
Services**



Workshops & Seminars



Partner Referrals

Contact Us



(833) 930-5283



info@rccfdc.org



www.rccfdc.org



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is Here for You!



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MINUTES
Regular Council Meeting
Tuesday, June 2, 2026
Council Chambers 6:00 p.m.

COUNCIL PRESENT: All members of Council were in attendance this evening.

STAFF PRESENT: Mandy Cannon, Interim CAO/Clerk
Ryan Frew, Director of Public Works
Dave Hartwick, Fire Chief
Lisa Godin, Treasurer
Christina Mulcahey, Deputy Treasurer
Kaylin Lesway, Executive Assistant
Bruce Howarth, County Planner
Nicole Moore, County Planner

MEDIA PRESENT: Nil.

1. **Call to Order**
2. **Welcome & Land Acknowledgement**
We acknowledge that we're on the unceded territory of the Algonquin Anishinaabe people and we thank them for their thousands of years of stewardship on this land and granting us the privilege of being here to enjoy it.
3. **Roll Call**
4. **Disclosure of Pecuniary Interest**
There were no disclosures of pecuniary interest declared at this time.
5. **Adoption of the Agenda**
5.1 Dated June 2, 2026

The following was added to the Agenda:

10.6 White Lake Checkup - May 31, 2026 - White Lake Science and Information Website

Regular Council Meeting

June 2, 2026

RESOLUTION - 210-2026

Moved by Councillor Jill Campbell, seconded by Councillor Kevin Rosien

THAT Council adopt the June 2, 2026 Agenda, as amended.

CARRIED.

6. Delegations and Presentations

Nil.

7. Matters Arising out of Delegations Heard

Nil.

8. Adoption of the Minutes of the Previous Council Session(s)

8.1 May 19, 2026 - Public Meeting Under the Planning Act

RESOLUTION - 211-2026

Moved by Councillor Kevin Rosien, seconded by Councillor Jill Campbell

THAT the minutes of the May 19, 2026 - Public Meeting Under the Planning Act be adopted as submitted and circulated.

CARRIED.

8.2 May 19, 2026 - Regular Council Meeting

RESOLUTION - 212-2026

Moved by Deputy Mayor Scott Brum, seconded by Councillor Jill Campbell

THAT minutes of the May 19, 2026 - Regular Council Meeting be adopted as submitted and circulated.

CARRIED.

8.3 May 21, 2026 - Special Council Meeting

RESOLUTION - 213-2026

Moved by Deputy Mayor Scott Brum, seconded by Councillor Jill Campbell

THAT the minutes of May 21, 2026 - Special Council Meeting be adopted as submitted and circulated.

CARRIED.

Deputy Mayor Brum took over as meeting chair at this time (6:05 p.m.).

9. Planning Matters

9.1 Application for Zoning By-Law Amendment

Bryan & Norma Hisko

Part Lot 10, Concession 11, Nieman Drive

- County of Renfrew Planning Report (Hisko)

- Request for Deferral Received by Austin Hisko dated May 27, 2026

Regular Council Meeting

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RESOLUTION - 214-2026

Moved by Councillor Kevin Rosien, seconded by Councillor Jill Campbell
THAT Council accept this as information as submitted and circulated; AND FURTHER THAT Council accept the recommendation from The County of Renfrew to decline the application.

CARRIED.

- 9.2 Town of Arnprior - Notice of Application for Zoning By-Law Amendment and Public Meeting

RESOLUTION - 215-2026

Moved by Councillor Jill Campbell, seconded by Mayor Lori Hoddinott
THAT Council accept this as information as submitted and circulated.

CARRIED.

Mayor Hoddinott resumed the position of meeting chair at this time (6:11 p.m.).
 Mr. Howarth & Ms. Moore vacated the Council Chambers at this time (6:12 p.m.).

10. Correspondence

- 10.1 Municipality of Mississippi Mills - Thank you to the Fire Department

RESOLUTION - 216-2026

Moved by Councillor Robert Campbell, seconded by Councillor Jill Campbell
THAT Council accept the Municipality of Mississippi Mills - Thank you to the Fire Department correspondence as information as submitted and circulated.

CARRIED.

- 10.2 White Lake Checkup - May 17, 2026 - White Lake Science and Information Website

RESOLUTION - 217-2026

Moved by Councillor Robert Campbell, seconded by Councillor Jill Campbell
THAT Council accept the White Lake Checkup - May 17, 2026 - White Lake Science and Information Website correspondence as information as submitted and circulated.

CARRIED.

- 10.3 May MOH Report to the Board 2026--final

RESOLUTION - 218-2026

Moved by Councillor Robert Campbell, seconded by Councillor Jill Campbell
THAT Council accept May MOH Report to the Board 2026--final correspondence as information as submitted and circulated.

CARRIED.

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- 10.4 News Release - AMBA - Funding to Launch Family History Workshops

RESOLUTION - 219-2026

Moved by Councillor Robert Campbell, seconded by Councillor Jill Campbell

THAT Council accept the News Release - AMBA - Funding to Launch Family History Workshops correspondence as information as submitted and circulated.

CARRIED.

- 10.5 Correspondence Received from Penny Raley - Urgent Repair Request - Stevenson Drive & Carmichael Side Road

RESOLUTION - 220-2026

Moved by Councillor Robert Campbell, seconded by Councillor Jill Campbell

THAT Council accept the Correspondence Received from Penny Raley - Urgent Repair Request - Stevenson Drive & Carmichael Side Road as information submitted and circulated.

CARRIED.

Staff Direction: Staff were directed to look into the concerns raised.

Chief Hartwick entered the Council Chambers at this time (6:18 p.m.).

- 10.6 White Lake Checkup - May 31, 2026 - White Lake Science and Information Website

RESOLUTION - 221-2026

Moved by Councillor Robert Campbell, seconded by Councillor Jill Campbell

THAT Council accept the White Lake Checkup - May 31, 2026 - White Lake Science and Information Website as correspondence as information as submitted and circulated.

CARRIED.

11. Committee Reports, Reports from Representatives Appointed to External Boards

- 11.1 South Ottawa Valley OPP Detachment Board Report - May 28, 2026

RESOLUTION - 222-2026

Moved by Councillor Jill Campbell, seconded by Deputy Mayor Scott Brum

THAT Council accept the South Ottawa Valley OPP Detachment Board Report dated May 28, 2026, as information as submitted and circulated.

CARRIED.

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12. Unfinished Business**12.1 New Accounting Codes****RESOLUTION - 223-2026**

Moved by Deputy Mayor Scott Brum, seconded by Councillor Kevin Rosien

THAT Council accept the New Accounting Codes report as information issued and circulated; **AND FURTHER THAT** Council direct staff to implement the cost code structure and General Ledger recommendations outlined in the Treasurer's report, including the creation of cost codes to improve tracking, budgeting, and reporting efficiency for Council and staff expenses, fleet and equipment operations, recreation programs and facilities, while maintaining project-specific tracking for capital works.

CARRIED.**12.2 Use of Cost-Saving, Cashback, and Loyalty Programs****RESOLUTION - 224-2026**

Moved by Councillor Jill Campbell, seconded by Deputy Mayor Scott Brum

THAT Council accept the Use of Cost-Saving, Cashback, and Loyalty Programs report as information as submitted and circulated; **AND FURTHER THAT** Council direct staff to incorporate provisions into the Township's Code of Conduct/ Ethics policy discouraging the collection of personal reward points or cashback on municipal purchases, and to ensure that any rewards earned through municipal spending are attributed to the Township for Municipal use.

CARRIED.**12.3 Budget Engagement Suggestions - Follow-up****RESOLUTION - 225-2026**

Moved by Councillor Kevin Rosien, seconded by Councillor Jill Campbell

THAT Council accept the Budget Engagement Suggestions - Follow-up report as information as submitted and circulated; **AND FURTHER THAT** Council direct staff to prepare a smaller-scale version on the Township's website similar to the budget engagement section on the Municipality of Mississippi Mill's website.

CARRIED.**12.4 Municipal Forest Fire Management Agreement****RESOLUTION - 226-2026**

Moved by Deputy Mayor Scott Brum, seconded by Councillor Kevin Rosien

THAT Council accept the Municipal Forest Fire Management Agreement with the Ontario Ministry of Natural Resources Appendix Update Report as information, as submitted and circulated.

CARRIED.

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13. Staff Reports - Direction

- 13.1 PW-2026-04 RFP Engineering Services for Stevenson Drive

RESOLUTION - 227-2026

Moved by Councillor Kevin Rosien, seconded by Deputy Mayor Scott Brum
THAT a Professional Services Agreement be signed with Jp2g Consultants Inc. in the amount of \$112,747.00 plus HST for design services for the rehabilitation/reconstruction of Stevenson Drive (from River Road to Brae-Loch Road) being a distance of 3.1 km **AND THAT** Council authorizes the Mayor and CAO/Clerk to sign the agreement on behalf of the Township **AND FURTHER THAT** the project be funded by the \$100,000 allocated in the 2026 budget with the remaining funds being allocated from the Capital Asset Replacement Reserve - Paved Roads account.

CARRIED.

- 13.2 Amended Draft Procedural By-Law

RESOLUTION - 228-2026

Moved by Councillor Jill Campbell, seconded by Councillor Robert Campbell
THAT Council accept the Amended Draft Procedural By-Law as information as submitted and circulated; **AND FURTHER THAT** Council direct staff to bring the amended By-Law forward to the June 16, 2026 Council meeting for enactment.

CARRIED.**14. New Business**

- 14.1 Potential Disposition of Land - Russett Drive

RESOLUTION - 229-2026

Moved by Deputy Mayor Scott Brum, seconded by Councillor Jill Campbell
THAT Council accept the Potential Disposition of Township Land - Russett Drive Report as information as submitted and circulated; **AND FURTHER THAT** Council direct staff to respond to the interested party and advise that the Township Land is not for sale at this time.

CARRIED.

- 14.2 Request for Financial Municipal Support – Eastern Ontario High-Speed Rail Advocacy

RESOLUTION - 230-2026

Moved by Councillor Jill Campbell, seconded by Councillor Robert Campbell
THAT Council accept the Request for Financial Municipal Support – Eastern Ontario High-Speed Rail Advocacy Report as information as submitted and circulated; **AND FURTHER THAT** Council direct staff to decline the request to provide financial support to the Canadian Train Alliance for Eastern Ontario High-Speed Rail Advocacy.

CARRIED.

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15. Notices of Motions

Nil.

16. By-Laws

Nil.

17. Public Questions

Nil.

18. Tracking Sheet

18.1 Tracking Sheet - June 2, 2026

RESOLUTION - 231-2026

Moved by Deputy Mayor Scott Brum, seconded by Councillor Jill Campbell

THAT Council accept Tracking Sheet - June 2, 2026 as information as submitted and circulated.**CARRIED.****19. Closed Meeting**

19.1 Under Section 239(2)(b) personal matters about an identifiable individual, including municipal or local board employees (HR Matter) & Under Section 239(2)(e) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board (Usborne Street)

RESOLUTION - 232-2026

Moved by Deputy Mayor Scott Brum, seconded by Councillor Kevin Rosien

THAT this meeting become closed under Section 239(2)(b) personal matters about an identifiable individual, including municipal or local board employees (HR Matter) & under Section 239(2)(e) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board (Usborne Street) at 7:02 p.m.**CARRIED.**

Ms. Mulcahey, Ms. Godin & Ms. Lesway vacated the Council Chambers at this time (7:02 p.m.).

Ms. Mulcahey & Ms. Lesway entered the Council Chambers at this time (7:40 p.m.).

20. Rise from Closed Session

20.1 Under Section 239(2)(b) personal matters about an identifiable individual, including municipal or local board employees (HR Matter) & Under Section 239(2)(e) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board (Usborne Street)

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RESOLUTION - 233-2026

Moved by Councillor Jill Campbell, seconded by Councillor Robert Campbell
THAT Council resume the open session at 7:41 p.m.

CARRIED.

21. Matters Arising from Closed Session

- 21.1 Under Section 239(2)(b) personal matters about an identifiable individual, including municipal or local board employees (HR Matter) & Under Section 239(2)(e) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board (Usborne Street)

Staff Direction: Staff were directed to proceed as discussed in closed.

22. Next Meeting Dates

June 16, 2026 - Regular Council Meeting - 6:00 p.m.
 June 17, 2026 - Waste Diversion Committee - 6:00 p.m.
 August 4, 2026 - Regular Council Meeting - 6:00 p.m.

23. Confirmatory By-Law

- 23.1 By-Law #2026-32 Confirm the Proceedings of the June 2, 2026 Regular Meeting

RESOLUTION - 234-2026

Moved by Councillor Kevin Rosien, seconded by Deputy Mayor Scott Brum
THAT By-Law #2026-32 being a By-Law to confirm the proceedings of the June 2, 2026 Regular meeting of Council of the Corporation of the Township of McNab/Braeside has now been deemed read a second and third time short and is hereby enacted and passed.

CARRIED.

24. Adjournment

The meeting adjourned at 7:44 p.m.

MAYOR

CAO/CLERK



Council and Committee

Monthly Summary

May 2026

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

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

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

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

Warden's Address

Key highlights

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

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

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



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

Members' Written Motion

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

Announcements

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

Delegations

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



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

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

Operations Committee

Presented by: Glenn Doncaster, Chair

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



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

Community Services Committee

Presented by: Anne Giardini, Chair

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

Development & Property Committee

Presented by: James Brose, Vice-Chair

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



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

Health Committee

Presented by: Michael Donohue, Chair

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



Corporate Services Committee

Presented by: Peter Emon, Chair

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

Additional Information

Craig Kelley, Chief Administrative Officer/Deputy Clerk

613-735-7288

**Ministry of
Municipal Affairs
and Housing**

Office of the Minister

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

**Ministère des
Affaires municipales
et du Logement**

Bureau du ministre

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



234-2026-1746

June 1, 2026

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

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

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

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

Sincerely,

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

White Lake is currently experiencing a large blue-green algal bloom. The algae has been microscopically identified as *Anabaena* blue-green algae. This alga can produce toxins harmful to fish, pets and humans. Please consult the link below for information on algal blooms provided by the Leeds-Grenville and Lanark District Health Unit.

<https://healthunit.org/media/2025-archive/harmful-algal-blooms-dont-drink-dont-swim-keep-pets-away/>

The extent of the bloom is lake-wide. This morning, we surveyed every part of the lake with the exception of the White Lake Village Basin. We completed by boat about 45 km of shoreline and off-shore examination for this alga.

We found *Anabaena* in relatively high concentrations in the water column in all areas. Shoreline accumulations of dead alga cells were not commonly observed except on the western side of the lake where the prevailing wind would tend to blow these cells towards the shoreline.

The attached photo shows the accumulation of algae along parts of the western shoreline. We are hoping that the bloom will dissipate with the predicted coming change in weather.

Please note that currently there is also some pine pollen entering the lake and this could be mistaken for algae. Pollen is distinctly yellow in colour as opposed to the blue-green colour of harmful algae.

Also note that no government agencies (Provincial or Local) monitor White Lake for algal blooms. White Lake residents, cottagers, renters, campers and visitors all rely on the volunteers of the White Lake Property Owners Association to collect and disseminate this information for the benefit of all.

Conrad Grégoire and David Overholt

Environment Volunteers, **White Lake Property Owners Association**





Department of Public
Works & Engineering



9 INTERNATIONAL DRIVE
PEMBROKE, ON, CANADA
K8A 6W5
613-735-7288
PWandE@countyofrenfrew.on.ca

Construction Update – June 5, 2026

The Department of Public Works and Engineering provides monthly updates on construction projects within the County of Renfrew. Please share this notice to keep everyone informed of upcoming construction projects. Contact our office should you have any questions or concerns about County construction or general operations.

To review details and maps of all of the County's 2026 construction plans, please visit the 2026 Construction Story Map at <https://arcg.is/1K5Hnu1>.

For up-to-date information on active projects and their traffic impacts, please visit Municipal511 at <https://www.municipal511.ca/>.

Upcoming Projects

County Roads 1 (River Road) and 20 (Castleford Road) – Township of Horton

Construction on River Road, from Castleford Road to Grantham Road, and Castleford Road, from River Road to Humphries Road, is expected to start June 15, 2026, and be completed early-August. During construction, parts of River Road and Castleford Road will be limited to a single lane, with lights or workers directing traffic.

County Structure B091 (Danny Constant Bridge) – Township of Bonnechere Valley

Construction on Danny Constant Bridge, on Constant Lake Road, about 1.5 kilometres west of Highway 41, is expected to start July 2, 2026, and be completed late-August. During construction, the road at this location will remain closed to all traffic, with a signed detour in place. There will be no pedestrian access during the project.

County Structure B103 (O'Grady Bridge) – Township of Killaloe, Hagarty and Richards

Construction on O'Grady Bridge, on O'Grady Settlement Road, about 4.5 kilometres west of Foymount Road, is expected to start July 2, 2026, and be completed late-August. During construction, the road at this location will remain closed to all traffic, with a signed detour in place. There will be no pedestrian access during the project.

County Structure B121 (Waba Creek Bridge) – Township of McNab/Braeside

Construction on Waba Creek Bridge, on White Lake Road, about 0.8 kilometres west of Highland Road, is expected to start June 29, 2026, and be completed early-September. During construction, the road at this location will be limited to a single lane of traffic during the day with workers directing traffic. For a period of six weeks between June 29th and August 28th, the road at this location will be closed to all traffic, with a signed detour in place. There will be no pedestrian access during the closure.

Ongoing Projects

County Road 4 (Storyland Road) – Township of Horton

Construction on Storyland Road, from Eady Road to Alex Lane is carry-over work from last year. Construction resumed June 1, 2026, and is anticipated to be completed mid-June. During construction, parts of Storyland Road will only have one lane open, with lights or workers directing traffic.

County Road 66 (Wilno South Road) – Townships of Killaloe, Hagarty and Richards and Madawaska Valley

Construction on Wilno South Road, from Highway 60 to Inukshuk Road, started May 11, 2026, and is expected to finish mid-July. During construction, parts of Wilno South Road will be reduced to a single lane with lights or workers directing traffic, and some work will also require a temporary road closure with a detour in place.

County Road 68 (Rockingham Road) – Township of Brudenell, Lyndoch and Raglan
Construction on Rockingham Road, from Guiney Road to Letterkenny Road, started May 19, 2026, and is expected to finish late-June. During construction, parts of Rockingham Road will only have one lane open, with lights or workers directing traffic.

County Road 69 (Siberia Road) – Township of Madawaska Valley
Construction on Siberia Road, from Sunny Hill Road to Pipedream Lane, started May 4, 2026, and is expected to finish early-July. During construction, parts of Siberia Road will only have one lane open, with lights or workers directing traffic.

County Road 508 (Calabogie Road) – Townships of Greater Madawaska and McNab/Braeside
Brushing along County Road 508 (Calabogie Road), from Fleming Road to County Road 52 (Burnstown Road), started April 27, 2026, and is expected to finish early-June. The replacement of culverts along this section of Calabogie Road started June 1, 2026, and is expected to be completed early-July. During construction for culvert replacements, parts of Calabogie Road will be fully closed temporarily, starting June 15, 2026, for three separate 5-day periods, with a detour in place. The remaining culvert replacement will require one lane closure, with lights or workers directing traffic. The remaining rehabilitation of this section of Calabogie Road is expected to start mid-August and be completed late-October.

County Road 512 (Foymount Road) – Township of Bonnechere Valley along County Road 512, from Silver Lake Road to Highway 41 is carry-over work from last season. Construction resumed May 11, 2026, and is expected to be completed late-June. During construction, parts of Foymount Road will only have one lane open, with lights or workers directing traffic.

County Structure C201 (Broomes Creek Culvert & Dam) – Township of Whitewater Region
Construction on Broomes Creek Culvert and Dam, located on County Road 7 (Foresters Falls Road), about 0.1 kilometres east of Foresters Falls, resumed May 4, 2026, and is expected to be completed late-July. During construction, the road at this location will remain closed to all traffic, with a signed detour using Kohlsmith Road and Queens Line in place. There will be no pedestrian access during the project.

Completed Projects

County Road 71 (Matawatchan Road) – Township of Greater Madawaska
Construction on County Road 71, from 700m east of Milt Lake Road to County Road 65 (Centennial Lake Road) is carry-over work from last season. Construction began May 4, 2026, and was completed the week of May 11, 2026.

**FOR THE SAFETY OF ALL, PLEASE USE EXTRA CAUTION
WHEN TRAVELLING THROUGH CONSTRUCTION ZONES**



Report

To: Council
 From: Mandy Cannon
 Date: June 10, 2026
 Subject: 2026 AMCTO Conference Report

Recommendation

THAT the Council accept the 2026 AMCTO Conference Report as information as submitted and circulated.

Background

The 2026 AMCTO Conference was held in Huntsville, Ontario at the Deerhurst Resort from June 7-10 this year. Christina and I attended.

The AMCTO conference is designed to help municipal professionals from across Ontario build lasting connections, strengthen professional networks, and spark fresh perspectives. Through collaborative sessions and shared insights, we work together to address the sector's most pressing challenges and pave the way for meaningful, transformative change in our communities.

The following presentations/sessions were attended (not every session was attended by all three team members, attendance varied depending on the session):

Sunday, June 7, 2026

Conference Registration

Exhibitor Tradeshow Reception & Opening Night Ceremony - We kicked off the conference with an evening of networking in the conference exhibit hall.

Monday, June 8, 2026

Update from Elections Ontario - A representative from Elections Ontario shared key messages and important updates to help municipalities prepare to receive their Preliminary Lists of Electors (PLEs) on August 14, 2026.

Opening Ceremonies - The official conference opening included a Land Acknowledgement & O'Canada, Remarks from Chippewas of Rama First Nation, Chief Ted Williams, Remarks from the Mayor of Huntsville, Nancy Alcock, President's Welcome, Board of Directors Introductions, Guest Associations Recognition, Honourary Lifetime Members Special Presentation, Conference Scholarship Recipients, Conference Charities Presentation, Conference Committee Recognition General Event Housekeeping, AMCTO Staff Introductions & Awards and Final Remarks.

Opening Keynote Speaker (Peter Katz) - This keynote introduced the "Celebrate What Matters" framework, a proven approach to uncovering those moments, amplifying their impact, and sparking more of them. Through live music, storytelling, and actionable tools, Peter Katz revealed the "recipe" behind their successes and put it into practice immediately. The result: a ripple effect of connection, inspiration, and performance that proves, time and again, we become what we celebrate.

June 16, 2026

The Challenges and Opportunities of AI Governance - This session brought together experts to discuss processes for developing and assessing artificial intelligence (AI) governance practices, with specific attention to privacy and human rights, and a view of implementing responsible and sustainable AI technologies. Panelists shared their perspectives concerning AI governance, guidance, and other materials they produced to assist institutions, as well as opportunities that assess AI systems' operations can have for broader data governance processes.

Untapped Potential: The Value of Transferable Skills - This session touched on how small or remote municipalities face growing pressure to fill critical roles amid shrinking applicant pools, tight budgets, and leadership teams stretched thin. Too often, hiring is limited to candidates with direct municipal experience, excluding skilled professionals from other sectors who bring valuable, transferable expertise and might be a better fit for small-town living. This session challenged that mindset by exploring how private and non-profit sector business experience can successfully translate into the municipal environment.

We examined common barriers to hiring, how to reframe job descriptions and interviews to focus on core competencies, and how non-traditional hires can bring fresh solutions, innovation, and adaptability to public service roles.

Zone 6 Networking Session - Zone 6 came together for a brief meeting and networking session.

When Harassment Comes from the Community - Protecting Staff & Council -Municipal staff and council are increasingly facing harassment and threats from the public. This session took a critical look at the rise in community-driven hostility and explored how municipalities can respond with effective safety protocols, legal protections, and cultural awareness.

Tuesday, June 9, 2026

Is this Really my Job? The Many Roles of Municipal Clerks - This session discussed the various hats that rural municipal clerks wear and some of the more obscure - and dated - legislation that the clerk is required to be involved in. The goal of this session was to help rural clerks understand some of the various roles they may be called upon to play, but also provide clerks with specific support tools and connections when faced with these types of challenges with limited time and resources.

Experience the Rainforest Game - This session discussed how collaboration in a municipality involves working together, both internally and with external partners, to achieve shared goals and improve community services. Internally, it means bridging departmental silos to share data and knowledge, enabling better decision-making and more effective addressing of community needs. Externally, it includes partnering with neighbouring municipalities to achieve cost savings and drive innovation, as well as collaborating with community organizations, the private sector, and higher-level governments.

From Friction to Function: Mastering Staff-Council Relations that Actually Work - This session discussed how trust between council and staff is the engine of high-performing municipal teams and taught practical strategies for building that trust, improving communication, and aligning goals post-2026 elections.

Tackling Burnout in Public Service: Strategies for Municipal Teams - "Staff burnout is top of mind, not just as a productivity issue, but as a symptom of a system stretched to its limits" – that statement comes directly from StrategyCorp's 2025 Ontario Municipal CAO Survey, where the most common themes were health, safety, and physical and mental well-being of municipal employees. This session discussed what is (and isn't) burnout, common causes and indicators of burnout in municipal settings, strategies to create a resilient and well-supported workforce and the role of leadership, best practices and lessons learned from real-world examples. It's hard to quantify or describe burnout, and acknowledging that your workplace is susceptible can be discouraging.

Confronting Incivility & Thriving Through Uncertainty - Municipal leaders are working in an environment defined by volatility, uncertainty, complexity, and ambiguity, where increasing pressures and rising incivility threaten staff well-being, organizational culture, and service delivery. This session offered practical tools for participants to strengthen resilience, lead with

June 16, 2026

empathy, and cultivate civility within their organizations. We explored strategies for constructively addressing incivility, supporting our own well-being through intentional self-care, and maintaining professionalism in challenging situations.

Navigating & Managing Conflict in a Diverse Workplace - Emotional intelligence expert Amy Jacobson notes: "We're encouraging people to 'have a voice', 'speak up and be heard,' 'bring your whole self to work,' and 'be vulnerable'.... However, the more 'voices' and 'whole selves' we have present, the more differences in values (and) beliefs". The result: increased potential for conflict. This session explored how diversity impacts team relationships and the difference between general conflict and diversity-related conflict.

Gravenhurst: A Case Study for Emergency Response & Partnership - Emergencies can occur at any time and impact communities of all sizes. In December 2024, the Town of Gravenhurst received six feet of snow in 24 hours. The snow and icy temperatures closed roadways, including the main highway corridor, stranding hundreds of passengers in their vehicles and people in their homes for days. With no power and generators running low, emergency crews spent a week delivering supplies and rescuing the community while snow removal operations worked 24/7 with support arriving from all over Ontario. But how exactly was the call for help made? Using The Town of Gravenhurst's 2024 extreme winter storm event as a case scenario, this session provided practical information on how Emergency Management Ontario is activated in times of crisis and what types of partnerships and resources are available.

AMCTO 2026 Awards Gala Dinner

Wednesday, June 10, 2026

AMCTO Annual General Meeting - The agenda for this meeting included: Call meeting to order & welcome, Confirmation of minutes from the 2025 AGM, Annual report presentation, Advocacy report, PGRC Chair, Financial statement & auditor's report, Appointment of auditor, Constitutional & bylaw amendments, Confirmation of the 2026-2027 AMCTO Board of Directors, Acknowledgement of departing board members, Recognition of 2025-2026 President, Announcement & swearing in of new AMCTO Board President, 2026-2027 Presidential address, Recognizing the 2025-2026 AMCTO accreditation recipients, Other business & Meeting Adjournment.

Closing Keynote - Using their Amazing Race Canada experience as the backdrop, Hal Johnson and Joanne McLeod talked about how everyone is faced with challenges, competition, roadblocks, detours, and injuries in life, but it's how you deal with these situations that determines failure or success. In this presentation, they key in on their physical and mental strategies, and the role confidence plays in helping individuals make their U-turns in life result in positive outcomes. Hal and Joanne also shared the importance of teamwork, what it means to focus on a task and complete it, the role a leader and a follower play, and how to trust your teammate(s) for success.

Closing Ceremonies - Outgoing AMCTO President, Danielle Manton, and Incoming President, Kyle Pratt, closed out the 2026 event.

People Consulted

Christina Mulcahey, Deputy Treasurer

Respectfully Submitted,
Mandy Cannon

June 16, 2026



Report

To: Council
From: Mayor Lori Hoddinott
Date: June 10, 2026
Subject: Mayor's Activity Report – May 2026

Recommendation

THAT Council accept the Mayor's Activity Report for the month of May 2026 as information as submitted and circulated.

Background

In May 2026, I attended the following meetings, events, and announcements:

- May 5 Meeting - Township Council
- May 7 Event – Arnprior Agricultural Society Farm to Family Event
- May 11 Meeting - Arnprior Agricultural Society
- May 12 Meeting - Legal Review
- May 13 Meeting – County Council
- May 13 Meeting - County COTW Corporate Services
- May 13 Meeting - County Health Committee
- May 13 Meeting - County Community Services Committee
- May 14 Office Hours
- May 14 Meeting - Arnprior & McNab/Braeside Archives
- May 15 Office Hours
- May 19 Meeting - Township Council
- May 20 Meeting - OPP Detachment Commander – Ongoing Safety Issues and Community Communications
- May 21 Meeting - Township Closed Council Meeting
- May 26 Office Hours
- May 27 Meeting - County Council
- May 27 Meeting - County COTW Operations
- May 27 Meeting – County COTW Development & Property
- May 28 Office Hours
- May 29 Office Hours
- May 30 Event - WI Food Rescue
- May 31 Event - Walk for Dog Guides

In addition to the meetings and events listed above, regular correspondence, constituent inquiries, community outreach, and municipal business were addressed throughout the month.

June 16, 2026

Respectfully Submitted,
Mayor Lori Hoddinott

June 16, 2026



ROAD CLOSURE NOTICE

CULVERT REPLACEMENT ON COUNTY ROAD 508 (CALABOGIE ROAD)

CIVIC ADDRESS 2445 TO 1927 CALABOGIE ROAD A DISTANCE OF 2.6KM

Please be advised that construction is planned on County of Renfrew infrastructure in your area and began on June 1st, 2026. Please see below for more information on the project and reach out to the contacts identified should you have any questions or concerns prior to or during construction.

WHO: Owner

County of Renfrew

Contact: Taylor Hanrath, P. Eng.

Manager of Capital Works

613-735-7288 ex. 457

thanrath@countyofrenfrew.on.ca

Contractor

County of Renfrew

Construction Supervisor: Daryl Cybulski

Construction Supervisor

613-312-9623

dcybulski@countyofrenfrew.on.ca

WHY: The exiting Culverts are in poor condition and require replacement.

WHAT: To date, construction operations have been managed using alternating traffic to complete the replacement of as many culverts as possible while maintaining access for residents and traveling public. Unfortunately, some locations cannot be completed safely under alternating traffic conditions and will require a full road closure. All closures will be posted online at municipal511 - (<https://www.municipal511.ca/>).

WHEN: The road will be closed **Monday to Friday for three consecutive weeks, from June 15 to July 3**, to allow for the safe replacement of this infrastructure. **Access will be reinstated on weekends.**

WHERE: Burnstown to Fraser (Civic address 2445 to 1927 Calabogie Road), a distance of 2.6km

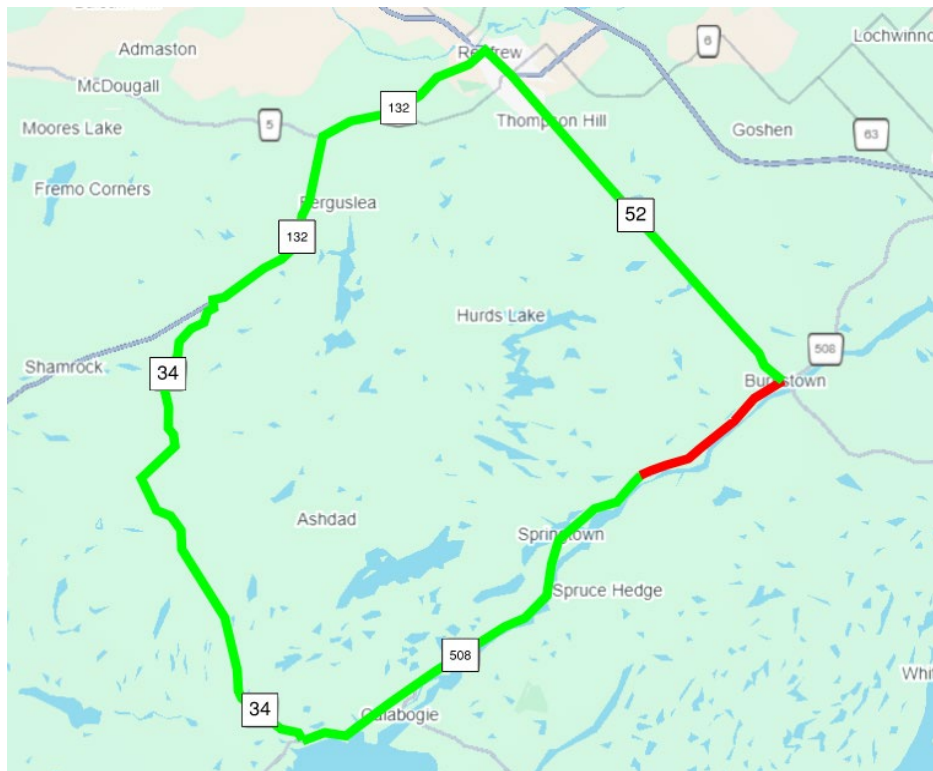
Safety

During construction, it is our priority to ensure the safety of the public, but this will require cooperation. Please respect all traffic signage and stay clear of all construction equipment. If applicable, please tell your children about the dangers of playing near a construction area.

Construction Disruptions

We recognize that this closure will create a significant inconvenience, including a detour of approximately one hour, and we sincerely appreciate residents' patience and understanding. While we regret the disruption, this full closure is necessary to complete the work safely and properly.

Detour Route During Close



When the detour is necessary, it will start at the intersection of County Road 52 (Burnstown Road) and County Road 508 (Calabogie Road) and follow this route:

- Go north on Burnstown Road for 15.6 km
- Turn left onto Highway 132 West and continue for 12.7 km to County Road 32 (Whalen Road)
- Turn left onto County Road 32 (Whalen Road) and continue for 34.2 km
- Turn left onto County Road 508 (Calabogie Road) and continue for 14.8 km

This detour will also be in place in the opposite direction.



Report

To: Council
From: MLES By-Law Services
Date: June 11, 2026
Subject: By-Law Services Report - April 2026

Recommendation

THAT the By-Law Services Report for the month of April 2026 be accepted as information as submitted and circulated.

Respectfully Submitted,
MLES By-Law Services

June 16, 2026

McNab/Braeside - April 2026

#	Date	Complaint	Location	Status	Total Calls
1	01-Apr	Property Standards/ Fire	Robertson Line	Ongoing	1
2	04-Apr	Dog Attack	Deerfield St	Charges Laid	1
3	09-Apr	Dog At Large	River Rd	1st Warning	1
4	11-Apr	Parking Issue	Moore St	Resolved	1
5	14-Apr	Stray Cat	Neilson St	Resolved	1
6	15-Apr	Dog At Large	Mill Ridge St	1st Warning	1
7	16-Apr	Drainage Issue	Calabogie Rd	Ongoing	1
8	18-Apr	Dog at Large	Mast Rd	1st Warning	1
9	21-Apr	Stray Dog	Scheel Dr	Resolved	1
10	22-Apr	Barking Dog	Goshen Rd	1st Warning	1
11	24-Apr	ATV	White Lake Rd	Resolved	1
12	27-Apr	Parking Issue	Anne St	Resolved	1
13	29-Apr	Stray Dog	Kippen Rd	Resolved	1
14	30-Apr	Missing Dog	Bellamy Rd	Resolved	1
Total					14

	2026	Animal	Parking	Prop. Stand.	Noise	Other	Pound	Total	Tickets	Charges
	Jan	9	5			1		15	10	
	Feb	3	4	5	1	1		14	2	
	Mar	6	1	1		1		9	2	
	Apr	9	1	1		3		14		1
	May									
	Jun									
	Jul									
	Aug									
	Sept									
	Oct									
	Nov									
	Dec									
	Total	27	11	7	1	6	0	52	14	1

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Report

To: Council
From: Austin Hisko, Chief Building Official
Date: June 8, 2026
Subject: Building Department Report - May 2026

Recommendation

THAT the Building Department Report for the month of April 2026 be accepted as information as submitted and circulated.

Background

1. Building Department Report
2. Completed Permits Report
3. 5 year Summary Report

Respectfully Submitted,
Austin Hisko, Chief Building Official

June 16, 2026

Permit number	Category	Work type	Work target	Issued date	Cost of construction
26-020-S	Sewage system	New	Septic	26-05-07	\$ 30,000.00
26-038-BP	Residential building	New	Single Detached Dwelling	26-05-07	\$ 850,000.00
26-037-BP	Accessory structures	New	Gazebo	26-05-07	\$ 6,000.00
26-035-BP	Accessory structures	New	Garage - Residential	26-05-07	\$ 70,000.00
26-024-BP	Residential building	Addition	Single Detached Dwelling	26-05-14	\$ 225,000.00
26-034-BP	Residential building	New	Single Detached Dwelling	26-05-14	\$ 500,000.00
26-018-S	Sewage system	New	Septic	26-05-14	\$ 20,000.00
26-021-BP	Residential building	Alteration	Single Detached Dwelling	26-05-15	\$ 200,000.00
26-040-BP	Accessory structures	New	Garage - Residential	26-05-19	\$ 40,000.00
26-041-BP	Accessory structures	New	Shed	26-05-22	\$ 10,000.00
26-039-BP	Accessory structures	New	Garage - Residential	26-05-22	\$ 35,000.00
26-003-P	Pools	New	Residential - Inground	26-05-26	\$ 60,000.00
26-021-S	Sewage system	New	Septic	26-05-26	\$ 10,000.00
26-044-BP	Residential building	New	Single Detached Dwelling	26-05-26	\$ 450,000.00
26-033-BP	Residential building	Finished basement	Single-family dwelling	26-05-29	\$ 75,000.00

Total Permits Issued May 2026	15	\$ 2,581,000.00
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Completed Permits

23-049-S	Sewage system
25-104-BP	Solar
23-121-BP	Accessory structure
25-086-BP	Single Detached Dwelling
25-042-S	Sewage system
26-022-BP	Plumbing
03-21-S	Sewage system
25-060-BP	Single Detached Dwelling
25-025-S	Sewage system
25-099-BP	Single Detached Dwelling
26-030-BP	Accessory structure
26-002-P	Pool
25-018-BP	Single Detached Dwelling
21-007	Single Detached Dwelling
25-066-S	Sewage system
26-025-BP	Accessory structure
79-22-S	Sewage system

Total Permits Completed May 2026	17
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June 8th, 2026

5 Year Building & Septic Report

	2022	2023	2024	2025	2026
Single Family Dwelling	49	73	19	41	28
SFD With Secondary Suite	0	3	0	1	0
Secondary Dwelling	1	0	4	3	2
Semi Det. & Duplex	0	3	1	1	0
Semi With 2 Units (4plex)	0	0	1	0	0
Additions	16	6	7	3	3
Garages & Sheds	21	21	29	19	8
Carports	1	1	2	0	0
Septic	83	104	67	71	32
Commercial	3	1	3	0	0
Renovations	11	9	18	25	3
Plumbing	0	1	0	1	2
Pools	15	9	13	13	3
Deck	5	6	18	16	3
Demo	5	2	9	11	0
Agriculture	5	3	3	4	0
Total	215	236	194	209	84

Total Permits – Previous Years

	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
2022	4	7	26	26	36	28	24	20	19	17	6	2
2023	9	31	11	33	33	26	17	26	17	9	13	11
2024	4	9	14	25	20	29	22	11	22	22	11	5
2025	5	6	14	13	25	15	20	19	21	26	29	16
2026	10	16	14	29	15							



Report

To: Council
From: Kevin Murray, Acting Recreation Director
Date: June 10, 2026
Subject: Recreation Department Report - May 2026

Recommendation

THAT Council accept the Recreation activity report for the month of May 2026 as information as submitted and circulated.

Respectfully Submitted,
Kevin Murray, Acting Recreation Director

June 16, 2026



Recreation Department – Monthly Updates

Reporting Period: May 2026

1. Monthly Snapshot

- Recreation facilities, parks, and programs remained busy throughout May as the Township transitioned into the summer season.
- Ball diamonds experienced significant activity through tournaments (3), adult leagues (3) and Minor Ball programming.
- Seasonal summer staff preparations were completed in anticipation of staff beginning in early June.
- Museum operations resumed for the season, with staff preparing exhibits and welcoming visitors. Our gardener has been working hard to keep our gardens looking beautiful as always.

Key Challenges:

- Balancing seasonal maintenance demands while supporting increased facility and field usage.
 - Delays to the completion of the Red Pine Bay dock installation due to high water levels.
-

2. Programs & Participation

Programs Highlights:

Pickleball	Bootcamp with Samm	Kids baking classes
Sip & Sign	Suncatcher Workshop	Kids Night
PA Day Camp	Stay Safe- Home Alone Course	Lego Club

- The May PA Day Camp was a great success. A special thank you to the McNab/Braeside Fire Department for volunteering their time to provide children with

an interactive experience exploring the fire truck and learning about firefighting equipment.

- The Home Alone Course, delivered by 13 First Aid, welcomed 27 participants. The strong registration demonstrates continued demand for safety and life-skills programming within the community

Participation Trends:

- Total Program Registrants: **146 participants**
- As is typical each year, participation in registered recreation programs begins to decline in May as residents shift toward outdoor activities, sports and summer schedules.

3. Facilities & Operations

- Facility rentals remained steady throughout the month, with ongoing use by community groups, organizations, and private renters.
- Staff are in full grass-cutting mode, with all parks, facilities, and municipal properties being maintained on a regular schedule.
- Ball diamonds continue to experience heavy use. McNab Centre Park hosted three tournaments in May, in addition to regular Minor Ball programming and three adult recreational leagues.
- Minor Ball registration saw a significant increase this season. Staff are grateful for the volunteers, coaches, and organizers who contribute to the success of the program.

Boat Docks:

- All municipal boat docks were installed in May.
 - The Red Pine Bay dock installation remains incomplete, as dredging work is required at the launch area. Work cannot proceed until after July 15, in accordance with Ministry of Natural Resources permitting requirements.
-

4. Events & Community Engagement

- The Arnprior Agricultural Society hosted its annual Farm to Table event at the John A. Gillies Recreation Centre, which was very well attended and received positive feedback from guests.
- Staff continued preparations for upcoming summer community events, including the Summer Safety BBQ and Canada Day celebrations.

5. Grants, Funding & Partnerships

Upcoming:

- The Township will be participating in the ParticipACTION Community Challenge throughout the month of June.
- Recreation staff have coordinated more than 13 free sport and recreation opportunities for residents during the challenge period to encourage physical activity and community participation.

6. Staffing & Volunteers

- Staff completed preparations for the arrival of seasonal summer employees, who began their positions in early June.

7. Looking Ahead

- Launch of summer programming and seasonal staff operations.
- Delivery of the ParticipACTION Community Challenge throughout June.
- Assistance with Summer Safety BBQ on June 26, 2026.
- Canada Day celebrations on July 1, 2026.
- HerbFest on July 26th, 2026
- Continued support of Minor Ball, adult leagues, museum operations, and facility rentals.

Submitted for Council information and awareness.



Report

To: Council
From: Ryan Frew, Director of Public Works and Property Manager
Date: June 10, 2026
Subject: Public Works Department Activity Report - April and May 2026

Recommendation

THAT Council accepts the Public Works Department Activity Report for the Months of April and May 2026 as information as submitted and circulated

Respectfully Submitted,
Ryan Frew, Director of Public Works and Property Manager

June 16, 2026



PUBLIC WORKS DEPARTMENT REPORT

- April 2026 -

1) Operations Activities

a. Grader

The grader was out as much as possible, grading on the gravel roads.

B. HTP

- crews were out patching potholes as needed

C. water truck was brought in for maintenance and sent for safety

D. sand was delivered to Rhoddy's bay for sand bagging

2) Forecast of major activities for Next Month

a) Vehicle and equipment maintenance.

b) Road patching as required.

c) Grading gravel roads.

d) Washing sidewalks preparing for the Street Sweepers.

e) Entrance culvert installations

f) Excavator will be out to start brushing.



PUBLIC WORKS DEPARTMENT REPORT

- May 2026 -

1) Operations Activities

a. Grader

The grader was out as much as possible, grading on the gravel roads.

B. HTP

- crews were out patching potholes as needed

C. sidewalks were flushed by public works

D. contracted street sweepers were in to start sweeping

E. 911 sign installations began

F. Some entrance culverts were installed

G. public works performed sweeping of smaller roads

H. Guard rail post replacement began

I. cleanup of trees and debris from windstorm was performed

2) Forecast of major activities for Next Month

- a) Vehicle and equipment maintenance.
- b) Road patching as required.
- c) Grading gravel roads.
- d) Entrance culvert installations
- e) Excavator will be out to start brushing.
- f) Application of dust control will start
- g) Mowing of the shoulders will start



Report

To: Council
 From: Ryan Frew, Director of Public Works and Property Manager
 Date: June 10, 2026
 Subject: Village of Braeside - Extension of Contract Limits

Recommendation

THAT Council authorizes staff to proceed with obtaining formal costing to extend the contract limits of PW-2026-01 Village of Braeside Road Renewal Phase 2 project to include Centre Street from William Meek Drive to River Road and Sereney Street AND THAT the CAO/Clerk is authorized to proceed with the work with an upset limit of \$575,000.

Background

Contract PW-2026-01 for the Village of Braeside Road Renewal Phase 2 project was awarded to Thomas Cavanagh Construction on April 28, 2026. At the time of the award, staff recommended that the cost to extend the contract limits to include Centre Street from William Meek Drive and River Road and Sereney Street be determined and a report be brought back to Council for approval.

Discussion

Following the direction from Council, Township Staff commissioned Jp2g Consultants to complete a survey of the additional streets and to develop a rehabilitation plan. Based on the anticipated work associated with extending the contract limits the consultants opinion of probable cost is \$570,674.17.

The anticipated work includes removing existing asphalt pavement, completing limited grade adjustments and application of granular material, installing concrete gutters, placing a 80mm of asphalt pavement, topsoil, seed and mulch.

Based on the proposed additional 610m of road rehabilitation being added to the original contract which is for 1615m the probable cost for the work to extend the limits is in line with the original contract.

The roads to be added to this project are currently rated in very poor to serious pavement condition.

Given the cost of other bids received on the original contract, proceeding with this contract extension looks to be good value for the completion of an additional 610m of road rehabilitation in a urban environment.

Financial Implications

The 2026 capital budget for the Village of Braeside project was \$2,113,985.00. Based on the original tender submission (\$1,577,279.19), the design of the scope change (\$16,600), the

June 16, 2026

estimated value of the contract extension (\$570,674.17) and non-refundable HST the revised project costs are anticipated to be \$2,202,357.34.

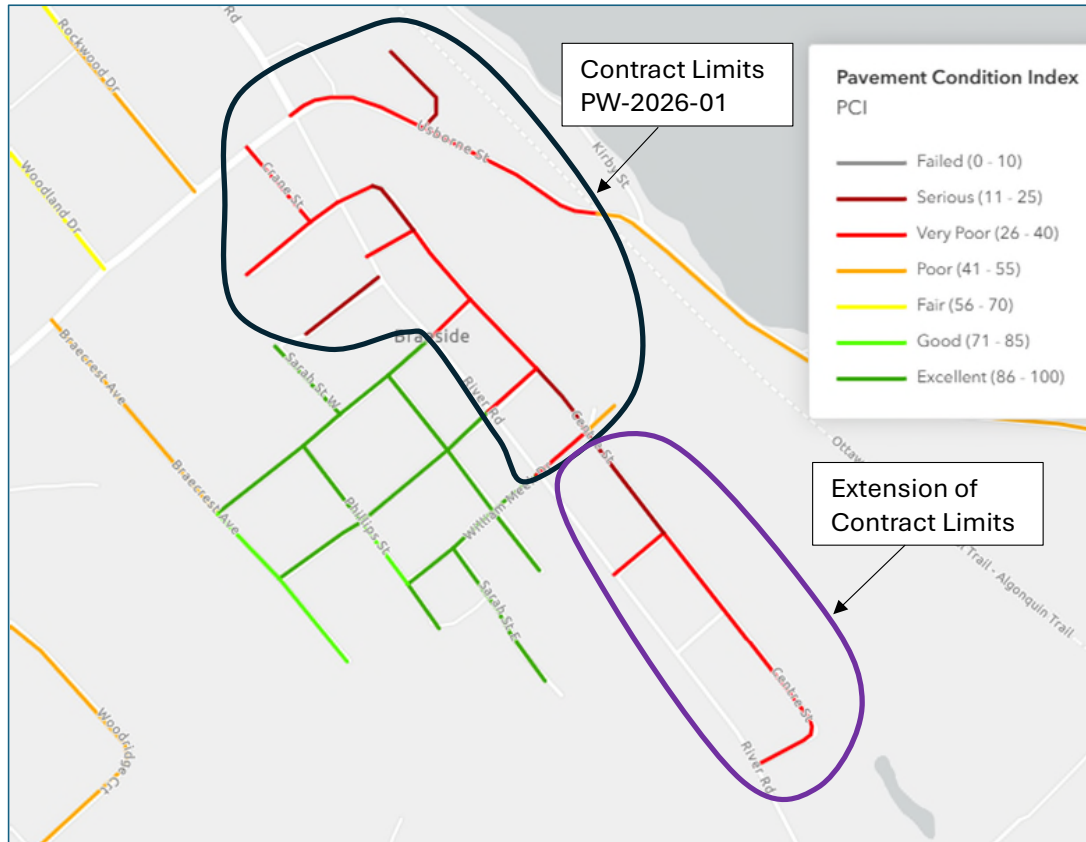
This would represent a budget overage of approximately \$90,000 to complete an additional 610m of road rehabilitation on Centre Street and Sereney Street.

This overage would be off-set by the \$250,000 savings on the Moore Street project.

Respectfully Submitted,
Ryan Frew, Director of Public Works and Property Manager

June 16, 2026

PW-2026-01 Village of Braeside Road Renewal Phase 2





Report

To: Council
 From: Ryan Frew, Director of Public Works and Property Manager
 Date: June 10, 2026
 Subject: PW-2026-07 Screened Winter Sand - Tender Award

Recommendation

THAT Council awards contract PW-2026-07 Screened Winter Sand to Town & Country Forming - 9828745 Canada Inc. for the supply and delivery of winter sand for the 2026/2027 season at an estimated cost of \$118,760.00 plus HST.

Background

Each year the Public Works Department issues a tender for the purchase of winter sand to be utilized for the winter road maintenance.

Between the Township's two (2) sand sheds the initial fall stockpile is typically in the range of 5000 - 5500 tonnes of sand which is mixed with approximately 3% salt.

The Department also requires additional sand at the Glasgow yard during January and February. The tender included a provisional item to supply and deliver 2000 tonnes during that time.

Discussion

The tender was issued on May 19, 2026 with a tender closing date of Tuesday June 9, 2026.

Four (4) bids were received with results as follows:

Company Name	As-Read Bid (excluding HST)	Corrected Bid (excluding HST)
Town & Country Forming	\$127,000.00	\$118,760.00
BR Fulton Construction Ltd.	\$141,000.00	
McCrea Excavating Ltd.	\$172,300.00	
Thomas Cavanagh Construction	\$202,250.00	

The bid amounts include the supply of the sand during January and February of 2027.

All bids were reviewed and the mathematical error on the bid from Town & Country Forming was corrected in conformance with the Township's Purchasing By-Law.

Financial Implications

The low bid represents a 6.9% decrease in total costs over 2025/2026. The Township's total 2026 budget for winter sand and salt is \$175,000.00. Based on the amount spent to date on sand/salt material (\$46,642.29) and the average fall stockpile values for sand and salt it is anticipated that the department will remain within the budget allocation for 2026.

June 16, 2026

Respectfully Submitted,
Ryan Frew, Director of Public Works and Property Manager

June 16, 2026



Report

To: Council
 From: Lisa Godin
 Date: June 5, 2026
 Subject: May 2026 Financial Overview

Recommendation

THAT Council accept the May 2026 Financial Overview report as information submitted and circulated.

Background

A total of **\$522,357.06** was disbursed during the month of May 2026. Notable cash disbursements include:

- \$82,742 to the Minister of Finance for OPP services for the month of April 2026
- \$12,080.63 to R & M Truck & Trailer Repairs for snowplow repairs and maintenance
- \$21,799.90 to 803836 Ontario Inc. (Topps) for waste collection services
- \$10,367.48 to Borden Ladner Gervais LLP for various legal fees
- \$15,632.76 to A.J. Stone Company Ltd. for supplies
- \$4,237.50 to Cunningham Swan LLP for professional services related to complaints submitted to the Integrity Commissioner
- \$9,515.45 to Dillon Consulting for professional services rendered for Sustainable Waste Management Strategy
- \$11,753.82 to Hicks Morley Hamilton Stewart Store LLP for March 2026 professional services rendered
- \$11,464.27 to Iron Trade Works Inc. for Fire equipment service calls
- \$15,561.69 to Jp2p Consultants Inc. for March 2026 professional services rendered for Osborne Hill and Moore Street
- \$37,290 to M.J. Enright & Sons Tree Service Inc. for tree removal at Burnstown Beach and Moore Street
- \$22,487 to Realtax Inc. for tax sale registration codes (which will be charged back to the respective properties)
- \$19,828.48 to W.O. Stinson and Son Ltd. for fuel
- \$15,343.99 to WSP Canada Inc. for landfill consultant professional services rendered up to March 27, 2026

A total of **\$2,131,193.39** was received during the month of May 2026. Notable cash receipts include:

- \$1,967,622.83 from property taxes (2nd installment for interim taxes was due May 29, 2026)
- \$2,133.33 from Seniors Community Grant
- \$56,806.32 from Canada Revenue Agency for the Q1 HST Refund

Refer to attached schedule for snapshot of May year-to-date 2026 budget to actuals.

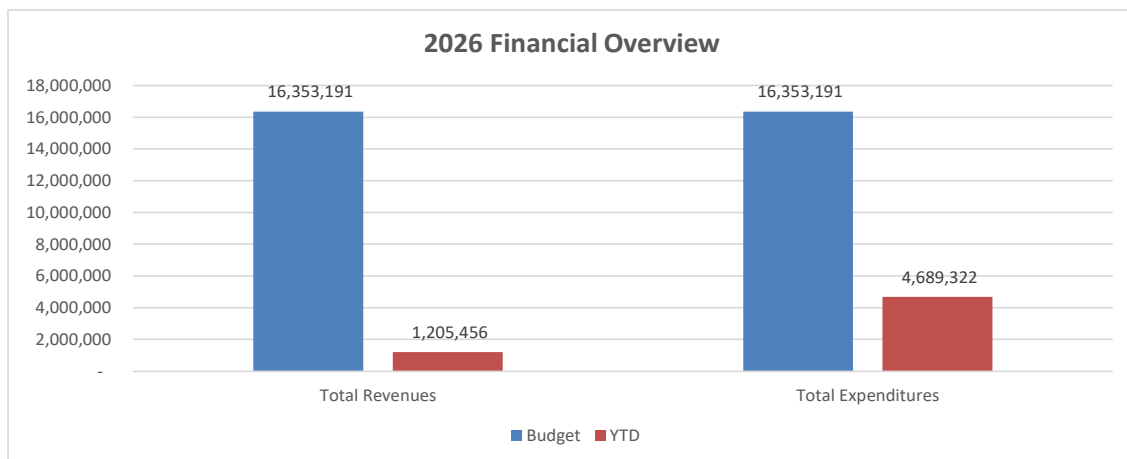
Respectfully Submitted,
 Lisa Godin

June 16, 2026

May 2026 Financial Overview*Prepared as of Jun 5, 2026*

	2026 Budget	2026 YTD
REVENUES		
Municipal Taxation & Payment-in-Lieu	8,576,278	85,411
Penalties & Interest	202,000	98,293
Provincial/Federal Funding <i>(see Item #4 on next page for details)</i>	1,224,924	515,157
Planning & Development Fees	30,600	8,225
Building Department Fees	201,600	122,488
Garbage Levy	757,250	-
Waste Management	229,883	84,844
Bank Interest Income	400,000	123,149
Recreation User Fees and Programs	217,370	111,219
Transfer from Reserves <i>(see Item #1 on next page for details)</i>	4,366,736	-
Other Revenue	146,550	56,669
TOTAL REVENUE	16,353,191	1,205,456
EXPENDITURES		
Council	257,921	109,802
Admin (incl. Election)	1,411,664	427,273
Police	1,012,437	247,942
Fire	984,114	354,569
Building	213,330	82,391
Public Works	2,259,106	751,861
Waste Management	1,058,009	331,825
Recreation	1,433,293	524,068
Library & Archives	198,259	32,720
Museum	80,240	15,816
Health & Social	68,400	65,284
Planning & Development	62,570	18,073
Capital Projects <i>(see Item #2 on next page for details)</i>	5,619,331	33,180
Transfer to Reserve <i>(see Item #3 on next page for details)</i>	1,694,517	1,694,517
TOTAL EXPENDITURES	16,353,191	4,689,322

2026 County & School Taxes Invoiced to Residents	-	(74,358)
2026 Installment payments to County & School	-	1,699,312



May 2026 Financial Overview*Prepared as of Jun 5, 2026***Detail Capital & Reserves Allocations**

<u>Item #1 - Bring Funds from Reserve for specific expenses</u>	Budget	YTD
General	434,990	-
Council	-	-
Admin	102,000	-
Fire	153,640	-
CBO	-	-
CEMC	-	-
Roads	3,150,182	-
Waste Managemnet	258,124	-
Recreation	267,800	-
Museum	-	-
	4,366,736	-
<u>Item #2 - Capital Projects</u>	Budget	YTD
Council - Transfer to Capital	-	-
Admin - Transfer to Capital	20,000	18,301
NEW Twp Office - Trf to Capital	100,000	-
Fire - Transfer to Capital Fund	147,046	-
CBO - Transfer to Capital	-	-
PW Vehicles/Equip - Trf to Capital	889,500	-
Kippen Rd - Capital	631,000	-
Archibald - Capital	60,000	-
Leckie Lane - Trf to Capital	20,000	-
Lochwinnoch Road - Trf to Capital	175,000	-
Usborne Hill - Trf to Capital	9,000	7,654
Moore Street - Trf to Capital	882,800	6,360
Braeside Roads - Trf to Capital	2,213,985	-
Stevenson Road - Trf to Capital	100,000	-
REC. - Capital Expenditures	16,000	-
MCP - Trf to Capital	225,000	-
JAG - Trf to Capital	-	-
White Lake Park - Trf to Capital	130,000	865
Museum - Transfer to Capital Fund	-	-
	5,619,331	33,180
<u>Item #3 - Transfer funds to Reserves</u>	Budget	YTD
Council	10,811	10,811
Administration	152,860	152,860
Fire	150,363	150,363
CBO	5,000	5,000
CEMC	3,427	3,427
Roads	1,023,350	1,023,350
Street Lights	7,341	7,341
Landfill Site	187,248	187,248
Recreation	142,346	142,346
Museum	11,771	11,771
	1,694,517	1,694,517

May 2026 Financial Overview*Prepared as of Jun 5, 2026***Item #4 - Provincial/Federal Grants**

	Budget	YTD
PW - Drainage Grants	15,264	-
PW - Pothole Prevention and Repairs Grant	38,000	38,000
PW - OCIP Funding	125,000	125,000
PW - CCBF Funding	248,606	-
REC - Library Grant	11,484	-
REC - Other Capital Grants (EASE / Jay's Grant)	143,853	5,037
FIRE - Fire Protection Grant	50,057	50,057
FIRE - MNR	710	765
FIRE - MTO	6,250	3,448
ADM - OMPF Funding	585,700	292,850
	1,224,924	515,157



Report

To: Council
 From: Lisa Godin
 Date: June 10, 2026
 Subject: Sun Shelters

Recommendation

THAT Council accept the Sun Shelter report as information as submitted and circulated **AND FURTHER THAT** \$15,000 be allocated from the Recreation – Buildings capital reserve to fund the project.

Background

At the December 2, 2025 regular council meeting, Council directed staff to proceed with the installation of stone dust pads using Helical piles for the sun shelters at Clay bank park for outdoor learning and Waba cottage.

\$20,000 was budgeted for both structures in 2025 (\$10,000 each). This money was unspent but was not carried forward into the 2026 budget through WIP or otherwise.

Discussion

We have now obtained quotes from Valley Window & Door for the Helical piles totaling \$3,490 + HST each, including the installation of the piles and the engineering work. The quote also identifies additional potential contingency costs should extensions be required to reach required load pressure (not included in \$3,490 quote). Additional costs will be incurred for materials (excavation, stone dust, etc.) and internal labour. In total, the original \$20,000 estimate is revised downwards to \$15,000 total (\$7,500 each).

It is recommended that \$15,000 be allocated from the Recreation – Buildings capital reserve account to fund the project.

People Consulted

Kevin Murray, Acting Recreation Director

Financial Implications

The sun shelters were originally budgeted at \$20,000 in 2025. Based on the quotes received, an updated estimate is \$15,000 for the 2 stone dust pads and helical piles. It is recommended that \$15,000 be allocated from the Recreation – Buildings capital reserve account.

Respectfully Submitted,
 Lisa Godin

June 16, 2026



Report

To: Council
 From: Lisa Godin
 Date: June 10, 2026
 Subject: DC Treasurer's Statement - Supplementary Schedules

Recommendation

THAT Council accept the DC Treasurer's Statement - Supplementary Schedules as submitted and circulated **AND FURTHER THAT** Council direct the Treasurer to provide a copy of the statement and supplementary schedules to the Minister of Municipal Affairs and Housing prior to July 15, 2026.

Background

As per the *Development Charges Act, 1997*, subsection 43(1): "The treasurer of a municipality shall each year on or before June 30 of the year, give the council a financial statement relating to development charge by-laws and reserve funds..." Furthermore, subsection 43(3) requires giving a copy to the Minister of Municipal Affairs and Housing (MMAH) no later than July 15th.

The Treasurer's Statement was brought to Council at the May 19, 2026 meeting and it was resolved to submit the report to the MMAH. It was since noted that there are additional schedules required to be submitted to ensure compliance with the *Development Charges Act, 1997* and associated regulations:

1. Per subsection 12(3) of *Ontario Regulation 82/98*, a schedule is required that identifies "(i) the amount of money from each reserve fund established under section 33 of the Act that was spent during the year, (ii) the amount and source of any other money that was spent on the project during the year, (iii) the amount of money from each reserve fund established under section 33 of the Act that was expected to be spent under an agreement entered into by the municipality but that has not been spent as of the end of the year, (iv) the amount of debt that has been accrued by the municipality in respect of the project as of the end of the year..."
2. Per section 35(3) of the *Development Charges Act, 1997*, "If a service is prescribed for the purposes of this subsection, beginning in the first calendar year that commences after the service is prescribed and in each calendar year thereafter, a municipality shall spend or allocate at least 60 per cent of the monies that are in a reserve fund for the prescribed service at the beginning of the year. " Per *Ontario Regulation 82/98* subsection 11.2, "prescribed services" includes the following in 2025 (prior to 2025, only water and wastewater required the allocation):
 - "Storm water drainage and control services.
 - Electrical power services.
 - Toronto-York subway extension, as defined in subsection 5.1 (1) of the Act.
 - Yonge North subway extension, as defined in subsection 5.1.1 (1) of the Act.
 - Transit services other than the Toronto-York subway extension and the Yonge North subway extension.
 - Waste diversion services.

June 16, 2026

- Policing services.
- Fire protection services.
- Ambulance services.
- Services provided by a board within the meaning of the Public Libraries Act.
- Services related to long-term care.
- Parks and recreation services, but not the acquisition of land for parks.
- Services related to public health.
- Child care and early years programs and services within the meaning of Part VI of the Child Care and Early Years Act, 2014 and any related services.
- Services related to proceedings under the Provincial Offences Act, including by-law enforcement services and municipally administered court services.
- Services related to emergency preparedness.
- Services related to airports, but only in the Regional Municipality of Waterloo."

Discussion

No changes have been made to the original Treasurer's Statement approved by Council (Schedule A). This report simply provides the supplemental schedules noted above.

Schedule B shows the draw and additions from/to the DC reserve funds made in 2025 (including adjustments made during the 2026 budget process to clean up the accounts), as well as any other amounts funded by other reserves, taxation, or grants in 2025.

Schedule C shows the allocation of 60% of the opening balance of each DC reserve fund. This includes the amounts drawn in 2025 and estimated/expected amounts to be spent in future years on projects included in the 2019 DC Background Study.

Respectfully Submitted,
Lisa Godin

June 16, 2026



SCHEDULE A DEVELOPMENT CHARGE REPORT

COMMERCIAL	\$	-
RESIDENTIAL	\$	170,286.00
	<u>\$</u>	<u>170,286.00</u>

AS OF DECEMBER 31, 2025

	OPENING BALANCE	CONTRIBUTIONS	INTEREST	FINANCING	CLOSING BALANCE
GENERAL	\$ 76,675.40	\$ 8,765.48	\$ 2,391.26	\$ (11,200.00)	\$ 76,632.14
FIRE	\$ 222,003.66	\$ 28,612.04	\$ 7,805.42	\$ 24,150.00	\$ 282,571.12
TRANSPORTATION	\$ 501,369.55	\$ 78,063.22	\$ 21,295.81	\$ (248,236.00)	\$ 352,492.58
RECREATION	\$ 340,529.37	\$ 49,947.26	\$ 13,625.67	\$ 21,592.00	\$ 425,694.30
JEDD CREEK	\$ 21,805.64	\$ 4,600.00	\$ -	\$ -	\$ 26,405.64
DOCHART CREEK	\$ 773.87	\$ 298.00	\$ -	\$ -	\$ 1,071.87
TOTAL:	<u>\$ 1,163,157.49</u>	<u>\$ 170,286.00</u>	<u>\$ 45,118.16</u>	<u>\$ (213,694.00)</u>	<u>\$ 1,164,867.64</u>

The above report complies with subsection 59.1(1) of the *Development Charges Act*.

Lisa Godin

Lisa Godin, Treasurer



SCHEDULE B
DC RESERVE FUND REPORTING - CAPITAL FUND TRANSACTIONS

AS OF DECEMBER 31, 2025

	ESTIMATED GROSS COST	DC RECOVERABLE COST SHARE					NON-DC RECOVERABLE COST SHARE				
		DC FORECAST PERIOD			POST-DC FORECAST PERIOD		OTHER RESERVE/ RESERVE FUND DRAWS	TAX-SUPPORTED OPERATING FUND CONTRIBUTIONS	RATE-SUPPORTED OPERATING FUND CONSTRIBUTIONS	DEBT FINANCING	GRANTS AND OTHER CONTRIBUTIONS
		DC RESERVE FUND DRAWS/ (ADDITIONS) ¹	DC DEBT FINANCING	GRANTS AND OTHER CONTRIBUTIONS	POST-PERIOD BENEFIT/CAPACITY INTERIM FINANCING	GRANTS AND OTHER CONTRIBUTIONS					
GENERAL											
Asset Management - Roads Study	30,000.00	5,400.00	-	-	-	-	-	-	-	-	-
Asset Management - Building Study	30,000.00	5,400.00	-	-	-	-	-	-	-	-	-
Asset Management - Building Study	30,000.00	5,400.00	-	-	-	-	19,334.01	13,744.99	-	-	-
Strategic Plan	-	(5,000.00)	-	-	-	-	-	-	-	-	-
Total General	90,000.00	11,200.00	-	-	-	-	19,334.01	13,744.99	-	-	-
FIRE											
Fire Station No. 3 Parking Lot Expansion (15 Spaces)	31,500.00	31,500.00	-	-	-	-	-	-	-	-	-
Pickup Truck (Heavy Duty)	45,000.00	(43,050.00)	-	-	-	-	-	-	-	-	-
Cameras	20,000.00	2,600.00	-	-	-	-	-	-	-	-	-
Fire Equipment (UTV)	20,000.00	(15,200.00)	-	-	-	-	-	-	-	-	-
Total Fire	116,500.00	(24,150.00)	-	-	-	-	-	-	-	-	-
TRANSPORTATION											
Road Improvements - Robertson Line (LCB to HCB upgrade)	671,025.00	79,642.00	-	-	-	-	-	-	-	-	-
Road Improvements - Braeloch Road (LCB to HCB upgrade)	765,599.00	69,574.00	-	-	-	-	-	-	-	-	-
Road Profile Change - Scheel Drive (Profile expansion)	570,000.00	36,900.00	-	-	-	-	-	102,062.00	-	-	-
Road Profile Change - Maple Bend Road (Profile expansion)	275,000.00	34,440.00	-	-	-	-	-	-	-	-	-
Road Profile Change - Mast Road	130,000.00	9,840.00	-	-	-	-	-	-	-	-	-
Road Profile Change - Mill Ridge Road	517,609.00	11,500.00	-	-	-	-	-	42,071.00	-	-	-
Road Upgrades - Kippen Road ²	1,878,490.00	50.00	-	-	-	-	762,528.00	-	-	-	352,543.00
Road Upgrades - Stewartville Road	696,000.00	50.00	-	-	-	-	-	-	-	-	-
GPS Equipment	20,000.00	6,240.00	-	-	-	-	-	-	-	-	-
Total Transportation	5,523,723.00	248,236.00	-	-	-	-	762,528.00	144,133.00	-	-	352,543.00
RECREATION											
McNab Center Park Building Improvement	265,000.00	(21,592.00)	-	-	-	-	-	-	-	-	-
Total Recreation	265,000.00	(21,592.00)	-	-	-	-	-	-	-	-	-
JEDD CREEK											
Total Jedd Creek	-	-	-	-	-	-	-	-	-	-	-
DOCHART CREEK											
Total Dochart Creek	-	-	-	-	-	-	-	-	-	-	-
TOTALS	5,995,223.00	213,694.00	-	-	-	-	781,862.01	157,877.99	-	-	352,543.00

¹ Negative amounts represent adjustments made in 2025 to correct prior years' over-withdrawal from DC reserve funds
² Gross cost at time of preparing the DC Background Study in 2019 was estimated at \$807,000. Revised estimate in 2025 is \$1,878,490 based on tender quotes.



SCHEDULE C
DC RESERVE FUND REPORTING - BALANCE ALLOCATIONS

AS OF DECEMBER 31, 2025

SERVICE:	GENERAL
Balance in Reserve Fund at Beginning of Year:	76,675.40
60% of Balance to be Allocated (at a minimum):	46,005.24

Projects to Which Funds Will be Allocated

Project Description	Total Growth-Related Capital Cost Remaining to be Funded	Share of Growth-Related Cost Allocated to Date	Share of Growth-Related Cost Allocated - Current Year ¹	Total Debt Issuance	Amount Committed but Not Spent
Development Charge Study Every 5 Years	4,496.43	13,503.57	-	-	-
Development Charge Study Every 5 Years	18,000.00	-	-	-	16,900.00
Zoning By-law	11,250.00	-	-	-	9,000.00
Signage (4 Gateway Signs)	8,100.00	-	-	-	-
Asset Management - Roads Study	-	5,400.00	5,400.00	-	-
Asset Management - Roads Study	5,400.00	-	-	-	5,400.00
Asset Management - Building Study	-	5,400.00	5,400.00	-	-
Asset Management - Building Study	-	5,400.00	5,400.00	-	-
Asset Management - 5 Year Review	3,600.00	-	-	-	3,600.00
Strategic Plan	-	-	(5,000.00)	-	-
Total - GENERAL	50,846.43	29,703.57	11,200.00	-	34,900.00

SERVICE:	FIRE
Balance in Reserve Fund at Beginning of Year:	222,003.66
60% of Balance to be Allocated (at a minimum):	133,202.20

Projects to Which Funds Will be Allocated

Project Description	Total Growth-Related Capital Cost Remaining to be Funded	Share of Growth-Related Cost Allocated to Date	Share of Growth-Related Cost Allocated - Current Year ¹	Total Debt Issuance	Amount Committed but Not Spent
Fire Station No. 1 Expansion (m2)	199,500.00	-	-	-	157,400.00
Fire Station No. 3 Parking Lot Expansion (15 Spaces)	-	31,500.00	31,500.00	-	-
Pumper Truck (Excess Capacity)	81,792.00	-	-	-	-
Pickup Truck (Heavy Duty)	-	1,950.00	(43,050.00)	-	-
Cameras	-	2,600.00	2,600.00	-	-
Fire Equipment (UTV)	-	4,800.00	(15,200.00)	-	-
Total - FIRE	281,292.00	40,850.00	(24,150.00)	-	157,400.00

SERVICE:	TRANSPORTATION
Balance in Reserve Fund at Beginning of Year:	501,369.55
60% of Balance to be Allocated (at a minimum):	300,821.73

Projects to Which Funds Will be Allocated

Project Description	Total Growth-Related Capital Cost Remaining to be Funded	Share of Growth-Related Cost Allocated to Date	Share of Growth-Related Cost Allocated - Current Year ¹	Total Debt Issuance	Amount Committed but Not Spent
Road Improvements - Robertson Line (LCB to HCB upgrade)	-	79,642.00	79,642.00	-	-
Road Improvements - Braeloch Road (LCB to HCB upgrade)	-	94,574.00	69,574.00	-	-
Road Improvements - Mountain View Road (LCB to HCB upgrade)	44,798.00	-	-	-	-
Road Improvements - Meyer Road (LCB to HCB upgrade)	44,798.00	-	-	-	-
Glasgow Station Building Expansion	124,600.00	-	-	-	52,600.00
Road Profile Change - Scheel Drive (Profile expansion)	-	36,900.00	36,900.00	-	-
Road Profile Change - Maple Bend Road (Profile expansion)	-	34,440.00	34,440.00	-	-
Road Profile Change - Mast Road	-	9,840.00	9,840.00	-	-
Road Profile Change - Mill Ridge Road	-	61,500.00	11,500.00	-	-
Road Profile Change - Nieman Drive	39,360.00	-	-	-	-
Road Profile Change - Pine Grove Road	31,980.00	-	-	-	-
Road Upgrades - Kippen Road	-	50.00	50.00	-	-
Road Upgrades - Stewartville Road	-	50.00	50.00	-	-
Road Upgrades - Campbell Drive	75.00	-	-	-	-
Road Upgrades - Osborne Street	50.00	-	-	-	-
GPS Equipment	-	6,240.00	6,240.00	-	-
Total - TRANSPORTATION	285,661.00	323,236.00	248,236.00	-	52,600.00

SERVICE:	RECREATION
Balance in Reserve Fund at Beginning of Year:	340,529.37
60% of Balance to be Allocated (at a minimum):	204,317.62

Projects to Which Funds Will be Allocated

Project Description	Total Growth-Related Capital Cost Remaining to be Funded	Share of Growth-Related Cost Allocated to Date	Share of Growth-Related Cost Allocated - Current Year ¹	Total Debt Issuance	Amount Committed but Not Spent
McNab Center Park Building Improvement	-	3,408.00	(21,592.00)	-	-
White Lake Recreation Centre	143,456.00	-	-	-	11,900.00
Braeside Beach Trail Development	16,548.00	-	-	-	16,548.00
Clay Bank Park Development (Trail)	8,274.00	-	-	-	8,274.00
Stewartville Trail Development	23,096.00	10,000.00	-	-	23,096.00
Parkland Improvements (Red Pine Bay)	120,960.00	-	-	-	120,960.00
Braeside JAG Parking Lot Expansion (spaces)	5,756.00	-	-	-	5,756.00
Burnstown Beach Parking Lot Expansion (spaces)	3,838.00	-	-	-	3,838.00
Braeside Outdoor Rink Improvement (Accessibility features)	21,915.00	-	-	-	21,915.00
Pick-up Truck (Medium Duty)	6,435.00	-	-	-	6,435.00
Strategic Recreation Plan	7,200.00	-	-	-	7,200.00
Total - RECREATION	357,478.00	13,408.00	(21,592.00)	-	225,922.00

SERVICE:	JEDD CREEK
Balance in Reserve Fund at Beginning of Year:	21,805.64
60% of Balance to be Allocated (at a minimum):	13,083.38

Projects to Which Funds Will be Allocated

Project Description	Total Growth-Related Capital Cost Remaining to be Funded	Share of Growth-Related Cost Allocated to Date	Share of Growth-Related Cost Allocated - Current Year ¹	Total Debt Issuance	Amount Committed but Not Spent
Master Drainage Plan: Jedd Creek and Campbell Drain	35,899.00	-	-	-	13,084.00
Total - JEDD CREEK	35,899.00	-	-	-	13,084.00

SERVICE:	DOCHART CREEK
Balance in Reserve Fund at Beginning of Year:	773.87
60% of Balance to be Allocated (at a minimum):	464.32

Projects to Which Funds Will be Allocated

Project Description	Total Growth-Related Capital Cost Remaining to be Funded	Share of Growth-Related Cost Allocated to Date	Share of Growth-Related Cost Allocated - Current Year ¹	Total Debt Issuance	Amount Committed but Not Spent
Master Drainage Plan: Dochart Creek	1,480.00	-	-	-	465.00
Total - DOCHART CREEK	1,480.00	-	-	-	465.00

¹ Negative amounts represent adjustments made in 2025 to correct prior years' over-withdrawal from DC reserve funds



Report

To: Council
 From: Mandy Cannon
 Date: June 10, 2026
 Subject: Organizational Structure Amendment - Recreation Supervisor

Recommendation

THAT Council accept the Organizational Structure Amendment - Recreation Supervisor Report as information as submitted and circulated;

AND FURTHER THAT Council approve the addition of a temporary Recreation Supervisor position to support current operational requirements.

Background

As part of the Township's organizational review, Council approved an updated organizational structure intended to support the effective and efficient delivery of municipal services while ensuring appropriate oversight, accountability, and resource allocation.

Following implementation of the revised structure, staff have continued to monitor departmental workloads, service delivery requirements, staffing resources, and operational responsibilities to ensure the Township remains appropriately positioned to meet current and future service demands.

Since implementation of the revised structure, recreation services have continued to be supported through an interim acting Recreation Director. This arrangement was intended to provide temporary operational oversight.

Discussion

The current acting arrangement is not sustainable on a long-term basis due to the scope of responsibilities being performed in addition to the employee's regular duties. While the arrangement has assisted in maintaining service levels and operational continuity, a dedicated supervisory resource is required to provide ongoing oversight and support for recreation operations.

Staff has reviewed several options to address current operational requirements, including the redistribution of responsibilities among existing staff, continuation of the interim acting arrangement, and the addition of temporary management capacity within the department.

Based on this review, staff is recommending the creation of a temporary Recreation Supervisor position. The proposed position would provide day-to-day operational oversight of recreation services and would be responsible for supervising recreation staff, coordinating programs and events, managing operational schedules, overseeing facility rentals, supporting community partnerships, and providing operational reporting and coordination.

June 16, 2026

The Recreation Supervisor position would focus primarily on operational service delivery and supervision. Strategic responsibilities including corporate reporting, policy development, procurement authority, long-term planning, and broader organizational management responsibilities would remain under the direction of the CAO.

The Recreation Supervisor position was not included within the organizational structure approved by Council earlier in 2026. However, through the implementation of the revised structure and subsequent operational review, staff have identified the need for this temporary supervisory level position within the Recreation Department to support service delivery requirements and provide dedicated operational oversight.

Staff is therefore seeking Council approval to amend the organizational structure to reflect current operational requirements and establish an appropriate level of supervision and accountability within the Recreation Department.

People Consulted

County of Renfrew HR

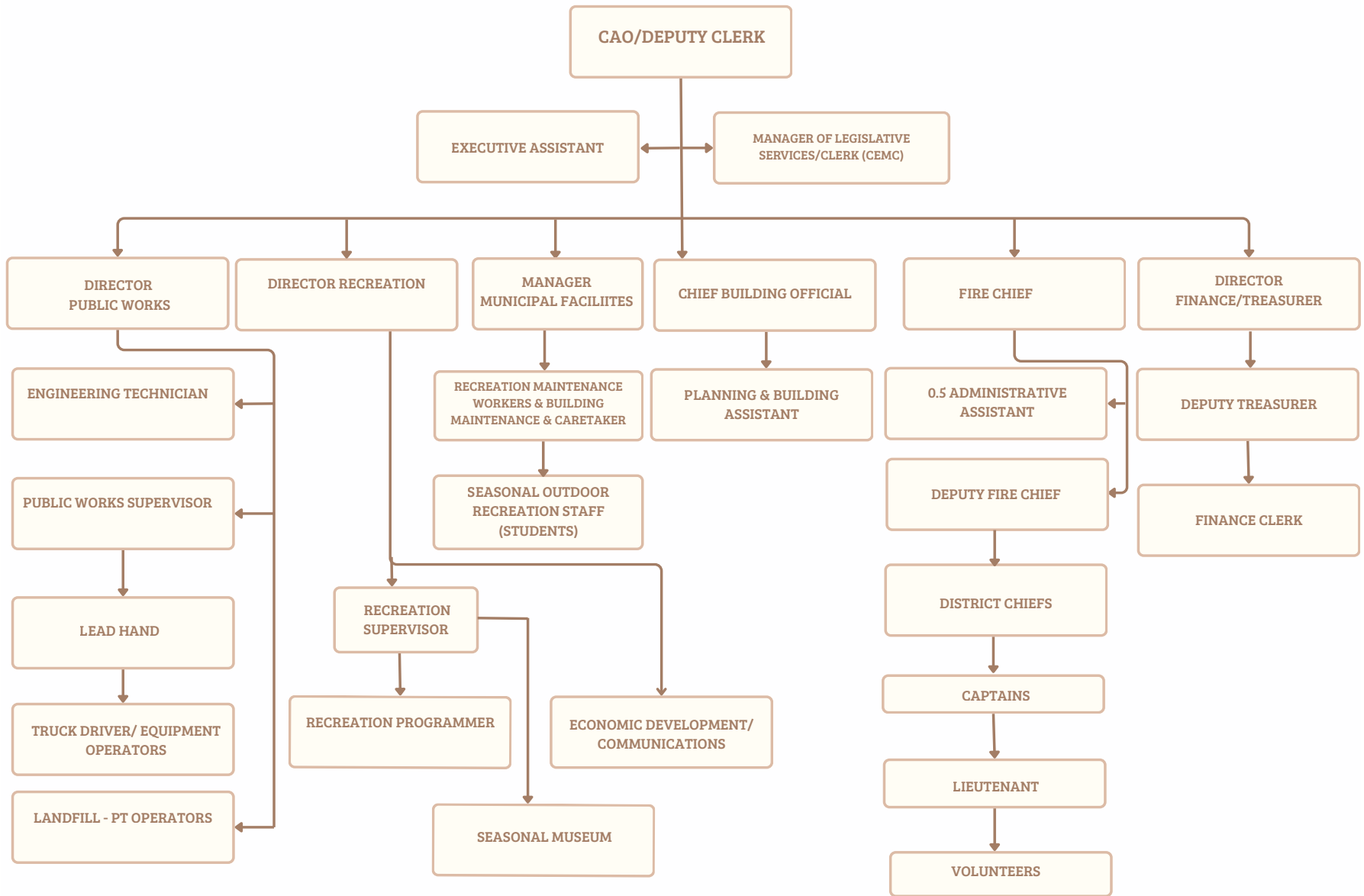
Financial Implications

The proposed position can be accommodated within the Recreation Department staffing allocation and is not anticipated to result in an increase to the overall budget approved by Council for recreation operations.

The Recreation Supervisor position has been evaluated based on the scope of operational, supervisory, and administrative responsibilities assigned to the role and has been placed within Group 10 of the Township's remuneration grid.

Respectfully Submitted,
Mandy Cannon

June 16, 2026





Report

To: Council
From: Mandy Cannon
Date: June 11, 2026
Subject: Updated Staff Remuneration Grid

Recommendation

THAT Council accept the Updated Remuneration Grid Report as information as submitted and circulated; **AND FURTHER THAT** Council approve the recommended changes and direct the CAO to bring the remuneration by-law forward for enactment.

Background

Further to the structural reorganization approved by Council, the County of Renfrew Human Resources Department reviewed the revised and newly created job descriptions using established job evaluation scoring tools and comparable positions within other municipalities in the County of Renfrew.

Based on this review, recommendations were provided regarding the remuneration grid, as reflected in the attached document.

Adjustments to existing positions have also been identified to better align with the job evaluation scoring results and comparable municipal positions.

The updated remuneration grid will support recruitment efforts and ensure consistency and competitiveness within the Township's compensation framework.

As we are in the final stages of implementing the organizational structure, staff will be able to proceed with the pay equity review, which will provide a more thorough evaluation of the salary grid.

People Consulted

County of Renfrew Human Resources

Financial Implications

The updated remuneration By-Law aligns with the amount budgeted for the reorganization.

Respectfully Submitted,
Mandy Cannon

June 16, 2026

Township of McNab/Braeside
2026 Compensation Grid

Group Point Level	Position	Legend	Salary Increments (no partial increment)					
			Step 1 A	Step 2 B	Step 3 C	Step 4 D	Step 5 E	Step 6 F (Job Rate)
1		Salary	\$ 43,680.00	\$ 44,990.40	\$ 46,340.11	\$ 47,730.31	\$ 49,162.22	\$ 50,637.09
		35 hrs/wk	\$ 24.00	\$ 24.72	\$ 25.46	\$ 26.23	\$ 27.01	\$ 27.82
		40 hrs/wk	\$ 21.00	\$ 21.63	\$ 22.28	\$ 22.95	\$ 23.64	\$ 24.34
2	LANDFILL ATTENDANT SEASONAL MUSEUM CURATOR SEASONAL WABA COTTAGE GARDENER BUILDING MAINTENANCE & CARETAKING (CUSTODIAN)	Salary	\$ 44,436.73	\$ 45,884.31	\$ 47,330.74	\$ 48,777.17	\$ 49,881.45	\$ 51,671.19
		35 hrs/wk	\$ 24.42	\$ 25.21	\$ 26.01	\$ 26.80	\$ 27.41	\$ 28.39
		40 hrs/wk	\$ 21.36	\$ 22.06	\$ 22.76	\$ 23.45	\$ 23.98	\$ 24.84
3	FINANCE CLERK RECREATION MAINTENANCE	Salary	\$ 51,109.34	\$ 52,773.17	\$ 54,438.17	\$ 56,102.04	\$ 57,731.58	\$ 59,429.76
		35 hrs/wk	\$ 28.08	\$ 29.00	\$ 29.91	\$ 30.83	\$ 31.72	\$ 32.65
		40 hrs/wk	\$ 24.57	\$ 25.37	\$ 26.17	\$ 26.97	\$ 27.76	\$ 28.57
4	FIRE DEPARTMENT ADMINISTRATIVE ASSISTANT PLANNING & BUILDING ASSISTANT RECREATION PROGRAMMER	Salary	\$ 53,779.04	\$ 55,529.89	\$ 57,280.70	\$ 59,031.54	\$ 60,782.36	\$ 62,533.18
		35 hrs/wk	\$ 29.55	\$ 30.51	\$ 31.47	\$ 32.43	\$ 33.40	\$ 34.36
		40 hrs/wk	\$ 25.86	\$ 26.70	\$ 27.54	\$ 28.38	\$ 29.22	\$ 30.06
5		Salary	\$ 53,779.04	\$ 55,529.89	\$ 57,280.70	\$ 59,031.54	\$ 60,782.36	\$ 62,533.18
		35 hrs/wk	\$ 29.55	\$ 30.51	\$ 31.47	\$ 32.43	\$ 33.40	\$ 34.36
		40 hrs/wk	\$ 25.86	\$ 26.70	\$ 27.54	\$ 28.38	\$ 29.22	\$ 30.06
6	TRUCK DRIVER - EQUIPMENT OPERATORS	Salary	\$ 58,550.89	\$ 60,306.75	\$ 62,116.65	\$ 63,980.15	\$ 65,899.56	\$ 67,876.54
		35 hrs/wk	\$ 32.17	\$ 33.14	\$ 34.13	\$ 35.15	\$ 36.21	\$ 37.29
		40 hrs/wk	\$ 28.15	\$ 28.99	\$ 29.86	\$ 30.76	\$ 31.68	\$ 32.63
7	EXECUTIVE ASSISTANT BUILDING INSPECTOR ECONOMIC DEVELOPMENT & COMMUNICATIONS COORDINATOR	Salary	\$ 58,454.79	\$ 60,307.43	\$ 62,116.65	\$ 63,980.15	\$ 66,068.04	\$ 67,967.63
		35 hrs/wk	\$ 32.12	\$ 33.14	\$ 34.13	\$ 35.15	\$ 36.30	\$ 37.34
		40 hrs/wk	\$ 28.10	\$ 28.99	\$ 29.86	\$ 30.76	\$ 31.76	\$ 32.68
8		Salary	\$ 64,950.03	\$ 67,064.75	\$ 69,179.48	\$ 71,294.20	\$ 73,408.93	\$ 75,523.64
		35 hrs/wk	\$ 35.69	\$ 36.85	\$ 38.01	\$ 39.17	\$ 40.33	\$ 41.50
		40 hrs/wk	\$ 31.23	\$ 32.24	\$ 33.26	\$ 34.28	\$ 35.29	\$ 36.31
9	ENGINEERING TECHNICIAN	Salary	\$ 72,167.33	\$ 74,516.64	\$ 76,865.96	\$ 79,215.27	\$ 81,565.72	\$ 83,915.04
		35 hrs/wk	\$ 39.65	\$ 40.94	\$ 42.23	\$ 43.52	\$ 44.82	\$ 46.11
		40 hrs/wk	\$ 34.70	\$ 35.83	\$ 36.95	\$ 38.08	\$ 39.21	\$ 40.34
10	DEPUTY FIRE CHIEF PUBLIC WORKS SUPERVISOR RECREATION SUPERVISOR	Salary	\$ 80,185.66	\$ 82,795.90	\$ 85,407.25	\$ 88,017.48	\$ 90,628.84	\$ 93,239.06
		35 hrs/wk	\$ 44.06	\$ 45.49	\$ 46.93	\$ 48.36	\$ 49.80	\$ 51.23
		40 hrs/wk	\$ 38.55	\$ 39.81	\$ 41.06	\$ 42.32	\$ 43.57	\$ 44.83
11	DEPUTY TREASURER MANAGER OF LEGISLATIVE SERVICES/CLERK MANAGER OF MUNICIPAL FACILITIES CHIEF BUILDING OFFICIAL (CBO)	Salary	\$ 89,095.44	\$ 91,995.18	\$ 94,896.06	\$ 97,796.95	\$ 100,697.83	\$ 103,598.71
		35 hrs/wk	\$ 48.95	\$ 50.55	\$ 52.14	\$ 53.73	\$ 55.33	\$ 56.92
		40 hrs/wk	\$ 42.83	\$ 44.23	\$ 45.62	\$ 47.02	\$ 48.41	\$ 49.81
12	FINANCE DIRECTOR/TREASURER FIRE CHIEF RECREATION DIRECTOR PUBLIC WORKS DIRECTOR/FACILITY MANAGER	Salary	\$ 98,993.91	\$ 102,217.50	\$ 105,439.93	\$ 108,663.52	\$ 111,885.96	\$ 115,109.54
		35 hrs/wk	\$ 54.39	\$ 56.16	\$ 57.93	\$ 59.71	\$ 61.48	\$ 63.25
		40 hrs/wk	\$ 47.59	\$ 49.14	\$ 50.69	\$ 52.24	\$ 53.79	\$ 55.34
13		Salary	\$ 109,828.46	\$ 113,404.49	\$ 116,980.53	\$ 120,555.43	\$ 124,131.46	\$ 127,707.50
		35 hrs/wk	\$ 60.35	\$ 62.31	\$ 64.28	\$ 66.24	\$ 68.20	\$ 70.17
		40 hrs/wk	\$ 52.80	\$ 54.52	\$ 56.24	\$ 57.96	\$ 59.68	\$ 61.40
14	CAO/DEPUTY CLERK	Salary	\$ 122,031.62	\$ 126,004.73	\$ 129,977.86	\$ 133,950.97	\$ 137,924.11	\$ 141,897.23
		35 hrs/wk	\$ 67.05	\$ 69.23	\$ 71.42	\$ 73.60	\$ 75.78	\$ 77.97
		40 hrs/wk	\$ 58.67	\$ 60.58	\$ 62.49	\$ 64.40	\$ 66.31	\$ 68.22

SUMMER STUDENTS

SUMMER PARK & SPORTS FIELD ATTENDANT	per hr	\$ 21.00	
SUMMER PARK ATTENDANT	per hr	\$ 17.60	ONTARIO MINIMUM WAGE
MUSEUM ASSISTANT	per hr	\$ 17.60	ONTARIO MINIMUM WAGE
SWIM INSTRUCTOR	per hr	\$ 18.75	

VOLUNTEER FIRE FIGHTERS

FIRE FIGHTER	per hr	\$ 25.86	
LIEUTENANT	per hr	\$ 25.86	
FIRE PREVENTION OFFICER	per hr	\$ 26.86	
FIRE TRAINING OFFICER	per hr	\$ 26.86	
DISTRICT CAPTAIN	per hr	\$ 27.86	
DISTRICT CHIEF	per hr	\$ 29.86	

OTHER

BARTENDERS	per hr	\$ 17.60	ONTARIO MINIMUM WAGE
PUBLIC WORKS LEAD HAND			+1.00/HR PREMIUM

Merit Increment (awarded in 25% increments)					
Step 7 Merit	Step 7 Increase	Merit Step 7-1 25%	Merit Step 7-2 50%	Merit Step 7-3 75%	Merit Step 7-4 100%
\$ 52,156.20	\$ 1,519.11	\$ 379.78	\$ 759.56	\$ 1,139.33	\$ 1,519.11
\$ 53,221.33	\$ 1,550.14	\$ 387.54	\$ 775.07	\$ 1,162.61	\$ 1,550.14
\$ 61,212.65	\$ 1,782.89	\$ 445.72	\$ 891.45	\$ 1,337.17	\$ 1,782.89
\$ 64,409.18	\$ 1,876.00	\$ 469.00	\$ 938.00	\$ 1,407.00	\$ 1,876.00
\$ 69,912.84	\$ 2,036.30	\$ 509.08	\$ 1,018.15	\$ 1,527.23	\$ 2,036.30
\$ 70,006.66	\$ 2,039.03	\$ 509.76	\$ 1,019.52	\$ 1,529.27	\$ 2,039.03
\$ 77,789.35	\$ 2,265.71	\$ 566.43	\$ 1,132.86	\$ 1,699.28	\$ 2,265.71
\$ 86,432.49	\$ 2,517.45	\$ 629.36	\$ 1,258.73	\$ 1,888.09	\$ 2,517.45
\$ 96,036.23	\$ 2,797.17	\$ 699.29	\$ 1,398.59	\$ 2,097.88	\$ 2,797.17
\$ 106,706.67	\$ 3,107.96	\$ 776.99	\$ 1,553.98	\$ 2,330.97	\$ 3,107.96
\$ 118,562.83	\$ 3,453.29	\$ 863.32	\$ 1,726.65	\$ 2,589.97	\$ 3,453.29
\$ 131,538.73	\$ 3,831.23	\$ 957.81	\$ 1,915.62	\$ 2,873.42	\$ 3,831.23
\$ 146,154.15	\$ 4,256.92	\$ 1,064.23	\$ 2,128.46	\$ 3,192.69	\$ 4,256.92



Report

To: Council
 From: Dave Hartwick, Fire Chief
 Date: June 16, 2026
 Subject: Fire Department - Donation of Fire Skid Unit

Recommendation

THAT Council receive this report regarding the donation of a Fire Skid Unit from the David McAntony Gibson Foundation (GlobalMedic) for information purposes; **AND FURTHER THAT** that Council authorize the Fire Chief to execute the Memorandum of Understanding between the Township of McNab/Braeside and the David McAntony Gibson Foundation (GlobalMedic) related to the donation.

Background

The McNab/Braeside Fire Department has been advised that it has been selected to receive a donated Fire Skid Unit through the David McAntony Gibson Foundation (GlobalMedic).

GlobalMedic is a Canadian charitable organization that supports emergency response agencies and disaster relief initiatives through the donation of equipment and resources. The proposed donation includes one newly manufactured Fire Skid Unit at no cost to the Township.

As part of the donation process, GlobalMedic requested information regarding the Fire Department, including staffing levels, apparatus inventory, service area population, and available support vehicles. This information was provided to assist the organization in allocating equipment to departments where it can provide the greatest operational benefit.

The donation is subject to a Memorandum of Understanding (MOU) outlining the transfer of ownership and responsibilities associated with the equipment.

Discussion

The Township of McNab/Braeside contains a large rural and forested area where access can be challenging for traditional fire apparatus. The donated Fire Skid Unit will provide the Fire Department with an additional tool to support responses to grass, brush, wildland, and remote area fires.

The Fire Skid Unit is designed to be mounted in a pickup truck and provides firefighting capability in locations where larger apparatus may have limited access. The unit will complement the department's existing fleet and enhance its ability to conduct rapid initial attack operations during wildland fire incidents.

The donation supports the department's ongoing efforts to improve wildfire preparedness and response capabilities within the Township and surrounding mutual aid areas. The equipment may also be utilized during prolonged incidents, FireSmart initiatives, and other emergency response activities where a smaller, more mobile firefighting platform is advantageous.

June 16, 2026

Acceptance of this donation represents an opportunity to enhance emergency response capabilities within the Township while leveraging external support to reduce municipal costs.

Financial Implications

There is no cost to the Township for the acquisition of the Fire Skid Unit.

The Township will be responsible for any future costs associated with installation, operation, maintenance, inspection, repair, and eventual replacement of the equipment. These costs are expected to be minimal and can be accommodated within existing Fire Department operating budgets.

The donation represents a positive financial benefit to the Township by providing additional firefighting equipment without the need for capital expenditure.

Respectfully Submitted,
Dave Hartwick, Fire Chief

June 16, 2026



**MEMORANDUM OF UNDERSTANDING
BETWEEN
DAVID MCANTONY GIBSON FOUNDATION (GLOBALMEDIC)
AND
MCNAB BRAESIDE FIRE DEPARTMENT
RELATING TO COOPERATION IN
PROVIDING AID IN ONTARIO**

1

Article 1

David McAntony Gibson Foundation (GlobalMedic), hereinafter referred to as "GlobalMedic", agrees to donate to McNab Braeside Fire Department, hereinafter referred to as "MBFD", certain owned goods; and MBFD is willing to receive the goods in accordance with the terms of this agreement as follows;

1. The project deliverables, hereinafter referred to as "the Goods", include one Fire Skid Unit.
2. The Goods are purchased new and newly manufactured at the time of donation.
3. The Goods will be transferred, free and clear, of any liens, claims of encumbrances.
4. MBFD accepts sole ownership of the Goods in its "AS IS" condition. MBFD absolves GlobalMedic of all liabilities associated with the future use of the donated goods.
5. MBFD agrees to release, indemnify and hold harmless GlobalMedic; it's board; officers; employees; and agents, from any liability, damages, loss, claims, demands, actions, expenses and costs arising out of the donation of the Goods to MBFD, or MBFD's use or otherwise resulting from MBFD's possession of the Goods. MBFD specifically agrees that GlobalMedic is not liable for any direct or consequential damages arising from the malfunction of or error in or from the condition of the goods at time of acceptance.
6. MBFD agrees to provide the following reporting after receipt of the Goods:
 - a. Thank you letter addressed from a manager in the region
 - b. Photos and videos of the Goods at the department and/or in use

IN WITNESS WHEREOF, the duly authorized representatives of the Parties hereto affix their signatures below.

For GlobalMedic:

Signature

Date

Name: Rahul Singh
Title: Executive Director
Organization: GlobalMedic

For McNab Braeside Fire Department:

Signature

Date

Name: _____
Title: _____
Organization: MBFD



Report

To: Council
 From: Mayor Lori Hoddinott
 Date: June 8, 2026
 Subject: Installation of Traffic Calming Bollards on River Road (Village of Braeside)

Recommendation

THAT Council approve the installation of up to six (6) traffic calming bollards (up to 3 per location) at two locations on River Road at the approaches to the residential area of the Village of Braeside;

AND FURTHER THAT the Township fund the project at an upset limit of \$3,500 from the approved Traffic Calming Pilot Project budget;

AND FURTHER THAT staff be directed to seek the necessary approval from the County of Renfrew for installation within the County Road right-of-way.

Background

Over the past several years, Council has received ongoing concerns from residents regarding vehicle speeds within the Village of Braeside, particularly during the summer months when traffic volumes increase due to tourism and recreational travel.

As part of the 2026 Budget, Council approved funding for traffic calming pilot projects, including pavement markings and delineation measures intended to improve driver awareness and encourage speed reduction in key locations.

The County of Renfrew has previously approved two pilot traffic calming projects within McNab/Braeside utilizing bollards and road painting. County staff have advised that, while they are unlikely to participate in a third cost-shared pilot project, they may consider a Township-funded installation where there is no financial impact to the County.

The proposed location is River Road at the north and south approaches to the residential section of the Village of Braeside. The installation would provide a visual narrowing effect as motorists enter the village, helping to reinforce that they are transitioning from a rural roadway environment into a residential area.

The concept would involve the installation of approximately three bollards on each side of the roadway at two gateway locations, for a total of six bollards.

Discussion

McNab/Braeside Impact

June 16, 2026

This project would provide a low-cost, quick-to-implement traffic calming measure aimed at improving driver awareness and reinforcing appropriate speeds through the Village of Braeside.

If approved by Council and subsequently authorized by the County, installation could occur in early July 2026, allowing the pilot project to be in place during the peak summer traffic season.

The project would also provide valuable data and experience that could be considered when evaluating future traffic calming measures elsewhere in the Township.

Next Steps

Should Council approve the recommendation, staff would:

1. Finalize the proposed locations and installation details with a plan of having them in place for the July/August summer traffic season.
2. Submit the request to the County of Renfrew Operations Committee for approval at its June meeting.
3. Procure the required materials.
4. Complete installation in early July, subject to County approval.

Financial Implications

The estimated cost of the project is not expected to exceed \$3,500, including materials and installation.

There is no anticipated financial impact to the County of Renfrew.

Respectfully Submitted,
Mayor Lori Hoddinott

June 16, 2026



Report

To: Council
From: Mayor Lori Hoddinott
Date: June 2, 2026
Subject: Development Charge Reduction Program

Recommendation

THAT Council accept the Development Charge Reduction Program Report as information as submitted and circulated; **AND FURTHER THAT** Council direct staff to monitor the rural stream details and report back once eligibility, funding formulas and municipal obligations are known.

Respectfully Submitted,
Mayor Lori Hoddinott

June 16, 2026



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

June 2, 2026

Dear Mayors and CAOs,

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

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

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

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

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

News Release:

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

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

Sincerely,

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

Billy Denault
MPP, Renfrew-Nipissing-Pembroke

6/2/26, 4:07 PM

Ontario and Canada Open Applications for New Development Charge Reduction Program | Ontario Newsroom

NEWS RELEASE**Ontario and Canada Open Applications for New Development Charge Reduction Program**

\$8.8 billion federal-provincial funding program will support housing-enabling infrastructure projects in municipalities that substantially reduce and maintain development charges

June 01, 2026[Municipal Affairs and Housing](#)

Ottawa — The Ontario government is opening applications for a new program that is intended to reduce building costs and speed up the construction of new homes. As part of the up to \$8.8 billion partnership announced in March, the [Development Charge Reduction Program](#) (DCRP) will deliver federal and provincial funding over 10 years for housing-enabling infrastructure projects, with funding prioritized for municipalities that reduce development charges for all residential types by 30 per cent to 50 per cent or greater and maintain the reductions for at least three years.

In March 2026, Ontario and Canada agreed to a cost-matched structure to provide a combined \$8.8 billion over 10 years for infrastructure investments in Ontario, with Canada's share of the funding flowing through the Build Communities Strong Fund's Provincial and Territorial stream, pending an agreement under this Fund. The Build Communities Strong Fund was launched by the federal government earlier this year to accelerate infrastructure projects across the country to reduce costs.

"The Development Charge Reduction Program will make a life-changing difference for families in municipalities across Ontario by lowering the cost of new homes by tens of thousands of dollars," said Rob Flack, Ontario's Minister of Municipal Affairs and Housing. "Along with the HST relief announced in Ontario's 2026 budget, this program will make homes across the province more affordable. I encourage municipal leaders across Ontario to work with us to reduce development charges so we can get more shovels in the ground and keep the dream of homeownership alive in Ontario."

Applications will be assessed based on:

- percentage of committed DC rate reduction (minimum 30-50 per cent reduction)

6/2/26, 4:07 PM

Ontario and Canada Open Applications for New Development Charge Reduction Program | Ontario Newsroom

- number of homes projected to build as a result of proposed DC relief
- the municipality's financial contribution

Housing-enabling projects would be prioritized with consideration for the number of homes enabled by the project. Municipalities are strongly encouraged to be as ambitious as possible in their DC rate reductions to secure as much funding as possible for their communities.

The Development Charge Reduction Program is made possible by the [Canada-Ontario Partnership to Build](#), which was announced in March 2026. This partnership also supports Ontario's [temporary expanded HST relief on new homes](#), which will save homebuyers up to \$130,000 off the cost of a new home.

"Together, we're building Ontario and Canada strong," said the Honourable Gregor Robertson, Minister of Housing and Infrastructure and Minister responsible for Pacific Economic Development Canada. "This joint partnership with Ontario will speed up housing construction by lowering up front costs and investing in housing-enabling infrastructure projects – building strong, resilient communities that boost housing supply and drive economic opportunities."

As of June 1, 2026, eligible municipalities can apply for funding through the DCRP. The deadline to apply is June 19th, 2026. Timelines for the DCRP are intended to coincide with the enhanced HST rebate in order to maximize relief for home builders and home buyers.

"With global economic and trade uncertainty continuing to put pressure on hardworking Ontarians, our government is delivering real relief by reducing the cost of building homes through the Development Charge Reduction Program" said Peter Bethlenfalvy, Ontario's Minister of Finance. "With up to \$8.8 billion in provincial and federal funding, this investment will speed up housing construction and improve affordability while also helping municipalities deliver critical housing-enabling infrastructure in our growing communities."

Funding through the Canada-Ontario Partnership to Build will also be made available for rural, small and northern municipalities, with more details to be announced at a later date.

6/2/26, 4:07 PM

Ontario and Canada Open Applications for New Development Charge Reduction Program | Ontario Newsroom

Quick Facts

- Of 444 municipalities in Ontario, more than 200 currently levy development charges.
- The DCRP is an application-based program, with municipal contributions set at 10% of project costs at a minimum.
- The federal government will deliver their cost-matched portion of the funding for the DCRP under the Build Communities Strong Fund, for which Ontario will enter into a bilateral funding agreement.

Office of the
County Warden



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PEMBROKE, ON, CANADA
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FAX: 613-735-2081
www.countyofrenfrew.on.ca

June 10, 2026

The Right Honourable Mark Carney
Prime Minister of Canada
Office of the Prime Minister
80 Wellington Street
Ottawa, ON K1A 0A2
Via email: mark.carney@parl.gc.ca

RE: Recognizing Highway 17 as Nationally Significant Infrastructure

Dear Prime Minister Carney,

On June 10, 2026, the Council of the County of Renfrew passed the following resolution requesting that the Federal Government recognize Highway 17 as nationally significant infrastructure and provide federal funding support to accelerate the completion of the Highway 17 expansion and four-laning project.

RESOLUTION NO. OP-CC-26-05-71

Moved by Chair

Seconded by Committee

WHEREAS the recent announcement regarding the expansion of Highway 17 is welcomed as an important investment in the economic growth, transportation safety, and long-term infrastructure needs of Renfrew County; and

WHEREAS the Council of the County of Renfrew remains extremely disappointed with the limited progress achieved to date on the Highway 17 expansion and four-laning project and requests accelerated action and greater accountability from the Province of Ontario and the Ministry of Transportation; and

WHEREAS Highway 17 is a critical transportation corridor supporting residents, businesses, emergency services, Garrison Petawawa, Canadian Nuclear Laboratories, national defence, nuclear energy development, regional economic growth, and Canada's supply chain and transportation network; and

WHEREAS continued delays in advancing four-laning and related infrastructure improvements are impacting economic competitiveness, commuter safety, trade movement, and regional growth opportunities;

THEREFORE BE IT RESOLVED THAT the Council of the County of Renfrew requests the Province of Ontario and the Ministry of Transportation to establish and communicate defined timelines, milestones, performance metrics, and regular public reporting for all remaining phases of the Highway 17 expansion and four-laning project to Deep River, including planning, environmental assessments, Indigenous consultation, design, land acquisition, tendering, and construction;

AND FURTHER THAT this resolution be forwarded to the Prime Minister of Canada, the Federal Minister of National Defence, the Federal Minister of Infrastructure, the Federal Minister of Natural Resources Canada, the Premier of Ontario, and all related Provincial Ministries, requesting that the Highway 17 expansion project be recognized as nationally significant infrastructure eligible for federal funding participation and accelerated investment support.

Thank you for your consideration of this matter and for your continued commitment to investing in infrastructure that supports the safety, economic prosperity, and long-term growth of communities across Canada.

Sincerely,


Jennifer Murphy
Warden
warden@countyofrenfrew.on.ca

- c. The Honourable Doug Ford, Premier of Ontario
MP Cheryl Gallant, Algonquin-Renfrew-Pembroke
MPP Billy Denault, Renfrew-Nipissing-Pembroke
Federal Minister of National Defence
Federal Minister of Infrastructure
Federal Minister of Natural Resources
Minister of Transportation Ontario
Minister of Natural Resources
Renfrew County Municipalities
City of Pembroke Council

**CORPORATION OF THE TOWNSHIP OF McNAB/BRAESIDE
BY-LAW NO. 2026-33**

Being a By-law to Govern the Proceedings of
Council and Committees

WHEREAS pursuant to Section 238 of the *Municipal Act, 2001*, as amended every municipality and Local Board shall pass a procedural by-law for governing the calling, place and proceedings of meetings;

NOW THEREFORE the Council of the Corporation of the Township of McNab/Braeside ENACTS AS FOLLOWS:

1. That the Procedural by-law as attached hereto as Appendix “A” be hereby established for the Municipal Council of the Corporation of the Township of McNab/Braeside.
2. BE IT FURTHER ENACTED, that all By-Laws, or parts thereof, and all or any Resolutions of Council contrary thereto, or inconsistent herewith, be and the same are hereby repealed.
3. This by-law shall come into force and be effective upon the passing thereof.

READ a first time this **16th day of June, 2026.**

READ a second time this **16th day of June, 2026.**

READ a third and final time and passed this **16th day of June, 2026.**

MAYOR

CAO/CLERK

THE CORPORATION OF THE TOWNSHIP OF McNAB/BRAESIDE
SCHEDULE “A”
BY-LAW # 2026-33
PROCEDURAL BY-LAW

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PART I - INTERPRETATION

1. GENERAL

- (1) The proceedings of the Council and of its Committees, the conduct of the Members and the calling of meetings will be governed by the rules and regulations contained in this By-law.
- (2) These rules of procedure shall be deemed to apply to Standing Committees, Ad Hoc Committees and Sub-Committees of Council.
- (3) Where the term “Committee” is used in this By-law, the provision applies only to Committee meetings and related Committee matters.
- (4) Notwithstanding subsection (1) hereof, the rules and regulations contained in this By-law may be suspended by a majority vote of Council.
- (5) The majority of Council shall decide on all points of order not provided for herein.
- (6) No meeting of Council or Committee shall be held in the absence of the Clerk or designate.
- (7) A confirmatory by-law shall be passed at the end of each regular and special meeting of Council to confirm the proceedings of the Council meeting, including the adoption of the minutes of the previous Council and Committee meetings as presented, including their contents, motions, and resolutions. No other business of Council shall be dealt with at a meeting following the passing of said by-law.
- (8) Question period shall be available for members of the public in attendance to ask questions of Council regarding any items relevant to the business discussed during the meeting.
- (9) No item of business may be dealt with at a meeting after the hour of 10:00 p.m. without the approval of the majority of those present.
- (10) All documents including by-laws, reports and minutes shall be under the custody of the Clerk and copies may be obtained only with his/her consent and upon execution of a receipt.
- (11) Any person may, at all reasonable hours, inspect any of the records, books or documents, the minutes and proceedings of any committee of the Council, after the acts of the committee have been adopted, and other documents in the possession or under the control of the Clerk, and the Clerk shall, within a reasonable time, furnish copies of them, certified under the Clerk’s hand and the seal of the Corporation of the municipality to any applicant on payment at such rate as the Council may establish.
- (12) The rules and regulations contained in this by-law shall be observed in all proceedings of the Council and shall be the rules and regulations for the order and dispatch of business of the Council unless otherwise prescribed.
- (13) Any reference to a member of Council shall include the Mayor and Deputy Mayor.
- (14) The rules and regulations contained herein may be suspended by a majority vote of the members present and voting.
- (15) In any case of which provision is not made herein the procedure to be followed shall be, as near as may be, to Roberts Rules of Order.
- (16) Every Council meeting shall be chaired by:
 - (1) The Mayor, if present.
 - (2) The Deputy Mayor, if the Mayor is absent.
 - (3) If both are absent, Council shall select an Acting Chair.

2. DEFINITIONS

- (1) **“Act”** means the *Municipal Act, 2001, S.O. 2001, c.25*, as amended from time to time.
- (2) **“Ad Hoc Committee”** means a special purpose committee of limited duration, created by Council to inquire and report on a particular matter or concern and which dissolves automatically upon submitting its final report unless otherwise directed by Council.
- (3) **“Alternative Means”** shall mean, for the purpose of this By-Law, attending and participating in any meeting by virtual presence, where Council is satisfied that such attendance and participation permits the Mayor and/or Council Member to participate in debates and vote on matters at the meeting. Where meetings are open to the public, they will be made available via online streaming channels.
- (4) **“Chair”** means the Presiding Officer at a Council and/or Committee meeting.
- (5) **“Clerk”** means the Clerk of the Corporation of the Township of McNab/Braeside or designate.
- (6) **“Closed (In Camera) Meeting ”** shall mean a meeting closed to the public as defined in accordance to Section 239 of the Municipal Act, 2001.
- (7) **“Committee”** means, a Committee of Council, and includes Standing Committees, Joint Committees, Ad-Hoc Committees, or Sub-Committees.
- (8) **“Committee Chair”** means the Chair of a Standing Committee, Joint Committee, Ad-Hoc Committee, or Sub-Committee of Council.

- (9) **"Council"** means the Council of the Corporation of the Township of McNab/Braeside.
- (10) **"Emergency"** will be either declared or defined on a situation by situation basis as determined by the Clerk and Mayor or designates.
- (11) **"Mayor"** means the Head of the Council.
- (12) **"Majority of Council"** shall mean three (3) Members of Council.
- (13) **"Member"** means a Member of Council and a Township Councillor shall have a corresponding meaning.
- (14) **"Meeting"** for the purpose of this by-law, a meeting is defined as an assembly of members of Council with quorum, either general or special, or of committee at which recommendations, resolutions or by-laws are proposed and or passed.
- (15) **"Motion to Receive and File"** means a motion which is made for the purpose of acknowledging the particular item, report or recommendation under consideration, and of having the item, report or recommendation placed in the records of the Clerk for future reference, with no additional action being taken at that time.
- (16) **"Motion"** a self-contained proposal not incidental to any proceeding and may be referred to as the main or principal motion. It is amendable and it is drafted in such a way so as to be capable of expressing a decision of Council. It excludes the following motions:
 - (a) to extend the time of the meeting;
 - (b) to refer;
 - (c) to amend;
 - (d) to lay on the table;
 - (e) to postpone indefinitely or to a day certain;
 - (f) to move the previous question;
 - (g) to adjourn.
- (17) **"Motion (Subsidiary)"** means one which affects the disposition of a substantive or main motion, by bringing it to an immediate vote, by delaying or by deferring a decision thereon.
- (18) **"Notice of Meeting"** shall be deemed to be received as set out in Section 84 of this By-law.
- (19) **"Point of Privilege"** means the raising of a question which concerns a Member of Council, or the Council collectively, when a Member believes that their rights, immunities or integrity or the rights, immunities or integrity of the Council as a whole have been challenged.
- (20) **"Point of Order"** means a statement made by a Member of Council during a meeting, drawing to the attention of the Chair a breach of the Rules of Procedure. Must deal with a matter that is currently on agenda.
 - (a) Breaches of the rules of order of Council;
 - (b) Difficulty in continuation of the meeting;
 - (c) Improper, offensive or abusive language;
 - (d) Notice that the discussion is outside the scope of the motion or the notice of motion;
 - (e) Irregularities in the proceedings.
- (21) **"Point of Procedure"** means a question directed to the Mayor to obtain information on a matter of the rules of the Council bearing on the business at hand, in order to assist a Member to make an appropriate motion, raise a point of order, understand the situation or the effect of a motion.
- (22) **"Presiding Officer"**
 - (a) Council Meetings - The Mayor shall preside at all meetings. In his/her absence the Deputy Mayor shall preside. If both the Mayor and Deputy Mayor are absent from the meeting then a Member of Council shall be appointed from among the Members in attendance to preside at the meeting. In this instance the Clerk shall open the meeting and call for nominations from among the Members of Council to select a Presiding Officer for the meeting or until the arrival of the Presiding Officer.
 - (b) Planning Advisory Committee Meetings - The Deputy-Mayor shall preside at all meetings. In his/her absence the Mayor shall preside. If both the Deputy Mayor and Mayor are absent from the meeting then a Member of Council shall be appointed from among the Members of Council in attendance to preside at the meeting. In this instance the Clerk shall open the meeting and call for nominations from among the Members in attendance to select a Presiding Officer for the meeting.
 - (c) Committees Meetings - The appointed Chairperson shall preside at all meetings. In the absence of the Chairperson then a Chair for the meeting shall be selected by the Membership by having the Staff Person present call for nominations from among the Members present.
- (23) **"Quorum"** subject to any other applicable statutory provisions, is:
 - (a) in the case of Council, a majority of Council Members;

- (b) in the case of a Committee, a majority of Committee Members.
- (24) **“Recorded Vote”** means the recording of the name and vote of every Member voting on any matter or question.
- (25) **“Resolution”** means a formal determination made by the Council or a Committee on the basis of a motion, duly placed before a regularly constituted meeting of the Council or a Committee for debate and decision, and duly passed.
- (26) **“Rule or Rules of Procedure”** means the rules and regulations provided in this By-law.
- (27) **“Special Enquiry”** includes a request for detailed investigative, statistical or technical information or study.
- (28) **“Special Meeting”** means a meeting other than a regular scheduled meeting called pursuant to the Act or the provisions of this By-law.
- (29) **“Township”** means the Corporation of the Township of McNab/Braeside.
- (30) **“Two-thirds vote”** means the affirmative vote of at least two-thirds of the Members present and eligible to vote.
- (31) **“Workshop”** means a meeting of Council, intended for all members of Council, for the purpose of:
 - (a) receiving a briefing on municipal business;
 - (b) discussing emerging priorities and issues, including strategic planning; and,
 - (c) training purposes; and which shall be conducted in accordance with Section 10 of this by-law.

PART II - DUTIES/PRIVILEGES/RESPONSIBILITIES

3. PRESIDING OFFICER

The Presiding Officer shall:

- (1) open the meeting of Council by taking the Chair and calling the Members to order;
- (2) make such remarks as is fitting for the information or assistance of the Council;
- (3) receive and submit, in the proper manner, all motions presented by the Members of Council;
- (4) put to vote all questions, which are regularly moved and seconded, or necessarily arise in the course of the proceedings and announce the result;
- (5) decline to put to vote motions which infringe upon the Rules of Procedure;
- (6) enforce, on all occasions, the observance of order and decorum among the Members; to call by name any member persisting in breach of the rules or order of the Council or the board/committee thereby ordering the member to leave the meeting; to expel from a meeting anyone who engages in improper conduct; to order any individual or group in attendance at the meeting to cease and desist any behaviour which disrupts the order and decorum of the meeting and to order the individual or group to leave the meeting where such behaviour persists;
- (7) authenticate, by his/her signature, when necessary all by-laws, resolutions, and minutes of the Council;
- (8) inform the Council, when necessary, or when referred to for the purpose of a point of order of usage;
- (9) represent and support the Council, declaring its will and implicitly obeying its decisions in all things;
- (10) ensure that the decisions of Council are in conformity with the laws and by-laws governing the activities of the Council;
- (11) adjourn the meeting, when the business is concluded; to adjourn the meeting without question in the case of grave disorder arising at the meeting;

PART III - COUNCIL

4. VACANCIES

- (1) In accordance with Section 259 of the Municipal Act, 2001 the office of a member of municipal council becomes vacant if the member:
 - (a) becomes disqualified from holding the office of a member of Council under Section 256, 257 or 258 of the Municipal Act, 2001;
 - (b) fails to make the declaration of office before the deadline in Section 232;
 - (c) The office of a member of Council becomes vacant if the member has been absent from meetings of the council for three (3) successive months without being authorized to do so by a resolution of Council unless otherwise permitted by s 259(1) of the Act.
 - (d) resigns from his or her office, and the resignation is effective under Section 260;
 - (e) is appointed or elected to fill any vacancy in any other office on the same Council;

- (f) has his or her office declared vacant in any judicial proceedings;
 - (g) forfeits his or her office under this or any other Act, or;
 - (h) dies, whether before or after accepting office, and making the prescribed declarations.
- (2) A member of a Municipal Council may resign from office by providing notice in writing, to be filed with the Clerk. Exception to above, a resignation is not effective if it would reduce the number of members of the Council to less than a quorum, and if the member resigning from office is a member of the upper tier Council, the resignation is not effective if it would reduce the number of members of either Council to less than a quorum.
- (3) A member is permitted to be absent from meetings if it is a result of a member's pregnancy, the birth of the member's child or adoption of a child by the member for 20 consecutive weeks or less.

5. INAUGURAL MEETING

- (1) The Inaugural meeting of the Council following a regular election shall be held on the first possible Tuesday once the new term of office commences, in the Township Council Chambers or at such alternate location as may be named by the Clerk.
- (2) At the Inaugural meeting, all members present shall make their declaration of office, and no regular business shall be proceeded with at this meeting.

6. REPORTS

- (1) All written reports on any subject or matter referred to by the Council or dealt with between meetings of Council shall be submitted to the Clerk by the Wednesday prior to the meeting date no later than 4:00 p.m.
- (2) When it is required that the Council authorize, approve, confirm and cause to be implemented that which a committee has recommended, the recommendation shall be noted separately on the committee report to Council.
- (3) Notwithstanding subsection (2) hereof, when a report deals with more than one subject matter and the Council is not prepared to adopt all the report, a separate vote should be taken with respect to each subject matter and any matter which is not adopted may be referred back to the Committee for further consideration.
- (4) Any Member of Council can request that items be separated for the purpose of the votes, or that items within the report can be separated from discussion for the purpose of declaring potential pecuniary interest.

7. COMMITTEE OF THE WHOLE MEETINGS

The Township shall not hold regularly scheduled standalone Committee of the Whole meetings. All administrative reports, recommendations, and related business shall be considered directly at Regular Council Meetings unless otherwise directed by Council.

8. REGULAR COUNCIL MEETINGS

Council shall meet on the first and third Tuesday of each month of the year (except July) at 6:00 p.m. in the Township Council Chambers unless by direction of Council selects an alternate meeting date, time or another location. Meetings will not take place in July unless a special Meeting is required.

9. SPECIAL COUNCIL MEETINGS

- (1) A special meeting of the Council will be convened:
 - (a) upon being summoned by the Mayor; or
 - (b) upon receipt of the petition of the majority of the Members of Council.
- (2) Upon receipt of the petition, the Clerk shall summon a special meeting for the purpose(s) and at the time stated in the petition.
- (3) The Mayor may at any time summon a special meeting of the Council and it shall be his/her duty to summon a special meeting whenever so requested by a majority of the members of Council. Forty-eight (48) hours' notice shall be necessary for all special meetings of Council.

- (4) A special meeting of Council shall state the business to be considered at the special meeting and no business other than that stated in the notice shall be considered at such a meeting.
- (5) It shall be the responsibility of the Clerk or his/her representative to forward all notices and agendas for the regular and special Council meetings.
- (6) Notwithstanding this section, on urgent and extraordinary occasions with the consent of the majority of all Members of Council, recorded in the minutes, an emergency special Council meeting may be called by the Mayor without notice to consider and deal with such urgent and extraordinary matters.

10. WORKSHOPS

- (1) A workshop may include open session and closed session business in accordance with the rules of the Procedure By-Law, council policy and applicable legislation.
- (2) Upon confirmation that the workshop is to proceed, the Clerk shall give notice to all members of Council in accordance with this by-law regarding the subject, date, time and location of the workshop.
- (3) Preparation of an “agenda” will be dependent on the subject of the workshop. The Clerk shall keep a copy for the public record and public inspection.
- (4) Notice of the workshop subject, date, time and location will be made available to the public in accordance with Section 21 of this by-law and comply with any additional requirements set out in Council policy or by-law.
- (5) After notice of the workshop has been provided, no new matters will be added to the “agenda” since the appropriate notification will not have been given in accordance with this by-law.
- (6) Quorum of Council is not required for the workshop to proceed.
- (7) The Clerk will prepare a summary from the workshop, and any public session minutes will be made available to the public for review if a request is received.
- (8) Any member of the public who does attend, will be permitted to observe the workshop during public session.
- (9) No Council decisions shall be made at a workshop. Any matter requiring a decision shall be reported back to Committee of Council or Council for consideration and approval.

11. LOCATION OF MEETING

All the meetings of the Council will be held in the Council Chambers in the Township Administration Building or at such place as the Council may from time to time determine.

12. POSTPONEMENT OF REGULAR MEETINGS

- (1) A Regular meeting may be cancelled or postponed to a day named by the Presiding Officer, with notice given through the Clerk’s office in advance of the regular meeting.
- (2) The postponed meeting shall be held at the hour and place provided in the notice.

13. MEETINGS OPEN TO THE PUBLIC

- (1) Subject to Section 239, the meetings of the Council and/or Committees shall be open to the public and no person shall be excluded therefrom, except for improper conduct. Subject to Section 241(2) the Mayor or Presiding Officer may expel or exclude from any meeting any person who has engaged in improper conduct at the meeting.
- (2) During any period when an emergency has been declared in all or part of the municipality under section 4 or 7.01 of the *Emergency Management and Civil Protection Act*, a member participating in a meeting electronically may be counted in determining whether or not quorum of members is present at any point in time.

14. MEETINGS CLOSED TO THE PUBLIC

- (1) Council, Committee or a Local Board may go into Closed Session, referred to as In Camera, by passing of a motion which shall state:
 - (a) the fact of holding the in camera session;
 - (b) the general nature of the matter to be considered during the Closed Session as provided in the *Municipal Act*.
- (2) Upon passage of a motion as above, all members of the media and the public shall be required to leave the room. The Clerk or his/her designate is required to attend all closed sessions. Any additional members of staff or consultants required for the purpose of the deliberations may be requested to attend the closed session.

- (3) If a member wishes to introduce new business at a closed meeting, it shall only be introduced in open session after the roll call while Council is still in the chambers. When the Council resolves into a closed session, the member shall expand further on the nature of the new business and the majority of Council shall determine, by vote, as to whether the matter shall be dealt with in camera at that meeting. There shall be no debate on the issue until the motion to deal with the new business has been decided in the majority.
- (4) **239** (1) Except as provided in this section, all meetings shall be open to the public. 2001, c. 25, s. 239 (1).
- (5) During any period when an emergency has been declared in all or part of the municipality under section 4 or 7.01 of the *Emergency Management and Civil Protection Act*, a member can participate electronically in a meeting that is closed to the public.

Exceptions

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

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

Other criteria

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

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

Educational or training sessions

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

- 1. The meeting is held for the purpose of educating or training the members.
 - 2. At the meeting, no member discusses or otherwise deals with any matter in a way that materially advances the business or decision-making of the council, local board or committee. 2006, c. 32, Sched. A, s. 103 (1).
- (6) Subject to subsection 4, a meeting shall not be closed to the public during the taking of a vote.
 - (7) Despite Section 244 of the *Municipal Act, 2001*, a meeting may be closed to the public during a vote if,
 - (a) subsection 1 or 2 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 local board or persons retained by or under contract with the municipality or local board. There shall be no recorded votes at a closed meeting.
- (8) Subject to the *Municipal Freedom of Information and Protection of Privacy Act* no member of the current Council or a former Council shall disclose any personal information or other information which reveals the substance of deliberations of Council in closed session. Any current or former member who discloses such information may be subject to the penalty under the Act.
- (9) Any recommendation or direction arising from the closed session shall be in the form of motions and shall come forward immediately upon rising. Each motion shall identify the general nature of discussion and instructions without revealing any confidential security, personal or legal matters.
- (10) Records will be kept of any meeting or part of any meeting of Council, or any Committee that is closed to the public. Records will be without note or comment.

15. CONFIDENTIAL DOCUMENTATION

- (1) All information, documentation or deliberations reviewed or taken in a closed meeting is confidential.
- (2) The Clerk shall distribute and collect back all confidential reports and material for closed sessions, including any handwritten notes taken by members of Council during the closed session. If a member determines that he or she has a potential Pecuniary or Conflict of Interest, he or she shall return the materials to the Clerk. The Clerk shall note in the minutes and destroy the documents.
- (3) The recommendations shall not be printed on the agenda; however the agenda shall include a general outline of the item being discussed.
- (4) The response of members to inquiries about any matter dealt with at a closed session, prior to it being reported publicly, shall be “no comment” or words to that effect. No member shall release to the public any information considered at closed session or discuss the content of such a meeting with persons other than members of council or relevant staff members.
- (5) Any violation of this regulation may result in exclusion of the offending member from future closed sessions, and that member no longer being provided with correspondence, materials or information proposed to be dealt with by Council at a closed session.
- (6) The determination of whether or not a violation of the closed meeting provisions of this By-Law and the length of the exclusion from closed sessions, if so determined, shall be made by Council, and the issue shall be considered by Council prior to the affected member or members being excluded from any closed session. The results of Council’s deliberations shall be reported out publicly.
- (7) If the purported violation of the closed session provisions of this by-law by more than one member is to be considered, a separate resolution of Council with respect to each affected member is to be adopted. The member affected shall not be permitted to vote on a motion respecting his or her purported violation of the closed session.
- (8) Any member who contravenes Section 14(8) of this By-law is guilty of an offence and upon conviction may be liable to a fine or penalty as provided for in the Provincial Offences Act.
- (9) Despite Section 14(8) of this By-law, no member shall be convicted for a contravention of Section 14 (5) of this By-law if the contravention was through inadvertence.
- (10) No prosecution for a contravention of Section 14 (8) of this By-law shall be commenced except on the direction of Council, expressed in a resolution of Council.
- (11) Any decision to prosecute a member of Council shall only be made after Council has met to consider the matter, at which time the member proposed to be prosecuted may be present and shall have the option of attending with legal counsel, it being understood that whether Council meets in closed session or in open session shall be determined by the Member under investigation.

16. ADJOURNED MEETINGS

The Council shall adjourn at 10:00 p.m. if it is then in session, and shall reconvene at the hour, day and place determined in a resolution of Council passed by a majority of the whole of the members thereof, where the unfinished business of the preceding meeting shall be transacted.

17. COMMENCEMENT OF MEETING

As soon as there is a quorum after the hour set for meeting, the Presiding Officer shall take the chair and call the Members present to order.

18. ATTENDANCE

Every member of Council and every municipal employee, as directed by the Clerk, shall attend each meeting of Council or shall advise the Clerk of his/her inability to attend.

19. NO QUORUM AT BEGINNING OF THE MEETING

- (1) If no quorum is present to enable a meeting to commence fifteen (15) minutes after the time fixed for a meeting of the Council, the Clerk shall call the roll and record the names of the Members present and the Members will stand discharged from waiting further.
- (2) If a meeting does not take place because of the lack of a quorum under subsection (1), the Council will meet at the next regularly scheduled meeting of the Council, or at such other time and place as the Presiding Officer shall announce.

20. UNFINISHED BUSINESS - QUORUM LOST

If during the course of a meeting a quorum is lost then the meeting will stand adjourned, not ended, to reconvene at the next regularly scheduled meeting of the Council, or at such other time and place as the Presiding Officer shall announce.

21. NOTICE AND AGENDA OF REGULAR COUNCIL

- (1) A notice of meeting(s) shall be prepared and distributed at least forty-eight hours prior to the planned meeting. The notice and agenda will be distributed.
- (2) The Clerk shall provide notice to the public of all meetings of Regular Council meeting, Special Council meeting, workshops, agendas, cancellations and rescheduling (when possible) by posting on the Township website within 48 hours and by distributing copies upon request. The notice requirements set out in this by-law are minimum requirements only, and the Clerk may give notice in an extended manner if in the opinion of the Clerk, the extended manner is reasonable and necessary in the circumstances. No business except the business dealing directly with the purpose mentioned in the Notice shall be transacted at any Special Meeting.
- (3) Notwithstanding any other provision of this By-Law, an Emergency Meeting may be held without written Notice, to deal with an emergency or extraordinary situation, provided that an attempt has been made by the Clerk to notify the members about the Meeting as soon as possible and in the most expedient manner available. No business except business dealing directly with the emergency or extraordinary situation shall be transacted at the Emergency Meeting.
- (4) Lack of receipt of a Notice or of the Agenda by the members shall not affect the validity of the Meeting or any action taken there at.

22. COUNCIL CHAMBER

No person except a Member of Council or an authorized employee of the Township shall, before or during a meeting of Council, place on the desks of Members or otherwise distribute any material whatsoever unless such person is so acting with the approval of the Clerk.

PART IV - INAUGURAL MEETING

23. FIRST MEETING (INAUGURAL) AGENDA - ORDER OF PROCEEDINGS

The content of the Agenda of the Inaugural Meeting and its proceedings shall include:

- a) Call to Order by Clerk
- b) Land Acknowledgment
- c) Acknowledgement of Municipal Clerks' Certificates
- d) Oath of Office from Members of Council
- e) Roll Call
- f) Introduction of CAO
- g) Mayors Address
- h) Greetings from Dignitaries
- i) Confirming By-law
- j) Adjournment

PART V - ORDER OF PROCEEDINGS

24. CALL TO ORDER

Meetings shall be called to order as soon as a quorum is reached. Where a quorum is not present within fifteen (15) minutes after the hours fixed for a meeting, the Clerk shall record the names of the Members of Council present and the meeting shall stand adjourned until the next meeting.

- (1) Conclusions of discussions held by committees (including motions presented by the members and voted upon) shall be summarized in resolutions or recommendations which will be presented to the Council at its next session.
- (2) The Council shall not consider any item that is not listed on the agenda at the meeting unless agreed to by a majority vote of the members present.
- (3) For special meetings, the agenda will be prepared by the Clerk as directed by the Mayor and if the meeting is called by a petition of the majority of the members, the agenda will be prepared by the Clerk for the purpose stated in the petition.
- (4) Any item which is not on the agenda as printed, but has been determined by the Clerk to be of a nature which requires Council's attention prior to the next scheduled meeting, may be added by amendment to the agenda at the discretion of the Clerk.
- (5) The business of Council shall be considered in the order set forth on the agenda. The Presiding Officer with the approval of Council, may vary the order in which the items are presented to better deal with matters before Council.

25. REGULAR COUNCIL AGENDA

The business of the Council, for a regular meeting shall in all cases, be taken up in the following order, once the Chair has brought the meeting to order, unless otherwise decided by a majority vote of the Members present.

The Clerk shall prepare an Agenda under the following headings for the use of Members at Regular Council meetings:

- a) Call to Order
- b) Welcome and Land Acknowledgement
- c) Roll Call
- d) Disclosure of Pecuniary Interest
- e) Adoption of the Agenda
- f) Delegations and Presentations
- g) Matters Arising Out of Delegations Heard
- h) Adoption of the Minutes of the Previous Council Session
- i) Planning Matters
- j) Correspondence
- k) Committee Reports, reports from Representatives Appointed to External Boards
- l) Unfinished Business
- m) Staff/Council Reports
- n) New Business
- o) Notices of Motion
- p) By-Laws
- q) Public Questions
- r) Tracking Sheet
- s) Closed Meeting
- t) Rise from Closed Session
- u) Matters Arising from Closed Session
- v) Next Meeting Dates
- w) Confirmatory By-law
- x) Adjournment

26. SUB-COMMITTEE MEETING AGENDAS

The Clerk, in consultation with the Chair, shall have prepared for the use of the Members at Steering and Sub-Committee meetings, an Agenda as follows:

- a) Call to Order
- b) Welcome and Land Acknowledgement
- c) Roll Call
- d) Disclosure of Pecuniary Interest and the General Nature Thereof
- e) Approval of Minutes
- f) Business
- g) New/Other Business
- h) Public Questions
- i) Next Meeting
- j) Adjournment

27. DELIVERY OF AGENDA TO MEMBERS

- (1) Not less than forty-eight (48) hours in advance of each regular meeting of the Council, and of all Special Council meetings, the Clerk shall cause the following to be delivered to each Member electronically:
 - (a) agenda;
 - (b) copy of each Committee report to be considered; and
 - (c) copy of each motion from other bodies to be considered for support or endorsement.
- (2) Items received after the agenda package has been distributed may be introduced as an amendment to the agenda.
- (3) The agenda for a regular Council meeting shall be published electronically forty-eight (48) hours in advance of the Council meeting.
- (4) Public and media agendas are prepared prior to a Council meeting and available to the public and media exclusive of any confidential reports.

28. MINUTES

- (1) The Clerk shall record in the minutes, without note or comment all resolutions, decisions, and other proceedings of the Council. Minutes of preceding meetings of the Council may be made available at least forty-eight hours prior to the next meeting, when possible.

The minutes shall record:

 - (a) the place, date and time of meeting;
 - (b) the names of the Presiding Officer, Members and Staff present, late arrivals and early departures of Members and Staff;
 - (c) errors, omissions, corrections and the adoption of the minutes of prior meetings,
 - (d) any motions made whether they are carried or lost;
 - (e) any recommendations that are made to the Council;
 - (f) all other proceedings of the meeting without note or comment, including all resolutions and decisions.
- (2) The Council meeting minutes shall be adopted by the Council without being read out loud at the meeting. When the minutes have been confirmed, they shall be signed by the Mayor and the Clerk.
- (3) It shall be the duty of the Clerk to ensure that the minutes of the last Regular meeting and all subsequent special meetings are prepared and distributed to all the members.

29. COMMUNICATIONS AND PETITIONS

- (1) All written petitions designed to be presented to the Council, shall be legibly written or printed and shall not contain obscene or improper language and shall be signed by at least one person, including address and telephone number and filed with the Clerk.

30. DELEGATIONS

- (1) A maximum of 3 separate delegations shall be permitted at any regular meeting unless otherwise approved by Council.
- (2) Any group, or agent representing a group, desiring to address the Council shall notify the Clerk in writing of such intention, five (5) days prior to the date of the meeting, shall specify the nature of

the business to be discussed and name the delegate who will address the Council. Any delegation that intends to distribute any reports or supporting documentation shall provide same to the Clerk with the request in order that the material can be circulated with the agenda. Failure to comply with the above requirements may result in the request being refused. The Clerk shall advise of the approximate time the delegate will be heard.

- (3) Delegations not listed on the agenda may be heard provided a majority of the Members present vote to hear the delegation. Where a matter to which an individual or group wishes to speak is not on the Agenda, the matter may be placed on the Agenda of the next meeting.
- (4) Delegations shall be limited to a maximum of fifteen (15) minutes inclusive of questions and answers. The Delegation may be extended with the approval of the majority of Council or Committee Members.
- (5) Members of the public who constitute the audience in the Council Chamber during any meeting shall maintain order and quiet and may not:
 - (a) address the Council except upon request of the Chair with Council approval and with the restriction of 2 minutes;
 - (b) interrupt any speech or action of the Members of Council, or any other person addressing the Council;
 - (c) display or have in their possession, picket signs or placards in the Council Chamber or Meeting Rooms or Township property.
- (6) No Member shall question staff during delegations being made by a member of the public except to invite comment.
- (7) No Member shall interrupt a debutant while they are addressing, except on a point of order, or if the Mayor deems it necessary to advise them of the time limitations.
- (8) Members may ask questions through the chair following the completion of the delegation, but shall not enter into a debate with the delegate.
- (9) Delegations shall conduct themselves with decorum at all times and shall refrain from using any slanderous or abusive statements or behaviour. If the Mayor determines that decorum has been breached, the delegation will be immediately stopped and the offender provided an opportunity to retract their statement and apologize to Council or Committee members. If the person(s) does not comply after being warned, the Mayor shall recess the meeting until the individual(s) leave the Chambers, or until a peace officer removes the offender from the Chambers, after which time the meeting will be reconvened.
- (10) No delegation may be scheduled for closed session, nor shall delegations be permitted regarding any specific personnel matters.
- (11) Requests from delegations who have previously addressed Council or Committee at a regular meeting within the last six (6) months on a particular item shall not be granted unless there is new information to present, in addition to what they have previously presented. Such proof shall be submitted to the Clerk in writing. If Council does not believe the written submission provides new information, the submission shall be deemed as an information item.
- (12) No person will be permitted to address Council with respect to a specific labour/management dispute, nor will a brief respecting such dispute be listed on a Council Agenda. A written brief by any person with respect to labour negotiations or labour/management disputes may be distributed for information purposes only.
- (13) No person will be permitted to address Council relating to any litigation matters with respect to the Township.
- (14) Members of the public who constitute the audience at a meeting, shall not:
 - (a) address Council or Committee members without permission;
 - (b) bring food into the Council Chamber or meeting room unless so authorized; or
 - (c) engage in any activity or behaviour that would affect the Council or Committee deliberations.
- (15) The Chair may call upon the Clerk to seek the appropriate assistance from security or police to remove members of the public, if necessary.

31. PRESENTATIONS

A person may appear before Council for the purpose of presenting or receiving a gift or recognition provided that the person or their representative submits a request in writing to the Clerk describing the nature and purpose of the presentation. Notwithstanding paragraph above, the Council may for any reason deemed appropriate refuse to permit a presentation.

32. ENQUIRIES AND ANSWERS

- (1) Any special enquiry made at a meeting of the Council must be submitted in writing, signed and given to the Clerk.
- (2) The Clerk shall respond to the enquiry in accordance with the procedure found in the provisions of the *Municipal Freedom of Information and Protection of Privacy Act*.
- (3) Should the request involve extraordinary staff research time and production costs, the Council will be advised and the request will proceed subject to Council approval.
- (4) The response to the special enquiry will be distributed to all Members of Council at which the enquiry was made.

PART VI - RULES OF CONDUCT AND DEBATE

33. ADDRESS THE CHAIR

Any Member desiring to speak, shall so signify their intent in such a manner as the Presiding Officer may direct, and, upon being recognized by the Presiding Officer will address the Chair.

34. ORDER OF SPEAKING

When two or more Members signify their desire to speak, the Presiding Officer will recognize the Member who, in his/her opinion, signified first and next recognize the other Member(s).

35. CONDUCT OF MEMBERS AT COUNCIL MEETINGS

No Member shall:

- (1) speak until he/she has been recognized by the Presiding Officer;
- (2) disturb another Member, or the Council itself, by any disorderly behavior disconcerting to any Member speaking;
- (3) use offensive, insulting or indecent words during the Council Meetings against the Council or staff or attend a meeting in a condition unfit to conduct business;
- (4) speak on any subject other than the subject in debate without the permission of the Mayor or Presiding Officer;
- (5) disobey the rules of the Council or a decision of the Chair or of the Council on questions of order or practice or upon the interpretation of the rules of the Council and in case a Member persists in any such disobedience after having been called to order by the Chair, the Chair may forthwith order the Member to leave his/her seat for the duration of the meeting of Council;
- (6) should an appeal of the Chair's decision be put, the Chair shall immediately put the question, no amendment, adjournment or debate being allowed, "that such Member be allowed to retain his/her seat for the duration of the meeting of Council". A majority vote of the Members of Council present and voting is required to overturn the Chair's Ruling that the Member be expelled;
- (7) if the member apologizes, the Chair may permit him/her to resume his/her seat;
- (8) in the event that a member persists in a breach of the rules after having been called to order by the Chair, the Chair may put the question "Shall the member be ordered to leave his/her seat for the duration of the meeting?" and such question is not debatable. If the Council decides the question of removing a member in the affirmative, by a majority vote of the members present, the Chair shall order the member to leave his/her seat for the duration of the meeting;
- (9) if the member apologizes, the Chair, with the approval of a simple majority of Council, may permit him/her to resume his/her seat;
- (10) if a member does not leave his/her seat after being ordered to do so by the Chair in accordance with this by-law and if the member does not apologize in accordance with the above section, then the Chair shall seek the appropriate assistance;
- (11) walk across or out of the chambers or make any noise or disturbance when the Presiding Officer is putting a question or while a vote is being taken and until the result is declared;
- (12) criticize or debate any prior decision of the Council except to conclude such remarks with a motion to reconsider the decision by way of a motion that may only be made once and only by a member who previously voted on the side of the majority;
- (13) reveal publicly the substance of any matter dealt in closed session;
- (14) leave a meeting without first obtaining permission from the Head of Council or presiding officer.
- (15) Electronic Devices

- (a) Each member shall place any electronic devices on an inaudible setting during any meeting, except for any closed meeting where electronic devices must be turned off.
- (b) No member shall use an Electronic Device as a recording Device during any meeting.
- (c) No member shall use an Electronic Device to broadcast or otherwise publish or post audio, video or photographs of any meeting.

36. POINT OF PRIVILEGE

- (1) Where a Member considers that his or her rights, immunities or integrity or the rights, immunities or integrity of the Council as a whole has been impugned, the Member may, as a matter of personal privilege, speak at any time, with the consent of the Presiding Officer, for the purpose of drawing the attention of the Council to the matter. Members may not rise on a Point of Privilege to correct reports of their speeches or to comment on allegedly inaccurate statements in the news media, since they properly are personal complaints and not Points of Privilege.
- (2) A Member who desires to address the Council upon a matter which concerns the rights or privileges of the Council collectively, or as an individual Member, shall be permitted to raise such matter of privilege. A breach of privilege is a willful disregard by a Member or any other person of the rights, integrity, dignity and lawful authority of the Council. A point of privilege shall take precedence over other matters. When a Member raises a point of privilege, the Chair or Presiding Officer shall rule on the point of privilege, and no one will be considered to be in possession of the floor.

37. POINTS OF ORDER (must deal with a matter that is currently on the agenda)

- (1) A Member who desires to call attention to a violation of the Rules of Procedure shall ask the Chair to raise a point of order. When leave is granted, the Member shall state the point of order with a concise explanation and will follow the decision of the Chair. The speaker in possession of the floor when the point of privilege was raised will have the right to the floor when the debate resumes.
- (2) A Member called to order by the Chair shall immediately remain in his/her seat until the point of order is dealt with, and will not speak again without the permission of the Chair unless to appeal the ruling of the Chair.

38. APPEAL

- (1) The decision of the Chair is final, subject to an immediate appeal, requested and seconded, to the Members of Council.
- (2) If the decision is appealed, the Chair shall give concise reasons for a ruling, and the Council, if so appealed to, shall call a vote, without debate on the following question: Will the Chair be sustained?, Council's decision is final.

39. MEMBERS SPEAKING

- (1) When a Member is speaking, no other Member will pass between the Member and the Presiding Officer or interrupt the Member except to raise a point of order.
- (2) Speak more than once to the same question, except:
 - (a) in explanation of a material part of his or her speech which may have been interpreted incorrectly; or
 - (b) with leave of Council, after all other members so desiring have spoken; or
 - (c) a reply may be allowed by leave of the Chair to the member who presented the motion in which case he or she shall speak for no longer than five minutes period without leave of Council;
 - (d) Any Member may speak more than once to the same question with leave of the Chair.

40. SEATING ARRANGEMENTS

Mayor shall sit in the center seat, Chief Administrative Officer-Clerk shall sit to the right of the Mayor, Deputy Mayor shall sit to the right of the Chief Administrative Officer-Clerk and remaining

seats shall be filled in order of votes polled, followed by the Deputy Clerk (shall sit to the left of the Mayor).

41. DISCLOSURE OF CONFLICT OF INTEREST

- (1) In accordance with the *Municipal Conflict of Interest Act*, R.S.O. 1990, any member who, either on his or her own behalf or while acting for, by, with or through another, has any pecuniary interest, direct or indirect, in any matter and is present at a meeting of the Council or local board at which the matter is to be considered, a pecuniary interest in a matter is one where there is a reasonable likelihood or expectation of financial loss or gain of the individual or related persons as per the Act.
- (2) The onus to declare a pecuniary interest rests with the member and time for this process is allocated on every meeting agenda, the member:
 - (a) shall, prior to any consideration of the matter at the meeting, disclose that they have an interest and the general nature of the interest;
 - (b) shall not take part in the discussion of, or vote on any question in respect of the matter; and
 - (c) shall not attempt in any way before, during or after the meeting, to influence the voting on such matter and vacate the council chambers.
- (3) Members of Council will submit disclosures of Pecuniary Interest in writing to the Clerk as well as state verbally their Disclosure of Pecuniary Interest and the General Nature Thereof. The Clerk will record the statement in the minutes of the meeting and create a registry to provide interested parties with access to past disclosures of pecuniary interest.

42. QUESTION READ

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 speaking.

43. TIME LIMITED

No Member, without leave of the Chair, shall speak to the same question, or in reply, for longer than five minutes.

44. QUESTION PUT - NO FURTHER DEBATE

After any question is put by the Chair, no Member shall speak to the question, nor shall any other motion be made until after the result is declared, and the decision of the Chair as to whether the question has been put, is conclusive.

45. MEMBERS QUESTIONS

- (1) A Member may ask a question to the Chair for the purposes of obtaining information relating only to the matter under discussion and such question must be cited succinctly.
- (2) When questions are called for on the Agenda or a specific item is under discussion, enquiries may be made of the Chair, or through the Chair to any Member of Council, the Chief Administrative Officer, or any Department Head, concerning any matter connected with the business of the Township. However, no argument or opinion is to be offered, or facts stated, except as may be necessary to explain same. In answering or putting any such question, a Member is not to debate the matter to which the question refers.

PART VII - VOTING DURING COUNCIL MEETINGS

46. SECRET BALLOTS

No vote shall be taken during a meeting of the Council by secret ballot or other form of secret vote. Except a vote to elect the Mayor.

47. ALL MEMBERS VOTE

Every Member present at a meeting of the Council, when a question is put, shall vote thereon unless excused as provided for in Section 52 (Pecuniary Interest), in which case it shall be recorded. Any Member who refuses to vote shall be recorded as voting in the negative.

48. UNRECORDED VOTE

The manner of determining the decision of the Council on a motion is at the discretion of the Chair and may be by voice, show of hands, standing or otherwise.

49. SEVERABILITY OF QUESTION

When the matter under consideration contains distinct recommendations or propositions, upon the request of any Member, a vote upon each recommendation or proposition shall be taken separately.

50. RECORDED VOTE

- (1) Any Member, prior to or immediately subsequent to the taking of the vote, may require that the vote be recorded.
- (2) When a recorded vote is requested by a Member on any matter or question, the Clerk shall call each Member by name and such Member shall announce his/her vote openly.
- (3) The Members shall be called by seating order counterclockwise starting with the individual Council Member that moved the motion.
- (4) When a vote is taken, and no dissent is declared, such vote is deemed to be unanimously in favour of the question approved.
- (5) If a vote is to be recorded as herein provided, the Clerk shall announce the decision and record them in the minutes.

51. DISAGREEMENT WITH THE RESULT OF THE VOTE

If a Member disagrees with the announcement of the Chair that a question is carried or lost, the Member may, but only immediately after the declaration by the Chair, object to the Chair's decision and require a recorded vote to be taken.

52. TIE VOTE

A motion on which the voting results in a tie shall be declared lost.

53. VOTING

When the Chair calls for the vote on a question, each Member shall occupy their seat until the result of the vote has been declared by the Chair, and during such time, no Member shall walk across the room or speak to any other Member or make any noise or disturbance. A Member who is absent from his/her seat when the vote is called does not have the right to vote.

54. PECUNIARY INTEREST

- (1) Notwithstanding the provisions of Section 46, if a Member of Council present at a meeting desires to refrain from voting by reason of a pecuniary interest, he/she shall abide with the provisions of the applicable "Conflict of Interest" legislation.
- (2) It shall be the duty of the Clerk to record in the minutes of the meeting, every declaration of interest.

PART VIII - RESOLUTIONS AND MOTIONS

55. READING

Every motion when seconded shall be received and read by the Clerk, except as provided for by the Rules of Procedure.

56. WITHDRAWAL

After a motion has been duly moved and seconded, it shall be deemed to be in the possession of the Council, and it may only be withdrawn before decision or amendment with the permission of the Council.

57. NO DEBATE UNTIL READ

No Member shall speak on any motion until it is first read, and the mover is entitled to speak first if the Member so elects. If debated, the question or motion shall be read again before being put.

58. MOTIONS RULED OUT OF ORDER

Whenever the Chair is of the opinion that a motion is contrary to the Rules of Procedure, the Chair shall rule the motion is out of order.

59. NOT WITHIN THE JURISDICTION OF THE COUNCIL

A motion or resolution which requires the exercise of a power or powers by the Council which are not within its jurisdiction, shall not be in order.

60. INTRODUCTION OF MOTIONS

- (1) The following matters and motions with respect thereto may be introduced orally without notice and without leave, except as otherwise provided by these Rules of Procedure:
 - (a) a point of order or a point of privilege;
 - (b) to move the adoption of a committee report;
 - (c) to move the question to be put;
 - (d) to adjourn;
 - (e) to adjourn and resume in Closed Session.
- (2) The following motions may be introduced without notice and without leave, except as otherwise provided by the Rules of Procedure:
 - (a) to refer;
 - (b) to table, or to postpone, or defer to a day certain;
 - (c) to amend;
 - (d) to suspend the Rules of Procedure;
 - (e) any other procedural motion.
- (3) All motions may be supported or opposed by the mover and seconder.
- (4) No motion made in open Council shall be debated or voted on unless the same is seconded.
- (5) There shall never be more than one motion before the Council at one time.
- (6) When the motion under consideration contains two or more proposals, the same shall, at the request of any Member of Council, be voted on separately.
- (7) The Clerk shall note the date on each motion, along with the results of the vote.
- (8) Any Member may require the motion under discussion to be read a second time for his/her information, at any time of debate, but not so as to interrupt a Member speaking.
- (9) No member shall introduce any item to the Council for its consideration unless:
 - (a) the item relates to a matter on the Agenda for that meeting; or
 - (b) the matter is of an urgent nature and leave is granted on a majority vote.

61. ORDER OF CONSIDERATION

- (1) When a motion is under consideration, no motion shall be received except a procedural motion or motion to amend.
- (2) Procedural motions shall be considered immediately upon receipt and shall have precedence and are subject to debate as follows:
 - (a) to extend the time of the meeting (not debatable);
 - (b) to move the question be put (not debatable);
 - (c) to refer (debatable);
 - (d) to lay on the table (not debatable);
 - (e) to defer indefinitely or to a specified date (debatable);
 - (f) to adjourn (not debatable);
 - (g) any other procedural motion (debatable).

62. AMENDMENT

- (1) A motion to amend:
 - (a) shall be presented in writing;
 - (b) shall be relevant and not contrary to the principle of the report or motion under consideration;
 - (c) may propose a separate outlook of a question provided that such altered outlook continues to relate to the main issue which was the subject matter of the question;
 - (d) the amendment shall be voted on before the main motion.
- (2) Only one amendment shall be before the meeting at one time. An amendment to an amendment shall not be permitted.
- (3) Friendly amendments will be permitted orally with the approval of mover and seconder and subject to additional reading.

63. MOTION TO PUT THE QUESTION

A motion to put the question (to close the debate):

- (a) must be seconded;
- (b) is not debatable;
- (c) cannot be amended;
- (d) cannot be moved when there is an amendment under consideration.

64. MOTION TO REFER

- (1) A motion to refer to a Committee, Board, Official or Commission until it is decided, shall preclude all amendments of the main question and any motion to postpone or defer, or to lay on the table.
- (2) A motion to refer is debatable.

65. MOTION TO LAY ON THE TABLE

- (1) A motion simply to lay a matter on the table is undebatable and cannot be amended.
- (2) A motion to lay on the table with some condition, opinion, or qualification added to the motion to table shall be deemed to be a motion to postpone or defer.
- (3) The matter tabled shall not be considered again by the Council until a motion has been made to take up the tabled matter at the same or subsequent meeting of the Council or until such time as was identified in the motion to lay on the table.
- (4) A motion to take up a tabled matter is not subject to debate or amendment.
- (5) A motion that has been tabled at a previous meeting of the Council cannot be lifted off (withdrawn) the table unless notice is given.
- (6) A motion that has been laid on the table and not addressed for six months is deemed to be withdrawn.

66. MOTION TO POSTPONE, TABLE OR DEFER

- (1) A matter postponed, tabled or deferred to a definite date shall have precedence over all other business on such date.
- (2) A motion to postpone, table or defer indefinitely shall be treated as if it was a motion to lay on the table.

67. NOTICE OF MOTION

- (1) A Notice of Motion shall:
 - (a) be in writing;
 - (b) include the name of the mover;
 - (c) shall be made as an agenda item of Council.

68. RECONSIDERATION

- (1) A substantive resolution, By-law or any question or matter that has previously been adopted by the Council may be reconsidered by the Council subject to the following:
 - (a) a notice of motion, moved by a Member who voted in the majority on the question, must be introduced according to the procedures for notices of motion;
 - (b) debate on the question must be confined to reasons for or against;
 - (c) before the matter to be reconsidered can be debated, such motion must be supported by a majority vote of the Members of Council;
 - (d) a vote to reconsider shall not be considered more than once in any twelve month period.

69. MOTION TO ADJOURN

- (1) A Motion to Adjourn:
 - (a) shall always be in order except as provided by the Rules of Procedure;
 - (b) when resolved in the negative, cannot be made again until after some intermediate proceedings have been completed by the Council;
 - (c) is not in order when a Member is speaking or during the verification of a vote;
 - (d) may be verbal;
 - (e) is not debatable.
- (2) A Motion to Adjourn without qualification, if carried, brings a meeting of the Council to an end.
- (3) A Motion to Adjourn to a specific time, or to reconvene upon the happening of a specific event, if carried, suspends the meeting of the Council to continue at such time.
- (4) No member shall leave his/her seat, on adjournment, until the Presiding Officer declares the meeting adjourned.

PART IX - BY-LAWS

70. READING OF BY-LAWS AND RELATED PROCEEDINGS

- (1) Except as otherwise provided, no By-law shall be presented unless the subject matter has been considered and approved by resolution of the Council.
- (2) Every By-law shall be in writing and be introduced upon the recommendation of staff or upon resolution of Council.
- (3) Every By-law which has been enacted by the Council shall be numbered, include the dates of the readings and the date of passage by Council signed by the Presiding Officer and the Clerk, sealed with the seal of the Corporation and deposited in the office of the Clerk for safekeeping.

71. CONFIRMATORY BY-LAWS

Council shall at the end of each meeting prior to adjournment, pass confirmatory by-law to adopt, ratify and confirm each recommendation contained in a report, and in respect to each motion, resolution and any other action taken by Council at that meeting. The confirmatory by-law as presented to Council for adoption shall not be subject to debate other than for reason of completeness of the text of the by-law.

72. PERMITS AND LICENSES

Any person(s) undertaking or planning to do something which affects the rights of the public directly or indirectly, may be required by by-law to apply to Municipal authorities for a permit or license to do so.

PART X - COMMITTEES OF COUNCIL

73. PROCEDURE

Except as otherwise provided herein, all Committees shall conform to the same rules governing the procedure of Council as contained in this By-law, as applicable.

74. ESTABLISHMENT

- (1) Committees may be established by Council at any time as deemed necessary for the consideration of matters within the jurisdiction of Council.
- (2) A Committee may recommend such Sub-Committees as are necessary to discharge its mandate subject to Council approval.
- (3) The sub-committees may be composed of designated Members of Council, as well as members of the public. The names of members required to serve including the Chair and Vice-Chair if necessary on each sub-Committee may be determined and approved by Council.
- (4) Ad Hoc Committees may be established by Council at any time as is deemed appropriate for the consideration of matters within the jurisdiction of the Council.
- (5) The names of members to be appointed to any sub-committee, Ad Hoc committee or any Board, Commission or other body to which Council is required or empowered to appoint will be determined by Council.
- (6) Members may be entitled to compensation as determined from time to time by Council for their participation in the various sub-committees, boards, ad hoc committees, etc. provided that Council has confirmed the appointments.
- (7) All public member applications shall be submitted to the Clerk's office for review and appointment by Council.

75. TERMS OF REFERENCE

- (1) Council, in establishing any Sub or Ad-Hoc Committee, shall set forth the Terms of Reference of the Committee within the first year and such other provisions as Council deems appropriate including termination or reporting date for the Committee.
- (2) Council may consider any matter without referring it to a sub or Ad-Hoc Committee and may withdraw a matter from a Committee whether or not the Committee has entered into consideration.

76. GENERAL ROLE AND POWERS

- (1) The role of any Sub or Ad-Hoc Committee includes the following:
 - (a) to provide advice to Council on matters related to their Terms of Reference
 - (b) to receive public delegations and establish mechanisms to receive further public input on vital public policy matters, as directed by Council;

77. RESPONSIBILITIES OF THE COMMITTEE CHAIR

The Chair of a Committee shall:

- (1) ensure that the Committee deals with policy issues effectively;
- (2) ensure that all Committee members are fully informed on all matters within the jurisdiction of the Committee and for the duties and responsibilities of the Committee;
- (3) liaise with the Council and communicate any matter within the knowledge of the Chair that is required to be communicated to another Committee;
- (4) run an effective meeting.

78. QUORUM

- (1) A quorum in any Sub or Ad-Hoc Committee is the majority of the voting Members of the Committee as appointed by the Council.
- (2) Members of Council, including the Mayor, who are not Members of a Committee may attend meetings of the Committee, may with the consent of the Chair take part in the discussion but shall not be allowed to vote, nor shall they be remunerated.

79. AGENDA IN COMMITTEES

- (1) The Chair/Recording Secretary/Staff Member shall have prepared and circulated for the use of the Members at the regular meetings of Committee an Agenda setting forth the business to be considered at such meeting. The items of business arising to be included on the Agenda will be developed under the direction of the Committee Chair.

- (2) The business of the Committee shall be considered in the order set forth on the Agenda, provided however, that the Chair, with the approval of the Committee, may vary the order of business to better deal with matters before the Committee.

PART X - REPORTS

80. INFORMATION REPORTS

- 1) A report may be forwarded to a Committee for information.
- 2) Notwithstanding that a report has been forwarded for information, motion(s) may be made by Members of the Committee for action to be taken on matters that arise from or are discussed in the report.
- 3) Motions made under subsection (2) hereof may be made at any meeting where the report is presented to the Committee.

81. COMMITTEE REPORTS

- 1) All Committees including Ad Hoc Committees shall submit written reports on any matter referred to it by Council or dealt with between meetings of Council by a Committee.
- 2) When it is desired that Council authorize, approve, confirm, and cause to be implemented that which a Committee has recommended, the motion shall be "That the report be adopted".
- 3) When a report deals with more than one subject matter and Council is not prepared to adopt all the report, a separate vote should be taken with respect to each subject matter. Any matter which is not adopted may be referred back to a Committee for further consideration.
- 4) Any Member can request that items be separated for the purpose of the vote, or that items within the report can be separated from discussion for the purpose of declaring pecuniary interest.

82. CONFIDENTIAL REPORTS

- 1) Confidential reports distributed with the Agenda or handed out at the meeting shall be returned to the Clerk or his/her designate on the day of the meeting for shredding, unless it is determined by the Clerk that the confidential report can remain in the possession of the members.
- 2) Members shall not disclose the confidential information until such time as the Committee or Council by majority vote agrees to release the information or part thereof.

PART XI - GENERAL PROVISIONS

83. ELECTION

Election campaign materials such as signs, buttons, brochures, etc from Municipal, Provincial and Federal campaigns are not allowed in the Council Chambers or in any location where Council or Committee Meetings are held. Following a regular or by-election, the Clerk shall provide each member of Council with a copy of this By-Law including any amendments thereto.

84. NOTICE

All notices or other communications shall be given in writing by personal delivery, by fax, by first class mail, postage pre-paid, by courier or electronically. When notices or other communications have been given in writing, such notices or other communications shall be deemed to have been received on the same day when faxed, electronically submitted or delivered by courier or, if mailed forty-eight hours after 12:01 a.m. on the day following the day of mailing thereof.

85. SEVERABILITY

If any term, provision, clause or sub-clause of this By-law or the application thereof to any person or circumstances shall to any extent be invalid or unenforceable, the remainder of this By-law, or the application of such term, provision, clause or sub-clause to persons or circumstances other than those to which this By-law is held invalid or unenforceable shall not be affected thereby and each term, provision, clause or sub-clause of this By-law shall be valid and enforced to the fullest extent permitted by law.

86. Electronic Meeting Participation

- (1) Electronic Meeting participation is permitted for Delegations;
- (2) Members of the public cannot participate in meetings electronically, to clarify, public questions must be asked in person or in writing to the Clerk's office prior to the meeting;
- (3) Electronic participation is allowed in open and closed meetings of Council, for delegations;
- (4) At the discretion of the Presiding Officer, in consultation with the Clerk, a meeting may be held entirely electronically due to health, adverse weather, emergency or other considerations;
- (5) The Clerk shall be responsible for any additional procedures associated with the conduct of the electronic meeting;
- (6) If participating in a closed session, the participant must ensure and declare in writing in advance that they are in a private location where others cannot hear or participate in the meeting if not authorized to do so.

THE CORPORATION OF THE TOWNSHIP OF McNAB/BRAESIDE

BY-LAW NO. 2026-34

Being a By-Law to Authorize the Execution of a Subdivision Agreement Between
Blackrock Properties Equity Inc. & Jim Sawyer and the Township of McNab/Braeside
River Road Estates

WHEREAS Section 51 (26) of the Planning Act, R.S.O. 1990, c. P.13, delegates authority to local municipal councils for matters within their jurisdiction to enter into agreements thereunder;

WHEREAS Blackrock Properties Equity Inc. & Jim Sawyer are the owners of lands and premises in the Township of McNab/Braeside legally described as PART LOT 9 CONCESSION B MCNAB, PART 1 49R20580; TOWNSHIP OF MCNAB/BRAESIDE being all of PIN 57324-0502(LT)

AND WHEREAS Blackrock Properties Equity Inc. & Jim Sawyer have received draft approval for a Subdivision Plan from the County of Renfrew for the said Phase 2 Lands (the “Subdivision Plan”);

AND WHEREAS a condition to final plan approval for registration of the Subdivision Plan from the County of Renfrew is that Blackrock Properties Equity Inc. & Jim Sawyer enter into a subdivision agreement with the Township (the “Subdivision Agreement”);

NOW THEREFORE the Council of the Corporation of the Township of McNab/Braeside enacts as follows:

- 1. That the Corporation of the Township of McNab/Braeside enter into a Subdivision Agreement with Blackrock Properties Equity Inc. & Jim Sawyer, in substantially the form attached hereto as Appendix "A" to this By-law subject to such amendments as the Chief Administrative Officer and/or Clerk deem necessary in order to finalize the agreement.
- 2. That the Mayor and Chief Administrative Officer/Clerk be, and they are, hereby authorized to execute the Subdivision Agreement when it is available in its final form, and to affix thereto the Corporate Seal.
- 3. That the Mayor and Chief Administrative Officer/Clerk be authorized to execute any other documentation necessary to effect the Subdivision Agreement and to authorize the release of the Plan of Subdivision for registration purposes.
- 4. This By-Law shall come into force and take effect upon the date of the final passing thereof.

BE IT FURTHER ENACTED, that all By-Laws or parts thereof, and all or any resolutions of Council contrary thereto, or inconsistent herewith, be and the same are hereby repealed.

READ a first time this **16th day of June, 2026.**

READ a second time this **16th day of June, 2026.**

READ a third and final time and passed this **16th day of June, 2026.**

MAYOR

CAO/CLERK

**CORPORATION OF THE TOWNSHIP OF McNAB/BRAESIDE
BY-LAW NUMBER 2026-34**

**Draft Subdivision Agreement
Appendix “A”**

**RIVER ROAD ESTATES,
a general partnership, by its partners,
BLACKROCK PROPERTIES EQUITY INC. and JIM SAWYER**

AND

**THE CORPORATION OF THE TOWNSHIP
OF McNAB/BRAESIDE**

**SUBDIVISION AGREEMENT
RIVER ROAD ESTATES**

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THIS AGREEMENT made this ____ day of _____, 2026

BETWEEN:

**RIVER ROAD ESTATES, a general partnership, by its partners,
BLACKROCK PROPERTIES EQUITY INC. and JIM SAWYER**
hereinafter referred to as the “Owner”
OF THE FIRST PART

AND:

**THE CORPORATION OF THE TOWNSHIP
OF McNAB/BRAESIDE**
hereinafter referred to as the “Township”
OF THE SECOND PART

WHEREAS the Owner purports to be the registered Owner of the lands described in Schedule “A” hereto and has applied to the County of Renfrew for approval of a Plan of Subdivision, draft approval of which has been given on June 11, 2024, subject to the condition that this Agreement be entered into;

NOW THEREFORE THIS INDENTURE WITNESSETH that in consideration of the sum of One dollar (\$1.00) of lawful money of Canada now paid by the Township to the Owner (the receipt whereof is hereby acknowledged) and in consideration of the mutual covenants hereinafter expressed, the parties hereto covenant and agree one with the other as follows:

1. DEFINITIONS

In this Agreement:

“**Acceptance**” means the date on which Council finally accepts by resolution all Works and other matters which are to be done, constructed, installed, supplied or performed by the Owner pursuant to this Agreement and “Final Acceptance” shall have a like meaning;

“**Approved Reports, Plans and Drawings**” means those reports, plans and drawings listed in in Schedule “H” of this Agreement.

“**Community Mail Box**” means a mail box located in a centralized location within the development whereby Canada Post will provide mail delivery to residents.

“**Council**” means the Council of The Corporation of the Township of McNab/Braeside.

“**County**” means the County of Renfrew

“Grading and Drainage Plan” means the Grading and Drainage Plan prepared by LRL Engineering, for Project Number 220356, and referenced in Schedule “H” of this Agreement.

“Maintain” includes repair.

“Municipal Act” means the *Municipal Act, 2001* S.O. 2001 c. 25, as amended.

“Ontario Provincial Standard Specifications” - Also referred to as “O.P.S. Specifications” and as “O.P.S.S.” means, where appropriate, the version in effect on the date of registration of the plan unless otherwise noted, of the General Conditions, Standard Specifications, Supplemental Specifications, and Standard Drawings developed by the Joint Committee on Provincial Standards and Specifications for roads and public works.

“Owner” includes the party of the First Part, its heirs, executors, administrators, successors and assigns and any other individual, association, partnership or corporation or contractor carrying out any Work or Works for the Owner; provided that where there is a covenant or agreement by the Owner contained in the Subdivision Agreement, the covenant or agreement is by the party of the First Part for itself and its heirs, executors, administrators, successors and assigns but the party of the First Part shall continue to remain fully liable on the covenant and agreement even if they have heirs, executors, administrators, successors or has assigned.

“Plan” or **“Plan of Subdivision”** or **“Subdivision”** means the approved plan of subdivision attached hereto as Schedule “G”.

“Preliminary Approval” means the approval given by the Township that a particular road or particular Work has been completed to the satisfaction of the Township.

“Professional Engineer” means an Engineer registered by the Association of Professional Engineers of Ontario. Where in this Agreement the word “Engineer” is used, that person shall be required to be a Professional Engineer.

“Stormwater Management Report” means the Stormwater Management Report, dated August 18, 2023, and revised November 12, 2024, prepared by LRL Engineering and referenced in Schedule “H” of this Agreement.

“Township Engineer” means an Engineer hired by the Township to give it advice with respect to this Subdivision.

“Work” means any work, material, matter or thing required by this Agreement to be done, constructed, installed, supplied or performed or any part thereof, and includes any work referred to in Schedule “B”. “Works” has a corresponding meaning.

2. **SCHEDULES**

The following Schedules are attached hereto and form part of this Agreement:

- Schedule “A” - Lands to which this Agreement applies
- Schedule “B” - Description of Works to be provided by the Owner
- Schedule “C” - Estimated cost of the Works
- Schedule “D” - Financial requirements including development charges
- Schedule “E” - Land dedications and easements
- Schedule “F” - Conditions of Approval
- Schedule “G” - Approved Plan of Subdivision
- Schedule “H” - Approved Reports, Plans and Drawings
- Schedule “I” - Standard roadway specifications
- Schedule “J” - Water system specifications
- Schedule “K” - Sanitary system specifications
- Schedule “L” - [INTENTIONALLY DELETED]
- Schedule “M” - Landscaping requirements
- Schedule “N” - Street lighting and utility specifications
- Schedule “O” - Time schedule and phasing for the Works
- Schedule “P” - Maintenance of Roads and Other Works
- Schedule “Q” - Building restrictions and transfer covenants
- Schedule “R” - Reference Plan
- Schedule “S” - Lot grading plan specifications
- Schedule “T” - Draft Letter of Credit

3. **LANDS**

3.1 **Description of Lands**

The lands to which this Agreement shall apply are the lands described in Schedule “A” hereto and shown on the approved Plan of Subdivision annexed hereto as Schedule “G”.

3.2 **Owner’s Warranty**

The Owner warrants that it is the owner in fee simple of the lands described in Schedule “A”.

4. **SCOPE OF WORK**

The Owner shall construct and install all of the Works set out in Schedule “B” hereto in compliance with the Time Schedule and Phasing set out in Schedule “O” annexed hereto. All Works shall be subject to the approval of the Township.

5. **OWNER’S EXPENSE**

Works shall be constructed, installed and completed at the expense of the Owner and in a good and workmanlike manner in accordance with the specifications in this Agreement and approved by the Township Engineer and to the satisfaction of the Township. All other matters to be done, supplied and performed by the Owner shall be done at the expense of the Owner and shall be done, supplied, and performed to the satisfaction of the Township.

In this Agreement, where it states the Owner shall or the Owner will, it shall mean at the Owner’s own expense, unless otherwise stated.

6. **ENGINEERING SERVICES**

6.1 **General**

The Owner shall be responsible for the design and supervision of construction of the Works in the Subdivision but such design and supervision of construction shall be subject to the approval of the Township Engineer.

6.2 **Professional Engineer**

The Owner shall employ competent Professional Engineers, licensed by Professional Engineers Ontario to carry out the following with respect to all of the Works, as may be required by the Director of Public Works:

- (a) preparing and supplying design reports, contracts, plans, drawings and specifications;
- (b) obtaining approvals in conjunction with the Township or its agents;
- (c) supervising layout and construction, including full time field inspection, supervision and layout, contract administration and supervision of construction to the satisfaction of the Township;
- (d) maintaining records of construction of the Works;

- (e) certifying constructed works in accordance with approved designs, and that works are suitable for municipal assumption following the expiry of warranty periods;
- (f) preparing and supplying as-constructed plans and drawings in a form as detailed by the Schedules attached hereto and any specifications of the Township;
- (g) preparing and providing the Township with a certificate with respect to each lot or building block in the Subdivision certifying that the proposed lot grading and drainage is in conformity with the overall drainage scheme for the Subdivision as approved by the Township;
- (h) preparing and providing the Township with a certificate with respect to each lot or building block in the Subdivision certifying that the final grade elevation of the property is in conformity with the approved overall drainage plan; and,
- (i) preparing and supplying operation and maintenance plans as required for stormwater management facilities.

In the event that the Township determines that the above referenced professional(s) are not on site or are incompetent in the performance of their duties, or that the said Works are not being carried out in accordance with the schedules and engineering drawings appended to or referred to in this Agreement and in accordance with good engineering practice, the Township may order all Work to be stopped.

6.3 Plans and Specifications

The design and preparation of the necessary plans and specifications for all Works shall be completed and approved by the Township Engineer before the Township signs the Subdivision Agreement and releases the conditions of draft approval. All reports and/or studies required as a result of approval of the Plan of Subdivision shall be implemented to the satisfaction of the Township, and any other regulating government bodies, at the sole expense of the Owner. The Township may require certification by the Owner's professional consultants that the Works have been designed and constructed in accordance with the Approved Reports, Plans and Drawings, studies, and standards and specification to the satisfaction of the Director of Public Works.

The Owner shall prepare and furnish, at its own cost, all plans, specifications, calculations, contours, design and supervision protocols or other information pertaining to the Works which may be required by the Director of Public Works. The Owner shall prepare and submit to the Director Public Works estimates of the quantities and costs of the Works and substantiate the same to the Director of Public Works if requested. In all respects the specifications for public Works shall be equivalent to or exceed Township specifications and, in all cases, must be acceptable to the Director of Public Works.

The Owner shall provide a complete electronic file package of all consolidated, final versions of all supporting studies, plans and specifications to the Township which incorporate all of the required revisions, following review and approval of same, including a final consolidated version of the hydrogeological report which incorporated all of the recommendations from the County's peer reviewer pertaining to water quality. The Owner shall supply the native AutoCAD and ArcGIS files for all final plans, drawings and specifications, including as-builts.

6.4 Contracts for Works

The Owner shall submit to the Township, if requested, copies of all executed contracts relating to the construction of the Works, and all other documents or information relating to the Works.

6.5 Design Approval by Township Engineer

No contract shall be awarded and no Work commenced or continued without the prior written approval of the design by the Township Engineer, which approval shall not be unreasonably withheld.

Examination and Acceptance of drawings, specifications and contract documents by the Township does not relieve the Owner of its obligations to construct all services and Works strictly in accordance with standard engineering requirements and Township standards and specifications.

6.6 On Site Inspection

6.6.1 Notification of Intention to Commence or Resume Construction

The Owner or his engineer shall notify the Township at least forty-eight (48) hours exclusive of Saturdays, Sundays and statutory holidays, in advance of its intention to commence or resume construction of the Works in the Subdivision to allow the Township sufficient time to schedule inspection of the Work. Such notification shall be made in writing.

6.6.2 Township Right to Inspect

The Township shall have the right at all times to inspect the installation of Works. If, at any time, the Township is of the opinion that Works are not being carried out in accordance with approved plans and specifications or in accordance with good engineering practice, it may stop all or any part of the Work.

6.7 Cost of Township Engineering Services

The Owner shall reimburse the Township for engineering services required by the Township in connection with this Subdivision and all Works required to be done pursuant to this Agreement, including, without limitation, any internal engineering costs. An estimate of Township engineering fees is provided in Schedule “D”. The engineering fees shall be paid in cash prior to the registration of the plan.

6.8 Testing of Works

The Township Engineer may have any qualitative or quantitative tests made of any materials which have been or are proposed to be used in the construction of any of the Works required by this Agreement, or may require soil tests to be carried out as deemed necessary and the cost of such tests or Works shall be paid by the Owner within ten (10) days of the account being rendered by the Township, provided that nothing herein shall relieve the Owner of its responsibility to carry out any tests required by good engineering practice.

6.9 Cost of Testing Works

In order to facilitate the obtaining of the results of the tests referred to in Section 6.8 above, the Owner shall deposit with the Township the amount indicated in Schedule “D” upon execution of this Agreement to be used by the Township to obtain reports. In the event the whole of such money shall not be required for the purpose aforesaid, any surplus shall be returned to the Owner without interest or deduction upon Final Acceptance of all Works within the Subdivision. In the event the said sum shall be insufficient for such purpose, the Owner shall pay the Township such deficiency upon demand therefore. Copies of the detailed invoices of the disbursements and expenses paid by the Township shall be delivered by the Township to the Owner forthwith upon receipt.

6.10 Professional Liability Insurance:

The Professional Engineer employed by the Owner to provide services outlined in Section 6.2 shall be required to carry Professional Liability Insurance. The Township shall be provided with a certificate of liability insurance, certified by the Insurer, as proof of insurance, prior to the Township or the Township Engineer undertaking any review of plans prepared by the Owner’s Engineer. This certificate shall bear the expiry date of the policy, which policy must be kept in force until Final Acceptance of all Works by the Township. The minimum policy limit shall be Two Million Dollars (\$2,000,000.00).

7. **DRAINAGE SYSTEM**

7.1 Construction in Accordance with Approved Reports, Plans and Drawings

The Grading and Drainage Plan referred to in Schedule “H” is accepted in principle by the Township, which sets out generally all matters which may require consideration with respect to the drainage area of which the Subdivision forms part.

The Owner shall construct, in accordance with the Approved Reports, Plans and Drawings, all Works which are necessary to provide proper drainage of all land included in the Subdivision and adjacent lands which drain through the Subdivision, and including any Works necessary for drainage to an outlet outside the Subdivision in accordance with Schedule “H” and the Grading and Drainage Plan attached thereto or referred to therein. Such Works shall include the construction of a ditch and culvert system and/or storm sewers to service the Subdivision and adjacent road allowances as are provided for in the Grading and Drainage Plan and the Approved Reports, Plans and Drawings.

The Township takes no responsibility and shall not assume any control or responsibility for any stormwater works or drainage outlet until such time as compliance with and implementation of the Grading and Drainage Plan and all stormwater works have been certified by a Professional Engineer and the works have received Final Acceptance by the Township.

7.2 Storm Drainage System

The Owner shall comply with each and every recommendation contained in the Stormwater Management Report to the satisfaction of the Township and any other regulating government bodies. The Owner shall provide any required stormwater management control measures to prevent adverse effects on the environment or existing municipal infrastructure due to stormwater runoff for both a minor and a major rainfall event in relation to both water quality and quantity, and the Owner shall ensure appropriate overland flow routes in the event that design storm events are exceeded. All interim or permanent measures shall be in accordance with the requirements established in all applicable environmental management plans, stormwater plans and reports approved by the Township. The measures shall be in accordance with current provincial legislation and the specifications and standards of the Township.

The storm drainage system referred to in Section 7.1 above and in this Section 7.2 shall be of sufficient size, depth and at locations within the limits of the Subdivision or on adjacent road allowances, to service lands outside the Subdivision which will, in the opinion of the Township, require the use of the stormwater management and drainage systems contained within the Subdivision.

The Owner shall convey, at no cost to the Township, any drainage easements and enter into any maintenance agreements which may be required by the Township to maintain the storm drainage system, and the Owner shall ensure that required easement documents, satisfactory to the Township, are registered on title immediately following registration of the Plan and that affected agencies are duly notified.

7.3 Correction of Drainage Works

If, in the opinion of the Township, drainage problems occur due to improper grading by the Owner, in conflict with the approved Grading and Drainage Plan, prior to the Acceptance of the grading of the lands by the Township, the Owner agrees to correct such problems by construction of catch basins, swales, retaining walls, or other structures as may be necessary, in the opinion of the Township acting reasonably.

7.4 Amendments to Grading and Drainage Plan

The Grading and Drainage Plan may be amended from time to time by the Owner with the written approval of the Township.

7.5 Maintenance of Drainage System

The Owner shall maintain the drainage system in accordance with Schedule “P” hereto.

7.6 Interference with Existing Drains or Watercourses

The Owner agrees not to interfere in any way with any existing drain or water course, or any existing drainage pattern for adjacent lands during construction or after completion of the development of the Subdivision. Drainage from existing adjacent lands must be accommodated by the development to the satisfaction of the Director of Public Works. The Owner will indemnify the Township against any claims against the Township relating to such damage, provided that the Township will give the Owner opportunity to defend, at the Owner’s sole cost, any such claim.

7.7 Contracts of Sale and Transfers – Drainage Provisions

All contracts of sale and transfers by the Owner of any lot within the subdivision shall contain the provisions relating to drainage set out in Schedule “Q” hereto.

7.8 Interim Drainage

The Owner, at its expense, shall maintain sufficient interim drainage and outlets to provide adequate drainage during the course of construction. The provision of interim drainage shall include the installation and removal of culverts as required by the Township.

7.9 Slope Alteration

Neither the Owner, nor any successor in title of the Owner, shall alter the slope of any lands in the Subdivision, nor interfere with any drains established on those lands except in accordance with the approved final grade control plan referred to in Schedule “H” without the prior written consent of the Township.

7.10 Lot Grading and Drainage Plans

The Owner, or its successor in title, whichever is applicable at the time, agrees to prepare a detailed lot grading and drainage plan in accordance with Schedule “S”, for each lot on the Plan, prior to applying for a building permit for such lot, which shall verify that the proposed grades meet the overall Grading and Drainage Plan (a “**Lot Grading and Drainage Plan**”). The Owner shall implement the relevant Lot Grading and Drainage Plan, including erosion and sedimentation control, both during and after construction. Upon completion of all grading, drainage, and stormwater works, the Owner shall provide, through a Professional Engineer, certification that all such works have been implemented in accordance with the relevant Lot Grading and Drainage Plan and conform with the Grading and Drainage Plan.

7.11 Outlets

All outlet structures, and the Grading and Drainage Plan, shall be vetted and approved by the Owner’s geotechnical and environmental consultants with respect to any slope stability, erosion, water quality or related issues, and the Owner shall provide, through its geotechnical and environmental consultants, certification of the same. All design outlets shall be sufficiently analyzed to determine any hazardous or unsafe characteristics and public safety provisions, such as fencing, gates, grates, and grills, shall be installed where prudent or deemed required by the Township or County, as applicable, have been implemented in accordance with the approved plans.

WATER SYSTEM

7.12 Water System in Accordance with Specifications in Schedule “J”

The Owner shall install a water system in accordance with the specifications set out in Schedule “J” hereto.

7.13 Water Systems -Special Conditions

The Owner shall comply with any special conditions described in Sections 45 and 46 hereof and shall include in all contracts of sale and transfer of any lot within the Subdivision such provisions relating to the water system as are required therein.

7.14 No Guarantee

The Owner acknowledges that, notwithstanding the Acceptance of any Works by the Township and notwithstanding anything in this Agreement to the contrary, the Township makes no guarantee with respect to the water quality and/or quantity available to service the Subdivision.

8. SANITARY SYSTEM

8.1 Sanitary System in Accordance with Specifications in Schedule “K”

The Owner shall install a sanitary system in accordance with the specifications set out in Schedule “K” hereto.

8.2 Sanitary Systems -Special Conditions

The Owner shall comply with any special conditions set out in Sections 45 and 46 hereof and shall include in all contracts of sale and transfer of any lot within the Subdivision such provisions relating to the sanitary system as are required therein.

9. ROADS

9.1 Road to be Constructed in Accordance with Schedule “I” Standard Roadway Specifications

All roads in the Subdivision shall be constructed to the satisfaction of the Township and shall be constructed in accordance with the specifications and in the manner set out in Schedule “I” of this Agreement.

9.2 Installation of Services

No services shall be installed in any road or section thereof until rough grading of such road or section has been completed and approved by the Township and no pavement of any street or section thereof shall be commenced until all underground Works have been installed.

Upon completion of underground services on any street or section thereof, the Owner shall construct the granular base course in accordance with the requirements of Schedule “I” and Schedule “O”.

9.3 Maintenance of Roads

Upon the approval by the Township of the granular base course, the Owner shall maintain the roads in accordance with the details of maintenance set out in Schedule “P” hereto and in accordance with the Time Schedule and Phasing for the Works set out in Schedule “O” hereto and shall then pave the roads in accordance with the said Time Schedule.

9.4 Winter Road Maintenance Prior to Assumption of Roads by Township

Notwithstanding the foregoing, the Township may, at its option, provide winter maintenance, including sanding, salting and snowplowing, of roads not yet assumed by the Township that are constructed to within 100mm of profile grade (top of asphalt) and are connected to an open and maintained municipal road. The cost of any winter maintenance undertaken by the Township shall be borne by the Owner with the cost being established by the Township using current rates on a per kilometre basis each year. All other road maintenance costs remain the responsibility of the Owner, until assumption of roads by the Township.

9.5 Township Roads

When, in the opinion of the Township, it is necessary to change the grade of existing Township roads adjacent to or abutting the said Subdivision, because of the development of the Subdivision, the Owner shall grade to sub-grade and reconstruct the said roads in the manner and time stipulated by the Township and in accordance with the specifications of the Township. Where this or any other Work is performed on existing Township roads outside the Plan of Subdivision, such roads shall be reinstated to the satisfaction of the Township at the cost of the Owner.

9.6 Stub Roads

Where it is necessary to construct a stub road from an existing road, the Owner shall construct the connecting road in accordance with the standards and specifications of Schedule “I”.

9.7 Dedication as Public Highways

The road allowances included in the draft Plan of Subdivision shall be shown and dedicated as public highways.

9.8 Dead Ends and Open Sides of Road Allowances

Any dead ends and open sides of road allowances created by the draft Plan of Subdivision or phasing shall be terminated in 0.3 metre reserves to be conveyed to, and held in trust by, the Township and may include a 0.3 metre reserve along any temporary turning circle.

9.9 Sight Triangles

Sight triangles shall be dedicated at intersections to the satisfaction of the Township.

10. LANDS FOR PUBLIC PURPOSES

10.1 Transfers of Lands for Public Purposes

The Owner shall transfer to the Township or to such other Municipality, Conservation Authority, or utility company designated by the Township, without cost to the Township, the land and easements described in Schedule “E”. Any such conveyance shall be granted free and clear of all encumbrances.

10.2 Drainage Easements over Private Property

Where, in the opinion of the Township, storm sewers or other drainage Works require an outlet over, under, or across lands not owned by the Owner, prior to the registration of the Plan, the Owner shall obtain either by deed, transfer, grant or transfer of easement or licence, as specified by the Township, the necessary outlet and, if required by the Township, shall transfer or assign the interest so obtained to the Township. If the Owner is unable to obtain such a deed, transfer, grant or transfer of easement or licence within a reasonable period prior to the signing of this Agreement, the Township may, but shall have no obligation to, obtain the necessary easements or interests and the Owner shall pay all costs thereof.

10.3 Park Dedication

The Owner shall dedicate land described in Schedule “E” hereto for park purposes pursuant to Section 51.1(1) of the *Planning Act*, R.S.O. 1990 c.P. 13, as amended, and shall develop and maintain the park lands to be conveyed to the Township hereto in accordance with Schedule “L” hereto. The Township may, in lieu of such conveyance or part of such conveyance, require the payment of money by the owner of the land pursuant to Section 51.1(3) of the *Planning Act*, in accordance with Schedule “D” hereto.

If the Township requires the payment of money in lieu of the conveyance of land for park purposes, the Owner shall prepare and submit an appraisal, prepared in accordance with

the valuation provisions of Section 51.1 of the Planning Act for the purposes of determining the payment amount.

10.4 Protection of Public Lands

The Owner shall neither deposit, nor permit to be deposited, fill, debris, building materials or construction equipment, nor allow vehicles access for any purpose, on the public lands of the Subdivision as described in Schedule “E” hereto, and furthermore, it shall neither remove nor permit to be removed, any fill, top soil, trees or shrubs from the said public lands, other than roads, without the prior consent of the Township.

10.5 Replacement Topsoil

In the event that topsoil has been removed from the public lands of the Subdivision as described in Schedule “E” hereto, prior to the date of this Agreement, or is hereafter removed in contravention of this Agreement, the Owner shall provide to the site, without charge, sufficient topsoil of a quality acceptable to the Township to provide cover for the site to a depth specified by the Township, and the Owner shall level and grade such topsoil as required by the Township.

11. SITE ALTERATION

11.1 Blasting

All blasting activities shall be conducted by a certified blasting company. The blasts must be in accordance with Ministry of Environment, Conservation and Parks guidelines. All blasts will be monitored and blast designs will be reviewed and modified to ensure compliance with applicable guidelines and regulations. The Owner shall maintain detailed blast records, which shall follow Ministry of Environment, Conservation and Parks recommendations regarding information requirements. Prior to any blasting, the Owner shall conduct an inspection of the well and foundations for properties which could be impacted by the blasts.

11.2 Clearing

The Owner shall not undertake any clearing, grubbing or grading of the lands described in Schedule “A” without the prior approval of the Township.

12. TRANSFER OF UTILITY EASEMENTS

In addition to the easements set out in Schedule “E”, the Owner shall transfer to the relevant utility companies any easement or interest in land reasonably required by such utility company and approved by the Township, which approval the Township shall not

unreasonably withhold, for the purpose of providing hydro, telephone, cablevision or gas services to the Subdivision. Such transfers may be required before or after the registration of the plan.

13. MOVEMENT OF FILL

All topsoil within the area of the Plan of Subdivision shall remain within the area of the Plan of Subdivision unless the Owner has received the prior written approval of the Township for removal. In the case of road construction, topsoil shall be stripped for the complete width of the sub-grade and shall be stock-piled within the area of the Plan of Subdivision for use in development of Works or lots in the Subdivision. Topsoil so stock-piled shall not be stock-piled in any public lands identified in Schedule “E” hereto other than roads without the prior written approval of the Township.

14. LANDSCAPING

14.1 Landscaping in Accordance with Schedule “M”

The Owner shall landscape each lot on the Plan of Subdivision in accordance with the requirements of Schedule “M”.

14.2 Seeding or Sodding of Ditches and Slopes

The Owner shall provide seeding or sodding of road side ditches and slopes in accordance with the specifications set out in Schedule “H”, Schedule “I” and Schedule “M” hereto.

14.3 Tree Planting and Preservation

The Owner shall plant and preserve those trees and shrubs as required by Schedule “M”.

14.4 Maintenance of Landscaping Works

The Owner shall maintain the Works referred to in this Section 14 in accordance with the provisions of Schedule “H”, Schedule “I”, Schedule “M” and Schedule “P”.

15. STREET LIGHTING

15.1 Street Lighting in Accordance with Schedule “B” and Schedule “N”

The Owner shall install street lighting as provided for in Schedule “B” hereto, in accordance with the specifications set out in Schedule “N” hereto.

15.2 Acceptance of Street Lights

Notwithstanding Section 24, the Township shall accept the street lights upon preliminary approval of the installation of them.

16. UTILITY INSTALLATIONS

16.1 Installation of Utilities and Transfer of Utility Easements

The Owner shall arrange with the relevant utility companies for the installation of hydro and telephone services and cablevision and gas services, if any, to the Subdivision and for the transfer of easements with respect to such installations, all at no cost to the Township.

The utility installations shall conform to the requirements set out in Schedule “N” and shall be located and installed to the satisfaction of the Township.

16.2 Relocation of Utilities at Owner’s Cost

The Owner shall be responsible for the cost of relocating any existing utility service required by the construction of Works provided for in this Agreement.

17. LOT DEVELOPMENT PLAN

Prior to Final Acceptance, the Owner shall submit a Lot Development Plan to the Township’s satisfaction, identifying all building and sewage system envelopes, well locations, areas of constraint, existing and finished elevations of the lot development envelopes, driveway location, lawn lamps, drainage works and easements. The Lot Development Plan shall be prepared in accordance with the overall Landscape Plan referenced in Schedule “H” to the Township’s satisfaction, identifying vegetation to be maintained and/or planted. The Landscape Plan is to follow recommendations contained in the Environmental Impact Study prepared by Muncaster Environmental Planning Inc and Jp2g Consultants Inc. Rev. January 29, 2024.

18. STREET NAMES AND CIVIC ADDRESSES

All street names and numbering shall be approved by the Township and verified by the County and shall be included on the final Plan of Subdivision. A draft Plan of Subdivision with the proposed street names and the proposed location of the street names shall be circulated to the County’s Civic Addressing Coordinator before the location of such streets is finalized on the final Plan of Subdivision.

The Township, at the cost of the Owner, shall provide and place in a conspicuous position on the lot or on the building or structure on the lot, a civic address number that is clearly

visible from the street line in front of such building or structure. The Owner shall submit to the Township a copy of the Subdivision Plan, at a scale and form specified by the Township, upon which the Township shall designate the proper civic address or number for each lot.

19. STREET AND TRAFFIC SIGNS

19.1 Permanent Street Signage

The Owner shall provide and install all traffic signs to the Township's specification and at locations to be determined by the Township, in accordance with the relevant drawings as set out in Schedule "H". The Township shall supply and erect all permanent street signs, at the Owner's cost, on the lands shown on the Plan of Subdivision in accordance with the Township's specifications and with the relevant drawings as set out in Schedule "H".

19.2 Temporary Street Signage

In the event that the street signage referred to in Section 19.1 has not already been installed to the satisfaction of the Township, the Township may require the Owner to erect temporary street signage prior to issuance of any building permits.

19.3 Information Signage

The Owner shall provide and install signage notifying road users that the Township has not assumed the road and that it is privately maintained. The sign shall be installed at the entrance of the development and be maintained until Final Acceptance of the roads by the Township.

20. REPAIR OF DAMAGED PUBLIC WORKS ON ADJOINING LANDS

The Owner covenants and agrees that all streets abutting the Subdivision lands which are to be used for access during the construction of houses or buildings or public Works in the Subdivision shall be kept in a good and usable condition during the said construction, and, if damaged by the Owner or parties employed by the Owner in construction of houses or buildings or public Works, or by builders so employed, will be restored immediately and all trucks making delivery to or taking materials from the lands in the Subdivision shall be adequately covered and not unreasonably loaded so as not to scatter refuse rubbish or debris on or abutting the street. All dirt and debris that is tracked onto an adjoining road by trucks or equipment leaving the site shall be removed by the Owner.

21. MAINTENANCE OF WORKS

21.1 General

The Owner shall maintain and repair all underground services and all other Works installed pursuant to this Agreement, and/or correct any deficiency and/or faulty workmanship with respect to such services and Works, until Final Acceptance thereof by the Township and, where applicable, in accordance with Schedule “P” hereto.

21.2 Owner to Respond to Flooding

The Owner shall respond to any flooding occurring throughout the Subdivision and provide necessary Works required to alleviate the flooding.

22. USE OF WORKS

The Works referred to herein may be used by the Township for the purpose for which such Works are designed, but such use shall not be deemed an Acceptance of the Works by the Township nor shall such use in any way relieve the Owner of its obligations with respect to the construction and maintenance of such Works, provided that the Owner shall not be liable for the negligence of the Township, its servants, agents and employees.

23. PRELIMINARY APPROVAL

23.1 Preliminary Approvals Process

The following provisions shall apply to applications by the Owner for Preliminary Approval of any Work:

- (a) The Owner shall apply for preliminary approval of Work only when a substantial amount of Work has been completed. The Township, upon receipt of any application for preliminary approval shall decide whether sufficient Work has been completed to warrant processing the application for Preliminary Approval. “Substantial Amount of the Work” at minimum, shall mean that an amount corresponding to fifty percent (50%) of the total estimated cost of the Work described in Schedule “C” hereto has been completed.
- (b) If the Township is prepared to give preliminary approval of any Work, but there are also some minor deficiencies in that Work, a list of the deficiencies shall be made by the Township and the Owner shall correct those deficiencies forthwith. The Township shall give Work preliminary approval upon being satisfied that the said deficiencies have been corrected.

- (c) The date on which Township Engineer's provides written notice of his recommendation to approve the Works shall be the date of Preliminary Approval of the Work.
- (d) The Owner's obligations for repair and maintenance of any Work for which preliminary approval is given shall continue until the date of Final Acceptance of all Works in the Subdivision by Council, unless otherwise specified herein.

23.2 No Release

Preliminary Approval shall in no way release the Owner from any obligations herein nor constitute in any way Acceptance, partial or complete, of any of the Works.

23.3 Interim Reductions in Security

Upon the Preliminary Approval of any Work, the Owner may apply for a reduction in the security described in Schedule "D" hereto. Interim security reductions shall be authorized by the Township in conjunction with the Township Chief Administrative Officer.

24. ACCEPTANCE OF WORKS

24.1 One Year Warranty Period

No application for Final Acceptance shall be made until the expiry of twelve (12) months from the day the Township has deemed the Works required to be done pursuant to this Agreement as complete with no outstanding deficiencies and provided Preliminary Approval is given for such Works.

24.2 Conditions Precedent:

The performance by the Owner of its obligations under this Agreement to the satisfaction of the Township shall be a condition precedent to the Acceptance by the Township of the said Works in the Subdivision or any part thereof.

Before applying for Final Acceptance, the Owner shall provide the Township with the following documents:

- (a) a certificate by an Ontario Land Surveyor, confirming that, following the completion of all Work in the Subdivision, he has found all standard iron bars on the registered plan and on easements and rights-of-way, or has replaced any that he could not find;

- (b) a Statutory Declaration by the Owner that all accounts for Work and materials have been paid, except normal guaranty holdbacks, and that there are no claims for liens or otherwise in connection with such Work done and materials supplied for or on behalf of the Owner;
- (c) written confirmation from the Owner's Engineer stating that he has provided full-time residential construction review services and that the Works have been constructed and installed in accordance with Township approved specifications, standards and requirements and in accordance with the approved design of the Works;
- (d) written confirmation from a construction trade newspaper, as defined by the *Ontario Construction Act*, R.S.O. 1990, c. C.30, as amended from time to time (the "**Construction Act**"), that a copy of a Certificate of Substantial Performance of the Works has been published in accordance with the requirements of that Act; and,
- (e) as-built drawings of the Works.

24.3 Final Acceptance to be Authorized by Council

When the Township Engineer is satisfied that the Work set out in this Agreement for the Subdivision and any other Works which may have been required, have been completed in accordance with this Agreement and to the Township's standards, specifications and requirements and when the Township Engineer is also satisfied that all Township accounts have been paid and maintenance requirements met, he/she shall forthwith present a report to the Council stating that the Work for the Subdivision has been completed satisfactorily and the roads and other Works are in the required condition for them to be assumed by the Township. Acceptance of any of the Works shall be evidenced by resolution of Council.

24.4 Final Reduction in Security

Release of security upon Final Acceptance of the Works by the Township shall be authorized by Council.

25. OWNERSHIP OF WORKS

Upon the resolution in Section 24.3 being passed, the ownership of the Works, except Works beyond the road boundary, shall vest in the Township and the Owner shall have no claim or rights thereto, other than those accruing to it as Owner of the land abutting on the street on which the Works were installed.

26. **OWNER IN DEFAULT**

26.1 Remedy For Default of Works

If, in the opinion of the Township,

- (a) the Owner is not performing or causing to be performed the Work within the specified time, or is improperly performing the Work; or,
- (b) the Owner neglects or abandons any of the Work before its completion, or unreasonably delays the Work; or,
- (c) the Owner is carelessly executing the Work; or
- (d) the Owner neglects or fails to renew or again perform such Work as may be rejected by the Township as being or having become defective or unsuitable; or,
- (e) the Owner fails to carry out any of the maintenance required under this Agreement; or,
- (f) the Owner in any manner, in the opinion of the Township, makes default in the performance of any of the terms of this Agreement;

then in any such case the Township shall notify the Owner promptly in writing of such default, failure, delay or neglect and if such notification be without effect for fourteen (14) days after such notice, then in that case Council may give the Township full authority and power immediately to purchase such materials, tools and machinery and to employ such workmen as in its opinion shall be required for the proper completion of the Work at the cost and expense of the Owner or its surety or both. The Township shall be the sole authority as to the extent of the Works required to be completed. Nothing in this Section 26 shall require the Township to carry out any such Works or maintenance whatsoever.

26.2 Emergencies

In cases of emergency the Township may enter upon the Subdivision lands and conduct Work without notice to the Owner. The Township shall be the sole authority as to what constitutes an emergency and what actions are required to mitigate, eliminate or avoid existing or possible damages to the Township.

26.3 Costs of Remedy For Default of Works

The cost of any Work undertaken by the Township or on the Township's direction or behalf in accordance with Section 26.1 and/or Section 26.2 above shall be calculated by the

Township whose decision shall be final. It is understood and agreed that such costs shall include a management fee of thirty percent (30%) of the value of labour and material for the dislocation and inconvenience caused to the Township as a result of default, failure, delay or neglect on the part of the Owner it being hereby declared and agreed that the assumption by the Owner of the obligations set out in this Section 26 is a consideration without which the Township would not have executed this Agreement and shall be included within the value of security held for the outstanding Works. The Owner shall pay the costs of the Works together with the said management fee forthwith upon demand by the Township, failing which the Township may recover such costs and management fee as municipal taxes pursuant to Section 446 of the *Municipal Act*.

26.4 Application to Extend Time to Complete Works

If, for reasons beyond the Owner's control, such as the unavailability of materials or the occurrence of a strike or a natural disaster such as a flood, earthquake, or a similar catastrophe, the Owner is prevented from completing any Works within the time required pursuant to this Agreement, the Owner may apply to the Township for consent to extend the time for finishing such Works without forfeiting any relevant security and the Township shall not unreasonably withhold such consent.

26.5 Right of Entry

Employees or agents of the Township may enter the lands described in Schedule "A" hereto at any time or from time to time for the purpose of undertaking Work in accordance with this Section 26.

26.6 Entry Not to Constitute Acceptance

Any entry by the Township upon the Subdivision for purposes of this Section 26 shall not constitute an Acceptance of any Works by the Township nor an assumption by the Township of any liability in connection therewith nor a release from the Owner of any of their obligations under this Agreement.

27. **BUILDING PERMITS, OCCUPANCY AND SALE OF LOTS**

27.1 Preconditions to Issuance of Building Permits

No person shall apply for and the Township shall not be bound to issue any building permits for any building or structure to be located on any lot or block in the Subdivision until the following has been completed:

- (a) A signed authority from the Owner has been produced;

- (b) The development charges referred to in Schedule “D” attached hereto have been paid;
- (c) The applicable School Board Development Charges in accordance with the applicable Development Charges By-laws have been paid.
- (d) Any other performance deposits required by the Township pursuant to the building by-law of the Township have been paid;
- (e) Covenants have been inserted into the Transfer/Deeds for vacant land in accordance with Schedule “Q” attached hereto;
- (f) The road in front of the lot has been brought to within 100 mm of profile grade (top of asphalt) and has been connected, by roads of a similar stage of completion, to an open Township road and such stormwater and drainage Works as are specified by the Approved Reports, Plans and Drawings have been completed;
- (g) The Owner has obtained an Entrance Permit pursuant to the Township’s By-law;
- (h) All other requirements in this Agreement with respect to such lot or block which are expressed to be required to be done before the building permit is issued and in particular the requirements of Section 45 and 46 herein have been complied with;
- (i) A detailed lot grading plan as described in Schedule “S” has been submitted to the Township and approved by it;
- (j) The whole of such portion of mass earth moving or general grading, as required by good engineering practice has been completed to the satisfaction of the Township;
- (k) Any financial security requirements that are associated with lot grading, tree planting and driveway paving have been satisfied.
- (l) The Owner has provided clearance letters from each utility provider supplying service to any part of the Subdivision that utilities servicing is completed to their satisfaction; and
- (m) The Owner has transferred to the Township or to such other Municipality, Conservation Authority, or utility company designated by the Township, without cost to the Township, the land and easements described in Schedule “E”.

27.2 Requirements Prior to the Sale of all Lots

Prior to the conveyance of any lot to which this Agreement applies, the Owner shall obtain all Ministry approvals as set out herein in Section 39.

27.3 Stopping Issuance of Building Permits

The issuance of building permits may be stopped upon any failure of the Owner to fulfill the requirements of this Agreement, until such time as the requirements have been fulfilled.

28. FINANCIAL REQUIREMENTS

28.1 Deposits

Before this Agreement is executed by the Township, or at such time or times as may be approved by resolution of the Council of the Township, the Owner shall deposit the cash, negotiable securities and/or irrevocable Letters of Credit, or other acceptable forms of security set out in Schedule “D” hereto, herein called the “deposit” or “deposits”.

28.2 Letters of Credit

A Letter of Credit, if deposited, shall be in accordance with the draft form attached hereto as Schedule “T”.

Every Letter of Credit deposited pursuant to this Agreement shall contain a specific covenant by the authority issuing such irrevocable Letter of Credit that a breach of any of subsections 28.3(a) or 28.3(b) or any failure to deposit a new Letter of Credit pursuant to subsection 28.3(c) hereto shall entitle the Township to call upon any part or the whole amount of the existing Letters of Credit notwithstanding anything herein otherwise contained. Any amount received by the Township shall be held by the Township in the same manner as if it had originally been cash deposited under the provisions of Section 28.

28.3 Renewal of Letters of Credit

If a Letter of Credit deposited pursuant to this Agreement contains an expiry or termination date, the following provisions shall apply:

- (a) Until the Final Acceptance of the Works by the Council of the Township, the Owner shall deposit with the Township at least thirty (30) days prior to the expiry or termination date set out in the Letters of Credit, new irrevocable Letters of Credit in accordance with Schedule “T” and in an amount not less than the then existing Letters of Credit or such lesser amount as the Council of the Township in its absolute discretion may approve.

- (b) If such new Letters of Credit contain an expiry or termination date, then until the Final Acceptance of the Work by the Council of the Township, the Owner shall continue to redeposit new irrevocable Letters of Credit in the same manner as provided in sub-section 28.3(a) hereof until the Final Acceptance of the Work by the Council of the Township.
- (c) If the Owner fails to deposit new Letters of Credit as required under sub-sections 28.3(a) and 28.3(b) hereto, such failure shall be deemed to be a breach of this Agreement by the Owner and the Chief Administrative Officer of the Township, without notice to the Owner, may call upon any part or the whole amount of the existing Letters of Credit, notwithstanding anything herein otherwise contained. Any amount received by the Township shall be held by the Township in the same manner as if it had originally been cash deposited under the provisions of Section 28.

28.4 Review of Cost Estimates

The Owner shall submit construction cost estimates, prepared by a licensed professional engineer, for the purposes of determining the amount of any financial securities required.

The Township shall review, annually on the anniversary date of the registration of this Agreement, the estimated cost of the Works described in Schedule “C” which remain to be done and if such estimated cost of the Works which remain to be done exceeds the amount of the deposit(s) referred to in Schedule “D” then held by the Township, excluding any amount held for maintenance and pursuant to the Construction Act, the Owner shall deposit with the Township additional cash or a Letter of Credit in an amount equal to the difference between the then estimated cost of the Works which remain to be done and the amount of the said deposit then held by the Township. Such additional cash or Letter of Credit is to be deposited with the Township within thirty (30) days of receipt of notice by the Owner from the Township of the amounts of the cash or Letter of Credit required.

28.5 Use of Deposits by the Township

On five (5) days’ written notice to the Owner (save and except where the Township, in its sole discretion, deems there to be an emergency in which case not such notice shall be required), the Township, by resolution of Council, may at any time authorize the use of the whole or part of the amount of the deposits referred to in this Section 28 hereof to pay the cost of any Work that the Township deems necessary to rectify default by the Owner or its assigns or to pay the cost of any matter for which the Owner is liable under this Agreement, whether such cost is in relation to construction or installation of any Works or services or any defects or required maintenance or otherwise. The deposits, or so much thereof as the Council deems satisfactory, shall be held by the Township until Final Acceptance of the

Works, except where any part is used pursuant to this clause and subject to sub-section 28.6.

28.6 Reduction of Deposits

Where a deposit is made pursuant to Section 28 hereof, the Township, in conjunction with the Township Chief Administrative Officer, may authorize the reduction of such deposit from time to time as Works receive Preliminary Approval, to such amount as is determined by the Township to be adequate to ensure the proper performance and maintenance of Work and the payment of any monies owed to the Township by the terms of this agreement. It is understood that ten percent (10%) of the said deposit is designed to cover maintenance of and warranty over the Works and that additional holdbacks are required in accordance with the *Construction Act*. Both of these amounts will be held by the Township until Final Acceptance of the Works. At no time shall the Letter of Credit be reduced to less than one hundred percent (100%) of the remaining cost of the Work plus any construction lien holdbacks, any commitments pursuant to Section 26.1 and the ten percent (10%) retained to cover maintenance and warranty commitments.

28.7 Final Release of Deposits

Upon Final Acceptance of the Work by the Council, the Owner shall be entitled to have released to it by the Township all deposits then held by the Township under this Agreement provided that the full amount of deposit shall not be refunded until the Township has received a certificate of completion pursuant to the *Construction Act* and all construction liens have expired and any claims have been paid. Notwithstanding the foregoing, the Owner shall not be entitled to any interest which may accrue on the deposits while such amounts were held by the Township.

29. CONSTRUCTION LIENS

29.1 Holdback

The Owner shall hold back in its payment to any contractors who may construct the Works, such sums as are required in accordance with the *Construction Act*, and shall otherwise indemnify the Township against any claims, actions or demands for construction liens or otherwise in connection with the Works and all costs, including legal costs, in connection therewith and, on the demand of the Township, will forthwith take such steps to immediately discharge or vacate any and all claims for liens upon the Works.

29.2 Claim for Lien

Notwithstanding anything otherwise contained in this Agreement, in the event that a claim for lien is registered under the *Construction Act* relating to Works being constructed

pursuant to this Agreement, then the Owner shall be deemed to be in breach of its obligations under this Agreement and the Township, without notice to the Owner, may call upon the whole or any part of the financial security notwithstanding anything claimed herein or in the financial security. The Township may use the financial security to complete the Words on behalf of the Owner and may, in its sole and absolute discretion, use the financial security for payment into Court of the full amount claimed as owing in the claim for lien, plus costs, including legal costs, for the purpose of vacating the claim for lien pursuant to the provisions of the *Construction Act*.

29.3 Certificate of Completion

The Owner shall provide the Township with a certificate evidencing final completion of the Work and confirming that all suppliers, subcontractors or workmen who had or have lien rights under the *Construction Act* have been paid in full.

30. TOWNSHIP'S LIEN

The Township shall have a lien against all lands and premises within the Subdivision for any amount the Township expends in carrying out any of the obligations the Owner under this Agreement or for any other debts owing by the Owner to the Township. The Township lien rights described in this Section 30 are in addition to the security deposited with the Township in accordance with Section 28 herein.

31. DEVELOPMENT CHARGES

The Township shall not issue any building permit for any dwelling unit to be erected on any lot in the Subdivision until the Township's requirements with respect to the payment of development charges pursuant to the Township's Development Charges By-law have been satisfied.

32. LOCAL IMPROVEMENTS AND MUNICIPAL ACT CHARGES

The Owner shall prepay any local improvement charge which has been or will be levied against any of the lands within the Plan of Subdivision before the execution of this Agreement by the Township.

33. PROFESSIONAL FEES

The Owner shall pay to the Township an amount equal to all professional fees, including legal, engineering and land use planning fees and disbursements, incurred by the Township for advice with regard to the Subdivision of the lands described in Schedule "A", the preparation of this Subdivision Agreement and all documents required to be prepared pursuant to it, the preparation of any amending agreements and for advice with regard to

any breach of or anticipated breach of the agreement, and, if required, the rezoning of the lands and amendments to the Official Plan. Copies of accounts from the Township's professional advisors shall be delivered by the Township to the Owner on receipt of such accounts and the Owner shall pay, forthwith to the Township or its nominee, amounts required to settle such accounts as they are rendered by the Township's advisors. The Owner shall deposit with the Township the amount stipulated in Schedule "D" to be used towards payments of costs for professional advice, including legal, engineering and land use planning fees and disbursements.

34. INTEREST

The Owner shall pay interest to the Township on all sums of money payable to the Township herein which are not paid on the due date, such interest to be calculated monthly from the due date until such payment is made. The rates of interest so payable shall be determined as follows:

- (a) The interest rate commencing on the due date shall be the rate then currently applying to unpaid taxes; and,
- (b) If the sums of money payable to the Township are not paid prior to a change in the rate applying to unpaid taxes referred to in sub-section 34(a), the interest rate shall be re-determined each time there is a change in the rate applying to unpaid taxes until the sums of money so payable are paid.

35. INSURANCE

35.1 Form of Insurance

Prior to the execution of this Agreement, the Owner shall obtain a comprehensive policy of public liability and property damage insurance acceptable to the Township. Such policy or policies shall:

- (a) Include the Township and the County as named insureds;
- (b) Provide insurance in the amount of not less than Five Million Dollars (\$5,000,000.00) per occurrence, exclusive of interest and costs, against loss or damage resulting from bodily injury to, or death of one or more persons and loss of or damage to property;
- (c) Provide coverage against all claims for all damage or injury including death to any person or persons, for damage to any property of the Township or any other public or private property resulting from or arising out of any act or omission on the part of the Owner or any of its servants, subcontractors, contractors, employees or

agents during the construction or installation or maintenance of any Works to be performed pursuant to this Agreement;

- (d) Not contain any exclusion for blasting, excavating, underpinning, demolition, pile driving, caisson work and work below ground surface including tunneling and grading, provided that if the Owner does not intend to undertake any of the foregoing activities, the policies may exclude them. If, subsequent to the issuance of the policies, the Owner finds it necessary to undertake any of the said activities, no such activity shall be commenced until the insurance policies then lodged with the Township are amended or new policies filed, deleting any exclusions for such activity;
- (e) Include “completed operations” coverage;
- (f) Include blanket written contractual liability, cross liability, contingent employer’s liability, personal injury endorsement and liability with respect to non-owned licenced vehicles;
- (g) Contain an endorsement to provide the Township, the County and the Owner with not less than thirty (30) days written notice of change or of cancellation; and,
- (h) Extend for a period of one (1) year after Final Acceptance of the Works.

35.2 Increases in Insurance Coverage:

If at any time or times when the Work is in progress, in the opinion of the Township, the amount of insurance coverage should be increased then, on receipt of notice of such opinion, the Owner shall immediately increase the insurance coverage to the amount specified by the Township and shall forthwith lodge with the Township endorsements to existing policies showing the increase or additional insurance policies covering the amount of the increase.

35.3 Evidence of Insurance

Prior to the registration of the Plan, the Owner shall forward to the Township a certificate of insurance acceptable to the Township and signed by an authorized employee of the insurance company providing the insurance.

The Owner shall prove to the satisfaction of the Township, from time to time, if the Township requires it, that all premiums on such policies of insurance have been paid and that the insurance is in full force and effect and that the Township and County are named insureds.

36. INDEMNITY

The Owner on behalf of itself, its heirs, executors, administrators, successors and assigns hereby covenants and agrees to indemnify the Township and each of its officers, servants, contractors, subcontractors, employees, councillors and agents from all loss, damage, costs, expenses, claims, demands, actions, suits or other proceedings of every nature and kind arising from, or in consequence of, the execution, non-execution or imperfect execution of any of the Works or of the supply or non-supply of material therefor, whether such loss, damage, costs, expenses, claims, demands, actions, suits or other proceedings arise by reason of negligence or without negligence on the part of the Owner or its contractors, subcontractors, employees, officers, servants or agents and whether such loss, damage, costs, expenses, claims, demands, suits or other proceedings are occasioned by or made or brought against the Owner or its contractors, officers, servants or agents, or the Township, its officers, servants or agents or any other person or persons, corporation or corporations.

37. ZONING AND BUILDING RESTRICTIONS

37.1 Compliance with Official Plan and Zoning By-Law(s)

The Owner shall comply with any official plan and zoning by-law(s) in force in the Township which affect the lands described in Schedule “A” hereto. The Owner shall deliver to the Township a certificate executed by an Ontario Land Surveyor showing that the area and frontage of all lots and blocks within the Subdivision are in accordance with any applicable zoning by-law(s).

37.2 Zoning By-law Amendments and Official Plan Amendments

If, as a result of a County condition or for any other reason, an amendment to an existing official plan or zoning by-law or a new zoning by-law is required to be passed in connection with the Subdivision, the Owner shall make an application to the Township for approval of such official plan or zoning by-law amendments and this Agreement shall not be executed until such amendments are final and binding and all statutory appeal periods have elapsed.

37.3 Building Restrictions

The Owner shall comply with the covenants set out in Schedule “Q” hereto. The Owner shall include in all transfers of the whole or any part of any lot or block on the Plan of Subdivision the covenants set out in Schedule “Q” hereto.

37.4 Holding Zone

The Owner acknowledges and agrees that the lands described in Schedule “A” may be zoned to include a holding zone which is to be removed when matters such as the construction, of roads, stormwater facilities, and the provision of easements have been completed to the satisfaction of the Township.

38. RENFREW COUNTY AND OTHER APPROVALS

The Owner acknowledges that the approval of the County may be required for many of the Works provided for herein. Obtaining the approval of the County and any other approval from any other governmental body or agency to the Subdivision or to any Works to be constructed or installed by the Owner pursuant to this Agreement shall be at the expense of and the responsibility of the Owner.

39. MINISTRY APPROVAL

- (a) Prior to the conveyance of any lot to which this Agreement applies and prior the commencement of any drainage works or any other works to which Ministry approval applies, the Owner shall obtain and deliver to the Township the following:
 - (i) any required certification or approval from the Ministry of Natural Resources and Forestry; and
 - (ii) any other approval or certification as may be required by the Township.
- (b) Prior to Final Acceptance, the Owner shall obtain and deliver to the Township any required approvals or certifications from the Ministry of Environment, Conservation and Parks, Ministry of Natural Resources and Forestry, Ministry of Transportation, and any other provincial or federal agencies as required.
- (c) The Owner shall obtain required Environmental Compliance Approvals for stormwater infrastructure and shall comply with all requirements of such Environmental Compliance Approvals and provide any confirmations the Township or County may require in order to confirm such compliance.

40. LEGAL REQUIREMENTS

40.1 Registration of Plans and Documents:

Prior to the conveyance of any lot or block on the Plan of Subdivision to which this Agreement applies, the Owner agrees to register the following documents at its expense:

- (a) This Agreement;
- (b) All transfers of land and easements described in Schedule “E”; and
- (c) Any Notice of Agreement with respect to any covenant agreement or agreement which the Township deems necessary.

40.2 Inhibiting Order

The Owner shall notify the Township when the Plan of Subdivision is ready for registration and, if required by the Township, shall include in the plan document, which is produced to register the Plan of Subdivision, a Clerk’s Certificate to be signed by the Clerk of the Township, requesting the Land Registrar to issue an Inhibiting Order prohibiting dealing with the said lands until the documents described in sections 40.1(a), 40.1(b) and 40.1(c) above have been registered to the satisfaction of the Township.

40.3 Cost of Registration

The Owner will pay to the Township the cost of the registration of this Agreement and the registration of any plans, transfers and other documents required pursuant to this Agreement.

40.4 Deferral of Acceptance

The Township reserves the right to defer accepting any conveyance until such time as the Works, including the storm drainage system, are functioning to the satisfaction of the Township in its sole and absolute discretion.

41. **PRE-SERVICING AGREEMENT**

On August 6, 2025, the Owner entered into a pre-servicing agreement with the Township to permit the construction of certain Works contemplated in this Agreement (the “**Pre-servicing Agreement**”). The Owner acknowledges and agrees that this Agreement supersedes the Pre-servicing Agreement and that, in the event of any inconsistency between the Pre-servicing Agreement and this Agreement, this Agreement shall prevail.

42. **NOTICES**

If any notice is required to be given by the parties to this Agreement, such notice shall be mailed by registered mail or delivered to:

- (a) If to the Township:

Township Clerk

Township of McNab/Braeside
 2473 Russett Drive
 Arnprior, ON K7S 3G8

(b) If to the Owner:

River Road Estates
 c/o Peter Anas
 PO Box 322
 Arnprior ON K7S 3H6

Or such other address of which either party has notified the other in writing, and any such notice mailed by registered mail or delivered shall be deemed good and sufficient notice under the terms of this Agreement.

43. AGREEMENT DELIVERED TO PROSPECTIVE PURCHASERS

The Owner, or its successor in title, whichever is applicable, shall deliver to the prospective purchaser at the earlier of the date of the execution of the Agreement of Purchase and Sale and the date of registration of the transfer a whole copy of this Subdivision Agreement.

44. ENCUMBRANCERS' CONSENT AND SUBORDINATION/ POSTPONEMENT

The Owner acknowledges and agrees that any and all encumbrancers, including but not limited to any chargees, to the extent of their interest in lands owned by the Owner and legally described in Schedule "A", shall consent to and agree to the provisions and conditions herein contained and, for themselves and their heirs, executors, administrators, successors and assigns shall subordinate and postpone any and all right, title and interest in the lands owned by the Owner described in Schedule "A" to the Township and to the rights granted in this Agreement. The encumbrancers shall enter into and execute a Subordination/Postponement Agreement and consent to the registration of same against title to the Owner's land described in Schedule "A" attached hereto, the said agreement to be in a form acceptable to the Township, in its sole discretion. The cost of the preparation and registration of the said Subordination/Postponement Agreement shall be the sole responsibility of the Owner.

The Owner also shall obtain, at no cost the Township, discharges or cessations of any mortgages, charges, or other encumbrances as they affect any lands to be transferred for public purposes pursuant to Schedule "E".

45. COUNTY'S CONDITIONS AND COVENANTS ARISING THEREFROM

45.1 Conditions of Draft Plan Approval

The conditions of draft plan approval of the Subdivision are hereto as Schedule "F". The Owner shall perform all of the conditions so imposed. Certain specific covenants relating to such performance may be set out herein but shall not limit the generality of the foregoing. All conditions of draft plan approval shall be interpreted by the Township and shall be cleared to the Township's satisfaction.

45.2 Wells

Wells shall be constructed in accordance with the final consolidated version of the Terrain Analysis and Hydrogeological Investigation prepared by Jp2g Consultants Inc.

The Owner shall provide the Township with confirmation from a licensed engineer that all existing wells which are not to be utilized for water supply wells, or retained for sentinel well purposes have been decommissioned under the strict supervision of a qualified Professional Engineer or Professional Geoscientist.

45.3 Covenant Agreement

The Owner or its successors in title, shall deliver to each prospective purchaser, prior to the execution of the Agreement of Purchase and Sale, a copy of the Covenant Agreement described in Schedule "Q" to this Subdivision Agreement.

45.4 Community Mail Box

The Owner shall:

- (a) Satisfy the requirements of Canada Post and the Township regarding the location of Community Mail Boxes and related works.
- (b) Notify Canada Post if the project changes thereby potentially impacting Canada Post service.
- (c) Notify Canada Post of the new civic addresses as soon as possible.
- (d) Provide Canada Post with the following dates:
 - (i) development work is scheduled to begin;
 - (ii) excavation for the first foundation; and

- (iii) installation of the Community Mail Boxes.
- (e) Indicate the permanent Community Mail Box location(s), determined in consultation with Canada Post, on the appropriate overall utilities plan.
- (f) Prior to offering any units for sale, to display a map on the wall of the sales office in a place readily available to potential homeowners that indicates the location of all Community Mail Boxes within the development, as approved by Canada Post.
- (g) Include in all offers of purchase and sale a statement which advises the purchaser that mail will be delivered via Community Mail Box. The Owner also agrees to note the locations of all Community Mail Boxes within the development, and to notify affected homeowners of any established easements granted to Canada Post to permit access to the Community Mail Box.
- (h) Provide a suitable and safe temporary site for a community mailbox until curbs, sidewalks and final grading are completed at the permanent Community Mail Box site and to include these requirements on the appropriate servicing plans:
 - (i) any required walkway across the boulevard per municipal standards;
 - (ii) any required curb depressions for wheelchair access with an opening of at least 2 metres (consult Canada Post for detailed specifications).
 - (iii) A Community Mail Box concrete access and/or culvert per municipal specifications.]
- (i) Prior to Final Acceptance, the County shall be advised by Canda Post that the location of the Community Mail Box to be installed is to the satisfaction of Canada Post. The location of such Community Mail Box shall be illustrated on the overall Comprehensive Utility Plan.

45.5 Telecommunications

- (a) The Owner agrees to grant any easements that may be required for telecommunication services to the satisfaction of Bell Canada and at no cost to Bell Canada. In the event of any conflict with existing Bell Canada facilities or easements arising as a result of the Works or the Subdivision, the Owner shall be responsible for the cost of relocating such facilities or easements and shall coordinate such relocation with Bell Canada.
- (b) The Owner shall provide Bell Canada with servicing plans or a composite utility plan at its earliest convenience to planningdevelopment@bell.ca to confirm the

provision of communication/telecommunication infrastructure needed to service the development.

- (c) The Owner shall be responsible to provide entrance/service ducts from Bell Canada's existing network infrastructure to service the development. In the event that no such network infrastructure exists, in accordance with the Bell Canada Act, the Owner may be required to pay for the extension of such network infrastructure. If the Owner elects not to pay for the above noted connection, Bell Canada may decide not to provide service to the development.

45.6 Enbridge

- (a) The Owner shall use the Enbridge Gas Get Connected tool to determine gas availability, service and meter installation details and to ensure all gas piping is installed prior to the commencement of site landscaping and asphalt paving.
- (b) If a gas main need to be relocated as a result of changes in the alignment or grade of the future road allowance or for temporary gas pipe installations pertaining to phased construction, all costs for the same shall be the responsibility of the Owner.
- (c) In the event that easement(s) are required to service this development, and any future adjacent developments, the Owner will provide the easement(s) to Enbridge Gas Distribution at no cost.
- (d) Blasting and pile driving activities in the vicinity of Enbridge Gas Distribution and Storage facilities shall require the prior approval of Enbridge Gas Distribution and Storage. The Blasting and Pile Driving Form, referenced in Enbridge's Third Party Requirement in the Vicinity of Natural Gas Facilities Standard, must be provided to mark-ups@enbridge.com by the Owner for all blasting and pile driving operations a minimum of four (4) weeks prior to the beginning of work to allow sufficient time for review. A licensed blasting consultant's stamped validation report must be submitted to Enbridge Gas Distribution and Storage for review if blasting is to occur within 30 metres of Enbridge Gas Distribution and Storage Facilities.

45.7 Internet Service

Internet service shall be designed and installed to accommodate a minimum of 1 gigabit per second bandwidth per dwelling.

45.8 Electrical Service

Electrical service shall accommodate the installation of in-home vehicle charging stations for each lot on the Plan of Subdivision, and the location plan shall be to the satisfaction of all affected authorities and shall consider their respective standards and specification manuals.

45.9 Environmental Impact Statement

(a) The Owner shall be responsible for implementing and monitoring the mitigation measures outlined in the Environmental Impact Study prepared by Muncaster Environmental Planning Inc. and Jp2g Consultants Inc., and referenced in Schedule “H” of this Agreement, including, but not limited to:

(i) In order to protect bats:

- a. tree removal is permitted to occur between December 1st and March 14th;
- b. if tree removal is to occur between March 15th and November 30th, and if the area for tree removal is small and contains a well-defined area of individual trees, an evening late spring/summer bat survey and detailed snag survey shall be completed by a qualified professional no more than 5 days in advance of the tree removal, and if such surveys identify no trees being used as a roosting habitat in the vicinity of the work area, then the tree removal shall be permitted; and
- c. large scale tree removal shall not occur between March 15th and November 30th as it can be difficult to determine roosting in large, forested habitats.

(ii) In order to protect breeding birds:

- a. tree and shrub removal is permitted to occur between September 1st and April 14th;
- b. if tree and shrub removal is to occur between April 15th and August 31st, and if the area for tree removal is small and contains a well defined area of trees, a breeding bird survey and nest searches shall be completed by a qualified professional no more than 48 hours in advance of the tree and shrub removal, and if such surveys and

- searches identify no nesting activity in the vicinity of the work area, then the tree and shrub removal shall be permitted; and
- c. large scale tree and shrub removal shall not occur between April 15th and August 31st as it can be difficult to establish that there is no bird nesting activity in the upper canopy of forest trees during the leaf out period.
- (iii) In order to mitigate potential impacts on turtle and snake species from the proposed works:
- a. specific site preparation work requiring clearing of vegetation and construction activities shall be undertaken between November 1st and March 31st which is outside of the more active season for turtles;
 - b. if the proposed works will occur between April 1st and October 31st, in order to prevent potential movement of turtle and snake species into the proposed work area and to prevent turtles from nesting in the work area, then before any work begins, a properly installed and maintained temporary exclusion barrier (e.g. silt fencing) shall be erected as per the *Species at Risk Branch, Best Practices Technical Note: Reptile and Amphibian Exclusion Fencing, Version 1.1, July 2013*; and
 - c. once work areas are surrounded by properly dug in fencing and prior to further site alterations, the work areas shall be searched daily for turtles and snakes, and any turtles and snakes observed during the construction phase are to be relocated as required to ensure they are not endangered by the construction activities.
- (iv) If the conditions outlined in Section 2(2) of *Limitations on Section 9 Prohibitions*, O Reg 6/24, are not met, an authorization/permit shall be obtained for any black ash trees or their habitat that will be impacted as a result of the proposed development.
- (v) To limit the adverse impacts on wetlands, watercourses and the potential fish habitats within these features as well as the potential significant wildlife habitat and significant valleylands located on and adjacent to the subject lands:
- a. a 13 metre-wide buffer area from the top of slope to Dochart Creek (which will be greater than 30 metres from Dochart Creek itself), and a 15 metre-wide buffer from the pond on the adjacent lands to

the east of the southeast corner of the site, shall be maintained in a natural vegetated state. Native trees and shrubs could also be planted within the open portions of such setbacks;

- b. the ditches along the shared lot lines and along the rear lots lines of the proposed lots are to remain in as natural a state as possible with the exception of any ditch maintenance activities that may be needed;
- c. at the time that the on-site wetlands are to be filled in:
 - i. if there is standing or flowing water present, defishing will need to occur prior to filing in such waters, and a sampling permit will be required from the Ministry of Natural Resources for such defishing;
 - ii. the filling activities shall only be done on those portions of the site where the on-site access road will be located and to provide a suitable building area for a dwelling, well, septic system, and a small front and rear lawn on each lot or to grade the lots; and
 - iii. the filling activities shall start in the northeastern portion of the wetland and proceed in a southwesterly direction on the site in order to encourage any wildlife utilizing the wetland to re-locate to the southwest towards Dochart Creek;
- d. the extent of exposed soils shall be kept to a minimum at all times and revegetation with trees and shrubs of any exposed, non-developed areas shall be achieved as soon as possible;
- e. effective sediment and erosion control measures shall be maintained until complete revegetation of all disturbed areas is achieved;
- f. silt fencing shall be installed along the edges of all work areas and shall be maintained as required which shall include the removal of accumulated sediment. Such fencing shall be properly dug-in to treat any surface water flow;
- g. proper maintenance procedures for the refuelling, washing, changing and disposal of fluids, filters and other waste materials of construction equipment shall be adhered to at all times, and none of these activities shall take place within 30 metres of any surface water features;

- h. prior to any works related to the construction of a new stormwater outlet to the Dochart Creek, a Request for Review form shall be submitted to the Department of Fisheries and Oceans for review, and any recommendations or approvals required by the Ministry shall be implemented/obtained; and
 - i. the quality controls and best management practices outlined in the Stormwater Management Report referred to in Schedule “H” shall be properly implemented.
- (vi) Municipal by-laws and provincial regulations for noise shall be followed and utilities shall be located as required in the vicinity of the site prior to construction.
 - (vii) If any species at risk are observed, or if a nest is observed during construction, activity in the area is to stop and the Ministry of Environment, Conservation and Parks and a biological consultant shall be contacted immediately.
 - (viii) If any species at risk are discovered throughout the course of the work or should any species at risk or their habitat be potentially impacted by on site activities, the Ministry of Environment, Conservation and Parks shall be contacted and operations shall be modified to avoid any negative impacts to species at risk or their habitats until further direction is provided by the Ministry of Environment, Conservation and Parks.

45.10 Notification of Health Unit

Prior to Final Acceptance, the Owner shall provide to the Township confirmation from the Health Unit that the Health Unit has been notified of exceedances of sodium in the drinking water are over the health warning limit of 20 mg/l.

46. SUBSEQUENT PURCHASERS

46.1 Notice with Respect to Conditions for Building Permits

The Owner covenants and agrees to inform prospective purchasers of the whole or any part of any lot or block on the Plan of Subdivision, in writing at the time of Offer of Purchase and Sale, of the provisions of Section 27 herein.

46.2 Statements to be Included in Agreements of Purchase and Sale

The Owner covenants and agrees to include, in any agreement of purchase and sale, the covenants contained in Schedule “Q” hereto.

47. **OTHER CONDITIONS**

47.1 Emergency Access

Easements and maintenance agreements which may be required for emergency access shall be provided and agreed to by the Owner, to the satisfaction of the Township, and the Owner shall ensure that required easement documents are registered on title immediately following registration of the final plan and that affected agencies are duly notified.

47.2 Archaeological Site

The Owner acknowledges and agrees that should previously undocumented archaeological resources be discovered, the site may be a new archaeological site and therefore subject to Section 48(1) of the *Ontario Heritage Act*. The proponent or person discovering the archaeological resources must cease alteration of the site immediately and engage a licensed consultant archaeologist to carry out archaeological fieldwork, in compliance with Section 48 (1) of the *Ontario Heritage Act*.

The Owner acknowledges and agrees that it is an offence under Section 48 and 69 of the *Ontario Heritage Act* for any party other than a licensed archaeologist to make any alteration to a known archaeological site or to remove any artifacts or other physical evidence of past human use or activity from the site until such time as a licensed archaeologist has completed archaeological fieldwork on the site, submitted a report to the Minister stating that the site has no further cultural heritage value or interest, and such report has been filed in the Ontario Public Register of Archaeological Reports referred to in Section 65.1 of the *Ontario Heritage Act*.

47.3 Cemeteries

The Owner acknowledges and agrees that *The Cemeteries Act*, R.S.O. 1990 c. C.4 and the *Funeral, Burial and Cremation Services Act*, 2002, S.O. 2002, c.33 (when proclaimed in force) require that any person discovering human remains must notify the police or coroner and the Registrar of Cemeteries at the Ministry of Government & Consumer Services.

47.4 Fencing

The Owner shall be responsible for the cost and installation of fencing abutting all of the Township and County's property, save for road allowances, to the satisfaction of the Township.

47.5 River Road

Prior to Final Acceptance, the Owner shall provide to the County as-built drawings for the road connection to River Road for its review and approval.

48. **NUMBERS, GENDER AND SUBSEQUENT PARTIES**

If there is more than one owner or the owner is a male or female person or a corporation this Agreement shall read with all grammatical changes appropriate by reason thereof and all covenants and liabilities and obligations shall be joint and several.

49. **SUCCESSORS AND ASSIGNS**

This Agreement and everything contained herein shall enure to the benefit of and be binding upon the parties hereto and their respective heirs, executors, administrators, successors and assigns and all covenants and agreements herein contained, assumed by, or imposed upon the Owner are deemed to be covenants which run with and bind the lands herein described and every part thereof and all covenants herein contained shall be construed to be several as well as joint.

50. **PARAGRAPH HEADINGS**

All paragraph headings are for ease of reference only and do not affect the construction or interpretation of this Agreement.

IN WITNESS WHEREOF the Owner has hereunto set his hand and seal or affixed the Corporate Seal of the company duly attested to by its property signing officers duly authorized in that behalf.

DATED at the Township of McNab/Braeside, this _____ day of _____, 2026.

**SIGNED, SEALED AND
DELIVERED** in the
presence of
WITNESS:

) By: RIVER ROAD ESTATES, a general partnership, by
) its partners:
)
) BLACKROCK PROPERTIES EQUITIES INC.
)
)
) Per: _____
) Name: _____
) Title: _____
) I have the authority to bind the corporation.

)
)
) Name: Jim Sawyer
)
)
) Witness: _____
) Name: _____

IN WITNESS WHEREOF the Corporation of the Township of McNab/Braeside has hereto affixed its Corporate Seal duly attested to by its Mayor and Clerk.

By: _____
Name: Lori Hoddinott
Title: Mayor

By: _____
Name: Mandy Cannon
Title: Interim Clerk/CAO

SCHEDULE “A”

DESCRIPTION OF LANDS TO WHICH THIS AGREEMENT APPLIES

PART LOT 9 CONCESSION B MCNAB, PART 1 49R20580; TOWNSHIP OF MCNAB/BRAESIDE, Plan 49M-_____ being all of PIN 57324-0502 (LT), prepared by Fairhall, Moffat & Woodland Limited registered in the Land Registry Office for the Land Titles Division of Renfrew (No. 49)

SCHEDULE “B”
WORKS TO BE PROVIDED BY THE OWNER

1. Roads

All roads in the Subdivision shall be constructed and paved in accordance with Schedule “H” and Schedule “I”

2. Storm Drainage

Road ditches and road culverts shall be provided for the Subdivision and stormwater drainage shall be provided where necessary, all in accordance with Schedule “H”.

Subdrains as required shall be provided beneath the roadside ditches, outletting to an approved location.

The Owner of each lot in the Subdivision shall be responsible for the supply and installation of driveway culverts, and shall construct entrances to the lots in accordance with the Approved Reports, Plans and Engineering Drawings and minimum standards as per the Ontario Provincial Standard Drawings (OPSD) Nos. 301.010, 301.020 and 301.030. Notwithstanding the foregoing, the Owner of each lot in the Subdivision shall comply with the Township’s Entrance Permit By-law, as amended, regarding culvert installation. Should there be a conflict or inconsistency between the Township’s Entrance Permit By-law and the requirement of this provision, the Entrance Permit By-law shall take precedence.

3. Sanitary System

As set out in Schedule “K”.

4. Water System

As set out in Schedule “J”.

5. Street Lighting and Utility Service

As set out in Schedule “N”.

6. Street and Traffic Signs

To the satisfaction of the Township.

7. Civic Addresses

To the satisfaction of the Township.

8. As-Built Drawings

As-Built Drawings are to be provided for all drainage and road Works prior to Acceptance of the Works by the Municipality. As-Built Drawings are to clearly outline the final elevations and horizontal alignment of all sewers and appurtenances, culverts and drainage ditches as well as cross-sections of the sub-base, granular base and surface. In particular, all changes from the original drawings are to be clearly noted. As-Built Drawings are to be clearly identified as such, supplied in electronic (pdf) and native AutoCAD format. This requirement shall be to the satisfaction of the Township.

9. Park Development and Walkways

As set out in Schedule “L”.

10. Landscaping

As set out in Schedule “M”.

SCHEDULE “C”

ESTIMATED COST OF WORKS RIVER ROAD ESTATES –AGREEMENT

Securities will be based on, but not limited to, the following estimated cost of the Works:

LRL ENGINEERING & SURVEYING INC. LRL File No. 220356 Project: Proposed Residential Subdivision Location: 507 River Rd, Amprior, ON Date: June 5th, 2026 Subdivision Agreement											
							PRE-SERVICING AGREEMENT		SUBDIVISION AGREEMENT		
		ITEM CODE	DESCRIPTION	UNIT	ORIGINAL QUANTITY	UNIT PRICE	PRICE	COMPLETED TO DATE		WORK REMAINING	
						QUANTITY	PRICE	QUANTITY	PRICE		
PART A - SITE PREPARATION											
A1	Mobilization including bonds, insurance and demobilization	L.S.	1	\$ 20,920.70	\$ 20,920.70	0.8	\$ 16,736.56	0.2	\$ 4,184.14		
A2	Clearing & Grubbing	L.S.	1	\$ 31,850.00	\$ 31,850.00	0.9	\$ 28,665.00	0.1	\$ 3,185.00		
A3	Supply and install silt fence barrier	m	1241	\$ 21.60	\$ 26,805.60	1241	\$ 26,805.60	0	\$ -		
A4	Straw bale (by location)	ea	2	\$ 890.00	\$ 1,780.00	2	\$ 1,780.00	0	\$ -		
A5	Mud Mat	m3	12	\$ 820.00	\$ 9,840.00	12	\$ 9,840.00	0	\$ -		
A6	i) Topsoil stripping	m2	7380	\$ 3.00	\$ 22,140.00	7380	\$ 22,140.00	0	\$ -		
A6	ii) Topsoil stripping and hauling within site boundary	ea	1	\$ 53,500.00	\$ 53,500.00	1	\$ 53,500.00	0	\$ -		
PART B - STORM SEWER STRUCTURE											
B1	Supply and install structures - i) Ditch Inlet manhole (DIMH) with base and galvanized steel honeycomb grating for ditch outlet	ea	1	\$ 11,670.00	\$ 11,670.00	0.5	\$ 5,835.00	0.5	\$ 5,835.00		
B1	ii) Pro-Eco-Lite headwall with base	ea	1	\$ 7,450.00	\$ 7,450.00	1	\$ 7,450.00	0	\$ -		
B2	Supply and install inlet control device i) Inlet Control Device, 195mm dia. orifice plate	ea	1	\$ 661.80	\$ 661.80	0	\$ -	1	\$ 661.80		
PART C - STORM SEWER PIPING											
C1	Storm sewer pipes i) 250 mm dia. perforated subdrain c/w sock, clear stone and geo membrane for road construction	m	800	\$ 92.90	\$ 74,320.00	800	\$ 74,320.00	0	\$ -		
C1	ii) Elbow as per dwg. S31 (for subdrains)	ea	2	\$ 820.00	\$ 1,640.00	2	\$ 1,640.00	0	\$ -		
C1	iii) "T" as per dwg S30 (for subdrains)	ea	22	\$ 880.00	\$ 19,360.00	22	\$ 19,360.00	0	\$ -		
C1	iv) 450mm dia. HDPE culverts	m	293	\$ 250.00	\$ 73,250.00	293	\$ 73,250.00	0	\$ -		
C1	v) 600mm dia. HDPE culverts	m	36.5	\$ 400.00	\$ 14,600.00	36.5	\$ 14,600.00	0	\$ -		
C2	Erosion protection	m2	55	\$ 89.00	\$ 4,895.00	25	\$ 2,225.00	30	\$ 2,670.00		
C3	T.V. inspection and report i.) Initial	L.S.	1	\$ 6,210.00	\$ 6,210.00	0	\$ -	1	\$ 6,210.00		
C3	T.V. inspection and report ii.) Final (2 years after substantial completion)	L.S.	1	\$ 6,635.00	\$ 6,635.00	0	\$ -	1	\$ 6,635.00		
PART D - ROAD AND ACCESS ROAD CONSTRUCTION											
D1	Subgrade preparation for roadway and access Road i) Cut & fill earth excavation	L.S.	1	\$ 33,732.00	\$ 33,732.00	0.5	\$ 16,866.00	0.5	\$ 16,866.00		
D2	Supply, Place & Compact granulars i) 450mm thick of granular "B" Type II	t	6200	\$ 25.00	\$ 155,000.00	6200	\$ 155,000.00	0	\$ -		
D2	ii) 150mm thick of granular "A"	t	2650	\$ 38.70	\$ 102,555.00	2000	\$ 77,400.00	650	\$ 25,155.00		
D3	Supply, Place & Compact asphalt i) 50mm HL-8 for base course (SP 19 with a minimum PG 58-34)	t	438	\$ 139.60	\$ 61,144.80	0	\$ -	438	\$ 61,144.80		
D3	ii) 40mm HL-3 for wear course (SP 12.5) with a minimum PG 58-34)	t	350	\$ 163.80	\$ 57,330.00	0	\$ -	350	\$ 57,330.00		
PART E - LANDSCAPING											
E1	Supply and place 100mm thick topsoil and hydroseeding	m2	8406	\$ 8.60	\$ 72,291.60	0	\$ -	8406	\$ 72,291.60		
E2	Drainage swale excavation c/w perforated subdrain with sock, clear stone, geotextile membrane top soil and hydroseeding	m	685	\$ 121.70	\$ 83,364.50	342.5	\$ 41,682.25	342.5	\$ 41,682.25		
E3	SWM pond excavation c/w perforated subdrain with sock, clear stone, geotextile membrane top soil and hydroseeding	L.S.	1	\$ 123,990.00	\$ 123,990.00	0.8	\$ 99,192.00	0.2	\$ 24,798.00		
PART F - MISCELLANEOUS											
F1	Maximum speed sign	ea	1	\$ 425.00	\$ 425.00	0	\$ -	1	\$ 425.00		
F2	No exist sign	ea	1	\$ 425.00	\$ 425.00	0	\$ -	1	\$ 425.00		
F3	Stop sign	ea	1	\$ 425.00	\$ 425.00	0	\$ -	1	\$ 425.00		
F4	Line painting (stop bar + 6.0m line)	ea	1	\$ 780.00	\$ 780.00	0	\$ -	1	\$ 780.00		
F5	Supply and install P-Gate	ea	2	\$ 13,394.40	\$ 26,788.80	0	\$ -	2	\$ 26,788.80		
NEGOTIATED CHANGE ORDER											
CONTINGENCY ALLOWANCE											
PART A - SITE PREPARATION =					\$ 166,836.30	\$ 159,467.16		\$ 7,369.14			
PART B - STORM SEWER STRUCTURE =					\$ 19,781.80	\$ 15,285.00		\$ 4,496.80			
PART C - STORM SEWER PIPING =					\$ 200,910.00	\$ 185,395.00		\$ 15,515.00			
PART D - ROAD AND ACCESS ROAD CONSTRUCTION =					\$ 409,761.80	\$ 249,266.00		\$ 160,495.80			
PART E - LANDSCAPING =					\$ 279,646.10	\$ 140,874.25		\$ 138,771.85			
PART F - MISCELLANEOUS =					\$ 28,843.80	\$ -		\$ 28,843.80			
TOTAL =					\$ 1,105,779.80	\$ 748,287.41		\$ 357,492.39			
10% MAINTENANCE & WARRANTY HOLDBACK (on Work Completed) =						\$ 74,828.74		\$ 74,828.74			
10% CONSTRUCTION LIEN HOLDBACK (on Work Completed) =						\$ -		\$ -			
TOTAL SECURITY REQUIRED (Work Remaining + Holdbacks) =						\$ -		\$ 507,149.87			

Estimates are based on 2026 dollars.

SCHEDULE “D”
FINANCIAL REQUIREMENTS INCLUDING DEVELOPMENT CHARGES

<u>DEPOSIT</u>	<u>AMOUNT</u>
CASH DEPOSITS	
1. Street signs	\$500.00
2. Cash in lieu of parkland	\$31,000.00
3. Engineering fees	\$8,000.00
4. Legal fees	\$12,000.00
5. H.S.T. (except on cash in lieu of parkland)	\$2,665.00
TOTAL CASH DEPOSITS TO THE TOWNSHIP	\$54,165.00
SECURITY BY LETTER OF CREDIT OR CASH	
1. Estimated Cost of 100% of the Works	\$507,149.97
TOTAL SECURITY BY LETTER OF CREDIT OR CASH	\$507,149.97

DEVELOPMENT CHARGES AND LOCAL IMPROVEMENTS AND MUNICIPAL ACT CHARGES

Development Charges, if applicable, shall be paid to the Township prior to the issuance of a building permit for a lot.

Prior to issuance of a building permit, development charges shall be paid to the Township at the rate established by any then existing By-law and any outstanding local improvement charge or *Municipal Act* charges shall be pre-paid.

CASH IN LIEU

The Owner shall provide the Township, on the signing of this Agreement, with cash in the amount of Thirty One Thousand Dollars (\$31,000.00) being cash in lieu of the dedication of parkland to Section 51.1(3) of *The Planning Act*.

ADJUSTMENTS TO CASH DEPOSITS

The parties to this Agreement acknowledge that the cash amounts noted above are estimates only. In the event the said sum shall be insufficient for the purposes set out in this Agreement, the Owner shall pay the Township such deficiency forthwith upon demand thereof. Any reduction in security or return of any deposit shall be in accordance with Sections 28.6 and 28.7 of this Agreement.

SCHEDULE “E”
LAND DEDICATIONS AND EASEMENTS

1. Lands to be conveyed to the Township:
 - (a) Nil.
2. Public Pathway:
 - (a) Nil.
3. Easements:
 - (a) Drainage easement over Parts 1 to 9, inclusive, Parts 12 to 19, inclusive, Part 26, 27, 31, 32, 37, 38, 41, 42, and Parts 49 to 53, inclusive, on the Draft Reference Plan in favour of the Township of McNab/Braeside.
4. Restrictive Covenants:
 - (a) Nil.

SCHEDULE “F”
RENFREW COUNTY CONDITIONS OF DRAFT APPROVAL

(see attached)

Applicant:	Blackrock Property Equities Inc. /Jim Sawyer (Agent: Jp2g Consultants Inc.		Date of Decision:	June 11, 2024
File No.:	47T23006 River Road Estates		Date of Notice:	June 11, 2024
Municipality:	Township of McNab/Braeside		Last Date of Appeal:	July 2, 2024
Location:	Part Lot 9, Concession B(13)		Lapsing Date:	June 11, 2027

The County of Renfrew's conditions to final plan approval for registration of this plan of subdivision, File No. 47T23006 (River Road Estates Subdivision), are as follows:

No. Conditions

- 1) That this approval applies to the draft plans, prepared by Jp2g Consultants Inc., certified by John H. Gutri, Ontario Land Surveyor, Fairhall Moffatt & Woodland Ltd., dated August 23, 2023, and showing approval for 23 single detached lots and one internal road (Street A).
- 2) That prior to final approval, the County of Renfrew is to be advised by the Township of McNab/Braeside that the Owner has completed the following to the satisfaction of the Township of McNab/Braeside:

A. GENERAL CONDITIONS

1. The Owner shall ensure that the proposed Plan of Subdivision conforms with a Zoning By-law approved under the requirements of the Planning Act, with all possibility of appeal to the Local Planning Appeals Tribunal exhausted.
2. The Owner agrees that the lands may be zoned to include a holding zone to be removed when the Township is satisfied that such matters such as the construction of roads, stormwater facilities, and the provision of easements have been completed to the satisfaction of the Township.
3. The Owner shall deliver to the Township a certificate executed by an Ontario Land Surveyor showing that the area and frontage of all lots and blocks within the Subdivision are in accordance with the applicable Zoning By-law.
4. The Owner shall deliver to the Township an Excel file to be utilized for tracking and clearing the conditions of draft approval. The Excel file shall be in a in a format acceptable to the Township.
5. The Owner will prepare and submit to the Township an erosion and sediment control plan prior to any construction activities and the Owner agrees to implement the plan which shall remain in place for the duration of construction activities and until the area has completely stabilized.
6. The Owner acknowledges and agrees that clearing, grubbing and grading of the subdivision lands shall not take place without prior approval of the Township. All site work will implement the recommendations and mitigation measures contained in the Muncaster

Applicant: Blackrock Property Equities Inc.
 /Jim Sawyer (Agent: Jp2g
 Consultants Inc.
File No.: 47T23006 River Road Estates
Municipality: Township of McNab/Braeside
Location: Part Lot 9, Concession B(13)



Date of Decision: June 11, 2024
Date of Notice: June 11, 2024
Last Date of Appeal: July 2, 2024
Lapsing Date: June 11, 2027

Environmental Planning and Jp2g Consultants Inc. Environmental Impact Study (Rev.
 January 29, 2024).

B. SUBDIVISION AGREEMENT

7. Prior to final approval of the development, the Owner shall enter into a subdivision agreement with the Township of McNab/Braeside. The Owner agrees, by entering into a Subdivision Agreement, to satisfy all terms, conditions and obligations, financial and otherwise, of the Township of McNab/Braeside, at the Owner's sole expense. The subdivision agreement shall, among other matters, require that the Owner post securities in a format approved by the Township, in an amount of 100% of the estimated cost of all internal and external site works. The aforementioned security for site works shall be for works on both private and public property and shall include, but not be limited to, lot grading and drainage, landscaping, roads, drainage works, parkland (if required), utilities and storm water management works. The amount secured by the Township shall be approved by the Township Engineer.
8. The conditions of draft approval shall be included as clauses in the subdivision agreement where required and appropriate, and may be cleared by virtue of their inclusion in the Subdivision Agreement, at the discretion of the Township.
9. That the subdivision agreement between the Owner and the Township be registered against the lands to which it applies once the plan of subdivision has been registered.
10. The recommended mitigation measures outlined in the supporting studies will be implemented. The exact wording of required subdivision agreement clauses are to be prepared and submitted by the Owner's respective consultants to the Township for review and approval. A working list of all supporting study recommendations shall be provided in a format that can be readily inserted as clauses in the subdivision agreement.
11. The subdivision agreement will include the following clauses:
 - a. That the Owner agrees to install and maintain signs at the entrance of the development's roads to advise motorists that the municipality has not assumed the road and is not responsible for maintenance. The signs shall remain until final acceptance by the Township.
 - b. That such easements and maintenance agreements which may be required for drainage, emergency access, electrical, natural gas, telephone and cablevision facilities, shall be provided and agreed to by the Owner, to the satisfaction of the appropriate authority; and that the Owner shall ensure that these easements documents are registered on

Applicant:	Blackrock Property Equities Inc. /Jim Sawyer (Agent: Jp2g Consultants Inc.		Date of Decision:	June 11, 2024
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Municipality:	Township of McNab/Braeside		Last Date of Appeal:	July 2, 2024
Location:	Part Lot 9, Concession B(13)		Lapsing Date:	June 11, 2027

Title immediately following registration of the final plan; and that affected agencies are duly notified.

- c. That where the relocation or removal of any existing on-site and/or adjacent utility facility, including electrical, natural gas, telephone and cablevision, is required as a direct result of the development, the Owner shall pay the actual cost associated therewith to the satisfaction of the appropriate utility authority.
- d. That any blasting activities must be conducted by a certified blasting company. The blasts must be in accordance with Ministry of Environment, Conservation and Parks guidelines. All blasts will be monitored and blast designs will be reviewed and modified to ensure compliance with applicable guidelines and regulations. Detailed blast records shall be maintained, following MECP recommendations regarding information requirements. Before blasting, the blasting contractor shall inspect well and foundations for properties that could be impacted.
- e. That the Owner agrees to implement the final Lot Grading and Drainage plan and the Stormwater Management Plan, including erosion and sedimentation control both during and after construction, and that upon completion of all stormwater works, to provide certification to the Township through a professional engineer, that all works have been implemented in accordance with the approved plans. The Municipality shall take no responsibility or assume control over any stormwater works or drainage outlet until final acceptance by the Township. The holding zone is to remain on the property until the works have been implemented, approved and certified.
- f. It is an offence under Sections 48 and 69 of the Ontario Heritage Act for any party other than a licensed archaeologist to make any alteration to a known archaeological site or to remove any artifact or other physical evidence of past human use or activity from the site, until such time as a licensed archaeologist has completed archaeological fieldwork on the site, submitted a report to the Minister stating that the site has no further cultural heritage value or interest, and the report has been filed in the Ontario Public Register of Archaeological Reports referred to in Section 65.1 of the Ontario Heritage Act.
- g. Should previously undocumented archaeological resources be discovered, they may be a new archaeological site, and therefore subject to Section 48(1) of the Ontario Heritage Act. The proponent or person discovering the archaeological resources must cease alteration of the site immediately, and engage a licensed consultant archeologist to carry out archaeological fieldwork, in compliance with Section 48(1) of the Ontario Heritage Act.

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 /Jim Sawyer (Agent: Jp2g
 Consultants Inc.
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Municipality: Township of McNab/Braeside
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h. The Cemeteries Act, R.S.O. 1990 c.C.4 and the Funeral, Burial and Cremation Services Act, 2002, S.O. 2002, c.33 (when proclaimed in force) required that any person discovering human remains must notify the police or coroner and the Registrar of Cemeteries at the Ministry of Consumer Services.

12. That the subdivision agreement between the Owner and the Municipality require that the following clauses be registered on title:

- a. The installation of a Lawn Lamp is required and is to be kept lit during the evening hours.
- b. Ground source heat pumps have not been approved for use in any of the lots within this subdivision and their feasibility shall be examined by a qualified hydrogeologist in order to avoid potential problems related to water supply and water quality. Prior to installation of any ground source heat pump the hydrogeologist report shall be submitted to the Township.
- c. That the Township does not guarantee the quantity or quality of the water. If, at some future date, the quality or quantity of the groundwater becomes deficient, the Township of McNab/Braeside bears no responsibility, financial or otherwise, to provide solutions to the deficiency, such solutions being the sole responsibility of the "Home Owner".
- d. A Lot Development Plan has been prepared which identifies building and sewage envelopes, well locations, existing and finished elevations of the lot development envelopes, driveway location, and drainage works. The construction of any buildings and the grading of the property is required to generally conform to the Lot Development Plan.
- e. Wells shall be constructed in accordance with the recommendations of the final consolidated hydrogeological report.
- f. That a notice be registered on title regarding the exceedance of sodium in the water. (The wording of this notice is to be provided to the Township by the authors of the Jp2g Consultants Inc. Terrain Analysis and Hydrogeological Investigation submitted in support of the plan of subdivision).
- g. That the Medical Officer of Health at the Renfrew County and District Health Unit be provided a copy of the final consolidated version of the Jp2g Consultants Inc. Terrain Analysis and Hydrogeological Investigation, and that he/she has been advised of the

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fluoride and sodium exceedances in the proposed water source for this subdivision and that the sodium concentrations may exceed 20 mg/L and may affect patients on sodium restricted diets so that this information can be communicated to local physicians in their use with patients.

- h. The installation of fencing and/or grading changes on easements for stormwater management and drainage is not permitted.
13. That the subdivision agreement between the Owner and the municipality contain the following provisions, wherein the Owner agrees that the following statements will be included in all offers of purchase and sale or lease agreements:
- a. The final consolidated version of the report entitled Terrain Analysis and Hydrogeological Investigation, prepared by Jp2g Consultants Inc. will be made available to lot purchasers as a guide to development.
 - b. Wells shall be constructed in accordance with the recommendations of the final consolidated hydrogeological report.
 - c. Treatment of the water may be required to reduce aesthetic and operational guideline parameters to acceptable levels.
 - d. The groundwater has been found to have exceedances of fluoride and sodium in the water.
 - e. Heat pumps have not been approved for use in any of the lots within this subdivision and their feasibility should be examined by a qualified hydrogeologist prior to installation in order to avoid potential problems related to water supply and water quality.
 - f. The Township does not guarantee the quantity or quality of the groundwater. If, at some future date, the quality or quantity of the groundwater becomes deficient, the Township of McNab/Braeside bears no responsibility, financial or otherwise, to provide solutions to the deficiency, such solutions being the sole responsibility of the "Home Owner".
 - g. Lots shall be made suitable for the installation of subsurface sewage disposal systems, due to soil and areas of high groundwater conditions partially or fully raised leaching

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beds could be required. Disposal systems are not restricted to typically Class IV Septic Systems but any alternative system approved by the local building authorities.

- h. The construction of any buildings and the grading of the property is to generally conform to the subdivision Lot Development Plan.
- i. The installation of fencing and/or grading changes on easements for stormwater management and drainage is not permitted.

C. ENGINEERING AND SUBDIVISION DESIGN

14. Prior to final approval, the Owner shall prepare and submit a Lot Development Plan to the satisfaction of the Township of McNab/Braeside that will identify all building and sewage envelopes, well locations, existing and finished elevations of the lot development envelopes, driveway location, lawn lamps, drainage works and easements. The Lot Development plan shall include an overall Landscape Plan to the satisfaction of the Township of McNab/Braeside that will identify vegetation to be maintained and/or planted. The Landscape Plan is to follow recommendations contained in the Environmental Impact Study prepared by Muncaster Environmental Planning Inc. and Jp2g Consultants Inc., Rev. January 29, 2024.
15. The Owner shall employ Professional Engineers licensed by the Professional Engineers Ontario (PEO) to carry out the following with respect to all of the Municipal Works, as may be required by the Director of Public Works:
 - a. Preparing and supplying design reports, plans, drawings and specifications;
 - b. Obtaining approvals in conjunction with the Township;
 - c. Supervising layout and construction;
 - d. Maintaining records of construction;
 - e. Certifying constructed works in accordance with approved designs, and that works are suitable for municipal assumption following the expiry of warranty periods.
 - f. Preparing and supplying as-constructed plans and drawings in a form as detailed by Township Specifications.
 - g. Preparing and supplying operation and maintenance plans as required for SWM facilities.
16. The Owner shall obtain any required approvals or certifications from the Ministry of Environment, Conservation and Parks, Ministry of Natural Resources and Forestry, Ministry of Transportation, and other provincial and federal agencies as required.

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17. The Owner agrees that all reports and/or studies required as a result of approval of the Plan of Subdivision shall be implemented to the satisfaction of the Township at the sole expense of the Owner. Further, that the Township may require certification by the Owner's professional consultants that the works have been designed and constructed in accordance with the approved reports, studies, standards and specifications and plans to the satisfaction of the Director of Public Works.
18. The Owner shall prepare and furnish, at its own cost, all Plans, specifications, calculations, contours, or other information pertaining to the works which may be required by the Director of Public Works, and shall also prepare and submit to the Director of Public Works estimates of the quantities and costs of the Municipal Works, and substantiate the same to the Director of Public Works if requested. In all respects, the specifications used for the Municipal Works shall be equivalent to or exceed Township specifications and, in all cases, be acceptable to the Director of Public Works.
19. The Owner shall submit construction cost estimates, prepared by a licensed professional engineer, for the purposes of determining the amount of financial securities.
20. That the Owner shall provide a complete electronic file package of all consolidated, final versions of all supporting studies, plans and specifications to the Township which incorporates all of the required revisions, following review and approval of the same. The Owner shall supply the native AutoCAD and ArcGIS files for all final plans, drawings and specifications, including as-builts.
21. That the Owner obtain required Environmental Compliance Approvals for stormwater infrastructure.

C-1. Water/Wells

22. That the Owner shall provide a .PDF of a final consolidated version of the hydrogeological investigation report to the Township which incorporates all of the recommendations from the County peer reviewer pertaining to water quality.
23. Existing wells which are not to be utilized for water supply wells, or retained for sentinel well purposes, shall be decommissioned under the strict supervision of a qualified Professional Engineer or Professional Geoscientist.
24. Wells shall be constructed in accordance with the recommendations of the final consolidated hydrogeological report.

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C-2. Sanitary/Septic Systems

25. That the Owner shall provide a .PDF of a final consolidated version of the hydrogeological investigation report to the Township which incorporates all of the recommendations from the County peer reviewer including those pertaining to monitoring the seasonally high water table to inform septic system design.

C-3. Lot Grading/Drainage/ Stormwater Management

26. The Owner is required to prepare and submit a Stormwater Management Plan and Report prepared by a licensed professional engineer in accordance with Provincial and Township requirements, for the proposed development. The Owner will comply with each and every recommendation contained in the said report, to the satisfaction of the Township and/or other regulating government bodies. The Owner shall ensure appropriate overland flow routes in the event that design storm events are exceeded.
27. The Stormwater Management Plan and Report shall incorporate the following:
- a. This development shall not interfere with existing drainage patterns for adjacent lands during construction and after completion of the development of this subdivision. Drainage from the existing adjacent lands must be accommodated by this development, to the satisfaction of the Director of Public Works.
 - b. The Owner shall provide any required stormwater management control measures to prevent adverse effects on the environment or existing municipal infrastructure due to stormwater runoff for both a minor and major rainfall event in relation to both water quality and quantity. All interim or permanent measures shall be in accordance with the requirements as established in all applicable environmental management plans, stormwater plans and reports as approved by the Township. The measures shall be in accordance with current Provincial legislation and the Township specifications and standards.
28. Outlet structures and the drainage plan as a whole shall be vetted and approved by the geotechnical and EIS consultants with respect to any slope stability, erosion, water quality, and/or related issues. All design outlets shall be sufficiently analyzed to determine any hazardous or unsafe characteristics with public safety provisions (such as fencing, gates, grates, and grills) installed where prudent or deemed required by the Township or County, as applicable.
29. The Owner agrees to implement the final Lot Grading and Drainage plan and the Stormwater Management Plan, including erosion and sedimentation control both during

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and after construction, and that upon completion of all stormwater works, to provide certification to the Township, through a professional engineer, that all works have been implemented in accordance with the approved plans. The Municipality shall take no responsibility or assume control over any stormwater works or drainage outlet until final acceptance by the Township. The holding zone is to remain on the property until the works have been implemented, approved and certified.

C-4. Transportation

30. That the road allowances included in this draft plan shall be shown and dedicated as public highways.
31. Street names and numbering are to be approved by the Township of McNab/Braeside and included on the final plan. The names must also be verified with the County of Renfrew to avoid duplication.
32. That any dead ends and/or open sides of road allowance created by this draft plan or phasing shall be terminated in 0.3 metre reserves to be conveyed to, and held in trust by, the municipality. This may include a 0.3 metre reserve along any temporary turning circle(s). Sight triangles shall be dedicated at intersections.

C-5. Other Engineering/Design

33. The Owner is required to update and submit a final consolidated version of the Terrain Analysis and Hydrogeological Investigation, incorporates additional requirements set out in the Cambium Peer Review letter dated April 22, 2024. The Owner will comply with each and every recommendation contained in the said report, to the satisfaction of the Township and/or other regulating government bodies.
34. The Owner is required to prepare and submit a detailed Servicing Study prepared by a licensed professional engineer. The study will be in compliance with the applicable regulations and prepared by a licensed professional engineer. The Owner will comply with each and every recommendation contained in the said report, to the satisfaction of the Township and/or other regulating government bodies.
35. The Owner is required to prepare and submit a Geotechnical Report prepared by a licensed professional engineer examining the subsurface conditions within the Subdivision to determine the most appropriate method of lot drainage, recommendations for the construction of underground services and pavement structures, the suitability of the lots for the development contemplated therein, management of excess fill, and the nature and extent of any slope stabilization and erosion control measures necessary to ensure that the

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development can be carried out in a safe and orderly manner. The Owner will comply with each and every recommendation contained in the said report, to the satisfaction of the Township and/or other regulating government bodies. The report will be submitted and approved by the Township prior to approval of the Environmental Compliance Approval for Sewage and Storm Works.

36. The Owner shall coordinate the preparation of an overall Composite Utility Plan prepared by a licensed professional engineer showing the location and installation, timing and phasing of all required utilities, postal facilities and on-site drainage facilities.
37. The Owner shall ensure that internet service is designed and installed to accommodate a minimum of one (1) gigabit per second bandwidth per dwelling, and that electrical service can accommodate the installation of in-home electric vehicle charging stations. Such location plan to be to the satisfaction of all affected authorities and shall consider their respective standards and specification manuals, where applicable.
38. The Owner is required to prepare and submit an Easement Plan identifying the nature and extent of all required easements to be dedicated to the Township and utilities.
39. The Owner is required to prepare and submit a draft reference plan of survey reflecting the approved Easement Plan. The Owner shall provide a deposited copy of the reference plan of survey for registration of the required easements.
40. The Owner agrees to provide a Construction Traffic Management Plan, which will include a restriction for construction traffic to limit access as defined by the municipality, for the subdivision prior to the earlier of registration of the Agreement or early servicing. Such plan shall be to the satisfaction of the Township.

D. DEDICATIONS AND CONVEYANCES

41. That the Owner acknowledges and agrees:
 - a. That all dedications, easements and reserves as required by the Township for this development shall be granted to the Township free and clear of all encumbrances, and at no cost to the Township.
 - b. that the Subdivision Agreement may include an inhibiting order to prevent the transfer or disposition of any lots within the plan of subdivision until such conveyances are completed to the Township's satisfaction; and
 - c. that the Township reserves the right to defer accepting any conveyances to it until the subdivision works are functioning to the satisfaction of the Township.

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E. PARKLAND AND MUNICIPAL PROPERTY

42. The Owner shall dedicate to the Township parkland or cash-in-lieu in accordance with Section 51.1(3) of the Planning Act.
43. If cash-in-lieu of parkland dedication is requested, the Owner shall prepare and submit an appraisal prepared in accordance with the valuation provisions of section 51.1 of the Planning Act, for the purposes of determining the parkland dedication amount.
44. That the Owner shall be responsible for the cost and installation of fencing abutting all municipal property (except road allowance), to the satisfaction of the Township.

F. OTHER CONDITIONS

45. The Owner may enter into a pre-servicing agreement with the Township regarding the construction of roads, stormwater management, and other works. The Owner agrees that the pre-servicing agreement may not proceed prior to the approval of the above plans, studies and specifications, to the satisfaction of the Township, and will implement all relevant recommendations and mitigation requirements outlined in the Muncaster Environmental Planning and Jp2g Consultants Inc. Environmental Impact Study submitted with the application.
 46. All subdivision works shall be subject to the approval of the Township.
 47. All conditions of Draft Approval shall be interpreted by the Township, and shall be cleared to the Township's satisfaction, decisions regarding which shall be determinative and not subject to dispute.
- 3) That prior to final approval, the County of Renfrew is to be advised by County of Renfrew Civic Addressing that the following has been addressed to the satisfaction of the County of Renfrew Civic Addressing Coordinator:
- a) That the developer should contact the local municipality with the proposed street name for approval. The local municipality will forward the name to the County of Renfrew Civic Addressing Coordinator for review and approval.
 - b) A draft subdivision plan with the proposed street name and the proposed location of the street name should be circulated to the County of Renfrew Civic Addressing Coordinator before the location of the streets is finalized on the final plan.

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Please note that civic addresses and address ranges for new streets or expanded streets in the subdivision will be assigned by the local municipality with support from the civic addressing coordinator.

- 4) That prior to final approval, the County of Renfrew is to be advised by County of Renfrew Public Works and Engineering that the follow has been addressed to the satisfaction of the County of Director of Public Works and Engineering:

That the developer has provided the required design drawings for the road connection to the River Road.

- 5) That prior to final approval, the County of Renfrew is to be advised by Bell Canada that the follow has been addressed to the satisfaction of the Bell Canada:
- a) The Owner acknowledges and agrees to convey any easement(s) as deemed necessary by Bell Canada to service this new development. The Owner further agrees and acknowledges to convey such easements at no cost to Bell Canada.
 - b) The Owner agrees that should any conflict arise with existing Bell Canada facilities where a current and valid easement exists within the subject area, the Owner shall be responsible for the relocation of any such facilities or easements at their own cost.
 - c) The Owner is to provide Bell Canada with servicing plans/CUP at their earliest convenience to planninganddevelopment@bell.ca to confirm the provision of communication/telecommunication infrastructure needed to service the development. It shall be noted that it is the responsibility of the Owner to provide entrance/service duct(s) from Bell Canada's existing network infrastructure to service this development. In the event that no such network infrastructure exists, in accordance with the Bell Canada Act, the Owner may be required to pay for the extension of such network infrastructure. If the Owner elects not to pay for the above noted connection, Bell Canada may decide not to provide service to this development.
- 6) That prior to final approval, the County of Renfrew is to be advised by Enbridge Gas that the follow has been addressed to the satisfaction of the Enbridge Gas:
- a) The applicant shall use the Enbridge Gas Get Connected tool to determine gas availability, service and meter installation details and to ensure all gas piping is installed prior to the commencement of site landscaping and/or asphalt paving.

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- b) If the gas main needs to be relocated as a result of changes in the alignment or grade of the future road allowances or for temporary gas pipe installations pertaining to phased construction, all costs are the responsibility of the applicant.
 - c) In the event that easement(s) are required to service this development, and any future adjacent developments, the applicant will provide the easement(s) to Enbridge Gas at no cost.
 - d) Blasting and pile driving activities in the vicinity of Enbridge Gas Distribution and Storage (GDS) facilities require prior approval by GDS. The Blasting and Pile Driving Form, referenced in Enbridge's Third Party Requirements in the Vicinity of Natural Gas Facilities Standard, must be provided to mark-ups@enbridge.com by the Owner of the proposed work for all blasting and pile driving operations. In addition, a licensed blasting consultant's stamped validation report must be submitted to GDS for review if blasting is to occur within thirty (30) metres of GDS facilities. The request must be submitted a minimum of four (4) weeks prior to the beginning of work to allow sufficient time for review.
- 7) That prior to final, the County of Renfrew is to be advised by Canada Post that the follow has been addressed to the satisfaction of the Canada Post:
- 1. That the location for a Community Mail Box to be installed is to the satisfaction of Canada Post. The location of the mail box is to be illustrated on the overall Comprehensive Utility Plan.

NOTES TO DRAFT APPROVAL

- 1. It is the applicant's responsibility to fulfill the conditions of draft approval and to ensure that the required clearance letters are forwarded by the appropriate agencies to the County of Renfrew Development and Property Department quoting the County's file number.
- 2. We suggest that you make yourself aware of Section 144 of the Land Titles Act and subsection 78(10) of the Registry Act.

Subsection 144(1) of the Land Titles Act requires that a plan of subdivision of land that is located in a land titles division be registered under the Land Titles Act. Exceptions to this provision are set out in subsection 144(2).

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Subsection 78(10) of the Registry Act requires that a plan of subdivision of land that is located only in the registry division cannot be registered under the Registry Act unless that title of the Owner of the land has been certified under the Certification of Titles Act. Exceptions to this provision are set out in clauses (b) and (c) of subsection 78(10).

3. Clearances are required from the following agencies:

Lindsey Lee
Township of McNab/Braeside
2473 Russett Drive
RR2
ARNPRIOR, ON K7S 3G8
lee@mcnabbraeside.com

Angie Schultz
County of Renfrew Civic Addressing
9 International Drive
Pembroke ON
K8A 6W5
(613) 735-7288
asSchultz@countyofrenfrew.on.ca

Taylor Hanrath
Manager of Capital Works
Public Works, County of Renfrew
thanrath@countyofrenfrew.on.ca

Bell Canada
planninganddevelopment@bell.ca

Enbridge
municipalPlanning@enbridge.com

Willy R. Behrens
Delivery Services Officer/Delivery Planning
Canada Post
P.O. Box 8037
OTTAWA, ON K1G 3H6
(613) 203-8037
willy.behrens@canadapost.ca

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4. For proposals affecting 'Low Voltage Distribution Facilities' the Owner/Applicant should consult their local area Distribution Supplier

Where Hydro One is the local supplier, contact Customer Service at 1-888-664-9376 or e-mail CustomerCommunications@HydroOne.com to be connected to your Local Operations Centre.

5. All measurements in subdivision final plans must be presented in metric units.
6. The final plan approved by the County must be registered within 30 days or the County may withdraw its approval in accordance with the Planning Act.
7. If final approval is not given to this plan within three years of the draft approval date and no extensions have been granted, draft approval shall lapse and the file shall be CLOSED. Extensions may be granted provided valid reason is given and is submitted to the County of Renfrew well in advance of the lapsing date.
8. To extend the lapsing date, a written request must be received by the County of Renfrew Development & Property Department before the lapsing date and include a resolution of support from the local Municipality and the required fee. There is a fee associated with the extension of draft approval application from the local Township as well.

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SCHEDULE “G”
PLAN OF SUBDIVISION

A copy of the draft Plan of Subdivision is available at the Township office for viewing.

SCHEDULE “H”
APPROVED REPORTS, PLANS AND ENGINEERING DRAWINGS

The following Reports, Plans and Drawings have been approved in principle for the development of the lands and construction shall be in accordance with the following:

DRAWING LIST

River Road Estates, Project Number 220356, prepared by LRL Engineering, containing the following plans and drawings:

River Road Estates Drawings				
Drawing Number	Drawing Title	Prepared By	Revision Number	Date
C001	General Notes	LRL Engineering	7	October 10, 2025
C101	Sediment and Erosion Control Plan	LRL Engineering	7	October 10, 2025
C301	Grading and Drainage Plan	LRL Engineering	7	October 10, 2025
C302	Grading and Drainage Plan	LRL Engineering	7	October 10, 2025
C501	Proposed Plan and Profile (0+000 to 0+200)	LRL Engineering	7	October 10, 2025
C502	Proposed Plan and Profile (0+200 to 0+400)	LRL Engineering	7	October 10, 2025
C701	Pre-development Watershed Plan	LRL Engineering	7	October 10, 2025
C702	Post-development Watershed Plan	LRL Engineering	7	October 10, 2025
C001	Composite Utility Plan General Notes	LRL Engineering	8	March 19, 2026
C801	Conceptual Composite Utility Plan	LRL Engineering	8	March 19, 2026
C802	Conceptual Composite Utility Plan	LRL Engineering	8	March 19, 2026
C803	Conceptual Composite Utility Plan	LRL Engineering	8	March 19, 2026
C901	Construction Detail Plan	LRL Engineering	7	October 10, 2025
DP.1	Final Lot Development Plan	Jp2g Consultants Inc.	1	November 11, 2024
DP.2	Landscape Plan	Jp2g Consultants Inc.	1	January 14, 2025

REPORTS

River Road Estates Reports	
Report Title	Report By
Environmental Impact Study dated September 12, 2023; revised January 29, 2024	Muncaster Environmental Planning Inc. and Jp2g Consultants Inc.
Geotechnical Investigation, dated October 2022	LRL Engineering
Stormwater Management Report, dated August 18, 2023; revised November 12, 2024	LRL Engineering
Terrain Analysis and Hydrogeological Investigation, dated September 2023; revised January 6, 2025	Jp2g Consultants Inc.
Land Use Compatibility and Aggregate Impact Assessment, dated September 13, 2023	Jp2g Consultants Inc.
Landfill Site Impact Assessment, dated February 1, 2023	Jp2g Consultants Inc.
Planning Justification Report, dated September 19, 2023	Jp2g Consultants Inc.
Servicing Options Report: River Road Estates Subdivision, dated September 13, 2023	Jp2g Consultants Inc.

These Reports, Plans and Drawings are available for review at the Township Office.

SCHEDULE “I”
STANDARD ROADWAY SPECIFICATIONS

1. General

All Work shall be designed in conformance with the Transportation Association of Canada (TAC) – Geometric Design Guide for Canadian Roads (June 2017, as amended) and utilizing the minimum standard specifications contained herein, to the satisfaction of the Township. Construction shall be in accordance with the latest edition of the Ontario Provincial Standard Specifications (OPSS).

Minimum specifications shall be verified by qualified Professional Engineers practicing in the field of Geotechnical Engineering and supported by onsite testing and review.

2. Clearing and Grading

The road allowance shall be cleared of trees and other obstructions for such width as required for the proper installation of all roads, services and other Works as hereinafter provided. Topsoil shall be stripped for the full width of all roads before any further construction commences. Tree and topsoil removal shall take place only with the approval of the Township, and in accordance with the general conditions outlined in the Subdivision Agreement to which this Schedule is attached.

3. Sub-Grade

The sub-grade shall be properly shaped and rolled to reveal any soft spots prior to any application of granular base materials. Unsuitable sub-grade material shall be excavated and removed from the site and replaced with approved material which shall be compacted to 95% standard proctor density.

4. Granular Base Course

The granular base shall be compacted to a minimum of 100% standard proctor density throughout and shall be constructed to the specifications outlined below, except that the depth and width may be increased subject to the sub-base soil conditions, to be determined in the geotechnical report. The granular base shall not be placed without the prior approval of the Township.

All roads shall have a granular base course as follows:

- (a) Minimum - 450 millimetres (mm) compacted depth of Granular B Type II material;
- (b) Minimum - 150 millimetres (mm) compacted depth of Granular A material;

- (c) Specifications for Granular “A” and Granular “B Type II”: shall be those currently specified in the Ontario Provincial Standard Specifications.

5. Pavement

- (a) All roads within the Plan of Subdivision shall be paved with a 50mm HL8 hot mix, hot laid asphalt concrete, for a minimum width of 7.0 metres, followed by 40mm of HL3 hot mix, hot laid asphalt concrete Wear Course, for a minimum width of 7.0 metres.
- (b) The asphalt mix design shall be submitted upon request for approval of the Township. All materials and methods of placement are to be in accordance with the latest edition of the Ontario Provincial Standard Specifications.
- (c) QC Testing shall be performed and results submitted to the Township.
- (d) The asphalt binder course shall not be laid until all servicing under the roadway has been completed, including utility ducts, drainage works, etc. and the Granular “A” surface has been approved by the Township.
- (e) The asphalt wear course shall not be laid until one year after Preliminary Approval has been given for the binder course.

6. Roadway Cross-Section

All roadways within the Plan of Subdivision shall be constructed in accordance with the following minimum specifications:

- (a) asphalt width 7.0 metres
- (b) shoulder width 1.5 metres (including rounding)
- (c) asphalt thickness (total) 90 millimetres
- (d) Granular “A” thickness 150 millimetres
- (e) Granular “B” thickness 450 millimetres

7. Geometric and Grading Criteria

All grading within the road allowance shall conform to the following criteria, unless otherwise approved by the Township;

(a) Ditches

- (i) longitudinal grade = 0.5% (Min.) and 8.0% (Max.)
- (ii) minimum depth below centreline = 850 millimetres
- (iii) minimum depth below property line = 300 millimetres
- (iv) maximum depth below centreline = 1200 millimetres.

Sideslopes in Earth

- (v) front slope - 3 horizontal to 1 vertical (minimum) with required clear zone.
- (vi) back slope - 3 horizontal to 1 vertical (minimum) within the road allowance and 5 horizontal to 1 vertical beyond the road allowance, if required.

Sideslopes in Rock

- (vii) front slope - 4 horizontal to 1 vertical (minimum) above the solid rock with required clear zone prior to rock face.
- (viii) back slope - 1 horizontal to 10 vertical (minimum) to top of rock and 5 horizontal to 1 vertical commencing 500 mm from rock face thereafter.

Geometric Configuration

- (ix) earth - all road ditches shall be V-shaped in earth.
- (x) rock - all ditches shall have a minimum bottom width of 300 mm.

(b) Roadway

- (i) longitudinal grade = 0.5% (Min.) and 8.0% (Max.)
- (ii) maximum longitudinal grade at intersections = + 2% for 20m
- (iii) crossfall - asphalt, granular, sub-base 3.0% for roadways, 2% for turning areas and 6.0% for shoulders

- (iv) pavement radii at intersections = min. 15.0 m
- (v) horizontal curves - min. design speed = 50 KPH
- (vi) vertical curves - required where change in grade exceeds 2.5%
- (vii) cul-de-sacs - asphalt 13.0 m radius 2% crossfall, 1.5 m shoulder

8. Drainage

Drainage shall be to open roadside ditches to lines and grades approved by the Township. Offtake ditches shall be provided at the locations and to the line and grades approved by the Township from the termination of the roadside ditch system to outlets specified in the drainage report and on plans referred to herein.

- (a) Roadway Culverts - minimum 600 mm diameter polymer-laminated CSP, 2.0 mm thickness or HDPE, but sized in accordance with the drainage report and installed with frost tapers, in accordance with the OPSS, latest edition. Bottom of culvert to be 1/10 dia. (min. 75mm) below invert of ditch. Minimum grade through culvert to be 0.5%, or as designed and approved.
- (b) Driveway Culverts - Driveway culverts shall be supplied and installed as per the Township's Entrance By-law.
- (c) The Owner shall be required to apply and pay for an Entrance Permit from the Township prior to being issued a Building permit.
- (d) Subdrains - Subdrains shall be installed where longitudinal grade of ditch is between 0.5% and 1% or where they are required to provide adequate drainage of the road sub-base, or to avoid ponding in roadside ditches, or off the road allowance. Where subdrains are installed, installation shall include an outlet drain carried to an adequate outlet.
- (e) Erosion Protection - Adequate erosion protection of a type suitable and to the extent considered necessary by the Township, shall be provided. All materials and workmanship shall meet OPS Specifications.

9. Landscaping of Road Allowance

All areas of the road allowance, from the edge of the shoulder to the edge of the road allowance, shall be topsoiled, seeded and mulched or sodded, as outlined below, except in areas of exposed rock.

- (a) Topsoil - Topsoil shall consist of friable sandy loam or of other suitable composition, free of all debris, roots and rocks, containing good humus content and shall be free from crabgrass, couch grass and other noxious weeds and grass. Topsoil shall be placed to a minimum depth of 100 mm over all areas to be seeded or sodded.
- (b) Seeding - Grass seed shall be Government Standard, Canada No. 1, mixed in proportions approved by the Township. The seed shall be mixed by an approved acceptable seed firm. Seed shall be applied using the hydraulic seeding and mulching method in accordance with the appropriate OPS specification. Water, fertilizer, asphalt emulsion, adhesives and mulching materials shall conform to the appropriate OPS specification.
- (c) Sodding - Sod shall be No. 1 Nursery Blue Grass Fescue Sod, according to the classifications of turf grass sod issued by the Ontario Sod Growers Associates. Placement of sod shall be in accordance with OPS specifications.
- (d) Exposed Rock - All exposed rock faces shall be even and free of all loose rock. The bottom of ditches shall be relatively smooth and of even grade throughout, all in accordance with the appropriate OPS specification,

SCHEDULE “J”
WATER SYSTEM SPECIFICATIONS

Each single family dwelling in the Subdivision shall be serviced by one private well, constructed in accordance with the requirements of the Ontario Water Resources Act, O. Reg 903, as amended (or any successor regulation or legislation), the Ministry of the Environment, Conservation and Parks, The Ontario Building Code and the Medical Officer of Health and subject to any provisions in Section 45 and 46 in this Subdivision Agreement. Particular attention should be paid to the Hydrogeological Report referred to in Schedule “H” and to the following:

- (a) Groundwater source heat pump systems (open loop) should not be utilized unless approved by the Ministry of the Environment, Conservation and Parks.

SCHEDULE “K”
SANITARY SYSTEM SPECIFICATIONS

All lots in the Subdivision shall be made suitable for the installation of subsurface sewage disposal systems. Due to soil and areas of high groundwater conditions, partially or fully raised leaching beds may be required. Disposal systems are not restricted to typically Class IV Septic Systems and may be any alternative system approved by the local building authorities.

SCHEDULE “L”
PARK DEVELOPMENT AND WALKWAYS

[INTENTIONALLY DELETED]

SCHEDULE “M”
LANDSCAPING

1. Existing Trees and Shrubs to be Preserved:

All trees and shrubs existing on the Subdivision lands shall be saved from destruction during construction on the Subdivision lands wherever possible. During the course of road construction, the Township will walk the site with the Owner’s agent to determine the extent of tree removal necessary.

2. Seeding/Sodding

Roadside Ditches as per Schedule “I”.

3. Seeding/Sodding of Lots

Within three (3) years from the date upon which a building permit is issued, any areas of the lot disturbed during construction shall be seeded or sodded. The Owner agrees that such seeding/sodding shall cause a minimum of disruption in the natural terrain and features of the lot, which features include the trees on the lot, except in the area of the house, the septic tank, tile field and entrance.

The Owner shall maintain the said seeding/sodding and replace any which does not survive for a period of one year from the date of planting, to the satisfaction of the Township.

SCHEDULE “N”
STREET LIGHTING AND UTILITY SPECIFICATIONS

1. Street Lighting

The Owner shall install at its expense pole-mounted automatic photocell operated street lights at all intersections and other major locations as shown on the lot drainage and grading plan described in Schedule “H” hereto. Each street light shall consist of a light emitting diode (LED) luminaires (NXT Series luminaireL6-16S-5-7-2ES-5-S-GY-4-UL-2-S-A-) mounted with an aluminium and galvanized steel mountings on a approved concrete pole. The mounting height should be a minimum of 7.6 metres above the road. The street lights should be installed all in accordance with the Township Engineering Standard and specifications approved by the Hydro One Networks Inc and the Electrical Safety Authority (ESA).

2. Lawn Lamps

An automated photocell-operated or switch-controlled lawn lamp shall be installed within two (2) metres of the front lot line of each lot (subject to variation to be approved by the Township should physical constraints be present) in accordance with specifications approved by the applicable utility provider. Power to service the lamps on each lot shall be provided from the power supply of the dwelling unit to be constructed on each lot, which power shall be supplied at the expense of the Owner of the dwelling unit. The Owner of the dwelling unit shall maintain and keep in working order and regularly lit every night the said lawn lamp, including carrying out the replacement of bulbs and the repair of the line if such is damaged. Occupancy will not be permitted until the lawn lamp has been installed. The Owner agrees that in default thereof, the Township may enter the said lands and do such maintenance and repair as is required.

3. Utility Specifications

- (a) All wiring shall be installed in accordance with specifications approved by the Township, Hydro One Networks Inc., Bell Canada and the appropriate cablevision company, as applicable, and the location of such wiring shall be as shown on the Plans described in Schedule “H”.
- (b) The Owner shall coordinate the preparation of an overall utility distribution plan showing the location and the installation, timing and phasing of all required utilities (on grade, below grade, or above grade, including onsite drainage facilities and streetscaping) such location plan to be to the satisfaction of all affected authorities and shall consider their respective standards and specification manuals, where applicable.

- (c) Easements and Maintenance Agreements which may be required by electrical, natural gas, telephone and cable vision facilities shall be provided and agreed to by the Owner, to the satisfaction of the appropriate authority and the Owner shall ensure that required easement documents are registered on title immediately following registration of the final plan and that affected agencies are duly notified.
- (d) Where the relocation or removal of any existing onsite and/or adjacent utility facility, including electrical, natural gas, telephone and cable vision is required as a direct result of the development, the Owner shall pay the actual cost associated therewith to the satisfaction of the appropriate utility authority.

SCHEDULE “O”
TIME SCHEDULE AND PHASING FOR THE WORKS

1. Time Schedule

- (a) All Works to be provided by the Owner shall be constructed, installed and completed within three (3) years of the date of registration of the Plan of Subdivision.
- (b) Before a building permit is issued for any dwelling unit to be erected on a lot, the Owner shall have completed the construction of that part of the road in front of such lot and that part of the road leading from such lot to an existing developed road to within 100 mm of profile grade (top of asphalt) including all drainage works provided for on the Grading, Drainage and Engineering Plans referred to in Schedule “H” hereto.
- (c) The first lift of asphalt shall be completed within two (2) years of registration of the Subdivision.
- (d) The second lift of asphalt shall be completed within three (3) years of registration of the Subdivision.
- (e) Requests for greater than one (1) year extensions in the completion of the Work shall be considered by Council and if approved shall be subject to reassessment of the costs of the outstanding Works and the required securities as set out in Schedule “C”.
- (f) Under pavement ducts, if required, shall be installed prior to placement of base course asphalt.
- (g) All seeding, mulching and sodding shall be completed prior to the issuance of building permits.

SCHEDULE “P”
MAINTENANCE OF ROADS AND OTHER WORKS

1. Roads

During the construction operations and until the roads are given Final Acceptance and assumed by the Township, the Owner shall:

- (a) keep all roads maintained to the satisfaction of the Township;
- (b) maintain reasonable access over the roads at all times for all residents and for Township services such as garbage collection, fire fighting, etc;
- (c) maintain all roads in a dust free condition;
- (d) install and maintain signage at the entrance of all roads stating that the Township has not assumed the road and is not responsible for maintenance of the road;
- (e) bring the roads up to a satisfactory condition for winter months. On or before the 10th day of October in each year, the Township shall give in writing, to the Owner such directions and instructions as it deems necessary for bringing the roads up to a satisfactory condition for the winter months. The requirements in this respect shall be that the roads shall be sufficiently well stoned and graded as to minimize the chances of damage to snowplows. All Work required in this connection shall be completed before the first day of November; and,
- (f) winter maintenance of road constructed to within 100mm of profile grade shall be in accordance with subsection 9.4 of this Agreement.

2. Failure to Perform and Repair of Damage to Roads

If the Owner’s contractor does not perform the Works enumerated above, to the satisfaction, of the Township, upon twenty (20) days’ written notice to the Owner, the Township may order this Work done and charged against the Subdivision.

Damage done to the roads by machinery employed by the Owner whether within this Subdivision or outside, will be repaired at the Owner’s expense.

3. Other Works

- (a) All ditch and culvert systems, or any other drainage system described in the Grading and Drainage Plan, shall be maintained by the Owner, including the

clearing of any blockage, until the system has been given Final Acceptance and assumed by the Township.

- (b) Once the ditch and culvert system, or any other drainage system described in the Grading and Drainage Plan, has been given Final Acceptance by the Township, the Township shall undertake such maintenance of the said system both within and outside the Subdivision where there is a portion of the said ditch and culvert system outside the Subdivision, as the Township shall deem necessary and the Owner or Owners of the lots described in Schedule “A” hereto from time to time shall reimburse the Township for the cost of such maintenance in proportion that the number of lots owned by each owner bears to the total number of lots described in Schedule “A” hereto. If any owner fails to reimburse the Township for his proportionate share of such maintenance costs, the Township in addition to any other remedies, may recover the sum to be reimbursed in like manner as municipal taxes pursuant to Section 446 of the *Municipal Act*.

SCHEDULE “Q”
BUILDING RESTRICTIONS AND TRANSFER COVENANTS

1. Transfer Covenants

The Owner agrees that all agreements of purchase and sale and lease agreements for the whole or any part of a lot/block on the Plan of Subdivision shall contain the following clauses and that such clauses shall be incorporated into a Covenant Agreement to be registered on all lots on the Plan of Subdivision with the express intent that they shall be covenants running with the lands for the benefit of the lands in the Subdivision:

- (a) The construction of any buildings and the grading of the property is to generally conform with the Lot Development Plan.
- (b) The installation of fencing and/or grading changes on easements for stormwater management and drainage is not permitted.
- (c) The final consolidated version of the report entitled Terrain Evaluation and Hydrogeological Assessment, prepared by Jp2g Consultants Inc., will be made available to lot purchasers as a guide to development.
- (d) Treatment of the water may be required to reduce aesthetic and operational guideline parameters to acceptable levels. Treatment may include a water softener for hardness and iron removal. Many water softeners or conditioners introduce sodium to the water supply which may be a concern to users on sodium restrictive diets. A solution is to install a water treatment bypass line that can be used as a source of water for consumption.
- (e) The groundwater has been found to have an exceedance of fluoride and sodium in the water.
- (f) Wells shall be constructed in accordance with the recommendations of the final consolidated hydrogeological report.
- (g) Heat pumps have not been approved for use in any of the lots within this subdivision and their feasibility should be examined by a qualified hydrogeologist prior to installation in order to avoid potential problems related to water supply and water quality.
- (h) The Township does not guarantee the quantity or quality of the water. If, at some future date, the quality or quantity of the groundwater becomes deficient, the Township bears no responsibility, financial or otherwise, to provide solutions to the

deficiency and any solutions shall be the sole responsibility of the then property owner.

- (i) Lots shall be made suitable for the installation of subsurface sewage disposal systems. Due to soil and areas of high groundwater conditions partially or fully raised leaching beds may be required. Disposal systems are not restricted to typically Class IV Septic Systems, but any alternative system must be approved by the local building authorities.

2. Provisions to be inserted into a Covenant Agreement

The Owner agrees that a Covenant Agreement between the Owner and Township shall contain the following clauses and the Covenant Agreement shall be registered on all lots on the Plan of Subdivision with the express intent that the following be covenants running with the lands for the benefit of the lands in the Subdivision:

- (a) Ground source heat pumps have not been approved for use in any of the lots within this subdivision and their feasibility shall be examined by a qualified hydrogeologist in order to avoid potential problems related to water supply and water quality. Prior to installation of any ground source heat pump, the hydrogeologist report shall be submitted to the Township;
- (b) The installation of a Lawn Lamp is required and is to be kept lit during the evening hours.
- (c) A Lot Development Plan has been prepared which identifies building and sewage envelopes, well locations, existing and finished elevations of the lot development envelopes, driveway location, and drainage works. The construction of any buildings and the grading of the property is required to generally conform with the Lot Development Plan.
- (d) Wells shall be constructed in accordance with the recommendations of the final consolidated hydrogeological report.
- (e) The analytical results of sodium in the groundwater samples were measured to be above the 20 mg/L reporting limit, as such, consuming ground water may contribute significantly to daily sodium intake for individuals on sodium reduced diets. Individuals on sodium reduced diets may wish to consult with their physician about how to manage daily sodium intake.
- (f) The Township does not guarantee the quantity or quality of the water. If, at some future date, the quality or quantity of the groundwater becomes deficient, the Township bears no responsibility, financial or otherwise, to provide solutions to the

deficiency and any solutions shall be the sole responsibility of the then property owner.

- (g) The installation of fencing and/or grading changes on easements for stormwater management and drainage is not permitted.
- (h) Should previously undocumented archaeological resources be discovered, the site may be a new archaeological site and therefore subject to Section 48(1) of the *Ontario Heritage Act*. The proponent or person discovering the archaeological resources must cease alteration of the site immediately and engage a licensed consultant archaeologist to carry out archaeological fieldwork, in compliance with Section 48 (1) of the *Ontario Heritage Act*.
- (i) It is an offence under Section 48 and 49 of the *Ontario Heritage Act* for any party other than a licensed archaeologist to make any alteration to a know archaeological site or to remove any artifacts or other physical evidence of past human use or activity from the site until such time as a licensed archaeologist has completed archeological fieldwork on the site, submitted a report to the Minister stating that the site has no further cultural heritage value or interest, and such report has been filed in the Ontario Public Register of Archaeological Reports referred to in Section 65.1 of the *Ontario Heritage Act*.
- (j) *The Cemeteries Act*, R.S.O. 1990 c. C.4 and the *Funeral, Burial and Cremation Services Act*, 2002, S.O. 2002, c.33 (when proclaimed in force) require that any person discovering human remains must notify the police or coroner and the Registrar of Cemeteries at the Ministry of Government & Consumer Services.
- (k) The analytical results for fluoride in some groundwater samples were measured to be above the concentration of 1.5 mg/L but below the maximum acceptable concentration of 2.4 mg/L. Homeowners should advise their dentist of the elevated concentrations.

3. Provisions to be inserted in all Agreements of Purchase and Sale of Vacant or Unimproved Land

In addition to the above, the following covenants shall be incorporated in all contracts for sale of the whole or any part of a lot/block on the Plan of Subdivision which is vacant or which has not been improved with a dwelling for which an occupancy permit has issued

and such covenants shall also be incorporated into the Covenant Agreement to be registered on the Subdivision Lands:

The Transferee hereby acknowledges and agrees that:

- (a) The Transferee is responsible for the full cost of obtaining an entrance permit and the construction of the driveway entrance pursuant to the Township's By-Law;
- (b) Land shall be made suitable for the installation of sewage systems prior to or at the building permit stage in accordance with the *Ontario Building Code Act*;
- (c) Groundwater source (geothermal) heat pump systems (open loop) require the approval of the Ministry of the Environment, Conservation and Parks.
- (d) The Township shall not be under any obligation to issue a building permit and the Transferee shall not be entitled to receive a building permit until:
 - (i) the road in front of the lot has been brought to within 100 mm of profile grade (top of asphalt) and the road has been connected by roads of a similar state of completion to the Township road;
 - (ii) such drainage work as is specified by the Grading, Drainage and Engineering Plans in Schedule "H" has been completed;
 - (iii) a lot grading plan has been submitted that is satisfactory to the Township, verifying that the proposed grades meet the approved Grading, Drainage and Engineering Plans.
 - (iv) applicable Development Charges have been paid to the Township, and any applicable School Board Development Charges have been paid to the school boards;
 - (v) the Transferee has paid the Township's costs for placing on the lot a street civic address number as designated by the Township that is clearly visible from the street in front of the said building or structure;
 - (vi) The Transferee has applied and paid for an entrance permit, has supplied and installed driveway culverts, if required, and the Transferee has constructed the entrance in accordance with the entrance permit and the Township Entrance By-Law.
- (e) Asphalt paving shall be completed within three (3) years of registration of the Subdivision;

- (f) The Transferee shall install an automated photocell-operated or switch-controlled lawn lamp within two (2) metres of the front lot line of each lot (subject to variation to be approved by the Township should physical constraints be present) in accordance with specifications approved by the Hydro Electric Power Commission of Ontario and the Electrical Safety Authority. Power to service the lamps on each lot shall be provided from the power supply of the dwelling unit to be constructed on each lot, which power shall be supplied at the expense of the owner of the dwelling unit. The owner of the dwelling unit shall maintain and keep in working order and regularly lit every night the said lawn lamp, including carrying out the replacement of bulbs and the repair of the line if such is damaged. Occupancy of any dwelling unit will not be permitted until the lawn lamp is installed;
- (g) The Transferee shall save from destruction during construction, where possible, all trees and shrubs existing on the lots; and,
- (h) The Transferee shall provide seeding or sodding of road side ditches and slopes in accordance with the specifications of the Township.
- (i) Wells shall be constructed in accordance with the recommendations of the hydrogeological report;
- (j) The Township does not guarantee the quantity or quality of the groundwater.
- (k) The final consolidated version of the report entitled Terrain Evaluation and Hydrogeological Assessment, prepared by Jp2g Consultants Inc., will be made available to lot purchasers as a guide to development.
- (l) Treatment of the water may be required to reduce aesthetic and operational guideline parameters to acceptable levels.
- (m) The groundwater has been found to have an exceedance of fluoride and sodium in the water.
- (n) Heat pumps have not been approved for use in any of the lots within this subdivision and their feasibility should be examined by a qualified hydrogeologist prior to installation in order to avoid potential problems related to water supply and water quality.
- (o) If, at some future date, the quality or quantity of the groundwater becomes deficient, the Township bears no responsibility, financial or otherwise, to provide solutions to the deficiency and any solutions shall be the sole responsibility of the then property owner.

- (p) Lots shall be made suitable for the installation of subsurface sewage disposal systems. Due to soil and areas of high groundwater conditions partially or fully raised leaching beds may be required. Disposal systems are not restricted to typically Class IV Septic Systems, but any alternative system must be approved by the local building authorities.
- (q) The construction of any buildings and the grading of the property is to generally conform with the Lot Development Plan.
- (r) The installation of fencing and/or grading changes on easements for stormwater management and drainage is not permitted.

SCHEDULE “R”
DRAFT REFERENCE PLAN

A copy of the Draft Reference Plan is available at the Township office for viewing.

SCHEDULE “S”
LOT GRADING AND DRAINAGE PLAN SPECIFICATIONS

1. To ensure adequate lot drainage, a detailed lot grading and drainage plan shall be submitted by the Owner, or its successor in title, whichever is applicable at the time, with an application for building permit, and the Township shall not be required to issue a building permit for the construction of any building or structure on any lot until the Township has approved the detailed lot grading and drainage plan for the lot (the “**Detailed Lot Grading and Drainage Plan**”). The Detailed Lot Grading and Drainage Plan in general shall conform to the Grading and Drainage Plan.

2. The Detailed Lot Grading and Drainage Plan specified herein shall also show the following minimum information.
 - (a) The existing and final elevations of all lot corners.

 - (b) The final elevations at the centre line of each road at intervals of 30 metres or less at all street intersections. The minimum required road elevations shall be at each lot corner and at the centre of the lot.

 - (c) The final elevations of the lot entrance. The minimum required elevations shall be at the edge of the road asphalt, property line, at any significant changes in grade, and adjacent to any structures.

 - (d) The location, elevations and details of all easements, swales, ditches (including road ditches), entrance culverts and catchbasins or other surface water outlets, as applicable.

 - (e) Arrows indicating direction of flow of all surface water.

 - (f) The finished ground elevations at the building line, and the top of foundation.

 - (g) The finished elevations of all critical points beyond the street line.

3. The Detailed Lot Grading and Drainage Plan shall be developed with the following minimum standards:
 - (a) Drainage shall be directed away from the house.

 - (b) Yard Surfaces shall have a minimum slope of 2%.

 - (c) Drainage flows which are carried around houses are to be confined in defined swales located as far from the house as possible while remaining within the lot.

- (d) Swales shall have a minimum grade of 1% unless otherwise approved by the Township.
 - (e) The desirable swale depth shall be 250 millimetres. The minimum swale depth shall be 150 millimetres. Maximum swale depth shall be 600 millimetres, unless otherwise approved by the Township
 - (f) Embankments on lots and between properties shall be constructed at a maximum slope of 3 horizontal to 1 vertical.
 - (g) The lot entrance shall be graded as per the private entrance detail as provided in the Lot Development Plans for the Subdivision.
4. The site for buildings and structures for which a building permit is issued and the carrying out of the Work shown on the relevant Detailed Lot Grading and Drainage Plan referred to herein shall be the responsibility of the Owner, or its successors in title, whichever has the Detailed Lot Grading and Drainage Plan and building permit submitted.

SCHEDULE “T”
DRAFT LETTER OF CREDIT

(Bank Letterhead)

(Date)

STANDARD WORDING LETTER OF CREDIT

NAME OF BANK: _____ DATE ISSUED: _____

Letter of Credit No.: _____ Amount: _____

Issued subject to the Uniform Customs and Practices for Documentary Credits being ICC
Publication UCP 500

TO: THE CORPORATION OF THE TOWNSHIP OF McNAB/BRAESIDE

ADDRESS: Corporation of the Township of McNab/Braeside
2473 Russett Drive
R.R. No. 2
Amprior, ON K7S 3G8

WE HEREBY AUTHORIZE YOU TO DRAW ON THE (Name of Bank) for the account of
(Name of Customer)

UP TO AN AGGREGATE AMOUNT OF (Amount in Words) Dollars (Amount in Numbers)
available on demand.

PURSUANT TO THE REQUEST OF our customer: (Name of Customer), we the (Name of Bank)
hereby establish and give you an Irrevocable Letter of Credit in your favour in the above amount
which may be drawn on by you at any time and from time to time, upon written demand for
payment made upon us by you which demand we shall honour without enquiring whether you have
the right as between yourself and the said customer to make such demand, and without recognizing
any claim of our said customer, or objection by it to payment by us.

DEMAND shall be by way of a Letter signed by the Chief Administrative Officer of the
Municipality under the corporate seal attached to which shall be the original Letter of Credit.
Presentation shall be made to the bank at:

(Name and Address of Bank)

THE LETTER OF CREDIT we understand relates to those Municipal services and financial
obligations set out in an Agreement between the customer and the Municipality and referred to as:

(Name and legal description of project)

THE AMOUNT of this Letter of Credit may be reduced from time to time as advised by notice in writing to the undersigned by the Chief Administrative Officer of the Corporation of the Township of McNab/Braeside.

THIS LETTER OF CREDIT will continue to be in force for a period of one year, but shall be subject to the condition hereinafter set forth.

IT IS A CONDITION of this Letter of Credit that it shall be deemed to be automatically extended without amendment from year to year from the present or any future expiration date hereof, unless at least 30 days prior to the present or future expiration date, we notify you in writing by registered mail that we elect not to consider this Letter of Credit to be renewable for any additional period.

DATED at _____, Ontario, this _____ day of _____, 2026
COUNTERSIGNED BY:

(bank name)

Per : _____

CORPORATION OF THE TOWNSHIP OF

MCNAB/BRAESIDE BY-LAW NO. 2026-35

Being a By-law to regulate the appointment, duties and remuneration of Township Officers and Staff of the Corporation.

WHEREAS the Council of the Corporation of the Township of McNab/Braeside deems it advisable to employ Township Officers and Staff under and subject to the provisions of a by-law;

AND WHEREAS the Ontario Municipal Act empowers Council to pass such a by-law regulating the appointment, duties and remuneration of such Officers and Staff;

NOW THEREFORE the Council of the Corporation of the Township of McNab/Braeside enacts as follows:

ARTICLE 1 - INSURANCE AND HEALTH BENEFITS

PART A -Permanent Full-Time Employees

1. **Pension/Group RRSP**
All full-time employees with a start date prior to April 1, 2015 shall have the option to participate in either a contributory RRSP program or the Ontario Municipal Employees Retirement System Pension Plan as per the OMERS Agreement.

All full-time employees with a start date of April 1, 2015 onwards will be enrolled in the Ontario Municipal Employees Retirement System Pension Plan as per the OMERS Agreement. Participation is mandatory.
2. **Life Insurance**
Basic Group Life Insurance Coverage of 1.0 times the employee's annual salary shall be provided to full-time employees only, until retirement or age 65, whichever is earlier. At age 65, Basic Group Life Insurance Coverage of 0.5 times the employee's annual salary shall be provided to full time employees only, until the end of the month following attainment of age 70 or retirement, whichever is earlier. Accidental Death or Dismemberment Benefits of 1.0 times the employee's annual salary shall be provided to full time employees only, until retirement or age 70, whichever is earlier. The Township will cover 100% of the premium with the Township's designated group benefits service provider.
3. **Extended Health**
An extended Health Care Plan (no deductible on prescribed drugs; one eye exam per 24 months) will be provided to full time employees only, terminating at the end of the month following attainment of age 70 or retirement, whichever is earlier. The Township will cover 100% of the premium with the Township's designated group benefits service provider.
4. **Dental Insurance**
A Dental Plan equivalent to Blue Cross Dental Plan No. 9 will be provided (Prior Year O.D.A Fee Schedule) to full-time employees only, with benefits terminating at the end of the month following attainment of age 70 or retirement, whichever is earlier. The Township will cover 100% of the premium with the Township's designated group benefits service provider
5. **Health Care Spending Account**
The Health Care Spending Account, through Manulife group benefits, provides full time employees with the flexibility to cover unexpected health and/or dental expenses (up to \$500/year) that the standard benefit plan may not cover.

ARTICLE 2 - PAID HOLIDAYS

Fifteen paid holidays shall be provided. Specific days are outlined in the Human Resources Policies and Procedures Manual.

ARTICLE 3 - RATES OF PAY

Schedule "A-1" Employee Salary Grid and Classifications

ARTICLE 4-ADJUSTMENT DATE

The next adjustment date shall be as deemed appropriate by Council.

ARTICLE 5 - ENFORCEMENT AND GENERAL

- 1. Matters pertaining to working conditions and employment are also set out in the Human Resources Policies and Procedure Manual. The Manual should be referred to for additional information about the employment conditions in this by-law.
- 2. The CAO/Clerk shall be responsible for the administration of this by-law and will be accountable to the Council for its enforcement.
- 3. This by-law shall not be interpreted to contradict or violate any statute or regulation of the Province of Ontario.

This by-law shall come into force and effect on June 15, 2026.

BE IT FURTHER ENACTED, that all By-Laws, or parts thereof, and all or any Resolutions of Council contrary thereto, or inconsistent herewith, be and the same are hereby repealed.

READ a first time this **16th day of June, 2026.**

READ a second time this **16th day of June, 2026.**

READ a third and final time and passed this **16th day of June, 2026.**

MAYOR

CAO / CLERK

Township of McNab/Braeside
2026 Compensation Grid

Group Point Level	Position	Legend	Salary Increments (no partial increment)					
			Step 1 A	Step 2 B	Step 3 C	Step 4 D	Step 5 E	Step 6 F (Job Rate)
1		Salary	\$ 43,680.00	\$ 44,990.40	\$ 46,340.11	\$ 47,730.31	\$ 49,162.22	\$ 50,637.09
		35 hrs/wk	\$ 24.00	\$ 24.72	\$ 25.46	\$ 26.23	\$ 27.01	\$ 27.82
		40 hrs/wk	\$ 21.00	\$ 21.63	\$ 22.28	\$ 22.95	\$ 23.64	\$ 24.34
2	LANDFILL ATTENDANT SEASONAL MUSEUM CURATOR SEASONAL WABA COTTAGE GARDENER BUILDING MAINTENANCE & CARETAKING (CUSTODIAN)	Salary	\$ 44,436.73	\$ 45,884.31	\$ 47,330.74	\$ 48,777.17	\$ 49,881.45	\$ 51,671.19
		35 hrs/wk	\$ 24.42	\$ 25.21	\$ 26.01	\$ 26.80	\$ 27.41	\$ 28.39
		40 hrs/wk	\$ 21.36	\$ 22.06	\$ 22.76	\$ 23.45	\$ 23.98	\$ 24.84
3	FINANCE CLERK RECREATION MAINTENANCE	Salary	\$ 51,109.34	\$ 52,773.17	\$ 54,438.17	\$ 56,102.04	\$ 57,731.58	\$ 59,429.76
		35 hrs/wk	\$ 28.08	\$ 29.00	\$ 29.91	\$ 30.83	\$ 31.72	\$ 32.65
		40 hrs/wk	\$ 24.57	\$ 25.37	\$ 26.17	\$ 26.97	\$ 27.76	\$ 28.57
4	FIRE DEPARTMENT ADMINISTRATIVE ASSISTANT PLANNING & BUILDING ASSISTANT RECREATION PROGRAMMER	Salary	\$ 53,779.04	\$ 55,529.89	\$ 57,280.70	\$ 59,031.54	\$ 60,782.36	\$ 62,533.18
		35 hrs/wk	\$ 29.55	\$ 30.51	\$ 31.47	\$ 32.43	\$ 33.40	\$ 34.36
		40 hrs/wk	\$ 25.86	\$ 26.70	\$ 27.54	\$ 28.38	\$ 29.22	\$ 30.06
5		Salary	\$ 53,779.04	\$ 55,529.89	\$ 57,280.70	\$ 59,031.54	\$ 60,782.36	\$ 62,533.18
		35 hrs/wk	\$ 29.55	\$ 30.51	\$ 31.47	\$ 32.43	\$ 33.40	\$ 34.36
		40 hrs/wk	\$ 25.86	\$ 26.70	\$ 27.54	\$ 28.38	\$ 29.22	\$ 30.06
6	TRUCK DRIVER - EQUIPMENT OPERATORS	Salary	\$ 58,550.89	\$ 60,306.75	\$ 62,116.65	\$ 63,980.15	\$ 65,899.56	\$ 67,876.54
		35 hrs/wk	\$ 32.17	\$ 33.14	\$ 34.13	\$ 35.15	\$ 36.21	\$ 37.29
		40 hrs/wk	\$ 28.15	\$ 28.99	\$ 29.86	\$ 30.76	\$ 31.68	\$ 32.63
7	EXECUTIVE ASSISTANT BUILDING INSPECTOR ECONOMIC DEVELOPMENT & COMMUNICATIONS COORDINATOR	Salary	\$ 58,454.79	\$ 60,307.43	\$ 62,116.65	\$ 63,980.15	\$ 66,068.04	\$ 67,967.63
		35 hrs/wk	\$ 32.12	\$ 33.14	\$ 34.13	\$ 35.15	\$ 36.30	\$ 37.34
		40 hrs/wk	\$ 28.10	\$ 28.99	\$ 29.86	\$ 30.76	\$ 31.76	\$ 32.68
8		Salary	\$ 64,950.03	\$ 67,064.75	\$ 69,179.48	\$ 71,294.20	\$ 73,408.93	\$ 75,523.64
		35 hrs/wk	\$ 35.69	\$ 36.85	\$ 38.01	\$ 39.17	\$ 40.33	\$ 41.50
		40 hrs/wk	\$ 31.23	\$ 32.24	\$ 33.26	\$ 34.28	\$ 35.29	\$ 36.31
9	ENGINEERING TECHNICIAN	Salary	\$ 72,167.33	\$ 74,516.64	\$ 76,865.96	\$ 79,215.27	\$ 81,565.72	\$ 83,915.04
		35 hrs/wk	\$ 39.65	\$ 40.94	\$ 42.23	\$ 43.52	\$ 44.82	\$ 46.11
		40 hrs/wk	\$ 34.70	\$ 35.83	\$ 36.95	\$ 38.08	\$ 39.21	\$ 40.34
10	DEPUTY FIRE CHIEF PUBLIC WORKS SUPERVISOR RECREATION SUPERVISOR	Salary	\$ 80,185.66	\$ 82,795.90	\$ 85,407.25	\$ 88,017.48	\$ 90,628.84	\$ 93,239.06
		35 hrs/wk	\$ 44.06	\$ 45.49	\$ 46.93	\$ 48.36	\$ 49.80	\$ 51.23
		40 hrs/wk	\$ 38.55	\$ 39.81	\$ 41.06	\$ 42.32	\$ 43.57	\$ 44.83
11	DEPUTY TREASURER MANAGER OF LEGISLATIVE SERVICES/CLERK MANAGER OF MUNICIPAL FACILITIES CHIEF BUILDING OFFICIAL (CBO)	Salary	\$ 89,095.44	\$ 91,995.18	\$ 94,896.06	\$ 97,796.95	\$ 100,697.83	\$ 103,598.71
		35 hrs/wk	\$ 48.95	\$ 50.55	\$ 52.14	\$ 53.73	\$ 55.33	\$ 56.92
		40 hrs/wk	\$ 42.83	\$ 44.23	\$ 45.62	\$ 47.02	\$ 48.41	\$ 49.81
12	FINANCE DIRECTOR/TREASURER FIRE CHIEF RECREATION DIRECTOR PUBLIC WORKS DIRECTOR/FACILITY MANAGER	Salary	\$ 98,993.91	\$ 102,217.50	\$ 105,439.93	\$ 108,663.52	\$ 111,885.96	\$ 115,109.54
		35 hrs/wk	\$ 54.39	\$ 56.16	\$ 57.93	\$ 59.71	\$ 61.48	\$ 63.25
		40 hrs/wk	\$ 47.59	\$ 49.14	\$ 50.69	\$ 52.24	\$ 53.79	\$ 55.34
13		Salary	\$ 109,828.46	\$ 113,404.49	\$ 116,980.53	\$ 120,555.43	\$ 124,131.46	\$ 127,707.50
		35 hrs/wk	\$ 60.35	\$ 62.31	\$ 64.28	\$ 66.24	\$ 68.20	\$ 70.17
		40 hrs/wk	\$ 52.80	\$ 54.52	\$ 56.24	\$ 57.96	\$ 59.68	\$ 61.40
14	CAO/DEPUTY CLERK	Salary	\$ 122,031.62	\$ 126,004.73	\$ 129,977.86	\$ 133,950.97	\$ 137,924.11	\$ 141,897.23
		35 hrs/wk	\$ 67.05	\$ 69.23	\$ 71.42	\$ 73.60	\$ 75.78	\$ 77.97
		40 hrs/wk	\$ 58.67	\$ 60.58	\$ 62.49	\$ 64.40	\$ 66.31	\$ 68.22

SUMMER STUDENTS

SUMMER PARK & SPORTS FIELD ATTENDANT	per hr	\$ 21.00	
SUMMER PARK ATTENDANT	per hr	\$ 17.60	ONTARIO MINIMUM WAGE
MUSEUM ASSISTANT	per hr	\$ 17.60	ONTARIO MINIMUM WAGE
SWIM INSTRUCTOR	per hr	\$ 18.75	

VOLUNTEER FIRE FIGHTERS

FIRE FIGHTER	per hr	\$ 25.86	
LIEUTENANT	per hr	\$ 25.86	
FIRE PREVENTION OFFICER	per hr	\$ 26.86	
FIRE TRAINING OFFICER	per hr	\$ 26.86	
DISTRICT CAPTAIN	per hr	\$ 27.86	
DISTRICT CHIEF	per hr	\$ 29.86	

OTHER

BARTENDERS	per hr	\$ 17.60	ONTARIO MINIMUM WAGE
PUBLIC WORKS LEAD HAND			+1.00/HR PREMIUM

Merit Increment (awarded in 25% increments)					
Step 7 Merit	Step 7 Increase	Merit Step 7-1 25%	Merit Step 7-2 50%	Merit Step 7-3 75%	Merit Step 7-4 100%
\$ 52,156.20	\$ 1,519.11	\$ 379.78	\$ 759.56	\$ 1,139.33	\$ 1,519.11
\$ 53,221.33	\$ 1,550.14	\$ 387.54	\$ 775.07	\$ 1,162.61	\$ 1,550.14
\$ 61,212.65	\$ 1,782.89	\$ 445.72	\$ 891.45	\$ 1,337.17	\$ 1,782.89
\$ 64,409.18	\$ 1,876.00	\$ 469.00	\$ 938.00	\$ 1,407.00	\$ 1,876.00
\$ 69,912.84	\$ 2,036.30	\$ 509.08	\$ 1,018.15	\$ 1,527.23	\$ 2,036.30
\$ 70,006.66	\$ 2,039.03	\$ 509.76	\$ 1,019.52	\$ 1,529.27	\$ 2,039.03
\$ 77,789.35	\$ 2,265.71	\$ 566.43	\$ 1,132.86	\$ 1,699.28	\$ 2,265.71
\$ 86,432.49	\$ 2,517.45	\$ 629.36	\$ 1,258.73	\$ 1,888.09	\$ 2,517.45
\$ 96,036.23	\$ 2,797.17	\$ 699.29	\$ 1,398.59	\$ 2,097.88	\$ 2,797.17
\$ 106,706.67	\$ 3,107.96	\$ 776.99	\$ 1,553.98	\$ 2,330.97	\$ 3,107.96
\$ 118,562.83	\$ 3,453.29	\$ 863.32	\$ 1,726.65	\$ 2,589.97	\$ 3,453.29
\$ 131,538.73	\$ 3,831.23	\$ 957.81	\$ 1,915.62	\$ 2,873.42	\$ 3,831.23
\$ 146,154.15	\$ 4,256.92	\$ 1,064.23	\$ 2,128.46	\$ 3,192.69	\$ 4,256.92

Outstanding Actions on Council Resolutions, Staff Directions and Notices of Motion Tracking Sheet

Meeting Date:	Department:	Item:	Action Required:	Department Notes:	Status:
June 3, 2025	Clerk's Dept.	12.1 CAO-Clerk Goals 2025	Staff was directed to bring the CAO's goals forward earlier in order to have them passed early in 2026.		In Progress
September 9, 2025	Recreation Dept.	COTW-CS - 7.3 Recreation Department Activity Report – August 2025	Complete the tender documents and have them ready to be released in the new year, with the completion of the project to take place summer 2026.		In progress
October 21, 2025	Clerk's Dept.	11.6 Draft Performance Appraisal Form - County Feedback	Performance Appraisal Form to be circulated to department heads for implementation.		
October 21, 2025	Public Works & Clerk's Dept.	11.19 Draft - Private Road Grant Policy	Staff to develop and bring forward a Private Road Standards Policy prior to moving forward with the Private Road Grant Policy.		In progress
November 18, 2025	Public Works	11.6 Waste Diversion Committee - Questions to Township Staff	Staff will develop a policy regarding roll off bins taken to the landfill that enforces a higher fee for unsorted loads and that gives staff authority to refuse unsorted loads. This draft policy will be brought forward for Council's feedback and following the policy coming into effect, training and instruction will be provided to landfill staff.	This is being reviewed as part of the Sustainable Waste Management Strategy.	In progress
March 12, 2026	Recreation Dept.	7.2 2026 Draft Budget (Light at RPB Boat Launch)	Staff were directed to bring a report forward to Council with costing for the installation of a light at the Red Pine Bay boat launch.	Staff have requested a quote.	In progress
March 17, 2026	Recreation Dept.	12.1 Scout House in Braeside - Trail Loop Follow Up	Staff were directed to bring a draft development plan back for the use of Red Pine Bay to be included in the Trail Loop.		In progress
May 5, 2026	Public Works Dept.	13.1 PW-2026-01 Village of Braeside Road Renewal Phase 2 - Tender Award	Review the costs and provide a report back to Council to extend the contract to include asphalt resurfacing of Centre Street from William Meek Drive easterly to River Road and Sereney Street.	Jp2g Consultants is reviewing the road sections to determine scope of work to address pavement condition and drainage.	In progress
May 5, 2026	Public Works Dept.	13.4 RFP-PW-2026-05 Single Axle Plow Truck - Award	Declare the Township's Plow Truck #6 (2011 International Single Axle) surplus and sell through the govdeals.ca website.		

**Outstanding Actions on Council Resolutions, Staff Directions and Notices of Motion
Tracking Sheet**

May 5, 2026	Public Works Dept.	13.4 RFP-PW-2026-05 Single Axle Plow Truck - Award	Advise Council when the surplus equipment has been posted to govdeals.		
May 5, 2026	Public Works Dept.	13.5 PW-2026-06 New 550/5500 Series Pick-up Truck - Tender Award	Upon receipt of the new Truck the existing vehicle #2018-18(2016 Chevrolet Silverado LT3500) is to be transferred to the Township Recreation Department.		
May 19, 2026	Finance Dept.	12.1 Development Charges Report 2025 (Revised)	Treasurer to provide a copy of the revised statement to the Minister of Municipal Affairs and Housing	This will be submitted prior to the July 15 th deadline.	
May 19, 2026	Public Works Dept.	13.6 Kippen Road Update and Surface Course Asphalt	Proceed with placing the asphalt surface course on Kippen Road as part of contract PW-2025-03		Complete
May 19, 2026	Public Works Dept.	14.1 Request for Traffic Calming & Road Safety Open House	Prepare informational materials related to the 2026 approved traffic calming pilot projects.		Complete
May 19, 2026	Clerk's Dept.	14.2 Bee City Canada - Application	Submit an application for designation as a Bee City Canada community		In progress
June 2, 2026	Public Works Dept.	10.5 Correspondence Received from Penny Raley – Urgent Repair Request – Stevenson Drive & Carmichael Side Road	Staff were directed to look into the concerns raised.		Complete
June 2, 2026	Finance Dept.	12.1 New Accounting Codes	Implement the cost code structure and General Ledger recommendations outlined in the Treasurer's report, including the creation of cost codes to improve tracking, budgeting, and reporting efficiency for Council and staff expenses, fleet and equipment operations, recreation programs and facilities, while maintaining project-specific tracking for capital works.		
June 2, 2026	Finance Dept.	12.2 Use of Cost-Saving, Cashback, and Loyalty Programs	Incorporate provisions into the Township's Code of Conduct/ Ethics policy discouraging the collection of personal reward points or cashback on municipal purchases, and to ensure that any rewards earned through municipal spending are attributed to the Township for Municipal use.		

Outstanding Actions on Council Resolutions, Staff Directions and Notices of Motion Tracking Sheet

June 2, 2026	Finance Dept.	12.3 Budget Engagement Suggestions - Follow-up	Prepare a smaller-scale version on the Township's website similar to the budget engagement section on the Municipality of Mississippi Mill's website.		
June 2, 2026	Public Works Dept.	13.1 PW-2026-04 RFP Engineering Services for Stevenson Drive	Council authorizes the Mayor and CAO/Clerk to sign the agreement on behalf of the Township and that the project be funded by the \$100,000 allocated in the 2026 budget with the remaining funds being allocated from the Capital Asset Replacement Reserve – Paved Roads account.		In progress
June 2, 2026	Clerk's Dept.	13.2 Amended Draft Procedural By-Law	Staff to bring the amended By-Law forward to the June 16, 2026, Council meeting for enactment.		Complete
June 2, 2026	Clerk's Dept.	14.1 Potential Disposition of Land - Russett Drive	Staff to respond to the interested party and advise that the Township Land is not for sale at this time.		Complete
June 2, 2026	Clerk's Dept.	14.2 Request for Financial Municipal Support – Eastern Ontario High-Speed Rail Advocacy	Staff to decline the request to provide financial support to the Canadian Train Alliance for Eastern Ontario High-Speed Rail Advocacy.		Complete
June 2, 2026	Clerk's Dept.	19.1 Under Section 239(2)(b) personal matters about an identifiable individual, including municipal or local board employees (HR Matter)	Staff were directed to proceed as discussed in closed.		Complete

**Outstanding Actions on Council Resolutions, Staff Directions and Notices of Motion
Tracking Sheet**

Additional Budget Factors:

Date:	Department:	Description:	Ongoing or One-Time
February 17, 2026	Finance	Annual payment of \$100,000 (retroactive to 2025) for Capital Repayment Plan (Municipal Office)	Ongoing/annual/30 years

Council Directed Items for 2027 Budget Consideration:

Date:	Department:	Agenda Item #:	Description:	Value being Considered: