
POLICY TITLE:	Pay-On-Demand-Surety Bonds – Acceptable form of security
POLICY #:	XXXXXX
CATEGORY:	Corporate Services/Treasurer Division
AUTHORITY:	N/A
POLICY APPROVED BY:	Report CS-2024-009
EFFECTIVE DATE:	
APPLICABLE TO:	All Staff

1. Purpose

This Policy outlines the requirements of a pay-on-demand surety bond to be an acceptable form of security for Development Agreements.

2. Definitions

The Town	The Corporation of the Town of Halton Hills.
Development Agreement	Refers to any agreement entered into between the Town and a landowner to regulate the provision of on-site and municipal works required to service land under development applications. Includes, but is not limited to, Plan of Subdivision, Site Plan, External Works Agreement, Joint Service Agreement and Consent Agreement.
Security	An amount required to be provided as surety for the completion of the works under a Development Agreement, and provided the agreement is not in default, will be returned in its entirety or in part when all the conditions of the agreement have been completed to the satisfaction of the Town.
Pay-on-demand surety bond	A bond which guarantees the assumption of responsibility for payment of security in the event of default of a Development Agreement.
Surety Provider	A company legally capable of acting as the surety in the pay-on-demand bond agreement.

3. Policy

This policy provided for any Development Agreement which is required to provide Security and may be for the full amount of security required or for a portion if supplemented with a Letter of Credit or cash, only where the language, in the associated Development Agreement, permits Pay-on-demand bonds.

POLICY DETAILS: This Policy is applicable, in all cases, in which a Pay-on-demand surety bond is being evoked as security for a Development Agreement.

Where financial security is required by the Town, a term of any contract or as a condition of any planning approval, Development Agreement Pay-on-demand surety bonds are a satisfactory financial security provided they are issued to and received by the Town in accordance with the following terms and conditions:

1. The Development Agreement Pay-on-demand surety bond shall be issued by a Canadian surety provider having a minimum credit rating of:
 - (a) "A" or higher as assessed by Dominion Bond Rating Service Limited;
 - (b) "A-" or higher as assessed by Fitch Ratings;
 - (c) "A3" or higher as assessed by Moody's Investors Services Inc.; or
 - (d) "A-" or higher as assessed by S&P.
2. The issuing company shall be incorporated in Canada for no less than ten (10) years and issue pay-on-demand bonds in Canadian dollars.
3. The issuing surety provider must be an active institution monitored by the Office of the Superintendent of Financial Institutions (OSFI).
4. When a surety provider that has issued or has confirmed a pay-on-demand surety bond received and held by the Town, subsequently ceases, in the opinion of the Town to meet all or any of the requirements of this Policy, the Town may, in its discretion, and subject to Section 7 of this Policy, require a new security to its satisfaction, to be provided to the Town within seven (7) days of demand for same and the original pay-on-demand surety bond will be returned and / or exchanged for the replacement security. In the event the new security is not received as required, the Town may draw upon the original Pay-on-demand surety bond.
5. Where there is doubt as to the credit rating or other qualification of a surety provider, the Town's Treasurer or his/her Delegate shall be satisfied that the institution meets the guidelines of this Policy.
6. The pay-on-demand surety bond to be provided to the Town issued by a surety provider shall be irrevocable and shall be in the form and on the terms of the "Development Agreement Pay-on-demand surety bond" template attached hereto as Appendix A.

7. Notwithstanding anything in this Policy:

(a) the Town may, in its discretion, decline a pay-on-demand surety bond for any reason

(b) when a pay-on-demand surety bond has been received and is being held by the Town and the Town is no longer satisfied that the pay-on-demand surety bond adequately provides adequate protection, the Town may require a new security to its satisfaction, to be provided to the Town within seven (7) days of demand for same and the original pay-on-demand surety bond will be returned and / or exchanged for the replacement security. In the event the new security is not received as required, the Town may draw upon the original Pay-on-demand surety bond.

Any deviations from the said approved form of Development Agreement Bond template shall be reviewed by and are subject to approval of the Town Treasurer.

4. Review and Revision

This is a new policy that will be reviewed in five (5) years, or earlier if warranted.

DEVELOPMENT AGREEMENT SURETY BOND

BOND NO.:

AMOUNT: \$

KNOW ALL PERSONS BY THESE PRESENTS, that

,
as Principal, hereinafter called the "Principal", and
,

as Surety, hereinafter called the "Surety", are held and firmly bound unto , **as Obligee, hereinafter called the "Obligee", in the amount of** Dollars (\$) **lawful money of Canada, for the payment of which sum, well and truly to be made, the Principal and the Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.**

WHEREAS the Principal and Obligee have entered into, or will enter into, an agreement with reference number with respect to lands known as in the Town of Halton Hills (said agreement is by reference made a part hereof and is hereinafter referred to as the "Development Agreement").

NOW THEREFORE, the condition of this obligation is such that if the Principal shall, in the opinion of the Obligee do and perform all of the stipulations, conditions, covenants and terms of the Development Agreement, then this obligation shall be void and of no effect; otherwise, it shall remain in full force and effect.

PROVIDED, however, the foregoing obligation is subject to the following terms and conditions:

- 1. Whenever the Principal shall be declared in writing by the Obligee to be in default under the Development Agreement, and the Obligee intends to make a claim under this bond, the Obligee shall promptly notify the Principal and the Surety in writing of such default in the form of a Demand, the form of which is attached to this Bond as Schedule "A".**
- 2. On determination by the Obligee, in its sole and absolute discretion, that the Principal is in default of its obligations under the Development Agreement, the Surety and Principal agree that the Surety will make payments to the Obligee for amounts demanded by the Obligee, up to an aggregate of the Bond Amount, within ten (10) business days after the Surety's receipt of a Demand from the Obligee at the address noted herein by hand or courier.**

3. This Bond is irrevocable and payment will be made notwithstanding any objection by the Principal. Where a Demand in the prescribed form has been delivered to the Surety, it shall be accepted by the Surety as conclusive evidence of its obligation to make payment to the Obligee, and the Surety shall not assert any defence or grounds of any nature or description for not making payment to the Obligee, in whole or in part, pursuant to such Demand, including but not limited to any of the following reasons: that a Default has not occurred, that the Principal committed any fraud or misrepresentation in its application for the Bond, or that the amount set out in the Demand is not appropriate, warranted or otherwise not in accordance with the Development Agreement. The Surety's liability under this Bond is unconditional and shall not be discharged or released or affected by any arrangements made between the Obligee and the Principal or by any dispute between the Surety and Principal, or the taking or receiving of security by the Obligee from the Principal, or by any alteration, change, addition, modification, or variation in the Principal's obligation under the Development Agreement, or by the exercise of the Obligee or any of the rights or remedies reserved to it under the Development Agreement or by any forbearance to exercise any such rights or remedies whether as to payment, time, performance or otherwise (whether or not by any arrangement, alteration or forbearance is made without the Surety's knowledge or consent). All payments by the Surety shall be made free and clear without deduction, set-off or withholding.
4. The Obligee may make multiple Demands under this bond.
5. The amount of the Bond may be reduced from time to time as advised by notice in writing by the Obligee to the Surety.
6. Each payment made by the Surety under this Bond shall reduce the amount of this Bond.
7. In no event shall the Surety be liable for a greater sum than the amount of this Bond.
8. No right of action shall accrue upon or by reason hereof to or for the use or benefit of any person other than the Obligee.
9. When the Principal has completed all works required by the Development Agreement to the Obligee's satisfaction, all maintenance and rectification periods contained within the Development Agreement have expired, and the Obligee has finally assumed all works in writing, the Obligee shall return this Bond to the Surety for termination or advise the Surety in writing that this Bond is terminated, in accordance with the terms of the Development Agreement.
10. If the Surety at any time delivers at least ninety (90) days prior written notice to the Obligee and to the Principal of its intention to terminate this obligation, the Principal shall deliver to the Obligee, not less than thirty (30) days prior to the termination of this Bond, financial security in the amount of this Bond in a form acceptable to the Obligee. If the replacement financial security is not provided by the Principal or is

not accepted by the Obligee, this Bond shall remain in effect.

11. Nothing in this bond shall limit the Principal's liability to the Obligee under the Development Agreement.
12. This Bond shall be governed by and construed in accordance with the laws of the Province of Ontario and the laws of Canada applicable thereto and shall be treated, in all respects, as a contract entered into in the Province of Ontario without regard to conflict of laws principles. The Principal and Surety hereby irrevocably and unconditionally attorn to the jurisdiction of the courts of the Province of Ontario.
13. All Demands and notices under this Bond shall be delivered by hand, registered mail or courier to the Surety, with a copy to the Principal at the addresses set out below, subject to any change of address in accordance with this Section. All other correspondence may be delivered by regular mail, registered mail, courier, or email. A change of address for the Surety is publicly available on the Financial Services Regulatory Authority of Ontario website. The address for the Principal may be changed by giving notice to the other parties setting out the new address in accordance with this Section.

The Surety:

Name
Address
Email
Phone

The Principal:

Name
Address
Email
Phone

The Obligee:

Name
Address
Email
Phone

IN TESTIMONY WHEREOF, the Principal has hereto set its hand and affixed its seal and the Surety has caused these presents to be sealed with its corporate seal duly attested by the signature of its authorized signing authority.

SIGNED AND SEALED this day of , 2022 , in the presence of:

Per: _____
Name:
Title:

Per: _____
Name:
Title:

I / We have the authority to bind the Corporation.

, Attorney in Fact



DEMAND – NOTICE OF DEFAULT

Date: Surety:

Address: Attention:

**Re: Development Agreement Bond No. (the “Bond”) Principal: (the
“Principal”**

Obligee: (the “Obligee”)

**Agreement: (the “Development Agreement” Dear ,
Pursuant to the above referenced Bond, The Town of Halton Hills hereby
declares a default under the Development Agreement.**

**We hereby demand that the Surety honour its ten (10) day payment obligation
as per the terms of the Bond and we hereby certify that we are entitled to draw
on the Bond pursuant to the terms of the Development Agreement and
demand payment of \$ under the terms of the Bond.**

Payment Instructions:

Yours truly,