



Notice and Agenda
United Counties of Leeds and Grenville
Council Meeting

Thursday, April 23, 2026
9:00 a.m.
Council Chambers
25 Central Avenue West, Brockville, Ontario

	Pages
1. O Canada	
2. Call to Order	
2.1 Land Acknowledgement Statement	
3. Warden's Remarks	
4. Adoption of the Agenda	
5. Disclosure of Pecuniary Interest and General Nature Thereof	
6. Adoption of the Minutes of the Previous Council Session	
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7. Delegation/Presentations - Nil	
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11.5	By-law No. 26-28: A By-law to Amend By-law No. 97-20 and to Adopt Human Resources Policies	188 - 204

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11.10	By-law No. 26-33: A By-law to Authorize the Execution of Contract No. PW-2026-03 with GIP Paving Inc. for County Road 7 Rehabilitation (Phase 2)	216 - 220
11.11	By-law No. 26-34: A By-law to Authorize the Execution of Contract No. PW-2026-04 with G. Tackaberry & Sons Construction Company Limited for County Road 1 Rehabilitation (Toledo)	221 - 225
11.12	By-law No. 26-35: A By-law to Authorize the Execution of Contract No. PW-2026-06 with DW Building Restoration Services Inc. for the Wright's Bridge Rehabilitation	226 - 230
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12.	Announcements	
13.	Questions from the Media	
14.	Questions from the Public	
15.	Closed Meeting	
15.1	Closed Report No. CSF-016-2026: Labour Relations Strategy - ONA	
15.2	Closed Report No. CC-017-2026: Labour Relations Update - OSPEU - CSS	
15.3	Closed Report No. CSF-015-2026 - HR Updates - Standing Item - Quarterly Update	

15.4 Reporting Out from Closed Meeting

15.4.1 By-law No. 26-37: A By-law to Ratify a Collective Agreement Between the United Counties of Leeds and Grenville and the Ontario Public Service Employees Union (OPSEU) Local 494 for the Community and Social Services Division 236 - 237

16. Confirmatory By-law 238 - 239

17. Adjournment

**The Corporation of the United Counties of Leeds and Grenville
Council Minutes**

Thursday, March 19, 2026

9:00 a.m.

Council Chambers

25 Central Avenue West, Brockville, Ontario

Members Present: Corinna Smith-Gatcke, Warden
Brant Burrow, Michael Cameron, Tory Deschamps, Roger Haley,
Arie Hoogenboom, Robin Jones, Nancy Peckford, Herb Scott,
Jeff Shaver

Staff Present: Al Horsman, Chief Administrative Officer
Kim Little, Director of Corporate Services
Sarah McDonald, Director of Public Works
Alison Tutak, Interim Director of Community and Social Services
Jeff Carss, Paramedic Service Chief
Pat Huffman, Treasurer
Cherie Mills, Manager of Planning Services
Marc Thivierge, Manager of Information Technology
Ann Weir, Manager of Economic Development
Andrea Bolton, Deputy Clerk (Recording Secretary)

Others Present: Patricia Katz, MNP Consulting
Leanne Douglas, MNP Consulting
Spencer Putnam, Cunningham Swan

1. O Canada

Recording Timestamp 00:00:01

2. Call to Order

Recording Timestamp 00:01:49

2.1 Land Acknowledgement Statement

Recording Timestamp 00:01:51

Warden Smith-Gatcke acknowledged the meeting is held on lands that have been and continue to be cared for by indigenous people of Mohawk, Haudenosaunee/Rotinonhsho'n:ni and Algonquin Anishinaabe descent, noting the need to strengthen consultation and understanding with all First Nation and Metis people.

3. Warden's Remarks

Recording Timestamp 00:02:10

Warden Smith-Gatcke noted the format of the agenda for the meeting, which features two separate closed meetings. She reported she would be attending an Eastern Ontario Wardens' Caucus (EOWC) meeting in the afternoon.

4. Adoption of the Agenda

Recording Timestamp 00:02:53

Resolution No. CC-040-2026

Moved by Jeff Shaver

Seconded by Michael Cameron

THAT the Agenda for the March 19, 2026 meeting of the Counties Council be adopted as circulated.

CARRIED

5. Disclosure of Pecuniary Interest and General Nature Thereof - Nil

Recording Timestamp 00:03:13

6. Adoption of the Minutes of the Previous Council Session

6.1 Meeting Minutes Dated February 19, 2026 and Special Meeting Minutes Dated March 4, 2026

Recording Timestamp 00:03:24

Resolution No. CC-041-2026

Moved by Michael Cameron

Seconded by Herb Scott

THAT the Minutes of the Meeting of the Counties Council held on February 19, 2026 and Special Meeting Minutes dated March 4, 2026 be adopted as circulated.

CARRIED

7. Delegation/Presentations

7.1 Closed Meeting Presentation by MNP Consultants re: Leeds Grenville Paramedic Culture Review

Recording Timestamp 00:03:52

Resolution No. CC-042-2026

Moved by Tory Deschamps

Seconded by Arie Hoogenboom

THAT the Council, as provided in Section 239 (2) of the Municipal Act, 2001 S.O. 2001, Chapter 25, move into a closed meeting at 9:06 a.m. to address matters pertaining to: personal matters about an identifiable individual, including municipal or local board employees and labour relations or employee negotiations; Specifically: Closed Meeting Presentation by MNP Consultants re: Leeds Grenville Paramedic Service Culture Review.

CARRIED

Mr. Burrow joined the meeting at 9:08 a.m.

Ms. Little and Chief Carss left the meeting at 9:49 a.m.

Ms. Katz and Ms. Douglas left the meeting at 10:40 a.m.

Council recessed at 10:42 a.m. and reconvened at 10:52 a.m.

Resolution No. CC-043-2026

Moved by Roger Haley

Seconded by Nancy Peckford

THAT the closed meeting adjourn and the open meeting of Counties Council resume at 10:52 a.m.

CARRIED

Ms. Little, Ms. McDonald, Ms. Tutak, Chief Carss, Mrs. Huffman, Ms. Mills, Mr. Thivierge and Ms. Weir joined the meeting at 10:52 a.m.

7.2 Reporting Out from Closed Meeting

Recording Timestamp 00:04:48

Warden Smith-Gatcke reported Council met in closed session to address matters pertaining to personal matters about an identifiable individual, including municipal or local board employees and labour relations or employee negotiations; Specifically: Closed Meeting Presentation by MNP Consultants re: Leeds Grenville Paramedic Service Culture Review. Council took no action beyond receiving the information from the consultants.

8. Staff Reports

8.1 Report No. CC-011-2026: Virtual Server Infrastructure Refresh

Recording Timestamp 00:05:11

Resolution No. CC-044-2026

Moved by Brant Burrow

Seconded by Roger Haley

**THAT Council award the Virtual Server Infrastructure Refresh to Dell/ITI for \$273,513.85 plus taxes; and
THAT the necessary by-law be prepared.**

CARRIED

Mr. Thivierge left the meeting at 10:55 a.m.

9. Committee Reports/Draft Resolutions

9.1 Committee of the Whole Report Dated March 4, 2026

Recording Timestamp 00:06:35

Resolution No. CC-045-2026

Moved by Arie Hoogenboom

Seconded by Robin Jones

THAT the Committee of the Whole Report dated March 4, 2026 be adopted as circulated.

CARRIED

9.2 Maple View Lodge Committee of Management Report Dated March 5, 2026

Recording Timestamp 00:07:13

Resolution No. CC-046-2026

Moved by Herb Scott

Seconded by Nancy Peckford

THAT the Maple View Lodge Committee of Management Report dated March 5, 2026 be adopted as circulated.

CARRIED

9.2.1 Draft Resolution re: 2025 Annual Drinking Water Report for Maple View Lodge

Recording Timestamp 00:07:59

Resolution No. CC-047-2026

Moved by Jeff Shaver

Seconded by Roger Haley

THAT Council receive and accept the 2025 Drinking Water System Annual Report for Maple View Lodge, as presented to the Maple View Lodge Committee of Management at its meeting March 5, 2026; and THAT the report be made accessible to the public.

CARRIED

9.3 Corporate Services and Finance Committee Reports Dated February 11, 2026 and March 11, 2026

Recording Timestamp 00:08:29

Resolution No. CC-048-2026

Moved by Robin Jones

Seconded by Nancy Peckford

THAT the Corporate Services and Finance Committee Reports dated February 11, 2026 and March 11, 2026 be adopted as circulated.

CARRIED

9.4 Draft Resolution re: 2025 Annual Drinking Water Reports for The Maples and Miller Manor

Recording Timestamp 00:09:16

Resolution No. CC-049-2026

Moved by Roger Haley

Seconded by Brant Burrow

THAT Council receive and accept the 2025 Drinking Water Systems Annual Reports for Miller Manor, 3 Miller Drive, Mallorytown, and The Maples, 33 Bennett Street, Spencerville, as presented to the Joint Services Committee at its meeting March 3, 2026, and THAT they be made accessible to the public.

CARRIED

9.5 Draft Resolution - A. Hoogenboom Notice of Motion - High-Speed Rail Project

Recording Timestamp 00:09:51

Recording Timestamp 00:21:27

Ms. Jones requested a recorded vote.

Recording Timestamp 00:23:52

Resolution No. CC-050-2026

Moved by Arie Hoogenboom

Seconded by Brant Burrow

THAT the motion be amended to remove the phrase “in its entirety” from section 2.

CARRIED

Resolution No. CC-051-2026

Moved by Arie Hoogenboom

Seconded by Brant Burrow

WHEREAS the United Counties of Leeds and Grenville is committed to ensuring the well-being and future sustainability of its residents, communities, and the environment; and

WHEREAS the proposed ALTO high-speed rail project, particularly the southern corridor, poses potential negative impacts on the local communities, environment, and economy of the region it serves; and

WHEREAS there is significant cost associated with the project and limited benefits to many parts of the country; and

WHEREAS it is essential that all affected parties, including municipalities, stakeholders, and residents, are given the opportunity for meaningful consultation and input into projects of this magnitude.

NOW THEREFORE BE IT RESOLVED THAT the United Counties of Leeds and Grenville:

- 1. Objects to the proposed southern corridor of the ALTO high-speed rail project, citing concerns regarding its potential negative impact on local communities, the environment, and regional infrastructure; and**
- 2. Objects to the ALTO high-speed rail project, unless proper and adequate mitigation measures and consultations are conducted with all affected parties, including municipal governments, environmental groups, local businesses, and residents; and**
- 3. Calls on ALTO and all relevant authorities to engage in a more comprehensive, inclusive, and transparent consultation process with all stakeholders, including municipalities, residents, and other affected parties, before any further steps are taken regarding the high-speed rail project; and**

FURTHER BE IT RESOLVED THAT a copy of this motion be forwarded to:

- The Honourable Mark Carney, Prime Minister of Canada**
- The Honourable Steven MacKinnon, Federal Minister of Transportation**
- The Honourable Michael Barrett, Member of Parliament**
- The Honourable Steve Clark, Member of Provincial Parliament**
- ALTO High-Speed Rail Project**

CARRIED

MEMBER	YEA	NAY
Burrow, Brant	X	
Cameron, Michael	X	
Deschamps, Tory	X	
Haley, Roger	X	
Hoogenboom, Arie	X	
Jones, Robin	ABSTENTION	X*
Peckford, Nancy	ABSTENTION	X*
Scott, Herb	X	
Shaver, Jeff	X	
Smith-Gatcke, Corinna	X	
Totals	8	2

*Under the Rules of Procedure abstentions are deemed a vote in the negative

10. Member Reports - Nil

Recording Timestamp 00:30:51

11. By-laws

Recording Timestamp 00:30:56

11.1 By-law No. 26-18: A By-law to Appoint the Area Weed Inspector for the United Counties of Leeds and Grenville

11.2 By-law No. 26-19: A By-law to Amend By-laws and Adopt Human Resources Policies

11.3 By-law No. 26-20: A By-law to Authorize the Execution of a Lease Agreement Between the UCLG and Canadian Addiction Treatment Centers for Space at 244 King Street West, Brockville

11.4 By-law No. 26-21: A By-law to Authorize the Execution of a Contract with Dell/ITI for Virtual Server Infrastructure Refresh

11.5 By-law No. 26-22: A By-law to Authorize the Execution of a Contract to Renew Managed Detection Services Through Softchoice

Resolution No. CC-052-2026

Moved by Brant Burrow

Seconded by Jeff Shaver

THAT By-laws numbered 26-18 to 26-22 be adopted and passed, be signed by the Warden and the County Clerk, sealed with the Seal of the Corporations and be recorded.

CARRIED

12. Announcements - Nil

Recording Timestamp 00:31:30

13. Questions from the Media

Recording Timestamp 00:31:32

There were no questions from the media.

14. Questions from the Public

Recording Timestamp 00:31:34

There were no questions from the public.

15. Closed Meeting

Recording Timestamp 00:31:40

Resolution No. CC-053-2026

Moved by Michael Cameron

Seconded by Roger Haley

THAT the Council, as provided in Section 239 (2) of the Municipal Act, 2001 S.O. 2001, Chapter 25, move into a closed meeting at 11:20 a.m. to address matters pertaining to:

- 15.1 litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board; Specifically, Closed Report No. CC-009-2026: Ontario Land Tribunal Appeals to Official Plan Amendment No. 5 – Implementation of the Agricultural Area Review; and**
- 15.2 litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board; Specifically, Closed Report No. CC-008-2026: Ontario Land Tribunal Appeal to Consent Application B-102-25 in the Municipality of North Grenville; and**
- 15.3 personal matters about an identifiable individual, including municipal or local board employees and labour relations or employee negotiations; Specifically, Closed Report No. CC-010-2026: Small Business Staffing Contracts; and**
- 15.4 labour relations or employee negotiations; Specifically, Closed Report No. CSF-013-2026: Labour Relations Update – OPSEU – MVL.**

CARRIED

15.1 Closed Report No. CC-009-2026: Ontario Land Tribunal Appeals to Official Plan Amendment No. 5 - Implementation of the Agricultural Area Review

Mr. Putnam joined the meeting at 11:20 a.m.

All staff left the meeting with the exception of Mr. Horsman, Ms. Bolton and Mr. Putnam at 11:26 a.m.

Mr. Burrow left the meeting at 12:17 p.m.

15.2 Closed Report No. CC-008-2026: Ontario Land Tribunal Appeal to Consent Application B-102-25 in the Municipality of North Grenville

Mr. Putnam left the meeting at 12:21 p.m.

15.3 Closed Report No. CC-010-2026: Small Business Staffing Contracts

Ms. Little, Ms. McDonald, Mrs. Huffman, Ms. Mills and Ms. Weir rejoined the meeting at 12:23 p.m.

15.4 Closed Report No. CSF-013-2026: Labour Relations Update - OPSEU – MVL

Ms. Jones left the meeting at 12:31 p.m.

Ms. Mills, Ms. McDonald and Ms. Weir left the meeting at 12:32 p.m.

Resolution No. CC-054-2026

Moved by Jeff Shaver

Seconded by Nancy Peckford

THAT the closed meeting adjourn and the open meeting of the Counties Council resume at 12:34 p.m.

CARRIED

15.5 Reporting Out from Closed Meeting

Recording Timestamp 00:32:56

With respect to Item 15.1, Warden Smith-Gatcke reported Council met in closed session to discuss matters pertaining to litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board; specifically, Closed Report No. CC-009-2026: Ontario Land Tribunal Appeals to Official Plan Amendment No. 5 – Implementation of the Agricultural Area Review. Council provided instruction to staff.

With respect to Item 15.2, Warden Smith-Gatcke reported Council met in closed session to discuss matters pertaining to litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board; specifically, Closed Report No. CC-008-2026: Ontario Land Tribunal Appeal to Consent Application B-102-25 in the Municipality of North Grenville. Council took no action beyond receiving the information.

With respect to Item 15.3, Warden Smith-Gatcke reported Council met in closed session to discuss matters pertaining to personal matters about an identifiable individual, including municipal or local board employees and labour relations or

employee negotiations; specifically, Closed Report No. CC-010-2026: Small Business Staffing Contracts. Council provided instruction to staff.

With respect to Item 15.4, Warden Smith-Gatcke reported Council met in closed session to discuss matters pertaining to labour relations or employee negotiations; specifically, Closed Report No. CSF-013-2026: Labour Relations Update – OPSEU – MVL. Council provided instruction to staff.

16. Confirmatory By-law

Recording Timestamp 00:35:11

Resolution No. CC-055-2026

Moved by Michael Cameron

Seconded by Roger Haley

**THAT By-law Number 26-23, Being a By-law to Confirm the Proceedings of the Council of the United Counties of Leeds and Grenville at its meeting held on March 19, 2026, be adopted and passed, be signed by the Warden and the County Clerk, sealed with the Seal of the Corporation and be recorded.
CARRIED**

17. Adjournment

Recording Timestamp 00:35:35

Resolution No. CC-056-2026

Moved by Tory Deschamps

Seconded by Nancy Peckford

THAT the meeting of the Counties Council now adjourn at 12:37 p.m.

CARRIED

Corinna Smith-Gatcke, Warden

Krystin Stitt, Interim County Clerk

Leeds Grenville Economic Development Quarterly Update

Council

April 23, 2026

where **lifestyle**
grows good **business**

Strategic Areas of Focus | 2026 -2029



- Leadership and Capacity Building
- Business Development / Investment Attraction
- Talent Attraction and Workforce Development
- Marketing and Communications

Leadership and Capacity Building / Marketing

- Business Support Working Group
 - March, June, October, December meetings
 - Business Support Services Marketing Campaign
 - March 23rd to April 19th



Businesses & Entrepreneurs!

Looking for local resources and supports for:

- Staffing
- Networking

The new **Business Support Services Map** connects you to area resources that are customized to your location.



invest.leedsgrenville.com/maps



Businesses & Entrepreneurs!

Looking for local resources and supports for:

- Starting a Business
- Funding

The new **Business Support Services Map** connects you to area resources that are customized to your location.



invest.leedsgrenville.com/maps



Leadership and Capacity Building / Marketing

Enter your Business Address



Contacts for your Business

Economic Development Support

Leeds Grenville Economic Development Office
613-342-3840 x 5361
EconDev@uclg.on.ca



Small Business Enterprise Centres

Leeds Grenville Small Business Centre
613-342-3840 x 5367
smallbusiness@uclg.on.ca



Business Improvement Association

Downtown Brockville
613-342-1774
info@downtownbrockville.com



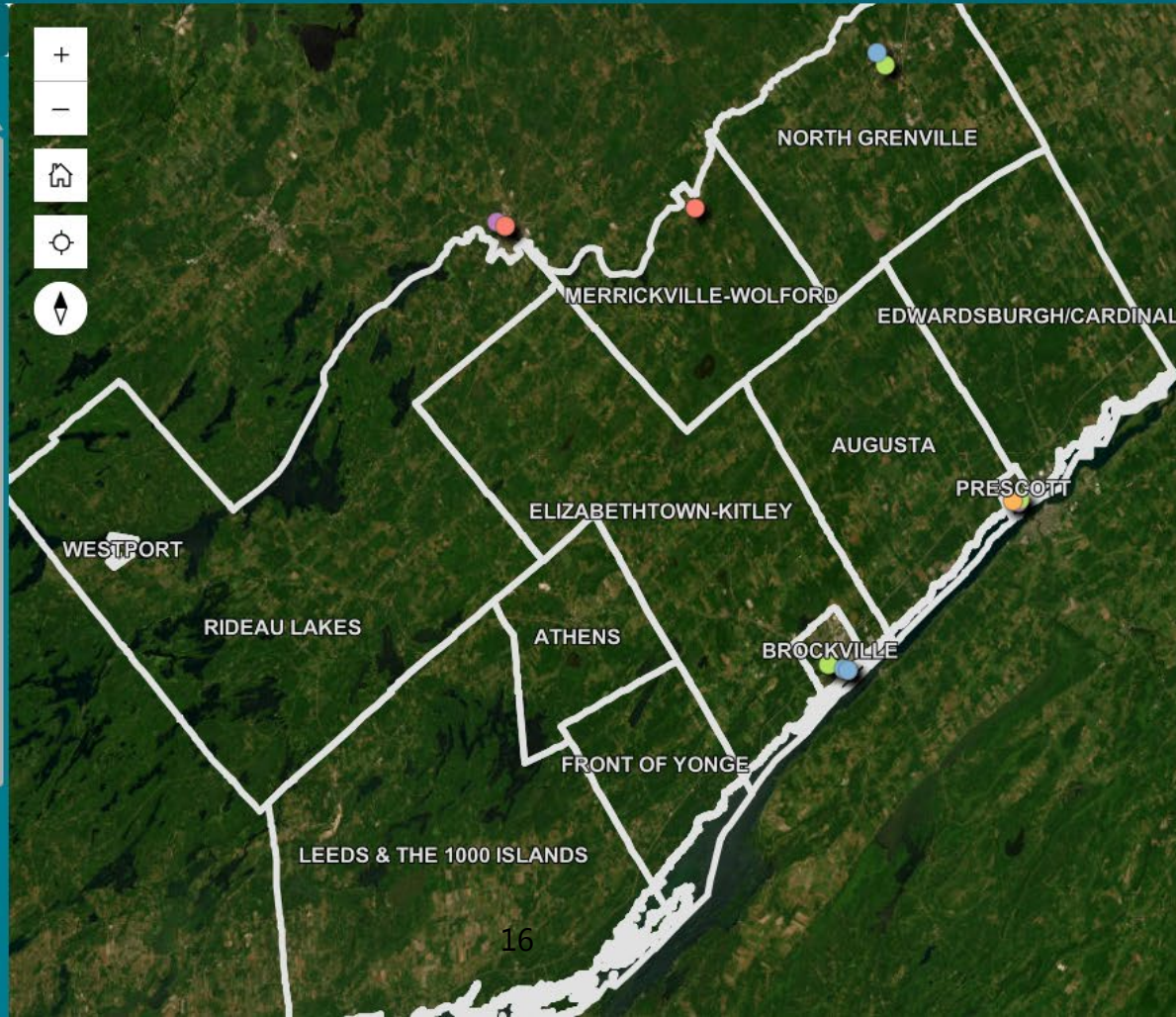
Business Improvement Association

Gananoque Downtown
downtownbia@gananoque.ca



Business Improvement Association

Old Town Kemptville
bia@downtownkemptville.ca



Legend

Office Locations

- Chamber of Commerce
- Economic Development Support
- Employment Services
- Community Futures Development Offices
- Business Improvement Associations
- Small Business Enterprise Centres

Investment Attraction / Business Development



Regional Planning Process



Deadline – March 16th
Complete
9 of 13 municipalities submitted

Complete
Next Steps – IESO Meeting – May

- Addressing Immediate Business Needs

Investment Attraction / Business Development

Maitland
Industrial
Lands
1,500-acres.



Investment Attraction / Business Development

- Business Visitations
 - Goal is 24-36 per year
 - 2025 – 52 business visits
 - 2026 – 8 business visits

CLEARY FEED & SEED
PLANT-GROW-HARVEST-FEED

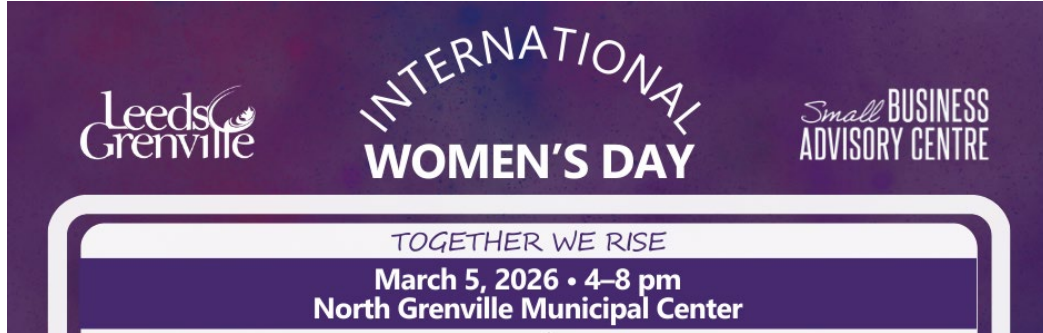


Arctic Acres



Chit-Chat Convenience

Small Business



Su Ouelette

Lifetime Achievement Award

Sold out – 140

Really valuable – great networking

Women variety of experts was thoughtful and appreciated

Loved the knowledge bar

Small Business



Jennifer Slater
Bianca Timmerman
Heather Savage
Abby McIntyre
Katie Malott
Kathleen Greenwood
Brian Healy
Saria LaRocque
Nick Weymouth
Particia VanderLaan
Sarah Nestor

Graduation April 9th

Hair She Goes
Queen Bee's Café
Creative Practice
Abby McIntyre Consulting
Epoch Acres
Design Symphony
Accent Landscape Services Inc.
MerkaMa Rejuvenations
Weymouth Machine Works
Saltastic Health and Wellness Spa
The Nest Wellness

Augusta
Brockville
Brockville
Edwardsburgh Cardinal
Edwardsburgh Cardinal
Edwardsburgh Cardinal
Elizabethtown-Kitley
Elizabethtown-Kitley
Elizabethtown-Kitley
North Grenville
North Grenville

Investment Attraction / Business Development

Wholesale Food Tradeshow – March 23rd

- Sellers / Vendors 12 - 85% made a sale or secured supplier

Berry Homestead Farm

Bushgarden Cheese

Harmony Farm

Janine's Garden's

Merrickville Cookies

Windmill Brewery

Medley Micro Farm Inc.

No Go Coffee Co.

Ridgway Confections

Hall's Apple Market

The Barking Bee Company

Mrs. McGarrigle's Fine Foods

- Buyers 24



Tourism Destination Strategy



Fresh Baked Adventures



15 Businesses

Foodie Shop Adventures



12 Businesses

Bottle & Barrel Adventures



10 Businesses

Fresh Baked Cafe Adventures



7 Businesses

Garden Adventures



19 Sites

Animal Adventures



10 Businesses

Tourism Destination Strategy – Social Media

Like | Follow | Share



Tourism Destination Strategy – Social Media

Facebook	2024				2025				2026
	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1
Followers	507	1,475	1,565	2,136	2,398	2,875	2,989	3,272	3,454
Number of posts	101	136	169	115	108	122	134	78	57
Viewers	59,363	70,361	81,464	433,229	260,191	296,444	152,407	238,170	127,624
Views	-	-	42,625	1,175,286	548,722	604,000	314,154	570,419	346,143
Content Interaction	1,656	1,732	2,155	11,429	10,178	14,361	1,696	4,629	3,749
Engagement rate	2.8%	2.5%	2.6%	2.6%	3.9%	4.8%	1.1%	1.9%	2.9%

Instagram	2024				2025				2026
	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1
Followers	61	885	878	1,275	1,256	1,279	1,299	1,308	1,307
Number of posts	20	13	25	44	55	69	73	67	49
Reach	246	686	1,032	75,736	10,361	13,120	5,752	11,715	3,099
Views	-	-	2,051	148,793	25,375	28,669	19,885	36,192	12,077
Content Interaction	-	-	56	4,851	2,349	1,625	260	1,761	521
Engagement rate	-	-	5.4%	6.4%	22.7%	12.4%	4.5%	15.0%	16.8%

Regional Economic Development through Immigration

February 2nd

NOC 33102 - Nurse aides, orderlies and patient service associates	16
NOC 42202 - Early childhood educators and assistants	3
NOC 32101 - Licensed practical nurses	3
NOC 94140 - Process control and machine operators, food and beverage processing	2
NOC 75101 - Material handlers	1
NOC 21222 - Information systems specialists	1
NOC 22310 - Electrical and electronics engineering technologists and technicians	1
NOC 31301 - Registered nurses and registered psychiatric nurses	1
NOC 52120 - Graphic designers and illustrators	1
NOC 94111 - Plastics processing machine operators	1
NOC 94100 - Machine operators, mineral and metal processing	1
NOC 22232 - Occupational health and safety specialists	1
NOC 33103 - Pharmacy technical assistants and pharmacy assistants	1
NOC 13111 - Legal administrative assistants	1
NOC 12200 - Accounting technicians and bookkeepers	1
Grand Total	35

Talent Attraction and Workforce Development

Physician Recruitment – January 26-27



Marketing and Communications

eNews

4,404 Subscribers

45% Open Rate



Economic Development

Invest Website
CRM
Tourism Website



Maple Entrepreneur Serves Up Pure Energy



ATHENS – Situated north of Charleston Lake, a young entrepreneur hones the craft of maple syrup production. Oak Leaf Road Maple Syrup, owned and operated by Wesley Eyrle, is located on the family farmland, which dates back to the mid-1800s.

Wesley's award-winning maple syrup is available in an array of grades, from sweet and light to the rich caramelized flavour of very dark, along with maple butter and maple sugar products. His awards include "Best New Exhibitor" with Lanark & District Maple Syrup Producers Association, a first place for Golden Maple Syrup at the Parth Festival of the Maples and awards in Amber and Dark categories.



"Each year is different," Wesley says, pointing to the small translucent sample jars lining the window of the sugar shack. "The yield starts out light, then flows darker as the season progresses." He bottles syrup in 250ml, 500ml, 1-litre, and 1-gallon glass containers and sells directly to customers. Find him at vendor markets like the upcoming Delta Maple Syrup Festival on April 18 & 19. Pick his syrup up at Willard's Bakery Products, Athens Hardware, Lakeline Lodge & Marina, and Tinco Berry Farm.



Wesley humbly produced his first litre of syrup in 2017. "The cost of setting up far outweighed the benefit of production," he explained. Committed to mastering the process, he eventually expanded to 250 buckets. "Two years ago there were 60 taps and now there are 850 with all tubing," he says. Last year the operation produced over 1,000 bottles, and the plan this season is to surpass 2,000.



Sap is collected using recently upgraded 5/16-inch tubing integrated with one-inch collector lines, an efficiency that has significantly increased the volume of flow to the next stages of production. "It made it much easier. Less walking, and it's faster, really," Wesley says. Each upgrade impacts another stage of the process. Considerations are taken regarding the increase in volume entering the reverse osmosis stage, an evaporator capacity, and storage. He attends directly to the boil as it develops its unique character. Oak Leaf Road Maple Syrup operates with a modern approach while remaining grounded in tradition.

Business Directory

directory.leedsgrenville.com

TOTAL – 4598 (+22)

Athens - 103

Augusta - 182

Brockville – 1,172

Edwardsburgh Cardinal - 199

Elizabethtown-Kitley - 304

Front of Yonge - 99

Gananoque - 316

Leeds and the Thousand Islands - 372

Merrickville-Wolford - 232

North Grenville - 739

Prescott - 257

Rideau Lakes - 511

Westport – 112

*as of March 24, 2026

Items Ahead

2nd Quarter

- New Digital Platforms **
- Global Investment Strategy
- Adventures 2026 launch – April 29
- Business Survey – May / June
- IESO - May
- Ministry contract & reporting for Small Business Enterprise Centre / Smiths Falls SBEC – May
- Physician Recruitment Next Steps - April / May
- REDI ongoing
- Maitland Industrial Park - April - onwards
- Starter Company / Summer Company – May / June
- Rideau Canal – bridge / 200th Anniversary

Global Investment Approach & Strategy Development



Strategy approach

- 4-5 year minimum commitment
- Preparation of digital platforms
 - Website, CRM, Key Properties, Video
- Relationships
 - Ontario East, Invest Ontario, Invest Canada
 - Municipalities, Infrastructure
- Estimated cost - \$250,000+

Strategy steps

- Defining Investment Opportunities / Compatibility / Shortlisting
- Qualitative & Quantitative Data / Sector & Market Studies
- Target Market Identification
- Re-valid Value Proposition / Development of Marketing Materials
- Lead Generation / Marketing – Trade Shows & Missions / Relationships
- Follow-up / FAMs / Closing the deal

Dates for your 2026 / 2027 Calendar

Wednesday, April 29	Tourism Adventures Launch
Thursday, June 11	Starter Company Plus / Summer Company Launch
Thursday, August 20	Summer Company Graduation
Thursday, October 22	Bridges to Better Business / Starter Company Graduation
Friday, November 20	Economic Development Summit
Thursday, March 4	International Women's Day

Leeds Grenville Economic Development

Thank you

where **lifestyle**
grows good **business**

APRIL 23, 2026

COUNCIL REPORT

REPORT NO. CC-012-2026

**AWARD OF CONTRACT NO. PW-2026-02 COUNTY ROAD 4 REHABILITATION
(PHASE 2)**

**SARAH MCDONALD, P. ENG.
DIRECTOR, PUBLIC WORKS**

RECOMMENDATIONS

THAT the Council award Contract No. PW-2026-02, County Road 4 Rehabilitation (Phase 2), to G Tackaberry & Sons Construction Company Limited in the amount of **\$2,345,693.00** (excluding HST); and

THAT Council authorizes an additional transfer up to \$690,000.00 from the Roads Amortization Reserve to address the shortfall in funding; and

THAT Council approve a temporary road closure to traffic for a section of County Road 4 to allow for the replacement of necessary cross culverts, with the dates of closure to be determined after award; and

THAT the necessary by-law be prepared.

FINANCIAL IMPLICATIONS

Funding for this project is established within the 2026 Public Works Capital Budget, which carries an approved allocation of **\$1,700,000.00**. Following the Request for Tender (RFT) process, G Tackaberry & Sons Construction Company Limited was identified as the lowest compliant bidder.

The anticipated project cost is \$2,387,000, with a funding shortfall of approximately \$690,000 which is suggested to be drawn from the Roads Amortization Reserve which currently has a balance of \$6,049,580.

The financial breakdown for the project is as follows:

Cost Component	Amount
Total Approved 2026 Budget	\$1,700,000.00
Contract Award	
Base Bid (Appendix C Pricing)	\$1,826,753.00
Provisional Items (Appendix C Provisional)	\$113,940.00
Contingency Allowance	\$405,000.00
Total Recommended Award (Excl. HST)	\$2,345,693.00
Non-Rebateable Portion of HST (1.76%)	\$41,2842.20
Total Final Project Cost	**\$2,386,977.20**
BUDGET SHORTFALL	\$686,977.20

STRATEGIC INITIATIVES

This project directly implements the United Counties of Leeds and Grenville 2024-2026 Strategic Initiatives Framework. It supports Pillar One: Invest in roads, bridges, infrastructure, and sustainable growth. Specifically, this rehabilitation advances Goal 1.1: Improve the condition of County roads.

CLIMATE CHANGE IMPLICATIONS

The selected rehabilitation method includes the use of in-place full-depth reclamation of Bituminous Pavement and Underlying Granular (Pulverize 150 mm Depth). This sustainable construction practice reuses existing road materials on-site, significantly reducing the need for new aggregate extraction and minimizing the greenhouse gas emissions associated with transporting new materials.

ACCESSIBILITY CONSIDERATIONS

The project design and execution will comply with the Integrated Accessibility Standards Regulation (IASR), O. Reg. 191/11 under the *Accessibility for Ontarians with Disabilities Act (AODA)*. During construction, the contractor is required to maintain accessible detours and ensure that any temporary disruptions to pedestrian or vehicular movement

are clearly communicated and managed. Upon completion, the renewed road surface and adjusted infrastructure will provide a smoother, safer environment for all users, including those with mobility challenges.

COMMUNICATIONS CONSIDERATIONS

A formal project notice will be distributed to residents and business owners within project limits. Advanced notice of construction start dates and traffic impacts will be provided to the Township of Leeds and the Thousand Islands, emergency services (Paramedic Service, OPP, Fire), and local school bus consortiums.

Project updates and real-time traffic impacts will be posted on Municipal 511 and the United Counties' digital platforms to inform the public of scheduling. Two (2) Portable Variable Message Signs (PVMS) and roadside advisory signage will be deployed in accordance with Ontario Traffic Manual (OTM) Book 7 standards to maintain public safety and awareness.

BACKGROUND

Request for Tender No. PW-2026-02 was issued for Phase 2 of the rehabilitation of County Road 4, spanning approximately 3.5 km from Blue Mountain Road to Ferguson Side Road, within the Township of Leeds and the Thousand Islands.

The scope of the project includes replacing deteriorating CSP cross culverts with new HDPE and Polymer Laminated culverts, pulverizing the existing asphalt, grading, paving two (2) lifts of new hot mix asphalt, and select ditch cleanout to ensure positive drainage. Paved shoulders are included in the Work.

Following the successful completion of Phase 1, this section was prioritized within the 2026 Capital Works Program to address significant structural fatigue and surface aging, restoring the structural integrity of the roadway and improving overall drainage for the long-term safety of the corridor.

DISCUSSION/ALTERNATIVES

The Request for Tender for Contract No. PW-2026-02 closed on March 24, 2026. Three (3) bids were received electronically via the Counties' Bids & Tenders portal and

evaluated for compliance with the tender requirements. The results are summarized below:

Vendor	City/Province	Original Submission Amount
G. Tackaberry & Sons Construction Company Limited	Athens, ON	\$ 2,345,693.00
GIP Paving Inc.	Kingston, Ontario	\$ 3,586,936.00
R.W. Tomlinson Limited	Ottawa, Ontario	\$ 3,774,900.00

G. Tackaberry & Sons Construction Company Limited submitted the lowest compliant bid. The contractor is a well-established firm with a proven history of successful road reconstruction projects for the Counties. The scope of work involves asphalt pulverizing, culvert installations, and the application of new hot mix asphalt.

ATTACHMENTS

N/A

The report set out above has been reviewed and the information verified by the individuals listed below.

SARAH MCDONALD
DIRECTOR OF PUBLIC WORKS

APRIL 9, 2026
DATE

KATIE CLARKE
DEPUTY TREASURER

APRIL 13, 2026
DATE

AL HORSMAN
CHIEF ADMINISTRATIVE OFFICER

APRIL 14, 2026
DATE

APRIL 23, 2026

COUNCIL REPORT

REPORT NO. CC-013-2026

**AWARD OF CONTRACT NO. PW-2026-03 COUNTY ROAD 7 REHABILITATION
(PHASE 2)**

**ADEM ADEBAYO
MANAGER OF ENGINEERING AND OPERATIONS
PUBLIC WORKS**

RECOMMENDATIONS

THAT the Council award Contract No. PW-2026-03, County Road 7 Rehabilitation (Phase 2), to GIP Paving Inc. in the amount of **\$1,554,019.50** (excluding HST); and

THAT the necessary by-law be prepared.

FINANCIAL IMPLICATIONS

Funding for this project is established within the 2026 Public Works Capital Budget, which carries an approved budget of **\$1,620,000.00**. Following the Request for Tender (RFT) process, GIP Paving Inc. was identified as the lowest compliant bidder.

The financial breakdown for the project is as follows:

Cost Component	Amount
Total Approved 2026 Budget	\$1,620,000.00
Contract Award	
Base Bid (Appendix C Pricing)	\$1,042,962.00
Provisional Items (Appendix C Provisional)	\$106,057.50
Contingency Allowance	\$405,000.00
Total Recommended Award (Excl. HST)	\$1,554,019.50
Non-Rebateable Portion of HST (1.76%)	\$27,350.74
Total Final Project Cost	**\$1,581,370.24**

STRATEGIC INITIATIVES

This project directly implements the United Counties of Leeds and Grenville 2024-2026 Strategic Initiatives Framework. It supports Pillar One: Invest in roads, bridges, infrastructure, and sustainable growth. Specifically, this rehabilitation advances Goal 1.1: Improve the condition of County roads.

CLIMATE CHANGE IMPLICATIONS

The selected rehabilitation method includes the use of in-place full-depth reclamation of Bituminous Pavement and Underlying Granular (Pulverize 150 mm Depth). This sustainable construction practice reuses existing road materials on-site, significantly reducing the need for new aggregate extraction and minimizing the greenhouse gas emissions associated with transporting new materials.

ACCESSIBILITY CONSIDERATIONS

The project design and execution will comply with the Integrated Accessibility Standards Regulation (IASR), O. Reg. 191/11 under the *Accessibility for Ontarians with Disabilities Act (AODA)*. During construction, the contractor is required to maintain accessible detours and ensure that any temporary disruptions to pedestrian or vehicular movement are clearly communicated and managed. Upon completion, the renewed road surface and adjusted infrastructure will provide a smoother, safer environment for all users, including those with mobility challenges.

COMMUNICATIONS CONSIDERATIONS

A formal project notice will be distributed to residents and business owners within the Kitley Line Road 8 to Atkins Lake Road corridor. Advanced notice of construction start dates and traffic impacts will be provided to the Township of Elizabethtown-Kitley, emergency services (Paramedic Service, OPP, Fire), and local school bus consortiums.

Project updates and real-time traffic impacts will be posted on Municipal 511 and the United Counties' digital platforms to inform the public of scheduling. Two (2) Portable Variable Message Signs (PVMS) and roadside advisory signage will be deployed in strict

accordance with Ontario Traffic Manual (OTM) Book 7 standards to maintain public safety and awareness.

BACKGROUND

Request for Tender No. PW-2026-03 was issued for Phase 2 of the rehabilitation of County Road 7, spanning approximately 2.5 km from Kitley Line 8 to Atkins Lake Road within the Township of Elizabethtown-Kitley.

The scope of the project includes replacing deteriorating CSP cross culverts with new HDPE culverts, pulverizing the existing asphalt, grading, paving two (2) lifts of new hot mix asphalt, and select ditch cleanout to ensure positive drainage. Paved shoulders are include

Following the successful completion of Phase 1, this section was prioritized within the 2026 Capital Works Program to address significant structural fatigue and surface aging, restoring the structural integrity of the roadway and improving overall drainage for the long-term safety of the corridor.

DISCUSSION/ALTERNATIVES

The Request for Tender for Contract No. PW-2026-03 closed on March 24, 2026. Three (3) bids were received electronically via the Counties' Bids & Tenders portal and evaluated for compliance with the tender requirements. The results are summarized below:

Vendor	City/Province	Original Submission Amount
GIP Paving Inc.	Kingston, Ontario	\$1,554,019.50
G. Tackaberry & Sons Construction Company Limited	Athens, ON	\$1,667,256.50
G. Williams Paving Inc.	Kingston, Ontario	\$1,999,999.99

GIP Paving Inc. submitted the lowest compliant bid. The contractor is a well-established firm with a proven history of successful road reconstruction projects for the Counties. The scope of work involves asphalt pulverizing, culvert installations, and the application of new hot mix asphalt.

ATTACHMENTS

N/A

The report set out above has been reviewed and the information verified by the individuals listed below.

**ADEM ADEBAYO
MANAGER OF ENGINEERING AND OPERATIONS**

**APRIL 5, 2026
DATE**

**SARAH MCDONALD
DIRECTOR OF PUBLIC WORKS**

**APRIL 9, 2026
DATE**

**KATIE CLARKE
DEPUTY TREASURER**

**APRIL 13, 2026
DATE**

**AL HORSMAN
CHIEF ADMINISTRATIVE OFFICER**

**APRIL 14, 2026
DATE**

APRIL 23, 2026

COUNCIL REPORT

REPORT NO. CC-014-2026

**AWARD OF CONTRACT NO. PW-2026-04: COUNTY ROAD 1 REHABILITATION
(TOLEDO)**

**ADEM ADEBAYO
MANAGER OF ENGINEERING AND OPERATIONS
PUBLIC WORKS**

RECOMMENDATIONS

THAT Council the award of Contract No. PW-2026-04, County Road 1 Rehabilitation (Toledo), to G. Tackaberry & Sons Construction Company Limited in the amount of **\$285,387.60** (excluding HST); and

THAT the necessary by-law be prepared.

FINANCIAL IMPLICATIONS

Funding for this project is established within the 2026 Public Works Capital Budget, which carries an approved budget of **\$474,000.00**. Following the Request for Tender (RFT) process, G. Tackaberry & Sons Construction Company Limited was identified as the lowest compliant bidder. The financial breakdown for the project is as follows:

Cost Component	Amount
Total Approved 2026 Budget	\$474,000.00
Total Recommended Contract Award (Excl. HST)*	\$285,387.60
Non-Rebateable Portion of HST (1.76%)	\$5,022.82
Total Final Project Cost	\$290,410.42

STRATEGIC INITIATIVES

This project directly implements the United Counties of Leeds and Grenville 2024–2026 Strategic Initiatives Framework. It supports Pillar One: Invest in roads, bridges, infrastructure, and sustainable growth.

Specifically, this rehabilitation advances Goal 1.1: Improve the condition of County roads. The rehabilitation of County Road 1 addresses documented pavement distress within the Toledo corridor, ensuring the continued safety and serviceability of the County road network in accordance with established service levels.

CLIMATE CHANGE IMPLICATIONS

By milling and replacing only the top 50mm of pavement, this project significantly reduces the demand for virgin materials and defers the heavy greenhouse gas (GHG) emissions of a full road reconstruction.

ACCESSIBILITY CONSIDERATIONS

The rehabilitation of County Road 1 incorporates targeted features to enhance accessibility within the Toledo community. Most notably, the project includes a provisional item to pave a new 2.0-metre-wide asphalt walkway at the Royal Canadian Legion Cenotaph, ensuring barrier-free access to this important site. The asphalt walkway is in partnership with the Township of Elizabethtown Kitley and all future maintenance will be assumed by the Township.

Furthermore, the scope includes adjusting all catch basins to eliminate tripping hazards, alongside the addition of 1.0-metre paved shoulders to provide a safer surface for active transportation. During construction, the contractor is mandated to adhere strictly to AODA standards to manage temporary disruptions and maintain accessible pathways.

COMMUNICATIONS CONSIDERATIONS

Upon approval of the contract, a formal notice will be issued to local residents and business owners in the Toledo area outlining the construction schedule and potential traffic impacts. Information regarding the project will be posted on the United Counties' website and social media platforms. Furthermore, the contractor will be required to install appropriate roadside signage in accordance with Ontario Traffic Manual (OTM) standards to ensure the public is well-informed of active work zones and lane

restrictions.

During construction, the contractor is required to maintain at least one lane of traffic open for public use during daily activities and fully reopen the road to traffic in both directions without restrictions at the end of each day's production.

BACKGROUND

County Road 1 serves as a vital collector road within the United Counties of Leeds and Grenville, supporting local residential and agricultural traffic through the Toledo area. Recent technical assessments identified significant pavement distress—such as cracking and rutting—indicating that the surface has reached the end of its serviceable life. The limits of this rehabilitation project extend from the intersection of County Road 29 to County Road 8 (the limit of the Village of Toledo). This corridor was prioritized within the 2026 Capital Works Program to restore its structural integrity and ensure the continued safety of the traveling public.

DISCUSSION/ALTERNATIVES

The Request for Tender for Contract No. PW-2026-04 closed on March 25, 2026. Two (2) bids were received electronically via the Counties' Bids & Tenders portal and evaluated for compliance with the tender requirements. The results are summarized below:

Vendor	City/Province	Original Submission Amount
G. Tackaberry & Sons Construction Company Limited	Athens, ON	\$285,387.60
GIP Paving Inc.	Kingston, ON	\$343,158.00

G. Tackaberry & Sons Construction Company Limited submitted the lowest compliant bid. The contractor is a well-established local firm with a history of successful project delivery for the Counties. The scope of work involves asphalt milling, catch basin adjustments, the application of HL-3 Hot Mix Asphalt, and granular shouldering.

ATTACHMENTS

N/A

The report set out above has been reviewed and the information verified by the individuals listed below.

**ADEM ADEBAYO
MANAGER OF ENGINEERING AND OPERATIONS**

**APRIL 5, 2026
DATE**

**SARAH MCDONALD
DIRECTOR OF PUBLIC WORKS**

**APRIL 9, 2026
DATE**

**KATIE CLARKE
DEPUTY TREASURER**

**APRIL 13, 2026
DATE**

**AL HORSMAN
CHIEF ADMINISTRATIVE OFFICER**

**APRIL 14, 2026
DATE**

APRIL 23, 2026

COUNCIL REPORT

REPORT NO. CC-015-2026

AWARD OF CONTRACT NO. PW-2026-06 WRIGHT'S BRIDGE REHABILITATION

**ADEM ADEBAYO
MANAGER OF ENGINEERING AND OPERATIONS
PUBLIC WORKS**

RECOMMENDATIONS

THAT Council award Contract No. PW-2026-06 for the Wright's Bridge Rehabilitation to DW Building Restoration Services Inc. in the amount of \$773,935.65 (excluding HST);

THAT Council authorize the closure of a section of County Road 7 for a maximum cumulative period of 18 weeks to facilitate the structural rehabilitation of Wright's Bridge; and

THAT the necessary by-laws be prepared to formalize these capital realignments and contract awards.

FINANCIAL IMPLICATIONS

The approved 2026 Public Works Capital Budget allocated \$711,244.00 for the Wright's Bridge Rehabilitation. The lowest compliant bid received for Contract PW-2026-06 is \$773,935.65. When factoring in the non-rebateable Harmonized Sales Tax (HST) of 1.76%, the total project cost is \$787,556.92, resulting in a budget shortfall of \$76,312.92. Including contract administration, the total estimated budget shortfall is \$94,959.42.

This budget variance occurred primarily because the project scope includes approximately 280 meters of road paving work on County Road 7. To be efficient, staff lumped this paving work -which extends from the bridge up to the intersection of County Road 16 – into the bridge contract. The stretch of roadwork pushed the total cost above the original bridge-only estimate, alongside current inflationary pressures on specialized construction materials.

To fund the shortfall resulting from the road paving (approximately \$125,000), savings from the approved 2026 County Road 1 (Toledo) capital project will be utilized as this project has projected savings of \$183,590.

The proposed strategic reallocation to cover the Wright's Bridge construction shortfall and the associated engineering contract administration is detailed below:

Financial Component	Amount
Approved 2026 Capital Budget	\$711,244.00
Lowest Compliant Bid (DW Building Restoration)	\$773,935.65
Non-Rebateable HST (1.76%)	\$13,621.27
Contract Administration	\$18,646.50
Total Project Cost	\$806,203.42
Identified Capital Shortfall	-\$94,959.42

STRATEGIC INITIATIVES

This project directly implements the 2024-2026 Strategic Initiatives Framework by improving road conditions (Goal 1.1), adding 0.5-meter paved shoulders for active transportation (Goal 1.4), utilizing sustainable FDR asphalt recycling (Goal 1.5), and maintaining financial sustainability by funding the project without a tax levy (Goal 4.2).

CLIMATE CHANGE IMPLICATIONS

By rehabilitating rather than demolishing the structure, the municipality avoids the massive greenhouse gas emissions associated with manufacturing new structural steel and concrete.

ACCESSIBILITY CONSIDERATIONS

Key safety and accessibility upgrades include 0.5-meter paved shoulders for active transit, high-visibility pavement markings, and the replacement of outdated timber

barriers with modern, crash-tested Three-Tube Railings and Energy Attenuators.

COMMUNICATIONS CONSIDERATIONS

The rehabilitation requires a full road closure on the affected section of County Road 7 for up to 18 weeks, with an anticipated construction start of June 1, 2026. A signed detour route will be established on adjacent roads. The contractor must provide a Traffic Control Plan in accordance with the Ontario Traffic Manual.

Emergency service providers (OPP, Paramedic Service, Fire Services) and school bus operators will be notified in advance with detailed closure and detour maps. Public updates will be shared through the Municipal 511 platform and the Counties' social media channels.

BACKGROUND

Wright's Bridge is located on County Road 7, approximately 0.28 km south of County Road 16, southwest of Jasper. Structural inspections identified accelerating concrete deterioration caused by freeze-thaw cycles and chloride exposure from decades of winter de-icing, resulting in reinforcing steel corrosion, spalling, and delamination that will compromise the bridge's load-bearing capacity if left unaddressed.

The rehabilitation scope includes concrete removal and repair with a silica fume overlay, non-destructive testing and fatigue repair of critical steel welds, waterproofing, new asphalt surfacing, and replacement of all roadside barriers. The County Road 7 component includes Full Depth Reclamation and new Hot Mix Asphalt.

Request for Tender No. PW-2026-06 was issued on February 25, 2026, and closed on March 23, 2026, attracting nine compliant bids ranging from \$773,935.65 to \$1,299,739.80. A summary of the bids is provided below.

Vendor	City/Province	Bid Amount
DW Building Restoration Services Inc	Carleton Place, ON	\$773,935.65
BONNECHERE EXCAVATING INC.	Renfrew, Ontario	\$833,732.60
Safa Builders & Contractors	Markham, Ontario	\$904,913.00
GIP Paving Inc.	Kingston, Ontario	\$957,667.10
Ross and Anglin Limited.	Ottawa, Ontario	\$958,089.00

KB Civil Constructors Inc.	North York, ON	\$984,083.62
Urbanlink Civil Ltd.	Beamsville, Ontario	\$1,085,500.00
Orin Contractors Corp	Concord, Ontario	\$1,236,981.25
Clearwater Structures Inc.	Bowmanville, Ontario	\$1,299,739.80

DISCUSSION/ALTERNATIVES

Staff recommend awarding the contract to DW Building Restoration Services Inc. as the lowest compliant bidder. The proposed capital realignment uses existing surpluses to fully fund the project and support the parallel Leeder Bridge rehabilitation, with no impact on the tax levy.

Alternatives Considered

Deferring the project was considered and rejected. The structural deterioration documented in inspections will accelerate if left unaddressed, leading to higher repair costs and the potential for emergency load restrictions or closure. Delaying also defers the required fatigue testing of critical steel welds, which presents a safety risk.

Re-tendering was also considered and rejected. The original process generated strong competition with nine bids from a broad geographic area. Given current inflation in construction materials and labour, a new tender would likely yield higher prices while extending the period that the public is exposed to a deteriorating structure.

ATTACHMENTS

N/A

The report set out above has been reviewed and the information verified by the individuals listed below.

ADEM ADEBAYO
MANAGER OF ENGINEERING AND OPERATIONS

APRIL 05, 2026
DATE

SARAH MCDONALD

APRIL 9, 2026

DIRECTOR OF PUBLIC WORKS

DATE

**KATIE CLARKE
DEPUTY TREASURER**

**APRIL 13, 2026
DATE**

**AL HORSMAN
CHIEF ADMINISTRATIVE OFFICER**

**APRIL 15, 2026
DATE**

APRIL 23, 2026

COUNCIL REPORT

REPORT NO. CC-016-2026

AWARD OF CONTRACT NO. PW-2026- 07 LEEDER BRIDGE REHABILITATION

**ADEM ADEBAYO
MANAGER OF ENGINEERING AND OPERATIONS
PUBLIC WORKS**

RECOMMENDATIONS

THAT Council award Contract No. PW-2026-07 for the Leeder Bridge Rehabilitation to Safa Builders & Contractors in the amount of \$672,264.00 (excluding HST);

THAT Council authorize the implementation of temporary lane closures and bidirectional traffic diversion on County Road 5 to allow for the staged construction of the Leeder Bridge; and

THAT the necessary by-laws be prepared to formalize these capital realignments and contract awards.

FINANCIAL IMPLICATIONS

The approved 2026 Public Works Capital Budget allocated \$470,000.00 for the Leeder Bridge Rehabilitation. The lowest compliant bid received for Contract PW-2026-07 is \$672,264.00. When factoring in the non-rebateable Harmonized Sales Tax (HST) of 1.76%, the total project cost is \$684,095.85, resulting in a budget shortfall of \$214,095.85.

This budget variance is driven primarily by mandatory road construction, traffic staging, and roadside safety upgrades required to bring the County Road 5 corridor up to current provincial standards. Traffic management, guide rail systems, and road restoration account for approximately 58% of the base bid, while the structural concrete work on the bridge itself accounts for approximately 29%.

To fund this shortfall, savings from the 2026 approved Pitt Bridge capital project can be utilized as this project has estimated savings of \$275,000.

The proposed reallocation to cover the Leeder Bridge construction shortfall and the associated engineering contract administration is detailed below:

Financial Component	Amount
Approved 2026 Capital Budget	\$470,000.00
Lowest Compliant Bid (Safa Builders)	\$672,264.00
Non-Rebateable HST (1.76%)	\$11,831.85
Contract Administration	\$12,308.89
Total Project Cost	\$696,404.74
Identified Capital Shortfall	\$226,404.74

STRATEGIC INITIATIVES

This rehabilitation advances Goal 1.1: "Improve the condition of County roads" by addressing documented structural deficiencies and upgrading roadside safety hardware to current provincial standards.

CLIMATE CHANGE IMPLICATIONS

The rehabilitation utilizes sustainable construction practices designed to minimize the project's overall carbon footprint. Specifically, the removal of the old asphalt pavement incorporates modern recycling protocols, allowing milled material to be repurposed. This directly reduces the need for virgin aggregate extraction and eliminates the greenhouse gas emissions associated with manufacturing and transporting new materials to the site. Beyond emissions reductions, modernizing the structure improves the corridor's long-term resilience against extreme weather events and heavy rainfall.

ACCESSIBILITY CONSIDERATIONS

This project significantly elevates corridor safety and accessibility. Outdated timber and cable guide rails will be completely replaced with modern Single Rail Steel Beam Guide Rail (SBGR) and crash-tested Energy Attenuating Terminals (SBEAT) to meet contemporary vehicular safety standards.

COMMUNICATIONS CONSIDERATIONS

To facilitate construction, County Road 5 will be restricted to a single lane controlled by automated portable traffic signals for approximately four months. Advanced warning signage will be erected, direct notifications will be issued to emergency services and school bus consortiums, and real-time traffic impacts will be broadcast via Municipal 511.

BACKGROUND

The Leeder Bridge is located on County Road 5, north of Mallorytown. Routine structural inspections identified accelerating concrete deficiencies that would eventually compromise the bridge's load-carrying capacity if left unaddressed.

Request for Tender No. PW-2026-07 closed on March 23, 2026, yielding five compliant bids:

Vendor	City/Province	Bid Amount (Excl. HST)
Safa Builders & Contractors	Markham, ON	\$672,264.00
KB Civil Constructors Inc.	North York, ON	\$683,206.34
Orin Contractors Corp	Concord, ON	\$799,987.70
Clearwater Structures Inc.	Bowmanville, ON	\$858,782.80
2274084 Ontario Ltd o/a GMP Contracting	Stouffville, ON	\$1,106,100.58

DISCUSSION/ALTERNATIVES

Staff recommend awarding the contract to Safa Builders & Contractors. The tight clustering of the lowest bids confirms the pricing reflects true market value given the complex staging constraints.

Delaying the project presents an escalating public safety risk and would exponentially increase future costs as moisture and chloride ingress accelerate. Re-tendering would only introduce schedule delays and risk even higher bids due to ongoing civil construction inflation.

ATTACHMENTS

N/A

The report set out above has been reviewed and the information verified by the individuals listed below.

ADEM ADEBAYO
MANAGER OF ENGINEERING AND OPERATIONS

APRIL 5, 2026
DATE

SARAH MCDONALD
DIRECTOR OF PUBLIC WORKS

APRIL 9, 2026
DATE

KATIE CLARKE
DEPUTY TREASURER

APRIL 13, 2026
DATE

AL HORSMAN
CHIEF ADMINISTRATIVE OFFICER

APRIL 14, 2026
DATE

UNITED COUNTIES OF LEEDS AND GRENVILLE

COMMITTEE OF THE WHOLE REPORT

To the Warden and Members of Council of the United Counties of Leeds and Grenville

Members, We, your Committee of the Whole, beg leave to report as follows:

The Committee of the Whole met April 8, 2026 at 9:00 a.m. in the Council Chambers, 25 Central Avenue West, Brockville.

Members Present: Robin Jones, Chair
Corinna Smith-Gatcke, Warden, Brant Burrow, Michael Cameron,
Tory Deschamps, Roger Haley, Arie Hoogenboom, Nancy Peckford,
Herb Scott, Jeff Shaver

Staff Present: Al Horsman, Chief Administrative Officer
Kim Little, Director of Corporate Services
Sarah McDonald, Director of Public Works
Alison Tutak, Interim Director of Community and Social Services
Jeff Carss, Paramedic Chief
Ann Weir, Manager of Economic Development
Rick Purdy, Manager of Human Resources
John Kalivas, Communications Coordinator
Krystin Stitt, Project Management Specialist
Andrea Bolton, Deputy Clerk (Recording Secretary)

Others Present: Jian Guan, HDR Project Manager
Katie Surra, Ministry of Transportation
Sevag Amen, Ministry of Transportation
Greg Stallard, Turner & Townsend
Spencer Putnam, Cunningham Swan
Sherri Fourier Hudson, Health Workforce Innovations Inc.
George Smitherman, Health Workforce Innovations Inc.
Sandra MacDonald, City of Brockville, City Manager
Matt Armstrong, Town of Prescott, Chief Administrative Officer
John Lawless, Recorder and Times

1. Call to Order

Recording Timestamp 00:00:01

The Chair called the meeting to order at 9:00 a.m.

2. Adoption of the Agenda

Recording Timestamp 00:00:07

Resolution No. CW-031-2026

Moved by Jeff Shaver

Seconded by Michael Cameron

THAT the Agenda for the April 8, 2026 meeting of the Committee of the Whole be adopted as circulated.

CARRIED

3. Disclosure of Pecuniary Interest and General Nature Thereof - Nil

Recording Timestamp 00:00:24

4. Adoption of the Minutes of the Previous Meeting

4.1 Meeting Minutes Dated March 4, 2026

Recording Timestamp 00:00:32

Resolution No. CW-032-2026

Moved by Roger Haley

Seconded by Arie Hoogenboom

THAT the Minutes of the Committee of the Whole meeting held on March 4, 2026 be adopted as circulated.

CARRIED

5. Delegations/Presentations

5.1 Jian Guan, HDR Project Manager, Sevag Amen, Ministry of Transportation, and Katie Surra, Ministry of Transportation re: Highway 401 Preliminary Design and Class Environmental Assessment - 1 km East of Highway 16 to 2.5 km East of Shanly Road

Recording Timestamp 00:00:58

Mr. Guan provided the Committee with information pertaining to the Class Environmental Assessment and preliminary design for the replacement of the Highway 401/Shanly Road underpass structure, improvements to the Shanly Road interchange, and the establishment of the footprint of Highway 401 for future widening to six lanes from 1 km east of Highway 16 to 2.5 km east of Shanly Road.

Ms. Tutak joined the meeting at 9:09 a.m.

Mr. Guan, Mr. Amen and Ms. Surra left the meeting at 9:26 a.m.

6. Staff Reports - Action Reports

6.1 Administration

6.1.1 Report No. CW-021-2026: Small Business - Consolidation of Program Delivery

Recording Timestamp 00:24:10

Recording Timestamp 00:28:48

Warden Smith-Gatcke suggested if the grant amounts are being fully utilized, a delegation with the Ministry may be appropriate to encourage an examination of the funding formula.

Resolution No. CW-033-2026

Moved by Arie Hoogenboom

Seconded by Michael Cameron

THAT the Committee of the Whole recommends to Council that staff communicate with the Town of Smiths Falls and the Ministry of Economic

Development, Job Creation and Trade (MEDJCT) regarding the Small Business Enterprise Centre (SBEC) contract as outlined in Option 2 of Report No. CW-021-2026.

CARRIED

6.1.2 Report No. CW-019-2026: Acknowledging the Food Insecurity Crisis in Leeds and Grenville

Recording Timestamp 00:30:27

Recording Timestamp 00:32:40

Ms. Jones suggested the draft resolution in the report could be strengthened by referencing that food insecurity exists even in the face of efforts made to address poverty with the Homelessness Prevention Program (HPP) funding.

Recording Timestamp 00:35:07

Mr. Hoogenboom suggested the word "crisis" ought to be removed from the draft resolution.

Recording Timestamp 00:36:02

Ms. Peckford suggested the word "emergency" would be appropriate in the draft resolution.

Recording Timestamp 00:40:30

Ms. Jones suggested changing the words "levels of government" in the draft resolution to read "orders of government".

Recording Timestamp 00:41:44

Mr. Burrow expressed concern about the vagueness of the phrasing around advocacy for increased rates of social assistance and requested the wording be clarified to focus on unchanged social assistance rates.

Recording Timestamp 00:47:06

Ms. Peckford suggested in the section of the draft resolution thanking the Food Banks, they ought to include "that Council acknowledges and seeks to increase support for local Food Banks, volunteers and community partners".

Resolution No. CW-034-2026

Moved by Arie Hoogenboom

Seconded by Herb Scott

THAT Report No. CW-019-2026 be deferred to the May Committee of the Whole meeting pending changes to the proposed resolution.

CARRIED

Resolution No. CW-035-2026

Moved by Arie Hoogenboom

Seconded by Herb Scott

THAT Committee of the Whole recommends the draft resolution recommended in Report No. CW-019-2026 acknowledging the food insecurity crisis in Leeds and Grenville be considered at the April 23, 2026 Council meeting.

DEFERRED

6.1.3 Report No. CW-016-2026: Restricted Acts During Lame Duck Period

Recording Timestamp 00:50:58

Resolution No. CW-036-2026

Moved by Nancy Peckford

Seconded by Brant Burrow

THAT the Committee of the Whole recommends Counties' Council delegate authority to the Chief Administrative Officer (CAO) and Deputy CAOs (if necessary) to perform restricted acts after nomination day as outlined in Section 275 of the Municipal Act, 2001, as amended; and THAT the delegation of authority only be in effect in the event it is determined, with certainty, by the County Clerk or designate that less than three-quarters (75%) of the current members of Council will be returning to Council following the election; and THAT the necessary by-laws be prepared.

CARRIED

6.1.4 Report No. CW-022-2026: Integrity Commissioner Annual Report 2025

Recording Timestamp 00:54:32

Resolution No. CW-037-2026

Moved by Nancy Peckford

Seconded by Jeff Shaver

THAT the Committee of the Whole recommends the 2025 Integrity Commissioner's Annual Report attached to Report No. CW-022-2026, regarding activities from January 1, 2025 to December 31, 2025 submitted by Tony Fleming, Cunningham Swan, be received.

CARRIED

6.2 Corporate Services – Nil

Recording Timestamp 00:55:53

6.3 Public Works – Nil

Recording Timestamp 00:55:54

7. Staff Reports - Information Reports

7.1 Report No. CW-014-2026: G. Tackaberry and Family Home Delay Report

Recording Timestamp 00:55:55

Recording Timestamp 01:03:31

Mr. Hoogenboom suggested a media release be prepared providing an executive summary of this report and updating the public on the status and future direction of the project.

Recording Timestamp 01:07:04

Resolution No. CW-038-2026

Moved by Herb Scott

Seconded by Nancy Peckford

THAT the Information Report listed on the Committee of the Whole Agenda dated April 8, 2026 be received and filed.

CARRIED

8. Sub-Committee, Ad Hoc Committee, and Member Reports

8.1 Eastern Ontario Wardens' Caucus Update - Warden Smith-Gatcke

Recording Timestamp 01:07:26

Warden Smith-Gatcke reported May 12th is the Eastern Ontario Wardens' Caucus (EOWC) Queen's Park Advocacy Day and priorities include stable funding, infrastructure, the H2O Highway, and a partnership with the federal government regarding nation building projects. She noted there are three military bases in eastern Ontario and there are economic benefits to increased spending in those areas.

Warden Smith-Gatcke spoke to the EOWC's resolution regarding the ALTO High-Speed Rail project, noting this resolution addresses a lack of numerical transparency with respect to ridership and lack of transparency regarding the process. She said the EOWC feels the project must be re-examined.

8.2 AMO Board Update - Robin Jones

Recording Timestamp 01:09:28

Ms. Jones noted the Association of Municipalities of Ontario (AMO) Board nominations open May 1st and close June 20th. She encouraged members to consider running for the Rural Caucus.

Ms. Jones reported AMO has been working on the issues surrounding the changes to the Conservation Authorities, noting the Board has received several presentations by the Minister and his staff. She reported the AMO policy staff are involved in the transition planning.

Ms. Jones said AMO was pleased with the announcement regarding HST on all new homes. She noted another issue being examined by AMO is the decision by the federal and provincial governments to grant money in lieu of development charges. She said AMO is examining whether municipalities that voluntarily remove development charges are being penalized, as well as looking at what funding is available for rural municipalities that do not have development charges.

With respect to governance at the provincial level, Ms. Jones noted changes have been proposed to regional governments. She stated AMO does not expect further changes at this time,

With respect to a question from Mr. Hoogenboom, Ms. Jones reported the Provincial Code of Conduct continues to wait for third reading. She encouraged municipalities to continue to advocate to the Premier for progress.

In response to a question from Mr. Deschamps, Ms. Jones confirmed that her term as AMO President ends in August.

8.3 Southeast Health Unit Update - Robin Jones

Recording Timestamp 01:13:14

Ms. Jones summarized the transition process that has followed the amalgamation of the three Health Units, noting the Board of Health has a new Chair, Nathan Townend.

In response to Mr. Deschamps' question regarding a reported \$3.6 million surplus at the Health Unit, Ms. Jones noted the Board will be working with the City of Belleville, which has indicated it will not release its increased funds for 2026 in light of the surplus. She explained the transition funding from the Ministry of Health is being provided over a three-year period and noted the \$3.6 million came from grant funding. She noted the transition funding is designed to offset some of what the legacy health units had to levy in order to reach the required 30% municipal funding for the Health Unit. She noted there is a new funding formula coming from the Province and it will speak to what services will continue to be supported. She stated the Board of Health is committed to no reduction of service to rural Ontario.

Warden Smith-Gatcke suggested it would be prudent for the Counties to undertake small incremental levy increases to prepare for the 30% requirement at the Health Unit. Mr. Horsman confirmed staff are looking into this.

Ms. Peckford noted that service levels have changed with the reduction of hours at the sexual health clinic in Kemptville.

9. Information Items

9.1 Information Items List Dated April 8, 2026

Recording Timestamp 01:22:32

9.2 Township of Rideau Lakes Resolution Requesting Review of Posted Speed Limit and Signage on County Road 9 through Chaffey's Lock

Recording Timestamp 01:22:42

10. Unfinished Business

10.1 CAO's Report - Policy and Action Requests

Recording Timestamp 01:22:57

11. Announcements - Nil

Recording Timestamp 01:23:55

12. Notices of By-law/Notices of Motion

Recording Timestamp 01:23:58

12.1 A By-law to Delegate Authority to the Chief Administrative Officer for Certain Acts During a "Lame Duck" Period

12.2 A By-law to Appoint an Interim County Clerk and Manager of Legislative Services and Repeal By-law No. 24-90

12.3 A By-law to Appoint Deputy Chief Administrative Officer and Alternate Deputy Chief Administrative Officer

13. Questions from the Media

Recording Timestamp 01:24:06

With respect to the \$862,708.00 shortfall for every month the opening of the G. Tackaberry and Family Home is delayed, Mr. Lawless asked how many months that number has been accruing. Mr. Horsman noted estimates including operating were to the end of March, with the assumption residents would be in the new facility in March. In response to a question from Mr. Lawless regarding the target date for occupancy, Mr. Horsman indicated staff are working diligently to open the Home as soon as possible.

14. Questions from the Public

Recording Timestamp 01:25:31

There were no questions from the public.

The Committee recessed at 10:26 a.m. and reconvened at 10:36 a.m.

Ms. Little, Ms. McDonald, Ms. Tutak, Chief Carss, Mr. Kalivas and Mr. Lawless left the meeting at 10:26 a.m. Mr. Smitherman joined the meeting at 10:36 a.m.

15. Closed Meeting

Recording Timestamp 01:25:44

**Resolution No. CW-039-2026
Moved by Michael Cameron
Seconded by Tory Deschamps**

THAT the Committee of the Whole, as provided in Section 239 (2) of the Municipal Act, 2001 S.O. 2001, Chapter 25, amended, move into a closed meeting at 10:36 a.m. to address matters pertaining to:

- 15.1 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; Specifically, Closed Presentation: Sherri Fournier Hudson and George Smitherman, Health Workforce Innovations Inc. re: Health Care Resource Recruitment.**
- 15.2 litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board; Specifically, Closed Report No. CW-020-2026: Ontario Land Tribunal Appeals to Official Plan Amendment No. 5 - Site Specific Appeals.**
- 15.3 a proposed or pending acquisition or disposition of land by the municipality or local board; Specifically, Closed Report No. CW-018-2026: Transfer Ownership of Property.**
- 15.4 labour relations or employee negotiations; Specifically, Closed Report No. CW-023-2026: Labour Relations Update - OPSEU – CSS**

CARRIED

- 15.1 Closed Presentation: Sherri Fournier Hudson and George Smitherman, Health Workforce Innovations Inc. re: Health Care Resource Recruitment – Part 1**

Ms. Weir, Ms. MacDonald, Mr. Armstrong, Ms. Fournier Hudson and Mr. Smitherman left the meeting at 11:07 a.m.

- 15.2 Closed Report No. CW-020-2026: Ontario Land Tribunal Appeals to Official Plan Amendment No. 5 - Site Specific Appeals**

Mr. Putnam joined the meeting at 11:09 a.m.

Mr. Putnam left the meeting at 11:23 a.m.

- 15.1 Closed Presentation: Sherri Fournier Hudson and George Smitherman, Health Workforce Innovations Inc. re: Health Care Resource Recruitment – Part 2**

Ms. Weir, Ms. MacDonald and Mr. Armstrong rejoined the meeting at 11:25 a.m.

Mr. Deschamps left the meeting at 11:26 a.m.

Ms. Peckford left the meeting at 12:03 p.m.

Ms. Weir, Ms. MacDonald and Mr. Armstrong left the meeting at 12:04 p.m.

15.3 Closed Report No. CW-018-2026: Transfer Ownership of Property

Ms. Tutak rejoined the meeting at 12:05 p.m.

Ms. Jones left the meeting at 12:05 p.m. and Warden Smith-Gatcke took the Chair.

15.4 Closed Report No. CW-023-2026: Labour Relations Update - OPSEU – CSS

Ms. Little and Mr. Purdy joined the meeting at 12:09 p.m.

Resolution No. CW-040-2026

Moved by Herb Scott

Seconded by Brant Burrow

THAT the closed meeting adjourn and the open meeting of the Committee of the Whole resume at 12:13 p.m.

CARRIED

15.5 Reporting Out from Closed Meeting

Recording Timestamp 01:27:28

With respect to Item 15.1, Warden Smith-Gatcke reported the Committee met in closed session to address matters pertaining to 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; Specifically, Closed Presentation: Sherri

Fournier Hudson and George Smitherman, Health Workforce Innovations Inc. re: Health Care Resource Recruitment. She noted the Committee provided instruction to staff

Recording Timestamp 01:28:00

With respect to Item 15.2, Warden Smith-Gatcke reported the Committee met in closed session to address matters pertaining to litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board; Specifically, Closed Report No. CW-020-2026: Ontario Land Tribunal Appeals to Official Plan Amendment No. 5 - Site Specific Appeals. She stated the Committee provided instruction to staff.

Recording Timestamp 01:28:25

With respect to Item 15.3, Warden Smith-Gatcke reported the Committee met in closed session to address matters pertaining to a proposed or pending acquisition or disposition of land by the municipality or local board; Specifically, Closed Report No. CW-018-2026: Transfer Ownership of Property. She stated the Committee would consider a motion in open session.

Resolution No. CW-041-2026

Moved by Jeff Shaver

Seconded by Michael Cameron

THAT the Committee of the Whole recommend to Counties Council that the property owned by the Counties and identified as Block A Plan 319, Dana Street be declared as surplus; and

THAT the Committee of the Whole recommend to Counties Council to donate and transfer ownership of the property - Block A Plan 319, Dana Street, Brockville Ontario, to the City of Brockville for the concessions listed in Closed Report No. CW-018-2026; and

THAT the necessary by-law be prepared.

CARRIED

Recording Timestamp 01:29:26

With respect to Item 15.4, Warden Smith-Gatcke reported the Committee met in closed session to address matters pertaining to labour relations or employee

negotiations; Specifically, Closed Report No. CW-023-2026: Labour Relations Update - OPSEU – CSS. She stated the Committee provided instruction to staff.

16. Adjournment

Recording Timestamp 01:29:40

Resolution No. CW-042-2026

Moved by Roger Haley

Seconded by Arie Hoogenboom

THAT the meeting of the Committee of the Whole adjourn at 12:15 p.m.

CARRIED

All of which is respectfully submitted this 23rd day of April, 2026.

UNITED COUNTIES OF LEEDS AND GRENVILLE

MAPLE VIEW LODGE COMMITTEE OF MANAGEMENT REPORT

To the Warden and Members of Council of the United Counties of Leeds and Grenville

Members, We, your Maple View Lodge Committee of Management, beg leave to report as follows:

The Maple View Lodge Committee of Management met April 9, 2026 at 9:00 a.m. in the Council Chambers, 25 Central Avenue West, Brockville.

Members Present: Herb Scott, Chair
Corinna Smith-Gatcke, Warden, Michael Cameron, Roger Haley,
Arie Hoogenboom, Nancy Peckford

Staff Present: Al Horsman, Chief Administrative Officer
Linda Hunter, Maple View Landings Administrator
Kim Little, Director of Corporate Services
Rick Purdy, Manager of Human Resources
Brittany Dixie, Resident Services Supervisor
John Kalivas, Communications Coordinator
Krystin Stitt, Project Management Specialist
Andrea Bolton, Deputy Clerk (Recording Secretary)

Others Present: Greg Stallard, Tuner & Townsend

1. Call to Order

Recording Timestamp 00:00:01

The Chair called the meeting to order at 9:00 a.m.

2. Adoption of the Agenda

Recording Timestamp 00:00:04

Resolution No. MVL -012-2026

Moved by Corinna Smith-Gatcke
Seconded by Roger Haley
THAT the Agenda for the April 9, 2026 meeting of the Maple View Lodge Committee of Management be adopted as circulated.

CARRIED

3. Disclosure of Pecuniary Interest and General Nature Thereof – Nil

Recording Timestamp 00:00:26

4. Adoption of the Minutes of the Previous Meeting

4.1 Meeting Minutes Dated March 5, 2026

Recording Timestamp 00:00:38

Resolution No. MVL-013-2026
Moved by Michael Cameron
Seconded by Arie Hoogenboom
THAT the Minutes of the Maple View Lodge Committee of Management meeting held on March 5, 2026 be adopted as circulated.

CARRIED

5. Delegations/Presentations – Nil

Recording Timestamp 00:01:05

6. Redevelopment

6.1 Report No. MVL-007-2026: Maple View Landings Administrator's Report and Redevelopment Update

Recording Timestamp 00:01:07

Recording Timestamp 00:04:38

Mr. Hoogenboom requested that regular updates regarding the repurposing of the existing Maple View Lodge be provided by staff.

Recording Timestamp 00:09:48

Warden Smith-Gatcke requested financial reporting to the Committee of Management on the estimated revenue shortfall for each month the opening of the G. Tackaberry and Family Home (GTFH) is delayed.

7. Staff Reports

7.1 Report No. MVL-008-2026: 2026 Resident Satisfaction Survey - Maple View Lodge

Recording Timestamp 00:15:22

8. Unfinished Business - Nil

Recording Timestamp 00:18:17

9. Member Reports/Announcements

Recording Timestamp 00:18:19

Mr. Haley announced the Township of Front of Yonge will host a Business of the Year Breakfast on Friday, April 10th at 8:00 a.m. at the Mallorytown Legion.

10. Notice of By-law/Notice of Motion - Nil

Recording Timestamp 00:18:43

11. Questions from the Media

Recording Timestamp 00:18:48

There were no questions from the media.

12. Questions from the Public

Recording Timestamp 00:18:57

There were no questions from the public.

13. Closed Meeting – Nil

Recording Timestamp 00:19:01

14. Adjournment

Recording Timestamp 00:19:05

Resolution No. MVL-014-2026

Moved by Nancy Peckford

Seconded by Roger Haley

**THAT the meeting of the Maple View Lodge Committee of Management
adjourn at 9:19 a.m.**

CARRIED

All of which is respectfully submitted this 23rd day of April, 2026.

UNITED COUNTIES OF LEEDS AND GRENVILLE

ACCESSIBILITY ADVISORY COMMITTEE REPORT

To the Warden and Members of Council of the United Counties of Leeds and Grenville

Members, We, your Accessibility Advisory Committee, beg leave to report as follows:

The Accessibility Advisory Committee met February 17, 2026 at 9:00 a.m. in the Council Chambers, 25 Central Avenue West, Brockville.

Members Present: Rob Wright, Chair
Brant Burrow, Evelyn Pott, Jeff Shaver, Claire Smith,
Bill Steenkamer, Calvin Turner

Staff Present: Chelsea Kerr, Website Accessibility Coordinator
April Bradley, Administrivia Assistant
Andrea Bolton, Deputy Clerk/Accessibility Coordinator
(Recording Secretary)

Others Present: Sharon Steenkamer

1. Call to Order

Recording Timestamp 00:00:01

The Chair called the meeting to order at 9:03 a.m.

2. Adoption of Agenda

Recording Timestamp 00:01:18

Resolution No. AAC-001-2026

Moved by Calvin Turner

Seconded by Jeff Shaver

THAT the Agenda for the February 17, 2026 meeting of the Accessibility Advisory Committee be adopted as circulated.

CARRIED

3. Disclosure of Pecuniary Interest and General Nature Thereof - Nil

Recording Timestamp 00:01:44

4. Adoption of the Minutes of the Previous Meeting

4.1 Meeting Minutes Dated October 21, 2025

Recording Timestamp 00:02:00

Resolution No. AAC-002-2026

Moved by Calvin Turner

Seconded by Brant Burrow

THAT the Minutes of the Accessibility Advisory Committee meeting held on October 21, 2025 be adopted as circulated.

CARRIED

5. Delegations/Presentations – Nil

Recording Timestamp 00:02:52

6. Correspondence, Communications and Petitions – Nil

Recording Timestamp 00:02:55

7. Information Items – Nil

Recording Timestamp 00:02:59

8. Staff Reports

8.1 Report No. AAC-001-2026: Website Accessibility and Remediation

Recording Timestamp 00:03:07

Mr. Burrow asked if the new website could be viewed by members of staff and council before it is viewable to the public. Ms. Kerr confirmed that the new website will be available for internal review before it is made available to the public.

8.2 Report No. AAC-002-2025: Review of the Township of Elizabethtown-Kitley Multi-Year Accessibility Plan

Recording Timestamp 00:04:44

This item was provided for information purposes at the request of the Township.

9. Sub-Committee, Ad Hoc Committee and Member Reports - Nil

Recording Timestamp 00:09:40

10. Unfinished Business

10.1 2026 Accessibility Event Discussion

Recording Timestamp 00:09:55

Mr. Wright highlighted the success of the first accessibility event that took place in 2025 and noted the need for similar events moving forward.

10.1.1 Date

Recording Timestamp 00:11:00

Ms. Bolton suggested the Committee consider holding the event September 25th or October 2nd. The Committee chose to let the availability of the venue dictate the final choice of date.

10.1.2 Theme

Recording Timestamp 00:16:01

Ms. Bradley suggested the following theme for 2026: Beyond the Building: Creating a Culture of Inclusion.

Ms. Bolton indicated she would share potential speaker topics with the Committee for review before moving forward with scheduling the speakers for the 2026 event.

10.1.3 Venue

Recording Timestamp 00:50:40

Mr. Burrow left the meeting at 9:56 a.m.

The Committee discussed possible locations for the event and instructed staff to research the North Grenville Municipal Centre as a possible location for the event.

10.1.4 Speakers

Recording Timestamp 01:07:08

The Committee agreed to invite the other Leeds and Grenville Accessibility Advisory Committees to speak at the event. The Committee agreed to consider possible speakers and bring forward suggestions.

11. Announcements - Nil

Recording Timestamp 01:07:44

12. Notice of By-law/Notice of Motion - Nil

Recording Timestamp 01:14:16

13. Questions from the Media

Recording Timestamp 01:14:27

There were no questions from the media.

14. Questions from the Public

Recording Timestamp 01:14:23

Ms. Steenkamer suggested adding a branded promotional item to the event to promote the Counties' website.

15. Closed Meeting – Nil

Recording Timestamp 01:17:45

16. Adjournment

Recording Timestamp 01:17:46

Resolution No. AAC-003-2026

Moved by Calvin Turner

Seconded by Claire Smith

THAT the meeting of the Accessibility Advisory Committee adjourn at 10:21 a.m.

CARRIED

All of which is respectfully submitted this 23rd day of April, 2026.

UNITED COUNTIES OF LEEDS AND GRENVILLE

CORPORATE SERVICES AND FINANCE COMMITTEE REPORT

To the Warden and Members of Council of the United Counties of Leeds and Grenville

Members, We, your Corporate Services and Finance Committee, beg leave to report as follows:

The Corporate Services and Finance Committee met April 15, 2026 at 10:00 a.m. in the Council Chambers, 25 Central Avenue West, Brockville.

Members Present: Corinna Smith-Gatcke, Chair
Brant Burrow, Roger Haley, Robin Jones, Nancy Peckford

Staff Present: Kim Little, Director of Corporate Services
Katie Clarke, Deputy Treasurer
Margaret Pitcher, Human Resources Supervisor
Krystin Still, Project Management Specialist
Andrea Bolton, Deputy Clerk (Recording Secretary)

1. Call to Order

Recording Timestamp: 00:00:01

The Chair called the meeting to order at 10:00 a.m.

2. Adoption of the Agenda

Recording Timestamp: 00:00:02

Resolution No. CSF-025-2026

Moved by Robin Jones

Seconded by Brant Burrow

THAT the Agenda for the April 15, 2026 meeting of the Corporate Services and Finance Committee be adopted as circulated.

CARRIED

3. Disclosure of Pecuniary Interest and General Nature Thereof - Nil

Recording Timestamp: 00:00:25

4. Adoption of the Minutes of the Previous Meeting

4.1 Meeting Minutes Dated March 11, 2026

Recording Timestamp: 00:00:34

Resolution No. CSF-026-2026

Moved by Roger Haley

Seconded by Robin Jones

THAT the Minutes of the Corporate Services and Finance Committee Meeting held on March 11, 2026 be adopted as circulated.

CARRIED

5. Delegations/Presentations – Nil

Recording Timestamp: 00:01:00

6. Staff Reports

6.1 Corporate Administration

**6.1.1 Report No. CSF-014-2026: Lease Agreement - Southeast Public Health
375 William Street South – Gananoque**

Recording Timestamp: 0:01:01

Resolution No. CSF-027-2026

Moved by Brant Burrow

Seconded by Robin Jones

THAT the Corporate Services and Finance Committee recommends Counties Council enter into a lease agreement with Southeast Public Health to lease

**rooms 126, 127, 128, 130, and 131 at 375 William Street South, Gananoque;
and
THAT the term of the agreement be effective May 1, 2026, to April 30, 2027;
and
THAT the necessary by-law be prepared.**

CARRIED

6.2 Information Technology – Nil

Recording Timestamp: 00:04:54

6.3 Human Resources – Nil

Recording Timestamp: 00:04:59

6.4 Finance – Nil

Recording Timestamp: 00:05:03

7. Notices of By-law/Notices of Motion

Recording Timestamp: 00:05:26

**7.1 A By-law to Enter Into a Lease Agreement Between the UCLG and
Southeast Public Health to Lease Space at 375 William Street South,
Gananoque**

8. Questions from the Media

Recording Timestamp: 00:05:40

There were no questions from the media.

9. Questions from the Public

Recording Timestamp: 00:05:41

There were no questions from the public.

10. Closed Meeting

Recording Timestamp: 00:05:46

Resolution No. CSF-028-2026

Moved by Roger Haley

Seconded by Brant Burrow

THAT the Corporate Services and Finance Committee, as provided in Section 239 (2) of the Municipal Act, 2001 S.O. 2001, Chapter 25, move into a closed meeting at 10:06 a.m. to address matters pertaining to:

- 10.1 labour relations or employee negotiations; specifically, 10.1 Closed Report No. CSF-016-2026: Labour Relations Strategy – ONA; and**
- 10.2 personal matters about an identifiable individual, including municipal or local board employees and labour relations or employee negotiations; specifically, 10.2 Closed Report No. CSF-015-2026: HR Updates - Standing Item.**

CARRIED

10.1 Closed Report No. CSF-016-2026: Labour Relations Strategy – ONA

Ms. Peckford joined the meeting at 10:15 a.m.

Ms. Clarke left the meeting at 10:24 a.m.

10.2 Closed Report No. CSF-015-2026: HR Updates - Standing Item

Resolution No. CSF-029-2026

Moved by Robin Jones

Seconded by Roger Haley

THAT the closed meeting adjourn and the open meeting of the Corporate Services and Finance Committee resume at 10:29 a.m.

CARRIED

10.3 Reporting Out from Closed Meeting

Recording Timestamp: 00:06:37

With respect to Item 10.1, Warden Smith-Gatcke reported the Committee met in closed session to discuss matters pertaining to labour relations or employee negotiations; specifically, 10.1 Closed Report No. CSF-016-2026: Labour Relations Strategy – ONA and the Committee provided instruction to staff.

With respect to Item 10.2, Warden Smith-Gatcke reported the Committee met in closed session to discuss matters pertaining to personal matters about an identifiable individual, including municipal or local board employees and labour relations or employee negotiations; specifically, 10.2 Closed Report No. CSF-015-2026: HR Updates - Standing Item and the Committee took no action beyond receiving the information.

11. Adjournment

Recording Timestamp: 00:07:24

Resolution No. CSF-030-2026

Moved by Roger Haley

Seconded by Nancy Peckford

THAT the meeting of the Corporate Services and Finance Committee adjourn at 10:30 a.m.

CARRIED

All of which is respectfully submitted this 23rd day of April, 2026.



BY – LAW No. 26-24

The Corporation of the United Counties of Leeds and Grenville

A BY-LAW TO AUTHORIZE THE EXECUTION OF A TIERED RESPONSE AGREEMENT BETWEEN THE UNITED COUNTIES OF LEEDS AND GRENVILLE AND CERTAIN MUNICIPALITIES WITHIN LEEDS AND GRENVILLE

WHEREAS under Section 5(3) of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, 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 under Section 9 of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act; and

WHEREAS the Leeds Grenville Paramedic Service is responsible for to provide paramedic services within Leeds and Grenville; and

WHEREAS Council deems it is expedient to enter into a Tiered Response Agreement with municipalities in Leeds and Grenville for tiered response for medical emergencies; and

WHEREAS all parties have agreed to the Terms in the respective Agreements.

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE UNITED COUNTIES OF LEEDS AND GRENVILLE HEREBY ENACTS AS FOLLOWS:

- 1. THAT** the Council of the United Counties of Leeds and Grenville approves entering into a Tiered Response Agreement with the following municipalities:
 - a. Town of Prescott
 - b. Township of Rideau Lakes
 - c. Township of Augusta
 - d. Township of Athens
 - e. Township of Elizabethtown-Kitley
 - f. Township of Front of Yonge

- g. Township of Leeds and the Thousand Islands
- h. Town of Gananoque
- i. Village of Merrickville-Wolford
- j. Municipality of North Grenville
- k. Township of Edwardsburgh Cardinal
- l. City of Brockville

2. **THAT** Schedules "A" through "L" attached hereto form part of this by-law.
3. **THAT** the Paramedic Chief be authorized to execute all things, papers, and documents necessary to the execution of such an Agreement.
4. **THAT** any by-laws or parts of by-laws contrary to or inconsistent with this By-law are hereby repealed.
5. **THAT** this By-law shall come into force and take effect on the date of its passing.

By-law read a first, second and third time, and finally passed this 23rd day of April, 2026.

Corinna Smith-Gatcke, Warden

Krystin Stitt, Interim County Clerk

TIERED RESPONSE AGREEMENT, MADE IN TRIPLICATE,

BETWEEN

**The Corporation of the United Counties of Leeds and Grenville
("Leeds Grenville")**

AND

**The Corporation of the Town of Prescott
("Prescott")**

This Agreement made effective the _____ day of _____, 2026

WHEREAS the Municipal Act, 2001, provides authority for municipalities to pass by-laws to enter into agreements with persons or municipalities for the purpose of receiving fire protection services; and

WHEREAS The Corporation of the United Counties of Leeds and Grenville has established and organized Leeds Grenville Paramedic Service (LGPS) to provide paramedic services in Leeds and Grenville, as authorized by the Ontario Minister of Health; and

WHEREAS the participation of local fire departments in tiered response for medical emergencies is set out in Schedule "A" – Call-Out Procedures, and Schedule "B" – Roles and Responsibilities, which may be revised from time to time, duly signed by both parties; and

WHEREAS Leeds Grenville Paramedic Service will provide the established call-out procedures for the local fire departments to the Central Ambulance Communication Centre (CACC); and

WHEREAS the said call-out procedures will endeavour to ensure the Fire Department Communications Centre will be notified to allow a timely assignment of fire services as soon as the status of the patient requiring service is confirmed;

NOW THEREFORE BE IT RESOLVED THAT The Corporation of the Town of Prescott are hereby authorized to participate in the Tiered-Response Program in partnership with The Corporation of the United Counties of Leeds and Grenville, Paramedic Service Division as set out in Schedule "A" – Call-out Procedures, and Schedule "B" – Roles and Responsibilities; and

AND THAT The Town of Prescott Fire Chief is hereby authorized to execute the Roles and Responsibilities Agreement set out under Schedule B attached hereto

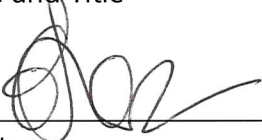
BE IT FURTHER RESOLVED THAT the Standard Operating Procedures for the Tiered-Response Program shall be reviewed as required by the LGPS Chief and the Prescott Fire Chief and will be affirmed, modified or revoked as agreed in writing.

IN WITNESS WHEREOF, The Corporation of the Town of Prescott has hereunto set its hands and corporate seals and The Corporation of the United Counties of Leeds and Grenville has hereunto affixed its corporate seal attested by the hands of its duly authorized officers as of the date of this Agreement.

FOR: THE CORPORATION THE TOWN OF PRESCOTT

Gauri Shankar, Mayor

Name and Title


Signature

March 2, 2026
Date

Chloe Preston, Director of Administration,
Clerk

Name and Title


Signature

March 2, 2026
Date

FOR: THE CORPORATION OF THE UNITED COUNTIES OF LEEDS AND GRENVILLE

Jeff Carss, Chief
Leeds Grenville Paramedic Service

Date



TIERED RESPONSE AGREEMENT

SCHEDULE "A" – CALL-OUT PROCEDURES

THE CORPORATION OF THE UNITED COUNTIES OF LEEDS AND GRENVILLE AND THE CORPORATION OF THE TOWN OF PRESCOTT

This Schedule shall form part of the original Tiered Response Agreement dated _____, 2026; all terms and conditions of the Agreement remain the same unless otherwise specified below.

Tiered Response

The ultimate goal of tiered response for medical emergencies is to provide timely first response resources and skills to out-of-hospital medical emergencies in situations where there is a high probability of clinical benefit and advantage in the Fire Department's arrival in advance of Leeds Grenville Paramedic Service (LGPS) resources.

Tiered Response Agreement

A tiered response will be requested in conjunction with the response reference chart, for the following emergency requests for service:

1. Vital signs absent (VSA)
2. Unconsciousness
3. Airway compromise (airway obstruction, absence of breathing)
4. All priority RED calls with Paramedic Service ETA greater than thirty (30) minutes.

Note

- These criteria for medical-tiered response are in addition to the usual incidents requiring fire services response under their fire suppression, rescue and/or hazardous materials spills mandate where Central Ambulance Communications Centre (CACC) notification of the fire departments is automatically, in the following circumstances:
 - i. Extrication or rescue of patients is required.
 - ii. Structural hazards.
 - iii. Any situation that the fire service would normally attend (e.g., fire, explosions, fluid spill, fire/gas alarms, or live electrical wires).
 - iv. Unknown cause, origin, and circumstances of any fire, explosion, or condition that has led to critical injury, loss of life, or damage to property.
 - v. Environmental/hazardous materials emergencies (e.g., nuclear, biological, chemical releases).
 - vi. MCI or disaster.
 - vii. As requested from a scene by paramedic crews
- Once a tiered response has been initiated, it shall only be cancelled if the request for service is cancelled by the call originator, and/or paramedic service resource(s) have arrived on scene and made patient contact and have further determined that fire services are not required.
- Fire services will **not** be tiered to long-term care facilities, retirement homes, correctional facilities and/or hospitals.

IN WITNESS WHEREOF, the parties have duly executed this agreement under seal.


FOR: THE CORPORATION OF TOWN OF PRESCOTT

Gauri Shankar, Mayor
Name and Title


Signature

March 2, 2020
Date

Chloe Preston, Director of Administration
Clerk
Name and Title


Signature

March 2, 2020
Date

FOR: THE CORPORATION OF THE UNITED COUNTIES OF LEEDS AND GRENVILLE

Jeff Carss, Chief
Leeds Grenville Paramedic Service

Date



TIERED RESPONSE AGREEMENT

SCHEDULE “B” – ROLES AND RESPONSIBILITIES

**THE CORPORATION OF THE UNITED COUNTIES OF LEEDS AND GRENVILLE
AND
THE CORPORATION OF THE TOWN OF PRESCOTT**

This Schedule shall form part of the original Tiered Response Agreement dated _____, 2026; all terms and conditions of the Agreement remain the same unless otherwise specified below.

Purpose

Written agreements provide a framework for cooperation of emergency services on a local level. The purpose of this Schedule is to outline the roles and responsibilities of the Leeds Grenville Paramedic Service (LGPS) and the Town of Prescott Fire Services.

Prescott Fire Services shall:

1. Ensure that all responding personnel are trained and certified annually by a credible agency in valid cardiopulmonary resuscitation (CPR) level C with the defibrillation component or equivalent/superior certification.
2. Ensure that all personnel providing patient care are trained and certified in first aid at a minimum, every three (3) years.
3. Ensure all defibrillators are maintained in accordance to the manufacturer’s recommendations.

Leeds Grenville Paramedic Service shall:

1. Exchange disposable medical equipment at the scene with the applicable fire service where applicable.

Terms and Conditions

1. All parties agree that upon request they will provide documentation, if available, detailing all emergency responses for a given period.
2. Leeds Grenville Paramedic Service will not financially reimburse local fire services for participating in this Agreement, however it does sponsor a disposable equipment exchange program where certain equipment is replaced at no cost.
3. Fire emergencies and rescues shall take precedence over requests for medical-tiered response notifications, and it is recognized that the Town of Prescott Fire Services may not be able to respond upon notification if occupied with another emergency or for any other reason if determined by their senior on-duty Fire Officer and/or by the Central Ambulance Communications Centre (CACC). No liability shall be incurred by the Prescott Fire Services for failing to respond to a tiered response request.
4. Each municipality may tailor the medical-tiered response agreement to address specific or unique situations within their municipality. To tailor a medical tiered response agreement, the applicable Fire Chief of Prescott will notify the Chief of LGPS to arrange discussions. Any modifications must be indicated on a new schedule, duly signed by all parties and affixed to this Agreement.

Dispute/Issue Arbitration

If issues or concerns arise, the Fire Chief and the LGPS Chief will meet to mitigate the issue or concern. Disputes or issues must be clearly stated in writing and shall include the time, date, location and all parties involved.

Termination

1. Written notification shall be sent to either party regarding termination giving ninety (90) days’ notice.
2. There may be a temporary suspension of the agreement by Leeds Grenville Paramedic Service with regard to health emergencies such as a pandemic, or other circumstances as declared by the Medical Officer of Health.
3. This Schedule shall be reviewed upon request of either party, in writing, to the other party.

IN WITNESS WHEREOF, the parties have duly executed this agreement under seal.

FOR: THE CORPORATION OF THE TOWN OF PRESCOTT

Gaun Shankar, Mayor
Name and Title


Signature

March 2, 2020
Date

Chloe Preston, Director of Administration
Clerk
Name and Title


Signature

March 2, 2020
Date

FOR: THE CORPORATION OF THE UNITED COUNTIES OF LEEDS AND GRENVILLE

Jeff Carss, Chief
Leeds Grenville Paramedic Service

Date

Date

TIERED RESPONSE AGREEMENT, MADE IN TRIPLICATE,

BETWEEN

**The Corporation of the United Counties of Leeds and Grenville
("Leeds Grenville")**

AND

**The Corporation of the Township of Rideau Lakes
("Rideau Lakes")**

This Agreement made effective the 2nd day of February, 2026

WHEREAS the Municipal Act, 2001, provides authority for municipalities to pass by-laws to enter into agreements with persons or municipalities for the purpose of receiving fire protection services; and

WHEREAS The Corporation of the United Counties of Leeds and Grenville has established and organized Leeds Grenville Paramedic Service (LGPS) to provide ambulance services in Leeds and Grenville, as authorized by the Ontario Minister of Health; and

WHEREAS the participation of local fire departments in tiered response for medical emergencies is set out in Schedule "A" – Call-Out Procedures, and Schedule "B" – Roles and Responsibilities, which may be revised from time to time, duly signed by both parties; and

WHEREAS Leeds Grenville Paramedic Service will provide the established call-out procedures for the local fire departments to the Central Ambulance Communication Centre (CACC); and

WHEREAS the said call-out procedures will endeavour to ensure the Fire Department Communications Centre will be notified to allow a timely assignment of fire services as soon as the status of the patient requiring service is confirmed;

NOW THEREFORE BE IT RESOLVED THAT The Corporation of the Township of Rideau Lakes are hereby authorized to participate in the Tiered-Response Program in partnership with The Corporation of the United Counties of Leeds and Grenville Paramedic Service Division as set out in Schedule "A" – Call-out Procedures, and Schedule "B" – Roles and Responsibilities; and

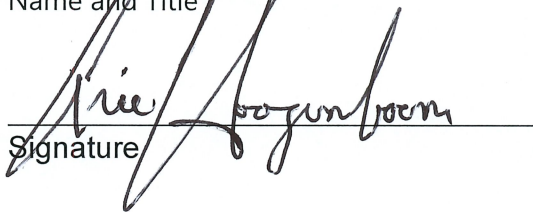
AND THAT The Fire Chief for the Township of Rideau Lakes is hereby authorized to execute the Roles and Responsibilities Agreement set out under Schedule B attached hereto;

BE IT FURTHER RESOLVED THAT the Standard Operating Procedures for the Tiered-Response Program shall be reviewed annually by the LGPS Chief and the Rideau Lakes Fire Service Chief and will be affirmed, modified or revoked as agreed in writing.

IN WITNESS WHEREOF, The Corporation of the Township of Rideau Lakes has hereunto set its hands and corporate seals and The Corporation of the United Counties of Leeds and Grenville has hereunto affixed its corporate seal attested by the hands of its duly authorized officers as of the date of this Agreement.

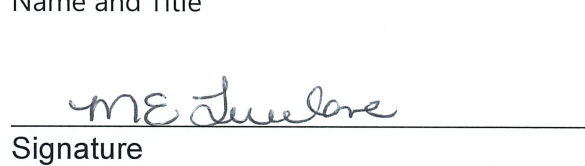
FOR: THE CORPORATION OF THE TOWNSHIP OF RIDEAU LAKES

Arie Hoogenboom, Mayor
Name and Title


Signature

February 21/26
Date

Mary Ellen Truelove, Clerk
Name and Title


Signature

February 21/26
Date

FOR: THE CORPORATION OF THE UNITED COUNTIES OF LEEDS AND GRENVILLE

Jeff Carss, Chief
Leeds Grenville Paramedic Service

Date



TIERED RESPONSE AGREEMENT

SCHEDULE "A" – CALL-OUT PROCEDURES

THE CORPORATION OF THE UNITED COUNTIES OF LEEDS AND GRENVILLE
AND
THE CORPORATION OF THE TOWNSHIP OF RIDEAU LAKES

This Schedule shall form part of the original Tiered Response Agreement dated _____, 2026; all terms and conditions of the Agreement remain the same unless otherwise specified below.

Tiered Response

The ultimate goal of tiered response for medical emergencies is to provide timely first response resources and skills to out-of-hospital medical emergencies in situations where there is a high probability of clinical benefit and advantage in the Fire Department's arrival in advance of Leeds Grenville Paramedic Service (LGPS) resources.

Tiered Response Agreement

A tiered response will be requested in conjunction with the response reference chart, for the following emergency requests for service:

1. Vital signs absent (VSA)
2. Unconsciousness
3. Airway compromise (airway obstruction, absence of breathing)

All Priority RED calls with Paramedic Service ETA greater than thirty (30) minutes.

Note

- These criteria for medical-tiered response are in addition to the usual incidents requiring fire services response under their fire suppression, rescue and/or hazardous materials spills mandate where Central Ambulance Communications Centre (CACC) notification of the fire departments is automatically, in the following circumstances:
 - i. Extrication or rescue of patients is required.

- ii. Structural hazards.
 - iii. Any situation that the fire service would normally attend (e.g., fire, explosions, fluid spill, fire/gas alarms, or live electrical wires).
 - iv. Unknown cause, origin, and circumstances of any fire, explosion, or condition that has led to critical injury, loss of life, or damage to property.
 - v. Environmental/hazardous materials emergencies (e.g., nuclear, biological, chemical releases).
 - vi. MCI or disaster.
 - vii. As requested from a scene by paramedic crews
- Once a tiered response has been initiated, it shall only be cancelled if the request for service is cancelled by the call originator, and/or paramedic service resource(s) have arrived on scene and made patient contact and have further determined that fire services are not required.
 - Fire services will not be tiered to long-term care facilities, retirement homes, correctional facilities and/or hospitals.

IN WITNESS WHEREOF, the parties have duly executed this agreement under seal.

FOR: THE CORPORATION OF THE TOWNSHIP OF RIDEAU LAKES

Arie Hoogenboom, Mayor
Name and Title

Signature

February 2/26
Date

Mary Ellen Truelove, Clerk
Name and Title

Signature

February 2/26
Date

FOR: THE CORPORATION OF THE UNITED COUNTIES OF LEEDS AND GRENVILLE

Jeff Carss, Chief
Leeds Grenville Paramedic Service

Date



TIERED RESPONSE AGREEMENT

SCHEDULE "B" – ROLES AND RESPONSIBILITIES

THE CORPORATION OF THE UNITED COUNTIES OF LEEDS AND GRENVILLE AND THE CORPORATION OF THE TOWNSHIP OF RIDEAU LAKES

This Schedule shall form part of the original Tiered Response Agreement dated February 2, 2026; all terms and conditions of the Agreement remain the same unless otherwise specified below.

Purpose

Written agreements provide a framework for cooperation of emergency services on a local level. The purpose of this Schedule is to outline the roles and responsibilities of the Leeds Grenville Paramedic Service (LGPS) and the Township of Rideau Lakes Fire Service.

Rideau Lakes Fire Service shall:

1. Ensure that all responding personnel are trained and certified annually by a credible agency in valid cardiopulmonary resuscitation (CPR) level C with the defibrillation component or equivalent/superior certification.
2. Ensure that all personnel providing patient care are trained and certified in first aid at a minimum, every three (3) years.
3. Ensure all defibrillators are maintained in accordance to the manufacturer's recommendations.

Leeds Grenville Paramedic Service shall:

4. Exchange disposable medical equipment at the scene with the applicable fire service where applicable.

Terms and Conditions

1. All parties agree that upon request they will provide documentation, if available, detailing all emergency responses for a given period.

2. Leeds Grenville Paramedic Service will not financially reimburse local fire services for participating in this Agreement, however it does sponsor a disposable equipment exchange program where certain equipment is replaced at no cost.
3. Fire emergencies and rescues shall take precedence over requests for medical-tiered response notifications, and it is recognized that the Township of Rideau Lakes Fire Service may not be able to respond upon notification if occupied with another emergency or for any other reason if determined by their senior on-duty Fire Officer and/or by the Central Ambulance Communications Centre (CACC). No liability shall be incurred by the Township of Rideau Lakes Fire Service for failing to respond to a tiered response request.
4. Each municipality may tailor the medical-tiered response agreement to address specific or unique situations within their municipality. To tailor a medical tiered response agreement, the Fire Chief will notify the Chief of LGPS to arrange discussions. Any modifications must be indicated on a new schedule, duly signed by all parties and affixed to this Agreement.

Dispute/Issue Arbitration

If issues or concerns arise, the Fire Chief and the LGPS Chief will meet to mitigate the issue or concern. Disputes or issues must be clearly stated in writing and shall include the time, date, location and all parties involved.

Termination

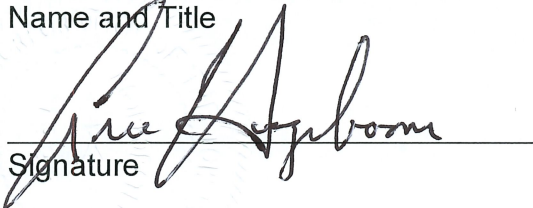
1. Written notification shall be sent to either party regarding termination giving ninety (90) days' notice.
2. There may be a temporary suspension of the agreement by Leeds Grenville Paramedic Service with regard to health emergencies such as a pandemic, or other circumstances as declared by the Medical Officer of Health.
3. This Schedule shall be reviewed upon request of either party, in writing, to the other party.

IN WITNESS WHEREOF, the parties have duly executed this agreement under seal.

FOR: THE CORPORATION OF THE TOWNSHIP OF RIDEAU LAKES

Arie Hoogenboom, Mayor

Name and Title



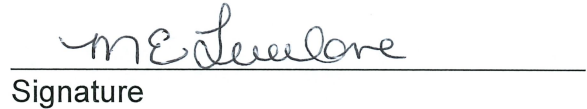
Signature

February 2/26

Date

Mary Ellen Truelove, Clerk

Name and Title



Signature

February 2/26

Date

FOR: THE CORPORATION OF THE UNITED COUNTIES OF LEEDS AND GRENVILLE

Jeff Carss, Chief
Leeds Grenville Paramedic Service

Date

Date

Date

Schedule "A"

TIERED RESPONSE AGREEMENT, MADE IN TRIPLICATE,

BETWEEN

The Corporation of the United Counties of Leeds and Grenville
("Leeds Grenville")

AND

The Corporation of the Township of Augusta
("Augusta")

This Agreement made effective the 12 day of January, 2026

The Corporation of the United Counties of Leeds and Grenville has established and organized Leeds Grenville Paramedic Service (LGPS) to provide paramedic services in Leeds and Grenville, as authorized by the Ontario Minister of Health.

The participation of local fire departments in tiered response for medical emergencies is set out in Schedule "B" – Call-Out Procedures, and Schedule "C" – Roles and Responsibilities, which may be revised from time to time, duly signed by both parties. Leeds Grenville Paramedic Service will provide the established call-out procedures for the local fire departments to the Central Ambulance Communication Centre (CACC).

Call-out procedures will endeavour to ensure the Fire Department Communications Centre will be notified to allow a timely assignment of fire services as soon as the status of the patient requiring service is confirmed.

The Council of the Corporation of the Township of Augusta agrees to in the Tiered-Response Program in partnership with The Corporation of the United Counties of Leeds and Grenville, Paramedic Service Division as set out in Schedule "B" – Call-out Procedures, and Schedule "C" – Roles and Responsibilities. The Fire Chief for the Augusta Fire Rescue is hereby authorized to execute the Roles and Responsibilities Agreement set out under Schedule C attached hereto.

The Standard Operating Procedures for the Tiered-Response Program shall be reviewed as required by the LGPS Chief and the Augusta Fire Rescue Chief and will be affirmed, modified or revoked as agreed in writing.

The authorized representative(s) of each partner agency shall sign this agreement:

FOR: THE CORPORATION OF THE TOWNSHIP OF AUGUSTA

JEFF SHAWER MAYOR
Name and Title

[Signature]
Signature

12 Jan 2026
Date

Rob Bowman Manager of Protective Services
Name and Title

[Signature]
Signature

JAN 16/26
Date

FOR: THE CORPORATION OF THE UNITED COUNTIES OF LEEDS AND GRENVILLE

Jeff Carss, Chief
Leeds Grenville Paramedic Service

Date



TIERED RESPONSE AGREEMENT

SCHEDULE "B" – CALL-OUT PROCEDURES

THE CORPORATION OF THE UNITED COUNTIES OF LEEDS AND GRENVILLE AND THE CORPORATION OF THE TOWNSHIP OF AUGUSTA

This Schedule shall form part of the original Tiered Response Agreement dated _____, 2026; all terms and conditions of the Agreement remain the same unless otherwise specified below.

Tiered Response

The ultimate goal of tiered response for medical emergencies is to provide timely first response resources and skills to out-of-hospital medical emergencies in situations where there is a high probability of clinical benefit and advantage in the Fire Department's arrival in advance of Leeds Grenville Paramedic Service (LGPS) resources.

Tiered Response Agreement

A tiered response will be requested in conjunction with the response reference chart, for the following emergency requests for service:

1. Vital signs absent (VSA)
2. Unconsciousness
3. Airway compromise (airway obstruction, absence of breathing)
4. All priority RED calls with Paramedic Service ETA greater than thirty (30) minutes.

Note


- These criteria for medical-tiered response are in addition to the usual incidents requiring fire services response under their fire suppression, rescue and/or hazardous materials spills mandate where Central Ambulance Communications Centre (CACC) notification of the fire departments is automatically, in the following circumstances:
 - i. Extrication or rescue of patients is required.
 - ii. Structural hazards.
 - iii. Any situation that the fire service would normally attend (e.g., fire, explosions, fluid spill, fire/gas alarms, or live electrical wires).
 - iv. Unknown cause, origin, and circumstances of any fire, explosion, or condition that has led to critical injury, loss of life, or damage to property.
 - v. Environmental/hazardous materials emergencies (e.g., nuclear, biological, chemical releases).
 - vi. MCI or disaster.
 - vii. As requested from a scene by paramedic crews
- Once a tiered response has been initiated, it shall only be cancelled if the request for service is cancelled by the call originator, and/or paramedic service resource(s) have arrived on scene and made patient contact and have further determined that fire services are not required.
- Fire services will **not** be tiered to long-term care facilities, retirement homes, correctional facilities and/or hospitals.

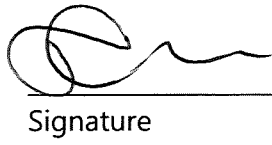
IN WITNESS WHEREOF, the parties have duly executed this agreement under seal.

FOR: THE CORPORATION OF THE TOWNSHIP OF AUGUSTA

JEFF SHAEVER MAYOR
Name and Title

Rdb Bowman Manager of Protective Services
Name and Title


Signature


Signature

12 Jan 2026
Date

Jan 16 / 26
Date

FOR: THE CORPORATION OF THE UNITED COUNTIES OF LEEDS AND GRENVILLE

Jeff Carss, Chief
Leeds Grenville Paramedic Service

Date



TIERED RESPONSE AGREEMENT

SCHEDULE "C" – ROLES AND RESPONSIBILITIES

**THE CORPORATION OF THE UNITED COUNTIES OF LEEDS AND GRENVILLE
AND
THE CORPORATION OF THE TOWNSHIP OF AUGUSTA**

This Schedule shall form part of the original Tiered Response Agreement dated _____, 2026; all terms and conditions of the Agreement remain the same unless otherwise specified below.

Purpose

Written agreements provide a framework for cooperation of emergency services on a local level. The purpose of this Schedule is to outline the roles and responsibilities of the Leeds Grenville Paramedic Service (LGPS) and the Augusta Fire Rescue Services.

Augusta Fire Services shall:

1. Ensure that all responding personnel are trained and certified annually by a credible agency in valid cardiopulmonary resuscitation (CPR) level C with the defibrillation component or equivalent/superior certification.
2. Ensure that all personnel providing patient care are trained and certified in first aid at a minimum, every three (3) years.
3. Ensure all defibrillators are maintained in accordance to the manufacturer's recommendations.

Leeds Grenville Paramedic Service shall:

1. Exchange disposable medical equipment at the scene with the applicable fire service where applicable.

Terms and Conditions

1. All parties agree that upon request they will provide documentation, if available, detailing all emergency responses for a given period.
2. Leeds Grenville Paramedic Service will not financially reimburse local fire services for participating in this Agreement, however it does sponsor a disposable equipment exchange program where certain equipment is replaced at no cost.
3. Fire emergencies and rescues shall take precedence over requests for medical-tiered response notifications, and it is recognized that the Augusta Fire Rescue Services may not be able to respond upon notification if occupied with another emergency or for any other reason if determined by their senior on-duty Fire Officer and/or by the Central Ambulance Communications Centre (CACC). No liability shall be incurred by the Augusta Fire Rescue Services for failing to respond to a tiered response request.
4. Each municipality may tailor the medical-tiered response agreement to address specific or unique situations within their municipality. To tailor a medical tiered response agreement, the applicable Fire Chief will notify the Chief of LGPS to arrange discussions. Any modifications must be indicated on a new schedule, duly signed by all parties and affixed to this Agreement.

Dispute/Issue Arbitration

If issues or concerns arise, the Fire Chief and the LGPS Chief will meet to mitigate the issue or concern. Disputes or issues must be clearly stated in writing and shall include the time, date, location and all parties involved.

Termination

1. Written notification shall be sent to either party regarding termination giving ninety (90) days' notice.
2. There may be a temporary suspension of the agreement by Leeds Grenville Paramedic Service with regard to health emergencies such as a pandemic, or other circumstances as declared by the Medical Officer of Health.
3. This Schedule shall be reviewed upon request of either party, in writing, to the other party.

IN WITNESS WHEREOF, the parties have duly executed this agreement under seal.

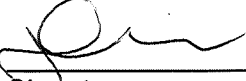
FOR: THE CORPORATION OF THE TOWNSHIP OF AUGUSTA

Name and Title JEFF SHAWER Mayor

Signature 

Date 12 Jan 2026

Name and Title Rob Bowman Manager of Protective Services

Signature 

Date Jan 16 / 26

FOR: THE CORPORATION OF THE UNITED COUNTIES OF LEEDS AND GRENVILLE

Jeff Carss, Chief
Leeds Grenville Paramedic Service

Date

TIERED RESPONSE AGREEMENT, MADE IN TRIPLICATE,

BETWEEN

**The Corporation of the United Counties of Leeds and Grenville
("Leeds Grenville")**

AND

**The Corporation of the Township of Athens
("Athens")**

This Agreement made effective the 9th day of February, 2026

WHEREAS the Municipal Act, 2001, provides authority for municipalities to pass by-laws to enter into agreements with persons or municipalities for the purpose of receiving fire protection services; and

WHEREAS The Corporation of the United Counties of Leeds and Grenville has established and organized Leeds Grenville Paramedic Service (LGPS) to provide paramedic services in Leeds and Grenville, as authorized by the Ontario Minister of Health; and

WHEREAS the participation of local fire departments in tiered response for medical emergencies is set out in Schedule "A" – Call-Out Procedures, and Schedule "B" – Roles and Responsibilities, which may be revised from time to time, duly signed by both parties; and

WHEREAS Leeds Grenville Paramedic Service will provide the established call-out procedures for the local fire departments to the Central Ambulance Communication Centre (CACC); and

WHEREAS the said call-out procedures will endeavour to ensure the Fire Department Communications Centre will be notified to allow a timely assignment of fire services as soon as the status of the patient requiring service is confirmed;

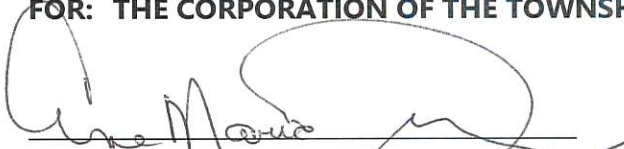
NOW THEREFORE BE IT RESOLVED THAT The Corporation of the Township of Athens are hereby authorized to participate in the Tiered-Response Program in partnership with The Corporation of the United Counties of Leeds and Grenville, Paramedic Service Division as set out in Schedule "A" – Call-out Procedures, and Schedule "B" – Roles and Responsibilities; and

AND THAT The Fire Rescue Chief for the Township of Athens is hereby authorized to execute the Roles and Responsibilities Agreement set out under Schedule B attached hereto

BE IT FURTHER RESOLVED THAT the Standard Operating Procedures for the Tiered-Response Program shall be reviewed as required by the LGPS Chief and the Athens Fire Rescue Chief and will be affirmed, modified or revoked as agreed in writing.

IN WITNESS WHEREOF, The Corporation of the Township of Athens has hereunto set its hands and corporate seals and The Corporation of the United Counties of Leeds and Grenville has hereunto affixed its corporate seal attested by the hands of its duly authorized officers as of the date of this Agreement.

FOR: THE CORPORATION OF THE TOWNSHIP OF ATHENS



~~Herb Scott, Mayor~~
Anne Marie Dancy, Deputy Mayor




Darlene Noonan, CAO

Signature

Signature



Date



Date

FOR: THE CORPORATION OF THE UNITED COUNTIES OF LEEDS AND GRENVILLE

Jeff Carss, Chief
Leeds Grenville Paramedic Service

Date

TIERED RESPONSE AGREEMENT

SCHEDULE "A" – CALL-OUT PROCEDURES

THE CORPORATION OF THE UNITED COUNTIES OF LEEDS AND GRENVILLE AND THE CORPORATION OF THE TOWNSHIP OF ATHENS

This Schedule shall form part of the original Tiered Response Agreement dated February 9th, 2026; all terms and conditions of the Agreement remain the same unless otherwise specified below.

Tiered Response

The ultimate goal of tiered response for medical emergencies is to provide timely first response resources and skills to out-of-hospital medical emergencies in situations where there is a high probability of clinical benefit and advantage in the Fire Department's arrival in advance of Leeds Grenville Paramedic Service (LGPS) resources.

Tiered Response Agreement

A tiered response will be requested in conjunction with the response reference chart, for the following emergency requests for service:

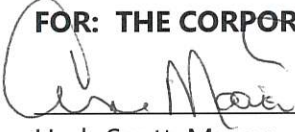
1. Vital signs absent (VSA)
2. Unconsciousness
3. Airway compromise (airway obstruction, absence of breathing)
4. All priority RED calls with Paramedic Service ETA greater than thirty (30) minutes.

Note

- These criteria for medical-tiered response are in addition to the usual incidents requiring fire services response under their fire suppression, rescue and/or hazardous materials spills mandate where Central Ambulance Communications Centre (CACC) notification of the fire departments is automatically, in the following circumstances:
 - i. Extrication or rescue of patients is required.
 - ii. Structural hazards.
 - iii. Any situation that the fire service would normally attend (e.g., fire, explosions, fluid spill, fire/gas alarms, or live electrical wires.)
 - iv. Unknown cause, origin, and circumstanced of any fire, explosion, or condition that has led to critical injury, loss of life, or damage to property.
 - v. Environmental/hazardous materials emergencies (e.g. nuclear, biological, chemical releases).
 - vi. MCI or disaster.
 - vii. As request from a scene by paramedic crew.
- Once a tiered response has been initiated, it shall only be cancelled if the request for service is cancelled by the call originator, and/or paramedic service resource(s) have arrived on scene and made patient contact and have further determined that fire services are not required.
- Fire services will **not** be tiered to long-term care facilities, retirement homes, correctional facilities and/or hospitals.

IN WITNESS WHEREOF, the parties have duly executed this agreement under seal.

FOR: THE CORPORATION OF THE TOWNSHIP OF ATHENS



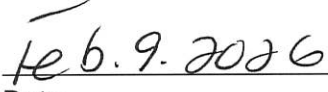
~~Herb Scott, Mayor~~
Anne Marie Dancy Deputy Mayor



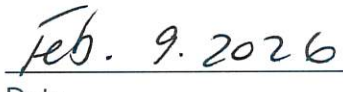
Darlene Noonan, CAO

Signature

Signature



Date



Date

FOR: THE CORPORATION OF THE UNITED COUNTIES OF LEEDS AND GRENVILLE

Jeff Carss, Chief
Leeds Grenville Paramedic Service

Date

TIERED RESPONSE AGREEMENT

SCHEDULE "B" – ROLES AND RESPONSIBILITIES

THE CORPORATION OF THE UNITED COUNTIES OF LEEDS AND GRENVILLE AND THE CORPORATION OF THE TOWNSHIP OF ATHENS

This Schedule shall form part of the original Tiered Response Agreement dated February 9th, 2026; all terms and conditions of the Agreement remain the same unless otherwise specified below.

Purpose

Written agreements provide a framework for cooperation of emergency services on a local level. The purpose of this Schedule is to outline the roles and responsibilities of the Leeds Grenville Paramedic Service (LGPS) and the Township of Athens & Fire Services.

Athens Fire Services shall:

1. Ensure that all responding personnel are trained and certified annually by a credible agency in valid cardiopulmonary resuscitation (CPR) level C with the defibrillation component or equivalent/superior certification.
2. Ensure that all personnel providing patient care are trained and certified in first aid at a minimum, every three (3) years.
3. Ensure all defibrillators are maintained in accordance to the manufacturer's recommendations.

Leeds Grenville Paramedic Service shall:

1. Exchange disposable medical equipment at the scene with the applicable fire service where applicable.

Terms and Conditions

1. All parties agree that upon request they will provide documentation, if available, detailing all emergency responses for a given period.
2. Leeds Grenville Paramedic Service will not financially reimburse local fire services for participating in this Agreement; however, it does sponsor a disposable equipment exchange program where certain equipment is replaced at no cost.
3. Fire emergencies and rescues shall take precedence over requests for medical-tiered response notifications, and it is recognized that the Athens Fire Services may not be able to respond upon notification if occupied with another emergency or for any other reason if determined by their senior on-duty Fire Officer and/or by the Central Ambulance Communications Centre (CACC). No liability shall be incurred by the Athens Fire Services for failing to respond to a tiered response request.
4. Each municipality may tailor the medical-tiered response agreement to address specific or unique situations within their municipality. To tailor a medical tiered response agreement, the applicable Fire Chief of Athens will notify the Chief of LGPS to arrange discussions. Any modifications must be indicted on a new schedule, duly signed by all parties and affixed to this Agreement.

Dispute/Issue Arbitration

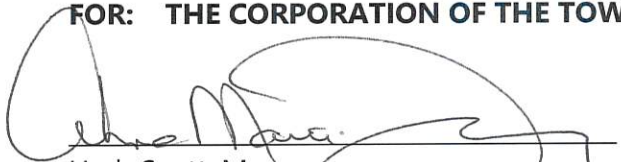
If issues or concerns arise, the Fire Chief and the LGPS Chief will meet to mitigate the issue or concern. Disputes or issues must be clearly stated in writing and shall include the time, date, location and all parties involved.

Termination

1. Written notification shall be sent to either party regarding termination giving ninety (90) days' notice.
2. There may be a temporary suspension of the agreement by Leeds Grenville Paramedic Service with regard to health emergencies such as a pandemic, or other circumstances as declared by the Medical Officer of Health.
3. This Schedule shall be reviewed upon request of either party, in writing, to the other party.

IN WITNESS WHEREOF, the parties have duly executed this agreement under seal.

FOR: THE CORPORATION OF THE TOWNSHIP OF ATHENS



Herb Scott, Mayor
Anne Marie Dancy Deputy Mayor



Darlene Noonan, CAO

Signature

Signature

Date

Date

Feb. 9. 2026

Feb 9. 2026

FOR: THE CORPORATION OF THE UNITED COUNTIES OF LEEDS AND GRENVILLE

Jeff Carss, Chief
Leeds Grenville Paramedic Service

Date

Date



TIERED RESPONSE AGREEMENT, MADE IN TRIPLICATE,

BETWEEN

**The Corporation of the United Counties of Leeds and Grenville
("Leeds Grenville")**

AND

**The Corporation of the Township of Elizabethtown-Kitley
("Elizabethtown-Kitley")**

This Agreement made effective the 9th day of February 2026

WHEREAS the Municipal Act, 2001, provides authority for municipalities to pass by-laws to enter into agreements with persons or municipalities for the purpose of receiving fire protection services; and

WHEREAS The Corporation of the United Counties of Leeds and Grenville has established and organized Leeds Grenville Paramedic Service (LGPS) to provide ambulance services in Leeds and Grenville, as authorized by the Ontario Minister of Health; and

WHEREAS the participation of local fire departments in tiered response for medical emergencies is set out in Schedule "A" – Call-Out Procedures, and Schedule "B" – Roles and Responsibilities, which may be revised from time to time, duly signed by both parties; and

WHEREAS Leeds Grenville Paramedic Service will provide the established call-out procedures for the local fire departments to the Central Ambulance Communication Centre (CACC); and

WHEREAS the said call-out procedures will endeavour to ensure the Fire Department Communications Centre will be notified to allow a timely assignment of fire services as soon as the status of the patient requiring service is confirmed.

NOW THEREFORE BE IT RESOLVED THAT The Corporation of the Township of Elizabethtown-Kitley are hereby authorized to participate in the Tiered-Response Program in partnership with The Corporation of the United Counties of Leeds and Grenville, Paramedic Service Division as set out in Schedule "A" – Call-out Procedures, and Schedule "B" – Roles and Responsibilities; and

AND THAT the Fire Chief for the Township is hereby authorized to execute the Roles and Responsibilities Agreement set out under Schedule "B" attached hereto.

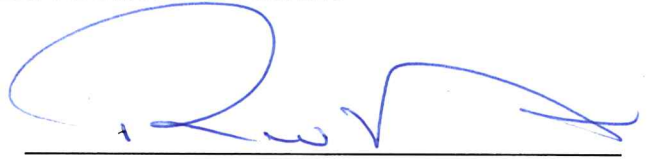
BE IT FURTHER RESOLVED THAT the Standard Operating Procedures for the Tiered-Response Program shall be reviewed as required by the LGPS Chief and the Elizabethtown-Kitley Fire & Emergency Services Chief and will be affirmed, modified or revoked as agreed in writing.

IN WITNESS WHEREOF, The Corporation of the Township of Elizabethtown-Kitley has hereunto set its hands, and corporate seal and The Corporation of the United Counties of Leeds and Grenville has hereunto affixed its corporate seal attested by the hands of its duly authorized officers as of the date of this Agreement.

FOR: THE CORPORATION THE TOWNSHIP OF ELIZABETHTOWN-KITLEY



Brant Burrows
Mayor
Elizabethtown-Kitley Township



Rob Nolan
CAO/Clerk
Elizabethtown-Kitley Township

Signature

Signature

Date

Date

FOR: THE CORPORATION OF THE UNITED COUNTIES OF LEEDS AND GRENVILLE

Jeff Carss, Chief
Leeds Grenville Paramedic Service

Date

TIERED RESPONSE AGREEMENT

SCHEDULE "A" – CALL-OUT PROCEDURES

**THE CORPORATION OF THE UNITED COUNTIES OF LEEDS AND GRENVILLE AND
THE CORPORATION OF THE TOWNSHIP OF ELIZABETHTOWN-KITLEY**

This Schedule shall form part of the original Tiered Response Agreement dated Feb. 9th, 2026; all terms and conditions of the Agreement remain the same unless otherwise specified below.

Tiered Response

The ultimate goal of tiered response for medical emergencies is to provide timely first response resources and skills to out-of-hospital medical emergencies in situations where there is a high probability of clinical benefit and advantage in the Fire Department's arrival in advance of Leeds Grenville Paramedic Service (LGPS) resources.

Tiered Response Agreement

A tiered response will be requested in conjunction with the response reference chart, for the following emergency requests for service:

1. Vital signs absent (VSA)
2. Unconsciousness
3. Airway compromise (airway obstruction absence of breathing)
4. All priority RED calls with Paramedic Service ETA greater than thirty (30) minutes


Note

- These criteria for medical-tiered response are in addition to the usual incidents requiring fire services response under their fire suppression, rescue and/or hazardous materials spills mandate where Central Ambulance Communications Centre (CACC) notification of the fire departments is automatic, in the following circumstances:
 - i. **Extrication or rescue of patients is required.**
 - ii. **Structural hazards.**
 - iii. **Any situation that the fire service would normally attend (e.g., fire, explosions, fluid spill, fire/gas alarms, or live electrical wires).**
 - iv. **Unknown cause, origin, and circumstances of any fire, explosion, or condition that has led to critical injury, loss of life, or damage to property.**
 - v. **Environmental/hazardous materials emergencies (e.g., nuclear, biological, chemical releases).**
 - vi. **MCI or disaster.**
 - vii. **As requested from a scene by paramedic crews**
- Once a tiered response has been initiated, it shall only be cancelled if the request for service is cancelled by the call originator, and/or paramedic service resource(s) have arrived on scene and made patient contact and have further determined that fire services are not required.
- Fire services will **not** be tiered to long-term care facilities, retirement homes, correctional facilities and/or hospitals.

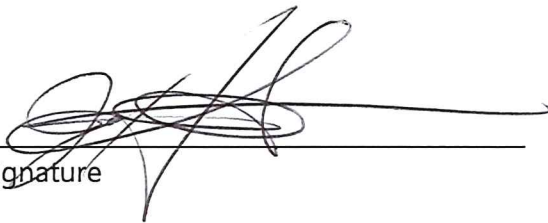
IN WITNESS WHEREOF, the parties have duly executed this agreement under seal.

FOR: THE CORPORATION OF THE TOWNSHIP OF ELIZABETHTOWN-KITLEY

Jeff Sargent
Fire Chief
Elizabethtown-Kitley Fire & Emergency Services



Brant Burrows
Mayor
Elizabethtown-Kitley Township



Signature

Signature

Feb 9, 2026

Date

Date

FOR: THE CORPORATION OF THE UNITED COUNTIES OF LEEDS AND GRENVILLE

Jeff Carss, Chief
Leeds Grenville Paramedic Service

Date



TIERED RESPONSE AGREEMENT

SCHEDULE "B" – ROLES AND RESPONSIBILITIES

**THE CORPORATION OF THE UNITED COUNTIES OF LEEDS AND GRENVILLE
AND
THE CORPORATION OF THE TOWNSHIP OF ELIZABETHTOWN-KITLEY**

This Schedule shall form part of the original Tiered Response Agreement dated Feb 9, 2026; all terms and conditions of the Agreement remain the same unless otherwise specified below.

Purpose

Written agreements provide a framework for cooperation of emergency services on a local level. The purpose of this Schedule is to outline the roles and responsibilities of the Leeds Grenville Paramedic Service (LGPS) and the Township of Elizabethtown-Kitley Fire & Emergency Services.

Elizabethtown-Kitley Fire & Emergency Services shall:

1. Ensure that all responding personnel are trained and certified **annually** by a credible agency in valid cardiopulmonary resuscitation (CPR) level C with the defibrillation component or equivalent/superior certification.
2. Ensure that all personnel providing patient care are trained and certified in first aid at a minimum, every three (3) years.
3. Ensure all defibrillators are maintained in accordance with the manufacturer's recommendations.

Leeds Grenville Paramedic Service shall:

1. Exchange disposable medical equipment at the scene with the fire service where applicable.

Terms and Conditions

1. All parties agree that upon request they will provide documentation, if available, detailing all emergency responses for a given period.
2. Leeds Grenville Paramedic Service will not financially reimburse local fire services for participating in this Agreement; however, it does sponsor a disposable equipment exchange program where certain equipment is replaced at no cost.
3. Fire emergencies and rescues shall take precedence over requests for medical-tiered response notifications, and it is recognized that the Elizabethtown-Kitley Fire & Emergency Services may not be able to respond upon notification if occupied with another emergency or for any other reason if determined by their senior on-duty Fire Officer and/or by the Central Ambulance Communications Centre (CACC). No liability shall be incurred by the Elizabethtown-Kitley Fire & Emergency Services for failing to respond to a tiered response request.
4. Each municipality may tailor the medical-tiered response agreement to address specific or unique situations within their municipality. To tailor a medical tiered response agreement, the Fire Chief of Elizabethtown-Kitley Fire & Emergency Services will notify the Chief of LGPS to arrange discussions. Any modifications must be indicted on a new schedule, duly signed by all parties and affixed to this Agreement.

Dispute/Issue Arbitration


If issues or concerns arise, the Fire Chief and the LGPS Chief will meet to mitigate the issue or concern. Disputes or issues must be clearly stated in writing and shall include the time, date, location and all parties involved.

Termination

1. Written notification shall be sent to either party regarding termination giving ninety (90) days' notice.
2. There may be a temporary suspension of the agreement by Leeds Grenville Paramedic Service Chief, with regard to health emergencies such as a pandemic, or other circumstances as declared by the Medical Officer of Health.
3. This Schedule shall be reviewed upon request of either party, in writing, to the other party.

IN WITNESS WHEREOF, the parties have duly executed this agreement under seal.

FOR: THE CORPORATION OF THE TOWNSHIP OF ELIZABETHTOWN-KITLEY



Brant Burrows
Mayor
Elizabethtown-Kitley Township

Signature

Date

Jeff Sargent
Fire Chief
Elizabethtown-Kitley Fire & Emergency
Services



Signature

Feb 9, 2026

Date

FOR: THE CORPORATION OF THE UNITED COUNTIES OF LEEDS AND GRENVILLE

Jeff Carss, Chief
Leeds Grenville Paramedic Service

Date

Date

TIERED RESPONSE AGREEMENT, MADE IN TRIPLICATE,

BETWEEN

**The Corporation of the United Counties of Leeds and Grenville
("Leeds Grenville")**

AND

**The Corporation of the Township of Front of Yonge
("Front of Yonge")**

This Agreement made effective the 17th day of February, 2026

WHEREAS the Municipal Act, 2001, provides authority for municipalities to pass by-laws to enter into agreements with persons or municipalities for the purpose of receiving fire protection services; and

WHEREAS The Corporation of the United Counties of Leeds and Grenville has established and organized Leeds Grenville Paramedic Service (LGPS) to provide paramedic services in Leeds and Grenville, as authorized by the Ontario Minister of Health; and

WHEREAS the participation of local fire departments in tiered response for medical emergencies is set out in Schedule "A" – Call-Out Procedures, and Schedule "B" – Roles and Responsibilities, which may be revised from time to time, duly signed by both parties; and

WHEREAS Leeds Grenville Paramedic Service will provide the established call-out procedures for the local fire departments to the Central Ambulance Communication Centre (CACC); and

WHEREAS the said call-out procedures will endeavour to ensure the Fire Department Communications Centre will be notified to allow a timely assignment of fire services as soon as the status of the patient requiring service is confirmed;

NOW THEREFORE BE IT RESOLVED THAT The Corporation of the Township of Front of Yonge are hereby authorized to participate in the Tiered-Response Program in partnership with The Corporation of the United Counties of Leeds and Grenville, Paramedic Service Division as set out in Schedule "A" – Call-out Procedures, and Schedule "B" – Roles and Responsibilities; and

AND THAT The Fire Chief for the Front of Yonge is hereby authorized to execute the Roles and Responsibilities Agreement set out under Schedule B attached hereto

BE IT FURTHER RESOLVED THAT the Standard Operating Procedures for the Tiered-Response Program shall be reviewed as required by the LGPS Chief and the Front of Yonge Fire Chief and will be affirmed, modified or revoked as agreed in writing.

IN WITNESS WHEREOF, The Corporation of the Township of Front of Yonge has hereunto set its hands and corporate seals and The Corporation of the United Counties of Leeds and Grenville has hereunto affixed its corporate seal attested by the hands of its duly authorized officers as of the date of this Agreement.

FOR: THE CORPORATION THE TOWNSHIP OF FRONT OF YONGE

Roger Haley, Mayor

Name and Title

Signature

February 17, 2026

Date

Jennifer Ault, Clerk

Name and Title

Signature

February 17, 2026

Date

FOR: THE CORPORATION OF THE UNITED COUNTIES OF LEEDS AND GRENVILLE

Jeff Carss, Chief
Leeds Grenville Paramedic Service

Date

TIERED RESPONSE AGREEMENT

SCHEDULE "A" – CALL-OUT PROCEDURES

THE CORPORATION OF THE UNITED COUNTIES OF LEEDS AND GRENVILLE AND THE CORPORATION OF THE TOWNSHIP OF FRONT OF YONGE

This Schedule shall form part of the original Tiered Response Agreement dated _____, 2026; all terms and conditions of the Agreement remain the same unless otherwise specified below.

Tiered Response

The ultimate goal of tiered response for medical emergencies is to provide timely first response resources and skills to out-of-hospital medical emergencies in situations where there is a high probability of clinical benefit and advantage in the Fire Department's arrival in advance of Leeds Grenville Paramedic Service (LGPS) resources.

Tiered Response Agreement

A tiered response will be requested in conjunction with the response reference chart, for the following emergency requests for service:

1. Vital signs absent (VSA)
2. Unconsciousness
3. Airway compromise (airway obstruction, absence of breathing)
4. All priority RED calls with Paramedic Service ETA greater than thirty (30) minutes.

Note

- These criteria for medical-tiered response are in addition to the usual incidents requiring fire services response under their fire suppression, rescue and/or hazardous materials spills mandate where Central Ambulance Communications Centre (CACC) notification of the fire departments is automatically, in the following circumstances:
 - i. Extrication or rescue of patients is required.
 - ii. Structural hazards.
 - iii. Any situation that the fire service would normally attend (e.g., fire, explosions, fluid spill, fire/gas alarms, or live electrical wires).
 - iv. Unknown cause, origin, and circumstances of any fire, explosion, or condition that has led to critical injury, loss of life, or damage to property.
 - v. Environmental/hazardous materials emergencies (e.g., nuclear, biological, chemical releases).
 - vi. MCI or disaster.
 - vii. As requested from a scene by paramedic crews
- Once a tiered response has been initiated, it shall only be cancelled if the request for service is cancelled by the call originator, and/or paramedic service resource(s) have arrived on scene and made patient contact and have further determined that fire services are not required.
- Fire services will **not** be tiered to long-term care facilities, retirement homes, correctional facilities and/or hospitals.

IN WITNESS WHEREOF, the parties have duly executed this agreement under seal.

FOR: THE CORPORATION OF THE TOWNSHIP OF FRONT OF YONGE

Roger Haley, Mayor

Name and Title

Jennifer Ault, Clerk

Name and Title

Signature

Signature

February 17, 2026

Date

February 17, 2026

Date

FOR: THE CORPORATION OF THE UNITED COUNTIES OF LEEDS AND GRENVILLE

Jeff Carss, Chief
Leeds Grenville Paramedic Service

Date



TIERED RESPONSE AGREEMENT

SCHEDULE "B" – ROLES AND RESPONSIBILITIES

**THE CORPORATION OF THE UNITED COUNTIES OF LEEDS AND GRENVILLE
AND
THE CORPORATION OF THE TOWNSHIP OF FRONT OF YONGE**

This Schedule shall form part of the original Tiered Response Agreement dated _____, 2026; all terms and conditions of the Agreement remain the same unless otherwise specified below.

Purpose

Written agreements provide a framework for cooperation of emergency services on a local level. The purpose of this Schedule is to outline the roles and responsibilities of the Leeds Grenville Paramedic Service (LGPS) and the Township of Front of Yonge Fire Services.

Front of Yonge Fire Services shall:

1. Ensure that all responding personnel are trained and certified annually by a credible agency in valid cardiopulmonary resuscitation (CPR) level C with the defibrillation component or equivalent/superior certification.
2. Ensure that all personnel providing patient care are trained and certified in first aid at a minimum, every three (3) years.
3. Ensure all defibrillators are maintained in accordance to the manufacturer's recommendations.

Leeds Grenville Paramedic Service shall:

1. Exchange disposable medical equipment at the scene with the applicable fire service where applicable.

Terms and Conditions

1. All parties agree that upon request they will provide documentation, if available, detailing all emergency responses for a given period.
2. Leeds Grenville Paramedic Service will not financially reimburse local fire services for participating in this Agreement, however it does sponsor a disposable equipment exchange program where certain equipment is replaced at no cost.
3. Fire emergencies and rescues shall take precedence over requests for medical-tiered response notifications, and it is recognized that the Front of Yonge Fire Services may not be able to respond upon notification if occupied with another emergency or for any other reason if determined by their senior on-duty Fire Officer and/or by the Central Ambulance Communications Centre (CACC). No liability shall be incurred by the Front of Yonge Fire Services for failing to respond to a tiered response request.
4. Each municipality may tailor the medical-tiered response agreement to address specific or unique situations within their municipality. To tailor a medical tiered response agreement, the Front of Yonge, Fire Chief of will notify the Chief of LGPS to arrange discussions. Any modifications must be indicted on a new schedule, duly signed by all parties and affixed to this Agreement.

Dispute/Issue Arbitration

If issues or concerns arise, the Fire Chief and the LGPS Chief will meet to mitigate the issue or concern. Disputes or issues must be clearly stated in writing and shall include the time, date, location and all parties involved.

Termination

1. Written notification shall be sent to either party regarding termination giving ninety (90) days' notice.
2. There may be a temporary suspension of the agreement by Leeds Grenville Paramedic Service with regard to health emergencies such as a pandemic, or other circumstances as declared by the Medical Officer of Health.
3. This Schedule shall be reviewed upon request of either party, in writing, to the other party.

IN WITNESS WHEREOF, the parties have duly executed this agreement under seal.

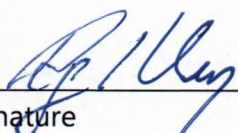
FOR: THE CORPORATION OF THE TOWNSHIP OF FRONT OF YONGE

Roger Haley, Mayor

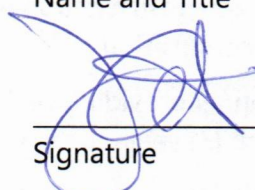
Name and Title

Jennifer Ault, Clerk

Name and Title



Signature



Signature

February 17, 2026

Date

February 17, 2026

Date

FOR: THE CORPORATION OF THE UNITED COUNTIES OF LEEDS AND GRENVILLE

Jeff Carss, Chief
Leeds Grenville Paramedic Service

Date

Date



TIERED RESPONSE AGREEMENT, MADE IN TRIPLICATE,

BETWEEN

**The Corporation of the United Counties of Leeds and Grenville
("Leeds Grenville")**

AND

**The Corporation of the Township of Leeds and the Thousand Islands
("Leeds 1000 Islands")**

This Agreement made effective the _____ day of _____, 2026

WHEREAS the Municipal Act, 2001, provides authority for municipalities to pass by-laws to enter into agreements with persons or municipalities for the purpose of receiving fire protection services; and

WHEREAS The Corporation of the United Counties of Leeds and Grenville has established and organized Leeds Grenville Paramedic Service (LGPS) to provide ambulance services in Leeds and Grenville, as authorized by the Ontario Minister of Health; and

WHEREAS the participation of local fire departments in tiered response for medical emergencies is set out in Schedule "A" – Call-Out Procedures, and Schedule "B" – Roles and Responsibilities, which may be revised from time to time, duly signed by both parties; and

WHEREAS Leeds Grenville Paramedic Service will provide the established call-out procedures for the local fire departments to the Central Ambulance Communication Centre (CACC); and

WHEREAS the said call-out procedures will endeavour to ensure the Fire Department Communications Centre will be notified to allow a timely assignment of fire services as soon as the status of the patient requiring service is confirmed;

NOW THEREFORE BE IT RESOLVED THAT The Corporation of the Township of Leeds and the Thousand Islands are hereby authorized to participate in the Tiered-Response Program in partnership with The Corporation of the United Counties of Leeds and Grenville, Paramedic Service Division as set out in Schedule "A" – Call-out Procedures, and Schedule "B" – Roles and Responsibilities; and

AND THAT The Township of Leeds and the Thousand Islands Fire Chief is hereby authorized to execute the Roles and Responsibilities Agreement set out under Schedule B attached hereto

BE IT FURTHER RESOLVED THAT the Standard Operating Procedures for the Tiered-Response Program shall be reviewed, as required, by the LGPS Chief and the Leeds 1000 Islands Fire Chief and will be affirmed, modified or revoked as agreed in writing.

IN WITNESS WHEREOF, The Corporation of the Township of Leeds and the Thousand Islands has hereunto set its hands and corporate seals and The Corporation of the United Counties of Leeds and Grenville has hereunto affixed its corporate seal attested by the hands of its duly authorized officers as of the date of this Agreement.



TIERED RESPONSE AGREEMENT

SCHEDULE "A" – CALL-OUT PROCEDURES

THE CORPORATION OF THE UNITED COUNTIES OF LEEDS AND GRENVILLE
AND
THE CORPORATION OF THE TOWNSHIP OF LEEDS AND THE THOUSAND ISLANDS

This Schedule shall form part of the original Tiered Response Agreement dated _____, 2026; all terms and conditions of the Agreement remain the same unless otherwise specified below.

Tiered Response

The ultimate goal of tiered response for medical emergencies is to provide timely first response resources and skills to out-of-hospital medical emergencies in situations where there is a high probability of clinical benefit and advantage in the Fire Department's arrival in advance of Leeds Grenville Paramedic Service (LGPS) resources.

Tiered Response Agreement

A tiered response will be requested in conjunction with the response reference chart, for the following emergency requests for service:

1. Vital signs absent (VSA)
2. Unconsciousness
3. Airway compromise (airway obstruction, absence of breathing)
4. All Priority RED calls with Paramedic Service ETA greater than thirty (30) minutes.

Note

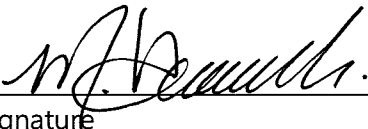
- These criteria for medical-tiered response are in addition to the usual incidents requiring fire services response under their fire suppression, rescue and/or hazardous materials spills mandate where Central Ambulance Communications Centre (CACC) notification of the fire departments is automatic, in the following circumstances:
 - i. **Extrication or rescue of patients is required.**
 - ii. **Structural hazards.**
 - iii. **Any situation that the fire service would normally attend (e.g., fire, explosions, fluid spill, fire/gas alarms, or live electrical wires).**
 - iv. **Unknown cause, origin, and circumstances of any fire, explosion, or condition that has led to critical injury, loss of life, or damage to property.**
 - v. **Environmental/hazardous materials emergencies (e.g., nuclear, biological, chemical releases).**
 - vi. **MCI or disaster.**
 - vii. **As requested from a scene by paramedic crews**
 - Once a tiered response has been initiated, it shall only be cancelled if the request for service is cancelled by the call originator, and/or paramedic service resource(s) have arrived on scene and made patient contact and have further determined that fire services are not required.
 - Fire services will **not** be tiered to long-term care facilities, correctional facilities and/or hospitals.
-

IN WITNESS WHEREOF, the parties have duly executed this agreement under seal.

FOR: THE CORPORATION OF THE TOWNSHIP OF LEEDS AND THE THOUSAND ISLANDS

Michelle Hannah, Clerk
Name and Title

Corinna Smith-Gatcke, mayor
Name and Title


Signature


Signature

February 10, 2026
Date

February 10, 2026
Date

FOR: THE CORPORATION OF THE UNITED COUNTIES OF LEEDS AND GRENVILLE

Jeff Carss, Chief
Leeds Grenville Paramedic Service

Date



TIERED RESPONSE AGREEMENT

SCHEDULE "B" – ROLES AND RESPONSIBILITIES

**THE CORPORATION OF THE UNITED COUNTIES OF LEEDS AND GRENVILLE
AND
THE CORPORATION OF THE TOWNSHIP OF LEEDS AND THE THOUSAND ISLANDS**

This Schedule shall form part of the original Tiered Response Agreement dated _____, 2026; all terms and conditions of the Agreement remain the same unless otherwise specified below.

Purpose

Written agreements provide a framework for cooperation of emergency services on a local level. The purpose of this Schedule is to outline the roles and responsibilities of the Leeds Grenville Paramedic Service (LGPS) and the Township of Leeds 1000 Islands Fire Services.

Leeds 1000 Islands Fire Services shall:

1. Ensure that all responding personnel are trained and certified annually by a credible agency in valid cardiopulmonary resuscitation (CPR) level C with the defibrillation component or equivalent/superior certification.
2. Ensure that all personnel providing patient care are trained and certified in first aid at a minimum, every three (3) years.
3. Ensure all defibrillators are maintained in accordance to the manufacturer's recommendations.

Leeds Grenville Paramedic Service shall:

1. Exchange disposable medical equipment at the scene with the fire service where applicable.

Terms and Conditions

1. All parties agree that upon request they will provide documentation, if available, detailing all emergency responses for a given period.
 2. Leeds Grenville Paramedic Service will not financially reimburse local fire services for participating in this Agreement, however it does sponsor a disposable equipment exchange program where certain equipment is replaced at no cost.
 3. Fire emergencies and rescues shall take precedence over requests for medical-tiered response notifications, and it is recognized that the Leeds 1000 Islands Fire Services may not be able to respond upon notification if occupied with another emergency or for any other reason if determined by their senior on-duty Fire Officer and/or by the Central Ambulance Communications Centre (CACC). No liability shall be incurred by the Leeds 1000 Islands Fire Services for failing to respond to a tiered response request.
 4. Each municipality may tailor the medical-tiered response agreement to address specific or unique situations within their municipality. To tailor a medical tiered response agreement, the applicable Fire Chief will notify the Chief of LGPS to arrange discussions. Any modifications must be indicated on a new schedule, duly signed by all parties and affixed to this Agreement.
-

Dispute/Issue Arbitration

If issues or concerns arise, the Fire Chief and the LGPS Chief will meet to mitigate the issue or concern. Disputes or issues must be clearly stated in writing and shall include the time, date, location and all parties involved.

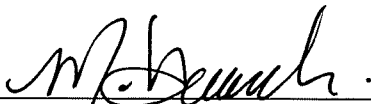
Termination

1. Written notification shall be sent to either party regarding termination giving ninety (90) days' notice.
2. There may be a temporary suspension of the agreement by Leeds Grenville Paramedic Service with regard to health emergencies such as a pandemic, or other circumstances as declared by the Medical Officer of Health.
3. This Schedule shall be reviewed upon request of either party, in writing, to the other party.

IN WITNESS WHEREOF, the parties have duly executed this agreement under seal.

FOR: THE CORPORATION OF THE TOWNSHIP OF LEEDS AND THE THOUSAND ISLANDS

Michelle Hannah, Clerk
Name and Title


Signature

February 10, 2026
Date

Corinna Smith-Gatcke, Mayor
Name and Title


Signature

February 10, 2026
Date

FOR: THE CORPORATION OF THE UNITED COUNTIES OF LEEDS AND GRENVILLE

Jeff Carss, Chief
Leeds Grenville Paramedic Service

Date

Date

TIERED RESPONSE AGREEMENT, MADE IN TRIPLICATE,

BETWEEN

**The Corporation of the United Counties of Leeds and Grenville
("Leeds Grenville")**

AND

**The Corporation of the Town of Gananoque
("Gananoque")**

This Agreement made effective the _____ day of _____, 2026

WHEREAS the Municipal Act, 2001, provides authority for municipalities to pass by-laws to enter into agreements with persons or municipalities for the purpose of receiving fire protection services; and

WHEREAS The Corporation of the United Counties of Leeds and Grenville has established and organized Leeds Grenville Paramedic Service (LGPS) to provide paramedic services in Leeds and Grenville, as authorized by the Ontario Minister of Health; and

WHEREAS the participation of local fire departments in tiered response for medical emergencies is set out in Schedule "A" – Call-Out Procedures, and Schedule "B" – Roles and Responsibilities, which may be revised from time to time, duly signed by both parties; and

WHEREAS Leeds Grenville Paramedic Service will provide the established call-out procedures for the local fire departments to the Central Ambulance Communication Centre (CACC); and

WHEREAS the said call-out procedures will endeavour to ensure the Fire Department Communications Centre will be notified to allow a timely assignment of fire services as soon as the status of the patient requiring service is confirmed;

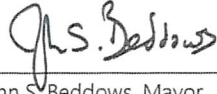
NOW THEREFORE BE IT RESOLVED THAT The Corporation of the Town of Gananoque are hereby authorized to participate in the Tiered-Response Program in partnership with The Corporation of the United Counties of Leeds and Grenville, Paramedic Service Division as set out in Schedule "A" – Call-out Procedures, and Schedule "B" – Roles and Responsibilities; and

AND THAT The Fire Chief for the Town of Gananoque is hereby authorized to execute the Roles and Responsibilities Agreement set out under Schedule B attached hereto

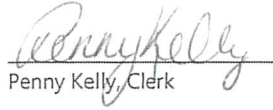
BE IT FURTHER RESOLVED THAT the Standard Operating Procedures for the Tiered-Response Program shall be reviewed as required by the LGPS Chief and the Town of Gananoque Fire Chief and will be affirmed, modified or revoked as agreed in writing.

IN WITNESS WHEREOF, The Corporation of the Town of Gananoque has hereunto set its hands and corporate seals and The Corporation of the United Counties of Leeds and Grenville has hereunto affixed its corporate seal attested by the hands of its duly authorized officers as of the date of this Agreement.

FOR: THE CORPORATION THE TOWN OF GANANOQUE



John S. Beddows, Mayor



Penny Kelly, Clerk

20 Mar 9 2026

Date

20 Mar 2026

Date

FOR: THE CORPORATION OF THE UNITED COUNTIES OF LEEDS AND GRENVILLE

Jeff Carss, Chief
Leeds Grenville Paramedic Service

Date



TIERED RESPONSE AGREEMENT

SCHEDULE "A" – CALL-OUT PROCEDURES

THE CORPORATION OF THE UNITED COUNTIES OF LEEDS AND GRENVILLE AND THE CORPORATION OF THE TOWN OF GANANOQUE

This Schedule shall form part of the original Tiered Response Agreement dated _____, 2026; all terms and conditions of the Agreement remain the same unless otherwise specified below.

Tiered Response

The ultimate goal of tiered response for medical emergencies is to provide timely first response resources and skills to out-of-hospital medical emergencies in situations where there is a high probability of clinical benefit and advantage in the Fire Department's arrival in advance of Leeds Grenville Paramedic Service (LGPS) resources.

Tiered Response Agreement

A tiered response will be requested in conjunction with the response reference chart, for the following emergency requests for service:

1. Vital signs absent (VSA)
2. Unconsciousness
3. Airway compromise (airway obstruction, absence of breathing)
4. All priority RED calls with Paramedic Service ETA greater than thirty (30) minutes.

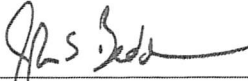
Note

- These criteria for medical-tiered response are in addition to the usual incidents requiring fire services response under their fire suppression, rescue and/or hazardous materials spills mandate where Central Ambulance Communications Centre (CACC) notification of the fire departments is automatically, in the following circumstances:
 - i. Extrication or rescue of patients is required.
 - ii. Structural hazards.
 - iii. Any situation that the fire service would normally attend (e.g., fire, explosions, fluid spill, fire/gas alarms, or live electrical wires).
 - iv. Unknown cause, origin, and circumstances of any fire, explosion, or condition that has led to critical injury, loss of life, or damage to property.
 - v. Environmental/hazardous materials emergencies (e.g., nuclear, biological, chemical releases).
 - vi. MCI or disaster.
 - vii. As requested from a scene by paramedic crews
 - Once a tiered response has been initiated, it shall only be cancelled if the request for service is cancelled by the call originator, and/or paramedic service resource(s) have arrived on scene and made patient contact and have further determined that fire services are not required.
 - Fire services will **not** be tiered to long-term care facilities, retirement homes, correctional facilities and/or hospitals.
-

IN WITNESS WHEREOF, the parties have duly executed this agreement under seal.

FOR: THE CORPORATION OF THE TOWN OF GANANOQUE

John S. Beddows, Mayor

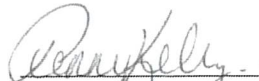


Signature

23 March 2026

Date

Penny Kelly, Clerk



Signature

23 Mar 2026

Date

FOR: THE CORPORATION OF THE UNITED COUNTIES OF LEEDS AND GRENVILLE

Jeff Carss, Chief
Leeds Grenville Paramedic Service

Date



TIERED RESPONSE AGREEMENT

SCHEDULE "B" – ROLES AND RESPONSIBILITIES

**THE CORPORATION OF THE UNITED COUNTIES OF LEEDS AND GRENVILLE
AND
THE CORPORATION OF THE TOWN OF GANANOQUE**

This Schedule shall form part of the original Tiered Response Agreement dated _____, 2026; all terms and conditions of the Agreement remain the same unless otherwise specified below.

Purpose

Written agreements provide a framework for cooperation of emergency services on a local level. The purpose of this Schedule is to outline the roles and responsibilities of the Leeds Grenville Paramedic Service (LGPS) and the Town of Gananoque Fire Services.

Gananoque Fire Services shall:

1. Ensure that all responding personnel are trained and certified annually by a credible agency in valid cardiopulmonary resuscitation (CPR) level C with the defibrillation component or equivalent/superior certification.
2. Ensure that all personnel providing patient care are trained and certified in first aid at a minimum, every three (3) years.
3. Ensure all defibrillators are maintained in accordance to the manufacturer's recommendations.

Leeds Grenville Paramedic Service shall:

1. Exchange disposable medical equipment at the scene with the applicable fire service where applicable.

Terms and Conditions

1. All parties agree that upon request they will provide documentation, if available, detailing all emergency responses for a given period.
 2. Leeds Grenville Paramedic Service will not financially reimburse local fire services for participating in this Agreement, however it does sponsor a disposable equipment exchange program where certain equipment is replaced at no cost.
 3. Fire emergencies and rescues shall take precedence over requests for medical-tiered response notifications, and it is recognized that the Gananoque Fire Services may not be able to respond upon notification if occupied with another emergency or for any other reason if determined by their senior on-duty Fire Officer and/or by the Central Ambulance Communications Centre (CACC). No liability shall be incurred by the Gananoque Fire Services for failing to respond to a tiered response request.
 4. Each municipality may tailor the medical-tiered response agreement to address specific or unique situations within their municipality. To tailor a medical tiered response agreement, the applicable Fire Chief of Gananoque will notify the Chief of LGPS to arrange discussions. Any modifications must be indicated on a new schedule, duly signed by all parties and affixed to this Agreement.
-

Dispute/Issue Arbitration

If issues or concerns arise, the Fire Chief and the LGPS Chief will meet to mitigate the issue or concern. Disputes or issues must be clearly stated in writing and shall include the time, date, location and all parties involved.

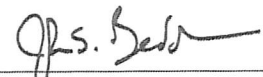
Termination

1. Written notification shall be sent to either party regarding termination giving ninety (90) days' notice.
2. There may be a temporary suspension of the agreement by Leeds Grenville Paramedic Service with regard to health emergencies such as a pandemic, or other circumstances as declared by the Medical Officer of Health.
3. This Schedule shall be reviewed upon request of either party, in writing, to the other party.

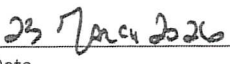
IN WITNESS WHEREOF, the parties have duly executed this agreement under seal.

FOR: THE CORPORATION OF THE TOWN OF GANANOQUE

John S. Beddows, Mayor

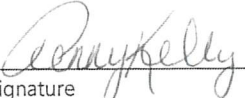


Signature

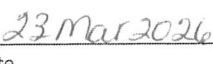


Date

Penny Kelly, Clerk



Signature



Date

FOR: THE CORPORATION OF THE UNITED COUNTIES OF LEEDS AND GRENVILLE

Jeff Carss, Chief
Leeds Grenville Paramedic Service

Date

Date

TIERED RESPONSE AGREEMENT, MADE IN TRIPLICATE,

BETWEEN

**The Corporation of the United Counties of Leeds and Grenville
("Leeds Grenville")**

AND

**The Corporation of the Village of Merrickville-Wolford
("Merrickville-Wolford")**

This Agreement made effective the 24th day of February, 2026

WHEREAS the Municipal Act, 2001, provides authority for municipalities to pass by-laws to enter into agreements with persons or municipalities for the purpose of receiving fire protection services; and

WHEREAS The Corporation of the United Counties of Leeds and Grenville has established and organized Leeds Grenville Paramedic Service (LGPS) to provide paramedic services in Leeds and Grenville, as authorized by the Ontario Minister of Health; and

WHEREAS the participation of local fire departments in tiered response for medical emergencies is set out in Schedule "A" – Call-Out Procedures, and Schedule "B" – Roles and Responsibilities, which may be revised from time to time, duly signed by both parties; and

WHEREAS Leeds Grenville Paramedic Service will provide the established call-out procedures for the local fire departments to the Central Ambulance Communication Centre (CACC); and

WHEREAS the said call-out procedures will endeavour to ensure the Fire Department Communications Centre will be notified to allow a timely assignment of fire services as soon as the status of the patient requiring service is confirmed;

NOW THEREFORE BE IT RESOLVED THAT The Corporation of the Village of Merrickville Wolford are hereby authorized to participate in the Tiered-Response Program in partnership with The Corporation of the United Counties of Leeds and Grenville, Paramedic Service Division as set out in Schedule "A" – Call-out Procedures, and Schedule "B" – Roles and Responsibilities; and

AND THAT The Fire Chief for the Village of Merrickville-Wolford is hereby authorized to execute the Roles and Responsibilities Agreement set out under Schedule B attached hereto;

BE IT FURTHER RESOLVED THAT the Standard Operating Procedures for the Tiered-Response Program shall be reviewed as required by the LGPS Chief and the Merrickville-Wolford Fire Chief and will be affirmed, modified or revoked as agreed in writing.

IN WITNESS WHEREOF, The Corporation of the Village of Merrickville-Wolford has hereunto set its hands and corporate seals and The Corporation of the United Counties of Leeds and Grenville has hereunto affixed its corporate seal attested by the hands of its duly authorized officers as of the date of this Agreement.

FOR: THE CORPORATION OF THE VILLAGE OF MERRICKVILLE WOLFORD

Michael Campbell Mayor
Name and Title

Julia McCaugherty - Jansman clerk
Name and Title

[Signature]
Signature

[Signature]
Signature

FEB 25 / 2024
Date

Feb 24, 2026
Date

FOR: THE CORPORATION OF THE UNITED COUNTIES OF LEEDS AND GRENVILLE

[Signature]
Jeff Carss, Chief
Leeds Grenville Paramedic Service

MARCH 12, 2026
Date

TIERED RESPONSE AGREEMENT

SCHEDULE "A" – CALL-OUT PROCEDURES

THE CORPORATION OF THE UNITED COUNTIES OF LEEDS AND GRENVILLE AND THE CORPORATION OF THE VILLAGE OF MERRICKVILLE-WOLFORD

This Schedule shall form part of the original Tiered Response Agreement dated February 24, 2026; all terms and conditions of the Agreement remain the same unless otherwise specified below.

Tiered Response

The ultimate goal of tiered response for medical emergencies is to provide timely first response resources and skills to out-of-hospital medical emergencies in situations where there is a high probability of clinical benefit and advantage in the Fire Department's arrival in advance of Leeds Grenville Paramedic Service (LGPS) resources.

Tiered Response Agreement

A tiered response will be requested in conjunction with the response reference chart, for the following emergency requests for service:

1. Vital signs absent (VSA)
2. Unconsciousness
3. Airway compromise (airway obstruction, absence of breathing)
4. All priority RED calls with Paramedic Service ETA greater than thirty (30) minutes

Note

- These criteria for medical-tiered response are in addition to the usual incidents requiring fire services response under their fire suppression, rescue and/or hazardous materials spills mandate where Central Ambulance Communications Centre (CACC) notification of the fire departments is automatic, in the following circumstances:
 - i. Extrication or rescue of patients is required.
 - ii. Structural hazards.
 - iii. Any situation that the fire service would normally attend (e.g., fire, explosions, fluid spill, fire/gas alarms, or live electrical wires).
 - iv. Unknown cause, origin, and circumstances of any fire, explosion, or condition that has led to critical injury, loss of life, or damage to property.
 - v. Environmental/hazardous materials emergencies (e.g., nuclear, biological, chemical releases).
 - vi. MCI or disaster.
 - vii. As requested from a scene by paramedic crews
- Once a tiered response has been initiated, it shall only be cancelled if the request for service is cancelled by the call originator, and/or paramedic service resource(s) have arrived on scene and made patient contact and have further determined that fire services are not required.
- Fire services will **not** be tiered to long-term care facilities, retirement homes, correctional facilities and/or hospitals.

IN WITNESS WHEREOF, the parties have duly executed this agreement under seal.

FOR: THE CORPORATION OF THE VILLAGE OF MERRICKVILLE-WOLFORD

Michael Cameron Mayor
Name and Title

[Signature]
Signature

FEB 25 / 2024
Date

Brad Cole Fire Chief
Name and Title

[Signature]
Signature

February 24, 2020
Date

FOR: THE CORPORATION OF THE UNITED COUNTIES OF LEEDS AND GRENVILLE

[Signature]
Jeff Carss, Chief
Leeds Grenville Paramedic Service

March 12, 2026
Date



TIERED RESPONSE AGREEMENT

SCHEDULE "B" – ROLES AND RESPONSIBILITIES

THE CORPORATION OF THE UNITED COUNTIES OF LEEDS AND GRENVILLE AND THE CORPORATION OF THE VILLAGE OF MERRICKVILLE-WOLFORD

This Schedule shall form part of the original Tiered Response Agreement dated February 24, 2026; all terms and conditions of the Agreement remain the same unless otherwise specified below.

Purpose

Written agreements provide a framework for cooperation of emergency services on a local level. The purpose of this Schedule is to outline the roles and responsibilities of the Leeds Grenville Paramedic Service (LGPS) and the Village of Merrickville-Wolford Fire Services.

Merrickville-Wolford Fire Services shall:

1. Ensure that all responding personnel are trained and certified annually by a credible agency in valid cardiopulmonary resuscitation (CPR) level C with the defibrillation component or equivalent/superior certification.
2. Ensure that all personnel providing patient care are trained and certified in first aid at a minimum, every three (3) years.
3. Ensure all defibrillators are maintained in accordance to the manufacturer's recommendations.

Leeds Grenville Paramedic Service shall:

1. Exchange disposable medical equipment at the scene with the applicable fire service where applicable.

Terms and Conditions

1. All parties agree that upon request they will provide documentation, if available, detailing all emergency responses for a given period.
2. Leeds Grenville Paramedic Service will not financially reimburse local fire services for participating in this Agreement, however it does sponsor a disposable equipment exchange program where certain equipment is replaced at no cost.
3. Fire emergencies and rescues shall take precedence over requests for medical-tiered response notifications, and it is recognized that the Merrickville-Wolford Fire Services may not be able to respond upon notification if occupied with another emergency or for any other reason if determined by their senior on-duty Fire Officer and/or by the Central Ambulance Communications Centre (CACC). No liability shall be incurred by the Merrickville- Wolford Fire Services for failing to respond to a tiered response request.
4. Each municipality may tailor the medical-tiered response agreement to address specific or unique situations within their municipality. To tailor a medical tiered response agreement, the applicable Fire Chief of Merrickville-Wolford will notify the Chief of LGPS to arrange discussions. Any modifications must be indicted on a new schedule, duly signed by all parties and affixed to this Agreement.

Dispute/Issue Arbitration

If issues or concerns arise, the Fire Chief and the LGPS Chief will meet to mitigate the issue or concern. Disputes or issues must be clearly stated in writing and shall include the time, date, location and all parties involved.

Termination

1. Written notification shall be sent to either party regarding termination giving ninety (90) days' notice.
2. There may be a temporary suspension of the agreement by Leeds Grenville Paramedic Service with regard to health emergencies such as a pandemic, or other circumstances as declared by the Medical Officer of Health.
3. This Schedule shall be reviewed upon request of either party, in writing, to the other party.

IN WITNESS WHEREOF, the parties have duly executed this agreement under seal.

FOR: THE CORPORATION OF THE VILLAGE OF MERRICKVILLE-WOLFORD

Michael Cameron Mayor
Name and Title

[Signature]
Signature

FEB 25TH 2026
Date

Brad Cole Fire Chief
Name and Title

[Signature]
Signature

February 24, 2026
Date

FOR: THE CORPORATION OF THE UNITED COUNTIES OF LEEDS AND GRENVILLE

[Signature]
Jeff Carss, Chief
Leeds Grenville Paramedic Service

March 12, 2026
Date

Date

TIERED RESPONSE AGREEMENT, MADE IN TRIPLICATE,

BETWEEN

**The Corporation of the United Counties of Leeds and Grenville
("Leeds Grenville")**

AND

**The Corporation of the Municipality of North Grenville
("North Grenville")**

This Agreement made effective the _____ day of _____, 2026

WHEREAS the Municipal Act, 2001, provides authority for municipalities to pass by-laws to enter into agreements with persons or municipalities for the purpose of receiving fire protection services; and

WHEREAS The Corporation of the United Counties of Leeds and Grenville has established and organized Leeds Grenville Paramedic Service (LGPS) to provide paramedic services in Leeds and Grenville, as authorized by the Ontario Minister of Health; and

WHEREAS the participation of local fire departments in tiered response for medical emergencies is set out in Schedule "A" – Call-Out Procedures, and Schedule "B" – Roles and Responsibilities, which may be revised from time to time, duly signed by both parties; and

WHEREAS Leeds Grenville Paramedic Service will provide the established call-out procedures for the local fire departments to the Central Ambulance Communication Centre (CACC); and

WHEREAS the said call-out procedures will endeavour to ensure the Fire Department Communications Centre will be notified to allow a timely assignment of fire services as soon as the status of the patient requiring service is confirmed;

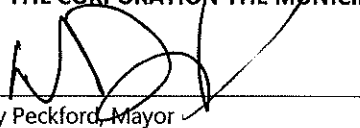
NOW THEREFORE BE IT RESOLVED THAT The Corporation of the Township of North Grenville are hereby authorized to participate in the Tiered-Response Program in partnership with The Corporation of the United Counties of Leeds and Grenville, Paramedic Service Division as set out in Schedule "A" – Call-out Procedures, and Schedule "B" – Roles and Responsibilities; and

AND THAT The Fire Chief for the North Grenville is hereby authorized to execute the Roles and Responsibilities Agreement set out under Schedule B attached hereto

BE IT FURTHER RESOLVED THAT the Standard Operating Procedures for the Tiered-Response Program shall be reviewed as required by the LGPS Chief and the North Grenville Fire Chief and will be affirmed, modified or revoked as agreed in writing.

IN WITNESS WHEREOF, The Corporation of the Township of North Grenville has hereunto set its hands and corporate seals and The Corporation of the United Counties of Leeds and Grenville has hereunto affixed its corporate seal attested by the hands of its duly authorized officers as of the date of this Agreement.

FOR: THE CORPORATION THE MUNICIPALITY OF NORTH GRENVILLE



Nancy Peckford, Mayor



Karen Dunlop, Chief Administrative Officer

Signature

Signature

February 26, 2026
Date

Feb 26/26
Date

FOR: THE CORPORATION OF THE UNITED COUNTIES OF LEEDS AND GRENVILLE

Jeff Carss, Chief
Leeds Grenville Paramedic Service

Date



TIERED RESPONSE AGREEMENT

SCHEDULE "A" – CALL-OUT PROCEDURES

THE CORPORATION OF THE UNITED COUNTIES OF LEEDS AND GRENVILLE AND THE CORPORATION OF THE MUNICIPALITY OF NORTH GRENVILLE

This Schedule shall form part of the original Tiered Response Agreement dated _____, 2026; all terms and conditions of the Agreement remain the same unless otherwise specified below.

Tiered Response

The ultimate goal of tiered response for medical emergencies is to provide timely first response resources and skills to out-of-hospital medical emergencies in situations where there is a high probability of clinical benefit and advantage in the Fire Department's arrival in advance of Leeds Grenville Paramedic Service (LGPS) resources.

Tiered Response Agreement

A tiered response will be requested in conjunction with the response reference chart, for the following emergency requests for service:

1. Vital signs absent (VSA)
2. Unconsciousness
3. Airway compromise (airway obstruction, absence of breathing)
4. All Priority RED calls with Paramedic Service ETA greater than thirty (30) minutes.

Note

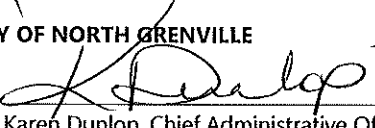
- These criteria for medical-tiered response are in addition to the usual incidents requiring fire services response under their fire suppression, rescue and/or hazardous materials spills mandate where Central Ambulance Communications Centre (CACC) notification of the fire departments is automatically, in the following circumstances:
 - i. Extrication or rescue of patients is required.
 - ii. Structural hazards.
 - iii. Any situation that the fire service would normally attend (e.g., fire, explosions, fluid spill, fire/gas alarms, or live electrical wires).
 - iv. Unknown cause, origin, and circumstances of any fire, explosion, or condition that has led to critical injury, loss of life, or damage to property.
 - v. Environmental/hazardous materials emergencies (e.g., nuclear, biological, chemical releases).
 - vi. MCI or disaster.
 - vii. As requested from a scene by paramedic crews
- Once a tiered response has been initiated, it shall only be cancelled if the request for service is cancelled by the call originator, and/or paramedic service resource(s) have arrived on scene and made patient contact and have further determined that fire services are not required.
- Fire services will **not** be tiered to long-term care facilities, retirement homes, correctional facilities and/or hospitals.

IN WITNESS WHEREOF, the parties have duly executed this agreement under seal.

FOR: THE CORPORATION OF THE MUNICIPALITY OF NORTH GRENVILLE



Nancy Peckford, Mayor



Karen Dunlop, Chief Administrative Officer

Signature

Signature

February 26, 2026
Date

Feb 26/26
Date

FOR: THE CORPORATION OF THE UNITED COUNTIES OF LEEDS AND GRENVILLE

Jeff Carss, Chief
Leeds Grenville Paramedic Service

Date



TIERED RESPONSE AGREEMENT

SCHEDULE "B" – ROLES AND RESPONSIBILITIES

THE CORPORATION OF THE UNITED COUNTIES OF LEEDS AND GRENVILLE AND THE CORPORATION OF THE MUNICIPALITY OF NORTH GRENVILLE

This Schedule shall form part of the original Tiered Response Agreement dated _____, 2026; all terms and conditions of the Agreement remain the same unless otherwise specified below.

Purpose

Written agreements provide a framework for cooperation of emergency services on a local level. The purpose of this Schedule is to outline the roles and responsibilities of the Leeds Grenville Paramedic Service (LGPS) and the Township of North Grenville Fire Services.

North Grenville Fire Services shall:

1. Ensure that all responding personnel are trained and certified annually by a credible agency in valid cardiopulmonary resuscitation (CPR) level C with the defibrillation component or equivalent/superior certification.
2. Ensure that all personnel providing patient care are trained and certified in first aid at a minimum, every three (3) years.
3. Ensure all defibrillators are maintained in accordance to the manufacturer's recommendations.

Leeds Grenville Paramedic Service shall:

1. Exchange disposable medical equipment at the scene with the applicable fire service where applicable.

Terms and Conditions

1. All parties agree that upon request they will provide documentation, if available, detailing all emergency responses for a given period.
2. Leeds Grenville Paramedic Service will not financially reimburse local fire services for participating in this Agreement, however it does sponsor a disposable equipment exchange program where certain equipment is replaced at no cost.
3. Fire emergencies and rescues shall take precedence over requests for medical-tiered response notifications, and it is recognized that the North Grenville Fire Services may not be able to respond upon notification if occupied with another emergency or for any other reason if determined by their senior on-duty Fire Officer and/or by the Central Ambulance Communications Centre (CACC). No liability shall be incurred by the North Grenville Fire Services for failing to respond to a tiered response request.
4. Each municipality may tailor the medical-tiered response agreement to address specific or unique situations within their municipality. To tailor a medical tiered response agreement, the applicable Fire Chief of North Grenville will notify the Chief of LGPS to arrange discussions. Any modifications must be indicted on a new schedule, duly signed by all parties and affixed to this Agreement.

Dispute/Issue Arbitration

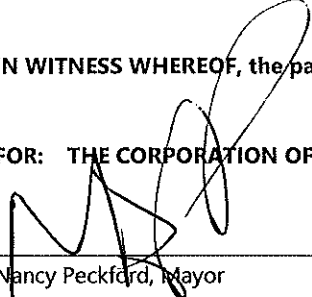
If issues or concerns arise, the Fire Chief and the LGPS Chief will meet to mitigate the issue or concern. Disputes or issues must be clearly stated in writing and shall include the time, date, location and all parties involved.

Termination

1. Written notification shall be sent to either party regarding termination giving ninety (90) days' notice.
2. There may be a temporary suspension of the agreement by Leeds Grenville Paramedic Service with regard to health emergencies such as a pandemic, or other circumstances as declared by the Medical Officer of Health.
3. This Schedule shall be reviewed upon request of either party, in writing, to the other party.

IN WITNESS WHEREOF, the parties have duly executed this agreement under seal.

FOR: THE CORPORATION OF THE TOWNSHIP OF NORTH GRENVILLE



Nancy Peckford, Mayor



Karen Dunlop, Chief Administrative Officer

Signature

February 26, 2026
Date

Signature

Feb 26/26
Date

FOR: THE CORPORATION OF THE UNITED COUNTIES OF LEEDS AND GRENVILLE

Jeff Carss, Chief
Leeds Grenville Paramedic Service

Date

Date

TIERED RESPONSE AGREEMENT, MADE IN TRIPLICATE,

BETWEEN

**The Corporation of the United Counties of Leeds and Grenville
("Leeds Grenville")**

AND

**The Corporation of the Township of Edwardsburgh Cardinal
("Edwardsburgh Cardinal")**

This Agreement made effective the 12 day of March, 2026

WHEREAS the Municipal Act, 2001, provides authority for municipalities to pass by-laws to enter into agreements with persons or municipalities for the purpose of receiving fire protection services; and

WHEREAS The Corporation of the United Counties of Leeds and Grenville has established and organized Leeds Grenville Paramedic Service (LGPS) to provide paramedic services in Leeds and Grenville, as authorized by the Ontario Minister of Health; and

WHEREAS the participation of local fire departments in tiered response for medical emergencies is set out in Schedule "A" – Call-Out Procedures, and Schedule "B" – Roles and Responsibilities, which may be revised from time to time, duly signed by both parties; and

WHEREAS Leeds Grenville Paramedic Service will provide the established call-out procedures for the local fire departments to the Central Ambulance Communication Centre (CACC); and

WHEREAS the said call-out procedures will endeavour to ensure the Fire Department Communications Centre will be notified to allow a timely assignment of fire services as soon as the status of the patient requiring service is confirmed;

NOW THEREFORE BE IT RESOLVED THAT The Corporation of the Township of Edwardsburgh Cardinal are hereby authorized to participate in the Tiered-Response Program in partnership with The Corporation of the United Counties of Leeds and Grenville, Paramedic Service Division as set out in Schedule "A" – Call-out Procedures, and Schedule "B" – Roles and Responsibilities; and

AND THAT The Fire Chief for the Township of Edwardsburgh Cardinal is hereby authorized to execute the Roles and Responsibilities Agreement set out under Schedule B attached hereto

BE IT FURTHER RESOLVED THAT the Standard Operating Procedures for the Tiered-Response Program shall be reviewed as required by the LGPS Chief and the Edwardsburgh Cardinal Fire Chief and will be affirmed, modified or revoked as agreed in writing.

IN WITNESS WHEREOF, The Corporation of the Township of Edwardsburgh Cardinal has hereunto set its hands and corporate seals and The Corporation of the United Counties of Leeds and Grenville has hereunto affixed its corporate seal attested by the hands of its duly authorized officers as of the date of this Agreement.


FOR: THE CORPORATION THE TOWNSHIP OF EDWARDSBURGH CARDINAL

Tory Deschamps Mayor

Natalie Charette, Interim Clerk

Name and Title

Name and Title





Tory Deschamps (Feb 27, 2026 17:49:51 EST)

Signature

Signature

27/02/2026

12/03/2026

Date

Date

FOR: THE CORPORATION OF THE UNITED COUNTIES OF LEEDS AND GRENVILLE



Jeff Carss, Chief
Leeds Grenville Paramedic Service

12/03/2026

Date

TIERED RESPONSE AGREEMENT, MADE IN TRIPLICATE,

BETWEEN

**The Corporation of the United Counties of Leeds and Grenville
("Leeds Grenville")**

AND

**The Corporation of the City of Brockville
("Brockville")**

This Agreement made effective the 21st day of March, 2026

WHEREAS the Municipal Act, 2001, provides authority for municipalities to pass by-laws to enter into agreements with persons or municipalities for the purpose of receiving fire protection services; and

WHEREAS The Corporation of the United Counties of Leeds and Grenville has established and organized Leeds Grenville Paramedic Service (LGPS) to provide ambulance services in Leeds and Grenville, as authorized by the Ontario Minister of Health and Long-Term Care; and

WHEREAS the participation of local fire departments in tiered response for medical emergencies is set out in Schedule "A" – Call-Out Procedures, and Schedule "B" – Roles and Responsibilities, which may be revised from time to time, duly signed by both parties; and

WHEREAS Leeds Grenville Paramedic Service will provide the established call-out procedures for the local fire departments to the Central Ambulance Communication Centre (CACC); and

WHEREAS the said call-out procedures will endeavour to ensure the Fire Department Communications Centre will be notified to allow a timely assignment of fire services as soon as the status of the patient requiring service is confirmed;

NOW THEREFORE BE IT RESOLVED THAT The Corporation of the City of Brockville are hereby authorized to participate in the Tiered-Response Program in partnership with The Corporation of the United Counties of Leeds and Grenville Paramedic Service Division as set out in Schedule "A" – Call-out Procedures, and Schedule "B" – Roles and Responsibilities; and

AND THAT The Fire Chief for the City of Brockville is hereby authorized to execute the Roles and Responsibilities Agreement set out under Schedule B attached hereto;

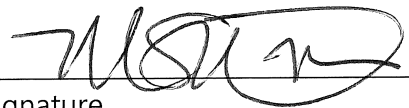
BE IT FURTHER RESOLVED THAT the Standard Operating Procedures for the Tiered-Response Program shall be reviewed annually by the LGPS Chief and the Brockville Fire Chief and will be affirmed, modified or revoked as agreed in writing.

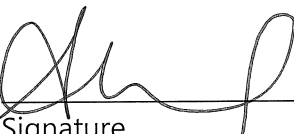
IN WITNESS WHEREOF, The Corporation of the City of Brockville has hereunto set its hands and corporate seals and The Corporation of the United Counties of Leeds and Grenville has hereunto affixed its corporate seal attested by the hands of its duly authorized officers as of the date of this Agreement.

FOR: THE CORPORATION OF THE CITY OF BROCKVILLE

Matthew Wren, Mayor
Name and Title

Sheena Earl, City Clerk
Name and Title


Signature


Signature

March 27, 2026
Date

Mar. 27, 2026
Date

FOR: THE CORPORATION OF THE UNITED COUNTIES OF LEEDS AND GRENVILLE

Jeff Carss, Chief
Leeds Grenville Paramedic Service

Date



TIERED RESPONSE AGREEMENT

SCHEDULE "A" – CALL-OUT PROCEDURES

THE CORPORATION OF THE UNITED COUNTIES OF LEEDS AND GRENVILLE AND THE CITY OF BROCKVILLE

This Schedule shall form part of the original Tiered Response Agreement dated March 28th, 2026; all terms and conditions of the Agreement remain the same unless otherwise specified below.

Tiered Response

The ultimate goal of tiered response for medical emergencies is to provide timely first response resources and skills to out-of-hospital medical emergencies in situations where there is a high probability of clinical benefit and advantage in the Fire Department's arrival in advance of Leeds Grenville Paramedic Service (LGPS) resources.

Tiered Response Agreement

A tiered response will be requested in conjunction with the response reference chart, for the following emergency requests for service:

1. Vital signs absent (VSA)
2. Unconsciousness
3. Airway compromise (airway obstruction absence of breathing)
4. All Priority RED calls with Paramedic Service ETA greater than thirty (30) minutes.

Note

- These criteria for medical-tiered response are in addition to the usual incidents requiring fire services response under their fire suppression, rescue and/or hazardous materials spills mandate where Central Ambulance Communications Centre (CACC) notification of the fire departments is automatically, in the following circumstances:
 - i. Extrication or rescue of patients is required.
 - ii. Structural hazards.
 - iii. Any situation that the fire service would normally attend (e.g., fire, explosions, fluid spill, fire/gas alarms, or live electrical wires).
 - iv. Unknown cause, origin, and circumstances of any fire, explosion, or condition that has led to critical injury, loss of life, or damage to property.
 - v. Environmental/hazardous materials emergencies (e.g., nuclear, biological, chemical releases).
 - vi. MCI or disaster.
 - vii. As requested from a scene by paramedic crews
 - Once a tiered response has been initiated, it shall only be cancelled if the request for service is cancelled by the call originator, and/or paramedic service resource(s) have arrived on scene and made patient contact and have further determined that fire services are not required.
-

- Fire services will **not** be tiered to long-term care facilities, retirement homes, correctional facilities and/or hospitals.


IN WITNESS WHEREOF, the parties have duly executed this agreement under seal.

FOR: THE CITY OF BROCKVILLE

Matthew Wren, Mayor
Name and Title

Sheena Earl, City Clerk
Name and Title


Signature


Signature

March 27, 2026
Date

Mar. 26, 2026
Date

FOR: THE CORPORATION OF THE UNITED COUNTIES OF LEEDS AND GRENVILLE

Jeff Carss, Chief
Leeds Grenville Paramedic Service

Date



TIERED RESPONSE AGREEMENT

SCHEDULE "B" – ROLES AND RESPONSIBILITIES

**THE CORPORATION OF THE UNITED COUNTIES OF LEEDS AND GRENVILLE
AND
THE CORPORATION OF THE CITY OF BROCKVILLE**

This Schedule shall form part of the original Tiered Response Agreement dated March 27, 2026; all terms and conditions of the Agreement remain the same unless otherwise specified below.

Purpose

Written agreements provide a framework for cooperation of emergency services on a local level. The purpose of this Schedule is to outline the roles and responsibilities of the Leeds Grenville Paramedic Service (LGPS) and the City of Brockville Fire Department.

Brockville Fire Department shall:

1. Ensure that all responding personnel are trained and certified annually by a credible agency in valid cardiopulmonary resuscitation (CPR) level C with the defibrillation component or equivalent/superior certification.
2. Ensure that all personnel providing patient care are trained and certified in first aid at a minimum, every three (3) years.
3. Ensure all defibrillators are maintained in accordance to the manufacturer's recommendations.

Leeds Grenville Paramedic Service shall:

1. Exchange disposable medical equipment at the scene with the applicable fire service where applicable.

Terms and Conditions

1. All parties agree that upon request they will provide documentation, if available, detailing all emergency responses for a given period.
2. Leeds Grenville Paramedic Service will not financially reimburse local fire services for participating in this Agreement, however it does sponsor a disposable equipment exchange program where certain equipment is replaced at no cost.
3. Fire emergencies and rescues shall take precedence over requests for medical-tiered response notifications, and it is recognized that the Brockville Fire Department may not be able to respond upon notification if occupied with another emergency or for any other reason if determined by their senior on-duty Fire Officer and/or by the Central Ambulance Communications Centre (CACC). No liability shall be incurred by the Brockville Fire Department for failing to respond to a tiered response request.
4. Each municipality may tailor the medical-tiered response agreement to address specific or unique situations within their municipality. To tailor a medical tiered response agreement, the applicable Brockville Fire Chief will notify the Chief of LGPS to arrange discussions. Any modifications must be indicted on a new schedule, duly signed by all parties and affixed to this Agreement.

Dispute/Issue Arbitration

If issues or concerns arise, the Fire Chief and the LGPS Chief will meet to mitigate the issue or concern. Disputes or issues must be clearly stated in writing and shall include the time, date, location and all parties involved.

Termination

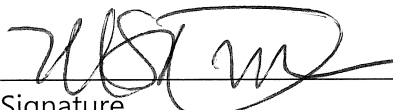
1. Written notification shall be sent to either party regarding termination giving ninety (90) days' notice.
2. There may be a temporary suspension of the agreement by Leeds Grenville Paramedic Service with regard to health emergencies such as a pandemic, or other circumstances as declared by the Medical Officer of Health.
3. This Schedule shall be reviewed upon request of either party, in writing, to the other party.


IN WITNESS WHEREOF, the parties have duly executed this agreement under seal.

FOR: THE CORPORATION OF THE CITY OF BROCKVILLE

Matthew Wren, Mayor
Name and Title

Sheena Earl, City Clerk
Name and Title


Signature


Signature

March 27, 2026
Date

Mar. 27, 2026
Date

FOR: THE CORPORATION OF THE UNITED COUNTIES OF LEEDS AND GRENVILLE

Jeff Carss, Chief
Leeds Grenville Paramedic Service

Date

Date



BY – LAW No. 26-25

The Corporation of the United Counties of Leeds and Grenville

A BY-LAW TO AUTHORIZE THE EXECUTION OF CONTRACT NO. CSS-2026-03 WITH 1425792 O/A UPPER CANADA ELEVATORS FOR LIFT MODERNIZATION AT 3 MILLER DRIVE, MALLORYTOWN AND 43 CENTRE DRIVE, LANSDOWNE

WHEREAS under Section 5(3) of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, 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 under Section 9 of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act; and

WHEREAS Council deems it prudent to award Contract No. CSS-2026-03 to 1425792 O/A Upper Canada Elevators for lift modernization at 3 Miller Drive, Mallorytown and 43 Centre Drive, Lansdowne in the amount of \$177,178.00, excluding taxes; and

WHEREAS both parties have agreed to the terms in the Form of Agreement.

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE UNITED COUNTIES OF LEEDS AND GRENVILLE HEREBY ENACTS AS FOLLOWS:

- 1. THAT** the Council of the United Counties of Leeds and Grenville approves the awarding of Contract No. CSS-2026-03 to 1425792 O/A Upper Canada Elevators for lift modernization at 3 Miller Drive, Mallorytown and 43 Centre Drive, Lansdowne in the amount of \$177,178.00, excluding taxes, as per the Form of Agreement attached hereto as Schedule "A" and forming part of this by-law.
- 2. THAT** the Warden and County Clerk be authorized to execute all things, papers, and documents necessary to the execution of such Contract.

3. **THAT** any by-laws or parts of by-laws contrary to or inconsistent with this By-law are hereby repealed.
4. **THAT** this By-law shall come into force and take effect on the date of its passing.

By-law read a first, second and third time, and finally passed this 23rd day of April, 2026.

Corinna Smith-Gatcke, Warden

Krystin Stitt, Interim County Clerk

FORM OF AGREEMENT

BETWEEN:

THE UNITED COUNTIES OF LEEDS AND GRENVILLE

(referred to as the "Counties")

AND:

1425792 O/A UPPER CANADA ELEVATORS

(referred to as the "Supplier")

In consideration of their respective agreements set out herein, the parties covenant and agree as follows:

1. Contract Documents

The contract between the parties in respect of:

CSS-2026-03 Lift Modernization

is comprised of the following documents, which are collectively referred to as the "Contract":

- (a) this Agreement;
- (b) the Schedule of Deliverables, Rates and Specific Provisions, attached hereto as Schedule 1;
- (c) the Standard Terms and Conditions, attached hereto as Schedule 2;
- (d) the **CSS-2026-03 Lift Modernization**, including any addenda, (the "Solicitation Document"); and
- (e) all the documentation submitted by the Supplier in response to the Solicitation Document (the "Supplier's Submission").

2. Interpretive Value of Contract Documents

Any ambiguity, conflict or inconsistency between or among the documents comprising the Contract will be resolved by giving precedence to the express terms of the documents in the order in which they

appear above, so that a first mentioned document shall prevail notwithstanding any term or aspect of a later mentioned document.

3. Execution

This Agreement may be executed and (i) delivered by facsimile transmission or (ii) scanned and delivered by electronic transmission, and when so executed and delivered, will be deemed an original.

IN WITNESS WHEREOF the parties hereto have executed this Agreement as of the date written below.

THE UNITED COUNTIES OF LEEDS AND GRENVILLE

Signature:

Signature:

Name: Corinna Smith-Gatcke

Name: Krystin Stitt

Title: Warden

Title: Interim County Clerk

Date of Signature:

Date of Signature:

I have the authority to bind the Counties.

I have the authority to bind the Counties.

1425792 O/A UPPER CANADA ELEVATORS

Signature:

Name:

Title:

Date of Signature:

I have the authority to bind the Supplier.

Schedule 1 – Schedule of Deliverables, Rates and Specific Provisions

A. Description of Deliverables

Provide all labour, parts, materials, tools, equipment, lubricants, other consumables and licensed, experienced manpower to perform lift upgrades as follows:

- 3 Miller Drive, Mallorytown – new vertical lift entry hall doors and frames on both building floors.
- 43 Centre Drive, Lansdowne – new vertical lift entry hall doors and frames on both building floors.

Refer to: APPENDIX D – RFQ PARTICULARS – CSS-2026-03

A. THE DELIVERABLES/SCOPE OF WORK

B. Rates and Disbursements

B.1 Maximum Fee

Notwithstanding anything else in the Contract, the total amount payable by the Counties to the Supplier under the Contract shall not exceed **\$177,178.00** (one hundred and seventy-seven thousand, one hundred and seventy-eight dollars and zero cents, **plus HST**, as follows:

Location	Price (plus HST)
3 Miller Drive, Mallorytown	\$88,589.00
43 Centre Street, Lansdowne	\$88,589.00

B.2 Personnel and Rates

The following individuals are responsible for the provision of the Deliverables. The Rates for these individuals are set out below and shall remain fixed during the Term of this Contract:

N/A

C. Payment Terms

Refer to section F.14 of the Specific Provisions set out below.

D. Counties and Supplier Representatives

The Counties Representative and contact information for the Contract is:

Dave Powers, Asset and Facilities Supervisor

dave.powers@uclg.on.ca
613-925-0001 ext. 4025
613-802-3497 cell

E. Term of Contract

The Contract shall take effect on **April 30, 2026** (the “**Effective Date**”) and shall be in effect until **September 3, 2026**.

F. Specific Provisions

The following Specific Provisions are hereby added to the Counties’ Standard Terms and Conditions. In the event of any conflict between these Specific Provisions and the Standard Terms and Conditions, these Specific Provisions shall govern.

In these Specific Provisions:

The term “**Contractor**” means the Supplier, as further defined in the Contract; and

The term “**Health and Safety Legislation**” includes Ontario’s *Occupational Health and Safety Act* (“OHSA”) and its Regulations, Ontario’s *Workplace Safety and Insurance Act* and its Regulations, and any other applicable health and safety laws, regulations, codes, by-laws and standards.

There shall be no smoking on any Leeds Grenville property.

As per the *Occupational Health and Safety Act*, be advised that the **presence of a designated substance, asbestos, silica and lead** have probably been used in the original construction and finishes of these properties. Copies of the Designated Substances Regulation (DSR) are available on request. Prior to commencement of work, the Supplier will discuss Designated Substance Regulations with the Owner, or designate.

The Residential Tenancies Act

In accordance with the *Residential Tenancies Act*, access to premises of residents may only be gained by giving written notice to the resident specifying the time of entry not less than 24 hours prior to the time and the reason for entry.

The Supplier shall inform the Owner, or designate, not less than 72 hours in advance of requiring access to any residents' premises. Leeds Grenville shall be responsible for all communication with the residents.

Communication with Residents

The Supplier shall communicate exclusively with Leeds Grenville and shall at no time communicate or discuss the project with the residents of the building.

Hours of Work

Work shall be carried out between the hours of 8:00 a.m. and 4:00 p.m. EST on Monday through Friday. No work is permitted during weekends and statutory holidays unless approved in advance by the Owner, or designate.

Liquidation of Damages

Where it is determined by the Counties that the Scope of Work is not completed in its entirety to the satisfaction of the Counties and/or within the time frame specified in the Contract documents subject to any extension granted by the Procurement Representative, damages will be sustained by the Counties and that is and will be impracticable and extremely difficult to ascertain and determine the actual damages which the Counties will sustain in the event of any, by any reason of such delay and the parties hereto agree that the Supplier shall pay to the Counties the sum of two hundred dollars and zero cents (\$200.00) for liquidated damages for each and every day there is a delay in satisfactorily completing the Scope of Work in excess of the time limit prescribed.

This amount is an estimate of the actual damages to the Counties which may accrue during the period in excess of the time prescribed and is not a penalty.

The Counties shall deduct the amount noted above from any monies that may be due payable to the Supplier (i.e. performance security, Supplier invoice) on any account with respect to the Contract documents. The liquidated damages payable under this paragraph are in addition to and without prejudice to any other remedy, action or other alternative that may be available to the Counties.

F.1. Health and Safety Legislation

The Contractor shall:

- (a) be the designated "constructor", as defined in the OHSA, for the work site and shall fulfill the responsibilities of the position under the OHSA and its Regulations and any other Health and Safety Legislation;
- (b) ensure that its employees are properly trained in all aspects of workplace safety and health, as it relates to the services contemplated by the Contract;
- (c) comply with and ensure that the persons assigned to provide the Deliverables under the Contract comply with and adhere to all Health and Safety Legislation; and
- (d) give immediate notice by telephone or personal communication to the Counties as to any damage or injury, or threat of damage or injury, to persons or property during the performance of the services contemplated by this contract.

The Contractor's failure to comply with any of the above requirements shall be cause for either immediate termination or suspension of the Contract until the deficiency, in the opinion of the Counties and/or the Workplace Safety and Insurance Board ("WSIB"), is rectified at no cost to the Counties.

The Contractor acknowledges and agrees that any damages or fines that may be assessed against the Counties by reason of a breach or breaches of any Health and Safety Legislation by the Contractor or any of its subcontractors shall entitle the Counties to set off the damages so assessed against any monies that the Counties may from time to time owe the Contractor under this Contract or any other contract whatsoever.

F.2. WSIB Assessments

The Contractor shall, at all times, pay, or cause to be paid, any assessment or compensation required to be paid pursuant to the *Workplace Safety and Insurance Act* and its Regulations. Upon failure to do so, the Counties may withhold an amount equal to any unpaid assessment or compensation from monies due, or to become due, to the Contractor. The Counties shall not release such withheld funds until the Contractor provides it a statutory declaration that all assessments and any compensation payable to the WSIB have been paid.

F.3. Supervisor and Subcontractors

Prior to commencing the work, the Contractor shall identify to the Counties the designated work site supervisor, the designated health and safety representative, any subcontractors, and any additional personnel representing the Contractor, along with their respective roles and responsibilities in the performance of the Deliverables.

F.4. Contractor's Lawful Obligations to its Subcontractors

The Contractor shall comply with Ontario's *Construction Act* and its Regulations, and other applicable statute and regulation, and discharge its lawful obligations to its subcontractors.

The Contractor shall satisfy any claims against the Contractor or the Counties by its subcontractors. The issuance of the final payment shall not be construed as a representation that the Counties has made any examination to ascertain:

- (a) how and for what purpose the Contractor has used the monies paid to the Contractor in accordance with the terms of the Contract; or
- (b) whether the Contractor has discharged the obligations imposed on the Contractor by the *Construction Act* or any Health and Safety Legislation, noncompliance with which may render the Counties personally liable for the Contractor's default.

This paragraph F.4 shall survive any termination or expiry of the Contract.

F.5. Co-operation of the Contractor

The Counties may perform, or retain or permit others to perform other work on or near the work site and may permit public utility companies and others to do work on or near the work site during the Contractor's performance of the Deliverables. The Contractor shall conduct and schedule the performance of the Deliverables and co-operate with those other parties so as to cause as little interference as possible with any such other work being carried out.

F.6. Licenses and Permits

The Contractor shall obtain and hold throughout the term of the Contract any and all permits, approvals, and licenses required by any municipal, provincial, or federal government or authority having jurisdiction over the whole, or any part of, the Deliverables to be performed by the Contractor pursuant to the Contract. The Contractor shall provide the Counties with copies upon request.

F.7. Protection of the Work and the Counties' Property

The Contractor shall observe all of the Counties' procedures with regard to the security of the facility where the Deliverables contemplated by this Contract are performed and shall adequately protect the work, property, and premises of the Counties. The Contractor shall be responsible for any damages due to any negligent act of the Contractor's employees, agents, contractors, subcontractors and those others for whom the Contractor is responsible.

F.8. Risk and Indemnity

The Contractor shall bear all risk of loss or damage from any cause, which may occur to any part or portion of the Deliverables, until the Deliverables have been completely accepted by the Counties in writing.

If any loss or damage occurs to the Deliverables before the Counties accepts the Deliverables in writing, the Contractor shall immediately repair or re-execute any damaged part of the Deliverables at the Contractor's expense.

F.9. Condition of Site

The Contractor shall confine all work to the site. The Contractor shall keep the site free from accumulations of waste material or rubbish caused by the Contractor's activities during the performance of the Deliverables and shall remove all rubbish from the site and the vicinity upon the completion of the work.

F.10. Specifications and Materials

The Contractor shall carefully study and compare all specifications, drawings, and other instructions relating to the performance of the Deliverables and comply with the requirements of the Contract. The Contractor shall not substitute any supplies or materials where a specific brand or model has been specified in the Contract without first obtaining written approval from the Counties.

F.11. Inspections and Warranty

The Contractor shall complete all of the Deliverables to the satisfaction of the Counties and in accordance with timelines set out in the Contract. The Contractor shall permit the Counties Representative and all others authorized by the Counties, from time to time, at all times to have access to the work for the purposes of inspecting the work. The Contractor shall uncover any work for examination as required by the Counties at the Contractor's expense when the work has been previously covered up without prior approval or consent from the Counties.

The Contractor shall rectify any defective or deficient work at the Contractor's own expense to the satisfaction of the Counties from the date on which the Contractor commences the work pursuant to the Contract to the completion date and for a warranty period of twenty-four (24) months after the completion date. An inspection by the Counties Representative does not relieve the Contractor of responsibility for the quality of the work, or from any obligation to perform the work in accordance with the requirements of this Contract.

During the warranty period, if the Contractor fails to comply with the direction from the Counties to rectify any defective or deficiency within five (5) calendar days, or immediately in the case of an emergency, the Counties may draw upon any maintenance security it is holding and complete the required work at the Contractor's expense. Should any part of the Deliverables be repaired or replaced during the warranty period, a new warranty period of an additional twelve (12) months under the same conditions as specified herein shall commence at the completion of the repair or replacement.

Notwithstanding expiration of any warranty period, the Contractor shall not be relieved of its obligations to correct any defects or deficiencies of which notice has been given to the Contractor prior to the expiration of the warranty period.

The warranty given pursuant to this section shall not limit extended warranties on any items of equipment or material called for elsewhere in the Contract.

The Contractor shall, to the extent permitted by the manufacturer and/or supplier, assign to the Counties the benefit of any warranty by any manufacturers and/or suppliers in addition to the warranty as mentioned above.

This paragraph F.11 shall survive any termination or expiry of the Contract.

F.12. Completion of the Deliverables

Completion of the Deliverables occurs when the Counties Representative determines that the Deliverables have been completed in accordance with this Contract and the Counties accepts the Deliverables in writing. The Counties shall not accept the Deliverables in writing unless and until the Contractor;

- (a) has cleaned up and restored the work site to the satisfaction of the Counties; and
- (b) has rectified any defects as identified in writing by the Counties.

F.13. Extension of the Completion Date

If the Contractor fails to complete the Deliverables in accordance with the timelines set out in the Contract, the Counties may elect to do the following:

- (a) extend the completion date by a written notice to the Contractor; or
- (b) terminate the Contract in accordance with Article 9 of the Counties' Standard Terms and Conditions.

F.14. Payment Terms

The Contractor shall submit an invoice to the Counties on a monthly basis on or before 5th day of every month for the work completed up until the last day of the previous month.

All the invoices shall be sent to cssfinance@uclg.on.ca by email or, to the following address by mail:

CSS Finance
United Counties of Leeds and Grenville
25 Central Ave W, Suite 200
Brockville, ON K6V 4N6

Such invoice shall be a "proper invoice", as defined in the *Construction Act*, having the following information:

- (a) **Name and address of Contractor;**
- (b) **Invoice date** and the period during which the services or materials were supplied;
- (c) Information identifying the **tender/quote number**, whether in the contract or otherwise, under which the services or materials were supplied;
- (d) **A description, including quantity and/or location where appropriate**, of the services or materials that were supplied;

- (e) The **amount payable** for the services or materials that were supplied, and the payment terms;
- (f) The name, title, telephone number and mailing address of **the person to whom payment** is to be sent;
- (g) The **Contractor's HST #**; and
- (h) **Each work location shall be indicated on a separate invoice.**

Payment shall be made by the Counties within 28 days of receipt of a proper invoice unless the Counties delivers a notice of non-payment setting out the amount being withheld and the reason(s) therefor, in the form specified under the Regulations of the Construction Act.

Notwithstanding any other provision of the Contract, the Contractor shall not receive any payment from the Counties for any unacceptable work, unauthorized work, economic loss or loss of profits. The Contractor acknowledges that payments do not represent a final evaluation or acceptance of the Deliverables by the Counties.

F.15. Construction Act Holdback

All payments under this Contract shall be subject to the holdback and other provisions of the *Construction Act*.

The release of the holdback shall be in accordance with the requirements of the *Construction Act*.

Prior to release of the holdback, the Contractor shall submit to the Counties the following documents:

- (a) WSIB clearance certificate dated after the commencement of the 60-day lien period; and
- (b) If requested by the Counties, a Statutory Declaration of Progress Payment Distribution by Subcontractor, in the form of CCDC Document 9A – 2001, and, if requested by the Counties, a Statutory Declaration from any subcontractor identified by the Counties, in the form of CCDC Document 9B – 2001 Statutory Declaration of Progress Payment Distribution by Subcontractor.

Subject to the *Construction Act*, upon expiration of the 60-day lien period and confirmation that the Contract is free of liens or unsettled claims, the lien holdback shall be released.



BY – LAW No. 26-26

The Corporation of the United Counties of Leeds and Grenville

A BY-LAW TO AUTHORIZE THE EXECUTION OF CONTRACT NO. CSS-2026-04 WITH 2701738 ONTARIO INC./PERTH ROOFING FOR TWO AIR MAKE-UP UNIT REPLACEMENTS, 150 STONE STREET, GANANOQUE

WHEREAS under Section 5(3) of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, 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 under Section 9 of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act; and

WHEREAS Council deems it prudent to award Contract No. CSS-2026-04 to 2701738 Ontario Inc./Perth Roofing for two Air Make-Up Unit Replacements in the amount of \$152,984.06, excluding taxes; and

WHEREAS both parties have agreed to the terms in the Form of Agreement.

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE UNITED COUNTIES OF LEEDS AND GRENVILLE HEREBY ENACTS AS FOLLOWS:

- 1. THAT** the Council of the United Counties of Leeds and Grenville approves the awarding of Contract No. CSS-2026-04 to 2701738 Ontario Inc./Perth Roofing for two Air Make-Up Unit Replacements in the amount of \$152,984.06, excluding taxes, as per the Form of Agreement attached hereto as Schedule "A" and forming part of this by-law.
- 2. THAT** the Warden and County Clerk be authorized to execute all things, papers, and documents necessary to the execution of such Contract.

- 3. THAT** any by-laws or parts of by-laws contrary to or inconsistent with this By-law are hereby repealed.
- 4. THAT** this By-law shall come into force and take effect on the date of its passing.

By-law read a first, second and third time, and finally passed this 23rd day of April, 2026.

Corinna Smith-Gatcke, Warden

Krystin Stitt, Interim County Clerk

FORM OF AGREEMENT

BETWEEN:

THE UNITED COUNTIES OF LEEDS AND GRENVILLE

(referred to as the "Counties")

AND:

2701738 ONTARIO INC. / PERTH ROOFING

(referred to as the "Supplier")

In consideration of their respective agreements set out herein, the parties covenant and agree as follows:

1. Contract Documents

The contract between the parties in respect of:

CSS-2026-04 – Air Make-Up Unit Replacement x 2 – 150 Stone Street, Gananoque

is comprised of the following documents, which are collectively referred to as the "Contract":

- (a) this Agreement;
- (b) the Schedule of Deliverables, Rates and Specific Provisions, attached hereto as Schedule 1;
- (c) the Standard Terms and Conditions, attached hereto as Schedule 2;
- (d) the **CSS-2026-04**, including any addenda, (the "Solicitation Document"); and
- (e) all the documentation submitted by the Supplier in response to the Solicitation Document (the "Supplier's Submission").

2. Interpretive Value of Contract Documents

Any ambiguity, conflict or inconsistency between or among the documents comprising the Contract will be resolved by giving precedence to the express terms of the documents in the order in which they

appear above, so that a first mentioned document shall prevail notwithstanding any term or aspect of a later mentioned document.

3. Execution

This Agreement may be executed and (i) delivered by facsimile transmission or (ii) scanned and delivered by electronic transmission, and when so executed and delivered, will be deemed an original.

IN WITNESS WHEREOF the parties hereto have executed this Agreement as of the date written below.

THE UNITED COUNTIES OF LEEDS AND GRENVILLE

Signature:

Signature:

Name: Corinna Smith-Gatcke

Name: Krystin Stitt

Title: Warden

Title: Interim County Clerk

Date of Signature:

Date of Signature:

I have the authority to bind the Counties.

I have the authority to bind the Counties.

2701738 ONTARIO INC. / PERTH ROOFING

Signature:

Name:

Title:

Date of Signature:

I have the authority to bind the Supplier.

Schedule 1 – Schedule of Deliverables, Rates and Specific Provisions

A. Description of Deliverables

The United Counties of Leeds and Grenville issued a Request for Quotation (RFQ) for the installation of two (2) new air make-up units at 150 Stone Street, Gananoque.

The RFQ is for the provision of all materials, equipment and labour required to complete this project, and also includes removal of existing air make-up unit, including clean-up and disposal.

Refer to: APPENDIX D – RFQ PARTICULARS – CSS-2026-04

A. THE DELIVERABLES/SCOPE OF WORK

B. Rates and Disbursements

B.1 Maximum Fee

Notwithstanding anything else in the Contract, the total amount payable by the Counties to the Supplier under the Contract shall not exceed **\$152,984.06** (one hundred and fifty-two thousand, nine hundred and eighty-four dollars and six cents), **plus HST**.

B.2 Personnel and Rates

The following rates apply for the provision of the Deliverables, which consists of all materials, equipment and labour required. These rates, as set out below, shall remain fixed during the Term of this Contract.

Description	Cost (including labour and material)
2 - air make-up units - costs	\$117,940.20
2 – MUA unit roof curbs – costs	\$2,756.25
Roof work	\$12,600.00
Mount new units	\$2,016.00
Removal and disposal of existing AHU units	\$1,291.61
New duct work	\$367.50
Electrical work and equipment	\$4,693.50
Coring, caulking and firestop	\$262.50
Balancing	\$1,764.00
LV wiring	\$525.00
Duct insulation	\$525.00
Duct cleaning	\$525.00
Unit controls	\$1,837.50
Duct smoke and FA verification	\$1,659.00
Gas piping	\$1,323.00
Supplier start-up and commissioning of units	\$2,646.00
Provide training to the staff	\$252.00
Sub-Total	\$152,984.06
HST	\$19,887.93
Total	\$172,871.99

The following rates apply to any additional deliverables, which must be agreed upon between the parties if it is in addition to rates per location noted above.

N/A

C. Payment Terms

Refer to section F.14 of the Specific Provisions set out below.

D. Counties and Supplier Representatives

The Counties Representative and contact information for the Contract is:

Dave Powers, Asset and Facilities Supervisor
dave.powers@uclg.on.ca
613-925-0001 ext. 4025 / 613-802-3497 cell

The Supplier Representative and contact information for the Contract is:

Chris Sargeant, President
chris@perthroofing.ca
613-812-1370

E. Term of Contract

The Contract shall take effect on **April 30, 2026** (the “**Effective Date**”) unless it is terminated earlier in accordance with the terms of the Contract or otherwise by operation of law.

The supplier shall diligently prosecute the work on this contract to completion **on or before November 1, 2026**.

F. Specific Provisions

The following Specific Provisions are hereby added to the Counties’ Standard Terms and Conditions. In the event of any conflict between these Specific Provisions and the Standard Terms and Conditions, these Specific Provisions shall govern.

In these Specific Provisions:

- the term “**Contractor**” means the Supplier, as further defined in the Contract; and
- the term “**Health and Safety Legislation**” includes Ontario’s *Occupational Health and Safety Act* (“OHS”) and its Regulations, Ontario’s *Workplace Safety and Insurance Act* and its

Regulations, and any other applicable health and safety laws, regulations, codes, by-laws and standards.

There shall be no smoking on any Leeds Grenville property.

As per the *Occupational Health and Safety Act*, be advised that the **presence of a designated substance, asbestos, silica and lead** have probably been used in the original construction and finishes of these properties. Copies of the Designated Substances Regulation (DSR) are available on request. Prior to commencement of work, the Supplier will discuss Designated Substance Regulations with the Owner, or designate.

The Residential Tenancies Act

In accordance with the *Residential Tenancies Act*, access to premises of residents may only be gained by giving written notice to the resident specifying the time of entry not less than 24 hours prior to the time and the reason for entry.

The Supplier shall inform the Owner, or designate, not less than 72 hours in advance of requiring access to any residents' premises. Leeds Grenville shall be responsible for all communication with the residents.

Communication with Residents

The Supplier shall communicate exclusively with Leeds Grenville and shall at no time communicate or discuss the project with the residents of the building.

Hours of Work

Work shall be carried out between the hours of 8:00 a.m. and 4:00 p.m. EST on Monday through Friday. No work is permitted during weekends and statutory holidays unless approved in advance by the Owner, or designate.

F.1. Health and Safety Legislation

The Contractor shall:

- (a) be the designated "constructor", as defined in the OHSA, for the work site and shall fulfill the responsibilities of the position under the OHSA and its Regulations and any other Health and Safety Legislation;
- (b) ensure that its employees are properly trained in all aspects of workplace safety and health, as it relates to the services contemplated by the Contract;
- (c) comply with and ensure that the persons assigned to provide the Deliverables under the Contract comply with and adhere to all Health and Safety Legislation; and

(d) give immediate notice by telephone or personal communication to the Counties as to any damage or injury, or threat of damage or injury, to persons or property during the performance of the services contemplated by this contract.

The Contractor's failure to comply with any of the above requirements shall be cause for either immediate termination or suspension of the Contract until the deficiency, in the opinion of the Counties and/or the Workplace Safety and Insurance Board ("WSIB"), is rectified at no cost to the Counties.

The Contractor acknowledges and agrees that any damages or fines that may be assessed against the Counties by reason of a breach or breaches of any Health and Safety Legislation by the Contractor or any of its subcontractors shall entitle the Counties to set off the damages so assessed against any monies that the Counties may from time to time owe the Contractor under this Contract or any other contract whatsoever.

F.2. WSIB Assessments

The Contractor shall, at all times, pay, or cause to be paid, any assessment or compensation required to be paid pursuant to the *Workplace Safety and Insurance Act* and its Regulations. Upon failure to do so, the Counties may withhold an amount equal to any unpaid assessment or compensation from monies due, or to become due, to the Contractor. The Counties shall not release such withheld funds until the Contractor provides it a statutory declaration that all assessments and any compensation payable to the WSIB have been paid.

F.3. Supervisor and Subcontractors

Prior to commencing the work, the Contractor shall identify to the Counties the designated work site supervisor, the designated health and safety representative, any subcontractors, and any additional personnel representing the Contractor, along with their respective roles and responsibilities in the performance of the Deliverables.

Superintendent skills and qualifications include:

Excellent communication skills

Active listening skills

Thorough understanding of budgeting best practices in construction projects

Excellent planning and organizational skills

Understanding of construction equipment use, maintenance, and operation

Comprehensive understanding of local, provincial, and federal construction regulations

Problem-solving and decision-making skills

Time management and delegation skills

Weekly Progress Schedules

Weekly progress updates complete with detailed construction schedules must be provided to the Counties' Supervisor.

F.4. Contractor's Lawful Obligations to its Subcontractors

The Contractor shall comply with Ontario's *Construction Act* and its Regulations, and other applicable statute and regulation, and discharge its lawful obligations to its subcontractors.

The Contractor shall satisfy any claims against the Contractor or the Counties by its subcontractors. The issuance of the final payment shall not be construed as a representation that the Counties has made any examination to ascertain:

- (a) how and for what purpose the Contractor has used the monies paid to the Contractor in accordance with the terms of the Contract; or
- (b) whether the Contractor has discharged the obligations imposed on the Contractor by the *Construction Act* or any Health and Safety Legislation, noncompliance with which may render the Counties personally liable for the Contractor's default.

This paragraph F.4 shall survive any termination or expiry of the Contract.

F.5. Co-operation of the Contractor

The Counties may perform, or retain or permit others to perform other work on or near the work site and may permit public utility companies and others to do work on or near the work site during the Contractor's performance of the Deliverables. The Contractor shall conduct and schedule the performance of the Deliverables and co-operate with those other parties so as to cause as little interference as possible with any such other work being carried out.

F.6. Licenses and Permits

The Contractor shall obtain and hold throughout the term of the Contract any and all permits, approvals, and licenses required by any municipal, provincial, or federal government or authority having jurisdiction over the whole, or any part of, the Deliverables to be performed by the Contractor pursuant to the Contract. The Contractor shall provide the Counties with copies upon request.

F.7. Protection of the Work and the Counties' Property

The Contractor shall observe all of the Counties' procedures with regard to the security of the facility where the Deliverables contemplated by this Contract are performed and shall adequately protect the work, property, and premises of the Counties. The Contractor shall be responsible for any damages due to any negligent act of the Contractor's employees, agents, contractors, subcontractors and those others for whom the Contractor is responsible.

F.8. Risk and Indemnity

The Contractor shall bear all risk of loss or damage from any cause, which may occur to any part or portion of the Deliverables, until the Deliverables have been completely accepted by the Counties in writing.

If any loss or damage occurs to the Deliverables before the Counties accepts the Deliverables in writing, the Contractor shall immediately repair or re-execute any damaged part of the Deliverables at the Contractor's expense.

F.9. Condition of Site

The Contractor shall confine all work to the site. The Contractor shall keep the site free from accumulations of waste material or rubbish caused by the Contractor's activities during the performance of the Deliverables and shall remove all rubbish from the site and the vicinity upon the completion of the work.

F.10. Specifications and Materials

The Contractor shall carefully study and compare all specifications, drawings, and other instructions relating to the performance of the Deliverables and comply with the requirements of the Contract. The Contractor shall not substitute any supplies or materials where a specific brand or model has been specified in the Contract without first obtaining written approval from the Counties.

F.11. Inspections and Warranty

The Contractor shall complete all of the Deliverables to the satisfaction of the Counties and in accordance with timelines set out in the Contract. The Contractor shall permit the Counties Representative and all others authorized by the Counties, from time to time, at all times to have access to the work for the purposes of inspecting the work. The Contractor shall uncover any work for examination as required by the Counties at the Contractor's expense when the work has been previously covered up without prior approval or consent from the Counties.

The Contractor shall rectify any defective or deficient work at the Contractor's own expense to the satisfaction of the Counties from the date on which the Contractor commences the work pursuant to the Contract to the completion date and for a warranty period of twenty-four (24) months after the completion date. An inspection by the Counties Representative does not relieve the Contractor of responsibility for the quality of the work, or from any obligation to perform the work in accordance with the requirements of this Contract.

During the warranty period, if the Contractor fails to comply with the direction from the Counties to rectify any defective or deficiency within five (5) calendar days, or immediately in the case of an

emergency, the Counties may draw upon any maintenance security it is holding and complete the required work at the Contractor's expense. Should any part of the Deliverables be repaired or replaced during the warranty period, the repair or replacement will be under warranty for the remainder of the 24-month warranty period.

Notwithstanding expiration of any warranty period, the Contractor shall not be relieved of its obligations to correct any defects or deficiencies of which notice has been given to the Contractor prior to the expiration of the warranty period.

The warranty given pursuant to this section shall not limit extended warranties on any items of equipment or material called for elsewhere in the Contract.

The Contractor shall, to the extent permitted by the manufacturer and/or supplier, assign to the Counties the benefit of any warranty by any manufacturers and/or suppliers in addition to the warranty as mentioned above.

This paragraph F.11 shall survive any termination or expiry of the Contract.

F.12. Completion of the Deliverables

Completion of the Deliverables occurs when the Counties Representative determines that the Deliverables have been completed in accordance with this Contract and the Counties accepts the Deliverables in writing. The Counties shall not accept the Deliverables in writing unless and until the Contractor;

- (a) has cleaned up and restored the work site to the satisfaction of the Counties; and
- (b) has rectified any defects as identified in writing by the Counties.

F.13. Extension of the Completion Date

If the Contractor fails to complete the Deliverables in accordance with the timelines set out in the Contract, the Counties may elect to do the following:

- (a) extend the completion date by a written notice to the Contractor; or
- (b) terminate the Contract in accordance with Article 9 of the Counties' Standard Terms and Conditions.

F.14. Payment Terms

The Contractor shall submit an invoice to the Counties on a monthly basis on or before 5th day of every month for the work completed up until the last day of the previous month.

All the invoices shall be sent to cssfinance@uclg.on.ca by email or, to the following address by mail:

CSS Finance
United Counties of Leeds and Grenville
25 Central Ave W, Suite 200
Brockville, ON K6V 4N6

Such invoice shall be a "proper invoice", as defined in the *Construction Act*, having the following information:

(a) Name and address of Contractor;

(b) **Invoice date** and the period during which the services or materials were supplied;

(c) Information identifying the **tender/quote number**, whether in the contract or otherwise, under which the services or materials were supplied;

(d) **A description, including quantity and/or location** where appropriate, of the services or materials that were supplied;

(e) The **amount payable** for the services or materials that were supplied, and the payment terms; and

(f) The name, title, telephone number and mailing address of the **person to whom payment** is to be sent.

(g) **The Contractor's HST #**, and

(h) **Each work location shall be indicated on a separate invoice.**

Each invoice shall be accompanied by any additional documentation required.

Payment shall be made by the Counties within 28 days of receipt of a proper invoice unless the Counties delivers a notice of non-payment setting out the amount being withheld and the reason(s) therefor, in the form specified under the Regulations of the Construction Act.

Notwithstanding any other provision of the Contract, the Contractor shall not receive any payment from the Counties for any unacceptable work, unauthorized work, economic loss or loss of profits. The Contractor acknowledges that payments do not represent a final evaluation or acceptance of the Deliverables by the Counties.

F.15. Construction Act Holdback

All payments under this Contract shall be subject to the holdback and other provisions of the *Construction Act*.

The release of the holdback shall be in accordance with the requirements of the *Construction Act*.

Prior to release of the holdback the Contractor shall submit to the Counties the following documents:

- (a) WSIB clearance certificate dated after the commencement of the 60-day lien period; and
- (b) if requested by the Counties, a Statutory Declaration of Progress Payment Distribution by Subcontractor, in the form of CCDC Document 9A – 2001, and, if requested by the Counties, a Statutory Declaration from any subcontractor identified by the Counties, in the form of CCDC Document 9B – 2001 Statutory Declaration of Progress Payment Distribution by Subcontractor.

Subject to the *Construction Act*, upon expiration of the 60-day lien period and confirmation that the Contract is free of liens or unsettled claims, the lien holdback shall be released.

F.16. Liquidated Damages Clause

In the event of delay in job completion, the Contractor shall pay liquidated damages to the United Counties of Leeds Grenville, in the amount of \$250.00 per day, beginning one day after the expected completion date. Delays caused by Force Majeure events or by actions of the United Counties of Leeds Grenville, shall not constitute a delay resulting in the payment of liquidated damages.



BY – LAW No. 26-27

The Corporation of the United Counties of Leeds and Grenville

A BY-LAW TO AUTHORIZE THE EXECUTION OF A LEASE AGREEMENT BETWEEN THE UNITED COUNTIES OF LEEDS AND GRENVILLE AND SOUTHEAST PUBLIC HEALTH FOR SPACE AT 375 WILLIAM STREET SOUTH, GANANOQUE

WHEREAS Section 9 of the Municipal Act, 2001, S.O. 2001, as amended, c. 25 states a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority; and

WHEREAS Section 5(3) of the Municipal Act, 2001, S.O. 2001, as amended, c. 25 states 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 it is desirable for the United Counties of Leeds and Grenville to enter into a lease agreement with the Southeast Public Health for Rooms 126, 127, 128, 130 and 131 at 375 William Street South, Gananoque; and

WHEREAS the term of the agreement be in effect from May 1, 2026 for a period of one year terminating April 30, 2027 unless terminated earlier as provided in the lease; and

WHEREAS both parties have agreed to the rents, covenants, obligations, and agreements contained in the lease agreement for the aforementioned premises.

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE UNITED COUNTIES OF LEEDS AND GRENVILLE HEREBY ENACTS AS FOLLOWS:

1. **THAT** the Warden and County Clerk are hereby authorized to execute the attached lease agreement between the Corporation of the United Counties of Leeds and Grenville and Southeast Public Health for Rooms 126, 127, 128,

130 and 131 at 375 William Street South, Gananoque.

2. **THAT** the term of the agreement be in effect from May 1, 2026 for a period of one year terminating April 30, 2027 unless terminated earlier as provided in the lease.
3. **THAT** the attached Schedule A - Lease Agreement forms part of this by-law.
4. **THAT** the Warden and County Clerk be authorized to execute any other documents, instruments, and do any other things necessary to complete the lease agreement for the said premises.
5. **THAT** any by-laws or parts of by-laws contrary to or inconsistent with this by-law are hereby repealed.

By-law read a first, second and third time, and finally passed this 23rd day of April, 2026.

Corinna Smith-Gatcke, Warden

Krystin Stitt, Interim County Clerk



THIS LEASE AGREEMENT, IN DUPLICATE, in pursuance of the *Commercial Tenancies Act, 1990* between:

BETWEEN

**THE CORPORATION OF THE UNITED COUNTIES OF LEEDS AND
GRENVILLE ("LANDLORD")**

OF THE FIRST PART

AND

SOUTHEAST PUBLIC HEALTH ("TENANT")

This Agreement made effective the 1st day of May 2026

IN CONSIDERATION of the rents reserved and the covenants contained in this Lease Agreement on the part of the Tenant, the Landlord hereby leases to the Tenant those premises situated at 375 William Street South, Gananoque, Ontario as detailed below.

1. INTERPRETATION

a. Definitions under this Agreement

"Agreement" means this Lease Agreement, including any Schedules and/or Amendments attached to and/or issued in the future, agreed to and duly signed by both parties.

"Landlord" means The Corporation of the United Counties of Leeds and Grenville, owner and operator of the building located at 375 William Street South, Gananoque.

"Tenant" means Southeast Public Health.

"Term" means the period in which this Lease Agreement will be in effect.

b. Miscellaneous

- i) The laws of the Province of Ontario shall apply to the interpretation of this Agreement and any reference to a statute in this Agreement includes any subsequent amendments or replacement and substitution of that statute.
- ii) Whenever used in this Agreement, the word "shall" shall be construed as mandatory, and the word "may" shall be construed as permissive.

- iii) The titles in this Agreement have been inserted for convenience and for reference only and in no way define, limit or enlarge the scope or meaning of any provision of this Agreement.
- iv) Where the context permits or requires, the singular shall include the plural, the plural shall include the singular, and the masculine shall include the feminine.

2. PARTICIPATION - LANDLORD

The Landlord shall:

- a. covenant that the building is properly zoned for the use of the building by the Town of Gananoque.
- b. lease to the Tenant those premises located at 375 William Street South (Rooms 126, 127, 128, 130 and 131), Gananoque, Ontario. This space is comprised of 489.78 square feet of exclusive space and 221.84 square feet of common space (7.17% of total common space) for a total of 711.62 billable square feet.
- c. pay for all costs of maintenance of the building including snow and ice removal, landscaping, fire safety testing, alarms, extinguishers, gas/hydro, water, cleaning, building repairs as per the terms of this Agreement, building insurance and property taxes.
- d. make renovations and improvements in accordance with all municipal zoning by-laws, Building and Fire Codes and all other regulatory requirements for a building of this type of use.
- e. repair and keep in good condition the foundation and main walls, roof, floor, drains, driveway, plate glass windows (refer to Section 3e) and landlord-owned parking areas. The Landlord's obligation under this paragraph shall be limited to structural or capital repairs, minor maintenance and ongoing repairs of the plumbing and heating systems; saving such damage or disrepair which is caused by or results from the negligent acts or omissions of the Tenant, its agents and/or clients/customers.
- f. covenant with the tenant for quiet enjoyment.

3. PARTICIPATION - TENANT

The Tenant shall:

- a. pay to the Landlord the annual sum of **eight thousand, six hundred and thirty-one dollars and ninety-six cents (\$8,631.96)** (approx. \$12.13/square foot) plus HST, subject to adjustment contained later in this Agreement or in subsequent Schedules and/or Agreements. The aforementioned sum shall be payable in equal monthly installments of **seven hundred dollars and thirty-three cents (\$719.33)** plus HST in advance by the first (1ST) day of each month during the term of this Agreement.

United Counties of Leeds and Grenville By-law 09-87 states that, "all invoices will be subject to a late payment charge of 1.25% simple interest (15% annum) to be calculated based upon the balance owing after 30 days."

- b. comply with all rules, regulations and policies governing the management, maintenance and administration of the building.
- c. maintain the premises in a state of cleanliness and repair any damage caused thereto by its own willful or negligent conduct or that of any persons who are permitted on the premises by it.
- d. arrange and pay for the installation of telephone, computer equipment and service and internet service and shall pay the ongoing costs related to such for the duration of this Agreement.
- e. if desired, upon prior written consent by the Landlord, purchase and attach signage to the front of the building or entrance door that it considers necessary in the proper conduct of its business. The Tenant shall remove all signs from the leased premises at the end of the term of this Agreement and the Tenant shall compensate the Landlord for any damage caused to the leased premises by the removal of the signs. In the event the Landlord is required to replace the plate glass due to any reason, the Tenant shall be responsible for replacing any signage appended to the plate glass at Tenant's own cost.
- f. not carry on or permit to be carried on any business upon the premises that shall be deemed a nuisance or by which the premises shall be injured or damaged and shall use and occupy the premises for the operation of business of the Tenant and for no other purpose.
- g. not assign, sublet, part with or share possession of the leased premises or any portion thereof without prior written approval of the Landlord.
- h. notify the Landlord, in writing, immediately of any accidents that may occur within and/or on the leased premises of the building.
- i. permit the Landlord and its agents to enter the leased premises at all reasonable times and with prior notice to examine the leased premises and to enter at such times to make repairs, amendments and alterations necessitated by damage caused under the terms and conditions of this Agreement and/or to exhibit the premises to any prospective tenant during the two (2) months previous to the expiration of the Tenant's occupancy of the premises.
- j. obtain and keep in force and effect during the term of this Agreement, a policy of Comprehensive General Liability insurance with respect to the leased premises in which limits shall not be less than two million dollars (\$2,000,000) per occurrence. The Landlord shall be added as an additional insured with a cross-liability clause on each policy of comprehensive insurance listed above with an undertaking from the insurance company that such insurance shall not be cancelled or reduced in coverage without thirty (30) days' notice prior to any change. The Tenant shall provide a copy of the insurance certificate to the Landlord prior to the start of this Agreement and/or at any time at the request of the Landlord.
- k. maintain in good standing their Workplace Safety and Insurance Board (WSIB) account, if applicable, for the duration of this Agreement. The clearance certificate shall be supplied prior to the start date of this Agreement and/or at any time at the request of the Landlord.

- i. not make or permit any major alterations, additions or modifications to the premises without prior written approval of the Landlord. Any alteration/modification, addition or improvement made by the Tenant pursuant to this Agreement shall become and remain the property of the Landlord upon termination of this Agreement. In respect to such alterations/modifications, a separate agreement shall be drawn up designating responsibilities of each party, however, the Tenant, upon the request of the Landlord on or before the end of the term, shall return the premises to the state in which they were before any such alterations were made.
- m. not permit any construction lien or other liens of work, labour, services and/or materials ordered by it or for the cost of which it may be in any way obligated to attach to or be registered against the Landlord's property. Whenever and so often as a lien shall attach or be registered or claim shall be filed, the Tenant shall, within thirty (30) days of receipt of claim, procure the discharge of the lien by payment or by giving security or in such other manner as is or may be required or permitted by law. The Tenant further covenants that whenever and so often as certification of action is registered relating to any lien, the Tenant shall within thirty (30) days have it vacated and provide proof of registrations to the Landlord.

4. TERM AND TERMINATION

- a. The term of this Agreement shall be for **one (1) year, commencing the first (1st) day of May 2026 and terminating the thirtieth (30th) day of April 2027.**
- b. This Agreement may be extended for a further twelve (12) month period if both parties agree, in writing, sixty (60) days prior to the Agreement expiry date under the same terms and conditions of the Agreement subject to renegotiation of the rental amount in section 3a) and any extension may be subject to Counties Council approval.
- c. Either party may terminate this Agreement by providing written notice of no less than ninety (90) days.
- d. Should the Tenant make an assignment for the benefit of creditors or become bankrupt or insolvent, the Tenant shall take the benefit of any act that may be in force for the benefit of bankrupt or insolvent debtors, or if receiving order in bankruptcy shall be made against the Tenant or if the terms granted by this Agreement be at any time seized or taken in execution of in attachment, then if the Landlord decides this Agreement shall cease and the term created by it be at an end, anything herein to the contrary withstanding and the full amount of the rent for the current month and the next ensuing three (3) months shall immediately become due and payable to the Landlord and the Landlord may re-enter and take possession of the premises.
- e. Destruction or Damage to Premises:
 - i. If during the continuance of this Agreement, the premises are destroyed by fire or the elements or are partially destroyed so as to render them wholly unfit for occupancy or if they shall be so badly damaged that they cannot be repaired with reasonable diligence within sixty (60) days of the happening of the damage

- ii. then this Agreement shall terminate from the date of the damage and the Tenant shall immediately surrender the premises and all interest in them to the Landlord and the Tenant shall pay rent until the time of the damages and the Landlord may re-enter or re-possess the premises discharged of this Agreement and may remove all persons from them.
- iii. If the premises are partially destroyed by fire or the elements, and can be repaired with reasonable diligence within sixty (60) days from the happening of the damage, but if the damage is such as to meanwhile render the premises wholly unfit for the carrying on in them of the Tenant's business, then the Landlord shall repair the premises with all reasonable speed and rent shall not accrue while the repairs are being made and if the Landlord shall not have completed the repairs so as to make the premises available for resumption of the Tenant's business within sixty (60) days from the date when the premises were made available by the Tenant to the Landlord to proceed with the repairs, the Tenant may if it chooses surrender the premises to the Landlord and this Agreement shall terminate from the date of the surrender.

5. INDEMNIFICATION

Except to the extent that the loss of life, personal injury or damage to property is caused by the negligence of the Landlord or another person for whose negligence the Landlord is responsible in law, the Tenant shall indemnify the Landlord, its Directors, officers, contractors, employees and agents and save harmless from and against any and all claims, actions, damages, liability and expenses in connection with the loss of life, personal injury or damage to property arising from any occurrence on the leased premises or the occupancy or use of the lease premises or occasioned wholly or in part by an act or omission of the Tenant, its officers, employees, customers, contractors or other invitees or by anyone permitted by the Tenant to be on the leased premises.

6. ARBITRATION

- a. In the event of a dispute between the parties with respect to the interpretation of this Agreement or their obligations thereunder, the parties shall make good faith efforts to resolve the dispute by negotiation.
- b. Either party may, at any time, give written notice of a dispute to the other. No later than ten (10) days after the delivery of a notice of a dispute, the parties shall meet and attempt, in good faith, to resolve the dispute.
- c. In the event the parties are unable to resolve a dispute, difference of opinion or questions relating to this Agreement, despite their best efforts at negotiations in good faith, the parties shall submit the matter to arbitration by a single arbitrator, pursuant to the *Arbitration Act, 1991*. The arbitration award shall be final and binding on the parties and shall not be subject to appeal. Each party shall pay its own costs and one-half (1/2) of the fees and expenses of the arbitrator.

7. GENERAL

a. Notice

Any notice required or permitted to be given under this Agreement to either party shall be sufficiently given if it is in writing and delivered by hand, fax, or mailed to

the parties at the address indicated below, or to any other address as either may stipulate by notice in writing to the other party:

SOUTHEAST PUBLIC HEALTH

Attention: Denise Hughes, Manager, Facilities & Property, Corporate Services
Belleville Office
179 North Park Street
Belleville, Ontario K8P 4P1
Phone: 613-966-5500 extension 515
Denise.Hughes@southeastph.ca

THE CORPORATION OF THE UNITED COUNTIES OF LEEDS AND GRENVILLE

Attention: Kimberly Little, Director, Corporate Services
25 Central Avenue West, Suite 100
Brockville, ON K6V 4N6
Phone: 613-342-3840 extension 2309
Kimberly.Little@uclg.on.ca

If any notice so given, it shall be deemed to have been received on the date of delivery if delivered by hand, on the next business day if transmitted by fax, and on the fifth (5th) business day following the date of mailing. Any party may from time to time by notice given as provided above, change its address for the purposes of this section. In the event of an actual or threatened postal disruption, notice hereunder shall not be given by mail but shall be given by fax or personal delivery. Notice with respect to matters dealing with PIPEDA Protected Information may not be given by fax.

b. Amendments

No modification or amendment to this Agreement shall be made unless agreed to by the parties in writing.

c. Successors / Change of Ownership

The terms of this Agreement shall constitute part of any agreement whereby the ownership of the building would change and that the terms in any offer to purchase the building shall include assumption of this Agreement and all associated responsibilities by the new owners.

d. Assignment

The Tenant shall not transfer title to any unit which is subject to this Agreement without first obtaining the written acknowledgment of the transferee to be bound by the terms hereof.

e. Further Assurances

The Tenant shall execute and deliver all such further documents and do such further acts and things as the Landlord may reasonably request from time to time to give full effect to this Agreement.

f. Waivers and Consents

No term or provision of this Agreement shall be deemed waived and no breach consented to, unless such waiver or consent shall be in writing and signed by an authorized member or staff of the party claimed to have waived or consented. No consent by a part to, or waiver of, a breach under this Agreement shall constitute consent to, waiver of, or excuse for any other, different or subsequent breach.

g. Invalidity

If any part of this Agreement is held or rendered invalid or illegal by a court of competent jurisdiction, the remainder of this Agreement continues to apply.

h. Time

Time shall be of the essence of this Agreement.

IN WITNESS WHEREOF, the parties have duly executed this Agreement under seal.

For: Southeast Public Health

Name and Title of Authorized Signing Officer
(Please Print)

Signature of Witness

Date

Date

For: The Corporation of the United Counties of Leeds and Grenville

Corinna Smith-Gatcke, Warden

Krystin Stitt, Interim County Clerk

Date

Date



BY – LAW No. 26-28

The Corporation of the United Counties of Leeds and Grenville

A BY-LAW TO AMEND BY-LAW NO. 97-20 AND TO ADOPT HUMAN RESOURCES POLICIES

WHEREAS Section 5(3) of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, states 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 9 of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, provides a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act; and

WHEREAS it is deemed desirable to adopt the Human Resources Policies numbered PER-002, Progressive Discipline, and PER-003, Ending Employment, and add Schedules "s" and "t" to By-law No. 26-05; and

WHEREAS it is deemed desirable to amend By-law No. 97-20 to remove policies H-2 Discipline and Dismissal, A-6 Termination, and 1-1 Retirement.

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE UNITED COUNTIES OF LEEDS AND GRENVILLE HEREBY ENACTS AS FOLLOWS:

1. **THAT** the Council of the United Counties of Leeds and Grenville adopts the following Human Resources Policies as attached to and forming part of By-law No. 26-05 as Schedules "s" through "t":
 - s. Policy PER-002 Progressive Discipline
 - t. Policy PER-003 Ending Employment
2. **THAT** By-law No. 97-20 to be amended remove policies H-2 Discipline and

Dismissal, A-6 Termination, and I-1 Retirement.

3. **THAT** this By-law shall take effect and come into force on the date of its passage.
4. **THAT** any other By-laws, or parts of By-laws contrary to or inconsistent with this By-law, are hereby repealed.

By-law read a first, second and third time and finally passed this 23rd day of April, 2026.

Corinna Smith-Gatcke, Warden

Krystin Stitt, Interim County Clerk

Policy: Progressive Discipline

Policy Number: PER 002

Department:	Human Resources	Bylaw #:	26-05 and 26-28
Effective Date:		Version:	
Approved by:	Counties' Council	Approval Date:	April 23, 2026
Legislative Authorities:	<i>Employment Standards Act, 2000 (ESA), Income Tax Act (Canada) and applicable CRA guidelines, Ontario Human Rights Code (OHRC), and all other applicable legislation.</i>		

Policy Statement

The Counties recognizes that a fair and consistent progressive discipline approach is essential for fostering accountability and sustaining a positive work environment. By providing clear expectations and ongoing support, the Counties are committed to helping employees address and improve identified concerns.

Purpose

The Counties have adopted a policy of progressive discipline to ensure that employees have the opportunity to correct any identified work-related problems that may arise, and to ensure an appropriate, progressive and fair approach to discipline is implemented when necessary.

Definitions

Director/Division Head: includes the Chief Administrative Officer (CAO), Chief of Paramedic Service, Treasurer, Director of Maple View Landings, Director of Community and Social Services, Director of Public Works and Director of Corporate Services for the purpose of this policy.

Progressive Discipline: an escalating corrective action process designed to improve identified issues.

Scope

This policy applies to all employees of the United Counties of Leeds and Grenville including but not limited to full-time, part-time, casual, students, volunteers, and interns. Where applicable, if there are any discrepancies between this Policy and the governing Collective Agreement for unionized employees, the Collective Agreement will prevail.

Policy

1. Any disciplinary measures taken by an employee's supervisor shall be appropriate to their cause and shall follow, where applicable, the principle of progressive discipline.
2. Progressive discipline is intended to correct inappropriate conduct and to prevent its recurrence by increasing an employee's awareness that conduct must be improved and/or corrected, and that failure to do so may lead to termination of employment.
3. The Counties shall maintain a practice of disciplinary action, which becomes increasingly more severe based on the seriousness of the violation and/or repetition of misconduct regardless of whether the nature of misconduct is the same. For clarity, this means the level of discipline may progress for each infraction even if the misconduct being disciplined is different or unrelated.
4. Depending on the situation and the seriousness of the violation, the Counties reserves the right to skip steps in the disciplinary process and move straight to termination of employment where necessary.
5. The following is a list (although not an exhaustive list) of conduct considered to be misconduct:
 - a. failure to comply with the Counties' policies, practices and procedures;
 - b. failure to appear for a scheduled shift without following applicable procedures;
 - c. failure to comply with a directive, or assignment;
 - d. failure to fulfil job position requirements;
 - e. excessive culpable absenteeism;
 - f. habitual lateness;
 - g. negligence in the handling of money and/or the Counties' assets;
 - h. negligence or abuse of the Counties' property and equipment; or
 - i. violence or harassment.

6. Although not an exhaustive list, the following represent serious misconduct and may be grounds for immediate dismissal:
 - a. Theft;
 - b. Alcohol or drug abuse;
 - c. Misuse of the Counties' property;
 - d. Workplace Violence and/or Harassment
 - e. Resident or Patient Abuse
 - f. Unethical conduct; or,
 - g. Insubordination.

7. The levels of discipline and associated steps are listed below and will be documented on a standard letter format:
 - a. Verbal Warning
 - b. Written Warning
 - c. Final Written Warning with Possible Suspension (without pay)
 - d. Termination

8. With each violation and step the employee will be provided with an opportunity to explain the situation and their actions. The initial discussion with the supervisor will endeavour to:
 - a. Promote a fair, consistent and constructive response to unacceptable conduct;
 - b. Ensure that the employee understands the expectations of the Counties;
 - c. Empower the employee to solve the problem;
 - d. Resolve issues in a timely manner; and,
 - e. Treat the employee fairly by giving them a reasonable opportunity to improve and avoid discipline.

9. At each step of the discipline process, the employee will be provided with a written letter and action plan (if warranted) outlining:
 - a. The problem/misconduct/undesirable behaviour with specific examples (when/what happened);
 - b. Associated Counties' policy and related documents outlining standards, behaviours and expectations to be met;
 - c. Timeframe to improve the identified issue with established follow-up dates/meetings (as applicable);

- d. Further discipline and consequences should the problem, behaviour or misconduct not be resolved;
 - e. All steps and action taken by the Counties to help the employee improve and meet expectations;
 - f. The employee will be provided with a copy of the discipline, and another will be placed in the employee's file by Human Resources; and,
 - g. The employee is to sign the letter as proof that the letter was received by the employee.
10. Disciplinary letters will be removed from the employee's personnel file eighteen (18) months after being placed on the employee's file so long as the employee remains discipline free for the eighteen (18) month period for Non-Union employees or as governed by the group collective agreement. Otherwise, the disciplinary letter will remain on the file until such time that the employee remains discipline free for eighteen (18) months. In the event an employee is on a leave of absence greater than three (3) months, the time period will be suspended at the commencement of the absence and recommence once the employee has returned to their former duties and status.
 11. A violation requiring discipline after the final written warning, and upon exhaustion of all steps in the progressive discipline process will result in termination of employment with the Counties.
 12. Before an employee is disciplined, the Supervisor/Manager/Director must meet to discuss the issue, as well as the content of the letter, with Human Resources. Advance discussion with Human Resources is not required where verbal correction is provided "in the moment" by a Supervisor to immediately correct behaviour, particularly behaviour creating a safety risk to the employee, others, or Counties assets.
 13. Supervisors are responsible for reporting discipline to Human Resources. If a supervisor provides an employee with discipline in the absence of the Department Head, then the Department Head must be informed immediately upon their return.
 14. Disciplinary letters are to be provided to employees as soon as reasonably possible after the Counties becomes aware of the misconduct, or once the investigation is completed (as applicable), with a copy to Human Resources. The letter may be signed by the supervisor or the Department Head.

15. Where a meeting is convened with a unionized employee and the subject matter may be documented on the employee's record regarding conduct, the supervisor will offer to the employee that a Steward or Alternate Steward can attend as a witness, and the employee may request that a Steward or Alternate Steward attend as a witness, in accordance with the collective agreement. The Counties will honour this request in keeping with the provisions of the collective agreement. If the employee would like union representation, Human Resources will be present at the meeting as well. If the employee refuses union representation, the Supervisor and Human Resources will have the employee sign a document to that effect.

Suspension Pending Investigation

1. A suspension pending investigation is not disciplinary but is intended to allow the Counties time to examine a serious issue thoroughly and to determine appropriate action. Suspensions pending an investigation are provided with pay (for scheduled shifts only).
2. The Human Resources Manager will consult with the Director/Division Head to determine the need for a suspension during investigations.
3. Employees placed on suspension pending an investigation are required to:
 - a. Not have contact with anyone from the Counties other than a specifically designated point of contact;
 - b. Temporarily turn over their workplace keys, identification and credit cards (if applicable); and,
 - c. Leave all Counties' property, equipment, information, etc. on the Counties' premises.
4. Any property, equipment or information belonging to the Counties that is at the employee's residence must be turned over to the Counties until such time as the investigation is completed.
5. If an employee is placed on a suspension pending the results of an investigation, the employee will be notified of the decision, a stated timeline for the investigation and the actions that predicated the decision. During the investigation, the suspended employee will be given an opportunity to respond to the allegations. If the investigation is not completed during the stated timeline, the Counties reserves the right to extend the suspension, as necessary.

6. As the suspended employee will be suspended with full pay, they will be required to be available for interviews during this period. The suspended employee will have the right to be accompanied to any interview by a support person, a representative of the Counties, or a Union Steward, in the case of a unionized employee. Should the suspended employee need to leave town or is otherwise unavailable for interviews, they must submit a request and be granted approved leave. If the suspended employee fails to be available, the Counties will proceed with the investigation and make a determination based on the information available.

Termination of Employment

1. The final stage of progressive discipline is termination of employment. Termination of employment with the Counties which may occur following an employee committing multiple violations of Counties' policy, or another applicable reason, after the logical steps for progressive disciplinary action have been taken or immediately following a severe violation. The employee will be escorted from the Counties' property immediately, maintaining the dignity of the terminated employee by not making it obvious to other employees that the employee has been terminated, or for what reasons.
2. The Counties may consider serious offences as cause for immediate termination without progression through the progressive discipline process.

Appeals

1. If a non-union employee believes they have been wrongfully disciplined, they may file a written appeal with the HR Supervisor. Written appeals must contain:
 - a. Details of the discipline;
 - b. Events surrounding the discipline; and,
 - c. Why the employee feels the discipline is not warranted or appropriate.
2. The HR Supervisor shall review and respond to all written appeals in writing within ten (10) business days.
3. If an employee is dissatisfied with the response or resolution, they may submit an appeal to the next level of uninvolved management or to the HR Manager for review, following the same process outlined above. If a unionized employee believes they have been wrongfully disciplined, the established grievance procedure can be accessed.

Roles and Responsibilities

Warden is responsible to:

- Follow this policy for disciplinary matters involving the Chief Administrative Officer.
- Serve as the next level of management where the Chief Administrative Officer is administering discipline.

Chief Administrative Officer is responsible to:

- Make final decisions regarding any termination of employment.
- Report or designate the reporting of criminal matters to the appropriate authorities.
- Keep Counties' Council apprised of Human Resources matters, particularly those related to termination for cause.
- Process progressive discipline of Directors with the support of Human Resources.

Directors, Managers or Supervisors are responsible to:

- Communicate and enforce the Counties' policies and procedures, ensuring employees receive clear, unambiguous instructions on expected behaviour.
- Guide employees in their workplace behaviour, ensuring the manner of guidance is appropriate and constructive, and provide timely feedback and support.
- Monitor employee conduct, maintaining proper, complete, and accurate documentation that may be relied upon for discipline.
- Administer progressive discipline fairly and consistently, with support from Human Resources, in accordance with policy and legislation and ensure follow-up.
- Offer a unionized employee the presence of a Union Steward or Alternative Steward to attend as a witness where the subject matter discussed may be documented on the employee's record regarding conduct.
- Support employees in meeting expectations through ongoing guidance and training and collaborate with Human Resources when applying policy or addressing complex situations that may require discipline.

Employees are responsible to:

- Understand and follow all the Counties' policies and procedures.
- Attend disciplinary meetings as requested by their supervisor, manager or department head.

- Meet stated expectations and seek guidance when needed.
- Maintain a respectful and accountable workplace environment.
- Communicate openly with supervisors regarding workplace concerns.

Human Resources Department is responsible to:

- Ensure fair and consistent administration of progressive discipline in compliance with this policy and legislation.
- Provide advice on disciplinary matters as needed and in administering progressive discipline, act as the final authority on escalated or complex disciplinary cases.
- Assist or lead, as appropriate, the process for investigating complaints or allegations against employees.
- Draft, review and approve the content and appropriateness of all disciplinary documentation before being issued.
- Receive and maintain copies of all disciplinary letters for oversight and recordkeeping, ensuring disciplinary communication is stored in the employee's file.
- Facilitate training and development to support employees.

Union Representatives (where applicable):

- A Union Steward or Representative may be present to support employees during disciplinary meetings or investigations, as requested by unionized employees.

Approval and Review

This Policy is approved by Council and reviewed by the Directors and CAO annually, or as required.

Procedures and forms associated with this Policy are operational in nature and may be revised from time to time by Human Resources.

Inquiries

Questions, concerns or suggestions may be directed to the Departmental Manager or Supervisor, or Human Resources.

Policy: Ending Employment
Policy Number: PER 003

Department:	Human Resources	Bylaw #:	26-05 and 26-28
Effective Date:		Version:	
Approved by:	Counties' Council	Approval Date:	April 23, 2026
Legislative Authorities:	<i>Employment Standards Act, 2000 (ESA), Income Tax Act (Canada) and applicable CRA guidelines, Ontario Human Rights Code (OHRC), and all other applicable legislation.</i>		

Policy Statement/Purpose

The purpose of this policy is to provide clear procedures for handling employee terminations, ensuring that all processes are conducted fairly, consistently, in compliance with all applicable legislations and with careful attention. This policy is designed to define the types of employee termination, the responsibilities of terminated employees, and the subsequent actions required by the Counties.

Scope

This policy applies to all employees of the United Counties of Leeds and Grenville including but not limited to full-time, part-time, casual, students, volunteers, and interns. Where applicable, if there are any discrepancies between this Policy and the governing Collective Agreement for unionized employees, the Collective Agreement will prevail.

Policy

1. Upon notice of an employee's resignation / termination, supervisors must immediately alert Human Resources regarding the change in personnel, along with all pertinent information (e.g. reason for leaving, last day of work, scheduling of an exit interview etc.).
2. An employee shall be considered to be terminated when the employment relationship with the Counties has ended. Termination of the employment relationship may be initiated by the:
 - a. Employee;
 - b. The Counties;
 - c. Terms and Agreements of Employment Contract; or
 - d. Terms and Agreements of applicable Collective Agreement.

3. Terminations initiated by the Counties will be in accordance with applicable legislation, including the ESA, and the terms and conditions of the employee's employment contract or applicable collective agreement.

Voluntary Resignation

1. Resignations are generally due to new employment, failure to return to work in a timely manner after an approved leave of absence, or the death of an employee.
2. The Counties also considers that an employee has resigned their position if they have abandoned their job. Job abandonment is defined as the failure to report back to work after three (3) consecutive business days missed without prior notification to their supervisor.
3. In the case of a voluntary resignation it should be confirmed by the employee, in writing. If the employee refuses to provide the resignation in writing, the department shall immediately confirm the verbal resignation in writing stating the date and if appropriate, the circumstances. Voluntary resignations are binding on the employee and the Counties and cannot be changed except by mutual agreement.
4. The Counties requests that those employees voluntarily resigning their positions give at least two (2) weeks written notice. Senior Leaders of the Counties at the Manager level and above are expected to provide at least thirty (30) days' notice. Failure to give adequate notice may result in an ineligible for rehire status.
5. All written resignations must be acknowledged immediately in writing by Human Resources.

Layoffs/Restructuring

1. The Counties may be required to layoff or terminate an employee due to changes in business operations or restructuring. The Counties will take an employee's service record into consideration prior to any such layoff or termination. The Counties, in consultation with the employee, may explore the possibility of a transfer within the Counties.

General Termination

1. The general termination of short-term temporary positions does not require notice if the defined term in the contract is worked. However, if the intended term outlined in the temporary employment contract is to be increased or decreased, the Department Head should first consult with Human Resources and provide to the employee(s) written confirmation of the revised term. Notice of

revisions to the term of a temporary contract will be in accordance with the employment contract, and the employer will endeavour to provide a minimum of two (2) weeks' notice if possible.

With Cause Termination

1. With Cause terminations are generally due to unsatisfactory performance, misconduct, failure to abide by policies (for example, Code of Conduct, Workplace Violence and Harassment Policy, etc.) or failure to meet the expectations of the Counties.
2. Whenever possible, supervisors of the Counties will give warnings pertaining to unwanted behaviour, in accordance with the Counties' Progressive Discipline Policy. If the employee fails to correct the behaviour, or violates policies of the Counties in other respects, they may incur disciplinary action, up to and including termination.
3. Depending on the severity of the offence, an employee may be terminated without warning. In all cases of With Cause Termination, the Department Head, Director or CAO, as applicable, will inform the employee of the rationale for their termination of employment. In accordance with the ESA, employees who are guilty of wilful misconduct, disobedience, or wilful neglect of duty that is not trivial and has not been condoned by the employer will be terminated with cause and are not entitled to notice of termination or termination pay under the ESA.
4. Before or at the termination meeting, the employee will be advised of their right to have a Support Person for Non-Union or a Steward/Alternate Steward present as a witness. If the employee declines union representation, the employee will be asked to sign a document acknowledging their decision to voluntarily decline representation.
5. Terminations require review and consultation with Human Resources. Human Resources will prepare the necessary documentation and support the termination process by being present in the meeting and taking notes.
6. Employees who are terminated with cause or for job abandonment are not eligible for rehire.

Without Cause Termination

1. Subject to any probationary period, the Counties may terminate employment without cause by providing appropriate notice of termination or pay in lieu of notice, in accordance with the ESA. All terminations will be handled in a fair and lawful manner.
2. Before or at the termination meeting, the employee will be advised of their right to have a Support Person for Non-Union or Steward/Alternate Steward present as a witness. If the employee declines union representation, the employee will be asked to sign a document acknowledging their decision.

Retirement

1. The Counties is committed to showing respect and recognition to any employee who decides to retire, with the understanding that there is no mandatory retirement age in Canada. The following is a guide for the retirement process, and the actions required on the part of both management and the employee to ensure a smooth transition.
2. Employees should provide at least two (2) weeks' written notice of their intent to retire, along with their departure date to their supervisor. However, employees considering retirement should discuss the matter with their supervisor at least three (3) months prior to the intended date to ensure sufficient time for workforce planning and preparation of the necessary paperwork.
3. Once the retirement date is established, a signed letter confirming retirement must be provided by the retiring employee to their supervisor who then forwards the letter to Human Resources for appropriate action.

Exit Interviews

1. Exit interviews are conducted to understand underlying trends that may be affecting morale and retention, to gather information about working for the Counties to identify any areas/issues that could be improved or addressed to retain high calibre employees, and to identify positively impactful practices to continue. Confidentiality must be assured to encourage open discussion.
2. When an exit interview is conducted it shall be documented. This documentation will ensure that the information is collected in a fair and consistent manner.

3. Employees are encouraged to take part in an exit interview, but such participation is optional. Exit interviews will only be afforded to employees who are resigning or retiring from their current position to leave the Counties, moving to another position in a different department/area of the Counties, or to temporary employees whose term is naturally concluding.
4. When an employee has expressed interest in an exit interview, the exit interview will take place in the employee's final week of employment though this timeframe may be adjusted to necessarily accommodate availability of both parties.
5. The employee's direct supervisor (or designated substitute) will carry out the exit interview with the employee who is leaving. However, if the employee indicates they do not want their supervisor to carry out the interview, then a representative from Human Resources will conduct the interview with the employee.
6. The interviewer will:
 - a. Explain the purpose of the interview to the employee;
 - b. Ensure it is conducted in an informal and relaxed manner;
 - c. Reassure the employee that any comments they make will have no bearing on future events, e.g. a request for a reference.
7. A copy of the documented exit interview should be given to Human Resources. All copies will be handled in strict confidence and maintained in accordance with the Counties' privacy policies, ensuring that the information is shared only with those who have a legitimate need to know. If the employee requests a copy, please provide one. The original will be retained in Human Resource's confidential records for organizational learning and improvement purposes.

Last Day of Employment

1. **Returning Property Belonging to the Counties.** All property belonging to the Counties, including (but not limited to) keys, parking passes, security badge, fobs, electronic devices, keys, and any information belonging to the Counties must be returned to the Counties. This includes confidential business information that may be on the employee's personal devices (laptop, iPad, tablet, cell/smart phone etc.). It is the responsibility of the employee's immediate supervisor to ensure that employees leaving the Counties return all items that are the property of the Counties.

2. **Termination of Employee Benefits.** The employee should be informed that all employee benefits will be stopped on the last day of employment (or last day of notice), or in accordance with the employee's minimum entitlements pursuant to the ESA unless otherwise agreed upon in a written separation agreement.
3. **Final Pay.** Employees will be paid all accrued, unused vacation pay through the last date of employment. The employee will receive their final pay deposit in accordance with applicable federal and provincial laws.
4. **Record of Employment.** A Record of Employment will be prepared for the departing employee, and the Counties will comply with all reporting duties. The Record of Employment may be filed electronically in which case a copy of the record can be obtained by the Employee from Service Canada.

Roles and Responsibilities

Directors, Managers or Supervisors are responsible to:

- Ensure employee terminations are handled fairly, consistently, and in accordance with the Counties' policy and all applicable legislation.
- Obtain and acknowledge written resignations from employees, or, if a written resignation is not provided, confirm the verbal resignation in writing, including the date and relevant circumstances.
- Ensure employees provide the appropriate notice period for resignations and acknowledge all written resignations immediately; notify Human Resources of any employee resignation.
- Communicate any changes to the terms of employment for short-term or part-time positions to affected employees in writing.
- Maintain compliance with the governing Collective Agreement for unionized employees, ensuring that its terms take precedence where applicable.
- Discuss retirement plans with employees at least two (2) weeks prior to anticipated retirement and forward letter with confirmed date of retirement to Human Resources.
- Ensure all property belonging to the Counties is collected from departing employees; verify the return of confidential information.

Employees are responsible to:

- Provide at least two (2) weeks' written notice of intent to resign, stating the intended last day of work and, if possible, the reason for departure.
- Submit all resignation documentation promptly and provide constructive feedback to the Counties through the exit interview process.

- Discuss anticipated retirement date at least three (3) months in advance of date or provide at least two (2) weeks' written notice of intent to retire to supervisor.
- Return all property belonging to the Counties by the final day of employment.

Human Resources Department is responsible to:

- Ensure ROE is prepared and filed as appropriate when an employee exits the Counties.
- Ensure compliance with federal and provincial laws regarding final pay for exiting employees.
- Maintain compliance with the governing Collective Agreement for unionized employees, ensuring that its terms take precedence where applicable.
- Process termination and/or retirement notices as received, and update benefits or pension contributions as required.
- Support management throughout the process of ending employment.

Approval and Review

This Policy is approved by Council and reviewed by the Directors and CAO annually, or as required.

Procedures and forms associated with this Policy are operational in nature and may be revised from time to time by Human Resources.

Inquiries

Questions, concerns or suggestions may be directed to the Departmental Manager or Supervisor, or Human Resources.



BY – LAW No. 26-29

The Corporation of the United Counties of Leeds and Grenville

A BY-LAW TO APPOINT AN INTERIM COUNTY CLERK/MANAGER OF LEGISLATIVE SERVICES FOR THE UNITED COUNTIES OF LEEDS AND GRENVILLE AND TO REPEAL BY-LAW NO. 24-90

WHEREAS Section 5(3) of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, states 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 9 of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, states a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority; and

WHEREAS the Section 228(a) of the Municipal Act, R.S.O. 2001, S.O. 2001, c.25, as amended, requires a municipality to appoint a clerk to carry out the statutory duties listed in the Municipal Act; and

WHEREAS Council deems it expedient to appoint Krystin Stitt as Interim County Clerk/Manager of Legislative Services for the United Counties of Leeds and Grenville, effective on or about April 20, 2026; and

WHEREAS it is deemed expedient to repeal By-law No. 24-90.

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE UNITED COUNTIES OF LEEDS AND GRENVILLE HEREBY ENACT AS FOLLOWS:

1. **THAT** Krystin Stitt be and is hereby appointed as Interim County Clerk/Manager of Legislative Services of Leeds and Grenville effective on or about April 20, 2026.
2. **THAT** the said Krystin Stitt shall perform all duties required to be performed by the County Clerk/Manager of Legislative Services under any statutory authority, and any other lawful duties that may be imposed by the Council. Said duties shall include, but not be limited to, those forming the job description for the County Clerk/Manager of Legislative Services position.

3. **THAT** By-law No. 24-90, Being a By-law to Appoint an Interim County Clerk/Manager of Legislative Services for the United Counties of Leeds and Grenville and Appoint Deputy Clerks for the United Counties of Leeds and Grenville is hereby repealed in its entirety.
4. **THAT** any by-laws or parts of by-laws contrary to or inconsistent with this By-law are hereby repealed.

By-law read a first, second and third time and finally passed this 23rd day of April 2026.

Corrina Smith-Gatcke, Warden

Krystin Stitt, Interim County Clerk



BY – LAW No. 26-30

The Corporation of the United Counties of Leeds and Grenville

A BY-LAW TO APPOINT DEPUTY CHIEF ADMINISTRATIVE OFFICER AND ALTERNATE DEPUTY CHIEF ADMINISTRATIVE OFFICER FOR THE UNITED COUNTIES OF LEEDS AND GRENVILLE

WHEREAS Section 5(3) of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, states 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 229 of the Municipal Act, R.S.O. 2001, c. 25, as amended, states that a municipality may appoint a chief administrative officer who shall be responsible for exercising general control and management of the affairs of the municipality for the purpose of ensuring the efficient and effective operation of the municipality; and performing such other duties as are assigned by the municipality; and

WHEREAS the Council of the United Counties of Leeds and Grenville deems it expedient to appoint a Deputy Chief Administrative Officer and Alternate Deputy Chief Administrative Officer for the United Counties of Leeds and Grenville.

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE UNITED COUNTIES OF LEEDS AND GRENVILLE HEREBY ENACTS AS FOLLOWS:

1. **THAT** the Director of Public Works be appointed Deputy Chief Administrative Officer and have the authority to carry out the duties of the Chief Administrative Officer when the Chief Administrative Officer is absent or unable to complete the duties.
2. **THAT** the Treasurer be appointed Alternate Deputy Chief Administrative Officer and have the authority to carry out the duties of the Chief Administrative Officer in the absence of both the Chief Administrative Officer

and the Deputy Chief Administrative Officer.

3. **THAT** the Chief Administrative Officer shall have authority to revoke the appointment of the Deputy Chief Administrative Officer and Alternate Deputy Chief Administrative Officer in writing at their discretion.
4. **THAT** any by-laws or parts of by-laws contrary to or inconsistent with this by-law are hereby repealed.
5. **THAT** this by-law shall come into force and take effect on the date of its passing.

By-law read a first, second and third time and finally passed this 23rd day of April, 2026.

Corinna Smith-Gatcke, Warden

Krystin Stitt, Interim County Clerk



BY – LAW No. 26-31

The Corporation of the United Counties of Leeds and Grenville

A BY-LAW TO DELEGATE AUTHORITY TO THE CHIEF ADMINISTRATIVE OFFICER FOR CERTAIN ACTS DURING A “LAME DUCK” PERIOD

WHEREAS Section 275 (3) of the Municipal Act, S.O. 2001, c 25, as amended (the “Act”) restricts acts that a Council can take after Nomination Day (August 21, 2026) and after Voting Day (October 26, 2026) if the Council is in a lame duck position; and

WHEREAS Section 275 (6) of the Act states that nothing in this section prevents any person or body exercising authority of a municipality that is delegated to the person or body prior to Nomination Day for the election of the new Council; and

WHEREAS Council deems it expedient to delegate authority to the Chief Administrative Officer (CAO) to take action, where necessary, on certain acts during the “Lame Duck” period.

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE UNITED COUNTIES OF LEEDS AND GRENVILLE HEREBY ENACTS AS FOLLOWS:

1. **THAT** the Council of the Corporation of the United Counties of Leeds and Grenville hereby delegates authority to the Chief Administrative Officer to perform the following duties between Nomination Day and commencement of the 2026-2030 Council term as follows:
 - a. The appointment or removal from office of any officer of the municipality;
 - b. The hiring or dismissal of any employee of the municipality;
 - c. Disposition of any real or personal property of the municipality which has a value exceeding \$50,000 at the time of disposal;

- d. Making any expenditures or incurring any other liability which exceeds \$50,000;
2. **THAT** these restrictions do not apply to the disposal of real property or to expenditures or liabilities exceeding \$50,000 where budget approval has been obtained before Nomination Day; and
3. **THAT** in addition Section 274 (4.1) clarifies that a Council may take all necessary and appropriate actions in the event of an emergency; and
4. **THAT** the CAO will report to Council on any actions taken under the restrictions listed in Section 275 (3) of the Municipal Act, S.O. 2001 between Nomination Day and the commencement of the 2026-2030 Council Term; and
5. **THAT** this by-law only come into force in the event, when determined by the County Clerk with certainty, that less than 75% of the current members of Counties Council have registered as certified local head of council candidates in the 2026 Municipal Election after Nomination Day or that less than 75% of the current members of Counties Council will be returning as members of Counties Council after Election Day as certified by the local municipal Clerk.
6. **THAT** any by-laws or parts of by-laws contrary to or inconsistent with this by-law are hereby repealed.

By-law read a first, second and third time, and finally passed this 23rd day of April, 2026.

Corinna Smith-Gatcke, Warden

Krystin Stitt, Interim County Clerk



BY – LAW No. 26-32

The Corporation of the United Counties of Leeds and Grenville

A BY-LAW TO AUTHORIZE THE EXECUTION OF CONTRACT NO. PW-2026-02 WITH G. TACKABERRY & SONS CONSTRUCTION COMPANY LIMITED FOR COUNTY ROAD 4 REHABILITATION (PHASE 2)

WHEREAS under Section 5(3) of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, 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 under Section 9 of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act; and

WHEREAS Council deems it prudent to award Contract No. PW-2026-02 to G. Tackaberry & Sons Construction Company Limited for County Road 4 Rehabilitation (Phase 2) in the amount of \$2,345,693.00, excluding HST; and

WHEREAS both parties have agreed to the terms in the Form of Agreement.

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE UNITED COUNTIES OF LEEDS AND GRENVILLE HEREBY ENACTS AS FOLLOWS:

- 1. THAT** the Council of the United Counties of Leeds and Grenville approves the awarding of Contract No. PW-2026-02 to G. Tackaberry & Sons Construction Company Limited for County Road 4 Rehabilitation (Phase 2) in the amount of \$2,345,693.00, excluding HST, as per the Form of Agreement attached hereto as Schedule "A" and forming part of this by-law.
- 2. THAT** the Warden and County Clerk be authorized to execute all things, papers, and documents necessary to the execution of such Contract.

- 3. THAT** any by-laws or parts of by-laws contrary to or inconsistent with this By-law are hereby repealed.

- 4. THAT** this By-law shall come into force and take effect on the date of its passing.

By-law read a first, second and third time, and finally passed this 23rd day of April, 2026.

Corinna Smith-Gatcke, Warden

Krystin Stitt, Interim County Clerk

FORM OF AGREEMENT

BETWEEN:

THE UNITED COUNTIES OF LEEDS AND GRENVILLE

(referred to as the "**Counties**")

AND:

G. TACKABERRY & SONS CONSTRUCTION COMPANY LIMITED

(referred to as the "**Supplier**")

In consideration of the mutual covenants and agreements contained herein and for other good and valuable consideration, the receipt and sufficiency of which are expressly acknowledged, the parties agree as follows:

A. Description of Deliverables

Please refer to the PW-2026-02 Solicitation Document.

B. Rates and Disbursements

B.1 Maximum Fee

Notwithstanding anything else in the Contract, the total amount payable by the Counties to the Supplier under the Contract shall not exceed two million three hundred forty-five thousand six hundred ninety-three dollars (\$2,345,693.00), inclusive of \$113,940.00 Provisional and \$405,000.00 Contingency, plus HST.

B.2 Personnel and Rates

Not applicable.

C. Counties and Supplier Representatives

The Counties Representative and contact information for the Contract is:

Adem Adebayo, Manager of Engineering and Operations

T) (613) 342-3840 x2411

E) adem.adebayo@uclg.on.ca

The Supplier Representative and contact information for the Contract is:

Kevin Tackaberry, Vice President
G. Tackaberry & Sons Construction Company Limited
P.O. Box 70, 109 Washburn Road
Athens, ON, K0E 1B0
T) (613) 924-2634
E) estimating@tackaberryconstruction.com

D. Term and Definition of Contract

The Contract shall take effect on the 23rd day of April 2026 (the "**Effective Date**") and shall be in effect until the 31st day of October 2026, unless it is terminated earlier in accordance with the terms of the Contract or otherwise by operation of law.

"Contract" has the meaning ascribed thereto in OPSS MUNI 100, November 2019, which applies to the Contract, and for certainly, also includes the "Contract Documents", as such term is defined therein.

E. Additional Provisions

1. The Supplier shall be subject to a performance evaluation during the course of, and/or at the conclusion of the Contract.
2. In the event that the Supplier fails to perform its obligations under the Contract, the Counties may, in addition to any and all legal and equitable remedies available to it, place the Supplier on probation or suspend the Supplier from participating in future procurement opportunities in accordance with the Counties' Contractor Performance Policy.

This Agreement may be executed and delivered by facsimile transmission, or scanned and delivered by electronic transmission, and when so executed and delivered, shall be deemed an original.

IN WITNESS WHEREOF the parties hereto have executed this Agreement as of the date written below.

THE UNITED COUNTIES OF LEEDS AND GRENVILLE

Signature:

Signature:

Name: Krystin Stitt

Name: Corinna Smith-Gatcke

Title: Interim County Clerk

Title: Warden

Date of Signature: April 23, 2026

Date of Signature: April 23, 2026

I have the authority to bind the Counties.

I have the authority to bind the Counties.

G. TACKABERRY & SONS CONSTRUCTION COMPANY LIMITED

Signature:

Name: Kevin Tackaberry

Title: Vice-President

Date of Signature: April 7, 2026

I have the authority to bind the Supplier.



BY – LAW No. 26-33

The Corporation of the United Counties of Leeds and Grenville

A BY-LAW TO AUTHORIZE THE EXECUTION OF CONTRACT NO. PW-2026-03 WITH GIP PAVING INC. FOR COUNTY ROAD 7 REHABILITATION (PHASE 2)

WHEREAS under Section 5(3) of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, 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 under Section 9 of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act; and

WHEREAS Council deems it prudent to award Contract No. PW-2026-03 to GIP Paving Inc. for County Road 7 Rehabilitation (Phase 2) in the amount of \$1,554,019.50, excluding HST; and

WHEREAS both parties have agreed to the terms in the Form of Agreement.

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE UNITED COUNTIES OF LEEDS AND GRENVILLE HEREBY ENACTS AS FOLLOWS:

- 1. THAT** the Council of the United Counties of Leeds and Grenville approves the awarding of Contract No. PW-2026-03 to GIP Paving Inc. for County Road 7 Rehabilitation (Phase 2) in the amount of \$1,554,019.50, excluding HST, as per the Form of Agreement attached hereto as Schedule "A" and forming part of this by-law.
- 2. THAT** the Warden and County Clerk be authorized to execute all things, papers, and documents necessary to the execution of such Contract.
- 3. THAT** any by-laws or parts of by-laws contrary to or inconsistent with this By-law are hereby repealed.

4. THAT this By-law shall come into force and take effect on the date of its passing.

By-law read a first, second and third time, and finally passed this 23rd day of April, 2026.

Corinna Smith-Gatcke, Warden

Krystin Stitt, Interim County Clerk

FORM OF AGREEMENT

BETWEEN:

THE UNITED COUNTIES OF LEEDS AND GRENVILLE

(referred to as the "**Counties**")

AND:

GIP PAVING INC.

(referred to as the "**Supplier**")

In consideration of the mutual covenants and agreements contained herein and for other good and valuable consideration, the receipt and sufficiency of which are expressly acknowledged, the parties agree as follows:

A. Description of Deliverables

Please refer to the PW-2026-03 Solicitation Document.

B. Rates and Disbursements

B.1 Maximum Fee

Notwithstanding anything else in the Contract, the total amount payable by the Counties to the Supplier under the Contract shall not exceed one million five hundred fifty-four thousand nineteen dollars and fifty cents (\$1,554,019.50), inclusive of \$106,057.50 Provisional and \$405,000.00 Contingency, plus HST.

B.2 Personnel and Rates

Not applicable.

C. Counties and Supplier Representatives

The Counties Representative and contact information for the Contract is:

Chad Findlay, Manager of Engineering and Operations
T) (613) 342-3840 x2426
E) chad.findlay@uclg.on.ca

The Supplier Representative and contact information for the Contract is:

Shaun Smith, Project Manager/Estimator
GIP Paving Inc.
12520 County Road 2
Morrisburg, ON, K0C 1X0
T) (343) 363-1574
E) ssmith2@gipi.com

D. Term and Definition of Contract

The Contract shall take effect on the 23rd day of April 2026 (the “**Effective Date**”) and shall be in effect until the 31st day of October 2026, unless it is terminated earlier in accordance with the terms of the Contract or otherwise by operation of law.

“Contract” has the meaning ascribed thereto in OPSS MUNI 100, November 2019, which applies to the Contract, and for certainly, also includes the “Contract Documents”, as such term is defined therein.

E. Additional Provisions

1. The Supplier shall be subject to a performance evaluation during the course of, and/or at the conclusion of the Contract.
2. In the event that the Supplier fails to perform its obligations under the Contract, the Counties may, in addition to any and all legal and equitable remedies available to it, place the Supplier on probation or suspend the Supplier from participating in future procurement opportunities in accordance with the Counties’ Contractor Performance Policy.

This Agreement may be executed and delivered by facsimile transmission, or scanned and delivered by electronic transmission, and when so executed and delivered, shall be deemed an original.

IN WITNESS WHEREOF the parties hereto have executed this Agreement as of the date written below.

THE UNITED COUNTIES OF LEEDS AND GRENVILLE

Signature:

Signature:

Name: Krystin Stitt

Name: Corinna Smith-Gatcke

Title: Interim County Clerk

Title: Warden

Date of Signature: April 23, 2026

Date of Signature: April 23, 2026

I have the authority to bind the Counties.

I have the authority to bind the Counties.

GIP PAVING LTD.

Signature:



Name: Dan Byvelds

Title: Director, Morrisburg Division

Date of Signature: April 7, 2026

I have the authority to bind the Supplier.



BY – LAW No. 26-34

The Corporation of the United Counties of Leeds and Grenville

A BY-LAW TO AUTHORIZE THE EXECUTION OF CONTRACT NO. PW-2026-04 WITH G. TACKABERRY & SONS CONSTRUCTION COMPANY LIMITED FOR COUNTY ROAD 1 REHABILITATION (TOLEDO)

WHEREAS under Section 5(3) of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, 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 under Section 9 of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act; and

WHEREAS Council deems it prudent to award Contract No. PW-2026-04 to G. Tackaberry & Sons Construction Company Limited for County Road 1 Rehabilitation (Toledo) in the amount of \$285,387.80, excluding HST; and

WHEREAS both parties have agreed to the terms in the Form of Agreement.

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE UNITED COUNTIES OF LEEDS AND GRENVILLE HEREBY ENACTS AS FOLLOWS:

- 1. THAT** the Council of the United Counties of Leeds and Grenville approves the awarding of Contract No. PW-2026-04 to G. Tackaberry & Sons Construction Company for County Road 1 Rehabilitation (Toledo) in the amount of \$285,387.60, excluding HST, as per the Form of Agreement attached hereto as Schedule "A" and forming part of this by-law.
- 2. THAT** the Warden and County Clerk be authorized to execute all things, papers, and documents necessary to the execution of such Contract.

- 3. THAT** any by-laws or parts of by-laws contrary to or inconsistent with this By-law are hereby repealed.
- 4. THAT** this By-law shall come into force and take effect on the date of its passing.

By-law read a first, second and third time, and finally passed this 23rd day of April, 2026.

Corinna Smith-Gatcke, Warden

Krystin Stitt, Interim County Clerk

FORM OF AGREEMENT

BETWEEN:

THE UNITED COUNTIES OF LEEDS AND GRENVILLE

(referred to as the "**Counties**")

AND:

G. TACKABERRY & SONS CONSTRUCTION COMPANY LIMITED

(referred to as the "**Supplier**")

In consideration of the mutual covenants and agreements contained herein and for other good and valuable consideration, the receipt and sufficiency of which are expressly acknowledged, the parties agree as follows:

A. Description of Deliverables

Please refer to the PW-2026-04 Solicitation Document.

B. Rates and Disbursements

B.1 Maximum Fee

Notwithstanding anything else in the Contract, the total amount payable by the Counties to the Supplier under the Contract shall not exceed two hundred eighty-five thousand three hundred eighty-seven dollars and sixty cents (\$285,387.60), inclusive of \$6,500.00 Provisional and \$100,000.00 Contingency, plus HST.

B.2 Personnel and Rates

Not applicable.

C. Counties and Supplier Representatives

The Counties Representative and contact information for the Contract is:

Chad Findlay, Manager of Engineering and Operations
T) (613) 342-3840 x2426
E) chad.findlay@uclg.on.ca

The Supplier Representative and contact information for the Contract is:

Kevin Tackaberry, Vice President
G. Tackaberry & Sons Construction Company Limited
P.O. Box 70, 109 Washburn Road
Athens, ON, K0E 1B0
T) (613) 924-2634
E) estimating@tackaberryconstruction.com

D. Term and Definition of Contract

The Contract shall take effect on the 23rd day of April 2026 (the “**Effective Date**”) and shall be in effect until the 31st day of October 2026, unless it is terminated earlier in accordance with the terms of the Contract or otherwise by operation of law.

“Contract” has the meaning ascribed thereto in OPSS MUNI 100, November 2019, which applies to the Contract, and for certainly, also includes the “Contract Documents”, as such term is defined therein.

E. Additional Provisions

1. The Supplier shall be subject to a performance evaluation during the course of, and/or at the conclusion of the Contract.
2. In the event that the Supplier fails to perform its obligations under the Contract, the Counties may, in addition to any and all legal and equitable remedies available to it, place the Supplier on probation or suspend the Supplier from participating in future procurement opportunities in accordance with the Counties’ Contractor Performance Policy.

This Agreement may be executed and delivered by facsimile transmission, or scanned and delivered by electronic transmission, and when so executed and delivered, shall be deemed an original.

IN WITNESS WHEREOF the parties hereto have executed this Agreement as of the date written below.

THE UNITED COUNTIES OF LEEDS AND GRENVILLE

Signature:

Signature:

Name: Krystin Stitt

Name: Corinna Smith-Gatcke

Title: Interim County Clerk

Title: Warden

Date of Signature: April 23, 2026

Date of Signature: April 23, 2026

I have the authority to bind the Counties.

I have the authority to bind the Counties.

G. TACKABERRY & SONS CONSTRUCTION COMPANY LIMITED

Signature:



Name: *Kevin Tackaberry*

Title: *Vice President*

Date of Signature: *April 7, 2026*

I have the authority to bind the Supplier.



BY – LAW No. 26-35

The Corporation of the United Counties of Leeds and Grenville

A BY-LAW TO AUTHORIZE THE EXECUTION OF CONTRACT NO. PW-2026-06 WITH DW BUILDING RESTORATION SERVICES INC. FOR THE WRIGHT'S BRIDGE REHABILITATION

WHEREAS under Section 5(3) of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, 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 under Section 9 of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act; and

WHEREAS Council deems it prudent to award Contract No. PW-2026-06 to DW Building Restoration Services Inc. for the Wright's Bridge Rehabilitation in the amount of \$773,935.65, excluding HST; and

WHEREAS both parties have agreed to the terms in the Form of Agreement.

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE UNITED COUNTIES OF LEEDS AND GRENVILLE HEREBY ENACTS AS FOLLOWS:

- 1. THAT** the Council of the United Counties of Leeds and Grenville approves the awarding of Contract No. PW-2026-06 to DW Building Restoration Services Inc. for the Wright's Bridge Rehabilitation in the amount of \$773,935.65, excluding HST, as per the Form of Agreement attached hereto as Schedule "A" and forming part of this by-law.
- 2. THAT** the Warden and County Clerk be authorized to execute all things, papers, and documents necessary to the execution of such Contract.

- 3. THAT** any by-laws or parts of by-laws contrary to or inconsistent with this By-law are hereby repealed.
- 4. THAT** this By-law shall come into force and take effect on the date of its passing.

By-law read a first, second and third time, and finally passed this 23rd day of April, 2026.

Corinna Smith-Gatcke, Warden

Krystin Stitt, Interim County Clerk

FORM OF AGREEMENT

BETWEEN:

THE UNITED COUNTIES OF LEEDS AND GRENVILLE

(referred to as the "**Counties**")

AND:

DW BUILDING RESTORATION SERVICES INC.

(referred to as the "**Supplier**")

In consideration of the mutual covenants and agreements contained herein and for other good and valuable consideration, the receipt and sufficiency of which are expressly acknowledged, the parties agree as follows:

A. Description of Deliverables

Please refer to the PW-2026-06 Solicitation Document.

B. Rates and Disbursements

B.1 Maximum Fee

Notwithstanding anything else in the Contract, the total amount payable by the Counties to the Supplier under the Contract shall not exceed seven hundred seventy-three thousand nine hundred thirty-five dollars and sixty-five cents (\$773,935.65), inclusive of \$12,897.50 Provisional and \$110,000.00 Contingency, plus HST.

B.2 Personnel and Rates

Not applicable.

C. Counties and Supplier Representatives

The Counties Representative and contact information for the Contract is:

Chad Findlay, Manager of Engineering and Operations

T) (613) 342-3840 x2426

E) chad.findlay@uclg.on.ca

The Supplier Representative and contact information for the Contract is:

David Winter, President & Project Manager
DW Building Restoration Services Inc.
50 Roe Street
Carleton Place, ON, K7C 0N3
T) (613) 868-1778
E) dave@brservices.ca

D. Term and Definition of Contract

The Contract shall take effect on the 23rd day of April 2026 (the “**Effective Date**”) and shall be in effect until the 16th of October 2026, unless it is terminated earlier in accordance with the terms of the Contract or otherwise by operation of law.

“Contract” has the meaning ascribed thereto in OPSS MUNI 100, November 2019, which applies to the Contract, and for certainly, also includes the “Contract Documents”, as such term is defined therein.

E. Additional Provisions

1. The Supplier shall be subject to a performance evaluation during the course of, and/or at the conclusion of the Contract.
2. In the event that the Supplier fails to perform its obligations under the Contract, the Counties may, in addition to any and all legal and equitable remedies available to it, place the Supplier on probation or suspend the Supplier from participating in future procurement opportunities in accordance with the Counties’ Contractor Performance Policy.

This Agreement may be executed and delivered by facsimile transmission, or scanned and delivered by electronic transmission, and when so executed and delivered, shall be deemed an original.

IN WITNESS WHEREOF the parties hereto have executed this Agreement as of the date written below.

THE UNITED COUNTIES OF LEEDS AND GRENVILLE

Signature:

Name: Krystin Stitt

Title: Interim County Clerk

Date of Signature: April 23, 2026

I have the authority to bind the Counties.

Signature:

Name: Corinna Smith-Gatcke

Title: Warden

Date of Signature: April 23, 2026

I have the authority to bind the Counties.

DW BUILDING RESTORATION SERVICES INC.

Signature:



Name: David Winter

Title: President

Date of Signature: Apr 13th, 2026

I have the authority to bind the Supplier.



BY – LAW No. 26-36

The Corporation of the United Counties of Leeds and Grenville

A BY-LAW TO AUTHORIZE THE EXECUTION OF CONTRACT NO. PW-2026-07 WITH SAFA BUILDERS & CONTRACTORS FOR THE LEEDER BRIDGE REHABILITATION

WHEREAS under Section 5(3) of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, 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 under Section 9 of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act; and

WHEREAS Council deems it prudent to award Contract No. PW-2026-07 to Safa Builders & Contractors for the Leeder Bridge Rehabilitation in the amount of \$672,264.00 excluding HST; and

WHEREAS both parties have agreed to the terms in the Form of Agreement.

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE UNITED COUNTIES OF LEEDS AND GRENVILLE HEREBY ENACTS AS FOLLOWS:

- 1. THAT** the Council of the United Counties of Leeds and Grenville approves the awarding of Contract No. PW-2026-07 to Safa Builders & Contractors for the Leeder Bridge Rehabilitation in the amount of \$672,264.00, excluding HST, as per the Form of Agreement attached hereto as Schedule "A" and forming part of this by-law.
- 2. THAT** the Warden and County Clerk be authorized to execute all things, papers, and documents necessary to the execution of such Contract.
- 3. THAT** any by-laws or parts of by-laws contrary to or inconsistent with this By-law are hereby repealed.

4. THAT this By-law shall come into force and take effect on the date of its passing.

By-law read a first, second and third time, and finally passed this 23rd day of April, 2026.

Corinna Smith-Gatcke, Warden

Krystin Stitt, Interim County Clerk

FORM OF AGREEMENT

BETWEEN:

THE UNITED COUNTIES OF LEEDS AND GRENVILLE

(referred to as the "**Counties**")

AND:

SAFA BUILDERS & CONTRACTORS

(referred to as the "**Supplier**")

In consideration of the mutual covenants and agreements contained herein and for other good and valuable consideration, the receipt and sufficiency of which are expressly acknowledged, the parties agree as follows:

A. Description of Deliverables

Please refer to the PW-2026-07 Solicitation Document.

B. Rates and Disbursements

B.1 Maximum Fee

Notwithstanding anything else in the Contract, the total amount payable by the Counties to the Supplier under the Contract shall not exceed six hundred seventy-two thousand two hundred sixty-four dollars (\$672,264.00), inclusive of \$60,000.00 Contingency, plus HST.

B.2 Personnel and Rates

Not applicable.

C. Counties and Supplier Representatives

The Counties Representative and contact information for the Contract is:

Adem Adebayo, Manager of Engineering and Operations

T) (613) 342-3840 x2411

E) adem.adebayo@uclg.on.ca

The Supplier Representative and contact information for the Contract is:

Umair Shah
SAFA Builders & Contractors
14-130 Konrad Crescent
Markham, ON, L3R 0G5
T) (905) 604-8195
C) (647) 999-5050
E) umair@safabc.ca

D. Term and Definition of Contract

The Contract shall take effect on the 23rd day of April 2026 (the “**Effective Date**”) and shall be in effect until the 16th Day of October 2026, unless it is terminated earlier in accordance with the terms of the Contract or otherwise by operation of law.

“Contract” has the meaning ascribed thereto in OPSS MUNI 100, November 2019, which applies to the Contract, and for certainly, also includes the “Contract Documents”, as such term is defined therein.

E. Additional Provisions

1. The Supplier shall be subject to a performance evaluation during the course of, and/or at the conclusion of the Contract.
2. In the event that the Supplier fails to perform its obligations under the Contract, the Counties may, in addition to any and all legal and equitable remedies available to it, place the Supplier on probation or suspend the Supplier from participating in future procurement opportunities in accordance with the Counties’ Contractor Performance Policy.

This Agreement may be executed and delivered by facsimile transmission, or scanned and delivered by electronic transmission, and when so executed and delivered, shall be deemed an original.

IN WITNESS WHEREOF the parties hereto have executed this Agreement as of the date written below.

THE UNITED COUNTIES OF LEEDS AND GRENVILLE

Signature:

Name: Krystin Stitt

Title: Interim County Clerk

Date of Signature: April 23, 2026

I have the authority to bind the Counties.

Signature:

Name: Corinna Smith-Gatcke

Title: Warden

Date of Signature: April 23, 2026

I have the authority to bind the Counties.

SAFA BUILDERS & CONTRACTORS

Signature: 

Name: Umair Shah

Title: Director

Date of Signature: April 7, 2026

I have the authority to bind the Supplier.



BY – LAW No. 26-37

The Corporation of the United Counties of Leeds and Grenville

A BY-LAW TO RATIFY A COLLECTIVE AGREEMENT BETWEEN THE UNITED COUNTIES OF LEEDS AND GRENVILLE AND THE ONTARIO PUBLIC SERVICE EMPLOYEES UNION (OPSEU) LOCAL 494 FOR THE COMMUNITY AND SOCIAL SERVICES DIVISION

WHEREAS under Section 5(3) of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, 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 under Section 9 of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act; and

WHEREAS the United Counties of Leeds and Grenville and the Ontario Public Service Employees Union Local 494 have entered into a Collective Agreement for Full-Time/Part-Time Contract Bargaining Unit Members employed by the United Counties of Leeds and Grenville; and

WHEREAS the parties agree to the terms of the attached Memorandum of Settlement as constituting full settlement of all matters in dispute; and

WHEREAS the Collective Agreement shall be in force from January 1, 2026 to December 31, 2028.

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE UNITED COUNTIES OF LEEDS AND GRENVILLE HEREBY ENACT AS FOLLOWS:

1. **THAT** the attached Memorandum of Settlement and Contract between the United Counties of Leeds and Grenville and the Ontario Public Service Employees Union (OPSEU) Local 494 for the Community and Social Services Division be ratified.
2. **THAT** any by-laws or parts of by-laws contrary to or inconsistent with this by-law are hereby repealed.

3. **THAT** this by-law shall come into force and take effect on the date of its passing.

By-law read a first, second and third time and finally passed this 23rd day of April, 2026

Corinna Smith-Gatcke, Warden

Krystin Stitt, Interim County Clerk



BY – LAW No. 26-38

The Corporation of the United Counties of Leeds and Grenville

A BY-LAW TO CONFIRM THE PROCEEDINGS OF THE COUNCIL OF THE UNITED COUNTIES OF LEEDS AND GRENVILLE AT ITS MEETING HELD ON APRIL 23, 2026

WHEREAS the *Municipal Act*, S.O. 2001, c. 25, as amended, grants powers to a municipality to exercise its authority under this or any other Act; and

WHEREAS it is deemed expedient that the proceedings of the Council of the Corporation of the United Counties of Leeds and Grenville at this meeting must be adopted by by-law.

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE UNITED COUNTIES OF LEEDS AND GRENVILLE HEREBY ENACTS AS FOLLOWS:

1. **THAT** the action of the Council of the United Counties of Leeds and Grenville in respect of each recommendation contained in the Committee Reports and each motion and resolution passed and other action taken by the Council of the United Counties of Leeds and Grenville, at this meeting held on the 23rd day of April, 2026 is hereby adopted and confirmed as if all proceedings were expressly embodied in this by-law.
2. **THAT** the Warden and proper officials of the Corporation of the United Counties of Leeds and Grenville are hereby authorized and directed to do all things necessary to give effect to the action of the Council referred to in the proceeding section hereof.
3. **THAT** the Warden and County Clerk be authorized and directed to execute all documents in that behalf and to affix therefore the seal of the Corporation of the United Counties of Leeds and Grenville.

By-law read a first, second and third time and finally passed this 23rd day of April, 2026.

Corinna Smith-Gatcke, Warden

Krystin Stitt, Interim County Clerk