

## Agenda

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### Regular Meeting of Council

Corporation of the Township of The North Shore

Wednesday, January 15<sup>th</sup>, 2025

6:00 PM

Township of the North Shore is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting

<https://us02web.zoom.us/j/82402209614?pwd=wNWSlbpapyTsWpWJ1tvAlu2DURKUn9.1>

Meeting ID: 824 0220 9614

Passcode: 563078

*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.*

1. CALL TO ORDER
2. APPROVAL OF AGENDA
3. DISCLOSURES OF PECUNIARY INTEREST
4. PRESENTATIONS/DELEGATION
  - Cunningham Swan - Integrity Commissioner Reports dated December 2<sup>nd</sup>, 2024.
5. ADOPTION OF MINUTES
  - a) Minutes of the Regular meeting of November 27<sup>th</sup>, 2024
  - b) Minutes of the Regular meeting of December 18<sup>th</sup>, 2024
  - c) Minutes of the Special Meeting of January 3<sup>rd</sup>, 2025.
6. COUNCIL MEMBERS REPORT
7. REPORTS AND MOTIONS OF MUNICIPAL STAFF, COMMITTEES, AND COMMUNICATIONS
  - a) Revised 2025 OPP Municipal Policing Annual Billing Statement
  - b) Letter from Fire Chief
  - c) Recreation Committee - Council Representative Re-appointment
  - d) Quarterly Reports - 4<sup>th</sup> Quarter 2024 - Administration, Fire Department and Public Works
  - e) Tax and Water/Wastewater Receivables - 4<sup>th</sup> Quarter 2024
  - f) Library Agreement

#### Consent Agenda

- a) Email from MECP Environmental Policy Branch regarding the Excess Soil Regulation
- b) 2024 Sparkle Festival Winners

**8. OLD BUSINESS (INCLUDES THE FOLLOWING WRITTEN LETTERS/REPORTS)**

**9. INTRODUCTION, READING AND CONSIDERATION OF BY-LAWS**

- a) By-Law 25-03 being a by-law to adopt the Pregnancy and Parental Leaves - Council Policy for the Corporation of the Township of The North Shore.
- b) By-Law 25-04 being a by-law to adopt the WETT Inspection Policy for the Corporation of the Township of The North Shore.
- c) By-Law 25-05 being a by-law to adopt the Training and Development Policy for the Corporation of the Township of The North Shore.
- d) By-Law 25-06 being a by-law to provide for interim tax levy for the year 2025
- e) By-Law 25-07 being a by-law to authorize temporary borrowing for the year 2025
- f) By-Law 25-08 being a by-law approving extension of budget expenditure

**10. NOTICES OF MOTION**

**11. QUESTION PERIOD**

**12. CLOSED SESSION**

**13. REPORT FROM CLOSED SESSION**

**14. CONFIRMATORY BY-LAW**

By-law 25-09 being a by-law to confirm the proceedings of Council at its meeting held January 15<sup>th</sup>, 2025, be read a first, second and third time enacted and passed.

**15. ADJOURNMENT**



COPY

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Resolution # 391

PO Box 108, Algoma Mills, ON P0R 1A0  
(705) 849-2213 (705) 461-1821

REGULAR COUNCIL MEETING

MEETING DATE: December 18<sup>th</sup>, 2024

AGENDA ITEM(S): 76

MOVED BY: T. Simon

SECONDED BY: L. Menard

**BE IT RESOLVED** That Council for the Corporation of the Township of The North Shore receive the report regarding notice of Integrity Commissioner reports being brought to the January 15th, 2025, Regular Council meeting for information purposes, and that Council direct staff to schedule with the Integrity Commissioner to attend the January 15th, 2025, Regular Council meeting to provide explanation of the Report received and answer any questions.

Conflict of Interest disclosed by :		Ward 1	Ward 2	Ward 3	At Large	Mayor
Seat Vacated : Y      N		Recorded Vote Requested by :				
Recorded Vote : (Y) ea, (N) ay,		Ward 1	Ward 2	Ward 3	At Large	Mayor
DEFEATED	DEFERRED	CARRIED	✓			

MAYOR or CHAIR or (Acting)

**Tony E. Fleming**  
Direct Line: 613.546.8096  
E-mail: [tfleming@cswan.com](mailto:tfleming@cswan.com)

**CONFIDENTIAL**

December 2, 2024

**Delivered by email: [municipalclerk@townshipofthenorthshore.ca](mailto:municipalclerk@townshipofthenorthshore.ca)**

Township of The North Shore  
c/o Rachel Schneider, Clerk  
P.O. Box 108  
1385 Highway 17  
Algoma Mills, ON  
P0R 1A0

Dear: Mayor and Council:

**RE: Code of Conduct Complaint- Final Report  
Our File No 36669-10**

Please be advised that our investigation under the Code of Conduct is now complete. We attach the final report herewith and the report should now be circulated to members of the Council. We have provided a copy of the report to the Member and Complainant separately.

This investigation is hereby closed.

Sincerely,

**Cunningham, Swan, Carty, Little & Bonham LLP**



Tony E. Fleming, C.S.  
LSO Certified Specialist in Municipal Law  
(Local Government / Land Use Planning)  
Anthony Fleming Professional Corporation  
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Direct Line: 613.546.8096 E-mail: tfleming@cswan.com

**CONFIDENTIAL**

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December 2, 2024

**SENT BY EMAIL TO:** municipalclerk@townshipofthenorthshore.ca

Mayor and Council  
c/o Rachel Jean Schneider, Clerk  
Township of The North Shore  
P.O. Box 108, 1385 Hwy 17  
Algoma Mills, ON P0R 1A0

Dear Mayor and Council:

**RE: Code of Conduct Complaint – Report  
Our File No. 36669-10**

This public report of our investigation is being provided to Council in accordance with Section 223.6(1) of the *Municipal Act*. We note that Section 223.6(3) of the *Municipal Act* requires that Council make the report public. The Clerk should identify on the agenda for the next open session Council meeting that this report will be discussed. Staff should consider whether it is appropriate to place the full report on the agenda in advance of Council deciding how the report should otherwise be made public.

Should Council desire, the Integrity Commissioner is prepared to attend virtually at the open session meeting to present the report and answer any questions from Council.

At the meeting, Council must first receive the report for information. The only decision Council is afforded under the *Municipal Act* is to decide how the report will be made public, and whether to adopt any recommendations made by the Integrity Commissioner. Council does not have the authority to alter the findings of the report, only consider the recommendations.

The Integrity Commissioner has included only the information in this report that is necessary to understand the findings. In making decisions about what information to include, the Integrity Commissioner is guided by the duties set out in the *Municipal Act*. Members of Council are also reminded that Council has assigned to the Integrity Commissioner the duty to conduct investigations in response to complaints under the Code of Conduct, and that the Integrity Commissioner is bound by the statutory framework to undertake a thorough process

in an independent manner. The findings of this report represent the Integrity Commissioner's final decision in this matter.

### **Timeline of Investigation**

- Complaint received May 2, 2024
- Confirm details with complainant May 6, 2024
- Provide Member with complaint package August 12, 2024
- Response from Member August 25, 2024
- Interviews September, 2024
- Draft report provided to the Member for review September, 2024

### **Complaint Overview**

The complaint included a series of emails between Councillor Richard Welburn (the "Member") and staff on a variety of topics. The complaint alleged that the Member was aggressive and bullying in meetings and emails with staff.

### **Relevant Policy Provisions**

#### **The Code of Conduct**

The Complaint engaged the following provisions of the Code of Conduct:

#### **Section 7.0 – Conduct Respecting Others**

7.1 Every Member has the duty and responsibility to treat members of the public, one another and staff appropriately and without abuse, bullying or intimidation, and to ensure that the municipal work environment is free from discrimination and harassment. The Member shall be familiar with, and comply with, the Municipality's Workplace Anti-Violence, Harassment and Sexual Harassment Policy.

7.2 A Member shall not use indecent, abusive or insulting words, tone or expressions toward any other Member, any municipal staff or any member of the public.

#### **Section 8.0 – Conduct Respecting Staff and Officers**

8.1 Under the direction of the senior administrative staff, and in accordance with the decisions of Council, staff and Officers are required to serve the municipal corporation as a whole. Every Member shall be respectful of the role of staff and Officers to provide advice based on political neutrality and objectivity and without undue influence from any Member or group of Members. Accordingly, no Member shall maliciously or falsely injure or impugn the professional or ethical reputation of any staff person or Officer.

8.2 Members shall acknowledge and respect the fact that staff carry out directions of Council, through senior staff, including but not limited to the treasurer, clerk, director of public works, and administer the policies of the Municipality. No Member shall perform, direct or attempt to undermine the duties of any staff person or Officer except in accordance with the Municipality's procedural By-law.

8.3 Every Member shall show respect for staff and Officers, and for their professional capacities and responsibilities.

### **Factual Findings**

No factual findings were required in this investigation. We reviewed emails and as such there is no dispute as to what was contained in the emails. We also watched recorded Council meetings and there is no dispute about the content of the recordings.

We interviewed the complainant to ensure we understood the context of the complaint. In order to provide a full opportunity to the Member to respond, we also provided a draft of this report to the Member and invited his comments. This report reflects the response received from the Member to the draft report.

We reviewed portions of recorded Council meetings referenced in the Complaint. For the most part, the Member's comments were not inappropriate. However, there were comments during the Council Meeting on March 18 where the Member questioned the professionalism and competency of staff. The Member called a trucking company to get information about a matter being dealt with by staff related to the "yellow truck". What prompted the call was the fact that the Member did not like the letter provided to Council by the trucking company. The Member then stated that he was not sure the examples given by staff were correct, and said that they were "looking at things the wrong way". The Member then gave specific direction about how to buy used vehicles.

In response to this incident, the Member disagreed that he gave direction about buying equipment, rather he stated which vehicles the Township should stay away from and gave reasons – the vehicles the Member advised staying away from were the majority of the vehicles that staff had identified. The Member advised that when the mechanic asked to give advice on the "yellow truck" attended a Council meeting, his advice was the same as the Member's.

The Council meeting excerpts we reviewed included the Member stating a number of times that he was under a communication ban with staff and had never been told why. The Mayor explained the situation, but this was not acceptable to the Member. The Member appears agitated, if not angry, at a number of points in the various meetings. The Member does not use inappropriate language and is not disrespectful, but his tone makes it clear he is displeased.

In the March 20 meeting, the Member continued to make statements about the Clerk when the Mayor advised his comments were not in order. The only reason to continue with his comments was to demean the Clerk.

**Email dated May 1, 2023 to staff related to “yellow truck”**

“I can see the lack of experience when it comes to maintaining and purchasing equipment especially used equipment. That is not a knock on you or your staff it’s just a fact.”

After explaining why the Member wanted to see maintenance records for the yellow truck:

“But you know it doesn’t matter you will never see it that way and that’s a shame. I’m willing to bet our public works manager doesn’t have a maintenance plan or care for that matter.”

“Oh one other thing have you had a chance to talk to your public works manager about his aggressive behaviour I’m really worried about tonight and him not being in a pleasant mood.”

**Email dated April 26, 2024 to staff member, copied to Council related to boat launch**

“Further more show some respect and professionalism these are not island people they are residents of the Township and will be addressed and respected as such. But then again there is little respect and professionalism when it comes to this matter as the people it affected most were not considered or consulted on this matter or the safety of people that would be using the proposed gazebo.”

This email was in response to an email from staff on the same day that stated, “ If the budget passes Monday night we will have to put the tape [cordoning off the proposed location for a new gazebo located on a parking area] back up at the cookhouse boat launch, for the proposed gazebo and maybe a porta potty someday. Councillor Welburn could you advise your island people.”

**Email dated February 28, 2024 to staff, copied to Council in response to an email from staff of the same date**

“Wow I guess you missed the part of the IC training about aggressive behaviour. Have I done something wrong you sound upset with me.”

“Snowplowing seems a trigger point for you not sure why.”

“I’m sensing that you may be upset that I have the particulars on this subject name’s wages. Once again, I’m not sure why you would be upset.”

“Personally, if you would have just picked up the phone back on that day the township got hammered with snow and you were behind on your snow removal or



whatever the issue was. And just picked up the phone and talked to me like a gentleman instead of trying to show your dominance in whatever that show was in the closed meeting half of these issues wouldn't be around but then again, I see a theme here so we will work with the system we have I guess.”

This email was responding to an email from staff providing specific information that was requested by the Member. The email from staff was polite and not aggressive.

Many more emails were part of the complaint package, but these excerpts were the only portions considered relevant to the Code of Conduct investigation.

The tone of the emails and the Member's own response to not only this investigation but other complaints confirms that the Member dislikes certain staff. There is obvious tension between the Member and certain staff members. Other than the explicit examples set out above, the language of the balance of the Member's emails contained in the complaint package was not disrespectful or otherwise a breach of the Code of Conduct. With that being said, the overall tone of the emails is easily read as the Member trying to provoke a reaction from staff and, while using no offensive language, the emails are sarcastic and appear intentionally provocative.

In response to the draft report, the Member very candidly agreed that he did not like certain staff, and expected they felt the same about him.

The Member states his motivation is to “do his job” and to do that he needs information. In this case, the “job” is being fiscally prudent when making decisions about replacing the “yellow truck”; this is a prime example of the Member requesting very specific information, and when it is not provided questioning staff. The member claimed in his response that he is not attempting to manage anyone – but then states that if he was, they wouldn't be working long for him.

What appears to be happening is that a history of questions, emails and behaviour by the Member (which often consists of a repetition of the same or similar questions and requests for more detail for questions that have been answered) has created a perception among certain staff members that the Member is being overly forceful in asking questions about certain Township staff or topics. When the language of the above email excerpts is factored in, that perception is reasonable.

We also had the benefit of the written response from the Member to the complaint as part of the investigation process. Unfortunately for the Member, in his written response he confirmed the complainant's allegations that he was being disrespectful towards staff.

In his response, the Member demeaned the professionalism and capabilities of more than one staff member. He accused staff of lying and being unable to do their jobs and stated that his, “actions are dependent on the way I'm treated and dealt with and will continue that way until such a time there [sic] attitudes change towards me and my job.”

This response is consistent with other complaints we are investigating involving the Member.

### **Code of Conduct Findings**

#### **Council Meetings**

The Member's comments about the "yellow truck" in Council on March 18 were disrespectful of staff and undermine the reputation of staff, contrary to sections 7.1, 8.2 and 8.3 of the Code of Conduct.

We find that the Member's comments in the March 20 meeting, including after the Mayor advised his comments were not in order, were intended to demean the Clerk. There were a few instances where the Member called into question the "communications ban" with staff.

We reviewed the email that was sent by the Clerk and it is clear in the email that the Clerk was requesting that the Member communicate with her only in writing based on past conversations that were inappropriate. There is no evidence to support the Member's continued assertion that he was under a total ban for all staff. The Member raised at Council direction he alleged that was given by the Mayor related to other staff, but refused to listen to the Mayor's explanation that this was a limited restriction. The Member was using his view of events as a way to portray staff (especially the Clerk) in a negative light. The Member also ignored his role in the original request and attempted to blame the Clerk. These statements are a breach of the following sections of the Code of Conduct:

7.1 - this is not appropriate treatment of staff and is harassing;

8.1 – this maliciously injured the professional reputation of the staff member;

#### **Email dated May 1, 2023 to staff related to the "yellow truck"**

The Member stated that staff lacked experience when it came to maintaining and purchasing equipment. Following that statement by writing, "That is not a knock on you or your staff it's just a fact", does not make the statement less objectionable.

Accusing the Public Works Manager of not having a maintenance plan or caring about such a plan is clearly intended to be demeaning and to attack their professionalism.

The conclusion of the email then accused the staff member of being aggressive to the point that the Member claimed he was worried about attending a meeting where the staff person would be in attendance. This serious accusation was completely unwarranted.

These statements breach the following sections of the Code of Conduct:

7.1 - this is not appropriate treatment of staff and is harassing;

7.2 – this is abusive and insulting;

8.1 – this maliciously injured the professional reputation of the staff member;

8.2 – the repeated requests for maintenance records which were for the stated purpose of giving advice about what to do with the truck is a clear attempt to undermine the duties of staff;

8.3 – the comments show no respect for staff or their professional capacities and responsibilities.

**Email dated April 26, 2024 to staff member, copied to Council related to boat launch**

The response to the email from staff is an example of the Member using words that, in isolation, are not profane or demeaning but nevertheless show a complete breakdown in the Council/staff relationship. The comments are provocative and appear to be intended to elicit a negative response from staff. Based on interviews with more than one staff member, this is certainly how staff perceive this type of email communication.

Staff should not feel reluctant to communicate with a Councillor for fear of being baited into writing something that will be used against them. This email is a breach of the following sections of the Code of Conduct:

8.1 – the accusation falsely impugns the professional or ethical reputation of staff.

8.3 – the accusation does not show respect for staff and for their professional capacities and responsibilities.

**Email dated February 28, 2024 to staff, copied to Council in response to an email from staff of the same date**

Comments about the staff person “sounding upset” and “sensing” that they may be upset do not logically follow from the email from staff. Staff wrote a professional and neutral email. The comments from the Member appear to be an attempt to precipitate an argument or negative reaction from staff. This type of behaviour is not appropriate and undermines the working relationship with staff that the Code of Conduct is designed to foster.

The sections of the Code of Conduct that these statements breach are as follows:

7.1 - this is not appropriate treatment and constitutes bullying;

8.1 – accusing the staff member of being aggressive and attempting to “show dominance” falsely impugns the professional and ethical reputation of staff;

8.3 – the tone and language in this email does not show respect for staff or their professional capacities and responsibilities.

The Member must appreciate that his role on Council is not to manage staff. Council, as a whole by resolution, may set policy to manage staff, but no individual member of Council has the authority to manage any staff member. The repeated requests for information and the frustration and anger that follows when the Member does not get the information that he wants, when he wants it, with the specificity that he wants appears to be a large part of the improper behaviour that is then directed at staff.

While we did not excerpt other emails contained in the complaint, those emails show a pattern of the Member involving himself in operational matters, especially where he believes he has some personal expertise to lend to the task. Regardless of any expertise that the Member might have in any situation, no member of Council can direct staff. If the Member could refrain from straying into operational matters many of the behaviours that are objectionable might be avoided.

### **Recommendations**

The Code of Conduct allows for both penalties and sanctions.

In this circumstance, the behaviour of the Member warrants a financial penalty and the Integrity Commissioner recommends that Council suspend the pay of the Member for a period of 20 days.

A financial penalty is warranted to demonstrate to staff that this type of behaviour is not something that Council condones; and to demonstrate to the Member that continuation of this behaviour will not be tolerated by Council.

In addition to a financial penalty, the Integrity Commissioner recommends that Council impose the following sanctions on the Member to attempt to modify his behaviour and to protect staff:

1. Communication with staff shall only be by email directed to the Mayor and not copied to staff. The Mayor will then forward the substance of any comments or requests to staff, but not forward the email itself unless the email does not contain inappropriate commentary;
2. This communication protocol shall be continued for 12 months;
3. The Member shall not request any information from staff unless the substance of the request is related to a matter that is on an agenda of Council. This sanction is recommended to limit the instances where the Member seeks information for ideas that he has to improve operations or policies that are not driven by a Council agenda. Many of the instances of poor decision-making and bad behaviour are related to these types of information gathering exercises.

Sincerely,

**Cunningham, Swan, Carty, Little & Bonham LLP**

A handwritten signature in black ink, appearing to read 'Tony E. Fleming', with several horizontal strokes underneath.

Tony E. Fleming, C.S.  
LSO Certified Specialist in Municipal Law  
(Local Government / Land Use Planning)  
Anthony Fleming Professional Corporation  
TEF:sw



Tony E. Fleming  
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**CONFIDENTIAL**

December 2, 2024

**Delivered by email:** [municipalclerk@townshipofthenorthshore.ca](mailto:municipalclerk@townshipofthenorthshore.ca)

Mayor and Council  
c/o Rachel Jean Schneider, Clerk  
Township of The North Shore  
P.O. Box 108, 1385 Hwy 17  
Algoma Mills, ON P0R 1A0

Dear: Mayor and Council:

**RE: Code of Conduct Complaint- Final Report  
Our File No 36669-4, 36669-16**

Please be advised that our investigation under the Code of Conduct is now complete. We attach the final report herewith and the report should now be circulated to members of the Council. We have provided a copy of the report to the Member and Complainant separately.

This investigation is hereby closed.

Sincerely,

**Cunningham, Swan, Carty, Little & Bonham LLP**

Tony E. Fleming, C.S.  
LSO Certified Specialist in Municipal Law  
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**CONFIDENTIAL**

December 2, 2024

**SENT BY EMAIL TO:** [municipalclerk@townshipofthenorthshore.ca](mailto:municipalclerk@townshipofthenorthshore.ca)

Mayor and Council  
c/o Rachel Jean Schneider, Clerk  
Township of The North Shore  
P.O. Box 108, 1385 Hwy 17  
Algoma Mills, ON P0R 1A0

Dear Ms. Schneider:

**RE: Code of Conduct Complaint – Report – Councillor Richard Welburn  
Our File No. 36669-4, 36669-16**

This public report of our investigation is being provided to Council in accordance with Section 223.6(1) of the *Municipal Act*. We note that Section 223.6(3) of the *Municipal Act* requires that Council make the report public. The Clerk should identify on the agenda for the next open session Council meeting that this report will be discussed. Staff should consider whether it is appropriate to place the full report on the agenda in advance of Council deciding how the report should otherwise be made public.

Should Council desire, the Integrity Commissioner is prepared to attend virtually at the open session meeting to present the report and answer any questions from Council.

At the meeting, Council must first receive the report for information. The only decision Council is afforded under the *Municipal Act* is to decide how the report will be made public, and whether to adopt any recommendations made by the Integrity Commissioner. Council does not have the authority to alter the findings of the report, only consider the recommendations.

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The Integrity Commissioner has included only the information in this report that is necessary to understand the findings. In making decisions about what information to include, the Integrity Commissioner is guided by the duties set out in the *Municipal Act*. Members of Council are also reminded that Council has assigned to the Integrity Commissioner the duty to conduct investigations in response to complaints under the Code of Conduct, and that the Integrity Commissioner is bound by the statutory framework to undertake a thorough process in an independent manner. The findings of this report represent the Integrity Commissioner's final decision in this matter.

### **Timeline of Investigation**

Due to an internal miscommunication, our file 36669-4 did not proceed through an investigation in the normal timeframe. We subsequently realized our error and combined that matter with our file 36669-16. While this report deals with two separate complaints, both complaints are against Councillor Richard Welburn and Councillor Welburn was given the opportunity to respond to both complaints. The key dates and events for this investigation are as follows:

#### Matter 4

- Complaints Received - February 13, 2024
- Addendum received - March 8, 2024
- Complaint package sent to Complainant for review and approval – May, 2024
- Complaint Package sent to Member – May 7, 2024
- Response received from Member – May 17, 2024
- Member's response sent to Complainant – June 13, 2024
- Complainant's reply received June 17, 2024
- Interviews Conducted – September 2024
- Draft Report provided to Member – September – 2024

#### Matter 16

- Complaint received - July 18, 2024
- Preliminary reviewed conducted July, 2024
- Complaint package sent to Member – August 20, 2024
- Response from Member received – September 2, 2024
- Interviews conducted – September 2024
- Draft Report provided to Member – September – 2024



## Complaint Overview

The common theme of the complaints is that Councillor Richard Welburn (the “Member”) communicates with staff in an aggressive, sarcastic and unprofessional manner. The Member makes repeated requests for information and when the response is not what he wants, his reaction is to call into question the professionalism of staff and their motivations. Based on the voluminous emails contained in the Complaint, the Member is alleged to demean staff, question their professionalism and generally resort to passive aggressive, or sometimes simply aggressive, communications. Both complaints will be referred to collectively in this report as the Complaint.

With respect to the Member’s behaviour towards the Township Clerk, the Complaint alleged:

- He told the Clerk that he would “fire [her] and start over if he had it his way”;
- When the Clerk asked to be compensated for additional time worked to fill in for other staff on leave the Member questioned the Clerk heavily;
- The Member stated that he had been placed under a “gag” order, when in fact staff had requested that he communicate in writing only, and not to call staff;
- Various emails were submitted containing inappropriate comments.

With respect to the Public Works Manager/Fire Chief:

- The Member made inquiries of staff regarding a snowstorm and asked why the Public Works Manager “took so long” to complete the roads and demanded to know why the Public Works Manager was “not doing his job”;
- The Member questioned the Fire Chief about Volunteer Firefighters also being Council members;
- The Member questioned staff about the budget regarding wages and stated that something “fishy” was going on and that certain staff members were being paid more for their duties than Council is aware of;
- The Member accused the Public Works Manager at the January 17, 2024 Closed Session of “lecturing” or “tongue lashing” Council;
- The Member called the Public Works Manager childish and disrespectful.

Other examples of the Member questioning the professionalism and capability of the Public Works Manager/Fire Chief are described in our report dealing with another complaint (our file 36669-10).

## Relevant Policy Provisions

### **The Code of Conduct**

The Complaint engaged the following provisions of the Code of Conduct:

### Section 7.0 – Conduct Respecting Others

7.1 Every Member has the duty and responsibility to treat members of the public, one another and staff appropriately and without abuse, bullying or intimidation, and to ensure that the municipal work environment is free from discrimination and harassment. The Member shall be familiar with, and comply with, the Municipality's Workplace Anti-Violence, Harassment and Sexual Harassment Policy.

7.2 A Member shall not use indecent, abusive or insulting words, tone or expressions toward any other Member, any municipal staff or any member of the public.

### Section 8.0 – Conduct Respecting Staff and Officers

8.1 Under the direction of the senior administrative staff, and in accordance with the decisions of Council, staff and Officers are required to serve the municipal corporation as a whole. Every Member shall be respectful of the role of staff and Officers to provide advice based on political neutrality and objectivity and without undue influence from any Member or group of Members. Accordingly, no Member shall maliciously or falsely injure or impugn the professional or ethical reputation of any staff person or Officer.

...

8.3 Every Member shall show respect for staff and Officers, and for their professional capacities and responsibilities.

## **The Township of the North Shore Council Staff Relations Policy**

The Complaint engaged the following provisions of the Township of North Shore Council Staff Relations Policy:

### Section 5 – Guiding Principles

#### *5.7 Control Anger*

Members of Council should avoid the temptation to play up divisions or conflicts. Staff and Officers shall not be targets of derisive/vexatious comments/behaviour/conduct. The public expects Members to do the job that they have been elected to do. The public expects Staff and Officers to do the job that they have been hired to do. Comments on Staff and Officer performance shall be directed through the appropriate confidential performance reviews.

#### *5.10 Professionalism*

Members of Council, Staff and Officers must treat each other with professionalism. When Council requests that Staff and Officers appear before Council, they must

comply and be prepared for any questions Council has. Advance notice of questions to Staff provides an opportunity for Staff to provide quality reports and advice.

### *5.11 Respect*

Members, Staff and Officers shall work hard at fostering a climate of mutual respect. Each must be respectful of others' intelligence and professional duties. Members, Staff and Officers must understand that they all face different, often unique, challenges and recognize their overarching goal is to serve the best interests of the Municipality.

### **Factual Findings**

In order to provide a full opportunity to the Member to respond, we provided a draft of this report to the Member and invited his comments. This report and the factual findings contained within reflects the response received from the Member.

We set out below the excerpts from various emails that are relevant to this investigation. Before reviewing those findings, it is relevant to consider the written response to the Complaint that was submitted by the Member.

The following are excerpts from the Member's responses to the Complaint:

- "my behaviour and communication is a result of the way that I'm communicated with and the respect and professionalism that I'm dealt with".
- "[I'm] done trying to be the better person in this Council...".
- "At the end of the day the clerk's unprofessional behavior and total lack of respect for my position on council escalated this to the point of her hanging up on me."
- "The feeling of trust is broken with me when it comes to the clerk which is sad."
- [in talking about a request to the Clerk] "I did send several emails beforehand where we go back and forth with her demanding more information from me where I clearly state what I wanted to talk about and I have provided that information but yet she wanted more so I gave her more and apparently it was too much or too honest as she feels slighted. I'm sorry but when you ask a question you should be prepared for the answer."
- "The [redacted] email ... is blaming other people for ... lack of managing skills and running a township if that comes off harsh so be it. I run a company and have been for many years and at the end of the day it's on the boss shoulders for screw ups you don't pass the buck down the line ."

The Member responds to the allegations in the Complaint by restating that he feels staff are not accountable, not professional and by standing behind certain comments like he would fire staff and admitting that he does not like certain staff on a personal level. The Member stated that his comment about firing certain staff was taken out of context and that in that context he acknowledged that he did not have the authority to fire staff.

The overall theme of the Member's response to the Complaint is unapologetic and unaware of his role on Council. The Member refers to himself in his written response as the "boss" and "manager" and states that all staff are answerable to him (and Council).

We note that not all of the emails that were submitted in the Complaint breached the Code of Conduct. Many of the emails are not objectionable and have not been reproduced in this report. However, statements such as:

- Telling the Clerk that he would "fire [her] and start over if he had it his way";
- Telling the Public Works Manager he was "not doing his job";
- Stating that something "fishy" was going on with the budget;
- Accusing the Public Works Manager of "lecturing" or "tongue lashing" Council; and
- Calling the Public Works Manager childish and disrespectful;

are all examples of behaviour that breaches the Code of Conduct. The Member disagrees that he said the Public Works Manager was not doing his job or that there was something "fishy" about the budget. With the exception of the above, the Member either accepted that he made these statements or did not refute them.

What the statements above and the excerpts below demonstrate is a broken relationship. Staff and Councillor Welburn are at a point, in the Integrity Commissioner's opinion, where neither side respects the other and both sides are reading malice into every line of every email. The following emails support the findings in this report:

#### **April 15-16, 2024**

As a result of unpleasant interactions with the Member, a member of staff asked that all communications with the Member be conducted only by email. The Member requested a closed session to discuss "Council accessibility to the office and staff, i.e. telephone and in person". In response to a request from staff to clarify the nature of the agenda item the Member responded as follows:

"I'm not sure what more you want but let's try this again

I would like to speak about the lack of access to the staff i.e. not being able to make a phone call to [staff position redacted] is the [staff position redacted] in the right to limit this

Does the [staff position redacted] have the authority to do this

In the [staff position redacted] being insubordinate by doing this

Is the [staff position redacted] being unprofessional by doing this

Is the [staff position redacted] abusing their powers

Why is the [staff position redacted] trying to intimidate and bullying me

Why is the [staff position redacted] harassing me

Why does the [staff position redacted] have a personal vendetta against me

Why is the [staff position redacted] not allowing me to do my job IE with holding requested information

Is the [staff position redacted] breaking any human rights by limiting me access to the office via phone

And why the [staff position redacted] has not provided me with a reason why they feels that I should be banned from calling the office not only this time but in previous times....”

When the staff person responded, the Member replied and made it clear that he considered the staff person to have escalated the matter, to the point that resolution of their differences would require, “experienced professionals”. In response to reviewing the draft of this report, the Member reiterated that in his view it was staff that had escalated the matter and that staff’s response was the problem.

This highlights the dysfunctional relationship between the Member and certain staff. Based on witnessing various elements of this relationship, we find that the relationship has deteriorated to a point where neither staff nor the Member can communicate effectively with one another. What might be an innocuous comment between any other people is given overtones and import in this relationship that fuels poor decisions and inappropriate comments. Tone of voice and inflection are often referred to as inappropriate by the parties regardless of the actual words used. While tone and sarcasm typically do not rise to the level of a breach of the Code of Conduct, the parties to this relationship see intent and malice behind words that in other circumstances would not be viewed as a problem.

#### **April 25, 2024**

An email was received in error by a staff member from a member of the public and the external email was forwarded to Council as the staff member felt Council needed to know the contents of the email. We did not review that third party email as part of this investigation and take no position on the substance of the email exchange between the Member and the staff person. The Member’s email in response to staff stated:

“I really don’t put a lot of faith into advice given by yourself or your staff when it comes to this kind of stuff [MFIPPA]. That’s just my opinion and the last time I checked I was able to freely express my opinion correct me if I’m wrong. Sorry if that sounds harsh but when it comes to matters like this we are living in an environment what doesn’t allow me to be trusting at this time.”

**April 30, 2024**

This email is part of a chain of emails related to the “yellow truck” that is also addressed in our complaint matter #10. This particular email was not however part of that complaint package, so it is addressed here. In response to an email from staff, in which staff referred the Member to the Code of Conduct and Council-Staff Relations Policy, the Member wrote:

“as far as the policy’s or code of conduct I’m far too busy to look that up and to be honest the last person I would take that sort of advice from would be a municipal worker but thanks for the unwanted advice.”

The Member then wrote:

“Anyways you seem angry and I don’t understand why I hope this anger isn’t around tomorrow night as I want to feel safe in the chambers and your really not putting off that vibe at this time. Please take a deep breath and relax it was only a request and a question is all why so defensive.”

**May 1, 2024**

The following day the Member sent the following to the Mayor and Clerk:

“I need to bring to your attention that I feel [staff member] has some sort of personal vendetta against me and his recent aggressive tones in his email correspondence has me worried.

I know that you both take workplace harassment and safety seriously and I have to say I don’t feel safe around him. The atmosphere that he presents to me is very threatening and that has me concerned.”

We discussed this with the Member, and he was not able to provide any satisfactory reason or evidence to support his allegation; specifically, the staff member did not threaten the Member or do anything to suggest the member should be concerned for his safety. The Member indicated that his concern started when the staff member recommended a police presence at Council meetings – the Member was scared as to what this meant the staff member was thinking. When viewed in the context of the entire exchange of emails this appears to be an attempt to discredit staff with the Mayor and Clerk and/or insinuate that either the Mayor or Clerk are not actually concerned about workplace harassment if they ignore the Member’s complaint.

**July 5, 2024**

As with other incidents complained of, the Member was not receiving the answers that he was seeking in a time frame he deemed appropriate in July, and he responded by insulting staff in an email addressed to the Mayor:

“I was wondering if you had a time frame when you would either have the info I’ve been asking for from [staff] or a specific reason why [they] will not release this information. This situation seems to be aimed at slowing me down from doing my job.

I’m not sure how anything gets [done] between your lack of concern about this matter and the staffs lack of respect and understanding of [their] jobs.”

He then listed three items he was waiting for and ended the email with, “I’m baffled as to what goes on all day at the office.”

### Code of Conduct Findings

We find as a fact that the Member made the following statements:

- Telling the Clerk that he would “fire [her] and start over if he had it his way”;
- Telling the Public Works Manager he was “not doing his job”;
- Stating that something “fishy” was going on with the budget;
- Accusing the Public Works Manager of “lecturing” or “tongue lashing” Council; and
- Calling the Public Works Manager childish and disrespectful;

For those statements the Member denies making we find that it is more likely that not that the statements were in fact made. The statements are consistent with other statements made by the Member and we find no reason to dispute the veracity of the complaint in this respect.

These statements breach the following sections of the Code of Conduct:

7.1 - the Member does not treat staff appropriately and is abusive;

8.3 – The Member does not demonstrate any respect for staff or their professional capacities and responsibilities.

The statements are evidence of a breach of the following sections of the Township of the North Shore Council Staff Relations Policy:

5.10 – The Member is not treating staff with professionalism;

5.11 – The Member is not respectful of staff’s intelligence and professional duties.

The Member demands accountability and professionalism from staff, but refuses to treat staff with professionalism and respect. This is a viscous circle that is not sustainable.

Councillors individually are not elected to be the “caretaker of the Township’s money”, as claimed by the Member. Council is responsible for the budget and for being fiscally accountable. Council is responsible for staff, not any individual member of Council. The

Member crosses the line repeatedly because he takes it upon himself to question staff about expenses, staff's work and details of operational matters – these are not matters for any individual member of Council.

If staff appear to the Member as defensive it should not be surprising when the Member is asking for information that appears to be directed at attacking staff – and when the perception is confirmed in numerous emails where the Member directly does question the professionalism and capabilities of staff.

#### **April 15-16, 2024**

The Member's email implies that the named staff member may be insubordinate, unprofessional and abusing their powers, in addition to other accusations.

The tone of the email is aggressive and confrontational, and although it does not use profane language it is very clear that the Member is angry and portrays himself as a victim of unreasonable staff behaviour.

The email is evidence of a breach of the following sections of the Code of Conduct:

7.1 - the Member does not treat staff appropriately and is using his role on Council to attempt to bully or intimidate the staff member by raising very serious allegations without proof;

8.1 – the Member makes unfounded allegations that maliciously and falsely injure and impugn the professional and ethical reputation of staff;

8.3 – The Member does not demonstrate any respect for staff or their professional capacities and responsibilities.

The email is evidence of a breach of the following sections of the Township of the North Shore Council Staff Relations Policy:

5.7 - Comments on Staff and Officer performance shall be directed through the appropriate confidential performance reviews. No individual member of Council can conduct a performance review. The Member is alleging very serious performance issues in an email. This lack of proper process disadvantages staff and places them in a difficult position with Council.

5.10 – The Member is not treating staff with professionalism;

5.11 – The Member is not respectful of staff's intelligence and professional duties.



### April 25, 2024

The Member's email states expressly that he does not, "put a lot of faith into advice given by ... staff..."

The Member's email is a breach of the following sections of the Code of Conduct:

- 7.1 - the email is inappropriate;
- 8.1 – stating staff are unable to do their jobs maliciously and falsely injures and impugns their professional reputation;
- 8.3 – stating that he has no faith in staff's abilities does not show respect for staff and their professional capacities and responsibilities.

The Member's email is a breach of the following sections of the Township of the North Shore Council Staff Relations Policy:

- 5.7 – stating staff cannot do their job is derisive and vexatious;
- 5.10 – expressing a lack of faith in staff's abilities is not professional;
- 5.11 – there is no element of respect in this communication.

### April 30, 2024

The Member writing:

"... last person I would take that sort of advice from would be a municipal worker but thanks for the unwanted advice."

"Anyways you seem angry and I don't understand why I hope this anger isn't around tomorrow night as I want to feel safe in the chambers and your really not putting off that vibe at this time..."

is a breach of the following sections of the Code of Conduct:

- 7.1 - the email is not appropriate and is abusive;
- 7.2 – the email is abusive and insulting;
- 8.1 – stating that staff are not capable of giving advice maliciously and falsely injures and impugns the professional reputation of staff;
- 8.3 – the email does not show respect for staff and for their professional capacities and responsibilities.

This email is a breach of the following sections of the Township of the North Shore Council Staff Relations Policy:

- 5.7 – the Email is derisive and vexatious;
- 5.10 – the email is not professional;
- 5.11 – the email does not foster a climate of mutual respect.

### **May 1, 2024**

The Member sent an email to the Mayor and Clerk accusing a staff member of having a “personal vendetta” and claiming he felt threatened by the staff member. Based on our investigation, this statement is false. The Member had no objective basis to make this statement and his justification for the statement was not credible.

We find this to be an attempt to discredit staff and/or insinuate that either the Mayor or Clerk are not actually concerned about workplace harassment.

This email is a breach of the following sections of the Code of Conduct:

- 7.1 - this is an attempt to portray the named staff member as threatening. Making such a serious accusation with no objective basis for the claim, especially when made to the Mayor and Clerk, is an attempt to abuse the authority of a Council Member and is a form of bullying and intimidation.
- 7.2 – the allegation is abusive;
- 8.1 – the accusation maliciously and falsely injures and impugns the professional and ethical reputation of staff.

This email is a breach of the following section of the Township of the North Shore Council Staff Relations Policy:

- 5.7 – the policy directs Members to avoid the temptation to play up divisions or conflicts and states that staff shall not be targets of derisive/vexatious comments/behaviour/conduct.

### **July 5, 2024**

Stating, “I’m not sure how anything gets [done] between your [the Mayor’s] lack of concern about this matter and the staffs lack of respect and understanding of [their] jobs.” And, “I’m

baffled as to what goes on all day at the office.” is a breach of the following sections of the Code of Conduct:

7.1 - the email is not appropriate and is abusive;

7.2 – the email is abusive and insulting;

8.1 – stating that staff do not understand their job maliciously and falsely injures and impugns the professional reputation of staff;

8.3 – the email does not show respect for staff and for their professional capacities and responsibilities.

This email is a breach of the following sections of the Township of the North Shore Council Staff Relations Policy:

5.7 – the Email is derisive and vexatious;

5.10 – the email is not professional;

5.11 – the email does not foster a climate of mutual respect.

In response to a draft of this report, the member stated that he “stood by” his comments and he believes that the municipality is not efficiently run. The Member appears unable to accept that regardless of his personal feelings he cannot treat staff poorly. Until the Member accepts that he has no authority to discipline staff unilaterally and that it is inappropriate to criticize staff in public and in front of Council this pattern of behaviour will continue, and may escalate.

### **Recommendation**

The Member breached various provisions of the Code of Conduct and Council Staff Relations Policy.

This type of behaviour represents a significant departure from the degree of respect, civility and decorum expected of elected officials.

Our recommendation as to penalty and sanction is intended to communicate that this type of behaviour will not be tolerated and to deter future behaviour of this nature. Lastly, the recommended penalty and sanction incorporates elements that are intended to have the Member reflect upon his actions and make changes to avoid repetition of this behaviour.

As such, we recommend that Council impose the following penalty:

- Suspension of the Member’s remuneration for 40 days

A financial penalty sends a message that Council will not tolerate abusive behaviour of its staff. The financial penalty is also necessary to address the refusal of the member to acknowledge his role in the problem and to commit to changing his behaviour. Continuing to blame others is not a productive response.

A financial penalty on its own is insufficient to address the underlying issues that spawned this complaint – and others.

The following sanction is also recommended to attempt to address the underlying behaviour that is leading to complaints (this sanction is the same as recommended in our report dealing with the compliant in our Matter 10 and need not be imposed twice by Council – we repeat it here as the sanction is also relevant to the behaviour outlined in this report):

1. Communication with staff shall only be by email directed to the Mayor and not copied to staff. The Mayor will then forward the substance of any comments or requests to staff, but not forward the email itself unless the email does not contain inappropriate commentary;
2. This communication protocol shall be continued for 12 months;
3. The Member shall not request any information from staff unless the substance of the request is related to a matter that is on an agenda of Council. This sanction is recommended to limit the instances where the Member seeks information for ideas that he has to improve operations or policies that are not driven by a Council agenda. Many of the instances of poor decision-making and bad behaviour are related to these types of information gathering exercises.

Sincerely,

**Cunningham, Swan, Carty, Little & Bonham LLP**



Tony E. Fleming, C.S.  
LSO Certified Specialist in Municipal Law  
(Local Government / Land Use Planning)  
Anthony Fleming Professional Corporation  
TEF:ls



# Minutes

Regular Council Meeting  
Township of the North Shore  
Wednesday, November 27<sup>th</sup>, 2024  
6:00 p.m.  
Hybrid Meeting

## ATTENDANCE

- Council: Tony Moor - Mayor  
Richard Welburn - Ward 1 - electronic  
Len Menard - Ward 2  
Tracey Simon - Ward 3  
Robin Green - Councillor at Large - electronic
- Staff: Matt Simon, Public Works Manager/Fire Chief - *left meeting at 6:35 PM*  
Rachel Schneider, Municipal Clerk/Deputy Treasurer  
Craig Davidson - Deputy Treasurer - electronic

## CALL TO ORDER

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

## APPROVAL OF AGENDA

### RESOLUTION #24-372

Moved by: T. Simon

Seconded by: R. Green

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

## PRESENTATIONS/DELEGATION

## ADOPTION OF MINUTES

- a) Minutes for the Special meeting of November 19<sup>th</sup>, 2024

### RESOLUTION #24-373

Moved by: L. Menard

Seconded by: R. Green

BE IT RESOLVED: That Council of the Corporation of the Township of the North Shore adopts the Special meeting minutes of November 19<sup>th</sup>, 2024.

CARRIED

**COUNCIL MEMBERS REPORT**

**REPORTS AND MOTIONS OF MUNICIPAL STAFF, COMMITTEES AND COMMUNICATION**

a) 2024 Sparkle Festival

**RESOLUTION #24-374**

Moved by: T. Simon

Seconded by: R. Green

BE IT RESOLVED That Council for the Corporation of the Township of The North Shore receive the staff report as presented regarding the 2024 Sparkle Festival and direct staff to proceed with the advertising of the annual event.

CARRIED

b) 2024 Capital Budget

**RESOLUTION #24-375**

Moved by: T. Simon

Seconded by: L. Menard

BE IT RESOLVED That Council for the Corporation of the Township of The North Shore receive the report regarding the 2024 Capital Budget and that Council approve the Capital budget with estimated costs of \$382,190

CARRIED

c) Notice of Integrity Commissioner Reports - December 18<sup>th</sup>, 2024, meeting

**RESOLUTION #24-376**

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 regarding notice of Integrity Commissioner reports being brought to the December 18<sup>th</sup>, 2024, Regular Council meeting for information purposes, and that Council direct staff to schedule with the Integrity Commissioner to attend the December 18<sup>th</sup>, 2024, Regular Council meeting to provide explanation of the Report received and answer any questions.

CARRIED

d) Possible replacement for Yellow Truck

**RESOLUTION #24-377**

Moved by: T. Simon

Seconded by: R. Green

BE IT RESOLVED That Council for the Corporation of the Township of The North Shore receive the staff report as presented, and that Council authorize staff to purchase the 2011 Freightliner M2106V Plow Truck from Gamache Truck Centre in the amount of \$79,995.00, certified, with required amounts to be transferred from Capital Reserves.

CARRIED

e) Community Emergency Management Coordinator (CEMC) contract extension - 2025,2026,2027

**RESOLUTION #24-378**

Moved by: T. Simon

Seconded by: L. Menard

BE IT RESOLVED that Council for the Corporation of the Township of The North Shore receive the staff report and accompanying quote from Phoenix Emergency Management Logic as presented, and that Council approve the extension of the CEMC contract for another 3 years (2025,2026,2027)

CARRIED

f) 2025 Proposed User Fees

RESOLUTION #24-379

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 staff report as presented for consideration, and that Council approve the proposed 2025 user fee schedule (to take effect on January 1, 2025).

CARRIED

g) Grant Application - Canada Summer Jobs 2025

RESOLUTION #24-380

Moved by: L. Menard

Seconded by: R. Green

BE IT RESOLVED That Council for the Corporation of the Township of The North Shore receive the report as presented, and that Council authorize staff to submit an application under the 2025 Canada Summer Jobs (CSJ) program.

CARRIED

h) Request for Support - Town of Aurora

RESOLUTION #24-381

Moved by: T. Simon

Seconded by: L. Menard

BE IT RESOLVED That Council for the Corporation of the Township of The North Shore receive the staff report as presented, and that Council support the Town of Aurora in their request to redistribute the Land Transfer Tax or property transactions within each municipality.

CARRIED

Consent Agenda

OLD BUSINESS

INTRODUCTION, READING, AND CONSIDERATION OF BY-LAWS

a) By-Law 24-60 being a by-law to amend By-Law 21-56, to prescribe a tariff of fees for the services offered by the Corporation of the Township of The North Shore.

RESOLUTION #24-382

Moved by: T. Simon

Seconded by: L. Menard

BE IT RESOLVED: That Council for the Corporation of the Township of The North Shore approve By-Law 24-60 being a by-law to amend By-Law 21-56, to prescribe a tariff of fees for the services offered by the Corporation of the Township of The North Shore be read a first, second and third time enacted and passed.

CARRIED

NOTICES OF MOTION

Nil

**QUESTION PERIOD**

Per the Township of The North Shore Procedure By-Law, (Section 6.5.2.17) "Questions and answers will be noted in the meeting's minutes in general terms"

There were 3 questions asked during the Question Period of the November 27<sup>th</sup>, 2024, meeting:

**Question 1:**

Name of Resident/Member of the Public - Heather  
Ward of property/residence - Algoma Mills

Question asked (in general terms) - Comments made about last Council meeting (November 19<sup>th</sup>, 2024) regarding policies not being followed and behaviours during the meeting, and states meeting (November 27<sup>th</sup>, 2024) is a lot different with rules being followed and Council able to move forward with business.

Three Questions were asked - What can the public do to assist and ensure a Councillor is doing their job professionally? Should this be brought up next week with the Integrity Commissioner? And is the November 27<sup>th</sup> meeting how a meeting normally is?

Answer given by Council (in general terms) - The Mayor expresses that the meeting (Nov 27<sup>th</sup>) is different than the last and hopes this will continue. Councillor Simon explains meeting videos, agendas and minutes are available on the Township website.

**Question 2:**

Name of Resident/Member of the Public - No name given  
Ward of property/residence - No place of residence given

Question asked (in general terms) - Asks if Council will revisit the tipping fees for the landfill if dumping of items outside of the landfill or garbage bins becomes an issue due to new fees? Voices concerns for sideroads as dumping grounds.

Answer given by Council (in general terms) - The Mayor stated that there is an issue with the garbage bin areas as well and that it will absolutely be revisited if needed.

**Question 3:**

Name of Resident/Member of the Public - Melody Rose  
Ward of property/residence - Ward 3

Question asked (in general terms) - Asks how do we decide what goes under the expenditure budget and what goes under capital budget?

Answer given by Council (in general terms) - the Deputy Treasurer explains the operating costs are items that are to be consumer within one year and capital items are items that have a useful life of more than one year or the cost associated with getting those items. The Township has a capitalization threshold - \$7500 - any expenditure under that is operating. Capital costs are set up as assets and amortized over the useful life of that asset.



**CLOSED SESSION**

**RESOLUTION #24-383**

Moved by: T. Simon

Seconded by: L. Menard

BE IT RESOLVED: That Council for the Corporation of the Township of The North Shore move to Closed Session pursuant to Section 239 (2) of the Municipal Act, to consider items 1-11, specifically:

- ii. (b) personal matters about an identifiable individual, including municipal or local board employees
- iv. (d) labour relations or employee negotiations
- v. (e) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board
- vi. (f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose
- viii. (h) information explicitly supplied in confidence to the municipality or local board by Canada, a province or territory or a Crown agency of any of them
- xi. (k) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board

Closed session meeting attendance by: Township of The North Shore Municipal Council, Clerk, Deputy Treasurer

For the purpose of legal and human resource matters

***M. Simon left the meeting at 7:35 PM***

***The Mayor called a Recess at 6:35 PM***

***T. Simon exited Council Chambers at 6:35 PM***

***L. Menard exited Council Chambers at 6:36 PM***

***R. Schneider exited Council Chambers at 6:37 PM***

***T. Simon returned to Council Chambers at 6:37 PM***

***L. Menard returned to Council Chambers at 6:38 PM***

***R. Schneider returned to Council Chambers at 6:38 PM***

***The Mayor resumed the meeting at 6:39 PM***

***T. Simon exited Council Chambers at 7:05 PM and returned at 7:05 PM***

***T. Simon exited Council Chambers at 7:11 PM and returned at 7:13 PM***

**REPORT FROM CLOSED SESSION**

**RESOLUTION #24-384**

Moved by: L. Menard

Seconded by: R. Green

BE IT RESOLVED: That Council for the Corporation of the Township of The North Shore arise from Closed Session at 7:13 PM and report as follows: Council gave direction to the Mayor and Clerk regarding the legal matters

**CARRIED**

**CONFIRMATORY BY-LAW**

**RESOLUTION # 24-385**

Moved By: T. Simon

Seconded By: R. Green

BE IT RESOLVED: That the Council of the Corporation of the Township of The North Shore hereby approve By-Law No. 24-61, Being a By-Law to Confirm the Proceedings of Council at its Regular meeting held November 27<sup>th</sup>, 2024, be read a first, second and third time, enacted and passed.

CARRIED

**ADJOURNMENT**

**RESOLUTION # 24-386**

Moved By: L. Menard

Seconded By: T. Simon

BE IT RESOLVED: That the Corporation of the Township of The North Shore Regular Council meeting of November 27<sup>th</sup>, 2024, do now adjourn at 7:15 PM to meet again on the 18<sup>th</sup> day of December 2024 at 6:00 p.m., or at the call of the Chair.

CARRIED

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Tony Moor, Mayor

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Rachel Schneider, Clerk/Deputy Treasurer



# Minutes

Regular Council Meeting  
Township of the North Shore  
Wednesday, December 18<sup>th</sup>, 2024  
6:00 p.m.  
Hybrid Meeting

## ATTENDANCE

- Council: Tony Moor - Mayor - electronic  
Richard Welburn - Ward 1 - electronic  
Len Menard - Ward 2  
Tracey Simon - Ward 3  
Robin Green - Councillor at Large
- Staff: Matt Simon, Public Works Manager/Fire Chief - *left meeting at 7:25 PM*  
Rachel Schneider, Municipal Clerk/Deputy Treasurer  
Craig Davidson - Deputy Treasurer

## CALL TO ORDER

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

## APPROVAL OF AGENDA

### RESOLUTION #24-387

Moved by: L. Menard

Seconded by: R. Green

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

## PRESENTATIONS/DELEGATION

Cunningham Swan - Integrity Commissioner reports dated October 15<sup>th</sup>, 2024, and October 21<sup>st</sup>, 2024

### RESOLUTION #24-388

Moved by: T. Simon

Seconded by: R. Green

BE IT RESOLVED: That Council of the Corporation of the Township of the North Shore approves to make the Integrity Commissioner reports, as presented to Council by Cunningham Swan at the December 18<sup>th</sup>, 2024, Regular Council meeting, available to the public by adding the reports to the Township's website, and by providing a copy of the report to the public upon written request.

CARRIED

**ADOPTION OF MINUTES**

- a) Minutes for the Regular meeting of November 27<sup>th</sup>, 2024

**RESOLUTION #24-389**

Moved by: R. Welburn

Seconded by: L. Menard

BE IT RESOLVED: That Council of the Corporation of the Township of the North Shore adopts the Special meeting minutes of November 27<sup>th</sup>, 2024.

DEFERRED

**COUNCIL MEMBERS REPORT**

**REPORTS AND MOTIONS OF MUNICIPAL STAFF, COMMITTEES AND COMMUNICATION**

- a) Accountability and Transparency - Overall costs including Fine to be paid by Township RE:

Pater Boat Launching Area in Spragge

**RESOLUTION #24-390**

Moved by: T. Simon

Seconded by: R. Green

BE IT RESOLVED That Council for the Corporation of the Township of The North Shore receive the staff report as presented that gives explanation of the overall costs including the fine to be paid by the Township of The North Shore regarding the Pater boat launching area in Spragge for information purposes.

CARRIED

- b) Notice of Integrity Commissioner Reports - January 15<sup>th</sup>, 2025, meeting

**RESOLUTION #24-391**

Moved by: T. Simon

Seconded by: L. Menard

BE IT RESOLVED That Council for the Corporation of the Township of The North Shore receive the report regarding notice of Integrity Commissioner reports being brought to the January 15<sup>th</sup>, 2025, Regular Council meeting for information purposes, and that Council direct staff to schedule with the Integrity Commissioner to attend the January 15<sup>th</sup>, 2025, Regular Council meeting to provide explanation of the Report received and answer any questions.

CARRIED

- c) WETT Inspection Policy

**RESOLUTION #24-392**

Moved by: T. Simon

Seconded by: L. Menard

BE IT RESOLVED That Council for the Corporation of the Township of The North Shore receive the staff report as presented for consideration, and that Council approve the WETT Inspections Policy.

CARRIED

- d) Training and Development Policy

**RESOLUTION #24-393**

Moved by: T. Simon

Seconded by: L. Menard

BE IT RESOLVED that Council for the Corporation of the Township of The North Shore receive the staff report as presented for consideration, and that Council approve the Training and Development Policy.

CARRIED

e) Pregnancy/Parental Leaves - Council Policy

RESOLUTION #24-394

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 staff report as presented for consideration, and that Council approve the Pregnancy/Parental Leaves - Council Policy.

CARRIED

f) 2025 Budget Meetings

RESOLUTION #24-395

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 report regarding 2025 Budget planning for information purposes

CARRIED

g) Marketing Materials for the North Shore Health Network - Flyer for Physician Recruitment

RESOLUTION #24-396

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 report regarding marketing materials for the North Shore, and that Council direct staff to advertise a poster seeking public input.

CARRIED

Consent Agenda

a) Letter from the Solicitor General regarding Policing costs

b) Email forwarded from Mayor - NWMO achievement regarding Canada's future site for deep geological repository for used nuclear fuel

c) Letter from the Treasury Board Secretariat regarding the proposed Emergency Management Modernization Act

d) Report from Deputy Treasurer regarding Recycling changes

e) Letter from MMAH regarding the introduction of the proposed Municipal Accountability Act

f) Letter to the Mayor regarding the area of Bootlegger's Bay in Algoma Mills

g) Email exchange between Maor and FONOM RE: medical field students

RESOLUTION #24-397

Moved by: T. Simon

Seconded by: L. Menard

BE IT RESOLVED That Council receive item a to g of the December 18th, 2024, Consent Agenda for information purposes, and direct staff to look into the acquisition/rental of Bootlegger's Bay in Algoma Mills.

CARRIED

OLD BUSINESS

INTRODUCTION, READING, AND CONSIDERATION OF BY-LAWS

NOTICES OF MOTION

Nil

**QUESTION PERIOD**

Per the Township of The North Shore Procedure By-Law, (Section 6.5.2.17) "Questions and answers will be noted in the meeting's minutes in general terms"

There were 17 questions asked during the Question Period of the December 18<sup>th</sup>, 2024, meeting:

**Question 1:**

Name of Resident/Member of the Public - Gary Gamble  
Ward of property/residence - Algoma Mills

Question asked (in general terms) - Who is, was and should be responsible to ascertain permits?

Answer given by Council (in general terms) - The Mayor explains that the responsibility it is up to the Municipality and that there is now a clearer and better understanding for the use of permits

**Question 2:**

Name of Resident/Member of the Public - Aline Gagnon  
Ward of property/residence - Ward 1

Question asked (in general terms) - Weren't staff members approached on Election Day to inform them of needing a permit and possible fines?

Answer given by Council (in general terms) - The Mayor stated that the Township needs to make sure permits are in place before work completed

**Question 3,4,5,6:**

Name of Resident/Member of the Public - Melody  
Ward of property/residence - Ward 3

Question asked (in general terms) - Why were legal fees involved if fine given? What is the difference between submitting to Integrity Commissioner and the Ombudsman? Does the Ombudsman offer best practices? Do we have to follow the recommendations from the Integrity Commissioner?

Answer given by Council (in general terms) - The Mayor explains that lawyer involved to bring down fine amount. The Mayor explains that the Integrity Commissioner and the Ombudsman can both be contacted, that the Integrity Commissioner and Ombudsman offer best practices and recommendations, and that Council does not need to follow Integrity Commissioner recommendations.

**Question 7:**

Name of Resident/Member of the Public - Nicolas Gagnon  
Ward of property/residence - Algoma Mills

Question asked (in general terms) - Who is accountable? (regarding Pater Boat launch)

Answer given by Council (in general terms) - No answer given. Mayor thanked for question, and said would look into.

**Question 8:**

Name of Resident/Member of the Public - Gary Gamble  
Ward of property/residence - No place of residence spoken

Question asked (in general terms) - Is Council and staff prepared to follow suggestion from Integrity Commissioner regarding uncomfortable situations and showing more discretion before submitting complaints?

Answer given by Council (in general terms) - No answer given. The Mayor explains conversations previous about fees, fees to the Municipality, and additional training. Councillor Green mentions costs of Integrity Commissioner, being mindful of fees, the use of the Ombudsman, and says is open to phone calls regarding his Integrity Commissioner complaint. Councillor Welburn speaks that he sees doubt in the crown regarding Pater Boat launch and accountability.

**Question 9,10:**

Name of Resident/Member of the Public - No name given  
Ward of property/residence - No place of residence given

Question asked (in general terms) - What is the total cost of the Pater Boat Launch and are there any other costs on top of what is in the report? Will there be more costs coming?

Answer given by Council (in general terms) - The Mayor explains he does not know if any other fees at this time.

**Question 11:**

Name of Resident/Member of the Public - Janice Gamble  
Ward of property/residence - Ward 1

Question asked (in general terms) - Given the Integrity Commissioner's caution (in his report), given a Council member has suggested a Town Hall meeting previously, and to foster good communication, is Council open to putting a pause on Integrity Commissioner complaints until Council hosts a Town Hall meeting for residents and Council to discuss issues and ask questions to provide an information exchange?

Answer given by Council (in general terms) - No answers given. The Mayor states Council will take that into consideration and thanks for the question. Councillor Simon states previous and offered training, Integrity Commissioner reports allow the public to see complaints whether dismissed or not dismissed, that members of Council agree with how the public is feeling, and that meeting rules and the Code of Conduct need to be followed. Councillor Welburn asks for clarification on training and refers to previous offers to speak to staff and Council.

*C. Davidson exited Council Chambers at 7:00 PM and returned at 7:00 PM*

**Question 12:**

Name of Resident/Member of the Public - Joanne McLellan  
Ward of property/residence - Algoma Mills

Question asked (in general terms) - (mentions possible swapping of land 10 years ago) Instead of purchasing property of Bootlegger's Bay, can there be a swap?

Answer given by Council (in general terms) - The Mayor explains that the MNR will be contacted, and the previous possible land swap opportunity 10 years ago will be looked into.

**Question 13:**

Name of Resident/Member of the Public - Jeremy Schneider  
Ward of property/residence - Ward 1

Question asked (in general terms) - If Bootlegger's Bay is currently Crown Land and anyone can use it, why are we worried about spending taxpayer money?

Answer given by Council (in general terms) - The Mayor states this could be part of looking into Bootlegger's Bay when contacting the MNRF about land swap. Councillor Welburn states previously he believes grants and bursaries were mentioned when speaking about Bootlegger's Bay.

**Question 14,15:**

Name of Resident/Member of the Public - Rhonda Kirby  
Ward of property/residence - Ward 1

Question asked (in general terms) - What can the Township do to ensure that Environmental Standards are held to the highest standards? Should a Committee be established?

Answer given by Council (in general terms) - The Mayor thanks for the questions and says Committee will be taken into consideration.

**Question 16:**

Name of Resident/Member of the Public - Nicolas Gagnon  
Ward of property/residence - Algoma Mills

Question asked (in general terms) - When will public get answers to questions asked during question period?

Answer given by Council (in general terms) - No answer given. Councillor Welburn states that as long as he is on Council things will not be swept under and will be looked at, promptly. Councillor Simon reminds the public that Council needs to be careful with what is discussed publicly from Closed Session.

**Question 17:**

Name of Resident/Member of the Public - Joanne McLellan  
Ward of property/residence - Algoma Mills

Question not related to item on agenda.

Question asked (in general terms) - Why things are not coming back under Old Business?

Answer given by Council (in general terms) - The Mayor states that will be looked into and thanks for question.



**CLOSED SESSION**

**RESOLUTION #24-398**

Moved by: L. Menard

Seconded by: T. Simon

BE IT RESOLVED: That Council for the Corporation of the Township of The North Shore move to Closed Session pursuant to Section 239 (2) of the Municipal Act, to consider:

- (b) personal matters about an identifiable individual, including municipal or local board employees
- (f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose
- (h) information explicitly supplied in confidence to the municipality or local board by Canada, a province or territory or a Crown agency of any of them
- (k) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board

And to move to Closed Session pursuant to Section 239 (3) of the Municipal Act, to consider:

- (b) an ongoing investigation respecting the Municipality, a local board or a Municipally-controlled Corporation by the Ombudsman appointed under the Ombudsman Act, an Ombudsman referred to in subsection 223.13 (1) of this Act, or the investigator referred to in subsection 239.2 (1)

Closed session meeting attendance by: Township of The North Shore Municipal Council, Clerk, Fire Chief

For the purpose of legal and human resource matters

**CARRIED**

C. Davidson, in addition, attended Closed Session

*The Mayor called a Recess at 7:15 PM*

*R. Green exited Council Chambers at 7:15 PM*

*L. Menard exited Council Chambers at 7:15 PM*

*T. Simon exited Council Chambers at 7:16 PM*

*M. Simon exited Council Chambers at 7:16 PM*

*C. Davidson exited Council Chambers at 7:16 PM*

*R. Schneider exited and returned to Council Chambers at 7:19 PM*

*T. Simon returned to Council Chambers at 7:19 PM*

*L. Menard returned to Council Chambers at 7:19 PM*

*R. Green returned to Council Chambers at 7:19 PM*

*M. Simon returned to Council Chambers at 7:19 PM*

*C. Davidson returned to Council Chambers at 7:19 PM*

*The Mayor resumed the meeting at 7:21 PM*

*M. Simon left the meeting at 7:25 PM*

*R. Schneider exited Council Chambers at 7:36 PM*

*C. Davidson acted as Clerk as of 7:36 PM*

*C. Davidson exited Council Chambers at 8:12 PM*

*R. Schneider returned to Council Chambers and resumed the role of Clerk at 8:12 PM*

*C. Davidson returned to Council Chambers at 8:13 PM*

*R. Green exited and returned to Council Chambers at 8:13 PM*

**REPORT FROM CLOSED SESSION**

**RESOLUTION #24-399**

Moved by: L. Menard

Seconded by: R. Green

BE IT RESOLVED: That Council for the Corporation of the Township of The North Shore arise from Closed Session at 8:14 PM and report as follows: Council gave direction to the Mayor and Clerk regarding the legal matters

The Mayor asked if Council would like a recorded vote.

**Results:**

Councillor R. Green - Yea

Councillor L. Menard - Yea

Councillor T. Simon - Yea

Councillor R. Welburn - Nay

Mayor T. Moor - Yea

CARRIED

**CONFIRMATORY BY-LAW**

**RESOLUTION # 24-400**

Moved By: T. Simon

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. 24-62, Being a By-Law to Confirm the Proceedings of Council at its Regular meeting held December 18<sup>th</sup>, 2024, be read a first, second and third time, enacted and passed.

CARRIED

**ADJOURNMENT**

**RESOLUTION # 24-401**

Moved By: T. Simon

BE IT RESOLVED: That the Corporation of the Township of The North Shore Regular Council meeting of December 18<sup>th</sup>, 2024, do now adjourn at 8:16 PM to meet again on the 15<sup>th</sup> day of January 2025 at 6:00 p.m., or at the call of the Chair.

CARRIED

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Tony Moor, Mayor

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Rachel Schneider, Clerk/Deputy Treasurer



# Minutes

Special Council Meeting  
Township of the North Shore  
Friday, January 3<sup>rd</sup>, 2025  
10:00 AM  
Hybrid Meeting

## ATTENDANCE

- Council: Tony Moor - Mayor  
Richard Welburn - Ward 1 - electronic  
Len Menard - Ward 2 - electronic  
Tracey Simon - Ward 3
- Absent: Robin Green - Councillor at Large
- Staff: Rachel Jean Schneider - Municipal Clerk, Deputy Treasurer  
Craig Davidson - Interim Treasurer - electronic

## CALL TO ORDER

The Mayor called the meeting to order at 10:00 AM

## APPROVAL OF AGENDA

### RESOLUTION #25-01

Moved by: L. Menard

Seconded by: T. Simon

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

## PRESENTATIONS/DELEGATION

## ADOPTION OF MINUTES

## COUNCIL MEMBERS REPORT

## REPORTS AND MOTIONS OF MUNICIPAL STAFF, COMMITTEES AND COMMUNICATION

## OLD BUSINESS

**INTRODUCTION, READING, AND CONSIDERATION OF BY-LAWS**

- a) By-Law 25-01 being a by-law to appoint an Interim Treasurer for the Corporation of the Township of The North Shore

**RESOLUTION #25-02**

Moved by: T. Simon  
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. 25-01 being a by-law to appoint an Interim Treasurer for the Corporation of the Township of The North Shore, be read a first, second and third time, enacted and passed.

**CARRIED**

**NOTICES OF MOTION**

**QUESTION PERIOD**

**CLOSED SESSION**

**REPORT FROM CLOSED SESSION**

**CONFIRMATORY BY-LAW**

**RESOLUTION # 25-03**

Moved By: T. Simon  
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. 25-02, Being a By-Law to Confirm the Proceedings of Council at its Special meeting held January 3<sup>rd</sup>, 2025, be read a first, second and third time, enacted and passed.

**CARRIED**

**ADJOURNMENT**

**RESOLUTION # 25-04**

Moved By: L. Menard  
Seconded By: R. Welburn

BE IT RESOLVED: That the Corporation of the Township of The North Shore Special Council meeting of January 3<sup>rd</sup>, 2025, do now adjourn at 10:05 AM to meet again on the 15<sup>th</sup> day of January 2025 at 6:00 p.m., or at the call of the Chair.

**CARRIED**

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Tony Moor, Mayor

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Rachel Jean Schneider, Clerk/Deputy Treasurer

7a

Ontario Police  
Provincial  
Police

Police  
provinciale  
de l'Ontario

**Municipal Policing Bureau**  
**Bureau des services policiers des municipalités**

777 Memorial Ave.  
Orillia ON L3V 7V3

777, avenue Memorial  
Orillia ON L3V 7V3

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Tél. : 705 329-6140  
Télé.: 705 330-4191

File Reference:

612-20

December 19, 2024

Dear Mayor/Reeve/CAO/Treasurer,

Further to the letter sent to you by the Solicitor General on November 29, 2024, please find attached your revised OPP municipal policing 2025 Annual Billing Statement package.

As per the amended Ontario Regulation 413/23, a discount has been applied to the 2023 year-end reconciliation statement that includes both a 44 per cent discount on reconciled overtime costs as well as a 3.75 per cent discount on total 2023 reconciled costs (after the discount on overtime is applied). Additionally, a 10 per cent discount has been applied to the total 2025 estimated costs.

The Municipal Policing Bureau will be hosting rescheduled webinar information sessions on Wednesday, January 15, 2025 at 2:00 p.m. and on Friday, January 17, 2025 at 9:00 a.m. E-mail invitations will be forwarded to your municipality. The webinar content will be the same on both dates, please accept the invitation for the date that works best for your schedule.

If you have questions about the Annual Billing Statement, please e-mail [OPP.MPB.Financial.Services.Unit@OPP.ca](mailto:OPP.MPB.Financial.Services.Unit@OPP.ca).

Yours truly,



S.B. (Steve) Ridout  
Superintendent  
Commander - Municipal Policing Bureau

## OPP 2025 Annual Billing Statement - Revised

### The North Shore Tp

Estimated costs for the period January 1 to December 31, 2025

Please refer to [www.opp.ca](http://www.opp.ca) for 2025 Municipal Policing Billing General Information summary for further details.

			<u>Cost per Property \$</u>	<u>Total Cost \$</u>
<b>Base Service</b>	<b>Property Counts</b>			
	Household	397		
	Commercial and Industrial	<u>36</u>		
	Total Properties	<u>433</u>	189.44	82,026
<b>Calls for Service</b>	(see summaries)			
	Total all municipalities	209,489,870		
	Municipal portion	0.0190%	92.16	39,906
<b>Overtime</b>	(see notes)		15.26	6,606
<b>Prisoner Transportation</b>	(per property cost)		1.67	723
<b>Accommodation/Cleaning Services</b>	(per property cost)		5.70	2,468
<b>Total 2025 Estimated Cost</b>			<u>304.22</u>	<u>131,729</u>
<b>10% Discount on 2025 Estimated Costs</b>			(30.42)	(13,173)
<b>Total 2025 Estimated Cost After Discount</b>			<u>273.80</u>	<u>118,556</u>
<b>2023 Year-End Adjustment</b>	(see summary)			609
<b>Revised Grand Total Billing for 2025</b>				<u>119,165</u>
<b>Revised 2025 Monthly Billing Amount</b>				9,930

### Notes

A 10% Discount has been applied to the grand total of all 2025 estimated costs. The 2023 Year-End Adjustment also includes discounts applied to 2023 reconciled costs (44% on OT and 3.75% on total reconciled costs), see 2023 reconciled statement page for more information.

## **OPP 2025 Annual Billing Statement**

### **The North Shore Tp**

**Estimated costs for the period January 1 to December 31, 2025**

#### **Notes to Annual Billing Statement**

- 1) **Municipal Base Services and Calls for Service Costs** - The costs allocated to municipalities are determined based on the costs assigned to detachment staff performing municipal policing activities across the province. A statistical analysis of activity in detachments is used to determine the municipal policing workload allocation of all detachment-based staff as well as the allocation of the municipal workload between base services and calls for service activity. For 2025 billing purposes the allocation of the municipal workload in detachments has been calculated to be 50.7 % Base Services and 49.3 % Calls for Service. The total 2025 Base Services and Calls for Service cost calculation is detailed on the Base Services and Calls for Service Cost Summary included in the municipal billing package.
- 2) **Base Services** - The cost to each municipality is determined by the number of properties in the municipality and the standard province-wide average cost per property of \$189.44 estimated for 2025. The number of municipal properties is determined based on MPAC data. The calculation of the standard province-wide base cost per property is detailed on Base Services and Calls for Service Cost Summary included in the municipal billing package.
- 3) **Calls for Service** - The municipality's Calls for Service cost is a proportionate share of the total cost of municipal calls for service costs calculated for the province. A municipality's proportionate share of the costs is based on weighted time standards applied to the historical billable calls for service. The municipality's total weighted time is calculated as a percentage of the total of all municipalities.
- 4) **Overtime** - Municipalities are billed for overtime resulting from occurrences in their geographic area and a portion of overtime that is not linked specifically to a municipality, such as training. Municipalities are not charged for overtime identified as a provincial responsibility. The overtime activity for the calendar years 2020, 2021, 2022, and 2023 has been analyzed and averaged to estimate the 2025 costs. The costs incorporate the estimated 2025 salary rates and a discount to reflect overtime paid as time in lieu. The overtime costs incurred in servicing detachments for shift shortages have been allocated on a per property basis based on straight time. Please be advised that these costs will be reconciled to actual 2025 hours and salary rates and included in the 2027 Annual Billing Statement.
- 5) **Court Security and Prisoner Transportation (CSPT)** - Municipalities with court security responsibilities in local courthouses are billed court security costs based on the cost of the staff required to provide designated court security activities. Prisoner transportation costs are charged to all municipalities based on the standard province-wide per property cost. The 2025 costs have been estimated based on the 2023 activity levels. These costs will be reconciled to the actual cost of service required in 2025.  
  
There was no information available about the status of 2025 Court Security Prisoner Transportation Grant Program at the time of the Annual Billing Statement preparation.
- 6) **Year-end Adjustment** - The 2023 adjustment accounts for the difference between the amount billed based on the estimated cost in the Annual Billing Statement and the reconciled cost in the Year-end Summary. The most significant year-end adjustments are resulting from the cost of actual versus estimated municipal requirements for overtime, contract enhancements and court security.

**OPP 2025 Estimated Base Services and Calls for Service Cost Summary**  
**Estimated Costs for the period January 1, 2025 to December 31, 2025**

Salaries and Benefits	Positions		Base \$/FTE	Total Base Services and Calls for Service	Base Services	Calls for Service
	FTE	%		\$	\$	\$
<b>Uniform Members</b>	<b>Note 1</b>					
Inspector . . . . .	26.56	100.0	187,318	4,975,177	4,975,177	-
Staff Sergeant-Detachment Commander . . . . .	8.60	100.0	156,717	1,347,770	1,347,770	-
Staff Sergeant . . . . .	38.53	100.0	168,657	6,498,335	6,498,335	-
Sergeant . . . . .	226.23	50.7	143,480	32,459,478	16,460,024	15,999,454
Constable . . . . .	1,618.15	50.7	120,835	195,529,705	99,147,813	96,381,892
Part-Time Constable . . . . .	11.97	50.7	91,572	1,096,112	555,839	540,272
<b>Total Uniform Salaries</b>	<b>1,930.04</b>			<b>241,906,577</b>	<b>128,984,959</b>	<b>112,921,618</b>
Statutory Holiday Payout . . . . .			6,207	11,906,411	6,262,929	5,643,483
Shift Premiums . . . . .			1,129	2,095,821	1,062,740	1,033,081
Uniform Benefits - Inspector . . . . .			29.47%	1,466,114	1,466,114	-
Uniform Benefits - Full-Time Salaries . . . . .			36.38%	85,791,541	44,909,750	40,881,790
Uniform Benefits - Part-Time Salaries . . . . .			18.75%	205,571	104,245	101,326
<b>Total Uniform Salaries &amp; Benefits</b>				<b>343,372,035</b>	<b>182,790,737</b>	<b>160,581,298</b>
<b>Detachment Civilian Members</b>	<b>Note 1</b>					
Detachment Administrative Clerk . . . . .	164.29	50.7	75,342	12,377,949	6,276,748	6,101,201
Detachment Operations Clerk . . . . .	3.41	50.7	69,798	238,011	120,750	117,260
Detachment Clerk - Typist . . . . .	1.74	50.7	62,349	108,488	54,867	53,620
Court Officer - Administration . . . . .	28.73	50.7	92,124	2,646,719	1,342,245	1,304,474
Crimestoppers Co-ordinator . . . . .	0.89	50.7	73,240	65,184	32,958	32,226
Cadet . . . . .	1.62	50.7	51,219	82,974	41,999	40,975
<b>Total Detachment Civilian Salaries</b>	<b>200.68</b>			<b>15,519,324</b>	<b>7,869,568</b>	<b>7,649,757</b>
Civilian Benefits - Full-Time Salaries . . . . .			36.13%	5,606,608	2,843,009	2,763,599
<b>Total Detachment Civilian Salaries &amp; Benefits</b>				<b>21,125,933</b>	<b>10,712,577</b>	<b>10,413,355</b>
<b>Support Costs - Salaries and Benefits</b>	<b>Note 2</b>					
Communication Operators . . . . .			6,682	12,896,527	6,782,230	6,114,297
Prisoner Guards . . . . .			2,061	3,977,812	2,091,915	1,885,897
Operational Support . . . . .			7,119	13,739,955	7,225,785	6,514,170
RHQ Municipal Support . . . . .			3,208	6,191,568	3,256,120	2,935,448
Telephone Support . . . . .			157	303,016	159,355	143,661
Office Automation Support . . . . .			938	1,810,378	952,070	858,308
Mobile and Portable Radio Support . . . . .			357	693,298	364,522	328,776
<b>Total Support Staff Salaries and Benefits Costs</b>				<b>39,612,554</b>	<b>20,831,997</b>	<b>18,780,557</b>
<b>Total Salaries &amp; Benefits</b>				<b>404,110,521</b>	<b>214,335,311</b>	<b>189,775,210</b>
<b>Other Direct Operating Expenses</b>	<b>Note 2</b>					
Communication Centre . . . . .			150	289,506	152,250	137,256
Operational Support . . . . .			1,112	2,146,204	1,128,680	1,017,524
RHQ Municipal Support . . . . .			360	694,814	365,400	329,414
Telephone . . . . .			1,458	2,813,998	1,479,870	1,334,128
Mobile Radio Equipment Repairs & Maintenance . . . . .			168	326,258	171,540	154,718
Office Automation - Uniform . . . . .			4,487	8,660,089	4,554,305	4,105,784
Office Automation - Civilian . . . . .			1,154	231,585	116,485	115,100
Vehicle Usage . . . . .			10,219	19,723,079	10,372,285	9,350,794
Detachment Supplies & Equipment . . . . .			1,073	2,070,933	1,089,095	981,838
Uniform & Equipment . . . . .			2,360	4,583,144	2,409,725	2,173,418
Uniform & Equipment - Court Officer . . . . .			1,037	29,793	15,109	14,684
<b>Total Other Direct Operating Expenses</b>				<b>41,569,403</b>	<b>21,854,744</b>	<b>19,714,660</b>
<b>Total 2025 Municipal Base Services and Calls for Service Cost</b>				<b>\$ 445,679,925</b>	<b>\$ 236,190,055</b>	<b>\$ 209,489,870</b>
<b>Total OPP-Policed Municipal Properties</b>					<b>1,246,809</b>	
<b>Base Services Cost per Property</b>					<b>\$ 189.44</b>	



## **OPP 2025 Estimated Base Services and Calls for Service Cost Summary**

**Estimated Costs for the period January 1, 2025 to December 31, 2025**

### **Notes:**

Total Base Services and Calls for Service Costs are based on the cost of salary, benefit, support and other direct operating expenses for staff providing policing services to municipalities. Staff is measured in full-time equivalent (FTE) units and the costs per FTE are described in the notes below.

- 1) Full-time equivalents (FTEs) are based on average municipal detachment staffing levels for the years 2020 through 2023. Contract enhancements, court security, prisoner transportation and cleaning staff are excluded.

The equivalent of 85.71 FTEs with a cost of \$17,779,996 has been excluded from municipal costs to reflect the average municipal detachment FTEs required for provincially-mandated responsibilities eligible for Provincial Service Usage credit.

Salary rates are based on weighted average rates for municipal detachment staff by rank, level, and classification. The 2025 salaries incorporate the 2025 general salary rate increase set in the 2023 to 2026 OPPA Uniform and Civilian Agreements (uniform and civilian staff - 4.75% in 2023, 4.50% in 2024 and 2.75% in 2025.)

The benefit rates are estimated based on the most recent rates set by the Treasury Board Secretariat, (2024-25). Statutory Holiday Payouts, Shift Premiums, and Benefit costs are subject to reconciliation.

Two new premiums were added in these new agreements: a 3% Frontline Patrol Premium (which applies to Constables and Sergeants in Frontline roles only) and a 3% Second-In-Command Premium (which applies to members when temporarily backfilling a short term platoon command position.) An allowance of \$2,101 per Constable FTE and \$3,330 per Sergeant FTE for the Frontline Patrol Premium and \$76 per Constable FTE for the Second-In-Command premium have been included in the salary rates for Constables and Sergeants. These allowances are subject to reconciliation.

FTEs have been apportioned between Base Services and Calls for Service costs based on the current ratio, 50.7% Base Services : 49.3% Calls for Service.

- 2) Support Staff Costs and Other Direct Operating Expenses for uniform FTEs are calculated on a per FTE basis as per rates set in the 2024 Municipal Policing Cost-Recovery Formula.

**OPP 2025 Calls for Service Billing Summary**  
**The North Shore Tp**  
**Estimated costs for the period January 1 to December 31, 2025**

Calls for Service Billing Workgroups	Calls for Service Count					2025 Average Time Standard	Total Weighted Time	% of Total Provincial Weighted Time	2025 Estimated Calls for Service Cost
	2020	2021	2022	2023	Four Year Average				
					A	B	C = A * B		
	Note 1						Note 2	Note 3	
Drug Possession	1	0	0	1	1	5.9	3	0.0002%	339
Drugs	0	0	0	0	0	88.1	0	0.0000%	0
Operational	37	37	32	41	37	3.9	143	0.0079%	16,486
Operational 2	12	11	7	5	9	1.7	15	0.0008%	1,711
Other Criminal Code Violations	2	4	2	2	3	7.1	18	0.0010%	2,042
Property Crime Violations	8	12	11	5	9	6.2	56	0.0031%	6,419
Statutes & Acts	6	3	3	5	4	3.5	15	0.0008%	1,711
Traffic	3	2	1	3	2	3.8	9	0.0005%	984
Violent Criminal Code	2	12	4	6	6	14.8	89	0.0049%	10,215
<b>Municipal Totals</b>	<b>71</b>	<b>81</b>	<b>60</b>	<b>68</b>	<b>70</b>		<b>347</b>	<b>0.0190%</b>	<b>\$39,906</b>

**Provincial Totals (Note 4)**

Calls for Service Billing Workgroups	Calls for Service Count					2025 Average Time Standard	Total Weighted Time	% of Total Provincial Weighted Time	2025 Estimated Calls for Service Cost
	2020	2021	2022	2023	Four Year Average				
					A	B	C = A * B		
	Note 1						Note 2	Note 3	
Drug Possession	2,803	2,979	2,483	2,363	2,657	5.9	15,676	0.8608%	1,803,207
Drugs	1,127	1,050	797	920	974	88.1	85,765	4.7092%	9,865,380
Operational	178,171	180,823	176,502	180,423	178,980	3.9	698,021	38.3272%	80,291,662
Operational 2	48,046	48,395	46,304	47,019	47,441	1.7	80,650	4.4283%	9,276,939
Other Criminal Code Violations	12,123	12,103	12,206	12,931	12,341	7.1	87,619	4.8110%	10,078,638
Property Crime Violations	46,799	47,403	48,878	49,446	48,132	6.2	298,415	16.3855%	34,325,987
Statutes & Acts	31,261	32,888	32,697	34,047	32,723	3.5	114,531	6.2887%	13,174,266
Traffic	32,067	34,757	38,776	32,713	34,578	3.8	131,397	7.2148%	15,114,318
Violent Criminal Code	19,343	20,055	21,513	22,640	20,888	14.8	309,139	16.9743%	35,559,474
<b>Provincial Totals</b>	<b>371,740</b>	<b>380,453</b>	<b>380,156</b>	<b>382,502</b>	<b>378,713</b>		<b>1,821,214</b>	<b>100%</b>	<b>\$209,489,870</b>

**Notes to Calls for Service Billing Summary**

- 1) Displayed without decimal places, exact numbers used in calculations
- 2) Displayed to four decimal places, nine decimal places used in calculations
- 3) Total costs rounded to zero decimals
- 4) Provincial Totals exclude data for dissolutions and post-2021 municipal police force amalgamations.

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**OPP 2025 Calls for Service Details**  
**The North Shore Tp**  
**For the calendar years 2020 to 2023**

Calls for Service Billing Workgroups	Calls for Service Count				Four Year Average
	2020	2021	2022	2023	
<b>Grand Total</b>	<b>71</b>	<b>81</b>	<b>60</b>	<b>68</b>	<b>70.00</b>
<b>Drug Possession</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0.50</b>
Possession - Cocaine	0	0	0	1	0.25
Possession - Other Controlled Drugs and Substances Act	1	0	0	0	0.25
<b>Operational</b>	<b>37</b>	<b>37</b>	<b>32</b>	<b>41</b>	<b>36.75</b>
Animal - Bear Complaint	1	0	0	0	0.25
Animal - Bite	0	0	1	0	0.25
Animal - Dog Owners Liability Act	0	0	1	1	0.50
Animal - Other	0	1	0	0	0.25
Animal - Stray	0	0	1	1	0.50
Assist Public	4	7	7	2	5.00
Distressed / Overdue Motorist	1	3	0	1	1.25
Dogs By-Law	0	0	0	1	0.25
Domestic Disturbance	3	7	5	8	5.75
Family Dispute	3	0	4	3	2.50
Fire - Other	2	0	1	1	1.00
Found - Others	0	1	0	0	0.25
Found Property - Master Code	0	2	1	0	0.75
Lost - Others	0	0	0	1	0.25
Lost - Personal Accessories	0	0	0	1	0.25
Lost - Sporting Goods, Hobby Equip.	0	1	0	0	0.25
Lost - Vehicle Accessories	0	0	0	1	0.25
Lost Property - Master Code	0	3	1	0	1.00
Missing Person 12 & older	0	0	0	1	0.25
Missing Person Located 12 & older	0	0	0	1	0.25
Neighbour Dispute	13	4	4	8	7.25
Noise Complaint - Animal	2	0	0	0	0.50
Noise Complaint - Master Code	0	1	0	1	0.50
Sudden Death - Natural Causes	0	3	1	3	1.75
Sudden Death - Others	0	0	1	0	0.25
Suspicious Person	3	2	1	3	2.25
Suspicious vehicle	5	0	0	2	1.75
Trouble with Youth	0	0	0	1	0.25
Unwanted Persons	0	2	2	0	1.00
Vehicle Recovered - Automobile	0	0	1	0	0.25
<b>Operational 2</b>	<b>12</b>	<b>11</b>	<b>7</b>	<b>5</b>	<b>8.75</b>
911 call - Dropped Cell	2	1	2	0	1.25
911 call / 911 hang up	1	0	0	1	0.50
False Alarm - Cancelled	0	2	0	0	0.50
False Alarm - Others	7	2	5	2	4.00
Keep the Peace	2	6	0	2	2.50
<b>Other Criminal Code Violations</b>	<b>2</b>	<b>4</b>	<b>2</b>	<b>2</b>	<b>2.50</b>
Bail Violations - Fail To Comply	0	3	1	1	1.25
Breach of Probation	0	0	0	1	0.25
Disturb the Peace	0	0	1	0	0.25

**OPP 2025 Calls for Service Details**  
**The North Shore Tp**  
**For the calendar years 2020 to 2023**

Calls for Service Billing Workgroups	Calls for Service Count				Four Year Average
	2020	2021	2022	2023	
Indecent acts - Other	1	0	0	0	0.25
Offensive Weapons - Possession of Weapons	1	0	0	0	0.25
Possess Firearm while prohibited	0	1	0	0	0.25
<b>Property Crime Violations</b>	<b>8</b>	<b>12</b>	<b>11</b>	<b>5</b>	<b>9.00</b>
Break & Enter	1	3	1	0	1.25
Fraud - False Pretence Under \$5,000	0	0	2	0	0.50
Fraud - Forgery & Uttering	0	0	1	0	0.25
Fraud - Master Code	0	1	1	0	0.50
Fraud - Money/property/security Under \$5,000	0	1	1	1	0.75
Mischief	1	2	1	0	1.00
Mischief Graffiti - Non-Gang Related	1	0	0	0	0.25
Possession of Stolen Goods under \$5,000	0	0	0	1	0.25
Property Damage	1	0	0	1	0.50
Theft of - All Terrain Vehicles	1	0	0	0	0.25
Theft of - Motorcycles	0	0	1	0	0.25
Theft Over \$5,000 - Trailers	0	1	0	0	0.25
Theft Under \$5,000 - Building	0	0	0	1	0.25
Theft Under \$5,000 - Other Theft	3	2	3	1	2.25
Theft Under \$5,000 - Trailers	0	1	0	0	0.25
Unlawful in a dwelling house	0	1	0	0	0.25
<b>Statutes &amp; Acts</b>	<b>6</b>	<b>3</b>	<b>3</b>	<b>5</b>	<b>4.25</b>
Landlord / Tenant	2	0	0	0	0.50
Mental Health Act	0	1	0	1	0.50
Mental Health Act - Attempt Suicide	0	0	0	1	0.25
Mental Health Act - Threat of Suicide	0	0	2	0	0.50
Trespass To Property Act	4	2	1	3	2.50
<b>Traffic</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>3</b>	<b>2.25</b>
MVC - Others (Motor Vehicle Collision)	0	0	0	1	0.25
MVC - Personal Injury (Motor Vehicle Collision)	0	0	0	0	-
MVC - Prop. Dam. Non Reportable (Motor Vehicle Collision)	1	1	0	0	0.50
MVC - Prop. Dam. Reportable (Motor Vehicle Collision)	2	1	1	2	1.50
<b>Violent Criminal Code</b>	<b>2</b>	<b>12</b>	<b>4</b>	<b>6</b>	<b>6.00</b>
Aggravated Assault - Level 3	0	1	0	0	0.25
Assault - Level 1	1	7	1	1	2.50
Assault With Weapon or Causing Bodily Harm - Level 2	0	1	1	0	0.50
Criminal Harassment	0	1	0	1	0.50
Indecent / Harassing Communications	0	0	0	1	0.25
Pointing a Firearm	1	0	0	0	0.25
Utter Threats to Person	0	2	2	3	1.75

**OPP 2023 Reconciled Year-End Summary - Revised**  
**The North Shore Tp**  
**Reconciled cost for the period January 1 to December 31, 2023**

			<u>Cost per Property \$</u>	<u>Reconciled Cost \$</u>	<u>Estimated Cost \$</u>
<b>Base Service</b>	<b>Property Counts</b>				
	Household	392			
	Commercial and Industrial	<u>35</u>			
	<b>Total Properties</b>	<u><u>427</u></u>	174.11	74,347	70,738
<b>Calls for Service</b>					
	Total all municipalities	187,830,598			
	Municipal portion	0.0219%	96.34	41,138	39,111
<b>Overtime</b>			16.51	7,050	4,595
<b>Prisoner Transportation</b>	(per property cost)		1.45	619	500
<b>Accommodation/Cleaning Services</b>	(per property cost)		<u>5.06</u>	<u>2,161</u>	<u>2,079</u>
<b>Total 2023 Costs</b>			<b>293.48</b>	<b>125,315</b>	<b>117,023</b>
<b>Discount on 2023 Reconciled Costs</b>	(see notes)		<u>(18.00)</u>	<u>(7,685)</u>	<u>-</u>
<b>Total Revised 2023 Costs</b>			<u><b>275.48</b></u>	<u><b>117,630</b></u>	<u><b>117,023</b></u>
<b>2023 Billed Amount</b>				<u><b>117,021</b></u>	
<b>2023 Revised Year-End-Adjustment</b>				<u><u><b>609</b></u></u>	

**Notes**

The discount on 2023 Reconciled Costs was calculated by first applying a 44% discount to reconciled OT costs, and then applying a 3.75% discount to the total reconciled costs (after the OT discount had been applied).

The Year-End Adjustment above is included as an adjustment on the 2025 Billing Statement.

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## To the residents of the Township of the North Shore

We would like to take this opportunity to provide the residents of The Township of the North Shore with an update on the operations and ongoing efforts of our Municipal Fire Department. Our Council, in accordance with the Fire Prevention and Protection Act, determines the level of service and funding for fire protection, based on available resources and guided by bylaws and procedures. Despite a limited budget, we continue to move forward with dedication and resilience to ensure the safety of our community.

### Fire Department Update:

Currently, our fire department has **14 firefighters on the roster, 12 active and 2 cadet firefighters**. One of our cadets will move to the active list in the new year. Our cadets participate in the same training programs as our active firefighters, with the goal of transitioning to active duty in the future. All our firefighters, both active and cadet, are required to meet the **Firefighter 1 Standard**, as outlined by the **IFSTA curriculum and NFPA standards**. Additionally, all firefighters must complete mandatory **First Aid** certification.

In support of their ongoing development, our department is actively training firefighters to obtain **Class D Licenses**, with road testing to follow. We also offer training programs in **Fire Extinguisher use, Chainsaw Awareness and safety as well as W.E.T.T. Certification Inspections**, which are available to local businesses for a scheduled fee. To further enhance our teams' skills, we provide **Fire College Level Certifications** in- house and utilize computer- based training systems to cover mandatory topics such as **Pumper Operations, Officer 1 Training, Fire Prevention and Protection, and Fire and Life Safety Educator**. These training programs allow our firefighters to challenge official Fire College tests in various areas of expertise.

The North Shore Fire Department has shown remarkable growth and dedication in 2024 by fielding two teams in the **annual North Shore Firefighter Challenge**. This prestigious event brings together local departments from across the region, providing an excellent platform to enhance practical firefighting skills and foster camaraderie among teams. The departments strong performance and commitment have earned them an invitation to participate as alumni in the 2025 challenge, further solidifying our reputation and strengthening regional connections.

### Mutual Aid:

In times of need, Mutual Aid agreements allow us to provide assistance to neighboring communities. Mutual Aid is a collaborative effort between emergency responders across jurisdictional boundaries to support each other in the event of significant emergencies. Our fire department currently has a formal mutual aid agreement with the **Town of Blind River**, we have a verbal agreement with **Serpent River First Nation Fire Department**. A written agreement with Serpent River is being drafted and will be presented to our respective councils. We do not currently have an agreement with the **City of Elliot Lake**.



## 2024 Training and Call Response

Our Fire Department has achieved a **response and training rate of over 90% for 2024, with more than 20 calls for service**. These include active fires, alarm activations, and **mutual aid requests** from other emergency services. We are proud of our team's high level of commitment to training and responding to calls, and we remain dedicated to enhancing our capabilities for the safety of our community.

## Acknowledgements

I would like to take this moment to express my heartfelt gratitude to all of our current firefighters and cadet members for their unwavering dedication to protecting our community. Your sacrifices, including time away from family and the courage to put yourselves in harms way, do not go unnoticed. A sincere thank you also goes out to all the firefighters who have served in the past, as their contributions have laid the foundation for the strong service we have today.

If any residents have any questions regarding the **Fire Prevention and Protection Act**, our **service levels**, or any other **fire related bylaws**, please feel free to contact the Fire Chief at **705-849-2213 ext. 201**

Thank you for your continued support.

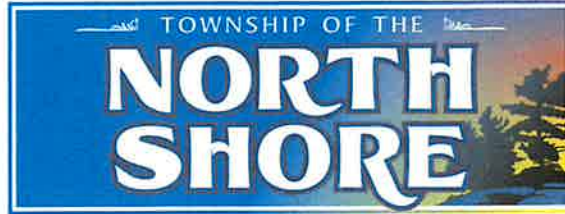
Sincerely, and on behalf of the Noth Shore Fire Department,

A handwritten signature in black ink, appearing to read "Matt Simon". The signature is written in a cursive style with a large initial "M".

**Matt Simon**

Fire Chief- Public Works- Bylaw Enforcement  
Township of the North Shore  
705-849-2213, Ext 201

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January 6, 2025

Meeting of January 15, 2025

## Council Report

**SUBJECT: RECREATION COMMITTEE – COUNCIL REPRESENTATIVE RE-APPOINTMENT**

**RECOMMENDATION:** That Council receive the staff report for consideration, and that Council re-appoint Councillor Simon to the Recreation Committee as the Council Representative for 2025

The Recreation Committee Terms of Reference, that were approved by Council on August 14, 2024, state the following:

*“a) One (1) member of Council shall be appointed as the Council representative, on a 1-year term (November to November, with the exception of an Election year, or if the Chairperson of the time resigns).*

*At the 1-year mark, a new Council member may be appointed by Council as the Council Representative, or the existing Council Representative may put their name forward to be re-appointed. A formal Resolution is to be adopted by a majority vote”*

Councillor Simon has provided continued interest in the position and is asking to be re-appointed as the Council Representative for the Recreation Committee for 2025.

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

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**PUBLIC WORKS AND FIRE DEPARTMENT**

4th quarter report. Public Works, Fire Dept.

**Project and Activity - PUBLIC WORKS**

Staff	NA at this time
COVID 19	NA at this time
Road patching	I was significantly over what I asked for in budget. As I was trying repair as much as possible, We are going to use some funding grants to cover my overage. I will ask the Township to allocate more funding for 2025 budget
Culverts/ditching	To discuss during 2025 budget
Trees	Cutting down and removal of trees undertaken as required.
Spragge Rink	was not cold enough before Christmas holidays. Will try in new year.
Garbage collection	went down from 3rd quarter.
Docks	Not in use at this time
Callouts (Alarm)	Has not been too many calls
Cemetery	normal
Water Treatment Plant	PUC has been moving forward with improvements, they have had to clean the filters at SRWTP more than expected for 2024
Lake Lauzon Beach	NA at this time
Serpent River Landfill Site	Waiting for MOE as far as expansion goes. We will have to get a test well extension as we have waste infringing on its location.
Algoma Mills garbage bins	awaiting response on Permits
Capital	Budget was not passed until November
Emergency Management	We have had our table top emergency exercises with the required personnel, went well.
Project Life Saver	NA at this time - SRFN overlooking
Signage	As needed.

**Some Plans Public Works**

Roads and Winter Maintenance	large plow truck has finally been approved and is ready to go at time of report.
Asset Management	ongoing.
<b><u>Project and Activity - FIRE DEPARTMENT</u></b>	
Training	going well as per fire department report
Recruitment	always in process.
Partnerships	As per letter from Fire Chief in your agenda package
Serpent River Fire Hall	Fine
Equipment Status	all in service equipment functioning correctly
Attendance Reports	As per letter from Fire Chief in your agenda package
Fire Calls	As per letter from Fire Chief in your agenda package

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**ADMINISTRATION****Quarterly Report: October 1st, 2024 - December 31st, 2024****Project and Activity**

	<b>4th Quarter</b>	<b>Status</b>
Agendas/Minutes	Agendas and Minutes prepared for Council, COA, Rec Committee and PSB meetings - posted onto website and bulletin boards when completed	All meetings continue to be held in a Hybrid setting.
Central Algoma Clerks Association (CACA)	No meetings scheduled this quarter	Regular contact kept with group via email
Projects	Lake Lauzon at Capacity	Planner reaching out to Blind River's planner. Next meeting TBD
	2023 Tourism Summit	Waiting on more information from HNCEA
Tenders/RFPs	No tenders or RFPs this quarter	No tenders or RFPs this quarter
Policies	Policies reviewed and/or amended and approved by Council through By-law this quarter include: Provision of Notice Policy, Employee Policy	Total Polices reviewed and/or amended and approved by Council between January 1 2024 and December 31st 2024: By Resolution- 9, By By-Law - 11
Elections	All tasks for 2022 ELECTION are COMPLETED, completed first step of onboarding for Elections Ontario	Next election is in 2026 - dates for upcoming training with AMCTO to be determined
Clerk's Training	Municipal Administration Program - All Units completed in 2024	Research into opportunities for training and development ongoing for the Clerk position, which requires continuous learning
PSB	No meetings held this quarter	NEW PSB meetings to be scheduled ASAP
AODA	Updating policy & plan as per AODA's recommendation.	Not yet completed by all members of Council
Grant Applications	Canada Summer Jobs	Application submitted before deadline of December 19, 2024
	Canada 5k	Application submitted for 2025
Plow Truck	the Yellow Plow Truck has officially been replaced and delivered as of December 20th, 2024	Council passed a Resolution to purchase the replacement truck at the November 27th, 2024 Regular Council meeting

**Project and Activity**

	<b>4th Quarter</b>	<b>Status</b>
Staffing	Deputy Treasurer - hired to start January 15th, end of contract date unknown	
Community Safety and Wellbeing	No meetings held this quarter	Community Safety and Wellbeing Plan is with Blind River, Spanish, Thessalon, Huron Shores
Committee of Adjustment	No meetings held this quarter	No meetings held this quarter
Emergency Management	Contract extended by Council at November 27, 2024 meeting until end of 2027	
Delegations	No delegations in 4th quarter	
Water plants	Council approved Walkerton's pilot testing proposal for the Serpent River Water Treatment plant at the August 9th Special meeting. Council considered PUC's proposal from Kresin Engineering for the replacement of UV lights at the Pronto Water Treatment Plant at the Sept 18th meeting. Council approved PUC's proposal for technical services related to water and wastewater infrastructure and operations.	Currently awaiting results from testing by the Walkerton Clean Water Centre for Serpent River Water Treatment Plant and second report from PUC and Kresin regarding the timing of the pilot and bench testing and possible coordination with Walkerton
Municipal Office	Office Closed to the Public on Wednesdays starting December 13th, 2023.	Council passed a Resolution to close the Municipal Office to the public on December 5th, of 2023. Phone calls and emails will be returned when time allows
	Committees, residents, and groups continue to use Council Chambers for their meetings	Council Chambers available to rent out per fee schedule
Community Round Table	x2 meetings attended this quarter	Meetings are scheduled monthly
Recreation Committee and Events	The Committee held 0 meetings this quarter	Next meeting scheduled January 14, 2025 per Terms of Reference
Property Standards Appeal Committee	The Committee held 0 meetings this quarter	Next meeting to be scheduled at the call of the Chair
Cemetery Committee	The Committee held 1 meeting this quarter	Next meeting to be at the call of the Chair and in 2025

**Vital Statistics Report**

	<b>4th Quarter</b>
Animal Control	0 dog tags, 0 cat tags
Fire permits	Burning - 1 daytime, 5 brush burning, 4 recreational
Council Meetings	10 meetings scheduled - 6 Regular, 4 Special, 2 were Cancelled
Building Permits	x4 building permits applications received, x3 building permits issued, x3 building permits paid for, x2 demo permits applications received, x2 demo permits paid for
Cemetery	x2 Interment Rights purchases, x1 Niche purchase, x1 cremation lot purchase, x2 open/close cremation, x1 open/close cremation purchase
By-Laws Enacted	12 enacted

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January 9, 2025

Meeting of January 15<sup>th</sup>, 2025

## Council Report

**SUBJECT: Tax & Water/Wastewater Receivables (4th QTR 2024)**

**RECOMMENDATION: That Council receive the Property Tax and Water/Wastewater Receivables staff report for information purposes.**

### PROPERTY TAX RECEIVABLES

<b>Tax Receivables as of:</b>	<b>Amount:</b>
December 31 <sup>st</sup> , 2024	\$271,961.89

Current Year Taxes:	\$226,882.69 (225 properties)
1 Yr in Arrears:	\$36,331.58 (20 properties)
2 Yrs and more in Arrears:	\$8,747.62 (13 properties)
<b>Total Receivables:</b>	<b>\$271,961.89</b>

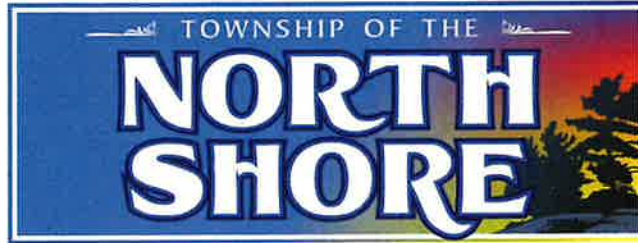
### WATER/WASTEWATER RECEIVABLES

<b>Water/Wastewater Receivables as of:</b>	<b>Amount:</b>
December 31 <sup>st</sup> , 2024	<b>\$653.32 (25 properties)</b>

Late payment charges are applied every month on all accounts that are in arrears for both property taxes (1.25%) and water/wastewater (2%).

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

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January 10, 2025

Meeting of January 15<sup>th</sup>, 2025

## Council Report

**SUBJECT:** Library Agreement

**RECOMMENDATION:** That Council extend By-Law 2000-16 to continue the agreement between the Township of The North Shore and the Blind River Public Library

Council is being asked to extend By-Law 2000-16 to continue the agreement between the Township and the Blind River Public Library.

The Clerk is expected to sign a letter, as well as the Librarian of the Blind River Public Library, each year to confirm the agreement for library services as covered by By-Law 2000-16 is still in effect. The letter is then sent to The Ministry of Tourism, Culture, and Support.

The Library Grant is applied for and received every year. The 2024 grant was for \$2,007.00, which is forwarded to the Blind River Public Library so that our residents are able to continue to use their services.

## Municipal Clerk

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**From:** MECP Land Policy (MECP) <MECP.LandPolicy@ontario.ca>  
**Sent:** December 18, 2024 8:54 AM  
**To:** MECP Land Policy (MECP)  
**Subject:** Excess soil regulation – change made to the in-effect date of the landfilling restriction

Greetings,

I am reaching out to share that Ontario has finalized an amendment to O. Reg. 406/19: On-Site and Excess Soil Regulation (“Excess Soil Regulation”).

Having taken feedback into consideration on proposed amendments described in [ERO 019-9196](#), Ontario is updating the Excess Soil Regulation to change the in-effect date of a provision preventing the landfilling of cleaner soil by two years and to clarify the exemptions to this provision. These changes will provide more time for industry to learn about and prepare for this provision and respond to concerns that current lack of awareness could result in project delays and illegal soil dumping.

More specifically, Ontario made the following amendments to the Excess Soil Regulation:

- The in-effect date of the restriction on landfilling excess soil that meets Table 2.1 residential, parkland and institutional standards has been changed from January 1, 2025, to January 1, 2027.
- The existing exemptions from the landfilling restriction have been revised to make it clear when this cleaner excess soil may still be taken to a landfill. Clarifications have also been made to the type of information a qualified person would need to provide in a declaration to the landfill owner or operator, indicating why the excess soil should be landfilled.

The ministry proposed additional amendments to the Excess Soil Regulation to enable greater reuse of excess soil and avoid it being landfilled, including exempting certain soil management depots from waste approvals, flexibility for reuse of aggregate and stormwater pond sediment, and greater reuse of soil within the project area and between infrastructure projects. We received considerable feedback on these aspects of the proposal. As the landfilling restriction would have come into effect January 1, 2025, we have proceeded with the decision to change that date, and will make a final decision on the remaining proposals following further consideration of the feedback received.

More information on the finalized amendments may be found in the [decision notice \(ERO 019-9196\)](#) posted on the Environmental Registry. Links to the regulation as well as existing guidance to help understand the regulatory requirements can be found on MECP’s [Handling Excess Soil website](#).

Further, we have heard that greater outreach and awareness is needed to ensure industry is aware of their regulatory requirements. MECP will continue to work collaboratively with stakeholders and Indigenous communities on implementation of these amendments and the Excess Soil Regulation in general. We will also continue to act on non-compliance to address illegal dumping and ensure our environment is protected.



Please pass this information along to colleagues, members of your organization, other organizations and anyone else that may be interested.

We would like to thank everyone who took the time to share input on this proposal.

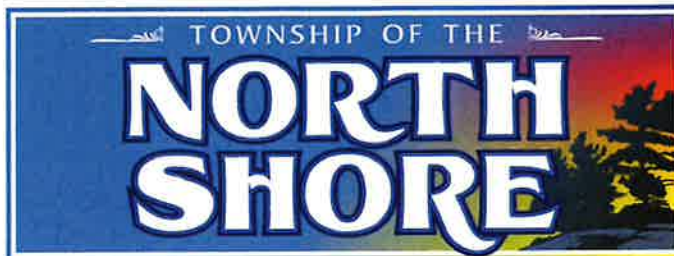
If you have any questions or would like to discuss these amendments or other aspects of the Excess Soil Regulation, please contact Reema Kureishy or Sanjay Coelho at [MECP.LandPolicy@ontario.ca](mailto:MECP.LandPolicy@ontario.ca).

Sincerely,

**Original Signed by:**

Robyn Kurtes  
Director, Environmental Policy Branch  
Ministry of the Environment, Conservation and Parks

CA



## 2024 COMMUNITY SPARKLE FESTIVAL WINNERS

Members of the Township of The North Shore Council toured the Community for the 2024 Sparkle Festival. Please see the WINNERS below!

### Ward 1 – Algoma Mills

- 1051 Long Street
- 1029 Vivian Blvd.
- 1189 Highway 538

### Ward 2 – Spragge

- 1079 Old Hydro Road
- 1111 Martin Road
- 4422 Highway 17

### Ward 3 – Serpent River

- 5713 Highway 17
- 1040 Handi Spot Road
- 1441 Riverview Road



9a

**BY-LAW NO: 25-03**

**Being a bylaw to adopt the Pregnancy and Parental Leaves - Council Policy for  
The Corporation of the Township of The North Shore**

WHEREAS Section 5(1) of the Municipal Act S.O. 2001, c.25, as amended, grants that the powers of a municipality shall be exercised by its Council;

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

AND WHEREAS Section 5(4) subsections (1) to (3) of the Municipal Act S.O. 2001, c.25, as amended, apply to all municipal powers, whether conferred by this Act or otherwise;

AND WHEREAS the Council of the Corporation of the Township of the North Shore deems it appropriate to adopt a Pregnancy and Parental Leaves – Council Policy;

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

1. That the Pregnancy and Parental Leaves - Council Policy hereto as Schedule "A" be adopted.
2. That Schedule "A" be declared to form part of this by-law.
3. This By-Law shall come into force and take effect on the date of passing thereof and its short title is "Pregnancy and Parental Leaves - Council Policy By-Law"

**READ A FIRST, SECOND AND THIRD TIME, ENACTED AND FINALLY PASSED THIS 15<sup>th</sup> DAY OF JANUARY 2025.**

---

Tony Moor, Mayor

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Rachel Jean Schneider, Clerk/Deputy Treasurer

THE CORPORATION OF THE TOWNSHIP OF THE NORTH SHORE

POLICY MANUAL

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POLICY TITLE:		SUBJECT:	
Pregnancy/Parental Leaves- Council		Human Resources	
POLICY SECTION:		POLICY NO:	
P		12	
EFFECTIVE DATE:	March 4, 2020	ENACTED BY:	Resolution
REVIEW DATE:	December 18, 2024	ENACTED BY:	Resolution, By-Law 25-03

**DEFINITIONS AND INTERPRETATION RULES**

Wherever a word is used in this Policy with its first letter capitalized, the term is being used as it is defined in this Section. Where any word appears in ordinary case, its regularly applied meaning in the English language is intended. Defined terms may be used throughout this policy in different grammatical contexts.

"Clerk" shall mean the Clerk (or designate) for the Corporation of the Township of The North Shore.

"Human Resources" shall mean the Human Resources Personnel for the Township of the North Shore.

"Leave" shall mean Pregnancy and/or Parental Leave.

"Member" shall mean a member of Council.

"Pregnancy and/or Parental Leave" shall mean an absence of 20 consecutive weeks or less as a result of a Member's pregnancy, the birth of a Member's child or the adoption of a child by the Member in accordance with Section 259 (1.1) of the Municipal Act, 2001.

"Township" shall mean the Corporation of the Township of the North Shore.

**PURPOSE**

This policy provides guidance on how the Township of the North Shore addresses a Member of Council's Pregnancy and/or Parental Leave in a manner that respects a Member's statutory role as an elected representative.

## **GENERAL**

Section 270 of the Municipal Act, 2001, as revised by Bill 68, requires that the Town adopt and maintain a policy with respect to the Pregnancy and/or Parental Leaves of Members of Council.

## **SCOPE**

In accordance with Section 270 of the Municipal Act, 2001, this policy applies to Members of Council. This policy does not apply to Township Staff, or Members of Local Boards/Committees.

## **GUIDING PRINCIPLES**

Township Council supports a Member of Council's right to Pregnancy and/or Parental Leave in keeping with the following principles:

1. A Member of Council is elected to represent the interests of their constituents.
2. A Member's Pregnancy and/or Parental Leave does not require Council approval and their office cannot be declared vacant as a result of the Pregnancy and/or Parental Leave.
3. The Member is entitled to continue to receive communication from the Township (access to Council packages, email, meeting invitations, etc.), as if the Member were not on Leave, in accordance with the wishes of the Member.
4. A Member of Council on Pregnancy and/or Parental Leave reserves the right to participate as a Member at any time during their leave.
5. A Member of Council on Pregnancy and/or Parental Leave shall continue to be paid and continue to have expenses paid in accordance with any Council expense policy.

Where a Member of Council will be absent due to a Pregnancy and/or Parental Leave the Member shall provide written notice of at least two (2) weeks prior to commencement of the leave to the Township Clerk outlining the expected duration of leave including a potential start date and return date.

It is understood that under emergent circumstances, a Member may not be able to submit the appropriate notice before the Leave commences. Each Member shall nonetheless endeavour to provide the appropriate notice in advance of any Leave or as soon as possible after commencing the Pregnancy and/or Parental Leave. The Township Clerk will provide the Mayor/Designate and Human Resources/payroll with a copy of any written notice.

Council shall make temporary appointments to fill any vacancies of the Member to Committees, Boards, Task Force, Project Teams or other meetings or activities of the Member.

Notwithstanding, at any point in time during a Member's Pregnancy and/or Parental Leave, the Member shall provide at least two (2) weeks written notice to the Township Clerk of their intent to lift any of the Council approved, temporary appointments. The Member shall provide written notice of at least four (4) weeks to the Township Clerk of their anticipated return date.

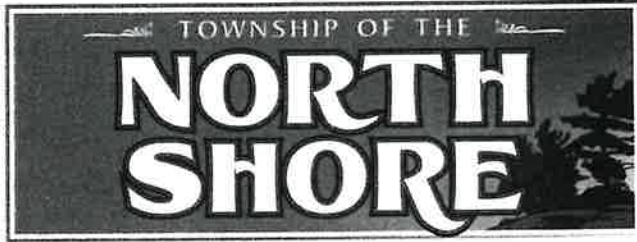
The Township Clerk shall be responsible for monitoring the application of this policy.

**RISK ASSESSMENT AND POLICY MANAGEMENT**

The Township will reinforce the intent of this policy as required, utilizing the most appropriate means of communication.

The Township will:

- review this policy and any risk assessments as required, or as changes to related Acts or legislation occurs;
- revise this policy and any risk assessment as required;
- review the effectiveness of actions taken to minimize or eliminate a breach of this Policy, and make improvements as required



COPY

Resolution # 394

PO Box 108, Algoma Mills, ON P0R 1A0  
(705) 849-2213 (705) 461-1821

REGULAR COUNCIL MEETING

MEETING DATE: December 18<sup>th</sup>, 2024

AGENDA ITEM(S): 7e

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 staff report as presented for consideration, and that Council approve the Pregnancy/Parental Leaves - Council Policy.

Conflict of Interest disclosed by : Ward 1      Ward 2      Ward 3      At Large      Mayor

Seat Vacated : Y      N      Recorded Vote Requested by :

Recorded Vote : (Y) ea, (N) ay, Ward 1      Ward 2      Ward 3      At Large      Mayor

DEFEATED      DEFERRED      CARRIED      ✓     

MAYOR or CHAIR or (Acting)

ab

**BY-LAW NO: 25-04**

**Being a bylaw to adopt the WETT Inspection Policy for  
The Corporation of the Township of The North Shore**

WHEREAS Section 5(1) of the Municipal Act S.O. 2001, c.25, as amended, grants that the powers of a municipality shall be exercised by its Council;

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

AND WHEREAS Section 5(4) subsections (1) to (3) of the Municipal Act S.O. 2001, c.25, as amended, apply to all municipal powers, whether conferred by this Act or otherwise;

AND WHEREAS the Council of the Corporation of the Township of the North Shore deems it appropriate to adopt a WETT Inspection Policy;

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

1. That the WETT Inspection Policy hereto as Schedule "A" be adopted.
2. That Schedule "A" be declared to form part of this by-law.
3. This By-Law shall come into force and take effect on the date of passing thereof and its short title is "WETT Inspection Policy By-Law".

**READ A FIRST, SECOND AND THIRD TIME, ENACTED AND FINALLY PASSED THIS 15<sup>th</sup> DAY OF JANUARY 2025.**

\_\_\_\_\_  
Tony Moor, Mayor

\_\_\_\_\_  
Rachel Jean Schneider, Clerk/Deputy Treasurer



THE CORPORATION OF THE TOWNSHIP OF THE NORTH SHORE

POLICY MANUAL

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POLICY TITLE:  
WETT Inspections

SUBJECT:  
Process for WETT Inspections

POLICY SECTION:  
W

POLICY NO:  
5

EFFECTIVE DATE: June 2, 2021  
REVIEW DATE: December 18, 2024

ENACTED BY: Resolution  
ENACTED BY: Resolution, By-Law 25-04

Process:

Requestor calls to make an appointment for an inspection on behalf of the homeowner or the insurance company.

The Fee is then paid.

Certified Inspector undertakes inspection.

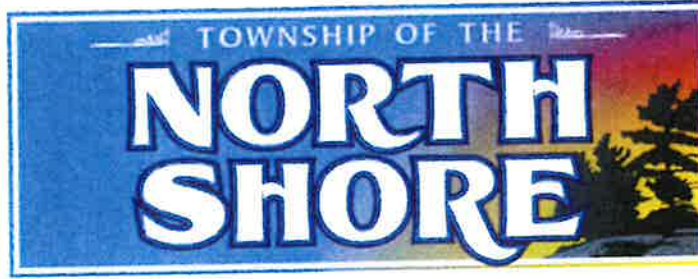
Copy of the Inspectors report goes to the requestor.

Original reports are kept in the corresponding property file.

Cost:

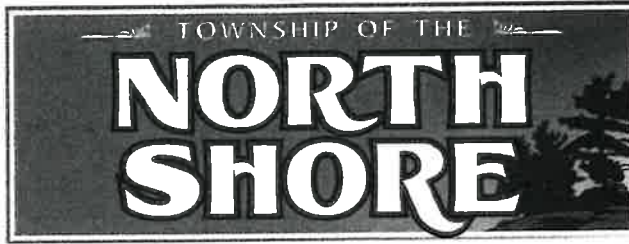
\$200.00

Copy of Application is attached.



**WETT RECOMMENDED INSPECTION REQUEST  
FORM**

Requested by:	Inspection location: <input type="checkbox"/> Same as requested or:
Address:	Address:
Postal code:	Postal code:
Phone no's:	Phone no's:
Inspector's name:	WETT no.:
Reason(s) for inspection:	
Level of inspection requested: <input type="checkbox"/> Level 1 <input type="checkbox"/> Level 2 <input type="checkbox"/> Level 3	
Date of request:	Date of inspection:



COPY

Resolution # 392

PO Box 108, Algoma Mills, ON P0R 1A0  
(705) 849-2213 (705) 461-1821

REGULAR COUNCIL MEETING

MEETING DATE: December 18<sup>th</sup>, 2024

AGENDA ITEM(S): 7c

MOVED BY: T. Simon

SECONDED BY: L. Menard

**BE IT RESOLVED** That Council for the Corporation of the Township of The North Shore receive the staff report as presented for consideration, and that Council approve the WETT Inspections Policy.

Conflict of Interest disclosed by :		Ward 1	Ward 2	Ward 3	At Large	Mayor
Seat Vacated : Y                  N			Recorded Vote Requested by :			
Recorded Vote : (Y) ea,    (N) ay,		Ward 1	Ward 2	Ward 3	At Large	Mayor
DEFEATED	DEFERRED	CARRIED	✓			

MAYOR or CHAIR or (Acting)

9c

**BY-LAW NO: 25-05**

**Being a bylaw to adopt the Training and Development Policy for  
The Corporation of the Township of The North Shore**

WHEREAS Section 5(1) of the Municipal Act S.O. 2001, c.25, as amended, grants that the powers of a municipality shall be exercised by its Council;

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

AND WHEREAS Section 5(4) subsections (1) to (3) of the Municipal Act S.O. 2001, c.25, as amended, apply to all municipal powers, whether conferred by this Act or otherwise;

AND WHEREAS the Council of the Corporation of the Township of the North Shore deems it appropriate to adopt a Training and Development Policy;

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

1. That the Training and Development Policy hereto as Schedule "A" be adopted.
2. That Schedule "A" be declared to form part of this by-law.
3. This By-Law shall come into force and take effect on the date of passing thereof and its short title is "Training and Development Policy By-Law", and By-Law 23-25 is hereby rescinded.

**READ A FIRST, SECOND AND THIRD TIME, ENACTED AND FINALLY PASSED THIS 15<sup>th</sup> DAY OF JANUARY 2025.**

\_\_\_\_\_  
Tony Moor, Mayor

\_\_\_\_\_  
Rachel Jean Schneider, Clerk/Deputy Treasurer

THE CORPORATION OF THE TOWNSHIP OF THE NORTH SHORE

POLICY MANUAL

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POLICY TITLE:

SUBJECT:

Training and Development

Employee training and development

POLICY SECTION:

POLICY NO:

T

1

EFFECTIVE DATE: October 2, 2013

ENACTED BY: Resolution

REVIEWED: March 1, 2023

ENACTED BY: Resolution, By-Law 23-25

REVIEWED: December 18, 2024

ENACTED BY: Resolution, By-Law 25-05

The Township recognizes that there are a variety of training and development opportunities of potential benefit to employees offered through a variety of public and private organizations and associations. These training and development opportunities may include courses, seminars, workshops, meetings and sessions at conventions or conferences.

The Township will pay 100% of the cost of a training or development opportunity, provided that attendance is specifically required by the Corporation as a condition of employment or is necessary for an employee to perform a required duty or task.

The Township will pay 100% of the cost of a training or development opportunity if attendance is required because of technological or methodological changes, restructuring within the Corporation, or because of new legislation.

If a training and development opportunity is not directly related to an employee's duties (e.g. is of personal or general interest only, or is only indirectly related to an individual's duties or the operations of the municipality), funding will be at the discretion of Council.

It should be noted that the Corporation will not fund or reimburse employees for courses not completed.

Any employee of the municipality who recognizes an opportunity for training or development will approach the Clerk, and at the Clerk's discretion, may or may not bring the item to Council for approval.



COPY

Resolution # 393

PO Box 108, Algoma Mills, ON P0R 1A0  
(705) 849-2213 (705) 461-1821

REGULAR COUNCIL MEETING

MEETING DATE: December 18<sup>th</sup>, 2024

AGENDA ITEM(S): 7d

MOVED BY: T. Simon

SECONDED BY: R. Green

**BE IT RESOLVED** that Council for the Corporation of the Township of The North Shore receive the staff report as presented for consideration, and that Council approve the Training and Development Policy

Conflict of Interest disclosed by :		Ward 1	Ward 2	Ward 3	At Large	Mayor
Seat Vacated : Y      N		Recorded Vote Requested by :				
Recorded Vote : (Y) ea, (N) ay,		Ward 1	Ward 2	Ward 3	At Large	Mayor
DEFEATED	DEFERRED	CARRIED	✓			

MAYOR or CHAIR or (Acting)

9d

**BY-LAW NO. 25-06**

**Being a by-law to provide for interim tax levy for the year 2025.**

**WHEREAS** section 317 of the *Municipal Act*, 2001 S.O. 2001, c.25, as amended, provides that the council of a local municipality, before the adoption of estimates for the year under section 290, may pass a by-law levying amounts on the assessment of property in the local municipality rateable for local municipality purposes;

**AND WHEREAS** the Council of The Corporation of the Township of the North Shore deems it appropriate to provide for such interim levy on the assessment of property in this municipality;

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

1. **THAT** in this by-law the following words shall be defined as:

“Act” shall mean the *Municipal Act*, 2001 S.O. 2001, C.25, as amended;

“MPAC” shall mean the Municipal Property Assessment Corporation;

“Assessment Roll” shall mean the Assessment Roll as returned by MPAC in accordance with the provisions of the Assessment Act, R.S.O. 1990, c. A31;

“Year-End Assessment” shall mean the assessment of land for the preceding taxation year as shown on the assessment roll returned for the preceding taxation year, including adjustments made for any changes in value, classification or liability for taxes in comparison to the assessment as originally returned for the preceding year;

“Treasurer” means the treasurer of the municipality or the Deputy Treasurer of the municipality or a person delegated by the Treasurer’s powers and duties under s.286(5) of the *Municipal Act*;

2. **THAT** interim amounts shall be levied on all property assessed for taxation and rateable for local municipal purposes in accordance with the 2024 Assessment Roll as revised at year end;

3. **THAT** the amounts to be levied on each property shall be 50% of the total taxes for municipal and school purposes levied on the property for the 2024 taxation year;

4. **THAT** for the purposes of calculating the total amount of taxes for 2024 under paragraph 3, the following adjustments shall be made where applicable:

a) If assessment was added to the roll during that year, the total amount of taxes will be adjusted as if the addition applied for the entire year; and/or

b) If assessment was removed from the roll during that year, the total amount of taxes will be adjusted as if the reduction had applied for the entire year.

Adjustments made under clauses 4 a) or b) shall be based on the Assessment contained on the Assessment Roll Returned for 2024 taxation, as revised at 2024 year end;

5. **THAT** the interim 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 March 27<sup>th</sup>, 2025, and

b) 50% thereof on May 29<sup>th</sup>, 2025.

6. **THAT** all taxes levied under this by-law shall be payable into the hands of the Treasurer in accordance with the provisions of this by-law;
7. **THAT** the final levy for the 2025 taxation year shall be reduced by the amounts raised by the levy imposed by this by-law;
8. **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;
9. **THAT** there shall be levied an interest charge pursuant to Section 345(3) of the *Municipal Act, 2001* 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;
10. **THAT** the Treasurer 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;
11. **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 *Act*;
12. **THAT** the Treasurer 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 charge imposed and collectable under this by-law in respect of non-payment or late payment of any taxes or any installment of taxes;
13. **THAT** nothing in this by-law shall prevent the Treasurer 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;
14. **THAT** the Treasurer is hereby directed and authorized to undertake any required action necessary to collect the taxes levied herein;
15. **AND THAT** this by-law comes into force on the day it is passed.

**READ A FIRST, SECOND AND THIRD TIME ENACTED AND FINALLY PASSED THIS 15<sup>TH</sup> DAY OF JANUARY, 2025**

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Tony Moor, Mayor

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Rachel Schneider, Clerk/Deputy Treasurer



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**BY-LAW NO: 25-07**

**BEING A BY-LAW TO AUTHORIZE TEMPORARY BORROWING  
FOR THE YEAR 2025**

**WHEREAS** the Council of the Corporation of the Township of the North Shore (the Corporation) authorize temporary borrowing to meet the expenditures of the Township until taxes are collected and other revenues received.

**BE IT THEREFORE ENACTED** as a By-Law of the Corporation as follows:

1. The Mayor and Treasurer or Deputy Treasurer or Temporary Treasurer is/are hereby authorized to borrow on behalf of the Corporation from The Bank of Nova Scotia (the Bank) from time to time by way of promissory note or bankers' acceptance. The total amount borrowed at any one time plus any outstanding amounts of principal borrowed and accrued interest shall not exceed:
  - a) from January 1 to September 30 in the year, 50 per cent of the total estimated revenues of the municipality as set out in the budget adopted for the year; and
  - b) from October 1 to December 31 in the year, 25 per cent of the total estimated revenues of the municipality as set out in the budget adopted for the year.

Until the budget is adopted in a year, the limits upon borrowing shall temporarily be calculated using the estimated revenues of the municipality set out in the budget adopted for the previous year.
2. The Mayor and Treasurer or Deputy Treasurer is/are hereby authorized to sign, make or draw on behalf of the Corporation and to furnish to the Bank from time to time promissory notes or bankers' acceptances for the sum or sums so borrowed with interest or any other charges at such rate as the Bank may from time to time determine.
3. The Treasurer or Deputy Treasurer is hereby authorized and directed to furnish to the Bank at the time of each borrowing and at such other times as the Bank may from time to time request, a statement showing the nature and amount of the estimated revenues of the current year not yet collected or where the estimates for the year have not been adopted, a statement showing the nature and amount of the estimated revenues of the Corporation as set forth in the estimates adopted for the next preceding year and also showing the total of any amounts borrowed in the current year and in any preceding year that have not been repaid.
4. All sums borrowed from the Bank and any interest thereon and any other charges in connection therewith shall, be a charge upon the whole of the revenues of the Corporation for the current year and for any preceding years as and when such revenues are received and that the Mayor & Treasurer or Deputy Treasurer is/are hereby authorized to sign on behalf of the Corporation and to furnish to the Bank an Agreement or Agreements of the Corporation charging the said revenues of the Corporation with payment of all sums borrowed from the Bank and any interest thereon and any other charges in connection therewith.
5. The Treasurer or Deputy Treasurer is hereby authorized and directed to apply in payment of all sums borrowed from the Bank, and of any interest thereon and any other charges in connection therewith, all of the moneys hereafter collected or received on account or realized in respect of the taxes levied for the current year and for any preceding years and all of the moneys collected or received from any other source.
6. This By-law shall come into force and take effect on the date of passage.

Read a first, second and third time enacted and passed this 15<sup>th</sup> day of January, 2025.

\_\_\_\_\_  
Tony Moor, Mayor

\_\_\_\_\_  
Rachel Schneider, Clerk/Deputy Treasurer

9f

**BY-LAW 25-08**

**THE CORPORATION OF THE TOWNSHIP OF NORTH SHORE**

**Being a by-law approving extension of budget expenditure**

**WHEREAS** Section 224(d) of the *Municipal Act, 2001, S.O. 2001, c.25*, as amended (“*Municipal Act*”), states that it is the role of Council to ensure that administrative policies, practices, procedures and controllership policies, practices and procedures are in place to implement the decisions of Council;

**AND WHEREAS** Section 224(d.1) of the *Municipal Act*, as amended, states that it is the role of Council to ensure the accountability and transparency of the operations of the municipality, including the activities of senior management of the municipality;

**AND WHEREAS** Section 290(1) of the *Municipal Act*, as amended, requires that for each year, the Corporation of the Township of North Shore, in the year of the immediately preceding year, prepare and adopt a Budget including estimates of all sums required during the year; and,

**AND WHEREAS** the Council of the Corporation of the Township of North Shore has deemed it desirable to set out its policies with respect to the financial control of the Budget in this By-law;

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

1. Prior to Council’s approval of the 2025 Operating Budget, 2025 expenditures may be incurred and approved if:
  - a. a similar line item existed in the previous year’s Operating Budget;
  - b. the expenditure relates to a line item with the same service level or quality standard as the previous year; and
  - c. the expenditure does not exceed 50% (fifty percent) of the amount appropriated for the said line item in the previous year’s Operating Budget.
  
2. That this by-law repeals any by-law that is contrary to these provisions.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 15<sup>th</sup> DAY OF JANUARY, 2025.

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Tony Moor, Mayor

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Rachel Schneider, Clerk

**BY-LAW 25-09**

**THE CORPORATION OF THE TOWNSHIP OF THE NORTH SHORE**

**Being a bylaw to confirm the proceedings of Council  
at its Regular Council Meeting of January 15<sup>th</sup>, 2025.**

**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 January 15<sup>th</sup>, 2025.

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 January 15<sup>th</sup>, 2025, 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 15<sup>th</sup> DAY OF JANUARY 2025.**

\_\_\_\_\_  
Tony Moor, Mayor

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Rachel Jean Schneider, Clerk/Deputy Treasurer