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This Special Meeting of Council has been convened to address unfinished business left over from the Regular Council meeting held on Monday, June 22, 2026. Items 6 through 10(k) have been removed from this agenda because they were discussed at the previous meeting.

Page

- 1. Call to Order**
- 2. O Canada**
- 3. Land Acknowledgement**
- 4. Moment of Reflection**
- 5. Disclosure of Pecuniary Interest and General Nature Thereof**

Items 6 through 10(k) were addressed during the Regular Council Meeting held on June 22, 2026.

- 10. Committee of the Whole**

Motion to Move into Committee of the Whole

Recommendation: Be it resolved that Council of the Municipality of Meaford hereby go into Committee of the Whole at __:__ p.m.

Legislative Services

- I) LEG2026-08 - Procedure By-law Review 6

Recommendation: That Committee of the Whole recommend Council of the Municipality of Meaford enact a by-law to govern the proceedings of Council, generally as outlined in Report LEG2026-08.

[LEG2026-08 - Procedure By-law Review](#)

Memos

- m) Building Report 58
[Building Report - May 2026](#)

Updates from members appointed to County Council, Committees & Local Boards

- n) County Council
 o) Heritage Advisory Committee
 p) Other Boards and Committees

Motion to Move out of Committee of the Whole

Recommendation: Be it resolved that Council of the Municipality of Meaford hereby move out of Committee of the Whole at __:__ p.m.

11. Councillor Motions

11.1. Notice of Motion

11.2. Motions for Decision

- a) Deputy Mayor Keaveney - Review of the Secondary Plan Boundaries

Whereas, the Government of Ontario has passed legislation to cut red tape, speed up government processes and build at least 1.5 million homes by 2031; and

Whereas, the most recent 10-year Official Plan review and update for the Municipality of Meaford was undertaken and adopted by Council in 2022; and

Whereas, the Meaford Official Plan identifies a secondary plan area, inclusive of Union and Centre Streets; and

Whereas, the Municipality is undertaking a review of its Water & Wastewater Master Plan in 2026;

Now Therefore Be It Resolved That, Council of the Municipality of Meaford directs staff to undertake the following to prepare for and accommodate imminent growth within Urban Meaford:

1. Consult with the County of Grey respecting the existing policy framework for growth management in Urban Meaford and pursuing the Centre/Union Secondary Plan imminently,
2. Consider inclusion of the Muir Street (east of Grey Road 7) lands into the Secondary Plan area to plan for and advance development of that area,
3. Consider the Centre/Union Secondary Plan area in the Water & Wastewater Master Plan review,
4. Include the advancement of the Centre/Union Secondary Plan as a project in the 2027 Budget,
5. Report back to Council in fall 2026 with an update on this work, including how Meaford's growth objectives align with smart growth principles.

12. Adoption of Minutes

- a) Council Meetings - May 25 and June 8, 2026 59

Recommendation: Be it resolved that Council of the Municipality of Meaford hereby adopt the minutes of the Council meetings held on May 25, 2026 and June 8, 2026.

[Council - 25 May 2026 - Minutes - Pdf](#)

[Council - 08 Jun 2026 - Minutes - Pdf](#)

13. Communications

- a) Resolution from the Municipality of Grey Highlands Re: Ontario Heritage Act 82

[Resolution from the Municipality of Grey Highlands Re: Ontario Heritage Act](#)

- b) Correspondence from the Grey Sauble Conservation Authority Re: 2025 Audited Financial Statements 84

[Correspondence from the Grey Sauble Conservation Authority Re: 2025 Audited Financial Statements](#)

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c) Minutes - Heritage Advisory Committee (March 11, 2026) Heritage Advisory Committee - 11 Mar 2026 - Minutes	114
d) Minutes - Meaford Public Library Board (April 15, 2026) Meaford Public Library Board - 15 Apr 2026 - Minutes	123
e) Minutes - Meaford Public Library Board Subcommittee on Library Services Contract (April 10 and May 7, 2026) Meaford Public Library Board Sub Committee on Library Services Contract - 10 Apr 2026 - Minutes Meaford Public Library Sub Committee on Library Services Contract - 07 May 2026 - Minutes	132
f) Minutes - Bognor Hall Board (June 10, 2026) Bognor Hall Board - 10 Jun 2026 - Minutes	143
g) Correspondence List Correspondence Index - June 22	147

14. Closed Session

- a) Strategic Land Acquisition, Negotiations

Recommendation: Be it resolved that Council of the Municipality of Meaford does now go into a closed session at X:X p.m. with the CAO, Deputy Clerk, Deputy CAO/Director of Corporate Services and Director of Community Services in attendance to discuss:

1. a proposed or pending acquisition or disposition of land by the municipality or local board (open meeting exemption of "c" of section 239(2) of the Municipal Act, 2001), respecting a strategic land acquisition; and
2. 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 of local board (open meeting exemption "k" of section 239(2) of the Municipal Act, 2001), respecting a facility licensing agreement.

15. Confirming By-law

a) Confirming By-law

Recommendation: Be it resolved that By-law 2026-52, being a by-law to confirm the proceedings of the meeting of Council of the Corporation of the Municipality of Meaford, be taken as read a first, second and third time and finally passed.

[2026-52 - Confirming By-law](#)

16. Adjournment



LEG2026-08 – Procedure By-law Review

Date:	Monday, June 22, 2026
From:	Margaret Wilton-Siegel, Municipal Clerk
Roll N^o	N/a

Recommendation

That Committee of the Whole recommend Council of the Municipality of Meaford enact a by-law to govern the proceedings of Council, generally as outlined in Report LEG2026-08.

Executive Summary

This report summarizes a number of proposed changes to the Procedure By-law, prepared as part of a regular review to maintain alignment with governance best practices. In the preparation of this report, feedback from members of Council and senior staff was solicited, and public feedback received throughout the term of Council was considered. Reviewing the Procedure By-law near the end of a term of Council ensures that the expertise and experience of the outgoing Council is captured and learned from for the next term. Staff recommend that the new Procedure By-law comes into effect on November 15, 2026, to coincide with the start of the 2026-2030 term of Council.

Background

Section 238(2) of the Municipal Act, 2001 sets out that every municipality must pass a procedure by-law for governing the calling, place and proceedings of meetings. It is good practice to review and update the provisions of a municipal procedure by-law at least once per term of Council to ensure ongoing compliance with regulatory frameworks and local priorities. Undertaking a review near the end of a term of Council ensures that the learnings and experiences of the outgoing Council are captured and can be used to support improvements for the new term. The Municipality of Meaford's current [Procedure By-law 2021-77](#) came into effect in 2021.

In Q4 of 2025, staff began a review of the current Procedure By-law 2021-77. All Council members and senior staff were invited to provide their personal feedback on the existing by-law and suggest enhancements for an updated version. Feedback received from members of the community from time-to-time throughout the past several years was also reviewed and considered. Staff contracted Clerks On Call, a consulting firm specializing in municipal affairs, to support the Procedure By-law update.

Analysis

Following a thorough review of both By-law 2021-77 and feedback received, Legislative Services staff determined that the Procedure By-law currently in effect remains relevant and useful as a foundational basis for a revised draft. In addition to feedback provided by members of Council and the Senior Leadership Team, Legislative Services staff worked with Clerks On Call to identify opportunities to improve the by-law. From time-to-time, public comments are also received that have been noted by staff and addressed through this report and the proposed changes.

The following sections outline each of the material changes from By-law 2021-77 to the revised draft. Attached as Appendix 1, the revised draft shows each of the changes noted below in red text. For ease of reading, minor changes such as those made to grammar and numbering, are not identified.

Updates Included in the Draft Procedure By-law

Principles of the By-law

Section 3 was added to emphasize the principles of parliamentary procedure governing meetings.

Duties of Attendees

Section 7 was added to provide supporting provisions that reinforce decorum expectations. This includes defining what constitutes disruptive conduct, providing the Chair with established rules and consequences for behaviour to support consistent application of the Chair's authority.

Regular and Public Meetings

Several additions were made to help distinguish meeting types particularly between Statutory Public Meetings and Public Meetings, in both the definitions section (section 4) and with more detail in Part III – Meetings.

These changes will support the future development of a new Public Notice Policy and offer more clarity to the public on the various meetings being convened.

Language was added to section 10 to provide for meetings held jointly with one or more other municipalities.

In section 11, an adjournment time has been included for Regular Meetings to ensure that no meeting will continue past 8:00 p.m., being seven (7) hours following the start time of 1:00 p.m.

In section 12, wording has been added to help maintain procedural fairness and offer transparency in the Public Meeting process, including to help define what a public meeting is for and what it is not for. This continues to be an area where staff are working to refine how to operate when there are important elements that must be considered that may be contentious, especially for meetings involving planning, zoning, official plan amendments with statutory public participation. The adjournment time for a public meeting has been set at no later than 9:00 p.m., being four (4) hours following the start time of 5:00 p.m.

To reflect past practice, section 14 has been updated to remove a requirement for a two-thirds vote of Members consenting to the convening of an emergency meeting.

Closed Meetings

During the consultation part of this project, members of Council and senior staff emphasized the need to ensure Closed Session confidentiality. While Closed Session material is strictly confidential, some additional provisions have been added to section 10 to demonstrate how confidentiality is protected, including:

- Formalizing the existing process for moving into and out of closed session.
- Clarifying the official record of closed meetings and the role of audio recordings.
- Restricting the use of electronic devices.

As well, a Closed Session Policy that sets out a framework for ensuring that confidentiality is maintained is currently under development and will be brought forward for Council's consideration at a future meeting.

Electronic Meetings

The Municipality's ability to hold hybrid meetings of Council and Committees is currently limited by the sound and video equipment in the Council Chambers. IT staff are planning for a future capital project to upgrade to this equipment, following which Legislative Services staff will bring forward an additional report recommending amendments to the Procedure By-law to reflect this new capacity.

In the interim and respecting the desire of members of Council to participate electronically where occasional circumstances prevent them from being present in the Council Chambers, wording has been added to section 15 to enable a member of Council to participate in a closed session through virtual means.

Recording Equipment and Electronic Devices

Section 21 continues to reflect that every effort will be made to record and livestream meetings but clarifies that failure of livestreaming or recording equipment does not prevent an in-person meeting from proceeding, and moreover that a recording is not the official record of a meeting.

Additionally, recording by the media and the public is proposed to be permitted as-of-right, without prior approval of the Mayor and Clerk, unless it is causing a disruption. This change is aligned with the modern reality that discrete recording devices are ubiquitous.

Council Inquiries

In response to feedback suggesting that members be required to provide advance notice of staff of their intended inquiries, section 32.2 has been added to recommend that inquiries be forwarded to the CAO by the Friday prior to the meeting. Additionally, section 32.3 notes that staff may answer during the meeting or electronically as soon as practicable following the meeting. The proposed updates balance Council's need for flexibility in raising questions that may arise during the course of a meeting with staff's desire to provide thorough and fully verified responses.

Public Participation

Public participation is a primary mechanism through which a municipal council is able to demonstrate accountability, transparency and procedural fairness. Staff continue to find ways to offer clarity on how public participation occurs, including refining details on options to participate, how

comments will be received, ensuring comments being received are relevant and ensuring consistency in the way the process for public participation is being administered. Staff are proposing minimal changes to this area of the Procedure By-law, in part because it is apparent that the community is comfortable with the options and feedback has not indicated that this section needs updates.

Section 31 has new wording that offers information regarding electronic participation to help ensure those choosing this method are clear on the expectations and limitations. New wording is also introduced to refine the boundaries while not in limiting public participation generally. This addition is aimed at ensuring that participation occurs in the appropriate forum and at the appropriate stage of a process, particularly as it relates to the planning process but also applied more generally in personnel matters or those involving litigation to protect the integrity of the process and the rights of those participating.

Staff propose renaming "Public Question Period" to "Public Input Period" to encourage the public to provide comments and express opinions about matters within Council's jurisdiction, without being required to format them as questions. While pre-registration for Public Input Period is encouraged, it is not required, with no change to this.

Notice of Motion

One change to process involves updating the requirements for when a notice of motion is required and streamlining the consideration of notices of motion.

- Notice of Motion will no longer be required to take action in follow-up to a Presentation listed on the meeting agenda. Should Council wish to provide direction on staff (as example, request a staff report on the subject), a motion can be brought during Presentations.
- Providing notice of a motion is now proposed to be in writing prior to the agenda deadline to include the final wording during the initial introduction of the motion. No discussion would take place at the meeting where notice is provided.
- Motions for which notice was previously provided (as explained in the previous bullet) will be considered under Items for Consideration.
- Standardizing requirements for the provision of public notice.

Secondary Motions and Rules of Debate

Clerks On Call provided extensive feedback with respect to aligning the Procedure By-law with the provisions of Robert's Rules of Order. As such, sections 54 through 61 have been updated to:

- Align definitions of "Motion to Defer" and "Motion to Lay on the Table" with Robert's Rules of Order.
- Clarify the use of the "Motion to Reconsider", including removing the requirement for a vote from the prevailing side and aligning the notice with the new process for Councillor Motions.
- Add a "Motion to Rescind".
- Define and describe the use of the procedural motions "Point of Order" and "Point of Privilege".

Other Minor Additions

- Section 22.2 has the addition of the word 'generally' related to the delivery of the public agenda, reflecting the fact that the agenda is published on the Tuesday immediately preceding a regular meeting but there may be extenuating circumstances where that is delayed.
- Section 22.3 clarifies how business will be rescheduled in the absence of quorum.
- A reference to the singing of the national anthem has been included in Part IV under section 23, Order of Business to reflect direction during this term of Council.
- Wording has been incorporated under section 37 that speaks to petitions to offer clarity to the public on the topic.
- The process for the taking of a recorded vote has been simplified.
- Wording has been added empowering the Clerk to make administrative changes to resolutions, in keeping with current practice.
- Section 62.6 clarifies the role of the Mayor as an ex-officio member of all advisory committees.

Considerations Omitted from the Draft By-law

The following suggestions were found to be outside the scope of the Procedure By-law, but will be addressed by staff as outlined below:

- **Allow hybrid meetings.** As noted above, the Municipality’s ability to hold hybrid meetings of Council and Committees is currently limited by the sound and video equipment in the Council Chambers. Following a future upgrade to this equipment, staff will bring forward an additional report recommending that staff amend the Procedure By-law to reflect this new capacity.
- **Provide ongoing training and education to Council regarding procedure and jurisdiction.** Training will be provided to the new term of Council both as part of their onboarding and orientation process, as well as throughout their term as outlined in report [CAO2026-05 – 2026-2030 Proposed Council Training Schedule](#).
- **Conduct a fulsome reassessment of advisory committees.** A review of options for a future advisory committee structure is underway and will be presented early in the next term of Council.
- **Limit or define the Clerk’s discretionary authority.** The Clerk exercises their discretion with respect to the administration of Council functions in a neutral and non-partisan manner. Should a Member believe that the Clerk or their designate is not performing this duty as such, follow up with the CAO would be the recommended recourse.

The following suggestions were considered by staff and Clerks On Call, but for operational reasons or to maintain alignment with governance best practices, were not included in the draft by-law:

- **Incorporate Strong Mayor Powers.** Although some neighbouring municipalities have included provisions related to strong mayor powers into their Procedure By-laws, Clerks On Call recommended that this be omitted from the draft by-law. As noted in section 2.6, strong mayor powers are derived from superior legislation, which prevails over the provisions of the Procedure By-law.
- **Consider evening meetings.** Staff do not recommend a return to evening meetings at this time because of the additional cost and operational constraints related to staffing meetings outside of office hours. Several options exist for members of the public unable to attend meetings in-person to communicate their ideas, questions and concerns to Council, and feedback from the public has not indicated that there is any issue with the current timing. In a short survey of neighbouring municipalities, the split is almost equal between meetings that begin during the day (i.e. 9:30 a.m., 1:00

p.m.) and those beginning in the early evening (i.e. 4:30 p.m., 5:30 p.m. or 6:30 p.m.).

- **Limit the summer break to a maximum of four (4) weeks between meetings.** In discussion with senior staff, it was determined that the summer break provides a valuable opportunity for staff to refocus on other priorities, recognizing that a special meeting would be called for time-sensitive matters that may arise. The 2026 summer break will provide six (6) weeks between regular Council meetings, bookended by the Civic Holiday and Labour Day Holiday that would interfere with scheduling an additional regular Monday meeting.
- **Attach the correspondence list as an appendix to the agenda.** To protect the privacy and personal information of those individuals who choose to send their comments, questions and concerns to Council, staff do not recommend including the complete correspondence list as part of the agenda package.

Next Steps

Staff are proposing an effective date of November 15, 2026 to coincide with the beginning of the new term of Council. As noted above, training will be provided both as part of the Council onboarding process and throughout the term of Council.

Staff commit to a review of the Procedure By-law at a minimum frequency of once per term of Council. However, Council may direct staff to bring forward updates to the Procedure By-law at any time. As well, staff are anticipating additional updates to the Procedure By-law in the next term of Council to coincide with anticipated updates to the audio and video equipment in the Council Chambers. As noted throughout the report, several policies and procedures to support and streamlining Council functions are forthcoming.

Financial Impact

The cost of third-party review, feedback and drafting support from Clerks on Call was approximately \$2,500, paid from the Legislative Services operating budget.

Strategic Priorities

This report supports the mission, vision and values of the Municipality of Meaford, as well as the goals and objectives set out in Council's Strategic Priorities, particularly with respect to:

- Leading Municipal Government

Community Well-Being

The Procedure By-law governs the calling, place and proceedings of Council meetings; the forum through which all Council business is conducted. An effective Procedure By-law, and adherence thereto, is integral to building and maintaining trust in the Municipality as a public institution.

Consultation and Communications

Clerks On Call, Members of Council, Senior Leadership Team

Attachments

1. Draft By-law 2026-XX – Procedure By-law

Approvals

Submitted by:

Margaret Wilton-Siegel, Clerk/Director of Legislative Services

Prepared with:

Allison Penner, Deputy Clerk/Manager of Legislative Services

Derek Bruce, Legislative Services Coordinator

Approved by:

Shawn Everitt, CAO

The Corporation of the Municipality of Meaford

By-law Number 2026-XX

Being a by-law to govern the proceedings of the Council of the Municipality of Meaford

Whereas, section 238(2) of The Municipal Act, 2001, S.O. 2001, c.25 requires every municipality to adopt a procedure by-law for governing the calling, place and proceedings of meetings;

AND Whereas, it is necessary and expedient to enact rules governing the order and procedure of the Council and its meetings;

The Council of the Corporation of the Municipality of Meaford enacts as follows:

Part I – General

1.0 Rules of Procedure Adopted/Suspended

- 1.1 The proceedings of the Council and its committees, the conduct of the members and the calling of meetings shall be governed by the provisions of the Municipal Act and the rules and regulations contained in this by-law.
- 1.2 Except as provided herein, the rules of parliamentary procedure as contained in Robert's Rules of Order 11th Edition shall be followed for governing the proceedings of Council and its committees and the conduct of its members.
- 1.3 Despite section 1.1, the rules and regulations contained in this by-law may be suspended by a vote of two-thirds of the members present and voting with the exception of the following rules:
 - a) Majority of whole of Members required for Quorum;
 - b) Any statutory requirements with respect to proceedings;
 - c) Where required by law;
 - d) In any contract or agreement binding the Municipality.

2.0 Interpretation

- 2.1 Any use of the male or female pronouns in this by-law, shall have no significance in the interpretation and application of the terms, provisions and conditions of this by-law such use is solely for the sake of convenience.
- 2.2 References to items in the plural include the singular, as applicable.
- 2.3 The words "include", "including", and "includes" are not to be read as limiting the phrases or descriptions that precede or follow them.
- 2.4 Headings and the index are included for ease of reference only and are not to be used as interpretation aids.
- 2.5 Specific references to legislation in this by-law are meant to refer to the current laws applicable within the Province of Ontario as at the time the by-law was enacted, as they are amended from time to time. In all cases, the reference includes the statute, as amended from time to time, including successor legislation.
- 2.6 In the event of conflict between this By-law and any superior legislation, the provisions of the superior legislation prevail including strong mayor powers.

3.0 Principles of the By-law

The principles of parliamentary law governing Meetings includes:

- 3.1 The majority of Members have the right to decide.
- 3.2 The minority of Members have the right to be heard.
- 3.3 All Members have the right to information to help make decisions unless otherwise prevented by law.
- 3.4 All Members have the right to an efficient meeting.
- 3.5 All Members, Municipal Staff and participants have the right to be treated with respect and courtesy.
- 3.6 All members have equal rights, privileges and obligations.

4.0 Definitions

“Act” means the Municipal Act, S.O. 2001, c.25, as amended from time to time.

“Advisory Committee” means a body, primarily made up of citizen appointees, with at least one member of Council, providing advice to Council and staff on an area of expertise. The work of the advisory committee is undertaken in keeping with Terms of Reference adopted by Council.

“Board” means a local board of the Municipality established or exercising authority under any general or specific Act for municipal purposes, excluding a school board, a public library board and a conservation authority.

“CAO” means the Chief Administrative Officer of the Municipality of Meaford as referred to in Section 229 of the Act.

“Chair” means the Head of Council or Acting Head of Council or chairperson of any committee.

“Clerk” means the Clerk of the Municipality of Meaford as appointed pursuant to Section 228 of the Act.

“Committee of Council” means a Committee, Board, Task Force, Working Group or other body constituted and appointed by Council, not including Committee of the Whole, the Meaford Public Library Board or other such Boards as required by legislation.

“Committee of the Whole” means a committee of Council comprised of all members of Council where:

- i. Debate serves as the principal forum for the consideration of recommendations and public input on matters of Council business prior to consideration by Council.
- ii. Members consider and debate matters for recommendation to Council **or to receive for information**.
- iii. Motions adopted therein are not deemed to represent the final decision of Council until confirmed by resolution or by-law of Council.

“Consent Agenda” means the portion of the Agenda that may be

approved by Council without debate.

“Council” means the Council of the Corporation of the Municipality of Meaford.

“Day” does not include Saturday, Sunday or a holiday.

“Deputation” means a person or group of persons who are not members of Council or staff of the Municipality who have requested and are permitted to address Council.

“Deputy Mayor” means the Deputy Head of Council for the Municipality of Meaford.

“Electronic Participation” means a Council or Board Member who participates in a Council or Board meeting, including closed meetings, remotely via electronic means, who has the same rights and responsibilities as if he or she were in physical attendance, including the right to vote.

“Electronic Meeting” means a meeting called and held in full via electronic means (including, but not limited to, audio teleconference, video teleconference, or via means of the internet) with all members participating remotely.

“Holiday” means a holiday as defined by the Legislation Act, S.O. 2006, c. 21, Schedule F.

“Head of Council” means the Mayor as Head of Council, or in the absence of the Mayor, the Deputy Mayor or, in the absence of both, another member of Council appointed by Council.

“Meeting” – means any regular, special or other meeting of a council, of a local board or of a committee of either of them, where,

- i. A quorum of members is present.
- ii. Members discuss or otherwise deal with any matter in a way that materially advances the business or decision-making of the council, local board or committee.

And are defined as follows:

“Council Meeting” means meetings set out in this by-law to be held on a regular basis.

“Closed Meeting” means a meeting or portion thereof which is closed to the public held in accordance with the Act.

“Emergency Meeting” means a meeting called to deal with situations caused by forces of nature, an accident, an intentional act, or otherwise that constitutes immediate or imminent threat to persons or property.

“Public Meeting” means a meeting voluntarily held by the Council to inform, consult, or engage the public on a matter where legislation does not specifically require a public meeting.

“Special Meeting” means a meeting called under Section 240 (a) or (b) of the Act, having the same privileges as a Council Meeting.

“Statutory Public Meeting” means a meeting called under the Planning Act, R.S.O. 1990, c. P.13, or another Act, where members of the public are given notice and an opportunity to provide input before the Council makes a decision on a matter prescribed by law.

“Notice” means notice that includes the time and place of a meeting and, in the instance of a Special Meeting, shall include the purpose of the meeting.

“Point of Order” means a statement made by a member of Council during a meeting thereof drawing the attention of the Chair to a breach of the Rules of Procedure.

“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 Council as a whole have been impugned.

“Procedural Motion” means any motion concerning the manner or time of consideration of any matter before the Council as opposed to the substance thereof, and includes, without limitation, the following:

- i. To extend the time of the meeting;
- ii. To commit or refer (to a specific body);
- iii. To lay on the table (set aside temporarily);

- iv. To postpone to a certain time (defer);
- v. To postpone indefinitely (decline to take a position);
- vi. To adjourn (end the meeting);
- vii. To move the question be put (end debate); or
- viii. To suspend the Rules of Procedure.

“Quorum” means a majority (more than half) of the whole number of members of Council or a Committee except where a member has or members have declared a pecuniary interest pursuant to the Municipal Conflict of Interest Act, at which time the quorum may be less than half plus one of the whole number of members but shall not be less than two.

“Rules of Procedure” means the rules and regulations provided in this by-law.

“Substantive Motion” means any motion other than a Procedural Motion.

“Task Force or Working Group” means a body of limited duration established by Council through Terms of Reference to produce recommendations for Council’s consideration.

“Voting Period” means the time during which electors can vote in a municipal election year, including advance voting.

Part II – Duties and Conduct

5.0 Duties of the Chair

5.1 It shall be the duty of the chair:

- a) to open the meeting by taking the chair and calling the members to order;
- b) to announce the business before the meeting and the order in which it is to be acted upon;
- c) to receive and submit, in the proper manner, all motions presented by the members;
- d) to put to a vote all motions which are regularly moved and

seconded, or necessarily arise in the course of proceedings, and to announce the result and, in so doing, to ensure that the mover and seconder are clearly identified;

- e) to decline to put to a vote motions which infringe the rules of procedure;
- f) to vote on all matters, which are moved and seconded, or necessarily arise in the course of the proceedings;
- g) to permit questions to be asked through the Chair of any officer in order to provide information to assist in any debate when the Chair deems it proper;
- h) to provide information to members on any matter touching on the business of the Municipality;
- i) to receive all petitions and communications and announce them at the meeting;
- j) to inform the Members of the proper procedure to be followed;
- k) to enforce on all occasions, the observance of order and decorum among the Members and those in attendance;
- l) to call by name any Member or attendee persisting in a breach of the Rules of Procedure and order the member to vacate the Council Chamber;
- m) to decide all questions of order at the meeting, subject to an appeal by any Member to Council on any question of order in respect to business before the Council;
- n) to authenticate, by signature when necessary, all By-laws and Minutes.

6.0 Conduct of Members

6.1 Members shall govern themselves according to the Council Code of Conduct adopted by Council during a meeting held pursuant to this by-law.

6.2 A Member shall have the following duties:

- a) to deliberate on the business before it;
- b) to vote when a motion is put to a vote;
- c) to respect and follow the decisions of Council;
- d) to respect the confidentiality of matters discussed in Closed Meetings and not disclose the subject or substance of these discussions unless authorized to do so by Council or Committee;
- e) to respect the Rules of Procedure.

6.3 No Member shall:

- a) use offensive words or unparliamentary language in or against the Council or against any member of staff or the public;
- b) speak on any subject other than the subject in debate;
- c) criticize any decision of the Council or continue to debate the matter after it has been decided, except for the purpose of moving that the question be reconsidered;
- d) disobey the Rules of Procedure 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;
- e) disclose any information that is deemed to be confidential pursuant to the Municipal Freedom of Information and Protection of Privacy Act;
- f) display any offensive or partisan political material, including buttons;
- g) have discussions through electronic means with other members of Council or with the public during meetings.

7.0 **Duties of Attendees**

7.1 **Attendees must maintain order and not heckle or engage in conversation, disrupting the meeting in any way.**

7.2 **The Chair may expel or exclude any person who disrupts a**

Meeting and request security and/or police assistance in doing so.

7.3 As determined by the Chair, attendees that are displaying placards or props or displaying any behaviour that may be considered disruptive may be asked to leave the meeting.

7.4 Attendees must ensure that they are speaking respectfully at all times.

7.5 Attendees must ensure that all personal electronic devices are turned off or set to silent mode during a Meeting.

8.0 Expulsion for Misconduct

8.1 Behaviour that constitutes misconduct, such as heckling, use of inappropriate language, improper body language or facial expression, display of any offensive or partisan political material, or signs or placards, is not permitted.

8.2 The Chair may expel or exclude from the meeting, any person, who, in the opinion of the Chair, has behaved improperly.

Part III – Meetings

9.0 Inaugural Meeting

9.1 The first meeting of Council following a regular election shall be held at a date and time set by the Clerk in accordance with the Act. The Meeting will be held in the Council Chamber, at the Municipal Office, or at such alternate location as determined by the Clerk.

9.2 At the Inaugural Meeting of the Council, the only business to be brought before the meeting shall be the following:

- a) Declarations of Office;
- b) Inaugural Address by the Mayor;
- c) Matters incidental to any of the above.

10.0 Meetings

10.1 All meetings must be open to the public.

10.2 Notwithstanding section 10.1, a meeting may be closed to the public if the subject matter being considered relates to:

- 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) the receiving of 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 other legislation;
- 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;
- 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;

- l) for the purpose of educating or training the members, and, at the meeting, no member discusses or otherwise deals with any matter in a way that materially advances the business or decision of the council, local board or committee;
- m) where the subject matter to be considered is a request under the Municipal Freedom of Information and Protection of Privacy Act the meeting shall be closed to the public.

10.3 Before all or part of a meeting is closed to the public, the body proposing to hold the meeting shall state by Resolution:

- a) the time of the meeting at which the closed session began;
- b) the fact of holding of the closed meeting;
- c) the general nature of the matter to be considered at the closed meeting;
- d) all persons other than members specifically invited to remain with all others departing the meeting.

10.4 Subject to section 10.2, a meeting shall not be closed to the public during the taking of a vote unless 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.

10.5 **The rules governing the procedure and conduct of the members are to be observed in closed session except that:**

- a) **Motions are not required to be in writing or seconded; and**
- b) **A member may speak to a matter more than once, at the discretion of the chair.**

10.6 Closed meetings ~~shall~~ **may** be audio recorded when the technology is available by the Clerk for the sole purpose of meeting the requirements of the Closed Meeting investigator and shall be retained for the period set out in the Municipality's record retention by-law. **Inability to record a Meeting will not**

prohibit the Meeting from commencing or continuing. The official minutes of the Closed Session meeting shall be the minutes as adopted by Council and retained in the Clerks Department.

- 10.7 During Meetings that are closed to the public, no Member of Council or Staff (with the exception of the Clerk, or their designate) shall be permitted to have in their possession any cell phone or electronic device that has the ability to record unless an exception is made by the Clerk.
- 10.8 A motion to move out of closed session shall specify the time at which the meeting resumed in open session.
- 10.9 The Chair will report out in an open meeting immediately following the closed session and summarize the actions taken in the closed session in a manner that does not reveal any information deemed to be confidential.
- 10.10 Any matters discussed in a Closed Meeting requiring a decision of Council or Committee of the Whole will be brought forward to an open Meeting.
- 10.11 All information, documentation or deliberations received, reviewed or undertaken in a Closed Session are confidential. No Member, staff person or other person present at a Closed Session shall release or make public any information considered during a Closed Session or discuss the content of any Closed Session with persons other than Members or relevant staff persons.
- 10.12 Closed Meetings may be scheduled at a specific time and shall generally occur on the same day as Council meetings with notice provided as set out in Section 17.0 and listed on the agenda.
- 10.13 In the event that a meeting is to be held jointly with one or more other municipalities, the meeting may be held within any one of those municipalities or in a municipality adjacent to any one of them or by electronic means.

11.0 Regular Meeting Times – Council

- 11.1 The regular meetings of Council shall generally be held twice

per month on Mondays, beginning at 1:00 p.m. The Clerk or designate shall have the authority to alter the start time to allow for additional business or closed sessions of Council.

- 11.2 A meeting shall adjourn no later than 3 ½ hours after the call to order unless an extension is authorized by a 2/3 majority of the Council members present.
 - 11.3 No regular meeting shall adjourn later than 8:00 p.m. and shall not be extended by waiving the Procedural By-law.
 - 11.4 In the event that a meeting adjourns with matters on the agenda which have not yet been considered, those items shall be placed on the agenda for the next regular meeting.
 - 11.5 Notwithstanding Section 11.3, a Special Meeting may be called if Council determines that the outstanding items are time sensitive.
 - 11.6 There shall be a four-week break from meetings during the summer months. If required to advance urgent items, a special meeting may be called during this period.
 - 11.7 No regular meeting shall occur during the Voting Period in the year of a regular municipal election.
- 12.0 Public Meetings
- 12.1 Public meetings will be held on a matter where directed by Council, Municipal By-law, or statute. Statutory public meetings will be undertaken in accordance with the governing statute or as otherwise directed by law.
 - 12.2 The purpose of a public meeting is to hear input from the public on a particular matter. Accordingly, members must not enter into debate or discussion of the matter, either with other members or with members of the public, during the public meeting.
 - 12.3 Such meetings shall generally be called on the same day as Council meetings and scheduled at or after 5:00 p.m. or at such other date and time as determined by the Clerk.
 - 12.4 No meeting shall adjourn later than 9:00 p.m. and shall not be extended by waiving the Procedural By-law.

12.5 Notice shall be given pursuant to the Legislative Public Notice Policy in force and effect and other applicable legislation.

12.6 The public meeting for each item or application shall proceed as follows:

- a) At the commencement of any public meeting, the Chair shall:
 - i. State the item(s) being considered;
 - ii. list any specific properties to which it applies, if any;
 - iii. should the public meeting be called due to an application for an amendment to a by-law or official plan, state the name of the organization or individual making the application.
- b) If public notice of the meeting is required by any provincial statute, the manner in which the notice was provided and the dates on which it was provided shall be conveyed.
- c) The Chair shall call presentations and delegations in the following order:
 - i. presentations by staff, if any;
 - ii. delegation of the applicant and/or their representative, if any.
- d) All members of the public in attendance shall be provided the opportunity to make oral representations to Council during the public meeting. Any members of the public addressing Council shall declare:
 - i. their name;
 - ii. if addressing Council as a private individual, their municipality of residence;
 - iii. if addressing Council as a representative(s) of an organization, the name of the organization they are representing and title of the presenters;
 - iv. if addressing Council on behalf of another party as a

consultant, spokesperson, legal representative or other such relationship, the individual or organization they are representing.

12.7 Each member of the public shall be provided one opportunity to present their comments orally. When an organization or group is providing comments orally, they shall appoint one person to present their comments.

13.0 Special Meetings

13.1 A Special Meeting may be called by:

- a) The Mayor or CAO through notice to the Clerk;
- b) A quorum of Council through the submission of a petition to the Clerk.

13.2 Special Meetings require at least 48 hours written notice to members.

13.3 Notice for special meetings of Council shall be posted as soon as practical after the Clerk has received notice.

13.4 The agenda shall be circulated to members and posted on the municipal website at least 24 hours in advance of the meeting.

13.5 No business except business dealing directly with the purpose stated in the notice of the meeting will be transacted.

14.0 Emergency Meetings

14.1 In circumstances determined to be an emergency or urgent situation, the Mayor, Deputy Mayor or CAO may direct that the Clerk summon a special meeting of Council on less than 48 hours' notice.

14.2 All Members shall be notified of the emergency meeting of Council either personally or by electronic mail, or by any other means necessary.

14.3 An agenda shall be circulated to members and posted on the municipal website as soon as practicable.

14.4 No business except business dealing directly with the

emergency or urgent situation will be transacted. ~~An emergency meeting shall only proceed with the consent of two-thirds of the members of Council, recorded in the minutes.~~

15.0 Electronic Meetings

- 15.1 While every effort shall be made to convene meetings in-person, during the following circumstances, electronic meetings may be convened by Council, Boards or Advisory Committees:
- a) When it is not safe or possible to convene an in-person meeting due to a natural weather event;
 - b) When there are Health and safety restrictions determined by the CAO in consultation with the Mayor or Municipality of Meaford Emergency Control Group;
 - c) When there are Restrictions or guidelines set out by the Grey Bruce Health Unit, the Ontario Provincial Police or the Province of Ontario; or
 - d) When the Emergency Control Group is activated or there is a declared emergency by any level of government or health unit.
- 15.2 Voting may take place by way of a roll call, or in an alternate method authorized by the Chair, ensuring that Members and the public are aware of how each member votes.
- 15.3 All electronic meetings shall be live streamed. In the event of a technical failure and live streaming is not possible, the meeting shall be deemed adjourned.
- 15.4 In the event of a technical failure during an electronic meeting, a recess of not more than 10 minutes can be taken to allow the reinstatement of the meeting. If a member can no longer participate by electronic means and the result is that quorum is lost, the meeting shall be deemed adjourned.
- 15.5 Electronic meetings shall only be permitted in circumstances where all of the participating members of Council, Board or Advisory Committee are participating remotely. There shall be no hybrid participation in electronic meetings, meaning no members shall convene in a physical location with others

participating virtually.

- 15.6 Notwithstanding Section 15.5, electronic participation of up to one member of Council may be permitted in closed session, at the discretion of the Mayor and Clerk; subject to the following:
- a) Electronic means of participating in a meeting are available only for meetings that take place in Council Chambers, 159859 7th Line, Meaford)
 - b) Requests to participate in a closed meeting by electronic means must be made to the Clerk a minimum of one (1) business day before a meeting is to commence, in order to ensure that the request can be granted. Any request made less than one (1) business day before a meeting is to commence will be granted at the direction of the Clerk based on the time and resources available.
 - c) A member participating in a closed meeting by electronic means will be considered present at such meeting and counted towards quorum;
 - d) Each member participating by electronic means for a closed session must participate in an enclosed space and ensure that no other person is present;
 - e) Each member participating by electronic means will inform the Chair about his or her intention to leave the meeting either on a temporary or permanent basis;
 - f) A member participating by electronic means will be deemed to have left the meeting when they are no longer electronically connected to the meeting;
 - g) Where a loss of connection or any connection issue impedes the ability of a member or members to participate in the meeting in real time, and the loss of connection does not affect quorum, the meeting will continue in the absence of the member or members;
 - h) Where a loss of connection, or any connection issue impedes the ability of a member or members to participate in real time, and the loss of connection affects quorum, the Chair will recess the meeting for ten (10) minutes to

provide time for the connection to be regained. Where a connection that satisfies quorum cannot be regained, the meeting will be adjourned and the remaining business addressed at a subsequent meeting; and

- i) And the Chair must be present in person at a meeting where other members are participating by electronic means.

15.7 The Procedure By-law shall continue to apply to an electronic meeting held pursuant to this Section, except that this Section and any **Council Electronic Meeting Procedure** and any Provincial legislation or order shall prevail to the extent of any conflict.

16.0 Calendar of Meetings

16.1 Prior to the end of each calendar year, the Clerk or designate shall prepare a schedule of meetings for the forthcoming year.

16.2 Regular Council meetings and regular public meetings shall be scheduled to accommodate statutory holidays and major conferences.

17.0 Public Notice of Meetings

17.1 Public notice shall be given for all meetings of Council by means of the municipal website with inclusion of each meeting listed in the calendar and the posting of the agenda.

17.2 Notice for meetings not scheduled in the original calendar of meetings (Section 16.0) will be at the discretion of the Clerk and using communication channels as deemed appropriate.

17.3 **If notice of a Meeting is substantially given but varies from the form and manner provided in this By-law, the ability to hold the Meeting and the actions taken at the Meeting are not invalidated.**

17.4 **The failure of any person to receive notice of a Meeting shall not affect the validity of the Meeting or any action taken during the Meeting.**

18.0 Place of Meetings

18.1 Meetings of Council and Committee of the Whole shall generally

be held in the Council Chambers situated at 157859 7th Line, Meaford, or at such other place as is specified in the agenda.

19.0 Seating at Council

19.1 Councillors shall be assigned seats at Council based upon the following:

- a) The Deputy Mayor shall be seated to the Mayor's right.
- b) Councillors will be assigned seats on an alphabetical basis commencing with three seats to the left of the Mayor and ending two seats to the right of the Deputy Mayor.
- c) Members of the Senior Management Team will be assigned seats at the discretion of the Clerk and Chief Administrative Officer.

20.0 Persons within Council Horseshoe

20.1 No person, except members of Council and appointed officials of the Municipality, shall be allowed to come within the horseshoe area during the meetings without the permission of the Chair.

20.2 No person, except members of Council and appointed officials of the Municipality, shall place on the desks of the members or otherwise distribute any material unless such person has received the approval of the Chair or Clerk.

21.0 Recording Equipment and Electronic Devices

21.1 **The Municipality may record Meetings by video and livestream whenever practical to increase public accessibility and enhance accountable local government.** Meetings held in the Council Chambers shall generally be recorded for public viewing and for webcasting purposes by the Municipality of Meaford.

21.2 The use of video or audio recording equipment or devices by members of the public or press during a meeting is permitted. **If, in the opinion of the Chair or the majority of Members present, the use of such equipment or devices is disruptive to the conduct of the meeting, recording privileges will be withdrawn from any offending user.**

21.3 **Video recordings of meetings may not always be available due**

to equipment malfunctions and/or the use of an alternative location to hold such meeting. Inability to record a meeting will not prohibit the meeting from commencing or continuing.

- 21.4 All video and audio recordings facilitated by the Municipality shall remain the property of the Municipality, while respecting the Terms and Conditions of any livestreaming platforms that the Municipality uses.
- 21.5 Video and livestream recordings of a Meeting shall not be relied upon as the official record of the Meeting.
- 21.6 All electronic devices shall be placed in silent mode during all meetings. Members of Council may use electronic devices in open session to access the agenda and other notes or information made by the member.
- 21.7 Municipal recordings shall be retained for the period set out in the Municipality's record retention by-law.

Part IV – Agendas

22.0 General Rules Regarding Council Agendas

22.1 Preparation of Agenda

- a) Prior to each regular meeting, the Clerk or designate shall prepare an agenda of all the business to be brought before such meeting.
- b) No report, motion or by-law shall be placed on the Consent Agenda without having first been considered by Committee of the Whole unless authorized by the Clerk.

22.2 Delivery

- a) The agenda shall **generally** be made public no later than the Tuesday immediately preceding a regular meeting.
- b) All agendas shall contain all reports, motions and by-laws to be considered at the meeting.
- c) Correspondence received pertaining to agenda items shall be circulated to Members electronically by the Clerk or designate and listed in the correspondence index.

22.3 Quorum

- a) In the absence of the Mayor, the Deputy Mayor shall take the chair and in his/her absence, the Members present shall elect a Chair of the meeting.
- b) If no quorum is present twenty minutes after the time appointed for a meeting, the Clerk shall record the names of the Members present and the meeting shall stand adjourned until the **next regularly scheduled meeting**.
- c) If a Member arrives late at a meeting, any prior discussion shall not be reviewed without the unanimous consent of all Members present.
- d) If during the course of a meeting quorum is lost, then the meeting shall stand as adjourned and not ended, to reconvene at the **next regularly scheduled meeting**.

22.4 **If in the Mayor's opinion it is essential that the balance of the agenda be dealt with before the next regularly scheduled meeting, then the Mayor may provide notice to the Clerk to convene a Special Meeting in accordance with Section 13.**

23.0 Order of Business

23.1 The following headings shall make up the Council agenda:

- 1) Call to Order
- 2) **Singing of O Canada**
- 3) Land Acknowledgement
- 4) Moment of Reflection
- 5) Approval of the Agenda
- 6) Disclose of Pecuniary Interest and General Nature Thereof
- 7) Special Education Session (if required)
- 8) Announcements
- 9) Public Participation

- a) Presentations
- b) Deputations on Agenda Items
- c) **Public Input Period**

- 10) Council Inquiries
- 11) Motions and By-laws for Decision
 - a) Consent Agenda
 - b) Consideration of Items
- 12) Committee of the Whole
- 13) Councillor Motions
- 14) Adoption of Minutes
- 15) Communications
- 16) Closed Session (if required)
- 17) Public Meeting (if required)
- 18) Confirming By-law

24.0 Call to Order

24.1 The Mayor or Chair shall call the meeting to order at the time specified in the agenda.

25.0 **Singing of O Canada**

25.1 Members shall be invited to join in the singing of the national anthem.

26.0 Land Acknowledgment

26.1 The Mayor or other member of Council shall read the municipal Land Acknowledgement.

27.0 Moment of Reflection

27.1 Members shall pause for a moment of reflection.

28.0 Disclosure of Pecuniary Interest and General Nature Thereof

- 28.1 The Mayor or Chair shall ask members to declare any pecuniary interest related to an item on the agenda.
- 28.2 Upon declaring a pecuniary interest at a meeting of Council, a Member shall provide a written statement of the interest and its general nature to the Clerk. The Clerk will include the statement in a registry maintained in accordance with the Municipal Conflict of Interest Act.
- 28.3 Members may also declare any pecuniary interest prior to any item being addressed.
- 28.4 Members who have declared a pecuniary interest shall leave the meeting room during the item's consideration.
- 28.5 Members who have declared a pecuniary interest in a matter may not move, second or vote on a motion to adopt multiple items if the matter that is subject of the pecuniary interest is contained therein. Members may request to divide such a motion in order to vote on those items in which there is no pecuniary interest.
- 28.6 A Member who has declared a pecuniary interest in a matter may move, second and vote on:
 - a) the confirmatory by-law for the meeting in which the interest was declared;
- 28.7 adopting the minutes of the meeting in which the interest was declared.
- 28.8 Every declaration of interest made during the Closed Session, but not the general nature of the interest, shall be recorded in the minutes of the open meeting.

29.0 Special Education Session

- 29.1 Special education sessions shall be generally called and held at the beginning of the Council meeting with time as determined by the Clerk with notice as set out in Section 17.

30.0 Announcements

30.1 Members may present community and municipal related announcements when called upon by the Chair.

31.0 Public Participation

31.1 All information including opinions, presentations, reports, documentation etc that is provided at a public or open meeting is considered a public record.

31.2 Presentations, Deputations and Public Input shall not refer to personnel matters, litigation or potential litigation or be in response to matters that have been subject of a Statutory Public Meeting for which the verbal commenting period has ended or be on an item listed under Notice of Motion.

31.3 Council shall not make financial commitments or authorize expenditure of funds in response to a Presentation, Deputation or Public Input item at the same meeting as the item was received. Council may request a staff report in response to a Presentation or Public Input item. If no report is requested, items will be noted and filed.

31.4 Public Participation, including Presentations, Deputations on Agenda Items and Public Input may be done through electronic means provided that all persons participation electronically adhere to the following practices:

- a) The request to participate electronically must be made a minimum of 2 business days in advance of the meeting start time (during registration) unless the Clerk, in their sole discretion, waives the requirement;
- b) Each person participating in a meeting by electronic means is available at least ten (10) minutes prior to the beginning of the meeting to assist staff in establishing the electronic connection;
- c) Each person participating by electronic means will mute their electronic device when they are not speaking;
- d) The Chair will notify each person participating by electronic means when it is their turn to speak; and

- e) In the case of a loss of connection, or any connection issue that impedes a person's ability to participate in the meeting in real time, the meeting will continue, and it is the Chair's discretion as to whether the public participation is revisited should the connection be restored.

31.5 Presentations

- a) A Presentation is defined as the verbal and/or visual provision of information to Council by an individual, community group or organization.
- b) A Ceremonial Presentation is defined as the giving of an award, prize or other form of recognition by the Mayor at a Council meeting.
- c) A person or group wishing to make a Presentation to Council shall provide the Clerk or designate with written notice no later than 14 days prior to the meeting. Such request shall state the specific nature of the matter to be presented. The presentation must be provided seven days prior to the meeting for inclusion in the package.
- d) Presentations and Ceremonial Presentations shall only be permitted in respect of subject matters that deal with municipal issues and are within the Municipality's jurisdiction, being those that Council is responsible for, as outlined in the Municipal Act, S.O. 2001, c.25.
- e) Presentations and Ceremonial Presentations at the Council Meeting shall be limited to 10 minutes. The duration may be extended by majority vote specifying the additional time. Such question shall be decided by the Council without debate.
- f) Presenters may only present once every 12 months on the same topic.
- g) A maximum of three presentations per meeting will be scheduled by the Clerk or designate.
- h) Council may ask questions for clarification.
- i) Immediately following a presentation, ~~the Chair-Council~~

will determine if further action is required and direct staff to prepare a report for consideration by Committee of the Whole. If no report is required, presentations will be noted and filed.

31.6 Deputations on Agenda Items

31.7 A person wishing to appear as a deputation may address the Council for a period of time not exceeding five minutes. The five minute time period may be extended by the Council by a majority vote specifying the additional time. Such question shall be decided by the Council without debate.

- a) Deputations shall register in advance by contacting the Clerk or designate or filling out the request form at the meeting.

31.8 Deputations may only be about an item on the meeting agenda **for decision or receipt by Council or Committee of the Whole** and shall not be accompanied by any presentation materials.

- a) A person who is unable to attend may arrange for another person to appear as a deputation on such person's behalf and to read aloud a prepared statement pertaining to an item listed on the meeting agenda.
- b) Members may ask questions of clarification.
- c) An organized body wishing to address Council as a deputation shall be limited to a maximum of five minutes regardless of the number of representatives of that group.
- d) Deputations shall only be permitted in respect of subject matters that deal with municipal issues and are within the Municipality's jurisdiction, being those that Council is responsible for, as outlined in the Municipal Act, S.O. 2001, c.25.
- e) There will be a limit of ten deputations per meeting.

31.9 Public **Input** Period

- a) A maximum of 15 minutes will be set aside for Public Input Period, with each person limited to two minutes.

- b) Members of the public wishing to provide **input** shall register in advance by contacting the Clerk or designate or filling out the request form at the meeting. During registration, the general nature of the matter shall be provided.
- c) When called upon by the Chair, the public member will identify themselves by name and address the input to the Chair.
- d) **Input will be acknowledged by the Chair. Council may also request a response from staff that may be provided verbally or in written form following the meeting.**
- e) Input shall only be permitted in respect of subject matters that deal with municipal issues and are within the Municipality's jurisdiction, being those that Council is responsible for, as outlined in the Municipal Act, S.O. 2001, c.25.
- f) Input shall not be accompanied by any presentation materials.

32.0 Council Inquiries

- 32.1 Members may, when called upon by the Chair, raise an inquiry for response by staff.
- 32.2 **In order for staff to be fully prepared for inquiries of Council, it is recommended that Council provide their inquiries to the CAO by Friday preceding the Council meeting.**
- 32.3 **Staff responses may be provided at the meeting or electronically to Council as soon as practicable following the meeting.**
- 32.4 Items requiring a detailed response and research should be raised as a Notice of Motion providing direction to staff (Section 35.0).

33.0 Motions and By-laws for Decision

33.1 Consent Agenda

- a) Items previously considered by Committee of the Whole

will be added to the consent agenda.

- b) All of the items listed on the consent agenda shall be the subject of one motion, unless a member requests that any item(s) in the consent motion be voted on separately.
- c) Any items requested for separate consideration will be noted in the minutes at the end of the Consent Agenda section.

33.2 Consideration of Items

- a) Reports and by-laws not previously considered by Committee of the Whole will be included under the Consideration of Items section.
- b) **Motions for which notice has previously been given will be included under the Consideration of Items section.**
- c) All reports and by-laws in the Consideration of Items section will be voted on separately.

34.0 Committee of the Whole

- 34.1 Committee of the Whole items shall include staff reports, regular memos and verbal updates from members appointed to County Council, Committees and Local Boards.
- 34.2 The Chair of Committee of the Whole meetings shall be the Mayor.
- 34.3 Council may resolve into Committee of the Whole during each Regular and Special Meeting.
- 34.4 A report presented to Committee of the Whole and contained in the agenda is deemed received.
- 34.5 The Committee of the Whole shall report to Council on all matters, with the exception of items received for information only, and shall recommend such action as deemed necessary.
- 34.6 Whenever Council resolves into Committee of the Whole, the rules of procedure outlined in this by-law shall apply.

35.0 Councillor Motions

35.1 General

- a) Items requiring a detailed response and research should be raised as a Notice of Motion providing direction to staff.

35.2 Notice of Motion

- a) A member of Council shall provide a proposed Motion, **in writing**, to the Clerk before the agenda deadline for inclusion on a regular agenda of Council for the purpose of giving notice. No discussion will take place at the Council meeting where the notice of motion is provided.
- b) At the subsequent meeting, the Member of Council who submitted the proposed Motion shall introduce and subsequently move the Motion.
- c) A member of Council may request that the notice provisions be waived which will require a two-thirds vote.
- d) No staff report will be prepared unless the Motion is approved and is referred to staff for a report.
- e) **A Notice of Motion shall not be permitted to be introduced at a Special Meeting or at a Public Meeting.**

~~35.3 Motions for Decision~~

- ~~a) Council shall consider motions for which notice has previously been given.~~
- ~~b) The proponent shall read the motion aloud and be permitted to speak to the contents of the motion first.~~

~~35.4 Motions shall be moved, seconded and debated according to the rules of this procedural by-law.~~

36.0 Adoption of Minutes

36.1 Minutes of Council meetings shall be brought forward for Council adoption as soon as practicable.

36.2 Members shall indicate any errors or omissions prior to

adoption, to be corrected by the Clerk.

36.3 If the minutes have been delivered to the members of Council then the minutes shall not be read, and a resolution that the minutes be adopted shall be in order.

36.4 After the minutes have been adopted by resolution they shall be signed by the Mayor and Clerk.

37.0 Communications

37.1 The Clerk or designate shall determine items to be included in the Communications section.

37.2 Communications items may include, but are not limited to, minutes of local boards and committees having Council representation, correspondence from other tiers of government, requests for support from other municipalities, **petitions**, and letters from community members and organizations.

37.3 The Clerk or designate shall prepare and provide a listing of other correspondence received pertaining to Council business. Such correspondence shall be circulated to Council in advance with the index provided under Communications.

37.4 Correspondence, including names and addresses, addressed to Council or directed to a Public Meeting, become part of the public record and may be published in a report, agenda or minutes.

37.5 Every communication, including a petition designed to be presented to Council, shall be legibly written or printed, shall not contain any impertinent or improper matter or language, shall not be anonymous.

37.6 Members may request that any Communication item or item listed in the correspondence index be discussed by Council.

37.7 Council may direct staff, pass a motion of support, or take other action by resolution for any Communication item or item listed in the correspondence index.

37.8 All items shall be noted and filed if no other action is taken.

37.9 **Petitions may be submitted to the Clerk and will include a**

minimum of two (2) persons and their respective contact information unless otherwise required by law, and a clear statement of the purpose of the petition. Petitions will be placed under the Communications section of the Council agenda, unless otherwise determined by the Mayor in consultation with the Clerk.

37.10 The Municipality is not responsible or accountable for the accuracy or reliability of petitions that are submitted.

38.0 Closed Session (if required)

38.1 Closed sessions shall be conducted in accordance with Section 10.0 of this procedure by-law.

39.0 Public Meeting (if required)

39.1 Public Meetings shall be conducted in accordance with Section 12.0 of this procedure by-law.

40.0 Confirming By-law

40.1 The proceedings of each Council meeting shall be confirmed by by-law.

40.2 The by-law shall confirm every decision and resolution of Council to have the same force and effect as if passed by a separate by-law.

41.0 Adjournment

41.1 At the conclusion of the agenda, the Chair shall deem the meeting adjourned.

Part V – Minutes

42.0 Minutes

42.1 The Minutes of Council, as documented by the Clerk or designate, shall consist of a record of all proceedings taken in the Council.

42.2 Minutes shall record:

- a) the place, date and time of meeting;

- b) the names of the presiding officer or officers and the record of the attendance of the members;
 - c) any late arrivals or early departures of members and senior staff;
 - d) declarations of interest;
 - e) the motions considered and votes taken by Council;
 - f) any recorded votes as requested by a member;
 - g) all the other proceedings of the meeting without note or comment; and
 - h) the reading, if requested, correction and confirmation of the minutes of prior meetings.
- 42.3 The Clerk or designate shall act as the Recording Secretary for Council and Committee of the Whole meetings, including Closed Sessions, Public Meetings, and Special Education Sessions.
- 42.4 Closed Session minutes shall be brought forward for approval as soon as practicable and be listed on the open meeting agenda. Closed Session minutes shall be circulated to Council by the Clerk or designate in a secured manner and marked as confidential. Despite approval in open session, the minutes remain confidential.

Part VI – By-laws

43.0 By-laws

- 43.1 Generally all by-laws shall be given first, second and third reading at one meeting in a single motion.
- 43.2 Every by-law passed by Council shall:
- a) Be signed by the Mayor and Clerk, or their deputies;
 - b) Be sealed with the Municipal seal; and
 - c) Indicate the date of passage.
- 43.3 The Clerk or designate is hereby authorized to make such minor deletions, additions or other changes in form to any by-law

before same is signed and sealed, for the purpose of ensuring correct and complete implementation of the actions of Council forming the subject matter of the by-law and members shall be advised by the Clerk of such changes by written notice.

Part VII – Motions and Voting

44.0 Moved and Seconded

- 44.1 All motions shall be moved and seconded. The Clerk or designate may be asked to repeat the motion in question.
- 44.2 A motion or amendment thereto, may not be withdrawn without the consent of the mover and seconder.
- 44.3 The Chair may vacate the chair in order to move or second a motion and shall resume the chair following the vote on the matter.
- 44.4 If the Chair is of the opinion that an amending motion is contrary to the main motion, the Chair shall apprise the Members immediately. A Member of Council or Committee may appeal the ruling of the Chair. If appealed, the Chair will take an immediate vote on the motion without debate.
- 44.5 Before the Chair calls a vote on a motion, a member may ask the mover of the motion if they would accept a change to the motion, termed a 'friendly amendment'. The mover may either accept or reject the proposed change. If the mover rejects the proposed change, the member suggesting the change can formally move an amendment. If the change is accepted by the mover, the changed motion will be put to a vote. Friendly amendments will not be recorded in the minutes as a main motion and an amendment but will be considered as a main motion.
- 44.6 Whenever the Chair is of the opinion that a motion or resolution is contrary to the Rules of Procedure, the Chair shall rule the motion or resolution out of order.
- 44.7 A motion or resolution which requires the exercise of a power or powers by Council which are not within its jurisdiction shall not be in order.

44.8 All motions may be supported or opposed by the mover and seconder.

45.0 Severability of Question

45.1 Upon the request of any member, and when the Chair is satisfied that a question under consideration contains distinct proposals, the vote upon each proposal shall be taken separately.

46.0 Voting Procedure

46.1 Each Member present and voting shall announce or indicate his or her vote upon the motion openly and individually by show of hands and no vote shall be taken by ballot, or any other method of secret voting.

46.2 Every Member present at a meeting when a question is put shall vote, unless prohibited by statute, in which case it shall be so recorded.

46.3 If any Member at a meeting when a question is put does not vote, he or she shall be deemed as voting in the negative except where prohibited from voting by statute.

46.4 When the Chair calls for a vote on a question, each member shall occupy his or her seat and shall remain in his or her seat until the result of the vote has been declared by the Chair, and during such time no member shall speak to any other member or make any noise or disturbance.

46.5 After a question is put by the Chair, no member shall speak to the question nor shall any other motion be made until after the vote is taken and the result has been declared.

47.0 Recorded Vote

47.1 A request by a member for a recorded vote shall be made immediately prior to the commencement of the vote being taken or immediately thereafter, prior to proceeding to the next item on the agenda.

47.2 **When a recorded vote is requested, or is otherwise required, the Clerk shall call the names of all members present at the meeting to vote in alphabetical order, unless otherwise**

prohibited from voting on the motion by reason of a declared interest, except the Deputy Mayor who will vote second-last and the Chair who will vote last. The Clerk will announce the results. The names of those who voted for and against will be noted in the minutes.

48.0 Tie is Lost

48.1 If there is a tie vote on any question, the vote shall be deemed to have been lost.

48.2 A matter lost on a tie at Committee of the Whole shall rise to Council for consideration and must be lifted from the Consent Agenda for direction.

49.0 Administrative Changes to Motions

49.1 The Clerk is delegated the authority to make grammatical, typographical and syntactical corrections to motions, to maintain readability and uniformity, provided that the edits may not change the intent of the motion. Corrections to motions may be made prior to, during or following the adjournment of the meeting.

50.0 Secondary Motions

50.1 The following matters and motions may be introduced without notice and without leave and are not debatable, except as otherwise provided by the Rules of Procedure:

- a) a point of order or privilege;
- b) to move the question be put;
- c) to adjourn.

50.2 The following motions may be introduced without notice and without leave and are debatable, except as otherwise provided by the Rules of Procedure:

- a) to refer;
- b) to lay on table, or postpone to a certain day, or to postpone indefinitely;

- c) to amend;
- d) to suspend the Rules of Procedure;
- e) any other procedural motion.

51.0 Order of Consideration

51.1 When a question is under consideration, no motion shall be received except a procedural motion or a motion to amend.

51.2 Procedural motions shall be considered immediately upon receipt and shall have precedence and may be subject to debate as follows:

- a) to extend the time of the meeting (not debatable);
- b) to move the question be put or end debate (not debatable);
- c) to commit or refer to a specific body (debatable);
- d) to lay on the table or set aside temporarily (not debatable);
- e) to postpone to a certain time (debatable)
- f) to postpone indefinitely or decline to take a position (debatable)
- g) to adjourn (not debatable);
- h) any other procedural motion (debatable).

52.0 Motion to Amend

52.1 An amendment shall be relevant and germane to the principle of the report or motion under consideration.

52.2 A motion to amend may propose a separate and distinct disposition of a question provided that such altered disposition continues to relate to the same issue which was the subject matter of the question.

52.3 Amendment motions shall be put in the reverse order to the order in which they are moved.

53.0 The Question Be Now Put

- 53.1 A motion that the question be now put shall preclude all further amendments of the question. When resolved in the affirmative, the question and all amendments thereto are to be put forward without debate or further amendment.
- 53.2 Such motion cannot be moved by a member who has already debated the question

54.0 Motion to Lay on the Table

- 54.1 A motion to Lay on the Table sets aside the main motion temporarily in order to accommodate another matter of immediate urgency.
- 54.2 The matter tabled shall not be considered again by the Council until a motion has been made to take up the tabled matter at a subsequent meeting.
- 54.3 A motion to take up a tabled matter is not subject to debate or amendment.
- 54.4 A motion that has been tabled and not taken from the table for six months shall be deemed to be withdrawn, and cannot be taken from the table.

55.0 Motions to Defer/Postpone to a Certain Day

- 55.1 A motion to Defer/Postpone shall contain the reason for the deferral/postponement and shall provide a proposed date of return.
- 55.2 A motion that is deferred/postponed to a certain day will be considered at the same point of that meeting as in the meeting in which it was deferred/postponed.
- 55.3 A motion to Defer/Postpone is open to debate or amendment.

56.0 Motions to Postpone Indefinitely

- 56.1 A motion to postpone without a definite date shall be treated as if it was a motion to decline to take a position.
- 56.2 A motion that was postponed indefinitely is subject to

reconsideration (Section 57.0).

57.0 Reconsideration of a Matter

57.1 Council may reconsider an entire resolution that was decided during any term of Council. A reconsideration of a portion of a resolution shall not be permitted. Such reconsideration can either amend the previous decision or rescind it subject to the following rules:

- a) no resolution shall be reconsidered more than once during the term of Council; and
- b) a Motion to reconsider shall not be reconsidered.

57.2 A Member who voted on the prevailing side of a decision may bring a Motion to reconsider at the same Meeting at which the question to be reconsidered was dealt with and shall require the support of a Majority of the Members present.

57.3 A motion to reconsider a decided matter of Council, at a meeting subsequent to the meeting at which the original motion was decided, will require a Notice of Motion, as per Section 35.

57.4 If a motion to reconsider is decided in the affirmative:

- a) The reconsideration effectively returns the Council to just prior to the original Council resolution.
- b) Reconsideration of the original motion shall then be the next order of business unless the motion specifies a future date.

57.5 No delegations or Public Input Session speakers shall be permitted to speak on a Notice of Motion to Reconsider.

57.6 A resolution that was decided by Council cannot be reconsidered if action has been taken in implementing the resolution, resulting in legally binding commitments that are in place on the date the Motion to reconsider is considered by Council.

58.0 Motion to Rescind

58.1 A motion to rescind is a main motion that requires notice through a notice of motion and a 2/3 vote to pass. The motion

to rescind is the motion by which a previous action or order can be cancelled. The effect of this motion is to strike out an entire main motion that had been adopted at some previous time. The motion to rescind is debatable and is not amendable and requires 2/3 vote. This motion is not in order when something has been done that is impossible to undo or notification has been provided when affects a specific person.

Part VI – Rules of Debate

59.0 Rules of Debate

- 59.1 The Chair shall maintain a list of members who have requested to speak or to ask questions and the Chair shall designate members to speak or to ask questions in the order in which they appear on the list.
- 59.2 No member shall speak more than once, except if requested to give an explanation, until every member who desires to speak, has spoken.
- 59.3 When a member is speaking, no other member shall pass between that member and the Chair, or interrupt him or her, except to raise a point of order or a point of personal privilege.
- 59.4 A member may speak to the same question for a maximum of five minutes, and, with leave of the Council, may be granted an extension.
- 59.5 When an item is being discussed and one member has the floor a member may ask a question only for the purpose of obtaining information necessary for a clear understanding thereof.
- 59.6 All questions shall be stated succinctly and questions shall not be used as a means of making statements or assertions.
- 59.7 Questions may be asked through the Chair of the previous speaker, staff, a deputation or presenter.
- 59.8 A member may not ask a question if the Chair rules that such question, in substantially similar form and content, has already been asked and answered.

60.0 Points of Order

60.1 A Member may raise a Point of Order when such Member feels there has been:

- a) a deviation or departure from the rules set out in this By-law; or
- b) a deviation from the matter under consideration and the current discussion is not within the scope of the proposed Motion.

60.2 Where a Member raises a Point of Order, the Chair shall:

- a) interrupt the matter under consideration;
- b) ask the Member raising the Point of Order to state the substance of and the basis for the Point of Order; and
- c) rule on the Point of Order immediately without debate by Council or Committee.

60.3 A Member may appeal the ruling of the Chair to Council or Committee which will then decide whether to uphold the decision or overturn the decision without debate, by way of a Majority Vote of the Members present. If there is no appeal, the decision of the Chair is final.

61.0 Points of Privilege

61.1 A Member may raise a Point of Privilege at any time to request immediate action on a matter affecting the rights, privileges, dignity or integrity of Council or a committee as a whole, or one or more Council or Committee members.

A Point of 'General' Privilege affects the rights and privileges of the Council or committee as a whole and include things like heating, ventilation, sound, lighting, comfort and security. They also include the dignity and integrity of the Council or committee and its proceedings, or obstructions to it carrying out its functions.

A Point of 'Personal' Privilege affects the rights and privileges of an individual Member and includes:

- a) requests for personal assistance (e.g., to be excused to illness or personal emergency),
 - b) objections to personal remarks or wrongful accusations made by another person at the meeting,
 - c) relief from any obstruction or interference with a Member performing his or her duties.
- 61.2 Where a Member raises a Point of Privilege, the Chair shall:
- a) interrupt the matter under consideration;
 - b) ask the Member raising the Point of Privilege to state the substance of and the basis for the Point of Privilege; and
 - c) rule on the Point of Privilege immediately without debate by Council or Committee.
- 61.3 A Member may appeal the ruling of the Chair to Council or Committee which will then decide whether to uphold the decision or overturn the decision, without debate, by way of a Majority Vote of the Members present. If there is no appeal, the decision of the Chair is final.
- 61.4 Where the Chair considers the integrity of any Member or staff has been impugned or questioned, the Chair may permit that Member or staff to make a statement to Council or Committee.

Part VII – Committees, Task Forces and External Boards

62.0 Internal Committees, Advisory Committees or Task Forces

- 62.1 Council may create, appoint and dissolve any committee or task force by by-law including Terms of Reference. Where no specific rules of procedure are specified, these Rules of Procedure shall apply.
- 62.2 All meetings of Committees shall generally be held at Meaford Council Chambers but may be moved to alternate locations on the recommendation of the Chair, in consultation with the Clerk. Where an alternate location is required, it shall be within the boundaries of the Municipality at a venue which is accessible to the public.

62.3 The Rules of Procedure for Committee operation shall be those contained in this By-law unless otherwise prescribed by statute or law.

62.4 The Clerk or designate shall prepare agendas and minutes for Committee meetings in accordance with the business to be addressed.

62.5 All agendas for Internal Committees, Advisory Committees and Task Forces shall include an opportunity for public participation, specifically presentations and deputations, as outlined in section 31.1 and 31.2 respectively.

62.6 The Head of Council shall be an ex-officio member of all Municipal Advisory Committees where not otherwise prohibited by any Act and shall have full voting privileges when in attendance at any meeting thereof.

63.0 Council Representation on External Boards and Committees

63.1 The Municipality of Meaford shall be represented on all external board and committees for whom appointments are sought or required at the discretion of Council.

63.2 Council shall appoint members to boards and committees in accordance with the Municipality's Appointments to Boards and Other Bodies Policy.

63.3 Appointments shall be made by by-law for the Council term.

Part VIII – Other Matters

64.0 Conflict with any Other By-law

64.1 In the event of any conflict between any provisions of this by-law and any other by-law hereto are passed; the provisions of this by-law shall prevail.

65.0 Short Title

65.1 This by-law shall be known as the "Procedure By-law" or "Rules of Procedure".

66.0 Repeal (Amending or Repeal)

66.1 That By-laws 2018-19 and 2021-11 are hereby repealed.

67.0 Effective Date

67.1 This by-law shall come into force and take effect November 15, 2026.

Read a first, second and third time and finally passed this Choose an item. day of Choose an item., 2026.

Ross Kentner, Mayor

Margaret Wilton-Siegel, Clerk

Building Statistics



Building Activity Insights

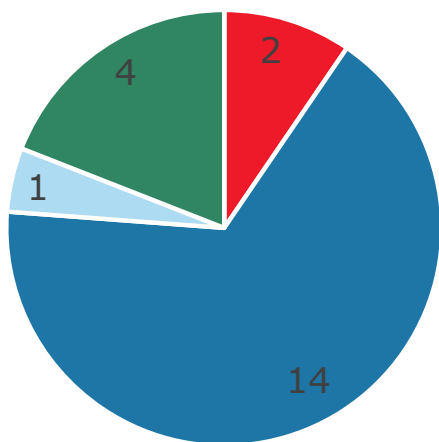
- In May 2026, a total of twenty-one (21) permits were issued.
- One (1) permit was issued for a Single Detached Dwellings, and one (1) for an Accessory Residential Unit.
- The average residential work area for permits issued in May was 132m²
- 2026 Development Charges reflect payments received to date. Under Bill 17, DC's may be deferred until occupancy.

Year-to-Date Permit Activity

	May 2025	May 2026	Year To Date 2025	Year To Date 2026
Applications Received	33	31	95	89
Permits Issued	23	21	79	76
Work Area*	5,513 m ²	2,506 m ²	15,272 m ²	18,013 m ²
Total Construction Value*	\$6,591,695	\$2,607,116	\$20,363,479	\$16,992,578
Permit Fees	\$30,620	\$21,078	\$118,679	\$99,009
Development Charges	\$15,923	\$0	\$283,153	\$112,683

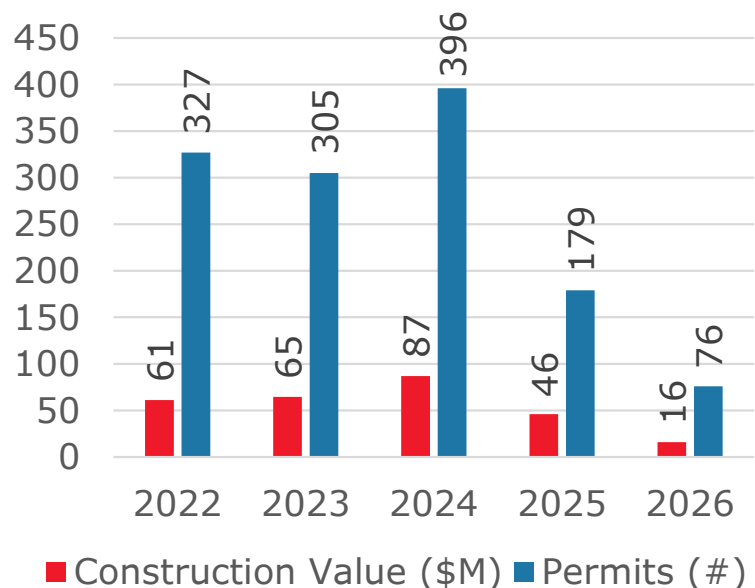
* For Permits Issued

Permits Issued in May



- New Dwellings & ARUs
- Residential - Other
- Agricultural
- Commercial & Employment
- Other

Five-year Activity – Permits Issued



May 2026



This document can be made available in other accessible formats and with communication supports as soon as possible and upon request.

Corporation of the Municipality of Meaford

Council Minutes

A Council meeting of the Municipality of Meaford was held at 1:00 p.m. at Council Chambers on May 25, 2026.

Members:

- Mayor Ross Kentner
- Deputy Mayor Shirley Keaveney
- Councillor Tony Bell
- Councillor Eric Ennis
- Councillor Harley Greenfield
- Councillor Rob Uhrig

Members Absent:

- Councillor Brandon Forder

Staff:

- Chief Administrative Officer, S. Everitt
- Director of Corporate Services/Deputy CAO, S. Dinsmore
- Director of Development Services, A. Cann
- Director of Community Services, B. Carbert
- Municipal Clerk, M. Wilton-Siegel
- Deputy Clerk, A. Penner

1. Call to Order

Mayor Kentner called the meeting to order at 1:00 p.m. with quorum noted.

2. O Canada

Mayor Kentner invited members of Council, staff and the public to stand for O Canada.

3. Land Acknowledgement

Councillor Bell read the municipal Land Acknowledgement.

4. Moment of Reflection

Council paused for a moment of silent reflection.

5. Disclosure of Pecuniary Interest and General Nature Thereof

None declared.

6. Announcements

- Councillor Uhrig announced a Dramatic Arts Market taking place at the SCP Properties Coworking Corder on June 13.
- Deputy Mayor Keaveney announced upcoming community events, including a Roast Beef Dinner organized by Meaford United Church and bi-weekly coffee house events taking place at Bognor Hall. Deputy Mayor Keaveney noted that the Bognor Hall Board and Riverside Hall Board are seeking volunteers.
- Mayor Kentner presented a certificate of congratulations to Stephanie Price, owner of the Dam Pub GastroPub, in recognition of the Pub recently being awarded Best Whisky Bar in Canada.

7. Public Participation

- a) Presentations
 - None.
- b) Deputations on Agenda Items
 - None.
- c) Public Questions
 - None.

8. Council Inquiries

- Councillor Uhrig inquired about the status of the mosaic mural removed from the harbour in 2025 and about plans for the display of marine artifacts held by the Municipality. Director Carbert advised that the mosaic mural and the marine artifacts are in storage, and that staff reports are forthcoming to outline options for their long-term display.
- Councillor Bell inquired about the absence of docks on the Bayfield Street side of the harbour. Director Carbert advised that docks cannot be installed in that location in 2026 due to low water depth and damage to the brackets that fix the docks to the harbour wall.
- Councillor Uhrig inquired about the status of the short-term rental accommodation licensing project. Director Cann advised that the registry phase of the project is complete and that a follow-up report will be provided to Council in June.
- Mayor Kentner inquired about when work on the Downtown Harbourfront Master Plan will begin. Director Cann advised that the project will span 2026 and 2027, with the Request for Quotations to secure one or more consultants for the project anticipated to be released in the third quarter of 2026.

9. Motions and By-laws for Decision

9.1. Consent Agenda

Moved by: Councillor Bell
 Seconded by: Deputy Mayor Keaveney

- a) COM2026-02 - Extension of Facility Use Agreement with Sail Georgian Bay

That Council of the Municipality of Meaford:

- 1. Authorizes the Director of Community Services to execute an Amending Agreement for the extension of the 2016 Facility Use Agreement until December 31, 2026, including the waiver of seasonal dockage fees for the 2026 season; and**
- 2. Direct staff to enter into negotiations with Sail Georgian Bay for their continued operation at the Meaford Harbour.**

- b) COM2026-03 - Potential Locations for Meaford Community Garden on Municipal Property

That Council of the Municipality of Meaford:

- 1. Approve Option 2 – Vacant Industrial Lands for the future site of the Meaford Community Garden;**
- 2. Direct staff to locate interim storage space for the Meaford Community Garden group; and**
- 3. Direct staff to enter into negotiations with the Meaford Community Garden group for the development of an Agreement for the use of municipal property.**

Carried – Resolution #2026-22-01

9.2. Items for Consideration

- a) CAO2026-12 - Land Purchase Request - 458360 Grey Road 11 (Patrol B)

In response to questions from Council, CAO Everitt provided an overview of the strategic rationale for acquiring the property, including potential future expansion of the Patrol B public works yard and additional well access to support operational capacity at the existing Patrol B facility. CAO Everitt noted that a future report to Council will consider the best use of the property.

Moved by: Councillor Greenfield

Seconded by: Councillor Bell

That Council of the Municipality of Meaford:

- 1. Approve the purchase of land identified as 458360 Grey Road 11 at a purchase price of \$480,000;**
- 2. Approve the land acquisition and transfer of ownership into the Municipality’s land inventory including all legal costs, taxes, and land transfer costs; and**
- 3. Authorize the Mayor and Clerk to execute all required documents to acquire said lands identified as 458360 Grey Road 11 in the Municipality of Meaford.**

Carried - Resolution #2026-22-02

10. Committee of the Whole

Motion to Move into Committee of the Whole

Moved by: Deputy Mayor Keaveney
 Seconded by: Councillor Uhrig

Be it resolved that Council of the Municipality of Meaford hereby go into Committee of the Whole at 1:21 p.m.

Carried - Resolution #2026-22-03

Chief Administrative Officer

- a) CAO2026-13 - Consideration of Negotiations with the Ontario Provincial Police for a New Detachment Facility

CAO Everitt provided an overview of the report.

In response to questions from Council, CAO Everitt provided an overview of potential capital funding sources and noted that the Ministry of Transportation will allow an entrance to the site from Highway 26.

In response to questions from Council, CAO Everitt provided an overview of the Ontario Provincial Police (OPP) growth strategy, enhancements available to the Municipality for hosting a detachment, and limitations on development near a detachment. CAO Everitt advised that the building interior could be retrofit to suit other office uses when no longer required by OPP.

In response to a question from Council, CAO Everitt noted that OPP intend to move forward with this construction in the near term.

Moved by: Councillor Bell
 Seconded by: Councillor Uhrig

That Committee of the Whole recommend Council of the Municipality of Meaford direct staff to enter formal

discussions and negotiations with the Ontario Provincial Police for the potential development of a new Ontario Provincial Police Detachment that would be located at the recently purchased Highway 26 Commercial Property as detailed in Report CAO2026-13.

Carried – Motion Prepared

Corporate Services

b) COR2026-07 - 2025 Investment Performance

Director Dinsmore provided an overview of the report.

In response to a question from Council, Director Dinsmore advised that accrued interest is typically directed to the Municipality’s reserve funds, and that a future report respecting the Municipality's overall reserve position is forthcoming.

In response to a question from Council, Director Dinsmore advised that the Municipality’s Working Capital Reserve functions as a fund for one-time purchases and needs that arise through the year.

In response to a question from Council, Director Dinsmore advised that while the Municipality is in a good reserve balance position, opportunities exist to enhance the strategic use of reserves.

Moved by: Councillor Greenfield

Seconded by: Councillor Ennis

That Committee of the Whole receive Report COR2026-07 - 2025 Investment Performance for information purposes.

Carried - Received

- c) COR2026-08 - 2025 Year-end Building Report

Director Dinsmore provided an overview of the report.

In response to a question from Council, Director Dinsmore noted that he anticipates the Building Division will be in a surplus position in the near future, and that it may take a number of years for the Building Reserve to return to a positive position.

Moved by: Councillor Greenfield
 Seconded by: Deputy Mayor Keaveney

That Committee of the Whole receive Report COR2026-08 - 2025 Year-end Building Report for information purposes.

Carried - Received

Memos

- d) Building Report

The April 2026 Building Report was noted and filed.

Updates from members appointed to County Council, Committees & Local Boards

- e) County Council

Deputy Mayor Keaveney provided an update from recent Grey County Council meetings including a summary of presentations, delegations and reports received and considered.

- f) Other Boards and Committees

Councillor Greenfield provided an update from the most recent Meaford Public Library Board, noting that the Meaford Subcommittee on Library Services Contract submitted its final report to the Board providing recommendations on next steps

for the agreement with the Owen Sound & North Grey Union Public Library Board.

Motion to Move out of Committee of the Whole

Moved by: Councillor Uhrig
 Seconded by: Councillor Bell

Be it resolved that Council of the Municipality of Meaford hereby move out of Committee of the Whole at 2:22 p.m.

Carried - Resolution #2026-22-04

11. Councillor Motions

11.1. Notice of Motion

- Deputy Mayor Keaveney provided notice of motion respecting direction to staff to create a plan to bring Market Lane, Bayshore Road and Tom Thomson Lane, in Leith, to an urban standard.

11.2. Motions for Decision

12. Adoption of Minutes

- a) Council Meetings - April 27, 2026, May 4, 2026 and May 11, 2026

Moved by: Councillor Bell
 Seconded by: Deputy Mayor Keaveney

Be it resolved that Council of the Municipality of Meaford hereby adopt the minutes of the Special Council meeting held on May 4, 2026, the Regular Council meeting held on May 11, 2026, and the closed meetings held on April 27, May 4 and May 11, 2026.

Carried - Resolution #2026-22-05

13. Communications

- a) Minutes - Meaford Public Library Board - 18 March 2026

- b) Minutes - Meaford Public Library Board Subcommittee on Library Services Contract - March 6 and March 12, 2026
- c) Correspondence List

All items noted and filed.

14. Confirming By-law

- a) Confirming By-law

Moved by: Councillor Greenfield
Seconded by: Councillor Uhrig

Be it resolved that By-law 2026-44, being a by-law to confirm the proceedings of the meeting of Council of the Corporation of the Municipality of Meaford, be taken as read a first, second and third time and finally passed.

Carried - Resolution #2026-22-06

15. Adjournment

The Mayor declared the meeting adjourned at 2:27 p.m.

Ross Kentner, Mayor

Margaret Wilton-Siegel, Clerk



This document can be made available in other accessible formats and with communication supports as soon as possible and upon request.

Corporation of the Municipality of Meaford

Council Minutes

A Council meeting of the Municipality of Meaford was held at 1:00 p.m. at Council Chambers on June 8, 2026.

Members:

Deputy Mayor Shirley Keaveney
Councillor Tony Bell
Councillor Eric Ennis
Councillor Brandon Forder
Councillor Harley Greenfield
Councillor Rob Uhrig

Members Absent:

Mayor Ross Kentner

Staff:

Director of Development Services, A. Cann
Director of Community Services, B. Carbert
Director of Infrastructure & Public Works, T. Perejmybida
Municipal Clerk, M. Wilton-Siegel

1. Call to Order

Deputy Mayor Keaveney called the meeting to order at 1:00 p.m. assuming the Chair in the absence of the Mayor and with quorum noted.

2. O Canada

Deputy Mayor Keaveney invited members of Council, staff and the public to stand for O Canada.

3. Land Acknowledgement

Councillor Forder read the municipal Land Acknowledgement.

4. Moment of Reflection

Deputy Mayor Keaveney noted Canadian Armed Forces Day is observed annually on the first Sunday in June, inviting Council to Council pause for a moment of silent reflection.

5. Disclosure of Pecuniary Interest and General Nature Thereof

None declared.

6. Announcements

- Councillor Uhrig provided details about the upcoming Dramatic Arts Market and TIFF to MIFF film series.
- Deputy Mayor Keaveney shared details about an upcoming Father's Day brunch at the Riverside Community Hall.
- Director Perejmybida offered information on upcoming bridge repairs and associated road closures.
- Director Carbert offered details of the upcoming grand opening of the new McCarroll Park Splash Pad.

7. Public Participation

- a) Presentations
 - None.
- b) Deputations on Agenda Items
 - Suresh Singh provide comments respecting Item 9.1.c) DEV2026-12 - Phase 3 Redline Revision to Draft Plan of Subdivision 42T-2020-06 (Loon Call Subdivision), specifically about the challenge to move development forward based on a perceived staff capacity limitation and offered suggestions to increase efficiency.

Deputy Mayor Keaveney offered a meeting with Director
Can be arranged to continue the conversation.

c) Public Questions

- Emily Fonberg, co-owner of Lovebird Brewing Co., offered comments about the current patio program, addressing accessible parking, expressed concerns about the program costs and highlighted the benefits of patios in the downtown core suggesting the program should not be cost recovery.

8. Council Inquiries

- Councillor Bell asked about how an extra \$250,000 dedicated to road or ditching work during the 2026 budget process is being spent. Director Perejmybida clarified there will be more information forthcoming.
- Councillor Uhrig asked if there will be cameras installed at McCarroll Park. Director Carbert noted that there are two cameras currently at the location.
- Councillor Bell inquired about any scheduled repair to the Fred Raper Park gazebo, to which Director Carbert noted construction is scheduled for fall.
- Councillor Bell inquired about permitting required for harbour dredging, to which Director Carbert offered additional details on the project status.
- In response to a question from Councillor Uhrig regarding an update on Blue Dolphin Pool opening, Director Carbert noted there is no update currently but more information will be provided as available.
- Councillor Greenfield commented on the TC Energy offshore geotechnical work and expressed an interest in obtaining more information on the findings.
- In response to a question about traffic calming on Bayfield Street from Deputy Mayor Keaveney, Director Perejmybida provided an update on timelines.
- In response questions about the website project from Deputy Mayor Keaveney, Manager of Communications & Customer Service, Holly Moroney provided an update on the project.

9. Motions and By-laws for Decision**9.1. Items for Consideration**

- a) CAO2026-13 - Consideration of Negotiations with the Ontario Provincial Police for a New Detachment Facility

Council clarified the next steps related to the recommendation.

Moved by: Councillor Uhrig
Seconded by: Councillor Bell

That Council of the Municipality of Meaford direct staff to enter formal discussions and negotiations with the Ontario Provincial Police for the potential development of a new Ontario Provincial Police Detachment that would be located at the recently purchased Highway 26 Commercial Property as detailed in Report CAO2026-13.

Carried - Resolution #2026-23-01

- b) CAO2026-14 - Land Purchase Request - 76 Edwin Street

Council commented on the changes to the area that may impact St. Vincent Street in the future.

In response to a Council question about fencing, Director Carbert offered timelines for priority next steps and expanded on funding sources. Council inquired about the acquisition of trail grooming equipment to which Director Carbert explained the next steps.

Moved by: Councillor Forder
Seconded by: Councillor Greenfield

That Council of the Municipality of Meaford:

- 1. Approve the purchase of land identified as 76 Edwin Street at a purchase price of \$600,000;**
- 2. Approve the land acquisition and transfer of ownership into the Municipality's land inventory including all legal costs, taxes, and land transfer costs;**
- 3. Authorize the Mayor and Clerk to execute all required documents to acquire said lands**

identified as 76 Edwin Street in the Municipality of Meaford;

- 4. Establish a capital budget of \$130,000 for required upgrades to the facility and property as outlined in the body of the report; and**
- 5. That Unfinanced be used for the funding of the purchase and the required capital costs and that a future report be brought to Council outlining funding recommendations.**

Carried - Resolution #2026-23-02

- c) DEV2026-12 - Phase 3 Redline Revision to Draft Plan of Subdivision 42T-2020-06 (Loon Call Subdivision)

In response to a question from Council regarding a potential difference in density calculation, Director Cann commented on the work done to advance the application. Council inquired about the timeline for the County's review, to which Director Cann noted the County is prepared.

Moved by: Councillor Uhrig
Seconded by: Councillor Ennis

That Council of the Municipality of Meaford support the request for a redline revision to Draft Plan Approval to the County of Grey subject to the conditions outlined in report DEV2026-12.

Carried - Resolution #2026-23-03

- d) INF2026-08 - Award Report - Professional Services for St. Vincent Street Reconstruction

Moved by: Councillor Forder
Seconded by: Councillor Greenfield

That Council of the Municipality of Meaford:

- 1. Approve the award of proposal RFP-INF-2026-01 Reconstruction of St. Vincent Street to Tatham Engineering Limited for \$371,424 including the Municipality's non-refundable allocation of H.S.T.; and**

2. Authorize the Mayor and Clerk to enter into the necessary agreement.

Carried - Resolution #2026-23-04

- e) INF2026-09 - Award Report - Additional Tractor with Plow & Attachments and Unit 580-14 Replacement

Moved by: Councillor Bell

Seconded by: Councillor Ennis

That Council of the Municipality of Meaford:

- 1. Approve the purchase of two Kubota M8-201 KVT tractors with plow attachments for \$792,455.77 including the Municipality's non-refundable allocation of H.S.T.; and**
- 2. Authorize staff to proceed with the procurement through Canoe Procurement in accordance with the Municipality's Purchasing Policy.**

Carried - Resolution #2026-23-05

- f) INF2026-10 - Award Report - Low Class Bituminous (LCB) and Micro-Surface Resurfacing

In response to a question to expand on the details, Director Perejmybida offered some additional information on the proposed projects. Council asked questions about the process to prioritize road segments and asked about the State of the Infrastructure (SOTI) reports, to which Director Perejmybida explained the current approach to capital road investment planning and how asset management planning replaces the need for SOTI reports.

Moved by: Councillor Greenfield

Seconded by: Councillor Forder

That Council of the Municipality of Meaford:

- 1. Approve the cancellation of planned Micro Surfacing on Sykes Street as part of the Sykes Street Resurfacing Project (TS-2026-07) and not proceeding with LCB & Micro-surface Resurfacing provisional work in tender ITT-TS-2026-04;**

- 2. Approve the award of tender ITT-TS-2026-04 LCB & Micro-surface Resurfacing to Duncor Enterprises Inc. for \$869,195 including the Municipality's non-refundable allocation of H.S.T.; and**
- 3. Authorize the Mayor and Clerk to enter into the necessary agreement.**

Carried - Resolution #2026-23-06

10. Committee of the Whole

Motion to Move into Committee of the Whole

Moved by: Councillor Forder
Seconded by: Councillor Uhrig

Be it resolved that Council of the Municipality of Meaford hereby go into Committee of the Whole at 2:12 p.m.

Carried - Resolution #2026-23-07

Community Services

- a) COM2026-04 - Placement of Bruce Sheppard Marine Artifacts

Council inquired about how the locations were identified, what measures are planned for security and if arrangements could be made for the mosaic. Director Carbert referenced the Harbour Master Plan development, noted the locations have cameras and indicated that the mosaic location is still to be determined.

In response to a question about the remaining artifacts, Director Carbert noted there is no plan for items that have not been restored to date but they are currently stored securely and will be reviewed. In response to a question regarding accessibility and signage, Director Carbert noted existing paths provide access and indicated there was a plan for signage. Council inquired about a possible commemoration to the donor to which Director Carbert noted this could be achieved within the operating budget.

Moved by: Councillor Bell
Seconded by: Councillor Greenfield

That Committee of the Whole receive Report COM2026-04 - Placement of Bruce Sheppard Marine Artifacts for information purposes.

Carried - Received

Development Services

- b) DEV2026-13 - Urban Area Meaford Growth Management Update

Director Cann provided a short overview of the report.

Council inquired about a comparison of the proposed density in relation to the County and other municipalities, to which Director Cann provided context to the current minimum density. In response to a question about the lack of reference to an economic development strategic plan, Director Cann referenced a presentation at a recent Economic Development Forum and the value of the Plan's integration into long term planning. Council inquired about timing for the Wastewater Master Plan, to which Director Perejmybida indicated that a current vacancy has resulted in a delay, but staff hope to resume progress shortly.

Moved by: Councillor Forder
Seconded by: Councillor Uhrig

That Committee of the Whole receive Report DEV2026-13 respecting the Urban Area Meaford Growth Management Update for information purposes.

Carried - Received

Infrastructure & Public Works

- c) INF2026-11 - Award Report - 2026 High Class Bituminous Resurfacing

Moved by: Councillor Greenfield
Seconded by: Councillor Ennis

That Committee of the Whole recommend Council of the Municipality of Meaford approve:

- 1. The change in scope for capital project Sykes Street Resurfacing (TS-2026-07) as described in this report;**
- 2. The award of tender ITT-TS-2026-06 2026 High Class Bituminous Resurfacing to E.C King Contracting for \$366,558 including the Municipality's non-refundable allocation of H.S.T.;**
- 3. Staff negotiating the addition of 8th Concession South through a contract change order;**
- 4. The addition in scope of 8th Concession South rehabilitation to an upset limit of \$270,000 including the Municipality's non-refundable allocation of H.S.T. with \$254,305 funded from the LCB and Micro resurfacing contract surplus, and the remaining \$15,700 be funded through the Road Reserve Fund; and**
- 5. Authorize the Mayor and Clerk to enter into the necessary agreement.**

Carried – Motion Prepared

- d) INF2026-12 - Award Report - Structure BR-129 & BR-070

Council asked for clarification on the total budget amount which Director Perejmybida confirmed. Council discussed the importance of revisiting an overall strategy to municipal bridges with the next term of Council.

Moved by: Councillor Forder

Seconded by: Councillor Bell

That Committee of the Whole recommend Council of the Municipality of Meaford approve:

- 1. Transfer \$10,049 from Structure BR-129 Replacement Project in 2026 to pay for a portion of the engineering services for replacement of Structure BR-070 in 2026;**
- 2. Include an additional \$40,421 from the Bridges & Structures Reserve Fund to fund a portion of the engineering services for replacement of Structure BR-070 in 2027;**

- 3. Approve the award of proposal RFP-TS-2026-01&02 Structure BR-129 and Structure BR-070 Replacement to R.J. Burnside & Associates Limited for \$378,936.43 including the Municipality's non-refundable allocation of H.S.T.; and**
- 4. Authorize the Mayor and Clerk to enter into the necessary agreement.**

Carried – Motion Prepared

Legislative Services

- e) LEG2026-07 - Administrative Penalty System (APS)

Council inquired about the role of the independent hearing officer and about how a short-term rental by-law may be integrated into the Administrative Penalty System. Manager of Municipal Enforcement, Holly Hynes, provided additional information including the responsibility that homeowners have. In response to a question about program costs, Clerk Wilton-Siegel commented on the proposed phased-in implementation and opportunities for cost recovery in the program.

Moved by: Councillor Uhrig
Seconded by: Councillor Forder

That Committee of the Whole recommend Council of the Municipality of Meaford direct staff to:

- 1. Bring forward a by-law to establish an Administrative Penalty System;**
- 2. Bring forward a Screening and Hearing Officer By-law;**
- 3. Proceed with establishing a roster of Independent Hearing Officers through an RFSQ process;**
- 4. Bring forward amendments to the following by-laws at a future Council meeting for enactment:**
 - a. Noise By-law (072-2011)**
 - b. Nuisance By-law (19-2011)**
 - c. Property Standards By-law (2019-70)**
 - d. Open Burn (2022-13)**
 - e. Sign By-law (2018-62)**
 - f. Yard and Boulevard Maintenance (2020-50);**

- 5. Bring forward an amendment to the Delegated Authority By-law (2014-40) as referred to in Section 8 of the draft Administrative Penalty System By-law; and**
- 6. Implement the necessary processes, procedures and administrative policies for the Administrative Penalty System.**

Carried – Motion Prepared

Updates from members appointed to County Council, Committees & Local Boards

f) County Council

Deputy Mayor Keaveney provided an update from recent Grey County Council meetings including a summary of presentations, delegations and reports received and considered.

g) Accessibility Advisory Committee

Councillor Greenfield provided an overview of the recent meeting which was focused on the Pre-Election Accessibility Plan.

h) Other Boards and Committees

Councillor Greenfield provided an update on the Meaford Public Library Board CEO Performance Evaluation process.

Councillor Uhrig provided an update on recent items considered at the Grey Bruce OPP Detachment Board.

Councillor Uhrig provided an update from the Grey Sauble Conservation Authority Board meeting recently held. Councillor Bell commented on the timelines for amalgamation and Councillor Ennis inquired about financial management during the transition.

Motion to Move out of Committee of the Whole

Moved by: Councillor Forder
 Seconded by: Councillor Ennis

Be it resolved that Council of the Municipality of Meaford hereby move out of Committee of the Whole at 3:14 p.m.

Carried - Resolution #2026-23-08

11. Councillor Motions

11.1. Notice of Motion

- Deputy Mayor provided notice of a motion related to requesting a review of the secondary plan boundaries.

11.2. Motions for Decision

Councillor Greenfield assumed the Chair during consideration of item 11.2 a).

a) Deputy Mayor Keaveney - Leith Secondary Plan

Moved by: Deputy Mayor Keaveney
 Seconded by: Councillor Bell

Whereas 1 kilometre of infrastructure improvements on Bayshore Road from Princes Street at Grey Road 15 to the first bridge was approved in 2021; and

Whereas design and engineering took place between 2021 and 2023 with construction to be completed in 2026; and

Whereas this work was intended to address drainage issues on Bayshore Road, Princes Street and Market Lane; and

Whereas the project was to include the installation of a watermain service saddles which was later removed; and

Whereas large ditches resulting from the current construction are undesirable; and

Whereas Grey County has committed upgrades to Grey Road 15 in their capital plan; and

Whereas this project does not have needed improvements to the water system, nor is it bringing the road to an acceptable standard for our resident;

Therefore Be It Resolved That this motion directs staff to prepare a report to be presented at the July 27th meeting of Council that will identify a secondary plan inclusive of Market Lane, Princes Street, Bayshore Road and Tom Thomson Lane that will identify a path forward for an urbanized standard, storm water infrastructure and a complete water main replacement;

And That the report will clarify traffic calming measures to be completed summer of 2026 and the report will require a fulsome review of the budgeting and project execution process for the entire Bayshore Road capital project to date;

And That staff provide regular project status updates to Leith residents impacted by the Bayshore Road capital project until its completion.

Carried - Resolution #2026-23-09

Deputy Mayor Keaveney resumed the role of Chair.

12. Adoption of Minutes

- a) Council Meetings - May 4, May 15 and May 19, 2026

Moved by: Councillor Forder

Seconded by: Councillor Greenfield

Be it resolved that Council of the Municipality of Meaford hereby adopt the minutes of the Council meetings held on May 4, 2026, May 15, 2026 and May 19, 2026, and the closed meeting held on May 19, 2026.

Carried - Resolution #2026-23-10

13. Communications

- a) Minutes - Accessibility Advisory Committee - 25 Mar 2026
- b) Minutes - Grey Sauble Conservation Authority - 22 Apr 2026
- c) Minutes - Grey Bruce OPP Detachment Board - 28 Apr 2026
- d) Minutes - Bognor Hall Community Board - 13 May 2026
- e) Correspondence List

All items noted and filed.

14. Confirming By-law

- a) Confirming By-law

Moved by: Councillor Uhrig
Seconded by: Councillor Bell

Be it resolved that By-law 2026-45, being a by-law to confirm the proceedings of the meeting of Council of the Corporation of the Municipality of Meaford, be taken as read a first, second and third time and finally passed.

Carried - Resolution #2026-23-11

15. Adjournment

The Deputy Mayor declared the meeting adjourned at 3:23 p.m.

Shirley Keaveney, Deputy Mayor

Margaret Wilton-Siegel, Clerk

May 20, 2026

Ministry of Citizenship and Multiculturalism
56 Wellesley St. W
14th Floor
Toronto, ON
M7A 2E7

Sent via email: graham.mcgregor@ontario.ca

Dear: Hon. Graham McGregor

Re: Grey Highlands Resolution 2026-341

Please be advised that the following resolution was passed at the May 20, 2026 meeting of the Council of the Municipality of Grey Highlands.

That Council receive the Heritage Grey Highlands Committee receive HGHC2026-13 Resolution and the Town of Lincoln Resolution PED-2026-22 requesting the Province of Ontario to extend the deadline for Notices of Intention to Designate Listed Heritage Properties; and Whereas amendments to the Ontario Heritage Act under the More Homes Built Faster Act, 2022 introduced timelines requiring municipalities to issue Notices of Intention to Designate for properties listed on municipal heritage registers as of December 31, 2022, originally requiring action by January 1, 2025; and Whereas the Province subsequently amended the legislation through the Homeowner Protection Act, 2024 to extend the deadline to January 1, 2027 in response to concerns raised by municipalities and heritage stakeholders; and Whereas municipalities require sufficient time and resources to undertake research, documentation, consultation, and evaluation to determine whether listed properties warrant designation under the Ontario Heritage Act; and Whereas the removal of listed properties from municipal heritage registers if the prescribed timelines are not met may place cultural heritage resources at increased risk of demolition or irreversible alteration before municipalities have the opportunity to properly evaluate their cultural heritage value or interest; and Whereas many municipalities, including the Municipality of Grey Highlands, do not have dedicated heritage planning staff and must rely on volunteer Heritage Advisory Committee members or external heritage consultants to undertake

The Municipality of Grey Highlands
206 Toronto Street South, Unit One - P.O. Box 409 Markdale, Ontario N0C 1H0
519-986-2811 Toll-Free 1-888-342-4059 Fax 519-986-3643
www.greyhighlands.ca info@greyhighlands.ca

property evaluations, which can result in additional financial and administrative pressures; and

Whereas municipalities across Ontario are facing significant workloads associated with evaluating listed properties; and

Whereas Ontario municipalities are now in a municipal election year which may further impact progress related to reviewing and processing property designations; now

Therefore be it resolved that:

That Council respectfully request that the Province of Ontario further amend the Ontario Heritage Act to extend the January 1, 2027 deadline for issuing Notices of Intention to Designate for properties listed on municipal heritage registers as of December 31, 2022; and

The Province consider extending the deadline to January 1, 2030, or another reasonable timeframe that would provide municipalities with adequate time to complete heritage evaluations and make informed designation decisions; and

This resolution be circulated to Minister of Citizenship and Multiculturalism Graham McGregor, Minister of Municipal Affairs and Housing Rob Flack, Bruce-Grey-Owen Sound MPP Paul Vickers, the Association of Municipalities of Ontario, the Ontario Municipal Heritage Committee Association, and all Ontario municipalities for their information and consideration.

If you require anything further, please contact this office.

Sincerely,

Amanda Fines-Vanalstine

Amanda Fines-VanAlstine
Manager of Corporate Services/Municipal Clerk
Municipality of Grey Highlands

cc. Minister of Municipal Affairs and Housing Rob Flack
Bruce-Grey-Owen Sound MPP Paul Vickers,
The Association of Municipalities of Ontario,
The Ontario Municipal Heritage Committee Association, and
All Ontario municipalities

The Municipality of Grey Highlands

206 Toronto Street South, Unit One - P.O. Box 409 Markdale, Ontario N0C 1H0
519-986-2811 Toll-Free 1-888-342-4059 Fax 519-986-3643
www.greyhighlands.ca info@greyhighlands.ca

May 27, 2026

Via Email to the Clerks of:
Municipality of Arran-Elderslie
Town of the Blue Mountains
Township of Chatsworth
Township of Georgian Bluffs
Municipality of Grey Highlands
Municipality of Meaford
City of Owen Sound
Town of South Bruce Peninsula

Re: GSCA 2025 Audited Financial Statements

Dear Municipal Partners,

As per Section 38(3) of the Conservation Authorities Act, Grey Sauble Conservation Authority is please to provide a copy of our 2025 Financial Statements as approved by our Board of Directors at the May 27, 2026 meeting of the Full Authority Board.

Kind Regards,



Tim Lanthier, CAO
Grey Sauble Conservation Authority

Attachments: GSCA 2025 Financial Statements

Cc via email: Minister McCarthy, MECP
Ministry of the Environment, Conservation and Parks
Ontario Provincial Conservation Agency
Conservation Ontario

Member Municipalities

Municipality of Arran-Elderslie, Town of the Blue Mountains, Township of Chatsworth, Township of Georgian Bluffs, Municipality of Grey Highlands, Municipality of Meaford, City of Owen Sound, Town of South Bruce Peninsula

GREY SAUBLE CONSERVATION AUTHORITY
FINANCIAL REPORT
DECEMBER 31, 2025

GREY SAUBLE CONSERVATION AUTHORITY
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AS AT DECEMBER 31, 2025

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GREY SAUBLE CONSERVATION AUTHORITY

MANAGEMENT'S RESPONSIBILITY FOR THE FINANCIAL REPORT

The accompanying financial statements of the Grey Sauble Conservation Authority ("the Authority") are the responsibility of the Authority's management and have been prepared in accordance with Canadian public sector accounting standards, established by the Public Sector Accounting Board of the Chartered Professional Accountants of Canada, as described in Note 1 to the financial statements.

The preparation of financial statements necessarily involves the use of estimates based on management's judgment, particularly when transactions affecting the current accounting period cannot be finalized with certainty until future periods.

The Authority's management maintains a system of internal control designed to provide reasonable assurance that assets are safeguarded, transactions are properly authorized and recorded, and reliable financial information is available on a timely basis for preparation of the financial statements. These systems are monitored and evaluated by management. The Board of Directors meet with management and the external auditor to review the financial statements and discuss any significant financial reporting or internal control matters prior to their approval of the financial statements.

The financial statements have been audited by Baker Tilly SGB LLP, the independent external auditor appointed by the Authority. The accompanying Independent Auditor's Report outlines their responsibilities, the scope of their examination and their opinion on the Authority's financial statements.

Tim Lanthier

Chief Administrative Officer
May 27, 2026

Alison Armstrong

Manager of Financial & HR Services
May 27, 2026

INDEPENDENT AUDITOR'S REPORT

To the Board of Directors of Grey Sauble Conservation Authority:

Opinion

We have audited the financial statements of the Grey Sauble Conservation Authority ("the Authority"), which comprise the statement of financial position as at December 31, 2025, and the statements of operations, change in net financial assets, cash flow and remeasurement gains for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Authority as at December 31, 2025, and its results of operations, remeasurement gains and losses, changes in its net financial assets and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of the Authority in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Emphasis of matter - future amalgamation of conservation authorities

We draw attention to Note 14 to the financial statements, which describes the Province of Ontario's announced plan to amalgamate conservation authorities into regional entities, with a transition expected to begin in 2026 and legal effectiveness targeted for 2027. As disclosed in the note, the amalgamation had not taken effect as of the date the financial statements were authorized for issue, and the Authority continues to report its financial results on a stand-alone basis. The final structure, timing and financial implications of the amalgamation have not yet been determined, and management is currently unable to reasonably estimate its financial impact. Our opinion is not modified in respect of this matter.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Authority's ability to continue as a going concern, disclosing, as applicable, matters relating to going concern and using the going concern basis of accounting unless management either intends to liquidate the Authority or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Authority's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Authority's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Authority's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Authority to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Baker Tilly SGB LLP

Baker Tilly SGB LLP
Chartered Professional Accountants
Licensed Public Accountants
Collingwood, Ontario
May 27, 2026

GREY SAUBLE CONSERVATION AUTHORITY
STATEMENT OF OPERATIONS
FOR THE YEAR ENDED DECEMBER 31

	Budget 2025 \$ (Note 12)	Actual 2025 \$	Actual 2024 \$
Revenues			
Municipal levies	1,996,612	1,996,612	1,724,166
Government grants - operating	74,356	109,985	116,580
Other funding	34,680	62,576	57,943
Government grants - capital	-	13,265	-
Grey Sauble Forestry/Trees Ontario	189,000	198,899	222,192
Grey County Forest Management	259,435	262,894	263,466
Timber and wood sales	60,000	286,791	63,108
User fees	959,700	981,830	968,572
Sourcewater protection	228,732	216,444	206,927
Rental recoveries (net of \$53,348 expense; 2024 - \$68,826)	35,289	46,853	32,418
Donations (Note 13)	22,500	25,919	36,921
Risk management	50,200	46,980	45,180
Miscellaneous (Note 13)	117,947	151,638	50,159
Interest earned	26,000	19,355	27,196
Income on reserve accounts (Note 3)	-	142,617	172,922
	4,054,451	4,562,658	3,987,750
Expenses			
Water management	176,257	179,266	172,949
Environmental planning	796,330	807,541	822,581
Forestry			
-Operations on Authority land	160,456	156,544	136,519
-Grey Sauble Forestry/Trees Ontario	189,000	207,303	228,456
Grey County Forest Management	259,435	261,735	262,816
Conservation lands policy and procedure	226,536	216,063	220,362
Conservation lands operations	424,891	437,840	402,440
Conservation information	124,386	115,035	107,572
Education	76,257	86,970	98,875
Administrative support	756,040	689,971	720,554
Major projects	-	170,772	1,792
Miscellaneous (Note 3)	-	11,807	28,142
Source water risk management	78,864	76,677	77,473
Sourcewater protection	228,732	216,444	206,927
GIS and IT support	338,432	314,460	299,285
Loss (gain) on disposal of tangible capital assets	-	542	(1,478)
Amortization of tangible capital assets	-	128,452	123,490
	3,835,616	4,077,422	3,908,755
Annual surplus (Note 12)	218,835	485,236	78,995
Accumulated surplus at beginning of year	10,337,569	10,337,569	10,258,574
Accumulated surplus at end of year (Note 10)	10,556,404	10,822,805	10,337,569

See accompanying notes to the financial statements

GREY SAUBLE CONSERVATION AUTHORITY
STATEMENT OF CHANGE IN NET FINANCIAL ASSETS
FOR THE YEAR ENDED DECEMBER 31

	Budget 2025	Actual 2025	Actual 2024
	\$	\$	\$
	(Note 12)		
Annual surplus	218,835	485,236	78,995
Acquisition of tangible capital assets	(3,129,000)	(1,273,763)	(319,451)
Amortization of tangible capital assets	-	128,452	123,490
Loss (gain) on disposal of tangible capital assets	-	542	(1,478)
Proceeds on disposal of tangible capital assets	-	90	1,478
Change in prepaid expenses	-	(1,774)	(909)
	<u>(2,910,165)</u>	<u>(661,217)</u>	<u>(117,875)</u>
Change in accumulated remeasurement gains	-	54,038	94,467
Change in net financial assets	(2,910,165)	(607,179)	(23,408)
Net financial assets at beginning of year	<u>2,515,735</u>	<u>2,515,735</u>	<u>2,539,143</u>
Net financial assets at end of year	<u>(394,430)</u>	<u>1,908,556</u>	<u>2,515,735</u>

See accompanying notes to the financial statements

GREY SAUBLE CONSERVATION AUTHORITY
STATEMENT OF CASH FLOW
FOR THE YEAR ENDED DECEMBER 31

	2025	2024
	\$	\$
Cash flows from (for):		
Operating activities		
Annual surplus	485,236	78,995
Non-cash items:		
Amortization of tangible capital assets	128,452	123,490
Loss (gain) on disposal of tangible capital assets	542	(1,478)
	614,230	201,007
Changes in:		
Accounts receivable	619	(837)
Accounts payable and accrued liabilities	303,685	76,692
Other payables	1,491	(7,184)
Government remittances receivable/payable	(69,351)	13,933
Deferred revenue	46,338	30,553
Prepaid expenses	(1,774)	(909)
	895,238	313,255
Investing activities		
Increase in investment portfolio	(74,243)	(125,902)
Capital activities		
Acquisition of tangible capital assets	(1,273,763)	(319,451)
Proceeds on disposal of tangible capital assets	90	1,478
	(1,273,673)	(317,973)
Financing activities		
Long-term liabilities issued	2,100,000	-
Long-term liabilities repaid	(50,959)	-
	2,049,041	-
Net change in cash position	1,596,363	(130,620)
Cash at beginning of year	1,152,516	1,283,136
Cash at end of year	2,748,879	1,152,516
Comprised of:		
Cash - Operating fund	604,485	450,475
Cash - Reserve funds	2,144,394	702,041
	2,748,879	1,152,516

See accompanying notes to the financial statements

GREY SAUBLE CONSERVATION AUTHORITY
STATEMENT OF REMEASUREMENT GAINS
FOR THE YEAR ENDED DECEMBER 31

	2025	2024
	\$	\$
Accumulated remeasurement gains at beginning of year	<u>136,913</u>	<u>42,446</u>
Unrealized gains attributed to:		
Short-term investments	119,709	206,810
Realized gains, reclassified to the statement of operations:		
Short-term investments (Note 3)	<u>(65,671)</u>	<u>(112,343)</u>
Net change in remeasurement gains	<u>54,038</u>	<u>94,467</u>
Accumulated remeasurement gains at end of year	<u>190,951</u>	<u>136,913</u>

See accompanying notes to the financial statements

GREY SAUBLE CONSERVATION AUTHORITY
NOTES TO THE FINANCIAL STATEMENTS
AS AT DECEMBER 31, 2025

Nature of operations

The Grey Sauble Conservation Authority ("the Authority") is established under the Conservation Authorities Act of Ontario to further the conservation, restoration, development and management of natural resources, other than gas, oil, coal and minerals, for the watersheds within its area of jurisdiction. The watersheds include areas in the Municipalities of Arran-Elderslie, Grey Highlands and Meaford, the Town of The Blue Mountains and the Town of South Bruce Peninsula, the Townships of Chatsworth and Georgian Bluffs and the City of Owen Sound.

The Authority's mission is:

"In partnership with the stakeholders of the watershed, to promote and undertake sustainable management of renewable natural resources and provide responsible leadership to enhance bio-diversity and environmental awareness."

The Authority is a registered charity and is exempt from income taxes.

1. Summary of significant accounting policies

The financial statements are the representation of management prepared in accordance with Canadian generally accepted accounting principles for organizations operating in the local government sector as recommended by the Public Sector Accounting Board of The Chartered Professional Accountants of Canada. Significant aspects of the accounting policies adopted by the Authority are as follows:

(a) Basis of accounting

Sources of revenue and expenses are reported on the accrual basis of accounting. The accrual basis of accounting recognizes revenues as they become available and measurable. Expenses are recognized as they are incurred and measurable as a result of receipt of goods or services and the creation of a legal obligation to pay.

(b) Cash and cash equivalents

Cash and cash equivalents include cash on deposit and short-term deposits with a maturity of less than three months at acquisition.

GREY SAUBLE CONSERVATION AUTHORITY
NOTES TO THE FINANCIAL STATEMENTS
AS AT DECEMBER 31, 2025

1. Summary of significant accounting policies (continued)

(c) Financial instruments

The financial instruments of the Authority consist of cash of the operating and reserve funds, accounts receivable, investment portfolio, accounts payable, other payables and long-term liabilities. All financial instruments are recognized at cost, amortized cost or fair value.

Cash is recognized at cost. Accounts receivable, accounts payable and accrued liabilities, other payables, and long-term liabilities (excluding derivative financial instruments) are recognized at amortized cost.

Investment portfolio includes cash and equivalents, fixed income securities, preferred shares, principal at risk notes and equity securities. These investments meet the definition of portfolio investments under Public Sector Accounting Standards and are measured at fair value at each reporting date.

For financial instruments measured using amortized cost, the effective interest rate method is used to determine interest revenue or expense. Transaction costs are a component of cost for financial instruments measured at cost or amortized cost.

Unrealized gains and losses from the change in fair value of these financial instruments are reflected in the statement of remeasurement gains and losses until disposition. When the asset is sold, the unrealized gains and losses previously recognized in the statement of remeasurement gains and losses are reversed and recognized in the statement of operations.

The Standards require an organization to classify fair value measurements using a fair value hierarchy, which includes three levels of information that may be used to measure fair value:

- Level 1 - Unadjusted quoted market prices in active markets for identical assets or liabilities;
- Level 2 - Observable or corroborated inputs, other than level 1, such as quoted prices for similar assets or liabilities in inactive markets or market data for substantially the full term of the assets or liabilities; and
- Level 3 - Unobservable inputs that are supported by little or no market activity and that are significant to the fair value of the assets and liabilities.

All financial assets are assessed for impairment on an annual basis. When a decline is determined to be other than temporary, the amount of the loss is reported in the statement of operations and any unrealized gain is adjusted through the statement of remeasurement gains and losses.

(d) Revenue recognition

Government grants are recognized in the financial statements in the period in which events giving rise to the transfer occur, providing the transfers are authorized, any eligibility criteria have been met and reasonable estimates of the amount can be made.

General and special municipal levies are recognized as revenue when the amounts are levied on the municipalities.

Authority-generated revenue is recognized when the price is fixed or determinable, collectability is reasonably assured and services are provided to customers. Types of services include tree planting, site inspections, forest maintenance, property access fees, rentals and planning.

All other revenues are recognized on an accrual basis.

(e) Deferred revenue

Revenue restricted by legislation, regulation or agreement, and not available for general purposes, is reported as deferred revenue on the statement of financial position. The revenue is reported on the statement of operations in the year in which it is used for the specified purpose.

GREY SAUBLE CONSERVATION AUTHORITY
NOTES TO THE FINANCIAL STATEMENTS
AS AT DECEMBER 31, 2025

1. Summary of significant accounting policies (continued)

(f) Tangible capital assets

Tangible capital assets are recorded at cost, which includes all amounts that are directly attributable to acquisition, construction, development or betterment of the asset. Cost includes overheads directly attributable to construction and development.

Amortization is reflected on a straight-line basis over the estimated useful life of the assets. The useful life of the assets is based on estimates made by management. The following rates are used:

Bridges and trails	6 - 30 years
Buildings	40 years
Dams and weirs	50 years
Equipment	15 years
Flood forecast equipment	10 - 20 years
Information technology infrastructure	3 - 15 years
Office furniture	20 years
Vehicles	10 years

Contributed tangible capital assets are recognized as assets and revenue at fair value at the time they are received.

Work in progress is not amortized until the asset is available for productive use.

(g) Vehicles

The Authority operates a pool of vehicles. Internal charges for the use of vehicles are made to the various projects of the Authority based on an hourly or distance travelled rate, which is designed to recover all costs of operating the pool including replacement.

These internal charges are included in the appropriate expense classifications. Expenditures incurred by the motor pool for operating costs are netted against the internal charges and are reported in the statement of operations.

(h) Pension plan

The Authority offers a pension plan for its employees through the Ontario Municipal Employee Retirement System ("OMERS"). OMERS is a multi-employer, contributory, public sector pension fund established for employees of municipalities, local boards and school boards in Ontario. Participating employers and employees are required to make plan contributions based on participating employees' contributory earnings. The Authority accounts for its participation in OMERS as a defined contribution plan and recognizes the expense related to this plan as contributions are made, even though OMERS is itself a defined benefit plan.

(i) Use of estimates

The preparation of financial statements in accordance with Canadian generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenses during the reporting period. The principle estimates used in the preparation of these financial statements are the determination of estimated useful life and impairment of tangible capital assets, as well as any related asset retirement obligations. Actual results could differ from management's best estimates as additional information becomes available in the future.

GREY SAUBLE CONSERVATION AUTHORITY
NOTES TO THE FINANCIAL STATEMENTS
AS AT DECEMBER 31, 2025

1. Summary of significant accounting policies (continued)

(j) Asset retirement obligations

An asset retirement obligation is recognized when, as at the financial reporting date, all of the following criteria are met:

- There is a legal obligation to incur retirement costs in relation to a tangible capital asset;
- The past transaction or event giving rise to the liability has occurred;
- It is expected that future economic benefits will be given up; and
- A reasonable estimate of the amount can be made.

The liability is discounted using a present value calculation, and adjusted yearly for accretion expense. The recognition of a liability would result in an accompanying increase to the respective tangible capital assets. The increase to the tangible capital assets would be amortized in accordance with the amortization policies outlined in Note 1(f).

2. Cash

On December 31, 2025 the Authority had cash of \$2,748,879 (2024 - \$1,152,516) at one chartered bank. The Canada Deposit Insurance Corporation (CDIC) insures up to a maximum of \$100,000 per depositor at a CDIC member institution. Included in operating cash is \$291,824 (2024 - \$245,486) of funds restricted for the purposes as described in Note 6.

3. Investment portfolio

The investment portfolio includes cash and equivalents, fixed income securities, preferred shares, principal at risk notes and equity securities. The fair market value of the investments at year end was \$1,911,541 (2024 - \$1,783,260). During the year, the investment portfolio generated investment revenue of \$21,677 (2024 - \$29,096), realized capital gain of \$65,671 (2024 - \$112,343) and incurred management fees in the amount of \$11,807 (2024 - \$14,000). Income on reserve accounts, as reported on the statement of operations, includes income and gains or losses generated by the portfolio in addition to interest earned from reserve cash accounts. Management fees are included in miscellaneous expense.

4. Pension plan

The OMERS plan has several unrelated participating municipalities and costs are not specifically attributed to each participant. Amounts paid to OMERS for 2025 were \$228,083 (2024 - \$225,908) for current service.

OMERS is a multi-employer plan, therefore any pension plan surpluses or deficits are a joint responsibility of Ontario municipal organizations and their employees. The most recent actuarial valuation of the Plan was conducted at December 31, 2025. The results of this valuation disclosed total actuarial liabilities of \$151.3 (2024 - \$142.5) billion in respect of benefits accrued for service with actuarial assets at that date of \$150.0 (2024 - \$139.6) billion, indicating a going concern actuarial deficit of \$1.3 (2024 - \$2.9) billion.

5. Other payables

The Authority holds monies collected by the Beaver River Water Initiative ("BRWI"), Friends of Hibou, Fishing Islands Phragmites group, Grey Bruce Forest Festival and the Arboretum Alliance. These funds are distributed when these organizations require payment for expenses which they have incurred. As at December 31, 2025 the Authority held \$17,869 (2024 - \$10,735) on behalf of the BRWI, \$6,067 (2024 - \$7,021) on behalf of Friends of Hibou, \$29,188 (2024 - \$26,818) on behalf of Fishing Islands Phragmites group, \$NIL (2024 - \$8,560) on behalf of Grey Bruce Forest Festival and \$20,698 (2024 - \$19,197) on behalf of the Arboretum Alliance.

GREY SAUBLE CONSERVATION AUTHORITY
NOTES TO THE FINANCIAL STATEMENTS
AS AT DECEMBER 31, 2025

6. Deferred revenue

Deferred revenue consists of the following:

	2025	2024
	\$	\$
Forestry donation	10,000	10,000
Source water	98,545	85,052
Risk management legal contingency	93,598	88,378
Stewardship grants	23,000	20,211
Outstanding planning permits	30,629	30,000
Education grants	29,202	-
Miscellaneous other deferrals	6,850	11,845
	291,824	245,486

7. Contingent liabilities

In the ordinary course of operations, various actions and legal proceedings can arise involving the Authority. The amount and likelihood of loss resulting from such actions is unknown at this time. Any payment made by the Authority will be expensed in the year of settlement.

8. Long-term liabilities

Long-term liabilities consist of the following:

	2025	2024
	\$	\$
Loan from the City of Owen Sound for the renovation of the Administration Centre, 4.20% interest, semi-annual payments of \$95,059 principal and interest, due April 2040.	2,049,041	-

Payments for the next 5 years and thereafter are as follows:

	Principal	Interest	Total
	\$	\$	\$
2026	105,151	84,967	190,118
2027	109,614	80,504	190,118
2028	114,266	75,852	190,118
2029	119,115	71,003	190,118
2030	124,171	65,947	190,118
Thereafter	1,476,724	329,397	1,806,121
	2,049,041	707,670	2,756,711

GREY SAUBLE CONSERVATION AUTHORITY
NOTES TO THE FINANCIAL STATEMENTS
AS AT DECEMBER 31, 2025

9. Tangible capital assets

Tangible capital assets consists of the following:

Cost	Balance 2024	Additions	Disposals	Balance 2025
	\$	\$	\$	\$
Land	6,351,467	-	-	6,351,467
Bridges and trails	467,353	9,020	-	476,373
Buildings	1,057,298	44,536	(19,657)	1,082,177
Dams and weirs	2,116,930	-	-	2,116,930
Equipment	319,375	-	-	319,375
Flood forecast equipment	66,943	37,807	-	104,750
Information technology infrastructure	203,438	8,916	-	212,354
Office furniture	60,926	-	(16,891)	44,035
Vehicles	315,727	-	-	315,727
Work in progress - admin centre renewal	224,889	1,173,484	-	1,398,373
	11,184,346	1,273,763	(36,548)	12,421,561
Accumulated amortization				
Bridges and trails	249,330	14,931	-	264,261
Buildings	839,130	12,709	(17,659)	834,180
Dams and weirs	1,529,926	41,295	-	1,571,221
Equipment	218,893	13,147	-	232,040
Flood forecast equipment	54,339	5,700	-	60,039
Information technology infrastructure	159,768	15,290	-	175,058
Office furniture	47,238	2,789	(18,257)	31,770
Vehicles	163,721	22,591	-	186,312
	3,262,345	128,452	(35,916)	3,354,881
Net book value				
Land	6,351,467			6,351,467
Bridges and trails	218,023			212,112
Buildings	218,168			247,997
Dams and weirs	587,004			545,709
Equipment	100,482			87,335
Flood forecast equipment	12,604			44,711
Information technology infrastructure	43,670			37,296
Office furniture	13,688			12,265
Vehicles	152,006			129,415
Work in progress	224,889			1,398,373
	7,922,001			9,066,680

GREY SAUBLE CONSERVATION AUTHORITY
NOTES TO THE FINANCIAL STATEMENTS
AS AT DECEMBER 31, 2025

10. Accumulated surplus

Accumulated surplus consists of individual fund surplus and reserves as follows:

	2025	2024
	\$	\$
Invested in tangible capital assets	7,882,942	7,922,001
Long-term liabilities	(865,303)	-
Operating surplus (Note 12)	86,645	32,254
Reserve funds (Note 11)	3,658,521	2,323,314
Working capital reserve	60,000	60,000
	10,822,805	10,337,569

11. Reserve funds set aside for specific purpose

	2025	2024
	\$	\$
Lands reserve	937,421	823,926
Computer replacement and special projects	59,982	49,673
Major dam maintenance	325,835	321,738
Vehicle replacement	218,119	160,032
Risk management	105,124	125,977
Administration	1,132,261	217,944
Forest management	748,545	501,398
Stewardship	72,167	67,433
Youth	59,067	55,193
	3,658,521	2,323,314

12. Budget

Under Canadian public sector accounting principles, budget amounts are to be reported on the statement of operations and changes in net financial assets for comparative purposes. The 2025 budget amounts for Grey Sauble Conservation Authority approved by the Board have been reclassified to conform to the basis of presentation of the revenues and expenses on the statements of operations and change in net financial assets. The following is a reconciliation of the budget approved by the Board:

	Budget 2025	Actual 2025	Actual 2024
	\$	\$	\$
Annual surplus	218,835	485,236	78,995
Prior year operating surplus	32,254	32,254	231,239
Transfers from (to) reserves	866,292	(1,335,207)	(82,019)
Tangible capital asset acquisitions, disposals and write-down	(3,129,000)	(1,273,131)	(319,451)
Proceeds from new long-term liabilities	2,000,000	2,100,000	-
Long-term liabilities principal repayment	-	(50,959)	-
Amortization	-	128,452	123,490
Operating surplus	(11,619)	86,645	32,254

GREY SAUBLE CONSERVATION AUTHORITY
NOTES TO THE FINANCIAL STATEMENTS
AS AT DECEMBER 31, 2025

13. Related party transactions

The Grey Sauble Conservation Foundation was founded to receive, accumulate and distribute funds and/or the income received for the benefit of the Authority. The Foundation is incorporated under the Canada Business Corporations Act and is a registered charity under the Income Tax Act. The Authority has representation on the Foundation's Board of Directors. Funds are solicited by the Foundation to further the mission of the Authority. Thus, as defined in the accounting recommendations of the Chartered Professional Accountants of Canada, the Authority has an economic interest in the Foundation.

Transactions with Grey Sauble Conservation Foundation include accounts receivable of \$7,416 (2024 - \$10,152), interest revenue of \$NIL (2024 - \$Nil), donations of \$23,000 (2024 - \$20,000) and other transfers to fund Authority activities included in miscellaneous revenue of \$4,994 (2024 - \$3,000).

The Grey Sauble Conservation Foundation's Board of Directors initiated plans to wind up operations, with dissolution currently anticipated to occur in the 2026 fiscal year, subject to completion of required approvals and regulatory processes. Upon dissolution, the Foundation's remaining assets are expected to be distributed in accordance with its governing documents, which may include transfers to the Authority or other qualified donees with similar objectives.

14. Future amalgamation of conservation authorities

The Province of Ontario announced its intention to proceed with the amalgamation of 36 conservation authorities into nine regional authorities, with a transition beginning in 2026 and legal effectiveness targeted for 2027. The proposed amalgamation is part of a broader provincial initiative to streamline governance and service delivery among conservation authorities.

At the date these financial statements were authorized for issue, the amalgamation had not yet taken effect. While the Province has communicated its intent and commenced planning activities, the final structure, timing, and financial implications of the amalgamation have not been fully determined. Accordingly, the assets, liabilities, revenues, and expenses of the Authority continue to be reported on a stand-alone basis in these financial statements.

Management is currently assessing the potential impacts of the amalgamation, including matters related to governance, staffing, assets and liabilities, funding arrangements and service delivery. Based on information available at this time, management is unable to reasonably estimate the financial effect of the proposed amalgamation on the Authority.

Any adjustments resulting from the amalgamation will be reflected in the Authority's financial statements in the period in which the amalgamation is legally effective and the necessary information becomes available.

GREY SAUBLE CONSERVATION AUTHORITY

SUPPLEMENTARY INFORMATION

DECEMBER 31, 2025

GREY SAUBLE CONSERVATION AUTHORITY
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GREY SAUBLE CONSERVATION AUTHORITY
SCHEDULE 1
SCHEDULE OF REVENUE
FOR THE YEAR ENDED DECEMBER 31
(UNAUDITED)

	Budget 2025 \$	Actual 2025 \$	Actual 2024 \$
Government grants			
Provincial and federal - programming			
Flood control and warning	37,056	43,716	37,056
Stewardship program	37,000	54,229	75,464
Provincial and Federal - Other	-	12,040	-
Other	300	-	4,060
	<u>74,356</u>	<u>109,985</u>	<u>116,580</u>
Special capital - current funding	-	13,265	-
	<u>74,356</u>	<u>123,250</u>	<u>116,580</u>
Grey Sauble Forestry/Trees Ontario			
Trees and landscape stock	89,000	134,531	115,776
Trees Ontario	100,000	64,368	106,416
	<u>189,000</u>	<u>198,899</u>	<u>222,192</u>
User fees			
Parking fees and season passes	286,561	390,565	330,013
Planning fees	578,639	499,687	497,628
Property leases and rentals	94,500	91,578	90,658
The great outdoors day camp	-	-	50,273
	<u>959,700</u>	<u>981,830</u>	<u>968,572</u>

GREY SAUBLE CONSERVATION AUTHORITY
SCHEDULE 2
SCHEDULE OF RENTAL RECOVERIES AND EXPENDITURES
FOR THE YEAR ENDED DECEMBER 31
(UNAUDITED)

	Budget 2025 \$	Actual 2025 \$	Actual 2024 \$
Recoveries			
Vehicle			
Flood control and warning	7,400	11,521	11,445
Operating conservation property	37,200	31,955	33,004
Forest management	30,300	34,982	33,334
Grey Sauble Forestry/Trees Ontario	8,000	5,154	7,292
Erosion control	300	205	41
Land use planning and regulation	14,860	11,071	11,164
Information and education	2,600	916	925
Administrative support	3,800	2,838	3,059
Special programs	5,000	1,558	980
	<u>109,460</u>	<u>100,200</u>	<u>101,244</u>
Expenditures			
Vehicle			
Fuel	34,000	21,959	27,116
Repairs	8,171	13,131	16,009
Licenses and insurance	32,000	7,712	7,077
Salaries and benefits	-	6,418	7,203
Equipment			
Fuel	-	1,813	1,651
Repairs	-	2,314	9,770
	<u>74,171</u>	<u>53,347</u>	<u>68,826</u>
Excess of recoveries over expenditures	<u>35,289</u>	<u>46,853</u>	<u>32,418</u>

GREY SAUBLE CONSERVATION AUTHORITY
SCHEDULE 3
SCHEDULE OF WATER MANAGEMENT EXPENDITURES
FOR THE YEAR ENDED DECEMBER 31
(UNAUDITED)

	Budget 2025 \$	Actual 2025 \$	Actual 2024 \$
Flood forecast and warning			
Salaries and benefits	127,324	129,549	135,242
Service contracts	5,900	2,224	5,322
Vehicle and equipment rentals	5,000	9,691	8,023
Materials and supplies	3,800	883	298
Training	1,000	1,099	-
	<u>143,024</u>	<u>143,446</u>	<u>148,885</u>
Flood control structures			
Clendenan dam (including log replacement)	10,884	16,159	7,449
Taylor Street retention pond	-	149	15
	<u>10,884</u>	<u>16,308</u>	<u>7,464</u>
Dams			
Salaries and benefits	16,999	15,952	12,280
Vehicle and equipment rentals	2,000	1,292	2,664
Materials and supplies	1,500	860	1,216
	<u>20,499</u>	<u>18,104</u>	<u>16,160</u>
Erosion control			
Salaries and benefits	800	1,203	327
Vehicle and equipment rentals	300	205	41
Materials and supplies	750	-	72
	<u>1,850</u>	<u>1,408</u>	<u>440</u>
	<u>176,257</u>	<u>179,266</u>	<u>172,949</u>

GREY SAUBLE CONSERVATION AUTHORITY
SCHEDULE 4
SCHEDULE OF ENVIRONMENTAL PLANNING EXPENDITURES
FOR THE YEAR ENDED DECEMBER 31
(UNAUDITED)

	Budget 2025 \$	Actual 2025 \$	Actual 2024 \$
Engineering services			
Salaries and benefits	134,188	135,503	125,189
Vehicle and equipment rentals	1,360	301	80
Materials and supplies	550	355	247
Services, rents and utilities	-	462	-
	<u>136,098</u>	<u>136,621</u>	<u>125,516</u>
Stewardship			
Salaries and benefits	74,451	74,939	74,123
Vehicle and equipment rentals	1,500	816	815
Materials and supplies	1,000	20,105	38,470
Services, rents and utilities	-	495	-
	<u>76,951</u>	<u>96,355</u>	<u>113,408</u>
Watershed management			
Salaries and benefits	22,668	31,536	19,570
Vehicle and equipment rentals	5,000	5,639	5,967
Materials and supplies	400	(556)	30
Watershed monitoring	17,000	18,433	17,884
	<u>45,068</u>	<u>55,052</u>	<u>43,451</u>
Land use planning and regulation			
Salaries and benefits	516,113	494,870	518,724
Service contracts	7,500	16,916	10,651
Vehicle and equipment rentals	7,000	4,316	4,302
Materials and supplies	7,600	3,411	6,529
	<u>538,213</u>	<u>519,513</u>	<u>540,206</u>
	<u>796,330</u>	<u>807,541</u>	<u>822,581</u>

GREY SAUBLE CONSERVATION AUTHORITY
SCHEDULE 5
SCHEDULE OF FORESTRY EXPENDITURES
FOR THE YEAR ENDED DECEMBER 31
(UNAUDITED)

	Budget 2025 \$	Actual 2025 \$	Actual 2024 \$
Forestry on Authority lands			
Salaries and benefits	138,206	141,923	128,537
Service contracts	8,950	868	680
Vehicle and equipment rentals	6,500	7,325	5,431
Materials and supplies	4,300	6,428	1,871
Training	2,500	-	-
	<u>160,456</u>	<u>156,544</u>	<u>136,519</u>
Grey Sauble Forestry/Trees Ontario			
Purchases and Trees Ontario expenses	77,000	107,727	116,405
Salaries and benefits	111,500	89,415	101,543
Other	500	10,161	10,508
	<u>189,000</u>	<u>207,303</u>	<u>228,456</u>

GREY SAUBLE CONSERVATION AUTHORITY
SCHEDULE 6
SCHEDULE OF CONSERVATION AND ADMINISTRATIVE EXPENDITURES
FOR THE YEAR ENDED DECEMBER 31
(UNAUDITED)

	Budget 2025 \$	Actual 2025 \$	Actual 2024 \$
Conservation lands operations			
Salaries and benefits	335,941	355,197	322,786
Vehicle and equipment rentals	36,000	29,845	30,431
Materials and supplies	17,500	32,476	29,267
Services, rents and utilities	35,450	20,322	19,956
	<u>424,891</u>	<u>437,840</u>	<u>402,440</u>
Conservation lands policy and procedure			
Salaries and benefits	144,856	140,884	143,184
Service contracts	6,200	7,519	8,502
Vehicle and equipment rentals	1,200	2,110	2,574
Property taxes	73,500	64,594	62,607
Materials and supplies	780	956	3,495
	<u>226,536</u>	<u>216,063</u>	<u>220,362</u>
Grey County forest management			
Salaries and benefits	235,635	229,301	223,478
Vehicle and equipment rentals	23,800	27,657	31,779
Supplies	-	4,777	7,559
	<u>259,435</u>	<u>261,735</u>	<u>262,816</u>
Conservation information			
Salaries and benefits	102,936	104,677	98,143
Contracts and services	16,350	9,805	4,346
Vehicle and equipment rentals	600	12	651
Materials and supplies	3,800	541	4,432
Advertising contracts	700	-	-
	<u>124,386</u>	<u>115,035</u>	<u>107,572</u>
Education			
Salaries and benefits	70,757	74,058	88,238
Contracts and services	2,000	5,919	5,229
Vehicle and equipment rentals	2,000	904	274
Materials and supplies	1,500	5,690	4,910
Training	-	398	224
	<u>76,257</u>	<u>86,969</u>	<u>98,875</u>
Administrative support			
Salaries and benefits	481,820	485,903	473,966
Board members' allowances	-	1,552	1,500
Vehicle and equipment rentals	3,000	2,305	2,561
Materials and supplies	13,120	7,862	11,786
Services, rents and utilities	258,100	192,349	230,741
	<u>756,040</u>	<u>689,971</u>	<u>720,554</u>
GIS and IT support			
Salaries and benefits	309,427	276,599	275,738
Service contracts	21,905	33,220	14,933
Vehicle and equipment rentals	800	532	498
Materials and supplies	6,300	4,109	3,202
Hardware and software	-	-	4,914
	<u>338,432</u>	<u>314,460</u>	<u>299,285</u>

GREY SAUBLE CONSERVATION AUTHORITY
SCHEDULE 7
SCHEDULE OF PROGRAMMING EXPENDITURES
FOR THE YEAR ENDED DECEMBER 31
(UNAUDITED)

	Budget 2025	Actual 2025	Actual 2024
	\$	\$	\$
Sourcewater management			
Salaries and benefits	65,864	66,932	67,490
Vehicle and equipment rentals	1,000	472	244
Materials and supplies	2,000	9,273	9,739
Services, rents and utilities	10,000	-	-
	<u>78,864</u>	<u>76,677</u>	<u>77,473</u>
Sourcewater protection			
Salaries and benefits	183,732	187,799	179,686
Committee members' allowance	-	3,844	4,244
Vehicle and equipment rentals	4,000	1,086	941
Materials and supplies	3,000	13,296	11,334
Services, rents and utilities	38,000	10,419	10,722
	<u>228,732</u>	<u>216,444</u>	<u>206,927</u>

GREY SAUBLE CONSERVATION AUTHORITY
SCHEDULE 8
SCHEDULE OF OPERATING SURPLUS
FOR THE YEAR ENDED DECEMBER 31
(UNAUDITED)

	Budget 2025 \$	Actual 2025 \$	Actual 2024 \$
Revenue			
Municipal levies	1,996,612	1,996,612	1,724,166
Government grants	74,356	123,250	116,580
Other funding	34,680	62,576	57,943
Grey Sauble Forestry/Trees Ontario	189,000	198,899	222,192
Grey County forest management	259,435	262,894	263,466
Timber and wood sales	60,000	286,791	63,108
User fees	959,700	981,830	968,572
Sourcewater protection	228,732	216,444	206,927
Net rental recoveries	35,289	46,853	32,418
Donations	22,500	25,919	36,921
Risk management	50,200	46,980	45,180
Miscellaneous	117,947	151,638	50,159
Interest earned	26,000	19,355	27,196
Proceeds on disposal of tangible capital assets	-	90	1,478
	<u>4,054,451</u>	<u>4,420,131</u>	<u>3,816,306</u>
Expenditures			
Water management	176,257	179,266	172,949
Environmental planning	796,330	807,541	822,581
Forestry			
-Operations on Authority land	160,456	156,544	136,519
-Grey Bruce Forestry/Trees Ontario	189,000	207,303	228,456
-Grey County forest management	259,435	261,735	262,816
Conservation lands policy and procedures	226,536	216,063	220,362
Conservation lands operations	424,891	437,840	402,440
Conservation information	124,386	115,035	107,572
Education	76,257	86,970	98,875
Administrative support	756,040	689,971	720,554
Miscellaneous	-	11,807	28,142
Risk management	78,864	76,677	77,473
Sourcewater protection	228,732	216,444	206,927
GIS/IT department	338,432	314,460	299,285
Major projects (Schedule 9)	3,129,000	1,444,535	321,244
	<u>6,964,616</u>	<u>5,222,191</u>	<u>4,106,195</u>
Net expenditures	<u>(2,910,165)</u>	<u>(802,060)</u>	<u>(289,889)</u>
Appropriations			
From (to) reserve funds	(1,133,708)	(1,192,590)	90,904
Proceeds from new long-term liabilities	2,000,000	2,100,000	-
Long-term liabilities principal repayment	-	(50,959)	-
Net deficit for the year	<u>(2,043,873)</u>	<u>54,391</u>	<u>(198,985)</u>
Operating surplus at beginning of year	32,254	32,254	231,239
Operating (deficit) surplus at end of year	<u>(2,011,619)</u>	<u>86,645</u>	<u>32,254</u>

GREY SAUBLE CONSERVATION AUTHORITY
SCHEDULE 9
SCHEDULE OF MAJOR PROJECTS
FOR THE YEAR ENDED DECEMBER 31
(UNAUDITED)

	Budget 2025 \$	Actual 2025 \$	Actual 2024 \$
IT equipment	18,500	13,663	13,972
Vehicle replacement	-	-	73,567
Admin centre - renewal	3,000,000	1,308,254	189,853
Other equipment	-	-	17,350
Parking signs	6,000	2,977	-
Stone repointing	7,000	3,420	-
Water monitoring stations	15,000	38,445	-
Picnic areas	3,000	-	-
Inglis Falls - washroom upgrades	65,000	54,502	-
Dam repairs	-	916	-
Privy demolition	4,500	1,161	-
Trout Hollow - barn removal	-	13,697	-
Eugenia Falls - pavilion demolition	10,000	7,500	-
Water management	-	-	26,502
	3,129,000	1,444,535	321,244



This document can be made available in other accessible formats and with communication supports as soon as possible and upon request.

Corporation of the Municipality of Meaford

Committee Minutes

A Heritage Advisory Committee meeting of the Municipality of Meaford was held at 2:00 p.m. at Council Chambers on March 11, 2026.

Members:

Councillor Brandon Forder (Chair)
Nancy Harlton
David Roach
Will Smith

Members Absent:

John W. Hetherington
Simon Newbold

Staff:

Denise McCarl, Manager of Planning Services
Allison Penner, Deputy Clerk / Manager, Legislative Services
Joel Saunders, Project Manager - Infrastructure
Derek Bruce, Legislative Services Coordinator
Jessica Kenyon, Economic Development Coordinator

1. Call to Order

Chair Forder called the meeting to order at 2:00p.m. with quorum noted.

2. Moment of Reflection

A moment of reflection was observed.

3. Disclosure of Pecuniary Interest and General Nature Thereof

None declared.

4. Public Participation

- a) Presentations
 - None.
- b) Deputations on Agenda Items
 - None.

5. Approval of Minutes

- a) Approval of Minutes

Moved by: Member Roach
 Seconded by: Member Harlton

That the minutes of the October 8, 2025, November 20, 2025 and January 14, 2026 meetings of the Heritage Advisory Committee be approved as presented.

Carried

6. Heritage Permit Applications

- a) None.

7. Items for Information

- a) HAC2026-01 Cultural Heritage Project Planning for 2026

Ms. McCarl informed the committee that there is \$1000 in the 2026 budget for Heritage Committee projects. Initial suggestions included interactive heritage mapping, a heritage awards program and a heritage plaque program.

The Committee looked at other opportunities to engage the community, through events, and recognition programs while noting the importance of celebrating and promoting local heritage, including buildings that may not be officially designated but still have historical value.

In response to a question from the Committee regarding what may qualify for a heritage award, Ms. McCarl noted several built form and non-built form projects. She also noted qualifying projects do not need to be massive in scale; they can range from major structural adaptive reuse to detailed storefront restorations and interactive historical education projects.

The Committee noted that there is the potential to tie heritage efforts to sustainability, especially through adaptive reuse of buildings.

The Committee is interested in youth engagement, outreach programs, and participation in community events.

The Committee suggested consideration of collaborative initiatives like Doors Open events with nearby communities.

Moved by: Member Smith
 Seconded by: Member Roach

That the Heritage Advisory Committee receive report HAC2026-01 Cultural Heritage Project Planning for 2026 for information.

Carried

- b) HAC2026-02 Heritage Conservation District Plan Update - Draft Changes

Ms. McCarl noted the plan update has been underway since 2021 and builds on earlier consultant work, with added revisions such as updated property inventories, inclusion of missing or new buildings, and clearer policies.

New guidelines address additional residential units (e.g., garden suites), encouraging them to be less visible from the street to preserve heritage character. Stronger demolition policies are proposed, including requirements for heritage impact assessments and limits to prevent unnecessary loss of historic buildings. The district is divided into sub-areas (commercial, residential, mixed-use) to guide future development, though more detailed policies will come later

through a broader harbour/ downtown master plan. The plan avoids major changes, like altering district boundaries, to prevent triggering a full redesignation process under the Ontario Heritage Act.

Public engagement has been limited so far, so staff plan to expand outreach (e.g., social media, direct engagement) before the next public meeting. Committee members are encouraged to review the draft and submit written feedback. A second public meeting is expected in spring (May/June).

The committee inquired as to how the consultants determined recommended building heights in the downtown area and what metrics or reasoning they used. Ms. McCarl explained that most downtown height rules are staying the same, including the three-story limit between Parker and Collingwood Streets. The main proposed change is between Collingwood and Nelson Streets: the west side would remain capped at two stories to preserve the character near Meaford Hall, while the east side could allow up to four stories.

The committee enquired on whether the demolition policy is strong enough to protect heritage buildings, particularly in cases where structures are deemed unsafe or deliberately neglected. In response, Ms. McCarl explained that the municipality has several safeguards, including a unique property standards bylaw with heritage provisions, which requires repairs to follow heritage guidelines rather than allowing simple removal of unsafe features. Demolition proposals must also be supported by a heritage impact assessment conducted by a qualified heritage professional—not just an engineering report—ensuring broader consideration of the building’s cultural value and the impact on the district. In practice, approvals may require partial retention (such as façades), peer review of assessments, and redevelopment plans with strict timelines to prevent vacant lots. While these tools provide meaningful protection, Ms. McCarl acknowledged that policies could be further strengthened and welcomed additional feedback to improve safeguards against demolition by neglect.

The Committee enquired whether the proposed Community Planning Permit System would streamline approvals without

compromising heritage oversight. Ms. McCarl explained that the system could combine multiple processes—such as minor variances, site plan approval, and heritage permits—into a single application, making it more efficient for applicants. While it may allow minor changes to be handled administratively (based on defined limits), more significant proposals would still require review by council or relevant committees. The approach could reduce workload for routine, low-impact projects while maintaining appropriate scrutiny for larger or more complex developments, but implementing it would require additional policy work and formal adoption within the planning framework.

A final draft will come back to the committee in summer, followed by council review and approval.

Overall, the update aims to strengthen heritage protections while allowing thoughtful, well-planned development in the district.

Moved by: Member Harlton
 Seconded by: Member Roach

That the Heritage Advisory Committee receive this report for information.

Carried

c) HAC2026-03 - BR-125 Heritage Value

Joel Saunders, Project Manager for Infrastructure, presented a project to replace Bridge BR25 on the Georgian Trail between Margaret and Edwin Streets, noting its historical significance and seeking feedback despite it being outside the heritage committee’s formal scope. He explained that the bridge is in deteriorating condition, with structural issues such as missing or damaged pilings, failing supports, and erosion. An environmental assessment (EA) is underway to determine the preferred solution, with public comments accepted until March 22.

The Committee noted that, while preserving heritage is important, this bridge has reached the end of its useful life, is becoming potentially unsafe, and offers limited historical

value to the community. It was also noted that restoration is not feasible and would require full replacement, which is significantly more expensive than rerouting the trail—roughly double the cost.

The committee raised questions about preserving heritage, suggesting commemorative options such as plaques if the bridge is removed, and whether similar structures should be proactively identified and protected in the future. Mr. Saunders explained that heritage consideration is triggered during infrastructure replacement processes rather than proactive listing.

The Committee questioned why a culvert, or pipe solution couldn't be used at the bridge. Mr. Saunders explained that the Georgian Trail bridge is located on a bend in the watercourse, which affects flow conditions, and that the existing structure may already be undersized. Due to regulatory requirements, the municipality must maintain or increase the waterway's hydraulic capacity to prevent flooding, meaning a smaller pipe would not be acceptable and could create upstream or downstream issues.

Moved by: Member Roach
 Seconded by: Member Harlton

That the Heritage Advisory Committee receive Report HAC2026-03 - Heritage Value of Bridge on Georgian Trail (Structure BR-125) for information purposes.

Carried

d) HAC2026-04 - Public Art Master Plan Student Project

Ms. McCarl introduced a student-led Public Art Master Plan project, describing it as an exciting opportunity for the municipality to develop clear policies and a framework for acquiring, placing, maintaining, and potentially decommissioning public art. The project is being completed by three graduate students in a planning program at the University of Guelph, who selected it from a list of municipal proposals. Given the fast academic timeline, the project will wrap up quickly, with a draft report expected by the end of March. This plan aims to address current gaps, as the

municipality lacks formal guidelines for public art, which has limited its presence in the community.

Ms. McCarl encouraged committee members and the public to participate by completing a survey to share their views on public art, ensuring it aligns with community values and the heritage conservation district. The students have already begun gathering input through interviews and site visits, and early survey engagement has been strong. Their findings will be presented at the end of March, followed by a detailed report for Council to review and potentially adopt or refine.

Moved by: Member Roach
 Seconded by: Member Harlton

That the Heritage Advisory Committee receive Report HAC2026-04 - Public Art Master Plan Student Project for information purposes.

Carried

8. Committee Inquiries

The committee asked whether additional members should be recruited to support participation and meeting attendance. Ms. McCarl explained that there is currently one official vacancy due to a resignation, but no final decision has been made about filling it, given that the committee’s term ends later this year alongside the council term. She noted ongoing concerns about maintaining quorum, especially with another member frequently absent, and indicated that staff are monitoring the situation before deciding whether to seek a replacement.

The committee enquired about the municipality’s continued membership in the Community Heritage Ontario (CHO) and upcoming conference participation. Ms. McCarl confirmed that the municipality maintains an annual CHO membership covering all committee members, allowing access to member rates the conference. While there is typically budget to send staff each year and possibly a committee member (sometimes on an alternating basis), attendance this year will depend on staffing changes and budget considerations, particularly due to

a recent vacancy. Staff indicated they would confirm availability and, if space allows, potentially determine attendance through a selection process such as a lottery.

The committee raised concerns about the potential decommissioning of the Canadian Register of Historic Places and whether the municipality should express support for its continuation. Ms. McCarl explained that Parks Canada plans to shut down the registry due to outdated and failing technology, and while Meaford does not currently have any sites listed on it, the register contains valuable heritage data from across the country. There is growing concern among heritage organizations that this information could be lost, prompting efforts to preserve or transfer the data to a new platform. Ms. McCarl noted that the committee could recommend that Council support these preservation efforts, as many groups are advocating for the registry to be maintained or rebuilt in an updated form.

9. Communications

a) CHOnews Winter2026 Newsletter

The Committee highlighted a new provincial initiative from the Architectural Conservancy of Ontario called the “Heritage Helping Housing” grant, which supports converting underused heritage buildings into housing. The program offers \$10 million annually in matching funds, covering up to 50% of project costs to a maximum of \$100,000, with half provided upfront—making it an attractive opportunity for adaptive reuse projects.

Ms. McCarl noted that while municipalities were invited to formally support the program, the deadline (March 13) was too soon for Meaford Council to pass a resolution. However, individuals can still submit letters of support directly.

b) National Trust for Canada Article - Canadian Register of Historic Places to Shut Down

10. Date of Next Meeting

May 13, 2026

11. Adjournment

The meeting was adjourned at 3:50pm.

Brandon Forder, Chair

Derek Bruce, Recording Secretary



This document can be made available in other accessible formats and with communication supports as soon as possible and upon request.

Meaford Public Library Board

Minutes - Regular Meeting

April 15, 2026 at 11 Sykes Street North, Meaford, 3:00 p.m.

The mission of the Meaford Public Library is to bring service excellence to meet the needs of a dynamic community through universal access to innovative and vibrant spaces and experiences.

Members:

Kimberly Grafton - Chair

Lloyd Mohr - Vice Chair

Frank Emptage - Trustee

Elgin Pecjak - Trustee

Marnie Wraith - Trustee

Councillor Brandon Forder - Council Representative

Councillor Harley Greenfield - Council Representative

Staff:

Lynne Fascinato - CEO, Meaford Public Library

Amy Solecki - Community Outreach Coordinator - Staff Resource

FOML Executive:

Christine Richardson - FOML Representative

1. Call to Order

Chair Grafton called the meeting to order at 3:00 p.m. with quorum noted.

2. Disclosure of Pecuniary Interest

None declared.

3. Approval of Agenda

Agenda approved with an addition of Section 7 (b) Correspondence and the 2026 Library Support Invoice from OSNGUPL highlighting the first installment payment.

4. Adopt Previous Minutes

- a) Adoption of Minutes

Moved by: L. Mohr

Seconded by: F. Emptage

Be it hereby resolved that the Meaford Public Library Board adopt the minutes with amendments to 9 (c) as discussed, of the Meaford Public Library Board regular meeting held Wednesday March 18, 2026, having been circulated to all members.

Carried

Members discussed Section 9 (c), the Committee Report Update from the Meaford Public Library Subcommittee on the Library Services Contract and re-wording of Paragraphs 2 and 3 on rates paid per cardholder for library services and budgetary challenges.

5. Business Arising From the Minutes

- a) Library CEO Informational Report on Memorandum of Understandings (MOU)

Report CEO2026-01 - Information on a Memorandum of Understanding between the MPL Board and the Municipality of Meaford was included in the package.

Library CEO discussed the report detailing the pros and cons of an MOU. Suggestions were made as to when an MOU could be initiated. Members discussed the necessity of an MOU and would like to see more examples of library MOUs with their municipalities and take examples from these, to help ensure the Meaford Public Library is protected and has a clear

partnership with the Municipality.

CEO suggested to include information from this report in the Library Board's Legacy document, a guide for the incoming 2027 Meaford Public Library Board.

Library CEO to send to members the Ontario Library Service (OLS) resources link on MOUs.

6. Treasurer's Report

- a) Meaford Public Library Variance Report to end of March 2026

Meaford Public Library Variance Report to the End of March 2026 was included in the package.

CEO reported on funds posted to the Library's Donations and Contributions line from the former Library Services Centre (LSC) liquidation. LSC was the Library's book vendor for 35 years and declared bankruptcy in 2023. A member remarked on the posting of this amount to the revenue line "donations". Library CEO noted that this is the best line to record it as it is not a grant. These types of revenues will be highlighted in the Meaford Public Library Annual Report.

7. Correspondence

- a) Federation of Ontario Public Libraries (FOPL) - Supporting Ontario's Public Libraries to Empower Local Communities.

FOPL - Supporting Ontario's Public Libraries to Empower Local Communities Report was included in the package. L. Fascinato noted that she attended the FOPL meeting regarding their ad campaign for 2026/2027 and the challenges libraries are facing such as the growing crises of mental health challenges, addiction, and homelessness and the impacts on public libraries. Members emphasized it is not the job of library workers to provide these services, but to provide contacts from social service community partners who can help patrons in need.

Discussion on the VOLT Toolkit - the Valuing Ontario Libraries Toolkit by OLS and how this would help MPL measure their value within the community.

- b) MPL and OSNGUPL Library Services Agreement 2026 Invoice

Library CEO reported that the installment payments have been set up with the financial department.

[2026 MPL and OSNGUPL Library Services Agreement Invoice](#)

8. Public Questions

None.

9. Reports and Matters Tabled

- a) Chair's Report

Chair Grafton has no report this month.

- b) CEO & Staff Reports

Library CEO reported there is a corporate All-Staff Meeting on Wednesday, May, 13 from 8:30 a.m. until 10:30 a.m. As a result, the library will open late at 11 a.m. so that all library staff can attend.

CEO is working on the Annual Survey of Public Libraries (ASPL) due to the Ministry of Tourism, Culture and Gaming and is due April 30.

The Library is looking at new types of programming for our community, such as AI courses for youth and adults in coming months.

CEO thanks the Friends of Meaford Library and the Rotary Club of Meaford for their sponsorship of the Wi-Fi Routers for 2025.

An election station will be at the Meaford Public Library during the voting period which will include a help centre staffed by

Municipal employees.

At a recent Library Team meeting, there was a discussion on work culture and morale. The Library Team is looking at a date for an all-day training/team building day in June.

The Library Summer Student position closed on Sunday with a good selection of applicants. Interviews will be arranged as soon as possible.

Library CEO remarked on the March Team Report statistics and that the library was extremely busy during March Break. The library is an important community centre for our youth both during the break and after school. March visitor statistics are up, likely due to the break. ILLOs are lower, due to lasting effects from the postal strike as this system still has not recovered from the many closures at the end of 2025. Home delivery of books to urban Meaford residents by staff is steady.

Library CEO discussed the evaluated pay grids and some results were not as positive as staff had hoped, especially with the effort made by everyone in reviewing their job descriptions.

A. Solecki shared updates for the April and May programs.

c) Meaford Public Library Subcommittee Library Services Agreement Report

E. Pecjak shared an update from the meeting held Friday, April 10, 2026.

Four options available for the library services agreement were discussed during the Subcommittee meeting:

1. Extend the current agreement
2. Amend the agreement
3. Create a new agreement
4. End the agreement

The Subcommittee discussed Option 2, amendments to the current contract, reflecting a two-year term, with slight amendments and additions proposed.

E. Pecjak remarked that the Library Board could use the first year of a new proposed contract to gather more information in order to make a more informed decision for the next library services agreement.

Discussion ensued on the MPL database of OSNGUPL users and the need to have the MPL database reflect the true amount of residents with OSNGUPL memberships. Meaford Library CEO will reach out to OSNGUPL on this issue.

Members of the Subcommittee will schedule another meeting to finalize a draft agreement and final report.

d) Member(s) of Council Update

H. Greenfield shared highlights from the recent Council meeting and that on Monday, May 4, 2026, there will be a public meeting concerning the former Meaford high school by the owners of the building.

e) Friends of the Meaford Library (FOML) Report

C. Richardson shared that the FOML sign-up day for volunteers for the Net Shed season will be held on Saturday, May 2 in the FOML room at the Meaford Public Library. The Net Shed will be open beginning on Saturday, May 16. The Friends are presently collecting books and are looking forward to another season.

f) Owen Sound & North Grey Union Public Library (OSNGUPL) Update

F. Emptage reported that at the OSNGUPL Board meeting held on March 23, the library services agreement was discussed.

F. Emptage remarked that a discussion ensued on how libraries are changing including the increase in incident reports. There is a need for safe spaces and staff training.

As of February, 2026 there are currently 998 of Municipality of Meaford residents holding OSNGUPL memberships.

10. New Business

None.

11. Staff Recognition

a) Changes to Staff Titles

Library CEO reported on two staff promotions within the full-time team. These are the Technical Services Coordinator and Library Specialist, Circulation and Interlibrary Loans. Two very busy library services.

12. Round Table

a)

Member suggested that OSNGUPL membership cards be made available at the Meaford Public Library. A discussion ensued with the Library CEO commenting on the confidentiality requirements of both library's patron databases, the impact of the extra work on the Meaford library team of issuing OSNGUPL cards, and that the procedures currently in use for card issuing and renewals are progressing well.

13. Date of Next Meeting

a)

Date of the next meeting will be on Wednesday, May 20, 2026 at 3 p.m. at the Meaford Public Library.

14. Adjournment

a)

Chair Grafton adjourned the meeting at 5:05 p.m.

Chairperson

Treasurer/Secretary



Tuesday March 31, 2026

Meaford Public Library
Kim Grafton, Board Chair
21 Trowbridge Street West
Meaford, ON N4L 1V4

INVOICE
2026 Library Support

In accordance with the Library Service Agreement that came into effect on January 1, 2024:

1. The annual operating costs of the Union Public Library shall be shared... by calculating each municipality's memberships as a share of total memberships.
2. Requisitions shall be paid upon receipt of invoices from the Union Public Library on **March 30th**, **June 30th** and **September 30th** of each year.

Based upon the level of municipal and partner support approved for 2026, your library's share shall be comprised as follows:

Operating Support	<u>\$164,815.00</u>
TOTAL	<u>\$164,815.00</u>

Amounts due in each of the next three payments:

March 30th installment =	\$54,938.33
June 30th installment =	\$54,938.33
September 30th installment =	\$54,938.34

Thank you for your continued partnership with the Owen Sound & North Grey Union Public Library. We strive to provide the best service possible to your library patrons.

Sincerely,

Tim Nicholls Harrison
CEO / Chief Librarian

Owen Sound & North Grey Union Public Library
824 First Avenue West, Owen Sound, ON N4K 4K4
519-376-6623
www.osngupl.ca



This document can be made available in other accessible formats and with communication supports as soon as possible and upon request.

MPL Board Sub Committee on Library Services Contract

Minutes - Regular Meeting

April 10, 2026 at 11 Sykes Street North, Meaford, 3:00 p.m.

The mission of the Meaford Public Library is to bring service excellence to meet the needs of a dynamic community through universal access to innovative and vibrant spaces and experiences.

Members:

Lloyd Mohr - Vice Chair of MPL Board

Frank Emptage - Trustee and OSNGUPL Board Meaford Public Library Representative

Marnie Wraith - Trustee

Elgin Pecjak - Trustee/Chairperson of the Subcommittee

Staff:

Lynne Fascinato - CEO, Meaford Public Library

Members Absent:

Amy Solecki - Coordinator, Community Outreach

1. Call to Order

Chair Pecjak called the meeting to order at 3:01 p.m. with quorum noted.

2. Disclosure of Pecuniary Interest

F. Emptage shared that he is a member of the OSNGUPL Board as the Meaford Public Library Representative.

3. Approval of Agenda

L. Mohr added item 7 (c) being informational handouts on the Library

Services Agreement pros and cons and a review sheet of costs per resident for library service from 2014-2025.

4. Adopt Previous Minutes

- a) Adoption of Minutes

Moved by: L. Mohr

Seconded by: F. Emptage

Be it resolved that the Meaford Public Library Board Subcommittee on the Library Services Contract hereby adopt the minutes of the MPL Board Subcommittee on the Library Service Contract meeting held Thursday, March 12, 2026, with the revision of 2.(a), title of F. Emptage, having been circulated to all members.

Carried

5. Correspondence

None.

6. Public Questions

None.

7. Reports and Matters Tabled

- a) CEO Report: Timeline for Negotiation Process

The Meaford Public Library CEO Report: Timeline for Library Services Agreement was included in the package.

Options in the report were discussed. F. Emptage reported that OSNGUPL is now reviewing the Union Library Library Services Agreement as a mid-point review of the 10-year agreement. The 4% annual increase will probably stay in a revised agreement and the upcoming contract will be looking more at library services.

Members discussed the current 2024 Library Services

Agreement and Item 16. It looks like the membership between 2022-2026 will remain fairly constant and thereby the contribution of MPL based on this will remain around 8.3%.

Item 17(d) referring to the increase in OSNGUPL annual operating budget being limited to 4% was discussed.

A discussion on MPL membership vs. membership of Municipality of Meaford residents using OSNGUPL ensued and the increasing costs at both libraries, not only due to salaries, but also at OSNGUPL for capital costs, insurance, etc.

Statistics were discussed along with active cardholders at OSNGUPL and the need for cross-referencing both library system's user records.

The Subcommittee agreed that Option 1 will not be pursued. Chair Pecjak discussed Option 2 and the need for data and monthly statistics and the proposal of making this a 2-year term agreement. Going forward Option 2 may be best due to lack of user statistics at this point, and the need to gather information for a deeper dive into resident use at OSNGUPL. A public survey is needed to gather these statistics and the survey could be in combination for data needed for the next MPL Strategic Plan.

- b) Municipality of Meaford CAO-2023 Report to Council on Library Services Contract for Information

A copy of the report was included in the package and discussed with members and the importance of Council support in the Library Services Agreement process.

- c) Informational Handouts on Library Services Agreement Pros and Cons and Review of Costs per Resident for Library Service

Handouts were added to the Agenda by L. Mohr. Members discussed.

[Pros and Cons MPL Services contract review](#)

[MPL Contract Review Cost per Member Summary](#)

8. Round Table

No discussion.

9. Date of Next Meeting

Date of next meeting TBA.

10. Adjournment

Meeting adjourned by Chair Pecjak at 4:48 p.m.

Chairperson

Treasurer/Secretary

MPL Services Contract with OSNGUPL Review - Pros and Cons**Pros**

- It provides the best /most convenient library service to the residents of the western portion (1/3 of the population) of the municipality
- It provides access to another library for the whole municipality, including additional resources, online access, and programming
- It provides continuous library access for students of Meaford township residents who attend school in Owen Sound
- It provides complimentary access to Billy Bishop Museum, Marine & Rail Museum, and Tom Thomson Art Gallery
- Open Card cardholders also get free admission to over 100 Ontario Art Galleries including the McMichael Canadian Art Collection, MacLaren Art Centre and others.
-

Cons

- It is an additional cost to all the residents of Meaford Municipality above the cost of operating the Meaford Public Library.
- It is extremely difficult to determine the actual number of Meaford Municipality residents who make use of the service.
- It is accepted that at present only a small proportion of the Meaford municipal residents use the service (approximately 10%).
- The cost per member is higher to use the OS Library than the Meaford Public Library when including all active cardholders from all municipalities.
- As operational costs have risen, membership has not increased at the OSNGUPL, causing the cost per member to increase at a significant rate. At the same time, the operational costs have increased at the Meaford library, however their membership numbers have continued to increase at an even rate thereby reducing their cost per member.
-

MPL Services Contract with OSNGUPL Review - OPTIONS

See Timeline Document drafted by CEO, Lynne Fascinato

Amendment Suggestions:

2. Take Effect January 1, 2027...and be in effect for a period of : three(3) years, (six (6) years), other

5. Re-write: The Parties agree that all residents of the Municipality of Meaford wishing to apply for or renew an existing union Public Library card, must first apply for or renew a Meaford Public Library membership.

6. *How do we want Meaford residents to get/renew their membership??*

8. *Is this enough? What else could we reasonably ask for?*

15b. *Is this what we would like to continue with? If not, then what options are there?*

2014 (as reported to the Province of Ontario)

<u>MPL Budget</u>	<u>Total Members</u>	<u>Cost/Member</u>	<u>Cost/Resident</u>
\$698,045	4,022	\$173.56	\$63.51
<u>OSNGUPL Budget</u>	<u>Total Members</u>	<u>Cost/Member</u>	
\$1,476,328	12,007	\$122.96	
<u>Contract</u>	<u>Total OS Members</u>	<u>Cost/Member</u>	<u>Cost/Resident</u>
\$120,500	902	\$133.59	\$10.96

2017 (as reported by D. Morrissey, Meaford CAO)

<u>MPL Budget</u>	<u>Total Members</u>	<u>Cost/Member</u>
\$674,950	3,982	\$169.50
<u>Contract</u>	<u>Total OS Members</u>	<u>Cost/Member</u>
\$120,500	902	\$133.59

2024 (as reported to the Province of Ontario)

<u>MPL Budget</u>	<u>Total Members</u>	<u>Cost/Member</u>
\$1,113,262	6,448	\$172.65
(\$960,788)	"	\$149.01
<u>OSNGUPL Budget</u>	<u>Total Members</u>	<u>Cost/Member</u>
\$2,044,189	11,649	\$175.48
<u>Contract</u>	<u>Total OS Members</u>	<u>Cost/Member</u>
\$152,474	1,014	\$156.29

2025 (as reported by MPL and OSNGUPL)

<u>MPL Budget</u>	<u>Total Members</u>	<u>Cost/Member</u>	<u>Cost/Resident</u>
\$968,258	6,822	\$141.93	\$84.31
(\$888,440)	"	\$130.23	\$77.36
<u>OSNGUPL Budget</u>	<u>Total Members</u>	<u>Cost/Member</u>	
\$2,054,854	11,929	\$172.26	
<u>Contract</u>	<u>Total OS Members</u>	<u>Cost/Member</u>	<u>Cost/Resident</u>
\$158,476	1,014	\$156.29	\$13.80
\$158,476	900	\$176.08 est.	
\$158,476	750	\$211.30 est.	

	<u>Sydenham (55.5)</u>	<u>Municipality</u>	<u>Cost/Res</u>
1996	3,200 (30.5)	10,491	
2001	3,249 (31.3)	10,381	
2006	3,475	10,948	
2011	3,463	11,100	
2016	3,356	10,991	
2021	3,556	11,485	



This document can be made available in other accessible formats and with communication supports as soon as possible and upon request.

Meaford Public Library Sub Committee on Library Services Contract
Minutes - Regular Meeting
Thursday, May 7, 2026 at 11 Sykes Street North, Meaford, 3:30 p.m.

The mission of the Meaford Public Library is to bring service excellence to meet the needs of a dynamic community through universal access to innovative and vibrant spaces and experiences.

Members:

- Lloyd Mohr - Vice Chair of MPL Board
- Frank Emptage - Trustee of MPL Board and OSNGUPL Board Meaford Public Library Representative
- Elgin Pecjak - Trustee of MPL Board/Chairperson of the Subcommittee

Members Absent:

- Marnie Wraith - Trustee of MPL Board

Staff:

- Lynne Fascinato - Meaford Public Library CEO
- Amy Solecki - Coordinator, Community Outreach

1. Call to Order

Chair E. Pecjak called the meeting to order at 3:32 p.m. with quorum noted.

2. Disclosure of Pecuniary Interest

- a) F. Emptage shared that he is a member of the Owen Sound North Grey Union Public Library Board as the Meaford Public Library representative.

3. Approval of Agenda

- a) Addition to the Agenda

Library CEO included additional agenda item, 7 (b)
Recommendation to delegate authority to the Meaford Public Library Board to approve the minutes from the May 7, 2026 Subcommittee, given they may be the Subcommittee's final minutes.

4. Adopt Previous Minutes

- a) Adoption of Minutes

Moved by: L. Mohr
Seconded by: F. Emptage

Be it hereby resolved that the Meaford Public Library Subcommittee on Library Services Contract adopt the minutes of the Meaford Public Library Subcommittee on Library Services Contract meeting held Friday, April 10, 2026, having been circulated to all members.

Carried

5. Correspondence

None.

6. Public Questions

None.

7. Reports and Matters Tabled

- a) MPL Subcommittee on Library Services Contract Final Report and DRAFT 2027 Library Service Agreement between the MPL and OSNGUPL Boards.

A copy of the Meaford Public Library Subcommittee on Library Services Contract Chair 2026-01 Final Report and the DRAFT 2027 MPL and OSNGUPL Board Services Agreement was included in the package.

Suggestions were made to the final report including some grammatical edits to the documents, reviewing and updating the wording within the options and paragraphs.

Clarification of wording was made to the DRAFT MPL and OSNGUPL Library Board Services Agreement.

Moved by: F. Emptage
Seconded by: L. Mohr

Be it hereby resolved that the MPL Subcommittee on Library Services Contract approve Chair 2026-01 Final Report with amendments, and the DRAFT 2027 MPL and OSNGUPL Library Board Services Agreement with revisions as discussed.

Carried

- b) Resolution for the Meaford Public Library Board to approve the minutes of the Meaford Public Library Subcommittee on the Library Service Contract from the May 7, 2026 meeting.

Moved by: L. Mohr
Seconded by: F. Emptage

Be it here by resolved that the Meaford Public Library Subcommittee for Library Services Contract delegate the authority to enable the Meaford Public Library Board to approve the minutes from the final Subcommittee meeting held May, 7, 2026.

Carried

8. Round Table

- a) Members discussed upcoming meetings with OSNGUPL to review the contract.

9. Date of Next Meeting

- a) Undeclared.

10. Adjournment

- a) Chair Pecjak adjourned the meeting at 4:07 p.m.

Chairperson

Treasurer/Secretary



BOGNOR COMMUNITY CENTRE BOARD MEETING MINUTES
597353 Grey Road 29, Bognor, ON, N0H 1E0, Phone: 519-372-9771
www.bognorcommunitycentre.ca
Wednesday June 10, 2026, 7pm

Mission Statement as approved by the BCC Board, June 2025.

"The Bognor Community Centre is a welcoming, accessible space for local residents, visitors and businesses, offering an ideal venue for entertainment, education, wellbeing, and connections."

Statement of Respect

To be read at the start of each BCC Board Meeting and the AGM.

- *Disrespectful behaviour of any kind will not be tolerated at the Bognor Community Centre (BCC). The BCC welcomes all people. We encourage welcoming words, actions and behaviours towards our members, neighbours, and community. At the BCC, we accord respect to all persons and strive to build within our community.*
- *If you believe that you are being disrespected against, or witness such behaviour, contact the BCC Chairperson, any member of the executive board, or a Meaford council member for further assistance.*

Attendance:

- Marie Thompson (Chair), called the meeting to order at 7pm
- Attendance Executive: Gary Shute (Vice Chair), Jon Cobb (Treasurer), Tanya Oakley (Secretary), Kevin Clarke (Rental Agent)
- Attendance Members at Large: Lee Borton, David Moss-Cornett
- Absent: NA
- Regrets: John Rankin (casual with on leave privileges), Council Representative Deputy Mayor Shirley Keaveney, E. Parkin-Dixon
- Guests: NA

**Members on leave will not be present and will not be counted towards quorum.*

1.0 Welcome, Call to Order & Attendance:

- 1.1 Declaration of Quorum
- 1.2 Words of Welcome
- 1.3 Statement of Respect to be read

2.0 Adoption of the Agenda as distributed by email

Additions: New business 9.3 - sound system. 9.4 - piano.

- **2.1 MOTION BY: D. Moss-Cornett that the agenda of the June 10, 2026, meeting, with the addition, be adopted. Seconded by K. Clarke. All in favor, motion carried.**

3.0 Declaration of conflict of Interest in Matters on the Agenda

- 3.1 None noted.

4.0 Education Time

- Duties of the Board Secretary presented by T. Oakley. Handout provided and discussed.

5.0 Adoption of Previous Minutes

- Amendments:
 - **5.1 MOTION BY: J. Cobb that the minutes of the May 13, 2026, meeting be accepted. Seconded by D. Moss-Cornett. All in favor, motion carried.**

5.2 Business Arising

- 5.2.1. Thank you Colin and Tanya for the new sign lettering. To post new signage this week.
- 5.2.2. Potential janitor was a no-show May 21st.
- 5.2.3. Coffee House: D. Moss-Cornett. The following was report was read: *I am pleased to report that the first two Bognor Coffee House events have been a great success. Our inaugural Coffee House welcomed approximately 30 attendees, with 10 performances of music, poetry, and storytelling filling the entire two-hour program. The positive response from participants and audience members was overwhelming, with many expressing appreciation for having a safe, welcoming space to share their creativity and connect with neighbours. Our second Coffee House continued that momentum, drawing a slightly larger audience and again featuring a full afternoon of community sharing. The atmosphere remained warm, supportive, and inclusive, reflecting the vision we had hoped to create. One particularly encouraging outcome has been the growing participation of people who live in Bognor and the surrounding area. Historically, one of the challenges faced by the Community Centre has been attracting local residents to events, with attendance often coming primarily from Owen Sound, Meaford, Collingwood, and elsewhere. At our second Coffee House, we welcomed a number of Bognor-area residents, which suggests we are beginning to achieve an important goal: creating programming that engages our own community while still welcoming visitors from beyond our hamlet. Building local connections and fostering a stronger sense of community right here in Bognor is a significant measure of success. These events are doing more than showcasing local talent—they are building community, encouraging connection, reducing isolation, and creating opportunities for people to be heard and celebrated. I would like to thank the board members and volunteers who have supported these events, whether through setup, hospitality, promotion, attendance, or simply encouraging others to participate. As we continue to grow, I encourage board members to consider becoming involved. There are many ways to help: volunteering at events, assisting with coffee service, helping with setup and cleanup, welcoming guests, sharing event information, or even stepping up to share a poem, story, song, or personal reflection. Participation from board members helps demonstrate our commitment to community-building and encourages others to take part as well. Thank you for your continued support. I look forward to working together to make the Bognor Coffee House a lasting and meaningful part of our community programming.* Total donations to date: \$155. Next date is scheduled for Father's Day June 21st. New posters to be provided.
- 5.2.4. Fundraiser Pork Chop BBQ Dinner and boxed chop sale: K. Clarke. Wednesday, July 15th, \$25/pp and \$10 for under 12 years. \$50 per box. Dinner 5-7pm with continual flow – no specific seating. 52 boxes have already been sold. 33 plates already sold. Cutoff date is June 30th for ticket sales. Pick up for boxed chops between 3-7pm. Tent being investigated (40x60). Municipality provides additional bins for compost and recycling. To investigate paper plates. Bar to be closed.
- 5.2.5. Fundraiser Fish Dinner: L. Borton. Saturday, Sept. 12th, 3 seatings at 4pm, 5pm, & 6pm. \$25/pp. Buffet style and plan to keep it simple. Take out will be available. Bar to be open. Items purchased from Metis. Some of the food items will be donated. Set up to be completed on Friday. Community signage will be available. 2 tickets to be donated as a prize at Metis festival on Saturday, July 18 at Hibou (\$15 all you can eat with entry into the park) from 11am-4pm.
- 5.2.6. Tickets for fundraisers. Options discussed and K. Clarke to investigate.

- 5.2.7. Please gather after our board meeting to discuss details for the fundraising events, including menu.

6.0 Correspondence

- None.

7.0 Guest Speaker

- NA

8.0 Reports

8.1 Treasurer's report – See attached report. May 2026 opening balance: \$28,568.58. Expenses: \$4,241.94. Revenue: \$1,727.24. Discussed the option of a credit card in care of Treasurer.

- **8.1.1 MOTION BY: J. Cobb to accept the Treasurer's report of May 2026. Seconded by G. Shute. All in favor. Motion carried.**

8.2 Rental Report – K. Clarke. More rentals are incoming. List circulated and can be seen on the website calendar.

8.3 Secretary's Remarks – T. Oakley. Changes made and are ongoing to BCC Gmail to help with ease of use and organization of information for incoming executive board and future work. New documentation is being created to support ongoing work as it arises. Work to return to BCC Resource package. No response received from the high school regarding enquiry about access to students who need volunteer hours and placement with the BCC. To approach again in September. Discussed updates to passcodes, domains, and social media to be updated and distributed to members. D. Moss-Cornett and L. Borton to review and manage Facebook sites.

8.4 Bar Admin Report – L. Borton. Shopping to be completed to replenish inventory supply. Can ask rentals about their drink preferences (ex. Wine vs beer). Summary of May revenue: Cards \$221. Discussed sharing of licensing information and possible scanning a copy of relevant documentation.

8.5 Maintenance Report – G. Shute. Fans have been installed and working well. Painting of the step edges by the Post Office entrance has been completed. Additional painting to be completed at the main entrance. No follow up yet on the windows. Steve to be called about parking lot and eavestrough. Hydro in for ceiling projector however, they still have the projector because they were making a face plate to support installation. M. Thompson to call Steve for follow up as an interim measure.

8.6 Canada Day Sub-Committee Report – G. Shute. Everything is moving along as planned. Work promised by the municipality has not yet been completed (park entrance and flag). The community continues to support the event. Information placed in the Meaford newspaper about history panels being displayed in the hall on that date; follow up to be completed to confirm details.

- **8.6 MOTION BY: D. Moss-Cornett to accept the reports 8.2-8.6. Seconded by K. Clarke. All in favor. Motion carried.**

9.0 New Business

9.1. T. Oakley, BCC Board Secretary, to be on leave from July – October inclusive, returning Nov. 11th. Recording secretary required. M. Thompson presented the idea of rotating the role with the Chair. July – E. Parkin-Dixon, Sept – TBD, Oct – TBD.

9.2. Canada Post considerations. Discussed future possibilities.

9.3. Proposal for sound system: D. Moss-Cornett. Handout distributed. Presentation provided for a portable sound system that can be used indoor and outdoor for the centre. Discussed purpose, estimated cost, benefits, fundraising possibilities, ease of use, and additional support. He would donate 1-2 microphones. M. Thompspon noted a past donation was earmarked for the centre's accessibility. She will investigate past records for the specific amount and options for spending.

- **MOTION BY: D. Moss-Cornett that the board authorizes the purchase of a portable sound system for the BCC at a cost of approximately \$1500 tax included. Seconded by G. Shute.** Discussed the option of purchasing the unit with planned fundraising. To verify funds from Woodford and use those for the purchase. **All in favor. Motion carried.** M. Thompson later confirmed donation from the Friends of the Woodford Hall was \$1912.37 and marked for centre sound improvements.

9.4. Piano – K. Clarke. Member voiced concerns that piano was being offered for free. They offered to tune and maintain at their expense. Discussion that it is a generous offer. It was noted that a service person has seen the piano and noted that due to age and issues, it is of no value and cannot be fixed. The stage is not made for a piano and it should not be stored on an outside wall. Plan to provide the member with additional information so that they can make an informed decision, at their cost.

10.0 Next Board Meeting

- Wednesday, July 8 at 7pm, 2026.

10.0 Motion to adjourn meeting by D. Moss-Cornett at 8:52pm.

Bognor Community Centre Board Chair, Marie Thompson (or representative in case of absence)	Date
Bognor Community Centre Board Interim Secretary,	Tanya Oakley (or representative in case of absence)
	Date

ADDENDUM TO BCC MINUTES JUNE 10, 2026

On June 11th, the following information was confirmed by M. Thompson

Facility Manager Steve Burgess confirmed:

- the eavestrough will be cleaned up before July 1st & probably follow through with what Gary spoke of last night
- IT team will be mounting the ceiling fan end of next week
- Windows on the west side will be looked at / repaired at end of next week
- Georgian Bay Fire & Safety will not be calling volunteers again to follow through with the duties of Meaford staff just because of the time of day (quitting time). Most will not know I was put in a situation that could have been a huge expense to Meaford.
- The parking lot, Steve will pass to the appropriate dept. to deal with it. It is not his division.
- The bollards will be addressed in the fall again

Meaford Museum, Jody Seely, Curator, confirmed:

- The museum has been in contact with Tricia and have made arrangements via the Canada Day Committee. The museum will do the set up in the ball diamond. They will have the display panels and also games for the kids.

Coffee House

- June 21: E. Parkin-Dixon will spearhead the coffee counter, please consider giving a hand setting up at 1ish, text Eleanor to confirm.
- Cookies needed, the leftovers will go to the freezer for next time. 4 doz needed each time with no leftovers.
- Marie- 2 doz. Chocolate cookies, find them in the cooler

Council Correspondence List - June 22, 2026
(Includes correspondence dated until June 11, 2026)

Item No.	Date Received	Sender	Subject
Resident Correspondence			
1	29-May	Lindy Iversen	Request to Host the IAAC Public Presentation at Meaford Hall
2	31-May	Ron Ball	Roadside Spraying
3	31-May	Bill Cameron	Gravel
4	01-Jun	Barry Lewin	PRINCESS STREET !!! / Addendum to previous e-mail
5	03-Jun	Cheryle Snache	I Oppose Bill 5 and TC Energy's Pumped Storage Proposal
6	05-Jun	Kaylee Draper	I Oppose Bill 5 and TC Energy's Pumped Storage Proposal
7	08-Jun	Dave Trumble	Urgent Safety Concerns Regarding Underage E-Bike Use and Sidewalk Riding
Resolutions from other municipalities			
8	29-May	Town of Grimsby	Municipal Heritage Register Extension
9	29-May	Prince Edward County	Better Regional Governance Act
10	29-May	Prince Edward County	Sustainable Funding for Public Health Units
11	01-Jun	Municipality of Red Lake	Increased Police Operating and Capital Costs
12	02-Jun	Township of North Dumfries	Request to the Province of Ontario to Extend the Deadline for Notices of Intention to Designate Listed Heritage Properties
13	02-Jun	Township of Clearview	Vacant Commercial Storefront Tax
14	03-Jun	Town of South Bruce Peninsula	Affirming Outdoor Education as Essential
15	03-Jun	Village of Merrickville-Wolford	OPP Detachment Board Resolutions of Support - Traffic Calming and Speeding Mitigation Techniques
16	03-Jun	Northeastern Manitoulin & The Islands	Provincial Health Care Spending
17	03-Jun	Township of Machar	Opposing proposed changes to the Freedom of Information and Protection of Privacy Act (FIPPA)

Council Correspondence List - June 22, 2026
(Includes correspondence dated until June 11, 2026)

Item No.	Date Received	Sender	Subject
18	04-Jun	Township of South Stormont	Food Insecurity Crisis
19	05-Jun	City of Guelph	Request to Extend the Deadline for Notices of Intention to Designate Listed Heritage Properties
Government Correspondence & News Releases			
20	02-Jun	Grey Bruce Public Health	Media Release - GBPH seeking public's assistance as part of dog bite investigation – South Bruce Peninsula
21	08-Jun	Grey Bruce Public Health	Media Release - It's tick season, and Grey Bruce Public Health is urging people to take steps to prevent tick bites
Other			
22	01-Jun	AMO	Policy Update
23	03-Jun	Save Georgian Bay	Briefing: TC Energy Drilling Activity & Federal Review – Georgian Bay
24	04-Jun	AMO	Watchfile
25	09-Jun	AMO	Policy Update
26	11-Jun	AMO	Watchfile

The Corporation of the Municipality of Meaford

By-law Number 2026-52

Being a by-law to confirm the proceedings of the meeting of Council of the Corporation of the Municipality of Meaford

Whereas subsection 5(3) of the *Municipal Act, 2001*, S.O. 2001, c. 25 provides that municipal power shall be exercised by by-law; and

Whereas subsection 5(3) of the *Municipal Act, 2001*, provides that a municipal power, including a municipality's capacity, rights, powers and privileges under section 9, shall be exercised by by-law unless the municipality is specifically authorized to do otherwise; and

Whereas section 8 of the *Municipal Act, 2001*, provides that the powers of a municipality shall be interpreted broadly to enable it to govern its affairs as it considers appropriate and to enhance the municipality's ability to respond to municipal issues; and

Whereas the Council of The Corporation of the Municipality of Meaford ("The Municipality") deems it expedient to adopt, confirm and ratify matters dealt with at all meetings of Council;

Now therefore the Council of the Corporation of the Municipality of Meaford enacts as follows:

1. That the proceedings and actions taken by the Council of The Municipality at the meeting of June 29, 2026, and in respect of each report, motion, recommendation, by-law and any other business conducted are hereby adopted and confirmed and shall have the same force and effect as if each and every one of them had been the subject matter of a separate by-law duly enacted.
2. The Mayor and proper officials of The Municipality are hereby authorized and directed to do all things necessary to give effect to the action of the Council of The Municipality referred to in the preceding section thereof.
3. That on behalf of The Municipality, the Mayor or presiding officer at the meeting and the Clerk, are authorized and directed to execute all documents necessary, and to affix the seal of The Municipality thereto.

4. That this by-law shall come into force and take effect on the day of passing.

Read a first, second and third time and finally passed this 29th day of June, 2026.

Ross Kentner, Mayor

Allison Penner, Deputy Clerk