

Agenda

Regular Meeting of Council
Corporation of the Township of The North Shore
Tuesday, April 28, 2026
6:00 PM

Join Zoom Meeting

<https://us02web.zoom.us/j/87947892224?pwd=CwX5BpOwRyVi8il3NANOPWnmVnwPba.1>

Meeting ID: 879 4789 2224

Passcode: 063846

This meeting is being held in a Hybrid setting. Attendees may choose to attend via ZOOM or in person in the Municipal Office Council Chambers located at 1385 Highway 17, Algoma Mills.

Land Acknowledgement

Aanii/boozhoo

We acknowledge and give thanks to the land on which we live and work, and to the people who have cared for it. This land is the traditional territory of the Anishinaabeg Nation of the Robinson-Huron Treaty.

1. CALL TO ORDER
2. APPROVAL OF AGENDA
3. DISCLOSURES OF PECUNIARY INTEREST
4. PRESENTATIONS/DELEGATION
5. ADOPTION OF MINUTES
 - a) Regular meeting of April 1
6. COUNCIL MEMBERS REPORT
 - a) Verbal Report - Recreation Committee
7. REPORTS AND MOTIONS OF MUNICIPAL STAFF, COMMITTEES, AND COMMUNICATIONS
 - a) Report - Next Meeting
 - b) Report - Administrative Activities
 - c) Report - 2025 Annual Wastewater Report
 - d) Report - PUC Agreement Extension
 - e) Report - Distribution Line Replacement Program
 - f) Report - Election Accessibility Plan
 - g) Report - Fire Protective Gear
 - h) Report - First Quarter PW and Fire

8. CONSENT AGENDA

- a) Board of Health Minutes - November 26, 2025
- b) Legislation Update - MMAH
- c) Legislation Update - MMAH
- d) Funding Announcement - Canada Day Grant
- e) ADSAB Invitation to 2026 General Meeting

9. OLD BUSINESS (INCLUDES THE FOLLOWING WRITTEN LETTERS/REPORTS

- a) Review of Policy P3 - Winter Snow Plow/Sanding Operations
- b) Organization Chart and Job Descriptions

10. INTRODUCTION, READING AND CONSIDERATION OF BY-LAWS

- a) By-Law 26-24 - SCF Amendment 5
- b) By-Law 26-25 - Budget By-Law 2026
- c) By-Law 26-26 - Tax Rate By-Law 2026
- d) By-Law 26-27 - Appoint CBO and Building Inspector

11. NOTICES OF MOTION

12. QUESTION PERIOD

13. CLOSED SESSION

To move to Closed Session pursuant to Section 239 (2) of the Municipal Act, to consider:

- (a) The security of the property of the municipality or local board
- (b) personal matters about an identifiable individual, including municipal or local board employees
- (d) labour relations or employee negotiations
- (f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose

For the purpose of legal and human resource matters

14. REPORT FROM CLOSED SESSION

15. CONFIRMATORY BY-LAW

By-law 26-28 being a by-law to confirm the proceedings of Council at its meeting held April 28, 2026, be read a first, second and third time enacted and passed.

16. ADJOURNMENT



Minutes

Regular Council Meeting
Township of the North Shore
Wednesday, April 1st, 2026
6:00 p.m.
Hybrid Meeting

ATTENDANCE

Council: Tony Moor - Mayor
Richard Welburn - Ward 1 - electronic
Len Menard - Ward 2 - electronic
Tracey Simon - Ward 3 - electronic
Robin Green - Councillor at Large

Staff: Craig Davidson - Acting Clerk/Interim Treasurer
Matt Simon - Public Works Manager

LAND ACKNOWLEDGEMENT

The Mayor offered a Land Acknowledgement.

CALL TO ORDER

The Mayor called the meeting to order at 6:00 p.m.

APPROVAL OF AGENDA

RESOLUTION #26-112

Moved by: R. Green

Seconded by: L. Menard

BE IT RESOLVED: That Council for the Corporation of the Township of The North Shore approves the agenda as circulated

CARRIED

DISCLOSURES OF PECUNIARY INTEREST - None were noted

PRESENTATIONS/DELEGATION

ADOPTION OF MINUTES

a) Minutes for the Regular Meeting March 18, 2026

RESOLUTION #26-113

Moved by: T. Simon

Seconded by: L. Menard

BE IT RESOLVED: That Council of the Corporation of the Township of the North Shore approve the minutes of the March 18, 2026 Regular Council meeting

CARRIED

COUNCIL MEMBERS REPORT

REPORTS AND MOTIONS OF MUNICIPAL STAFF, COMMITTEES AND COMMUNICATION

a) Town Hall Items

RESOLUTION #26-114

Moved by: R. Green

Seconded by: T. Simon

BE IT RESOLVED That Council for the Corporation of the Township of The North Shore receive the Matters from Town Hall Report;
AND FURTHER THAT Staff be directed to prepare reports on matters 1-15 for Council's consideration provide these reports to member of the Public upon request.

CARRIED

b) Snow Removal - Storm March 15-16

RESOLUTION #26-115

Moved by: R. Green

Seconded by: T. Simon

BE IT RESOLVED That Council for the Corporation of the Township of The North Shore receive the Winter Storm Response.

CARRIED

RESOLUTION #26-116

Moved by: R. Green

Seconded by: T. Simon

BE IT RESOLVED That Council for the Corporation of the Township of The North Shore hereby directs Staff to place a review of policy P3 - Winter Snow Plow/Sanding Operations on the agenda for the Regular Session of April 15, 2026.

CARRIED

c) Building Inspection Services

RESOLUTION #26-117

Moved by: L. Menard

Seconded by: T. Simon

BE IT RESOLVED That the Council for the Township of the North Shore direct Staff to investigate an agreement with the Township of Plummer Additional for Building Inspection Services and bring further information, including a potential agreement, to a future Council meeting.

CARRIED

d) Cemetery Committee - Row Signs

RESOLUTION #26-118

Moved by: R. Green

Seconded by: T. Simon

BE IT RESOLVED: That Council for the Corporation of the Township of The North Shore approve the recommendation from the Cemetery Committee to put row signs on the west fence with tree names and row names.

CARRIED

e) Cemetery Committee - Pre-budget Approval

RESOLUTION #26-119

Moved by: R. Green

Seconded by: T. Simon

BE IT RESOLVED That Council for the Corporation of the Township of The North Shore approve the request from the Cemetery Committee to spend up to \$500 for the purchase of flowers etc. before the 2026 municipal budget is approved.

CARRIED

f) Cemetery Committee - Budget Requests

RESOLUTION #26-120

Moved by: R. Green

Seconded by: T. Simon

BE IT RESOLVED That Council for the Corporation of the Township of The North Shore approve the budget requests from the Cemetery Committee and direct the Interim Treasurer to include these amounts in the municipal budget for Council's consideration.

CARRIED

g) Administrative Continuity and Succession Planning

RESOLUTION #26-121

Moved by: L. Menard

Seconded by: T. Simon

BE IT RESOLVED That Council for the Corporation of the Township of The North Shore receive the report on Administrative Continuity and Succession Planning;
AND FURTHER THAT Council directs Staff to place the Organization Chart and Job Descriptions on the Agenda for the Regular Session of April 15th, 2026.

CARRIED

h) Employment Agreements

RESOLUTION #26-122

Moved by: L. Menard

Seconded by: T. Simon

BE IT RESOLVED That Council for the Corporation of the Township of The North Shore receive the report on Employment Agreements and Appendix A.

CARRIED

i) Budget Report

RESOLUTION #26-123

Moved by: R. Welburn

Seconded by: R. Green

BE IT RESOLVED That Council for the Corporation of the Township of The North Shore directs Staff to create a report comparing the cost for plowing in house versus contracting this service.

CARRIED

RESOLUTION #26-124

Moved by: R. Green

Seconded by: L. Menard

BE IT RESOLVED That Council for the Corporation of the Township of The North Shore receive the 2026 Municipal Budget and direct the Interim Treasurer to prepare appropriate by-laws, representing a 2% tax levy increase, for Council's consideration.

CARRIED

CONSENT AGENDA

OLD BUSINESS

INTRODUCTION, READING, AND CONSIDERATION OF BY-LAWS

a) By-Law 26-22 - Transfer Payment Agreement - 2025/26 CEPG
RESOLUTION # 26-125

Moved By: L. Menard

Seconded By: T. Simon

BE IT RESOLVED: That the Council of the Corporation of the Township of The North Shore hereby approve By-Law No. 26-22, Being a By-Law to authorize entering and execution of an Agreement with the Ministry of Emergency Preparedness and Response.

CARRIED

NOTICES OF MOTION

QUESTION PERIOD

Ward 1 - L. Bell-Murray - Snow Removal Policy - asked if Council would consider a communications policy as part of the Policy Review

Ward 1 - L. Bell-Murray - asked if Council would consider a 0% increase in the budget for 2026

Ward 1 - J. Gamble - noted that the employment agreement was vetted and asked that in connection with employment matters review that a review of the hiring policy be considered.

CONFIRMATORY BY-LAW

RESOLUTION # 26-126

Moved By: R. Green

Seconded By: L. Menard

BE IT RESOLVED: That the Council of the Corporation of the Township of The North Shore hereby approve By-Law No. 26-23, Being a By-Law to Confirm the Proceedings of Council at its Regular Meeting held April 1, 2026, be read a first, second and third time, enacted and passed.

CARRIED

ADJOURNMENT

RESOLUTION # 26-127

Moved By: T. Simon

Seconded By: L. Menard

BE IT RESOLVED: That the Corporation of the Township of The North Shore Regular Council meeting of April 1st, 2026, do now adjourn at 7:34 p.m. to meet again on the 15th day of April 2026 at 6:00 p.m., or at the call of the Chair.

CARRIED

Tony Moor, Mayor

Craig Davidson, Acting Clerk



April 8th, 2026

Meeting of April 28th, 2026

Council Report

SUBJECT: Next Regular Session of Council

RECOMMENDATION: That Council cancel the regular session scheduled for May 6, 2026.

Due to Election Training and the Spring AMCTO Zone 7 meeting, your Acting Clerk will not be available for the next Regular session of Council scheduled for May 6th. (actually unavailable from May 5th to and including May 8th).

Council could cancel this meeting and, should a special meeting be necessary, this could be called in the appropriate fashion during the week of May 11th. Otherwise, the next Regular Session of Council would be Wednesday May 20, 2026.

FINANCIAL IMPLICATION

There are no financial implication with Council approving the recommendation.

Prepared/Submitted by: Craig Davidson, Acting Clerk/Interim Treasurer



April 9, 2026

Meeting of April 28, 2026

Council Report

SUBJECT: Administration Activities

RECOMMENDATION: That Council receive the Staff report on administration activities as information.

Chief Building Official

Work continues with other area municipalities developing an agreement for these services. The target is to have this agreement completed prior to May 1st. There may be a need to have a special meeting of Council to appoint a Chief Building Official and/or approve the agreement with the other municipalities. Essentially, this position would be an employee of the Township of Plummer Additional with the agreement authorizing the sharing of this service for a fee.

Police Funding Resolution

At the Council meeting of February 18th, a resolution calling on the province to review the police funding model was deferred. The scheduled meeting of the Five Fires Police Services Board of March 19th did not occur due to a lack of quorum. This means that any guidance we were hoping to receive from this Board did not happen. The next scheduled meeting for the five Fires Police Services Board is April 30th.

Grant Reporting

All grant reports to the end of December 2025 have been submitted. We have completed the 2026 forecast for OCIF and the 2026 Spring Progress report for ICIP Green have been completed.

We received notice after the last meeting of Council that the request we made April 16, 2025 that our funding window was approved with changing our end date to September 30, 2026. This amendment is included in the By-law section of this agenda.

Consolidated Financial Statements

We have now received the Consolidated Financial Statements from the Auditor and these have been posted on our website. A copy of these are also available by contacting the office.

HST Rebate

The HST Rebate for the first quarter of 2026 has been completed and filed.

Budget By-Laws

As directed by Council at the last meeting, By-laws have been prepared for Council's consideration. The 2% tax levy increase translates to an increase in the municipal residential tax rate of 0.92% and a 0.83% in the overall residential tax rate.

FINANCIAL IMPLICATION

There is no financial implication in adopting or rejecting this recommendation.

Prepared/Submitted by: Craig Davidson, Acting Clerk/Interim Treasurer



April 9, 2026

Meeting of April 28, 2026

Council Report

SUBJECT: Annual Wastewater System Report

**RECOMMENDATION: That Council receive the Pronto East Annual Wastewater Report for 2025;
And to direct Staff to make these reports available to the Public on request.**

The 2025 Annual Report for the Pronto East Wastewater Report is attached to and form part of this report. By including the reports on this agenda, they are, in essence, also available to the Public, however, providing direction to Staff to provide a copy of the Annual Water System Report on request will ensure access to these reports by members of the Public.

As well, should Council wish, direction could also be provided to Staff to coordinate a meeting with SSMPUC personnel to review this report with Council.

FINANCIAL IMPLICATION

There is no financial implication in adopting the recommendation

Prepared/Submitted by: Craig Davidson, Acting Clerk/Interim Treasurer

Pronto East Subdivision
2025 Annual Wastewater Report



Certificate of Approval
5258-6RNKEZ

March 31, 2026





Pronto East Subdivision - C of A # 5258-6RNKEZ



The annual performance report for the Pronto East Subdivision Wastewater Treatment Plant will include the following:

- A summarization of the quantity of the wastewater treated, compared to the design values.
- A summary of Influent (Raw) and Final Effluent quality for each parameter identified with regulatory limits in the Certificate of Approval
- A description of any of the major expenses incurred on equipment maintenance or repairs.
- Monitoring well sampling results

System Description

Sanitary sewage is collected from the subdivision via gravity sewers to one pump station located just west of the WTP. The pump station is equipped with two submersible grinder pumps which direct the raw sewage to the treatment and sub-surface disposal facility via a 50mm force main.

Sewage flows are received at the settling tanks (series of 3), which are discharged to the recirculation tank. From the outlet of the recirculation tank, sewage is directed to the recirculating gravel filter where secondary treatment occurs in the aerobic environment of a sand filter. A flow splitter assembly directs 10% of the effluent back to the settling tank and 90% to the recirculation tank. A second flow splitter conveys 20% of the recirculated effluent to the denitrification filters and 80% back the gravel filter. The denitrification filters consist of tanks filled with reactive wood media which discharge to the pump tank. The pump tank is equipped with two submersible pumps which discharge to the subsurface filter beds for effluent disposal. This process has a designed rated capacity for 33,600 L/d.

Standby power for the wastewater field is available via a portable generator in the event of a power outage. The sewage pump station is powered by the backup generator at WTP in the event of an outage. The WTP SCADA records values for the daily wastewater flow pumped from the lift station to the treatment field. The SCADA also receives alarms for station level which will generate auto-dialer calls to the PUC control centre in Sault Ste. Marie.

WWTP Flows

Pronto East Subdivision flows are normally measured leaving the pump station directed to the wastewater treatment field. The flow meter is calibrated annually by a PUC instrument technician. The rated plant capacity of is 33.6m³/day.

Wastewater Flow (m³/day)

*2025	Jan	Feb	March	April	May	June	July	August	Sept	Oct	Nov	Dec
Total	189.9	174.1	182.3	195.7	212.6	226	224.9	289.8	193.6	167.8	166.6	168.5
Min	4.6	4.8	3.2	5.0	5.0	4.7	5.0	4.2	4.1	4.3	4.3	4.3
Max	7.7	7.1	7.2	8.9	11.9	21.2	9.9	28.1	8.6	8.2	9	7.2
Avg	6.1	6.2	5.9	6.5	6.8	7.6	7.3	9.4	6.5	5.6	5.6	5.4

**2025 Flow data represented is estimated based on past historical percentages of treated water. A new flow meter has been purchased and will be installed.*



Water Quality

Water quality monitoring is conducted by an independent laboratory, to meet the discharge quality as required by the Certificate of Approval. PUC Services Inc. contracts the use of Testmark Laboratory in Garson, for the analytical tests conducted in this report. This lab is accredited and audited by the Canadian Association for Environmental Analytical Laboratories and by the Standards Council of Canada.

The following parameters are documented in the certificate of approval with regulatory limits defined: nitrate, BOD, total suspended solids, and pH. Results for raw and final effluent sample results are documented as averages of all samples collected each quarter sent to Testmark Lab for analysis.

Nitrate Monitoring Results (mg/L)

Nitrogen	Q1	Q2	Q3	Q4
TKN Raw	32.9	30.2	43.8	44.7
Effluent NO ³	6.41	8.32	0.05	0.34
C of A Limit	10.0	10.0	10.0	10.0
Objective	2.5	2.5	2.5	2.5

All final effluent nitrate results were below the certificate of approval limit of 10 mg/L.

BOD/CBOD Monitoring Results (mg/L)

BOD/CBOD (mg/L)	Q1	Q2	Q3	Q4
Raw	59	130	170	180
Effluent	2.5	2.5	2.8	1.3
C of A Limit	25.0	25.0	25.0	25.0

All final effluent CBOD results were below the defined limit in the certificate of approval limit of 25 mg/L.

Total Suspended Solids Monitoring Results (mg/L)

TSS (mg/L)	Q1	Q2	Q3	Q4
Raw	160	95.3	62	154
Effluent	1.7	2.3	1	2.3
C of A Objective	25.0	25.0	25.0	25.0

All final effluent TSS results were below the objective of 25 mg/L defined in the certificate of approval.

Effluent pH Monitoring Results

pH	Q1	Q2	Q3	Q4
Effluent	6.66	6.31	6.43	7.11
C of A Objective	6 - 9	6 - 9	6 - 9	6 - 9

All final effluent pH results were within the objective range of 6-9.



System Maintenance

Maintenance completed:

- Two loads (approx. 18 m³) of sludge were hauled from the settling tanks and hauled by ABT to their composting facility

Groundwater Monitoring Results (mg/L)

Monitoring Well	Total P	Ammonia	NO ²	NO ³
MW #1	0.02	0.01	<0.05	1.75
MW #2*	0.058	<0.01	<0.05	5.27
MW #3	0.051	<0.01	<0.05	4.56



April 1, 2026

Meeting of April 28, 2026

Council Report

SUBJECT: Extension of Services – SSMPUC Agreement

RECOMMENDATION: That Council approves the proposed fee schedule for 2026, 2027 and 2028 with SSMPUC for management of our Water Treatment Plants and Pronto Wastewater, and direct Staff to bring a By-Law with appropriate extension document(s) to a future meeting for Council’s consideration.

As Council is aware, the Serpent River Water Treatment and Distribution System, the Pronto East Water Treatment and Distribution System, and the Pronto East Wastewater System are all managed by SSMPUC through an agreement. In 2021, the initial agreement was extended to the end of 2025 with a 2% increase in fees for each year between 2021 and 2025. The 2025 rate is \$11,884.20 per month plus HST.

In discussion with SSMPUC, an offer was extended for a three-year extension to our agreement with annual increases of 2.5%. This translates into fees of:

2026	\$12,181.31 per month
2027	\$12,485.84 per month
2028	\$12,797.98 per month

These amounts are before HST has been added.

Given that we are in the midst of the ICIP-Green Program that is to rehabilitate both of our Water Treatment Plants, and given that and that Council has identified SSMPUC and the Engineer of Record for these sites through a proposal received in the Fall of 2024, it may be wise to extend our agreement with SSMPUC for three years at this time. Over this period, the rehabilitation of the Water Systems as covered by the ICIP-Green program as well as using OCIF and CCBF funds (as highlighted in the 2026 capital budget) should be completed.

Also, given the inflationary increases that were experienced during the past 5 years, the cost being offered appears more than reasonable with annual increases of 2.5%.

Our Procurement Policy, section 20.1 – Exercise of Contract Renewal Options notes:
Where a contract contains an option for renewal, Council may exercise such option provided that:

- The supplier's performance in supplying the goods, services or construction is considered to have met the requirements of the contract, and
- Council agrees that the exercise of the option is in the best interest of the municipality, and
- Funds are available in appropriate accounts within the municipality's approved estimates including authorized revisions to meet the proposed expenditure.

The authorization from Council shall include a written explanation as to why the renewal is in the best interest of the municipality and include comment on the market situation and trend.

Staff recommendation is to approve the extension of this contract for a further three years on the financial terms noted above.

FINANCIAL IMPLICATION

The operating budget presented at the April 1st meeting does include the 2026 amount noted in this report. Subsequent budgets would do the same.

Prepared/Submitted by: Craig Davidson, Acting Clerk/Interim Treasurer



April 1, 2026

Meeting of April 28, 2026

Council Report

SUBJECT: Serpent River Water Distribution Lines

RECOMMENDATION: That Council direct Staff to request SSMPUC start the engineering process for the replacement of the distribution lines for the Serpent River Water system and to engage a local contractor to scarify Handy Spot Road upon the receipt of competitive bids.

As noted at our last meeting, there is a continual water loss situation in the distribution for the Serpent River Water System. Solving this issue could have impacts on the remaining engineering of a treatment solution as the amount of water to be treated could be reduced significantly. The first step would be to request SSMPUC commence engineering of the replacement of distribution lines. Previously, Council has identified SSMPUC as the engineer of choice for our water and wastewater systems.

The second step could be to scarify the surface of Handy Spot Road. While normally this could wait until the engineering has been completed, this could be covered with the Pothole Prevention Program. As a reminder, applications for this project were received by the Province in December 2025 with approval at the end of January 2026. Ideally the projects would be completed as of March 31st but we do have a window to approve this project at this meeting. To this end we have reached out to local contractors. We received one response from Leroy Construction in the amount of \$35,140 plus HST.

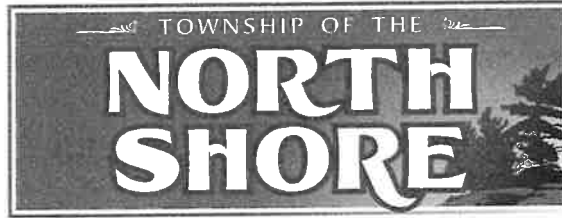
Approval at this meeting will allow us to claim the work under the Pothole Prevention program and receive funding for the total costs. Should the surface be scarified, the potholes presently there would be removed and the road would be smoother. There may be the need for occasional grading which would be part of the costs of the ICIP Green Program.

Council is free not to approve this scarifying project at this time. Should this happen, we will advise the Province that we are not able to complete the project under the Pothole Prevention program given its extremely tight timelines and return the funds received earlier this month.

FINANCIAL IMPLICATION

The operating budget presented at the April 1st meeting does include the 2026 amount noted in this report. Subsequent budgets would to the same.

Prepared/Submitted by: Craig Davidson, Acting Clerk/Interim Treasurer



April 17, 2026

Meeting of April 28, 2026

Council Report

SUBJECT: 2026 ELECTION ACCESSIBILITY PLAN

RECOMMENDATION: That Council receive the staff report as presented regarding the 2026 Election Accessibility Plan for information purposes

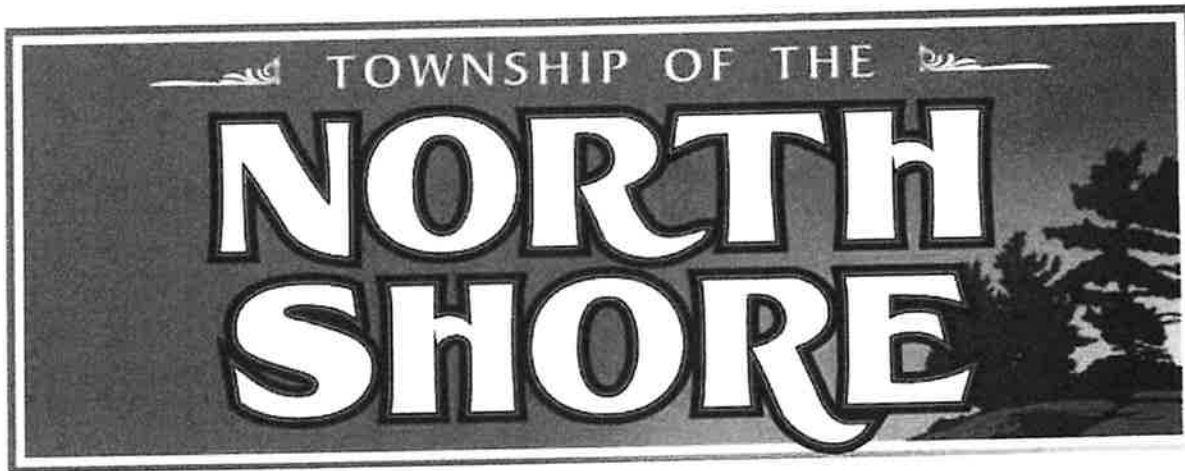
The 2026 Elections Accessibility Plan supports and strengthens the Township of The North Shore's commitment and efforts to respond to the needs of persons with disabilities.

The focus of this Plan is to ensure that the election services are accessible to all electors and candidates, to identify and eliminate barriers for persons with disabilities and to create a positive voting experience.

This report is presented to fulfill the requirements of the Municipal Elections Act, 1996, as amended, in respect of the regular election held on October 26, 2026.

A Post-Election Report will be posted to the Township's website and presented to Council within 90 days after the voting day in a regular election in accordance with Section 12.1(3) of the Municipal Elections Act, 1996 as amended.

Prepared and Submitted by: Rachel Schneider, Municipal Clerk/Deputy Treasurer



Township of The North Shore

2026 Municipal Election

Accessibility Plan

Dated: April 17, 2026

Introduction

The Municipal Clerk is responsible for the proper legislative and administrative conduct of the Municipal and school board elections in the Township of The North Shore. In accordance with the Municipal Elections Act, and The Accessibility for Ontarians with Disabilities Act, the Municipal Clerk is authorized to establish procedures and provide appropriate measures to ensure that persons with disabilities have the opportunity to participate fully in the Municipal election.

The Elections Accessibility Plan supports and strengthens the Township of The North Shore's commitment and efforts to respond to the needs of persons with disabilities.

The focus of this Plan is to ensure that election services are accessible to all electors and candidates, to identify and eliminate barriers for persons with disabilities and to create a positive voting experience.

The Township of The North Shore abides by the following principles when conducting the Municipality's Election:

- Integrity of the process is maintained throughout election
- Secrecy and confidentiality of each individual vote
- Election is fair and non-biased
- Election is accessible to the voters
- Results reflect votes cast
- Voters and candidates treated fairly and consistently

The Township of The North Shore continues to learn, develop, and adjust our approaches to meet the needs of persons with disabilities. The review of accessibility issues and initiatives and addressing barriers is an ongoing practice. This plan will be updated as new opportunities are identified or become available.

This report is presented to fulfill the requirements of the Municipal Elections Act, 1996, as amended, in respect of the regular election held on October 26, 2026.

Municipal Elections Act, 1996, as amended – Legislative Requirements

The Municipal Elections Act, 1996, as amended states the following:

- 12.1(1) A Clerk who is responsible for conducting an election shall have regard to the needs of electors and candidates with disabilities.
- 12.1(2) The Clerk shall prepare a plan regarding the identification, removal and prevention of barriers that affect electors and candidates with disabilities and shall make the plan available to the public before voting day in a regular election. 2016, c. 15, s. 11.
- 12.1(3) Within 90 days after voting day in a regular election, the Clerk shall prepare a report about the identification, removal and prevention of barriers that affect electors and candidates with disabilities and shall make the report available to the public. 2016, c. 15 S.
- 11. 45(2) In establishing locations of voting places, the Clerk shall ensure that each voting place is accessible to electors with disabilities.

The Township of The North Shore's Accessibility Policy

The Township of The North Shore is committed to establishing policies and practices which are consistent with the accessibility standards and four core principles of dignity, independence, integration, and equal opportunity. The Township's Accessibility Policy provides guidance on meeting the requirements of the Accessibility for Ontarians with Disabilities Act, 2005(AODA).

To view the Township of The North Shore's Accessibility Policy, please visit:

townshipofthenorthshore.ca/documents/dlview/?fileID=353&catID=53

or email municipalclerk@townshipofthenorthshore.ca

To view the Township of The North Shore's Accessibility Plan, please visit:

townshipofthenorthshore.ca/documents/dlview/?fileID=321&catID=53

or email municipalclerk@townshipofthenorthshore.ca

Definition of a Disability

The Accessibility for Ontarians with Disabilities Act, 2005 defines "disability" as follows:

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

Disabilities can take many forms, both visible and invisible.

Customer Service

The Township of The North Shore is committed to making our services accessible to everyone, including people with disabilities. We comply with the Integrated Accessibility Standards Policy and the information communications standards of the Accessibility for Ontarians with Disabilities Act, 2005.

The Township of The North Shore will, at all times, provide its services in a way that respects the independence of people with disabilities and gives people with disabilities the same opportunity to access our services in the same place, and in a similar manner as others.

Communications and Information

The following initiatives and actions will be carried out for the Election as it relates to communication and information:

- Provide an informative and accessible election website at:

www.townshipofthenorthshore.ca/governing/elections/

- Election information shall always be provided in an accessible font and format; alternate formats may be available at the request of any individual (citizen, candidate, elections staff etc.)
- Requests for additional equipment for elections staff and members of the public who have a special need will be addressed as soon as reasonably possible, after the request is made.
- The Voter's List shall be available in both electronic and paper formats upon the Candidates request
- Establish a process for notification of disruptions to service or last-minute changes to the voting places. Notices of disruptions shall be posted on the Township website as well as the site of the disruption.

Alternative Voting Procedure

Initiative: Provide an accessible voting method for all Township of The North Shore eligible electors.

Internet Voting

Internet voting allows voters to vote securely anywhere the service is available. This method provides for easy voting for persons with a variety of disabilities to cast their vote with independence and privacy as voters have the option of using the assistive tools they have on their own computer such as a thumb switch or sip and puff technology.

This method of voting is designed to encourage voter participation as voters don't have to attend a physical location to cast their ballot and accessibility and privacy for persons where disabilities are maximized.

Telephone Voting

Telephone voting allows voters to vote from anywhere phone service is available which offers easy voting for persons with a variety of disabilities to cast their vote with independence and privacy. Land lines or cell phones can be used to vote, and the method is compatible with assistive devices.

Voters can register their vote selections with the telephone keypad or voice commands, greatly increasing accessibility, privacy and independence for voters who do not have internet access.

Voting Place

The following initiatives and actions will be carried out for the 2022 Election, as it relates to the Voting Location:

- Ensure the voting location is accessible to electors with disabilities by conducting a site visit of the voting place ahead of the election, ensuring the facility has:
 - Barrier free path of travel from parking lot/sidewalk
 - Barrier free parking
 - Door operators or accessible doors
 - Adequate lighting
- Ensure Washrooms are accessible
- Election staff will perform final accessibility checks on election day to verify the accessibility of the voting place
- Ensure voting place access routes and entrances are clearly identified
- Ensure there is a designated or reserved parking place for persons with disabilities at voting location
- If necessary, provide appropriate signage for reserved parking at voting places

Voting Provisions for Electors with Disabilities

The following initiatives and actions will be carried out in the 2026 Election:

- Provide an election assistant solely dedicated to assisting the voters, if requested
- Ensure all election officials receive accessible customer service training

Service Animals

With proper identification, individuals accompanied by a service animal are permitted at all voting locations.

Support Person

Electors with disabilities may be accompanied by a support person. In addition, an Election Official can assist the voter if required.

Feedback

The Township of The North Shore welcomes feedback to identify areas where changes need to be considered and ways in which the Township can improve the delivery of an accessible election. This plan will continue to undergo changes as we progress. Please provide feedback and how best we can provide an accessible election to:

Municipal Clerk – Rachel Schneider

Phone: 705-849-2213 Ext 204

Email: municipalclerk@townshipofthenorthshore.ca

Mail:

Township of The North Shore

1385 Highway 17

P.O. Box 108

Algoma Mills, Ontario

P0R 1A0

Post-Election Report

Section 12.1(3) of the Municipal Elections Act, 1996 as amended states the following:

“Within 90 days after voting day in a regular election, the clerk shall submit a report to Council about the identification, removal and prevention of barriers that affect electors and candidates with disabilities.”

The post-election report will be posted on the Township's website and provided to Council in accordance with Section 12.1(3) of the Municipal Elections Act, 1996 as amended.



April 22, 2026

Meeting of April 28, 2026

Council Report

Council Requested Report of NSFD turnout gear life span left

Recommendation: To continue funding allocation of turnout gear

I have asked to continue with the purchase of small batches of turnout gear. Which includes pants, coat, boots, structural fire fighting gloves, auto ex gloves, helmets both structural and forest fire and balaclavas. Unfortunately they are expensive. By continuing our small batch purchasing practices we can slowly keep moving forward to the standard. As well as slowly providing firefighters with a second set of clean gear while contaminated gear is being cleaned, also a NFPA standard. As The Chief fire official for the Township of the North Shore I am obligated by law to strive to at least the minimum standards.

As for turnout gear life span we have: this is coat and pants only

- 4 sets at 9 years of service left.
- 2 sets at 8 years of service
- 2 sets at 7 years of service
- 2 sets at 6 years of service
- 2 sets at 5 years of service

Structural Helmets

- 3 helmets at 7 years left
- 4 helmets at 5 years left
- 3 helmets at 3 years left
- 2 helmets at 2 years left

Structural Gloves

- 4 pairs at 6 years left
- 6 pairs at 5 years left
- 4 pairs at end of active life

The remaining helmets are just past due dates. Personnel using these helmets I am aware of and keep for training purposes. Balaclavas are new and up to the new NFPA standard, as we applied part of our fire grant to purchase. Auto ex gloves do not normally last as long due to wear and tear they take at an extrication scene. I order these when necessary. Of the structural firefighter boots that we currently have on hand only 4 pairs at 6 years left. The remaining pairs are past date. I try to keep using the boots we have that are in good condition and more common sizes. Reusing the boots saves approximately 250 dollars per set of gear. So I usually only purchase new boots when we have a under or over common size.

As I have stated every year especially during budget time NFPA standard is 10 years on all turnout gear. We can see here by the years of service left that we slowly keep up to date.

Prepared by: Matt Simon, Fire Chief

Submitted by: Craig Davidson, Acting Clerk/Interim Treasurer

PUBLIC WORKS AND FIRE DEPARTMENT

1st Quarter Report 2026

(To March 31)

Project and Activity - PUBLIC WORKS

Staff	NA at this time
Road patching	NA at this time
Culverts/ditching	NA at this time
Trees	Cutting down and removal of trees undertaken as required.
Spragge Rink	we did not have very consistent weather which effected ice quality
Garbage collection	Collection is starting to increase. Seasonal
Docks	NA at this time
Callouts (Alarm)	Hasn't been any call outs for some time. As per office.
Cemetery	Seasonal
PWTP SRWTP	Council has been updated so far to date
Lake Lauzon Beach	Seasonal work will start soon.
Serpent River Landfill Site	A work in progress
Algoma Mills garbage bins	Waiting for information
Capital	NA at this time
Emergency Management	Meeting as per required, and on track
Project Life Saver	NA at this time
Signage	NA at this time

Some Plans Public Works

Roads and Winter Maintenance	extended winter compared to last winter
Asset Management	Review plan and infrastructure to update Asset Management Plan
Infrastructure	In process
Budget	In process
Landfill Site	In process
<u>Project and Activity - FIRE DEPARTMENT</u>	
Training	In process as per OFM requirements
Recruitment	In process
Serpent River Fire Hall	in working order
Equipment Status	in working order

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Board of Health Meeting MINUTES

Wednesday, November 26, 2025 - 5:00 pm
SSM Algoma Community Room | Videoconference

BOARD MEMBERS

PRESENT: Sally Hagman
Donald McConnell - 2nd Vice-Chair
Luc Morrissette
Sonny Spina
Suzanne Trivers - Board Chair
Jody Wildman - 1st Vice-Chair
Natalie Zagordo

APH MEMBERS

Dr. Jennifer Loo - Medical Officer of Health/CEO
Dr. John Tuinema - Associate Medical Officer of Health & Director of Health Protection
Kristy Harper - Director of Health Promotion & Chief Nursing Officer
Rick Webb - Director of Corporate Services
Leslie Dunseath - Manager of Accounting Services
Leo Vecchio - Manager of Communications
Tania Caputo - Board Secretary

REGRETS: BOH members - Julila Hemphill, Sonia Tassone

1.0 Meeting Called to Order - 5:00 pm

- a. Land Acknowledgment
- b. Roll Call
- c. Declaration of Conflict of Interest

S. Trivers welcomed the Board of Health members, read the land acknowledgment, took roll call, and asked for declarations of conflict of interest, to which none were declared.

2.0 Adoption of Agenda

RESOLUTION
2025-102

Moved: S. Hagman

Seconded: N. Zagordo

THAT the Board of Health agenda dated November 26, 2025, be approved as presented.

CARRIED

3.0 Delegations / Presentations

Not applicable.

4.0 Adoption of Minutes of Previous Meeting

RESOLUTION
2025-103

Moved: L. Morrissette

Seconded: J. Wildman

THAT the Board of Health meeting minutes dated October 22, 2025, be approved as presented.

CARRIED

5.0 Business Arising from Minutes

Not applicable.

6.0 Reports to the Board

a. Medical Officer of Health and Chief Executive Officer Reports

MOH Report - November 2025

J. Loo presented.

- 2025 Public Health Champion Awards Launch

RESOLUTION
2025-104

Moved: S. Spina

Seconded: N. Zagordo

THAT the report of the Medical Officer of Health and CEO be accepted as presented.

CARRIED

b. Finance and Audit

i. Finance and Audit Committee Chair Report

J. Wildman presented the report of the November 12, 2025, Finance and Audit Committee.

RESOLUTION

Moved: J. Wildman

2025-105

Seconded: L. Morrissette

THAT the report of the Finance and Audit Committee Chair be accepted as presented.

CARRIED

ii. Unaudited Financial Statements ending September 30, 2025.

L. Dunseath provided an overview of the Financial Statements.

RESOLUTION

Moved: S. Hagman

2025-106

Seconded: N. Zagordo

THAT the Board of Health accepts the Unaudited Financial Statements for the period ending September 30, 2025, as presented.

CARRIED

iii. 2026 Capital and Operating Budget Report

RESOLUTION

Moved: D. McConnell

2025-107

Seconded: S. Spina

THAT the Board of Health accepts the recommendation of the Finance and Audit Committee to approve the 2026 Capital and Operating Budget Report.

RECORDED VOTE

Voting in favour of the resolution (6): D. McConnell, L. Morrissette, S. Spina, S. Trivers, J. Wildman, N. Zagordo.

Voting against the resolution (1): S. Hagman

CARRIED

iv. 2025-2034 Capital Asset Plan

RESOLUTION

Moved: S. Hagman

2025-108

Seconded: J. Wildman

THAT the Board of Health accepts the recommendation of the Finance and Audit Committee to approve the 2025-2034 Capital Asset Plan.

CARRIED

v. Briefing Note - Options for 2024 Public Health Cost-Shared Surplus

RESOLUTION

Moved: D. McConnell

2025-109

Seconded: S. Spina

THAT the Board of Health accepts the recommendation of the Finance and Audit Committee to approve allocation of the 2024 Public Health Cost-Shared Surplus to reserve funds in accordance with option 2 of the briefing note.

RECORDED VOTE

Voting in favour of the resolution (6): S. Hagman, D. McConnell, L. Morrissette, S. Spina, S. Trivers, J. Wildman, N. Zagordo.

Voting against the resolution (1): L. Morrissette

CARRIED

c. Governance

i. Governance Committee Chair Report

D. McConnell presented the report of the November 5, 2026, Governance Committee meeting.

RESOLUTION

Moved: D. McConnell

2025-110

Seconded: N. Zagordo

THAT the report of the Governance Committee Chair be accepted as presented.

CARRIED

ii. Bylaw 06-01 - Sewage Systems Part 8 of the Ontario Building Code Act

Information was requested about the fee schedule for the next Board meeting.

RESOLUTION

Moved: D. McConnell

2025-111

Seconded: N. Zagordo

THAT the Board of Health accepts the recommendation of the Governance Committee and approves **Bylaw 06-01 - Sewage Systems Part 8 of the Ontario Building Code Act** as presented.

CARRIED

7.0 New Business/General Business

Not applicable.

8.0 Correspondence - requiring action

Not applicable.

9.0 Correspondence - for information

a. Letter to the Minister of Health of Ontario regarding **endorsing the Canadian Institute of Public Health Inspectors (CIPHI) and the Association of Supervisors of Public Health Inspectors of Ontario (ASPHIO) joint statement: supporting the implementation of recommendations from the Auditor General's 2025 Report on Non-Municipal Drinking Water Safety, 2025**, dated November 18, 2025.

b. **alPHa Information Break**

c. **alPHa Summary - 2-25 Ontario Economic Outlook and Fiscal Review**

d. **alPHa AGM and Conference, June 8-10, 2026**

10.0 Addendum

Not applicable.

11.0 In-Camera - 6:24 pm

For discussion of labour relations and employee negotiations, matters about identifiable individuals, **adoption of in camera minutes, security of the property of the board**, litigation or potential litigation.

RESOLUTION

Moved: S. Hagman

2025-112

Seconded: D. McConnell

THAT the Board of Health go in-camera.

CARRIED

12.0 Open Meeting - 6:40 pm

There were no resolutions resulting from the in-camera meeting.

13.0 Announcements / Next Committee Meetings:

Board of Health

Wednesday, January 28, 2026 @ 5:00 pm
SSM Algoma Community Room | Video Conference

Finance and Audit Committee Meeting

Wednesday, February 11, 2026 @ 5:00 pm
SSM Algoma Community Room | Video Conference

Governance Committee Meeting

Wednesday, March 18, 2026 @ 5:00 pm
SSM Algoma Community Room | Video Conference

14.0 Adjournment - 6:42 pm

RESOLUTION

2025-116

Moved: S. Hagman

Seconded: N. Zagordo

THAT the Board of Health meeting adjourns.

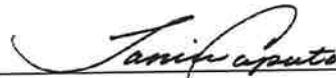
CARRIED



Suzanne Trivers, Chair

January 28, 2026

Date



Tania Caputo, Secretary

January 28, 2026

Date

**Ministry of
Municipal Affairs
and Housing**

Office of the Minister

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

**Ministère des
Affaires municipales
et du Logement**

Bureau du ministre

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



Ontario

234-2026-1123

April 1, 2026

On March 30, 2026, our government introduced the *Building Homes and Improving Transportation Infrastructure Act, 2026*, (Bill 98). Through this legislation and accompanying measures, we are creating the conditions for Ontario to build the housing and infrastructure it needs to grow and remain competitive. These changes will help get shovels in the ground faster for much-needed housing, and housing enabling-infrastructure projects, while improving the way people and goods move across Ontario.

A brief description of the proposals in this bill are included in this letter below. You are also invited to review the Environmental Registry of Ontario and Regulatory Registry of Ontario posting links provided with this letter and share any feedback you may have.

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

I look forward to our continued collaboration with our municipal partners as we build a more prosperous, resilient and competitive economy that will enhance affordability and the quality of life for Ontario residents and families.

Sincerely,

Hon. Robert J. Flack
Minister of Municipal Affairs and Housing

- c. Prabmeet Sarkaria, Minister of Transportation
Todd McCarthy, Minister of the Environment, Conservation and Parks
Graydon Smith, Associate Minister of Municipal Affairs and Housing
Robert Dodd, Chief of Staff, Minister's Office
Matthew Rae, Parliamentary Assistant, Municipal Affairs and Housing
Laura Smith, Parliamentary Assistant, Municipal Affairs and Housing
Brian Saunderson, Parliamentary Assistant, Municipal Affairs and Housing
Martha Greenberg, Deputy Minister, Municipal Affairs and Housing
David McLean, Assistant Deputy Minister, Municipal Affairs and Housing
Laurie Miller, Assistant Deputy Minister, Municipal Affairs and Housing
Sean Fraser, Assistant Deputy Minister, Municipal Affairs and Housing

Development Charges Act, 1997 – Ministry of Municipal Affairs and Housing

Schedule 3 of the Bill would make amendments to the *Development Charges Act, 1997*.

New section 4.5 would provide that non-profit retirement home developments are exempt from development charges.

The Schedule would also make technical amendments to address out-of-date cross-references in provisions related to front-ending agreements.

You may provide your comments on the proposed changes to the *Development Charges Act, 1997* through the Ontario Regulatory Registry <https://www.regulatoryregistry.gov.on.ca/proposal/52054>

Municipal Act, 2001 – Ministry of Municipal Affairs and Housing

The Schedule repeals and remakes section 93 of the *Municipal Act, 2001*, to address barriers to the development of communal water and wastewater systems and increase housing supply across Ontario.

New subsection 93 (1) of the Act provides that no person shall construct, maintain or operate a non-municipal water or sewage public utility without first applying for and obtaining the consent of the municipality. Under new subsection 93 (2) of the Act, a municipality that receives an application for one of these utilities must review that application and either provide consent subject to conditions and limits that are agreed upon, or, in the case of a regulation having been made setting out criteria or conditions that must be met, and the municipality is of the opinion that regulated requirements have been met, the municipality must provide consent to the application. Regulation-making authority would be made to establish the criteria or conditions related to applications for consent and for the proposed public utility.

You may provide your comments on the proposed changes to the *Municipal Act, 2001* through the Environmental Registry of Ontario (ERO) notice and the Ontario Regulatory Registry ([ERO 026-0302](#)) from March 30, 2026 to April 29, 2026.

Planning Act – Ministry of Municipal Affairs and Housing

Schedule 7 of the Bill proposes the following amendments to the *Planning Act* that would help create the conditions necessary to support housing and community development. If passed, the proposed changes would:

- Specify a standardized structure and a standardized set of land use designations for local official plans (i.e., lower- and single-tier municipalities and planning boards).
- Provide a two-phased implementation approach for the new official plan framework which focuses on the 29 large and fast-growing municipalities in the first phase,
- Remove redundant requirement for municipalities to include climate change policies in their official plans,
- Provide the Minister with authority to exempt lower-tier municipalities from requirement to conform with upper-tier official plan to facilitate voluntary early implementation of the proposed official plan framework,

- Provide that for an already approved Protected Major Transit Station Area (PMTSA), only official plan amendments changing the boundaries of the PMTSA or the planned population and jobs for the area would require the Minister's approval,
- Remove the legislative requirement for the Minister to provide notice on proposed amendments to or revocations of Minister's Zoning Orders (MZOs),
- Provide flexibility for removing Simcoe County's planning responsibilities in up to three separate phases, based on municipal readiness, and
- Facilitate the implementation of provisions from Bill 23, the *More Homes Built Faster Act, 2022*, that provide for a new framework for developer-identified land, including encumbered land and privately owned public spaces (POPS) arrangements, to count toward municipal parkland dedication requirements.
- Remove references to "sustainable design" from site plan control and restrict municipalities from requiring an owner of land to provide electric vehicle supply equipment in connection with off-street vehicular parking facilities, so that municipalities may not impose 'enhanced' development standards at the lot level that are not required for health, safety, or environmental performance (e.g., stormwater).
- Provide the Minister with authority to establish a minimum lot size through regulation.

We are interested in receiving your comments on these proposed measures. Comments can be made through the Environmental Registry of Ontario and the Ontario Regulatory Registry from March 30, 2026, to April 29, 2026:

- ERO 026-0300: Proposed Planning Act, City of Toronto Act, 2006, Building Code Act, 1992 and Municipal Act, 2001 Changes (Schedules 7, 2 and 1 of Bill 98, the Building Homes and Improving Transportation Infrastructure Act, 2026.

We are also interested in receiving any comments you may have on other associated proposals:

- ERO 026-0315: Consultation on upper-tier official plans, secondary plans, and site and area-specific policies
- ERO 026-0310: Consultation on site plan control reform under the *Planning Act* and the *City of Toronto Act, 2006*
- ERO 026-0305: Proposed Changes to Various Regulations Under the *Planning Act* to Facilitate the Electronic Submission of Information and Materials to Approval Authorities and Allow Notices to be Given Electronically to the Province
- ERO 026-0314: Proposed Changes to Various Regulations Under the *Planning Act* and the *City of Toronto Act, 2006* to Specify Additional "Prescribed Professions" for the Purposes of a Complete Application
- ERO 026-0313: Streamlining the Information and Material that Planning Authorities can Require as Part of a Complete Application
- ERO 026-0309: Proposed Regulation to Prohibit Mandatory Enhanced Development Standards as a Condition of Land Division Approvals
- ERO 026-0311: Proposed Regulatory Approach to Establish a Minimum Residential Lot Size in Urban Areas
- ERO 026-0304: Draft Projection Methodology Guideline to support the implementation of the Provincial Planning Statement, 2024
- ERO 026-0312: Proposed Changes to Support Standardizing of Parkland Requirements Under the *Planning Act*

The Environmental Registry postings provide additional details regarding the proposed changes.

Building Code Act, 1992 – Ministry of Municipal Affairs and Housing

Schedule 1 amends the *Building Code Act, 1992* to clarify that standards for the protection or conservation of the environment are included in the meaning of municipal by-laws respecting the construction or demolition of buildings for the purposes of section 35 of the Act.

ERO 026-0300: Proposed Planning Act, City of Toronto Act, 2006, Building Code Act, 1992 and Municipal Act, 2001 Changes (Schedules 7, 2 and 1 of Bill 98, the Building Homes and Improving Transportation Infrastructure Act, 2026.

City of Toronto Act, 2006 – Ministry of Municipal Affairs and Housing

The proposed change would, through various amendments to section 114 of the *City of Toronto Act, 2006*, remove references to “sustainable design” in site plan control. Changes would also be made to allow the Minister to establish a minimum lot size through regulation under the *Planning Act*.

ERO 026-0300: Proposed Planning Act, City of Toronto Act, 2006, Building Code Act, 1992 and Municipal Act, 2001 Changes (Schedules 7, 2 and 1 of Bill 98, the Building Homes and Improving Transportation Infrastructure Act, 2026

Water and Wastewater Public Corporations Act, 2025 – Ministry of Municipal Affairs and Housing

The ministry is proposing legislative amendments to the *Water and Wastewater Public Corporations Act, 2025*. These include:

- Explicitly prohibiting private ownership in any new Water and Wastewater Public Corporation (WWPC) to align with the government’s intent to maintain 100% public sector ownership and respond to the strong feedback we have heard on the issue from the public, unions, associations and municipalities regarding privatization.
- Supporting the continuation of services and existing contracts – so that transferred contracts and agreements are not affected by a transfer to a new WWPC. This includes contracts such as employment or insurance, permits, licenses or a collective agreement, helping to support an efficient transfer and continuity of service during the transfer process.
- Supporting labour and employment continuity by clarifying that certain rights (such as successor, employment, and pay equity rights) are carried forward to a new WWPC.
- This would include regulation-making authority to help ensure continuity of services related to contracts and employees that are transferred to a new WWPC.
- Prohibiting the transfer of long-term municipal water and wastewater debt to a WWPC to provide clarity and reduce lender uncertainty, while creating new regulation-making authority to enable future regulations to address other matters related to municipal debt.

You may provide your comments on the proposed changes to the *Water and Wastewater Public Corporations Act, 2025* through the Environmental Registry of Ontario (ERO) notice and the Ontario Regulatory Registry ([026-0301](https://ero.ontario.ca/notice/026-0301)) from March 30, 2026 to April 29, 2026.
<https://ero.ontario.ca/notice/026-0301>

Safe Drinking Water Act, 2002 – Ministry of the Environment, Conservation and Parks

Schedule 8 of the Bill proposes a change to the *Safe Drinking Water Act, 2002 (SDWA)* to clarify that a drinking water system owned by a WWPC would be considered a municipal drinking water system under the SDWA. This change would ensure that WWPCs are subject to the same public health and safety requirements under the SDWA that apply to all municipal drinking water systems.

The Bill also proposes changes to the *Safe Drinking Water Act* that would deem municipal consent to have been provided under the *Safe Drinking Water Act* for a proposed non-municipal drinking water system if consent has been provided by a municipality under the *Municipal Act* and regulated requirements under that Act were met. This avoids duplication of the municipal consent and helps to remove a barrier to development on communal systems.

You may provide your comments on the proposed changes to the *Safe Drinking Water Act, 2002* through the Environmental Registry of Ontario (ERO) notices related to the *Municipal Act, 2001*, [026-0302](https://ero.ontario.ca/notice/026-0302), and the *Water and Wastewater Public Corporations Act, 2025*, [026-0301](https://ero.ontario.ca/notice/026-0301) from March 30, 2026 to April 29, 2026.

<https://ero.ontario.ca/notice/026-0301>

<https://ero.ontario.ca/notice/026-0302>

Fare Alignment and Seamless Transit Act, 2026 – Ministry of Transportation

Schedule 4 of the bill enacts the *Fare Alignment and Seamless Transit Act, 2026*. The proposed legislation would authorize the Minister of Transportation to make regulations:

1. **Prescribing local transit systems** in the GTHA that are subject to the Act.
2. **Establishing One Fare 2.0**, including: setting fare prices and categories; defining eligibility and fare discount policies; establishing fare and transfer policies between prescribed transit systems (e.g., free transfers); requiring participation in a unified fare payment system approved by the Minister (e.g., PRESTO); and determining how fares shall be apportioned among prescribed transit systems in a geographic zone, which could result in the reallocation of fare revenue collected in one prescribed transit system to another prescribed transit system in a different municipality.
3. **Improving service to key regional destinations** by designating new and existing routes as “priority routes”, including routes that may cross municipal boundaries; setting service standards for priority routes; and prescribing requirements for service integration between prescribed transit systems, including requiring a prescribed transit system to provide services outside of its primary service area (i.e., in other municipalities).

4. **Improving specialized transit service**, including requiring prescribed specialized transit systems to: participate in a unified trip booking system approved by the Minister; and provide transportation a prescribed distance outside of its primary service area (i.e., in another municipality) without requiring a person with a disability to transfer to a different passenger transportation system.
5. **Creating exemptions** from the Act or regulations.

Metrolinx Act, 2006 – Ministry of Transportation

Schedule 5 amends *the Metrolinx Act, 2006* to create a voluntary, streamlined compliance reporting process for Metrolinx which will be more scoped than the traditional building permit process. The proposed compliance reporting process does not override the existing building permit process. Instead, it allows for more flexibility for Metrolinx by creating a streamlined process to get building science expertise from municipalities.

The proposed legislative amendments require municipalities, upon receiving a proposed construction or demolition notice from Metrolinx, to provide Metrolinx with a report that includes:

- An assessment of whether the proposal would contravene the Building Code.
 - Municipalities would not include a review of certain *Planning Act* requirements such as municipal zoning bylaw and site plan approvals.
- An assessment of the applicability of the Architects Act or the Professional Engineers Act.
- An assessment of whether every person who prepared the relevant building documents had the correct qualifications under the Building Code.
- Any other prescribed information.

The proposed legislation also enables the Minister of Transportation, through regulation, to prescribe additional exemptions to applicable law and specific timelines for municipal inspections and conveyance of occupancy reports, among other items.



Canadian
Heritage

Patrimoine
canadien

8c

Rachel Schneider
Clerk
CORPORATION OF THE TOWNSHIP OF THE NORTH SHORE
Post Office Box 108
Algoma Mills, Ontario
P0R 1A0

March 6, 2026

Title: Celebrate Canada Funding Application

Dear Rachel Schneider:

On behalf of the Minister of Canadian Identity and Culture and Minister responsible for Official Languages, it is my pleasure to inform you that your application for funding has been approved.

A grant in the amount of \$3,700 will be awarded to help your organization carry out its activities, under the Celebration and Commemoration Program, Celebrate Canada Component. This funding will be allocated over one government fiscal year 2026-2027 and will be subject to certain terms and conditions, the appropriation of funds by Parliament, and the budget levels of the Program.

One of our program representatives may contact you in the near future to review the terms and conditions and answer any questions you may have related to this funding.

In closing, I would like to take this opportunity to wish you and the members of your organization the greatest success in your endeavours.

Sincerely,

Colin Boyd
Regional Director General
Canadian Heritage

Canada

**Ministry of
Municipal Affairs
and Housing**

Office of the Minister

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

**Ministère des
Affaires municipales
et du Logement**

Bureau du ministre

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



234-2026-1390

April 22, 2026

Dear Head of Council:

I am writing to update you on amendments to Ontario Regulation 584/06 under the *Municipal Act, 2001* (MA) and O. Reg 595/06 of the *City of Toronto Act, 2006* (COTA) that were filed on April 17, 2026. These changes come into force on July 16, 2026.

As you know, since spring 2024 the province has encouraged municipalities designing stormwater fees and charges to ensure that there are no unintended consequences that would disproportionately impact farmers and greenhouse operators.

In the province's 2025 Fall Economic Statement, our government stressed the importance of the agri-food sector and that protecting Ontario's local agriculture and food industry is essential to ensuring a strong, self-sufficient food supply chain.

Agricultural properties generally have invested in their own stormwater-mitigating measures and have large areas of green space that contribute significantly to stormwater runoff management.

In this respect, the province is making changes to remove the authority for municipalities to impose stormwater fees and charges on portions of properties that are classified in the farm or managed forests property class, if they are not connected to a municipal storm sewer.

As we continue to work together to build up our communities, I look forward to our continued collaboration in investing in key infrastructure projects while making life more affordable for members of the agri-food sector and supporting the viability of their operations. Please accept my best wishes.

Sincerely,

Hon. Robert J. Flack
Minister of Municipal Affairs and Housing

- c. Municipal Chief Administrative Officer and/or Treasurer
Hon. Trevor Jones, Minister of Agriculture, Food and Agribusiness
Robert Dodd, Chief of Staff to the Minister of Municipal Affairs and Housing
Ryan Puviraj, Chief of Staff to the Minister of Agriculture, Food and Agribusiness
Martha Greenberg, Deputy Minister of Municipal Affairs and Housing
Laurie Miller, Assistant Deputy Minister, Local Government Division,
Municipal Affairs and Housing



Algoma District Services Administration Board
Conseil d'administration des services du district d'Algoma

April 15, 2026

Member Municipalities

Re: ADSAB General Meeting of Member Municipalities

The Algoma District Services Administration Board (ADSAB) will be holding a General Meeting as follows:

ADSAB General Meeting of Member Municipalities
Thursday, May 7, 2026
Head Office Board Room at 7:00PM
1 Collver Road, Little Rapids

Virtual attendance will also be available

An Agenda for the meeting will be circulated in advance of the meeting.

The meeting will provide a general information presentation including an overview of the Board, overview and highlights of Board Programs, 2025 Financial Statement and an overview of the 2026 Budget.

If you will be sending delegates from your municipal council, please RSVP to Crystal Serre, Executive Assistant, at crystal.serre@adsab.on.ca no later than April 30, 2026. Please also indicate whether delegates will be attending in person or viewing the presentation virtually, and provide virtual attendees' e-mail addresses, as they will require a personal link and instructions to access the meeting.

Sincerely,

Keith Bell, CAO

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April 8, 2026

Meeting of April 28, 2026

Council Report

SUBJECT: Policy P3 – Winter Snow Plow/Sanding Operations

RECOMMENDATION: That Council direct Staff to bring an amended Policy P3 to a Regular Session for Council's consideration.

At the last meeting of Council, direction was given by Council resolution to have Policy P3 on this agenda for Council to review the Winter Snow Plow/Sanding Operations.

No comments have been received by Council as to the possible changes to this policy.

Staff recommendations

1. It should be noted that a standard and a deadline are two different things. While we strive to meet or exceed the standard, should it be necessary the response can continue until all the roads are cleared.
2. Presently the Policy identifies all Township roads as Class 5 roads and the response time listed in the Policy are those regulated for Class 5 roads. In fact, most, if not all Township roads are Class 6. Council could choose to identify all roads as Class 6 roads.

While this may not change the response times noted in the Policy it should be noted that there are no regulated standards for Class 6 Roads. Townships with Class 6 roads, typically have a response established within 24 hours after the storm has finished where presently, response should begin after an accumulation of 10cm as per our policy and the Minimum Maintenance Standard.

3. There is no mention of how our response should be altered in cases where Highway 17, 108 or 538 are closed. This could also have language that our response to Township roads that require access from these provincially maintained roads would not commence until after the Province's contractor has started their maintenance activities. Especially Highway 538 as this road was not maintained well past our 24 hour standard.
4. One other consideration when determining the order roads are maintained in is that it is more efficient to make a right hand turn when starting road clearing procedures than making a left hand turn.

Should Council have other points to be debated, these can be made at the Council meeting.

Once items have been debated, it is expected that Council will direct Staff to amend the policy for Council's consideration based on the results of this deliberation.

FINANCIAL IMPLICATION

There could be financial implications as this Policy is reviewed and updated. Presently, there is insufficient information to estimate what these may be.

Prepared/Submitted by: Craig Davidson, Acting Clerk/Interim Treasurer

THE CORPORATION OF THE TOWNSHIP OF THE NORTH SHORE
POLICY MANUAL

POLICY TITLE: Winter Snow plow/Sanding Operations

SUBJECT: Winter Snow Plow/Sanding Operations For Township of The North Shore Public Works Department, Volunteer Firefighters, Temporary Casual Employee

POLICY SECTION: P

POLICY NO: 3

EFFECTIVE DATE: March 17, 2008

AMENDED: June 21, 2023

ENACTED BY: By-Law 23-50

The snow plowing and sanding of Township of The North Shore roadways will be maintained to the standards set out in Ont.Reg. 239/02. The following tables set out the minimum standard for roads. Keep in mind that all Township roads are classed as Class 5.

Snow Accumulation

<u>Class of Highway</u>	<u>Depth</u>	<u>Time</u>
5	10 cm	24 Hours

For the Township of The North Shore, this table means two things.

- 1) That we must deploy the trucks to clear the snow as soon as practical after becoming aware that the snow has accumulated on the roadway greater than the depth set out in the table; and
- 2) After the snow has ended and after becoming aware that the accumulation is greater than the depths set out in the table, to clear the snow accumulation to a depth less than or equal to that is set out in the table

For a Class 5 road, a two-lane roadway must be cleared to a width of at least five metres.

If the snow accumulation is to exceed this amount, the Township of The North Shore will deploy its equipment and personnel in two stages. The first stage is to remove the accumulation from all Municipal roads and lots midway through the event.

The second stage will be deployed after the event is over, at which time the balance of the accumulation will be removed. If the amount between stage one and stage two is to exceed the amount set out in the table, then a third stage is to be added to keep the roads relatively open and lessen the workload on the snow removal equipment.

Snowfall accumulation of 2.5 cm or less are not required to be plowed.

Snowfall accumulations of 2.5 cm to 5 cm will be left to the discretion of the plow operator for that event. Consideration will be given to the type of snow (wet, light, etc.) as well as to the existing condition of the roads (hard packed, etc.) and projected forecast for the next 24 hours (more snow expected or rainfall expected, etc.). If any single or combination of these factors leads the operator to believe a liability or serious hazard exists to the township, the operator will commence plowing duties to the affected roads.

Snowfall accumulations of 5 cm to 9 cm will be plowed as soon as possible, which may or may not meet the 24-hour timeline of a 10 cm event.

Due to the hazard's associated with night plowing; the Township of The North Shore will limit the amount of night plowing wherever possible. The bulk of the plowing is to be started in the early morning hours, when visibility is optimal.

It is important to remember to always utilize the blue light when plowing any road or lot.

All qualified Volunteer Firefighters will be contacted to be deployed by the Public Works Manager in the case of a snow event where backup and the use of other Township vehicles are needed for snow removal. In the case that the Public Works Manager is not available for the snow event, the Temporary Casual Employee hired will be contacted for winter operations in the absence of public works staff, on emergency basis only, per Resolution 21-52 that was passed by Council on February 24, 2021 – See Schedule "A" of Policy

The Public Works Manager will consult with the Volunteer Firefighters and Temporary Casual Employee on when is best to proceed with the plowing.

If the same snow plow operator is to be utilized for both stages of snow removal, it is essential that the mandatory rest periods between shifts are adhered to. The Township of The North Shore will expect all Volunteer Firefighters and the Temporary Casual Employee to adhere to the Highway Traffic Act regarding operator work time. The Highway Traffic Act allows for a total of 15 hours of on-duty time, of which the driving time will not exceed 13 hours. After this limit has been reached, the driver must have a consecutive 8-hour rest period before the next shift is started. The driver is also limited to no more than 60 hours of on-duty time in a 7-day period. The driver's times, including both on-duty and driving periods will be recorded in the Operators Log Book, which is to be kept in the plow truck at all times to satisfy any MTO inspection.

Icy Roadways

<u>Class of Highway</u>	<u>Time</u>
5	16 Hours

For the Township of The North Shore, this table means that we are to deploy our resources as soon as practical after becoming aware that the roads are icy and treat them within the time set out in the table.

It is important to remember to utilize the yellow light located at the rear of the truck at all times when sanding.

The amount of sand that is used for each event will be written on the tickets provided, and these will be forwarded to the Public Works Manager as soon as the event is over.

Roads Schedule

The order in which the roads are to be plowed/sanded will be left up to the discretion of the operator. The operator will consider the following in mind when deciding which to do first:

Priority should be given to roads that have a higher volume of traffic, roads that are utilized by school buses and any lots that are deemed to be a high priority. The roads that fit these conditions are Riverview Road, Handi Spot Road, Serpent River Firehall, Pronto Road, and Lauzon Village Road. In most circumstances, these roads should be given first consideration when commencing operations.

While the municipal lot in Algoma Mills is a secondary priority, it should be attempted to have it plowed no later than 8:30 am on weekdays, due to the staff and public traffic into the building. The balance of the roads and lots can be done on a secondary basis.

Truck Breakdowns

If the plow truck breaks down or becomes stuck and requires a tow truck for assistance, Trans Can Service Centre in Blind River will be called first. Both of his contact numbers are given on the emergency list. If he is not available then call Pine Ridge Auto, whose contact number is listed with the emergency numbers.

Plow Operations

When operating the plow, it is important to remember the amperage output and watch the draw on the alternator in certain situations. When the hydraulic fluid is cold, it will be at its highest amperage draw on the alternator (approx. 1500 amps). Once the fluid has warmed up (through usage of the plow), the output will drop to approx. 150 amps @ 30 seconds max on the uplift (when lifting the blade up). When there is a load on the plow (i.e., the plow is buried in snowbank), the maximum uplift is 5 seconds, as the draw jumps to 230 amps.

It is important to not exceed the time limits set out on the uplifts, as this will cause a serious draw on the electrical system and long-term damage could occur to the batteries, starter and other electrical components.



April 10, 2026

Meeting of April 28, 2026

Council Report

SUBJECT: Organization Chart and Job Descriptions

RECOMMENDATION: That Council receive the report on the Organization Chart and Associated Job Descriptions.

As directed by Council resolution at the Regular Session of April 1, 2026, this report places the Organization Chart and Associated Job Descriptions on this agenda.

There are three Organization Charts attached to this report. They are all dated the same and have the same positions. The difference is the reporting relationships between the positions and the number of direct reports to Council. It does not appear that any of these were approved by Council resolution and, as such, all three are being presented for Council's consideration.

Also, apart from the Temporary Casual Labourer and Summer Students, attached to this report are Job Descriptions, as they presently exist, for all positions. As part of the practice, the Descriptions for the Temporary Casual Labourer and the Summer Students is reviewed by the Manager of Operations and the Municipal Clerk as ads are placed to hire these positions. This process is presently underway.

What is presented is what we presently have in our records. These have yet to be reviewed or amendments suggested. Repeated from the report presented at the April 1st meeting, Council may wish to direct that a more wholesome review of the Organizational Structure be commenced in November, at the start of the next term of Council.

That being said, as also previously reported, the addition of one or two intern positions designed to provide exposure to municipal process and develop skills that could be put to use by the Township also has some merit. With Council direction, the process in working with our funding partners for an Intern Position, or two, would commence directly.

Council is also cautioned that any material changes to the Organization Chart, especially as it relates to the reporting structure, or to Job Descriptions should be done with care and through negotiations with the incumbents. This could form part of a larger Strategic Plan process, one that does not appear to have been completed since 2010. The creation

or update of a Strategic Plan typically takes up to a year and would be something that should be considered at the start of the next term of Council.

Also, Staff is of the opinion that, other than the consideration of the Intern position(s), that meaningful discussions related to the Organization Chart, updating Job Descriptions or steps towards the next Official Plan, wait until your Municipal Clerk returns from the present medical leave.

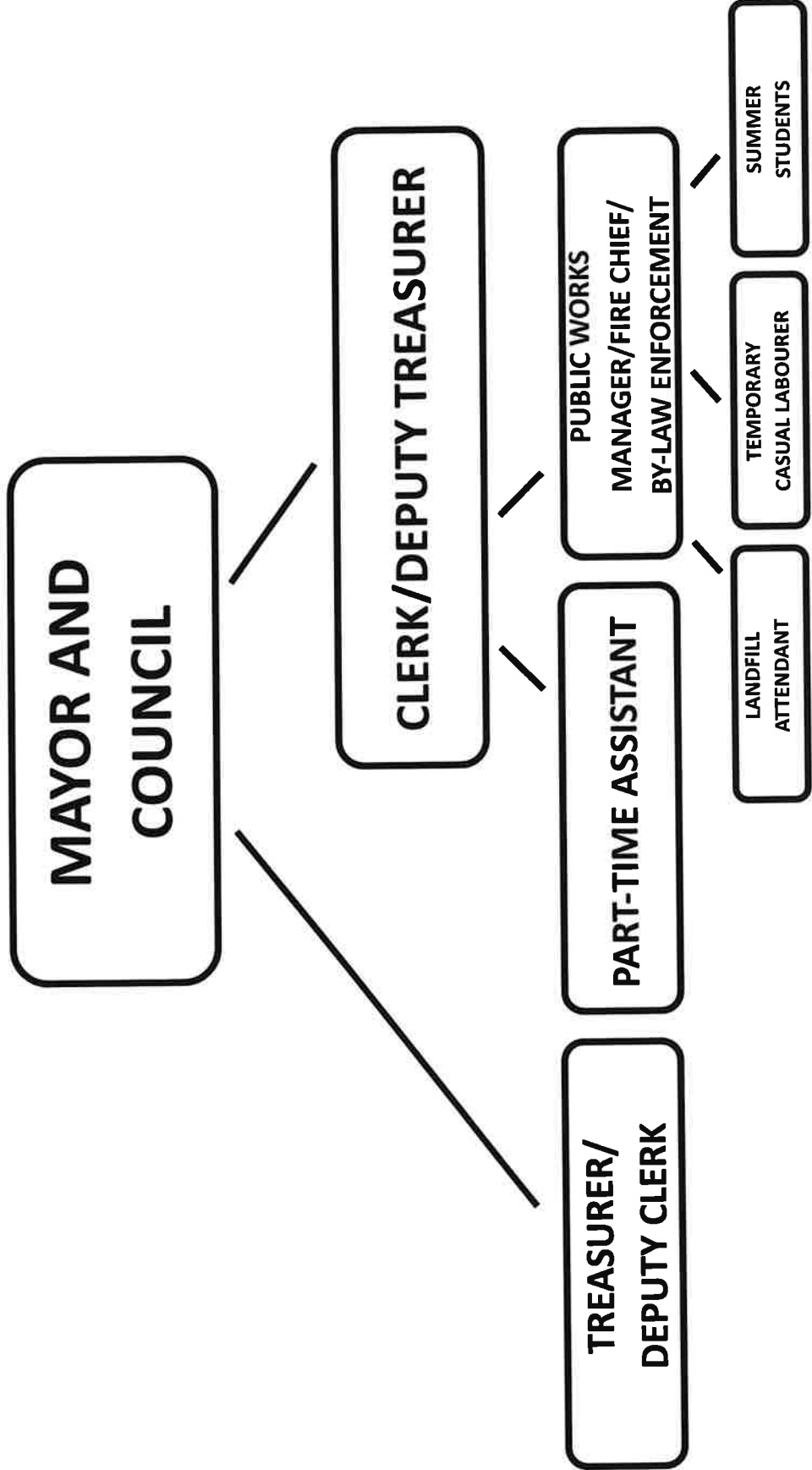
Prepared and Submitted by: Craig Davidson, Acting Clerk/Interim Treasurer

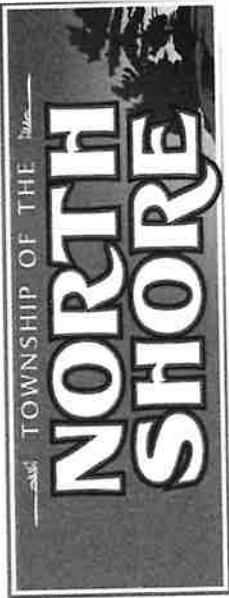


ORGANIZATIONAL CHART

November 1st, 2023

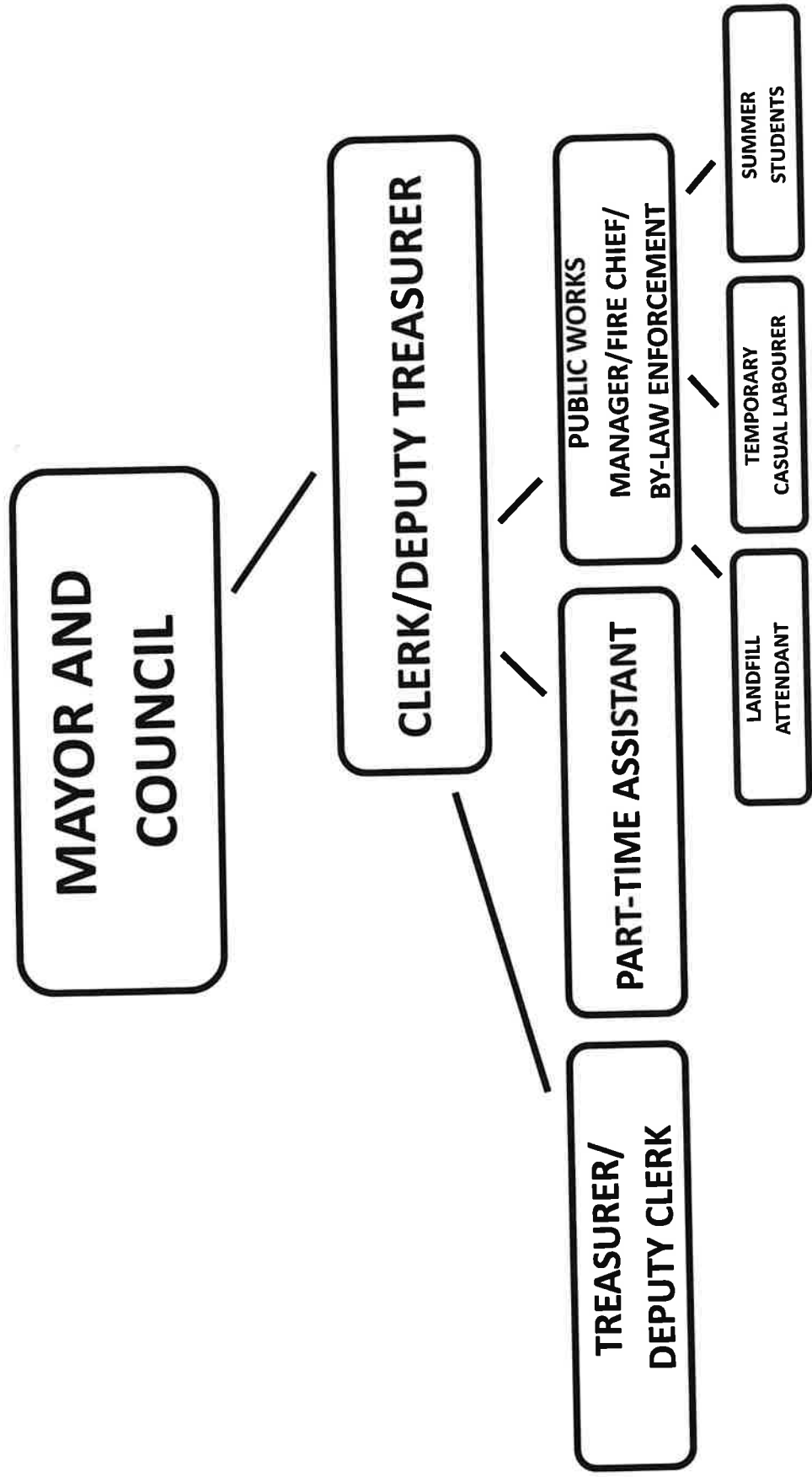
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ORGANIZATIONAL CHART

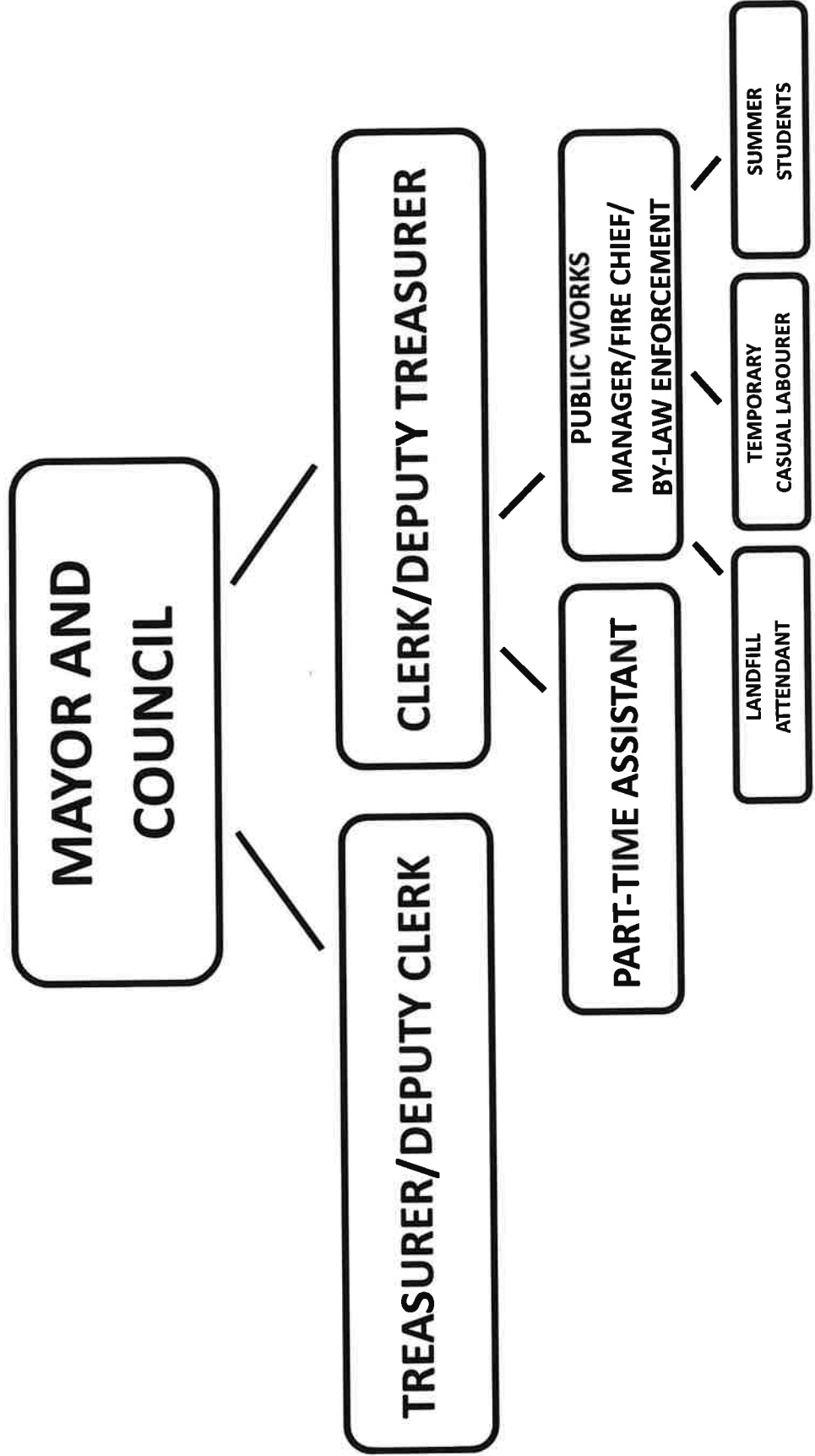
November 1st, 2023





ORGANIZATIONAL CHART

November 1st, 2023



**Township of the North Shore
Position Description
Municipal Clerk**

GENERAL DUTIES & RESPONSIBILITIES:

1. Promotes the Employer's mission and values.
2. Establishes and maintains an effective working relationship with members of Council, officers/employees of the Municipality and the public.
3. Acts as primary advisor to Council in Municipal legislation and policy matters.
4. Recruits, selects, and trains staff.
5. Serves as a liaison with municipal organizations, Provincial and Local Governments.
6. Maintains a constant awareness of new trends, developments and legislative changes affecting the municipal sector.
7. Ensures workplace health & safety and two (2) recorded inspections are conducted annually.
8. Demonstrates strong self-management skills and further personal development.
9. Completes general administrative (special) projects assigned.

SPECIFIC DUTIES - MUNICIPAL CLERK

10. Performs the statutory duties of Municipal Clerk as set out in the *Municipal Act* and other related Acts and regulations.
11. Fulfills the requirements of Clerk under various Acts such as *Municipal Conflict of Interest Act*, *Municipal Freedom of Information and Protection of Privacy Act ("MFIPPA")*, *Municipal Elections Act*, *Planning Act*, etc.
12. Provides advice and support services to Council and other special bodies and committees regarding Council procedures and the Municipal Act.
13. Provides support and guidance to municipal officers and employees regarding Council decisions/direction and municipal policies/procedures.
14. Acts as the corporate secretary, coordinating Council meetings, preparing agendas and background materials, recording minutes, preparing bylaws and policies, and responding to correspondence.
15. Communicates information on municipal programs, policies and procedures and bylaws to the public and other agencies.
16. Liaises with Council members, Committee and Board chairs, volunteer community groups and members of the public to communicate information and resolve problems.
17. Is the Chief Returning Officer for municipal and school board elections and referenda.
18. Carries out research, prepares reports and makes recommendations to Council.
19. Conducts research and drafts bylaws and administrative policies and procedures and ensures the procedural bylaw is up to date.
20. Prepares public notifications, press releases on behalf of Council.
21. Is the registrar for burial permits, and cemetery plot purchases (*Cemeteries Act*).
22. Acts as Privacy Officer, overseeing the structure and maintenance of the filing system, retention of records and all issues related to *MFIPPA* and protection of personal privacy.

23. Develops, implements and ensures proper procedures in place and in compliance with *MFIPPA* and Municipal records retention bylaws.
24. Summons special meetings of Council and its committees when required.
25. Acts as a corporate Signing Officer.
26. Carries out other duties as delegated by Council.

SPECIFIC DUTIES - PRIVACY OFFICER

27. Performs the duties assigned under *MFIPPA*, as the "head" within the meaning of the Act.
28. Provides advice and support to Council and municipal officers/employees regarding the release of information, how *MFIPPA* requests are to be dealt with and identifies areas of policy or procedure that may need to be put into place.
29. Puts in place procedures to protect personal information regarding privacy requirements that govern the collection, retention, use, disclosure, and disposal of information.
30. Puts into place a routine disclosure process that is a cost-effective and customer-friendly way of providing information to the public, directly by municipal departments and/or third-party contractors, without a formal access request.
31. Responds to and interprets requests to access municipal records, subject to certain limitations and exemptions, and the right to access one's own personal information and to correct the information if it is inexact, ambiguous, or incomplete.

SPECIFIC DUTIES – HUMAN RESOURCES

32. Hires employees in accordance with the Municipality's Hiring Policy.
33. Hires volunteers in accordance with the Municipality's Hiring Policy
34. Onboards, trains, manages performance, disciplines, and recommends termination for all staff.
35. Conducts Interviews, drafts job descriptions, carries out performance appraisals, develops learning and professional development strategies, disciplines, and recommends termination of staff, summer staff and volunteers.
36. Supports and provides guidance and feedback to officers and employees of the Municipality.
37. Manages the performance of the following positions:
 - All Administrative Employees
 - Bylaw Enforcement Officer
 - Chief Building Official
 - Fire Chief
 - Public Works Manager
38. Ensures that ALL officers and employees have annual performance evaluations.

SPECIFIC DUTIES - ADMINISTRATION

39. Drafts reports in response to Council and committee requests.
40. Responds to and follows up on correspondence as directed by Council.
41. Word processes a variety of reports, correspondence, Council Minutes and Agendas, prepares presentations using Microsoft Office and other similar programs.

42. Provides a wide variety of project related administrative support, from meeting preparations, scheduling, agenda development and minutes to undertaking various research projects.

43. Develops and submits a variety of reports in accordance with Municipal and government requirements, policies, procedures and regulations.

44. Edits and provides recommendations for changes to Staff Reports, presentations, and public meeting materials.

45. Ensures that quarterly reports are submitted on time and contain the information required by Council.

SPECIFIC DUTIES – DEPUTY TREASURER

46. The Municipal Clerk acts as back up to the Treasurer in an Emergency.

47. Prepare and process payroll while the Treasurer is on a leave period.

TOWNSHIP OF THE NORTH SHORE

POSITION DESCRIPTION

1. POSITION TITLE/POSITION LEVEL:

Treasurer / Senior Management Position.

2. REPORTING RELATIONSHIP:

The Employee will report to the Council and Municipal Clerk

The Treasurer is responsible for the Finance Department and all related legislated duties. As Department Head, the Treasurer is responsible for the fulfillment of all departmental responsibilities, supervision of staff and maintenance of budget. Working as part of the Management Team, the Treasurer will assist the Clerk to ensure that service delivery and general government operations are carried out in a cost efficient, effective and customer friendly fashion, and meeting all statutory obligations.

3. GENERAL ROLES/RESPONSIBILITIES

3.1. Carry out the duties of the Treasurer as described in section 286 of the Municipal Act, more specifically,

- (a) collecting money payable to the municipality and issuing receipts for those payments;
- (b) depositing all money received on behalf of the municipality in a financial institution designated by the municipality;
- (c) paying all debts of the municipality and other expenditures authorized by the municipality;
- (d) maintaining accurate records and accounts of the financial affairs of the municipality;
- (e) providing council with such information with respect to the financial affairs of the municipality as it requires or requests;
- (f) ensuring investments of the municipality are made in compliance with the regulations made under section 418, if applicable; and
- (g) complying with any requirements applicable to the treasurer under section 418.1. 2001, c. 25, s. 286 (1); 2017, c. 10, Sched. 1, s. 35.

3.2. Prepare annual budget; control expenditures, optimize various revenue sources and ensure cost effective operations are implemented and maximized.

3.3. Establish procedures to enable efficient and effective management of the Municipality's finances.

3.4. Prepare policies, reports and presentations as required.

- 3.5. Demonstrate strong self-management skills and further personal and professional development.
- 3.6. Supervise and manage the performance of employees reporting to this position.
- 3.7. Complete special projects assigned.
- 3.8. Shall be responsible for the implementation and management of financial “best practices” throughout the municipal corporation, including the use of financial and professional accounting policies/procedures which are in keeping with the General Accounting Principles, PSAB, internal financial audits, operational and efficiency reviews, expenditures and revenue monitoring, procedures and control; cash management and short/long term investment, debt financing and debt load oversight; meeting all statutory requirements related to financial reporting, statements and notices; and providing all financial information and communications as required.
- 3.9. Is responsible for developing and maintaining asset management plan.
- 3.10. Emphasis shall be given to the efficient administration of the annual municipal operating and capital budget; the administration of the department budget process; general financial control of all departments; capital planning and forecasting expenditures and project funding.
- 3.11. Shall be responsible for the administration of taxes, water, sewer and other financial billing, levy and collections including tax sales. Calculates and recommends to Council the annual tax rate resulting from the budget process.
- 3.12. Shall be responsible for all purchasing procedures for all accounts payable.
- 3.13. Work collaboratively with Council and senior management to address current and future financial realities and opportunities and develop plans and contingencies to secure the Municipality's financial accountability and sustainability.
- 3.14. Provides advice and assistance to Council in the banking arrangements as well as the management of financial resources and the establishment of necessary controls and reporting procedures.
- 3.15. Provides regular quarterly reports to Council.
- 3.16. Processes monthly bank reconciliation.
- 3.17. Processes monthly visa reconciliation for all departments.

- 3.18. Prepares for year-end closing and adjusting journals and liaises with auditors in all areas of responsibility.
- 3.19. Conducts weekly banking transactions.
- 3.20. Commissioner of Oaths, by statute.
- 3.21. Complete funding reporting requirements and submit invoices and other relevant back-up information when submitting claims for funding purposes.
- 3.22. Remain up to date with possible funding and grant opportunities. Prepare appropriate funding applications in concert with the Clerk.
- 3.23. Complete quarterly GST/HST reporting requirements.
- 3.24. Liaises with the Township's insurance broker and insurance company regarding insurance policies and claims.
- 3.25. Performs statutory duties under the Municipal Act and under other Acts of the Legislature.
- 3.26. Performs additional duties and responsibilities as assigned by the Council and/or as may be required by law.
- 3.27. Responsible for providing backup assistance to the municipal Clerk, in their absence, in various duties under the Municipal Act and other Acts of the Legislature, upon written delegation from the Clerk.
- 3.28. Other duties as assigned.

4. TAXATION ROLES/RESPONSIBILITIES

- 4.1. Balances all property tax accounts monthly including calculation of monthly tax penalties and interest charges according to the levy by-law and related policy and reconciliation of taxes receivable subledger to the general ledger.
- 4.2. Organizes and coordinates the periodic (at least annually) mailings of tax arrears to all ratepayers
- 4.3. Verifies accurate records of ownership, address and mortgage changes in taxation electronic modules.
- 4.4. Provides information and assistance to ratepayers, law firms, realtors, mortgage companies regarding taxation inquiries.

- 4.5. Produces year-end reports and liaises with auditors in all areas of responsibility.

5. UTILITY BILLING ROLES/RESPONSIBILITIES

- 5.1. Responsible for establishing and reporting the annual utility rates to Council.
- 5.2. Ensuring the appropriate rates are included in the tax billing calculations procedures.
- 5.3. Verifies accurate records of ownership and address changes in utility billing electronic modules.

6. ACCOUNTS RECEIVABLE ROLES/RESPONSIBILITIES

- 6.1. Processes billings of tipping fees and miscellaneous invoices and monitors payments in an effective and efficient manner ensuring that municipal finances are accurate and up-to-date and that invoices are paid within established time limits.
- 6.2. Prepares and enters journal entries and reports.

7. ACCOUNTS PAYABLE ROLES/RESPONSIBILITIES

- 7.1. Processes and monitors payments and expenditures [at minimum, twice per month] ensuring that municipal finances are accurate and up-to-date and that vendors and suppliers are paid within established time limits.
- 7.2. Verifies invoices and purchase order requisitions for goods and services.
- 7.3. Processes EFT payments charged to Visa Business Card and reconciles month end visa and bank statements.
- 7.4. Prepares cheques for a variety of accounts that involve monthly contractual obligations and other accounts payable on a 30 day payment cycle.
- 7.5. Verifies the accuracy and legitimacy of accounts payable records coding, updates vendor and suppliers electronic master files.
- 7.6. Disburses accounts payable, maintains the general ledger, performs journal entries.
- 7.7. Produces year-end reports and liaises with auditors in all areas of responsibility.

8. PAYROLL ROLES/RESPONSIBILITIES

- 8.1.** Responsible for the administration of the payroll system and for the timely and accurate delivery of bi-weekly payroll and related human resources services, including reporting and keeping informed about changes in tax and deduction laws that apply to the payroll process.
- 8.2.** Maintains the payroll electronic master files and processes workforce changes and terminations.
- 8.3.** Administers employee benefits, pensions, worker's compensation, verification of pay rate calculations and deductions, leaves of absence, overtime, sick and vacation time, accruals, ROE's.
- 8.4.** Submits monthly government remittances, performs general ledger reconciliation, and journal entries.
- 8.5.** Produces end of year- employee T4s and Revenue Canada Summary Reports.
- 8.6.** Produces reconciled year-end reports and performs Omers e-Form 119 reconciliation.
- 8.7.** Liaises with auditors in all areas of responsibility.

9. WORKING RELATIONSHIPS:

- 9.1.** With Other Township Staff:
Coordinates accounting and financial matters with all departments; cooperation and courtesy.
- 9.2.** With Auditor and other External Agencies:
Maintains liaison; provides information and assistance.
- 9.3.** With Council:
Provides information and recommendations concerning the Township's finances.
- 9.4.** With the Public:
Provides information and assistance on taxation and other municipal operations; follows up on concerns and inquiries.

10. WORKING CONDITIONS:

- 10.1.** General office conditions; works in a public environment; relatively high profile. Work is subject to constant interruption due to the variety of responsibilities, deadlines and hectic peak periods.
- 10.2.** Must deal tactfully with irate taxpayers, particularly those in arrears.
- 10.3.** Usual hours of work, up to 35 hours per week. Extra time required for evening meetings and peak periods.

11. IMPACT OF ERROR:

Accounting and financial errors could result in significant costs to the Township, i.e. lost revenue, ineffective financial control and confusion; failure to deal with the public tactfully could lead to poor public relations.

Township of the North Shore

Position Description

Municipal Operations Manager

GENERAL DUTIES & RESPONSIBILITIES:

1. Promotes the Employer's mission and values.
2. Acts as an advisor to the Municipal Clerk and Council regarding the on-going operation of the Municipal Works Department (which includes roads, water, recreation, and landfill)
3. Develops, recommends, implements and monitors programs, services and standards for the Municipal Works Department.
4. Implements and monitors departmental policies, procedures, and standards to ensure compliance with all related regulations and legislation.
5. Reviews all new and amended legislation that may apply to the Municipal Works Department and advises Council on potential impacts as well as required/recommended policy, program or service level changes as required.
6. Prepares, recommends, and implements plans for roads (and related infrastructure), facilities and equipment maintenance, upgrading, replacement, and/or refurbishing.
7. Oversees contracts for services related to department programs/services, the maintenance of equipment, vehicles, and facilities.
8. Ensures workplace health & safety and performs two (2) recorded inspections annually.
9. Liaises with members of the public, government representatives, sector specific organizations etc. to communicate information and obtain feedback and resolve issues.
10. Demonstrates strong self-management skills and further personal development.
11. Completes special projects as assigned.

SPECIFIC DUTIES - MUNICIPAL OPERATIONS MANAGEMENT

12. Ensures the implementation of preventative maintenance and inspection programs.
13. Oversees contracted water distribution and wastewater collection systems.
14. Oversees contracts related to road maintenance, landfill maintenance, or other contracted services related to the Municipal Works Department.
15. Supervises work related to the construction, inspection and maintenance of all road infrastructure, facilities, parks, landfill and other municipal assets.
16. Ensures the safe operation and maintenance of vehicles and equipment.
17. Reviews, analyzes, and provides recommendations to the Clerk and/or Council on purchases, contracts, requests for proposals, quotes, and other procurement management matters.
18. Ensures that all departmental purchases are in accordance with the budget and procurement policies.
19. Ensures that all public requests and concerns are handled effectively and efficiently in accordance with municipal policy.

20. Represents the Township of the North Shore/Municipal Operations Department on committees, associations and groups.

21. Carries out other duties as delegated by Council.

SPECIFIC DUTIES – EQUIPMENT OPERATOR/MUNICIPAL MAINTENANCE

22. Operates all Municipal and Rental Equipment.

23. Conducts mandatory and recommended pre-use equipment check.

24. Performs minor repairs to equipment, facilities and other Municipal Assets.

25. Performs inspections and applicable assessments of municipal infrastructure, equipment, and assets.

26. Carries out repairs and maintenance to roads infrastructure, parks, boat launches and other municipal facilities.

27. Conducts road patrols.

28. Plows snow from roadways etc. and applies sand/salt in accordance with Municipal standards/policies.

29. Responds to road and weather conditions.

SPECIFIC DUTIES – HUMAN RESOURCES

30. Hires employees in accordance with the Municipality's Hiring Policy

31. Hires volunteers in accordance with the Municipality's Hiring Policy.

32. Onboards, trains, manages performance, disciplines, and recommends termination for Municipal Operation Department Employees.

33. Monitors work to ensure workplace practices are followed and service standards are met.

34. Supports and provides guidance and feedback to Municipal Operations Department Employees.

35. Conducts annual performance evaluations of Municipal Operations Department Employees.

SPECIFIC DUTIES - ADMINISTRATION

36. Drafts reports in response to the Clerk, Council and committee requests.

37. Conducts accident investigations, prepares insurance claims, reports and other documents as required by the Ministry of Labour/Environment or another regulatory agency.

38. Maintains an up-to-date inventory of all infrastructure and equipment.

39. Reviews planning applications and provides comments.

40. Approves for payment department expenses.

41. reviews Municipal Operations Department employee timesheets, vacation schedules, work orders or other reporting mechanism used as part of a work management system.

TOWNSHIP OF THE NORTH SHORE

POSITION DESCRIPTION

1. POSITION TITLE

Receptionist/ Office Assistant

2. REPORTING RELATIONSHIP:

Reports to the Clerk.

As required, receives direction from the Treasurer/Bookkeeper on financial matters.

3. SCOPE OF POSITION/SUMMARY OF DUTIES:

To assist the Clerk and other office staff.

To provide a variety of secretarial, administrative and accounting services to support the Township's Administration.

4. RESPONSIBILITIES:

4.1 Office Assistant:

4.1.1 Types reports and correspondence and assists in researching background material when required. Example: Energy Consumption Reporting, and building reporting to MPAC.

4.1.2 Ensures by-laws are kept in sequence and that security is maintained for original by-laws in fireproof filing cabinets stored in file room. Keeps resolutions and minute books in order.

4.1.3 Uses knowledge of subject matter and records management procedures to manage the general, numerical and accounting filing systems. Management of binders for Water Reports.

4.1.4 Types a variety of correspondence of varying lengths and complexity, some of which are sensitive and confidential.

4.1.5 Assists Clerk with cemetery, lottery sales and Agendas.

4.1.6 Assists the Chief Building Official with issuing building permits while maintaining records and filing system.

Receptionist/Office Assistant

- 4.1.7 Prepares photocopies of material and posters for township bulletin boards.
- 4.1.8 Prepares, prints and distributes monthly newsletter.
- 4.1.9 Operates and maintains office equipment in a good state of repair, arranges for servicing when required.
- 4.1.10 Maintains inventory of stationery and supplies for office, kitchen, and public works including ordering from suppliers when required.
- 4.1.11 Maintains accurate records and issues license for dog tags.
- 4.1.12 Maintains the municipal office library.
- 4.1.13 Reports ownership and address changes to Municipal Property Assessment Corporation and maintain mortgage changes for taxation Records.
- 4.1.14 Maintains the township website, and social media sites, while posting various agendas, minutes & posters and undertake improvements.
- 4.1.15 Prepare business directory for website and build network with businesses.
- 4.1.16 Prepares tax [semi-annually] and water billings [bi-monthly] & reminder notices monthly for mailing.
- 4.1.17 Compiles and produces mailing labels for various documents.
- 4.1.18 Assures that the Council Chamber is kept in a clean and orderly state for use by Council and other parties for meetings, etc.
- 4.1.18 Responsible for providing back up assistance to the Treasurer in her absence.
- 4.1.19 Responsible for the retention and destruction of municipal documents in accordance to By-Law 18-06.
- 4.1.20 Responsible for the municipal key system signing in and out of keys to ensure keys are returned in a timely fashion.
- 4.1.21 Prepares tax certificates/Purchase Orders for signature by the Treasurer.
- 4.1.22 Prepare and keep current report on municipal funding opportunities which may benefit the Municipality and upon approval of Council, undertake grant funding opportunities.
- 4.1.23 Obtain costs for facilitator, coordinate public and Council events, and assist

Receptionist/Office Assistant

with strategic planning document in terms of determining timelines and responsibilities.

- 4.1.24 Liaise with local committees and groups in terms of special event activities, assist with marketing and promotion, inform of funding opportunities that may exist and enhancement of events.
- 4.1.25 Seek/suggest means to promote community development and inclusivity and upon approval, undertake steps to incorporate inclusivity.
- 4.1.26 Seek community and economic development initiatives.
- 4.1.27 Become acquainted with how a municipal government functions, reporting, decision-making and policy development.
- 4.1.28 Performs other related tasks as assigned by the Clerk.

4.2 Receptionist:

- 4.2.1 Receives tax & water payments, via on line, mail and in person and issues receipts and prepares deposits.
- 4.2.2 Receives, opens, sorts and distributes incoming mail; prepares outgoing mail for dispatch by postage or courier.
- 4.2.3 Answers the telephone and greets visitors to the Township office - refers them to an appropriate source.
- 4.2.4 Serves the public with courtesy and discretion.

5. AUTHORITY OF POSITION:

Authority limited to direction given and to operating within accepted office and management policy.

6. WORKING RELATIONSHIPS:

- 6.1 With the Clerk
Receives direction and guidance when required; discusses plans and priorities.
- 6.2 With Other Township Staff
Provides secretarial service and a harmonious relationship based on team work.

Receptionist/Office Assistant

- 6.3 With the Public
Maintains a courteous friendly relationship. Provides general information and assistance. Is often the public's first contact with the Township.

7. KNOWLEDGE AND SKILL:

- 7.1 Thorough knowledge of secretarial skills and office practices in a Municipal setting through training and directly related experience. Working knowledge of Microsoft Office-Word, Excel, I-City and Publisher as well as working knowledge of the Internet.
- 7.2 Maturity, good judgment, organization, communication, computer and public relation skills; ability to establish and maintain effective working relationships with others; the ability to handle confidential information.

8. WORKING CONDITIONS:

- 8.1 Works in public office setting in full public view. Work is subject to frequent interruptions, shifting priorities, and hectic work periods due to the variety and volume of work assignments.
- 8.2 Usual office hours, with a minimum of 45 hours per month.

9. IMPACT OF ERROR:

- 9.1 Typographical errors, if unnoticed, could change the meaning of a report, letter, etc. which could cause possible legal and financial problems for the Township.
- 9.2 Mechanical and clerical errors could be traced and corrected after delay and duplication of effort.
- 9.3 Incorrect information to the public would result in confusion and unfavourable public relations.
- 9.4 Accounting and clerical errors could result in duplication of effort and possible financial loss and annoyance.

10. CONTROL:

- 10.1 General supervision from the Clerk and in her/his absence, the remaining office staff. Applies good office practice principles and procedures. Works within prevailing legislation, regulation, policy and procedures.
- 10.2 Is expected to work independently and accept responsibility for the timely and accurate completion of duties.

TOWNSHIP OF THE NORTH SHORE POSITION DESCRIPTION

1. POSITION TITLE/POSITION LEVEL:

Landfill Site Attendant

2. REPORTING RELATIONSHIP:

The Landfill Site Attendant will report directly to the Public Works Manager

3. SCOPE OF POSITION/SUMMARY OF DUTIES:

The scope of the duties will be to take direction from the Public Works Manager and assume all duties relating to the landfill site as determined by past practices and policies of Council.

4. RESPONSIBILITIES:

- 4.1 Will maintain the landfill site in an orderly fashion and according to the policies of Council. Will direct the public in the proper use of the landfill site including the separation of refuse into the appropriate, designated piles.
- 4.2 Will familiarize himself or herself with the acceptance policy of materials to the site and refuse those that are not permitted and where possible, direct the public to the proper disposal means of unacceptable items.
- 4.3 Will on occasion be required to burn the 'wood waste' pile. The attendant will obey all applicable MNR and Township burning requirements and will notify the Public Works Manager and Fire Chief the day before burning so that the fire department can be notified.
- 4.4 Will familiarize themselves with the contents of this plan and perform the duties described therein, as required.
- 4.5 Liaise with the Public Works Manager in relation to any problems or concerns that may arise in the operation of the Site.
- 4.6 Perform other related tasks as assigned by the Public Works Manager.

5. KNOWLEDGE AND SKILL:

The very nature of a public position requires that the attendant maintain a high level of communication skills with the public. You will be courteous and respectful of public concerns and help them in the problem-solving process in a manner that is in keeping with your position and duties. Good problem solving and interpersonal skills with Township staff will help effect a smooth operation of the site. Equipment operation knowledge would be an asset.

6. WORKING CONDITIONS:

Normal working hours are determined by Council for the effective operation of the Landfill Site. Working in an unpleasant working environment subject to unfavorable weather conditions is expected. While the attendant's building has electricity and is heated, during a power failure where the temperature is below zero degrees Celsius, the attendant will not be expected to attend the site when heat cannot be supplied to the building. If such an event occurs, the attendant will not lose the day's wages. If the site is not to be attended, the attendant will post a sign to inform the public and direct them to dispose of their refuse in the appropriate sections.

7. SAFETY

The wearing of safety boots by the attendant is mandatory at all times while in attendance at the Landfill Site. The attendant will wear a fluorescent safety vest supplied by the Township at all times while on the Landfill Site grounds, either in the directing of vehicles or any other duty.

When the attendant is required to leave the area of the building to oversee the dumping or direction of material by vehicles, a hard hat and safety glasses will be worn at all times. These items will be supplied by the Township.

8. IMPACT OF ERROR:

Errors in judgment, organization and management would reduce the Waste Site Disposal program effectiveness and would increase costs as well as resulting in confusion, poor staff morale, embarrassment to Council and inconvenience to the public.

Inadequate enforcement of legislation, codes, by-laws and Ministry of the Environment regulations would result in increased exposure to financial repercussions.

BY-LAW 26-24

THE CORPORATION OF THE TOWNSHIP OF THE NORTH SHORE

Being a bylaw to authorize execution of a revised Transfer Payment Agreement for the New Building Canada Fund – Small Communities Fund with the Ministry of Infrastructure and the Corporation of the Township of the North Shore

WHEREAS the Government of Canada established the Small Communities Fund (SCF) as a component of the New Building Canada Fund under the Economic Action Plan 2013 as a renewed commitment to infrastructure priorities across Canada;

AND WHEREAS the Government of Canada has committed one billion dollars over ten years towards the SCF for projects in smaller communities that address local priorities while contributing to national or regional objectives, support economic growth, a clean environment and stronger communities;

AND WHEREAS the purpose of the SCF is to improve and renew public infrastructure in Ontario’s communities with populations under one hundred thousand people;

AND WHEREAS the Government of Ontario has also made a renewed commitment to infrastructure within Ontario, and the Government of Canada and the Government of Ontario entered into the Canada-Ontario New Building Canada Fund Small Communities Fund Funding Agreement 2012-2024, effective November 14, 2014, which sets out the rights, obligations and requirements with respect to investments under the SCF;

AND WHEREAS the Corporation of the Township of the North Shore has a funding agreement under the SCF as per By-law 16-14;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF THE NORTH SHORE HEREBY ENACTS AS FOLLOWS:

1. Amending Agreement 5 to this SCF agreement is attached to this By-law as Schedule ‘A’;
2. The Mayor and the Acting Clerk are hereby authorized to execute this agreement on behalf of the Township;
3. This By-law shall take effect upon passage.

READ A FIRST, SECOND AND THIRD TIME ENACTED AND FINALLY PASSED THIS 28th DAY OF APRIL 2026

Tony Moor, Mayor

Craig Davidson, Acting Clerk

**AMENDING AGREEMENT NO. 5 TO A TRANSFER PAYMENT AGREEMENT FOR THE
NEW BUILDING CANADA FUND (NBCF): SMALL COMMUNITIES FUND (SCF)**

BETWEEN:

**HIS MAJESTY THE KING IN RIGHT OF ONTARIO
as represented by the Minister of Infrastructure**

(the “Province”)

AND

**THE CORPORATION OF THE TOWNSHIP OF THE NORTH SHORE
(CRA# 108134503)**

(the “Recipient”)

I. BACKGROUND

The Province, as represented by the Minister of Agriculture, Food and Rural Affairs, and the Recipient (the “Parties”) entered into an agreement under the New Building Canada Fund – Small Communities Fund effective as of July 5, 2016 (the “Agreement”).

An amending agreement effective February 18, 2020 (the “Amending Agreement No. 1”) was executed by the Recipient and the Province as represented by the Minister of Agriculture, Food and Rural Affairs.

The Ministry of Infrastructure assumed responsibility for the Agreement from the Ministry of Agriculture, Food and Rural Affairs.

An amending agreement effective May 3, 2022 (the “Amending Agreement No. 2”) was executed by the Recipient and the Province as represented by the Minister of Infrastructure.

An amending agreement effective December 12, 2022 (the “Amending Agreement No. 3”) was executed by the Recipient and the Province as represented by the Minister of Infrastructure.

An amending agreement effective November 23, 2023 (the “Amending Agreement No. 4”) was executed by the Recipient and the Province as represented by the Minister of Infrastructure.

Part V of the Agreement allows the Parties to make amendments to the Agreement, provided such amendments are in writing agreed upon and signed by the Parties;

The Parties wish to amend the Agreement in the manner set out in this amending agreement (the "**Amending Agreement No. 5**").

II. CONSIDERATION

In consideration of the mutual covenants and agreements contained herein, and for other good and valuable consideration, the receipt and sufficiency of which is expressly acknowledged, the Parties agree to amend the Agreement under this fifth amending agreement (the "**Amendment**") as follows:

1. Capitalized terms used but not defined in this Amending Agreement No. 5 have the meanings ascribed to them in the Agreement.
2. This Amending Agreement No. 5 is effective as of the date of signature of the last party to sign it.
3. Section B.1.2 of Schedule "B" of the Agreement is deleted and replaced with the following:

B.1.2 Expiration Date. The Expiration Date of this Agreement is March 31, 2027.

4. Section B.1.4 of Schedule "B" of the Agreement is deleted and replaced with the following:

B.1.4 Project Completion Date. The Project Completion Date is September 30, 2026.

5. Except for the amendments expressly provided for in this Amending Agreement No. 5, all provisions in the Agreement will remain in full force and effect.
6. This Amending Agreement No. 5 may be signed in any number of counterparts, each of which will be deemed to be an original, but all of which will constitute one and the same instrument.
7. This Amending Agreement No. 5 may be validly executed electronically and the respective electronic signatures are the legal equivalent of manual signatures. The electronic or manual signature of a Party may be evidenced by one of the following means and transmission of this Amending Agreement No. 5 may be brought about as follows:

- (i) a manual signature of an authorized signing representative placed in the respective signature line of this Amending Agreement No. 5 and it is scanned as a PDF file and delivered by email to the other Party;
- (ii) a digital signature, including the name of the authorized signing representative is typed in the respective signature line of the Fifth Amending Agreement, an image of a manual signature or an Adobe e-signature of an authorized signing representative, or any other digital signature of an authorized signing representative with the other Party's prior written consent, is placed in the respective signature line of this Fifth Amending Agreement and it is delivered by email to the other Party; or
- (iii) any other means with the other Party's prior written consent.

The Parties have executed this Amending Agreement No. 5 on the dates set out below.

HIS MAJESTY THE KING IN RIGHT OF ONTARIO
as represented by the Minister of Infrastructure

Date

p.p. Trevor Fleck, Assistant Deputy Minister
The Honourable Todd McCarthy
Minister of Infrastructure

THE CORPORATION OF THE TOWNSHIP OF THE NORTH SHORE

Date

Name:
Title:

I have authority to bind the Recipient.

Date

Name:
Title:

I have authority to bind the Recipient.

BY-LAW 26-25

THE CORPORATION OF THE TOWNSHIP OF THE NORTH SHORE

BEING A BY-LAW TO ADOPT THE ESTIMATES FOR ALL THE SUMS REQUIRED DURING THE YEAR 2026 FOR THE PURPOSES OF THE TOWNSHIP OF THE NORTH SHORE.

SHORT FORM OF THIS BY-LAW: BUDGET BY-LAW 2026

WHEREAS pursuant to the Municipal Act, 2001, as amended, section 290, the Council of a local municipality shall in each year prepare and adopt a budget including estimates of all sums required during the year for the purposes of the Municipality;

AND WHEREAS the proposed revenues and expenses have been reviewed;

NOW THEREFORE the Council of the Township of the North Shore enacts as follows:

1. THAT the estimates attached as Schedule "A" are hereby adopted and form part of this By-law.
2. THAT any By-law or By-laws, or parts of any By-law or By-laws that are inconsistent with this By-law are hereby deemed repealed.
3. THAT this By-law shall come into force and effect on the date of its final passing.

READ A FIRST, SECOND AND THIRD TIME ENACTED AND FINALLY PASSED THIS 28th DAY OF APRIL, 2026.

Tony Moor, Mayor

Craig Davidson, Acting Clerk

BUDGET BY-LAW 2026
Schedule A – Operating Budget and related total to be raised via taxation

DEPARTMENT	REVENUES	EXPENSES	BUDGET
Capital	(1,785,525)	1,785,525	-
Surplus	-	-	-
Grants	(568,847)	-	(568,847)
Council	-	142,800	142,800
Administration	(42,550)	459,440	416,890
Fire	(2,700)	123,100	120,400
Building	(12,100)	14,900	2,800
By-Law Enforcement	(900)	10,600	9,700
Roads	-	171,047	171,047
Policing	(600)	135,773	135,173
Landfill	(13,500)	194,360	180,860
Health, Social Service	-	396,014	396,014
Recreation	(7,507)	107,235	99,728
Planning	-	4,500	4,500
Tourist Info Centre	(9,300)	8,475	(825)
Serpent River Water	(51,130)	88,508	37,378
Pronto East Water	(36,530)	113,212	76,682
Cemetery	(2,000)	5,300	3,300
	(2,533,189)	3,760,789	1,227,600
TOTAL TO BE RAISED 2026			1,227,600

BY-LAW 26-26**THE CORPORATION OF THE TOWNSHIP OF THE NORTH SHORE**

Being a by-law to levy and collect
property taxes for the year 2026

WHEREAS the Council of the Corporation of the Township of the North Shore has by By-Law 26-25 of the Township dated the 15th day of April 2026 prepared and adopted estimates of all sums required during the year for the purposes of the Municipality totaling \$1,227,600 pursuant to Section 290 of the Municipal Act, 2001, S.O. 2001 c.25, as amended (hereinafter referred to as the "*Municipal Act*");

AND WHEREAS the total of sums required by taxation in the year 2025 shall be apportioned as follows, in accordance with Section 312 of the *Municipal Act*:

1. \$1,227,600 by the Municipality's General Local Levy.

AND WHEREAS all property assessment rolls on which the 2026 taxes are to be levied have been returned and revised pursuant to the provisions of the Assessment Act, R.S.O. 1990, c. A31, as amended (hereinafter referred to as the "*Assessment Act*");

AND WHEREAS Property Classes and Property Subclasses have been prescribed pursuant to Section 7 and 8 of the *Assessment Act*;

AND WHEREAS the Municipality is required to establish tax ratios pursuant to Section 308 of the *Municipal Act* for each prescribed Property Class;

AND WHEREAS the Municipality is required to establish tax rate reductions pursuant to Section 313 of the *Municipal Act* for each prescribed Property Subclass;

AND WHEREAS Section 312 of the *Municipal Act* provides for the establishment of tax rates to be levied for local municipal purposes;

AND WHEREAS the taxes for School purposes shall be levied, collected and administered by the Municipality in accordance with the Education Act, R.S.O. 1990, c.E.2, Ontario Regulation 400/98 made and most recently revised under that Act;

AND WHEREAS Part X of the *Municipal Act* provides for the issuance of tax bills and the collection and administration of tax amounts;

NOW THEREFORE, the Council of The Corporation of the Township of the North Shore
ENACTS AS FOLLOWS:

In this by-law the following words shall be defined as:

"Collector" shall mean Township Treasurer, Deputy Treasurer, Tax Collector, Deputy Tax Collector or person designated by the Treasurer;

1. THAT for the taxation year 2026, the tax ratio for property in:
 - a) the residential property class is 1.000000;
 - b) the multi-residential property class is 1.100000;
 - c) the commercial property class is 1.100000;
 - d) the industrial property class is 1.100000;
 - e) the aggregate extractive property class is 1.100000;
 - f) the farm property class is 0.250000; and
 - g) the managed forest property class is 0.250000.
2. THAT for the taxation year 2026 the Township shall levy on rateable property the Tax Rates set out in Schedule "A" attached hereto and forming part of this by-law in accordance with the following:
 - a) General Municipal Tax Rates shall be levied on **all** property rateable for Municipal purposes.
3. THAT the final tax levy to be billed under this by-law shall be reduced by the amount raised by the interim tax levy.
4. THAT the final tax levy to be billed and imposed under this by-law shall be paid in two installments due on the following dates:
 - a) 50% thereof on the 27th day of August 2026; and
 - b) The remainder thereof on the 29th day of October 2026.
5. THAT all taxes levied under this by-law shall be payable into the hands of the Collector in accordance with the provisions of this by-law.

6. THAT there shall be imposed on all taxes a penalty for non-payment or late payment of taxes in default on the installment dates set out above in accordance with Section 345(2) of the *Municipal Act, 2001*. The penalty shall be one and one-quarter percent (1.25%) of the amount in default on the first day of default being the day immediately after the due dates referred to above.

THAT there shall be levied an interest charge pursuant to Section 345(3) of the *Municipal Act* of one and one quarter percent (1.25%) calculated on the first day of the next calendar month after default or non-payment of each installment levied pursuant to this by-law and a further one and one quarter percent (1.25 %) shall be levied on the unpaid installment on the first day of each calendar month thereafter for so long as the installment remains unpaid.

8. THAT the Collector may mail or cause to be mailed to the address of the residence or place of business of each person taxed under this by-law, a notice specifying the amount of taxes payable.
9. THAT the notice to be mailed under this by-law shall contain the particulars provided for in this by-law and the information required to be entered on the tax bill under Section 343 of the *Municipal Act*.
10. THAT the Collector shall be authorized to accept part payment from time to time on account of any taxes due, and to give a receipt of such part payment, provided that acceptance of any such part payment shall not affect the collection of any percentage charge imposed and collectable under this by-law in respect of non-payment or late payment of any taxes or any installment of taxes.
11. THAT nothing in this by-law shall prevent the Collector from proceeding at any time with the collection of any tax, or any part thereof, in accordance with the provisions of the statutes and by-laws governing the collection of taxes.
12. THAT the Township Treasurer is hereby directed and authorized to undertake any required action necessary to collect the taxes levied herein;

13. THAT this by-law comes into force on the day it is passed.

Read a first, second and third time enacted and passed in Open Council on this 28th day of April, 2026.

Tony Moor, Mayor

Craig Davidson, Acting Clerk

SCHEDULE A: 2026 PROPERTY TAX RATES

Rate Schedule	RTC/RTQ	General Rates	Education Rates	Combined Rates
<i>Taxable</i>				
Residential	RT	0.01564604	0.00153000	0.01717604
Managed Forest	TT	0.00391151	0.00038250	0.00429401
Multi-Residential	MT	0.01721064	0.00153000	0.01874064
Aggregate Extractive	VT	0.01721064	0.00511000	0.02232064
Commercial Occupied	CT, DT, ST, XT	0.01721064	0.00880000	0.02601064
Commercial Excess/Vacant	CX, CU, XU	0.01204745	0.00880000	0.02084745
Industrial Occupied	IT, IH	0.01721064	0.00880000	0.02601064
Industrial Excess/Vacant	IX, IU, IK	0.01118692	0.00880000	0.01998692
<i>Payment in Lieu</i>				
<i>Residential</i>	<i>RG</i>	0.01564604		0.01564604
Residential	RH, RP	0.01564604	0.00153000	0.01717604
Commercial - Full	CF, CP, GF	0.01721064	0.00980000	0.02701064
Commercial - General	CG	0.01721064		0.01721064
Industrial Occupied	IP	0.01721064	0.00980000	0.02701064
Industrial Excess/Vacant	IR, IQ	0.01118692	0.00980000	0.02098692
Landfill	HF	0.01721064	0.00980000	0.02701064

BY-LAW 26-27

THE CORPORATION OF THE TOWNSHIP OF THE NORTH SHORE

Being a by-law to appoint a Chief Building Official and Building Inspector.

WHEREAS Section 3(1) of the Building Code Act, RSO 1992, Chapter 23, states the Council of each municipality is responsible for the enforcement of this Act in the municipality; and

WHEREAS Section 3(2) of the Building Code Act, RSP 1992, Chapter 23, states that the Council of each municipality shall appoint a Chief Building Official and such Inspectors as are necessary for the enforcement of this Act in areas in which the municipality has jurisdiction;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF THE NORTH SHORE HEREBY ENACTS AS FOLLOWS:

1. That Kevin Lavergne hereby appointed to the position of Chief Building Official for the Township of the North Shore;
2. That the said Chief Building Official shall, with respect to the Township of the North Shore and the administration of its affairs, exercise all the authority, powers and rights and shall perform all duties and obligations as set out in the Building Code Act and such regulation as apply thereto;
3. That the said Chief Building Official commits to ensuring the required qualifications as outlined in the Building Code Act, 1992, remain current;
4. That this by-law takes effect May 1, 2026;
5. That By-law 17-15 is repealed effective May 1, 2026.

READ A FIRST, SECOND AND THIRD TIME ENACTED AND FINALLY PASSED THIS 28th DAY OF APRIL 2026.

Tony Moor, Mayor

Craig Davidson, Acting Clerk

BY-LAW 26-28

THE CORPORATION OF THE TOWNSHIP OF THE NORTH SHORE

**Being a bylaw to confirm the proceedings of Council
at its Regular Council Meeting of April 28th, 2026.**

The Council of the Corporation of the Township of The North Shore hereby enacts as follows:

WHEREAS Section 5(3) of the *Municipal Act, 2001, S. O. 2001, c.25*, as amended requires municipal Council to exercise a municipal power including a municipality's capacity, rights, powers and privileges under Section 9, by by-law unless the municipality is specifically authorized to do otherwise;

AND WHEREAS the Corporation of the Township of the North Shore deems it desirable to confirm the proceedings of Council at its Regular Council Meeting of April 28th, 2026.

NOW THEREFORE the Council of the Corporation of the Township of the North Shore hereby enacts as follows:

1. That each motion, resolution, and other action passed and taken by the Council at its Regular Council meeting of April 28th, 2026, is hereby adopted, and ratified and confirmed.
2. The Head of Council and the proper officers of the Corporation of the Township of the North Shore are hereby authorized and directed to do all things necessary to give effect to the said action or to obtain approval where required and except where otherwise provided, the Mayor and the Clerk, or if absent, the designate, are hereby directed to affix the Corporate Seal of the Municipality to all such documents.

**READ A FIRST, SECOND AND THIRD TIME ENACTED AND FINALLY PASSED
THIS 28th DAY OF APRIL 2026.**

Tony Moor, Mayor

Craig Davidson, Acting Clerk