

Agenda

Regular Meeting of Council
Corporation of the Township of The North Shore
Wednesday, July 17th, 2024
6:00 PM

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

Join Zoom Meeting

<https://us02web.zoom.us/j/87933298328?pwd=vBKyu8p30YeSpiSaaODQQi0IZdANoZ.1>

Meeting ID: 879 3329 8328

Passcode: 077232

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
5. ADOPTION OF MINUTES
 - a) Minutes of the Special Budget meeting of May 13th, 2024
 - b) Minutes of the Special meeting of June 13th, 2024
 - c) Minutes of the Regular meeting of June 19th, 2024
 - d) Minutes for the Special meeting of June 26th, 2024
6. COUNCIL MEMBERS REPORT
 - a) T. Simon - Blind River Public Library
 - b) T. Simon - Recreation Committee - Canada Day
7. REPORTS AND MOTIONS OF MUNICIPAL STAFF, COMMITTEES, AND COMMUNICATIONS
 - a) Dockage at Cookhouse boat launch
 - b) ELNOS Candidate Nomination 2024-2025
 - c) Expense Claim(s) - Month of June 2024
 - d) Notice of Integrity Commissioner Reports - August 14th, 2024, Regular Council meeting
 - e) 2024 Capital Budget Presentation

- f) 2nd Quarter Reports - Senior Staff
- g) Variance Report - 2nd Quarter
- h) Tax and Water/Wastewater Receivables - 2nd Quarter
- i) Procedure By-Law Amendment report - Question Period

Consent Agenda

- a) Letter regarding the Aggregates Resource Act
- b) AMO's Secretary-Treasurer's Report AMO Nominations
- c) Letter regarding the Planning Act and Development Charges Act Regulations related to the Cutting Red Tape to Build More Homes Act 2024 (Bill 185)
- d) Letter regarding Engagement on Proposed Modernization of the Emergency Management and Civil Protection Act
- e) Letter from MNR regarding possible changes to the Forest Fires Prevention Act

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

9. INTRODUCTION, READING AND CONSIDERATION OF BY-LAWS

- a) By-Law 24-32 being a by-law to adopt the Acceptable Use Policy for the Corporation of the Township of The North Shore
- b) By-Law 24-33 being a by-law to authorize the Clerk and the Mayor to sign a renewed Canada Community-Building Fund, 2024-2034 Funding Agreement between the Association of Municipalities of Ontario (AMO) and the Corporation of the Township of The North Shore

10. NOTICES OF MOTION Nil

11. CLOSED SESSION

To move to Closed Session pursuant to Section 239 (3.1) of the Municipal Act, to consider:

- ii. (b) personal matters about an identifiable individual, including municipal or local board employees
- iii. (c) a proposed or pending acquisition or disposition of land by the municipality or local board
- 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, Public Works Manager/Fire Chief

For the purpose of legal matters and human resource matters

12. REPORT FROM CLOSED SESSION

13. CONFIRMATORY BY-LAW

By-law 24-34 being a by-law to confirm the proceedings of Council at its meeting held July 17th, 2024, be read a first, second and third time enacted and passed.

14. ADJOURNMENT



Minutes

Special Budget Meeting
Township of the North Shore
Monday, May 13th, 2024
6 p.m.

Hybrid Meeting

ATTENDANCE

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

Staff: Matt Simon, Public Works Manager/Fire Chief
Rachel Schneider, Clerk
Craig Davidson, Deputy Treasurer

CALL TO ORDER

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

ADDITIONS TO THE AGENDA

RESOLUTION # 24-133

Moved by: T. Simon

Seconded by: R. Green

BE IT RESOLVED THAT Council for the Corporation of the Township of the North Shore approve the agenda as circulated.

"CARRIED"

DISCLOSURES OF PECUNIARY INTEREST

PRESENTATIONS/DELEGATIONS Nil

ADOPTION OF MINUTES

RESOLUTION # 24-134

Moved by: T. Simon

Seconded by: L. Menard

BE IT RESOLVED THAT Council for the Corporation of the Township of the North Shore approve the minutes of the Special Budget Meeting held April 29th, 2024.

"CARRIED"

COUNCIL MEMBERS REPORT Nil
CLERK'S REPORT Nil

REPORTS AND MOTIONS OF MUNICIPAL STAFF, COMMITTEES AND COMMUNICATIONS

a) Garbage Bins/ECA application

RESOLUTION # 24-135

Moved by: R. Green

Seconded by: R. Welburn

BE IT RESOLVED THAT Council for the Corporation of the Township of the North Shore receive the report as presented and that Council provide staff with direction regarding waste management at the Township transfer stations and potential applications for an Environmental Compliance Approval (ECA).

Direct staff to acquire ECA Approval for 2 extra bins (Algoma Transfer only) and add pick up of the 2 bins plus required fencing

“CARRIED”

b) 2024 Budget Presentation by the Deputy Treasurer/By-Law direction

RESOLUTION # 24-136

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 as presented and that Council provide Staff with direction to prepare a tax rate by-law for Council’s consideration with the percentage increase of reflected tax rates for 2024.

With Council recommending a tax rate of 8% and Council giving direction to staff to provide the invoices for maintenance on the yellow plow truck from the last 3 years.

“CARRIED”

c) Next Special Budget meeting June 3rd, 2024, at 6PM

RESOLUTION # 24-137

Moved by: R. Green

Seconded by: T. Simon

BE IT RESOLVED THAT Council for the Corporation of the Township of the North Shore schedule the next Special Budget meeting for Monday, June 3rd, 2024, at 6PM.

“CARRIED”

OLD BUSINESS (INCLUDES THE FOLLOWING WRITTEN LETTERS/REPORTS)

Nil

INTRODUCTION, READING AND CONSIDERATION OF BY-LAWS

Nil

NOTICES OF MOTION

Nil

CLOSED SESSION

Nil

REPORT FROM CLOSED SESSION

Nil

CONFIRMATORY BY-LAW

RESOLUTION # 24-138

Moved By: T. Simon

Seconded By: L. Menard

BE IT RESOLVED THAT the Township of the North Shore Council hereby approve By-Law 24-22, Being a by-law to confirm the proceedings of Council at its Special meeting held May 13th, 2024, be read a first, second and third time, enacted and passed.

“CARRIED”

ADJOURNMENT

RESOLUTION # 24-139

Moved By: T. Simon

Seconded By: L. Menard

BE IT RESOLVED THAT the Corporation of the Township of the North Shore Special Council meeting of May 13th, 2024, do now adjourn at 6:36 p.m., to meet again on the 15th day of May 2024, at 6pm or at the call of the Chair.

"CARRIED"

Tony Moor, Mayor

Rachel Schneider, Clerk/Deputy Treasurer

5b)



Minutes

Special Council Meeting
Township of the North Shore
Thursday, June 13th, 2024
11:30 p.m.
Hybrid Meeting

ATTENDANCE

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

Staff: Pam Lortie - Delegated Clerk for the June 13th, 2024 meeting

CALL TO ORDER

The Mayor called the meeting to order at 11:30 AM

APPROVAL OF AGENDA

RESOLUTION #24-160

Moved by: R. Green

Seconded by: L. Menard

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

CARRIED

DISCLOSURES OF PECUNIARY INTEREST

Mayor Moor declared a conflict of interest on Item 11 Closed Session.

Councillor Simon declared a conflict of interest on Item 11 Closed Session.

PRESENTATIONS/DELEGATION

ADOPTION OF MINUTES

COUNCIL MEMBERS REPORT

REPORTS AND MOTIONS OF MUNICIPAL STAFF, COMMITTEES AND COMMUNICATION

RESOLUTION #24-161

Moved by: R. Welburn

Seconded by: L. Menard

BE IT RESOLVED: That Council for the Corporation of the Township of The North Shore appoint Robin Green to act in place of the Head of Council, per Section 226 of the Municipal Act, for item 11 Closed Session.

CARRIED

OLD BUSINESS

INTRODUCTION, READING, AND CONSIDERATION OF BY-LAWS

NOTICES OF MOTION

CLOSED SESSION

RESOLUTION #24-162

Moved by: L. Menard

Seconded by: R. Green

BE IT RESOLVED: That Council for the Corporation of the Township of The North Shore move to Closed Session pursuant to Section 239 (3.1) of the Municipal Act, to consider:

- 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, Designated Clerk

For the purpose of legal and human resource matters.

CARRIED

REPORT FROM CLOSED SESSION

RESOLUTION #24-163

Moved by: R. Welburn

Seconded by: R. Green

BE IT RESOLVED: That Council for the Corporation of the Township of The North Shore arise from Closed Session at 12:23 p.m. and report as follows: Council gave direction to the Designated Head of Council and Designated Clerk regarding the legal and human resource matters.

CARRIED

CONFIRMATORY BY-LAW

RESOLUTION # 24-164

Moved By: R. Green

Seconded By: L. Menard

BE IT RESOLVED: That the Council of the Corporation of the Township of The North Shore hereby approve By-Law No. 24-29, Being a By-Law to Confirm the Proceedings of Council at its Special meeting held June 13th, 2024, be read a first, second and third time, enacted and passed.

CARRIED

ADJOURNMENT

RESOLUTION # 24-165

Moved By: L. Menard

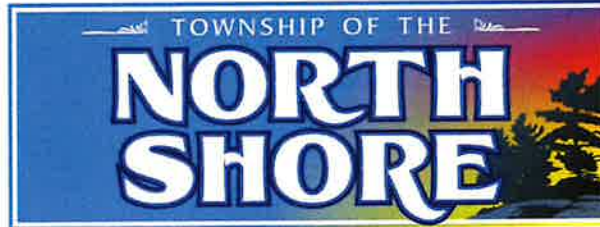
Seconded By: R. Green

BE IT RESOLVED: That the Corporation of the Township of The North Shore Special Council meeting of June 13th, 2024, do now adjourn at 12:34 p.m. to meet again on the 19th day of June 2024 at 6:00 p.m., or at the call of the Chair.

CARRIED

Tony Moor, Mayor

Pam Lortie, Designated Clerk for the June 13, 2024
Special Meeting



Minutes

Regular Council Meeting
Township of the North Shore
Wednesday, June 19th, 2024
6:00 p.m.
Hybrid Meeting

ATTENDANCE

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

Staff: Matt Simon, Public Works Manager/Fire Chief - *left meeting at 6:41 PM*
Rachel Schneider, Municipal Clerk/Deputy Treasurer
Craig Davidson - Deputy Treasurer - *left meeting at 6:41 PM*

CALL TO ORDER

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

APPROVAL OF AGENDA

RESOLUTION #24-166

Moved by: R. Green

Seconded by: T. Simon

BE IT RESOLVED: That Council for the Corporation of the Township of The North Shore approves the agenda with the following addition:

- Riverview Road Tender Results

CARRIED

DISCLOSURES OF PECUNIARY INTEREST

T. Simon - items 3a and 3b within Closed Session

PRESENTATIONS/DELEGATION

ADOPTION OF MINUTES

- a) Regular meeting minutes of June 5th, 2024

RESOLUTION #24-167

Moved by: T. Simon

Seconded by: R. Welburn

BE IT RESOLVED: That Council of the Corporation of the Township of the North Shore adopts the Regular meeting minutes of June 5th, 2024.

CARRIED

COUNCIL MEMBERS REPORT

REPORTS AND MOTIONS OF MUNICIPAL STAFF, COMMITTEES AND COMMUNICATION

- a) Riverview Road Tender Results

RESOLUTION #24-168

Moved by: T. Simon

Seconded by: L. Menard

BE IT RESOLVED: That Council of the Corporation of The North Shore receive the staff report and Letter of Review from TULLOCH Engineering for consideration, and that Council defer the decision until further information is received by TULLOCH Engineering

CARRIED

- a) Question Period

RESOLUTION #24-169

Moved by: T. Simon

Seconded by: L. Menard

BE IT RESOLVED: That Council of the Corporation of The North Shore receive the report as presented regarding Question Period, and that Council direct staff to provide proposed amendments of the Township of The North Shore Procedural By-Law for Council's review in a report at the July 17th, 2024, Council meeting.

CARRIED

- b) 2024 Summer Student Funding

RESOLUTION #24-170

Moved by: T. Simon

Seconded by: R. Green

BE IT RESOLVED: That Council receive the 2024 Summer Student Funding report for consideration, that Council approve the hiring of two (2) students for eight (8) weeks of the summer employment, and that Council authorize the Clerk to sign the Agreement with Canada Summer Jobs.

CARRIED

Consent Agenda

- a) Letter from the Justice of the Peace Advisory Committee

RESOLUTION #24-171

Moved by: T. Simon

Seconded by: R. Green

BE IT RESOLVED That Council receive item a of the June 19th, 2024, Consent Agenda for information purposes.

CARRIED

OLD BUSINESS

- a) Acceptable Use Policy

RESOLUTION #24-172

Moved by: L. Menard

Seconded by: T. Simon

BE IT RESOLVED That Council receive the staff report as presented for consideration, and that Council approve the Acceptable Use Policy.

CARRIED

INTRODUCTION, READING, AND CONSIDERATION OF BY-LAWS

NOTICES OF MOTION

Nil

CLOSED SESSION

RESOLUTION #24-173

Moved by: L. Menard

Seconded by: R. Welburn

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:

To move to Closed Session pursuant to Section 239 (3.1) of the Municipal Act, to consider:

- ii. (b) personal matters about an identifiable individual, including municipal or local board employees
- iii. (c) a proposed or pending acquisition or disposition of land by the municipality or local board
- 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

For the purpose of legal matters and human resource matters

L. Menard exited Council Chambers at 6:41 PM and returned at 6:42 PM

T. Simon exited Council Chambers at 6:44 PM

L. Menard exited Council Chambers at 6:53 PM and returned at 6:53 PM

T. Simon returned to Council Chambers at 6:53 PM

L. Menard exited Council Chambers at 6:55 PM and returned at 6:56 PM

REPORT FROM CLOSED SESSION

RESOLUTION #24-174

Moved by: R. Green

Seconded by: L. Menard

BE IT RESOLVED: That Council for the Corporation of the Township of The North Shore arise from Closed Session at 6:57 PM and report as follows: Council gave direction to the Mayor and Clerk regarding the legal and human resource matters

CARRIED

CONFIRMATORY BY-LAW

RESOLUTION # 24-175

Moved By: R. Green

Seconded By: R. Welburn

BE IT RESOLVED: That the Council of the Corporation of the Township of The North Shore hereby approve By-Law No. 24-30, Being a By-Law to Confirm the Proceedings of Council at its Regular meeting held June 19th, 2024, be read a first, second and third time, enacted and passed.

CARRIED

ADJOURNMENT

RESOLUTION # 24-176

Moved By: L. Menard

Seconded By: R. Green

BE IT RESOLVED: That the Corporation of the Township of The North Shore Regular Council meeting of June 19th, 2024, do now adjourn at 6:59 PM to meet again on the 17th day of July 2024 at 6:00 p.m., or at the call of the Chair.

CARRIED

Tony Moor, Mayor

Rachel Schneider, Clerk/Deputy Treasurer

5d)



Minutes

Special Council Meeting
Township of the North Shore
Wednesday, June 26th, 2024
6:00 p.m.
Hybrid Meeting

ATTENDANCE

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

Staff: Matt Simon - Public Works Manager
Craig Davidson - Deputy Treasurer - electronic
Rachel Schneider - Municipal Clerk/Deputy Treasurer

Guest: Chris Kirby - TULLOCH - electronic

CALL TO ORDER

The Mayor called the meeting to order at 5:59 PM

APPROVAL OF AGENDA

RESOLUTION #24-177

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

COUNCIL MEMBERS REPORT

REPORTS AND MOTIONS OF MUNICIPAL STAFF, COMMITTEES AND COMMUNICATION

a) Riverview Road Tender - Algoma Bio Septic References

RESOLUTION #24-178

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 staff report and references as provided by TULLOCH regarding Algoma Bio-Septic Technologies Inc. for consideration, that Council award the Tender for the Riverview Road Rehabilitation Project to Algoma Bio Septic Technologies Inc. in the amount of \$1,499,004.61 (including HST), and further that Council directs staff to start the application process with Infrastructure Ontario for the Municipal share for funding of the project

The Mayor requested a Recorded Vote:

Ward 1 - Nay

Ward 2 - Nay

Ward 3 - Nay

At Large - Yea

Mayor - Nay

DEFEATED

OLD BUSINESS

INTRODUCTION, READING, AND CONSIDERATION OF BY-LAWS

NOTICES OF MOTION

CLOSED SESSION

REPORT FROM CLOSED SESSION

CONFIRMATORY BY-LAW

RESOLUTION # 24-179

Moved By: L. Menard

Seconded By: R. Welburn

BE IT RESOLVED: That the Council of the Corporation of the Township of The North Shore hereby approve By-Law No. 24-31, Being a By-Law to Confirm the Proceedings of Council at its Special meeting held June 26th, 2024, be read a first, second and third time, enacted and passed.

CARRIED

ADJOURNMENT

RESOLUTION # 24-180

Moved By: T. Simon

Seconded By: L. Menard

BE IT RESOLVED: That the Corporation of the Township of The North Shore Special Council meeting of June 26th, 2024, do now adjourn at 6:34 PM to meet again on the 17th day of July 2024 at 6:00 p.m., or at the call of the Chair.

CARRIED

Tony Moor, Mayor

Rachel Jean Schneider, Clerk/Deputy Treasurer

6a)

Council Report – TRACEY SIMON – Deputy Mayor/Ward 3 Councillor

Re: Blind River Public Library

The Township of the North Shore gives the grant it receives to the Blind River Public Library for the Township to utilize its services.

I would like to have the support of council to have the Mayor write a letter on behalf of Council asking for the Blind River Public Library to have an information session at the town office for our residents to learn about the services that they offer to all.

I would also like to request that in the future, the library would consider having an activity for our residents in our community.

Respectfully Submitted,

Councillor Tracey Simon

6b)

Council Report – TRACEY SIMON – Deputy Mayor/Ward 3 Councillor

RE: Canada Day 2024

On July 1st, the Recreation Committee and volunteers barbecued free hotdogs, gave away free refreshments and cupcakes at Lake Lauzon Beach. There were draws, giveaways and Face Painting for the children. There were hundreds of people in attendance.

Thank you to our Event Coordinator Matthew Curtis. A big thank to Mrs. Tremelling for donating and baking over 200 cupcakes for the event! The Recreation Committee would also like to thank the Mayor and Councillor Menard for coming out to help and support this event.

A huge thank you to the North Shore Fire Department for making the fireworks display the most spectacular in a long time! A special thank you to Lieutenant Mary MacKenzie-Hurtubise.

This event could not have taken place without the donations, support of the Township, the Fire Department and the volunteers from the community.

The Recreation Committee is excited to put on the next Canada Day event in 2025.

Respectfully Submitted,

Councillor Tracey Simon

7a)



June 26th, 2024

Meeting of July 17th, 2024

Council Report

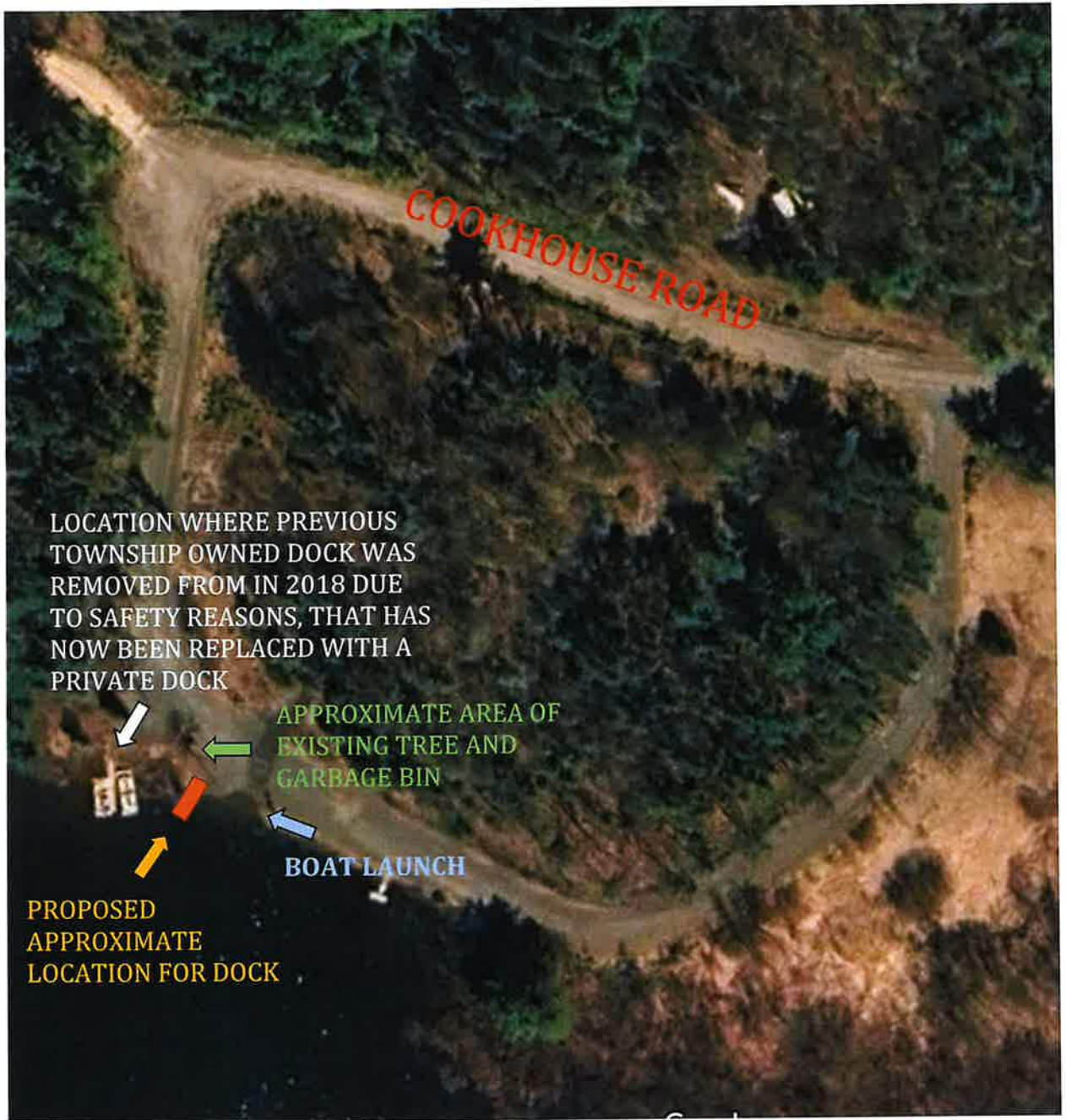
SUBJECT: DOCKAGE AT COOKHOUSE BOAT LAUNCH

RECOMMENDATION: That Council receive the report regarding the current docking situation and the addition of a dock at the Cookhouse boat launch in Algoma Mills, and that Council approve and direct staff to purchase a Township owned dock for the Cookhouse boat launch at a price of \$7611.68 including HST

In 2018, our Public Works Manager removed the wooden docks that were located on the lower lefthand side of the Cookhouse boat launch for safety reasons (please see attached). There has not been a new dock added back to this boat launch, and the area where the previous dock was located has now had a private dock added.

Please see attached where a proposed Township owned dock could be added (approximately) to the Cookhouse boat launch area. Having the dock added to this side of the boat launch will not impede parking, as there is a tree and garbage bin that already restricts parking in this area of the boat launch.

Richardson Docks, who the Township have purchased previous and current docks from, have provided the Township with a quote for a 6 feet x 16 feet dock section and a 16 feet x 16 feet ramp section for the price of \$7611.68 including HST.



Prepared/Submitted by: Matt Simon, Public Works Manager
Rachel Jean Schneider, Municipal Clerk/Deputy Treasurer



325 Leacock St.
Blind River ON
P0R 1B0

July 12, 2024

Township of the North Shore
Attn: Matt Simon
mattsimon@townshipofthenorthshore.ca
Lake Lauzon

Re: Quote 1 Floating Dock Section and 1 Ramp

Please find attached the quote for your floating dock system. This quote includes:

- **Installation and delivery**
- **Dock cleats as required**
- **Anchors**
- **Edge & Corner Bumpers**

All docking materials including decking is Sienna Brown pressure treated 2" x 6" unless specified.

The Ramp section will have Two Floats under the water end and 2 pipes at the shore. The 6ft wide dock section will have two full-length pontoon floats evenly spaced under the deck.

Please note that our docks should be left in the water all year however they must be detached from the shore to prevent ice damage.

Pricing:

One	-	6ft x 16ft Ramp Section	\$ 2,800.00
One	-	6ft x 16ft Dock Section	\$ 3,936.00
Sub Total			\$ 6,736.00
HST			\$ 875.68
Total			\$ 7,611.68

76)



June 18, 2024

Meeting of July 17, 2024

Council Report

REQUEST: ELNOS CANDIDATE NOMINATION

RECOMMENDATION: That Council receive the report as presented and make a decision on who the next candidate will be to serve as an ELNOS Director for 2024-2025

ELNOS is requesting that the Mayor and Council for the Township of The North Shore submit a nomination for a candidate to serve as an ELNOS Director for the 2024-2025 fiscal term.

The candidate can be a resident of the Township of The North Shore and does not have to be on Council. Once the decision is made, the nomination will be sent to William Elliot, General Manager of ELNOS, with a due date to receive the nomination by July 31st, 2024

Mayor Tony Moor is the Township's current Council Representative.

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



June 14th, 2024

Mayor and Councillors
TOWNSHIP OF THE NORTH SHORE
P.O. Box 108
Algoma Mills, ON
P0R 1A0

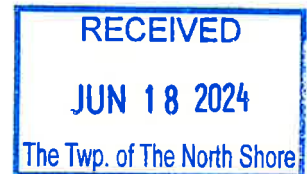
Dear Mayor and Councillors:

The Nominating Committee is preparing to put forward the proposed slate for Membership ratification at the next ELNOS Annual General Meeting. The meeting is tentatively scheduled sometime in mid-November 2024.

Mayor Tony Moor is presently the Township of the North Shore's Council Representative. The Nominating Committee is requesting Council submit a candidate to serve as representative on the Board of Directors for the fiscal term 2024-2025.

Please indicate, in the space provided below, your candidate to serve as an ELNOS Director and return this letter to my attention, **no later than Wednesday, July 31st, 2024.**

Sincerely,



William Elliott
General Manager

we/re

It is the decision of Council of the Township of the North Shore to nominate

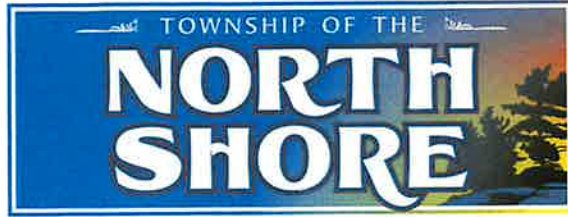
to serve as a Director of the ELNOS Corporation for the fiscal term 2024-2025.

Dated this _____ day of _____ 2024, at _____

MAYOR

ELNOS Building
31 Nova Scotia Walk, Suite 306
Elliot Lake, ON P5A 1Y9
Tel: 705-848-0229
Toll Free: 1-800-256-7299
Fax: 705-848-1539
www.elnos.com

7c)



June 25, 2024

Meeting of July 17th, 2024

Council Report

SUBJECT: EXPENSE CLAIM(S) – MONTH OF JUNE 2024

RECOMMENDATION: That Council receive the staff report for consideration, and that Council approve the council member's monthly expense claim(s) for the month of June 2024

Per the Travel Expense and Expense Claim Policy:

- *"Councillors shall submit expense reports at the end of each month to the Treasurer to be reimbursed for approved expenses."*
- *"It is the intention of the Township of the North Shore that when council/committee members or employees travel on behalf of the Township to attend meetings or conferences, the Township will reimburse the costs of such travel, as well as accommodation and meals when necessary."*
- *"Council members must obtain approval from Council for reimbursement."*
- *"For all expense incurred, the individual shall submit a fully completed Township expense claim form to receive reimbursement for travel or expenses. Related receipts shall be attached to the expense claim for all items with the exception of mileage."*

Please find attached expense claim(s) to be approved by Council for the month of June 2024.

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

Senior Communications Advisor, Strategy and Innovation Policy Sector
Innovation, Science and Economic Development Canada / Government of Canada
Sheila.litwin@ised-isde.gc.ca / Tel: 416-471-1620 / TTY: 1-866-694-8389

Conseillère principale en communications, Secteur des stratégies et politique d'innovation
Innovation, Sciences et Développement économique Canada / Gouvernement du Canada
Sheila.litwin@ised-isde.gc.ca / Tél: 416-471-1620 / ATS: 1-866-694-8389

From: Mayor <Mayor@townshipofthenorthshore.ca>
Sent: Friday, June 21, 2024 10:09 AM
To: Litwin, Sheila (ISED/ISDE) <sheila.litwin@ised-isde.gc.ca>
Subject: Re: Invitation: Universal Broadband Announcement June 24, 2024 | une annonce de financement du Fonds pour la large bande universelle le 24 juin 2024

Good morning,

Thank you for the invitation. Will we be receiving summary notes that we can bring back to our Councils?

Regards,

Mayor Moor

Get [Outlook for iOS](#)

From: Litwin, Sheila (ISED/ISDE) <sheila.litwin@ised-isde.gc.ca>
Sent: Thursday, June 20, 2024 2:45:22 PM
To: Mayor <Mayor@townshipofthenorthshore.ca>
Cc: Municipal Clerk <municipalclerk@townshipofthenorthshore.ca>; Treasurer <treasurer@townshipofthenorthshore.ca>
Subject: Invitation: Universal Broadband Announcement June 24, 2024 | une annonce de financement du Fonds pour la large bande universelle le 24 juin 2024

Invitation

You are invited to join the Honourable Gudia Hutchings, Minister of Rural Economic Development, together with Viviane Lapointe, Member of Parliament for Sudbury, Terry Sheehan, Member of Parliament for Sault Ste. Marie, Marc Serré, Member of Parliament for Nickel Belt and Amarjot Sandhu, Parliamentary Assistant to the Ontario Minister of Infrastructure, for an in-person Universal Broadband Fund announcement that will bring improved high-speed Internet to rural communities in northern Ontario.

Date: June 24, 2024
Time: 12:45 p.m. (ET)
Location: Dynamic Earth (mineral wall area)
122 Big Nickel Road
Sudbury, ON

Please RSVP using the link provided: [Microsoft Forms](#)

RE: Invitation: Universal Broadband Announcement June 24, 2024 | une annonce de financement du Fonds pour la large bande universelle le 24 juin 2024

Litwin, Sheila (ISED/ISDE) <sheila.litwin@ised-isde.gc.ca>

Fri 6/21/2024 12:45 PM

To: Mayor <Mayor@townshipofthenorthshore.ca>

Cc: Gibson, Lydia (she, her, hers | elle, la, lui) (ISED/ISDE) <Lydia.Gibson@ised-isde.gc.ca>; Sandhu, Eugene (ISED/ISDE) <eugene.sandhu@ised-isde.gc.ca>

Good afternoon Mayor Moor,

There is no cost to attend the event as such there is no official receipt. We do have a tracking sheet capturing the responses, please see below, which I see indicates that you will be attending.

16	6-21-24 10:03:28	6-21-24 10:05:19	anonymous	Yes, I can attend Oui je peux assister	Tony Moor
----	------------------	------------------	-----------	--	-----------

Regards,

Sheila

From: Mayor <Mayor@townshipofthenorthshore.ca>

Sent: Friday, June 21, 2024 11:11 AM

To: Litwin, Sheila (ISED/ISDE) <sheila.litwin@ised-isde.gc.ca>

Subject: Re: Invitation: Universal Broadband Announcement June 24, 2024 | une annonce de financement du Fonds pour la large bande universelle le 24 juin 2024

Good morning again,

Will attendees be receiving confirmation of some sort that we can use as an expense receipt. Thank you again.

Cheers

Mayor Moor

Get [Outlook for iOS](#)

From: Litwin, Sheila (ISED/ISDE) <sheila.litwin@ised-isde.gc.ca>

Sent: Friday, June 21, 2024 10:21:01 AM

To: Mayor <Mayor@townshipofthenorthshore.ca>

Cc: Gibson, Lydia (she, her, hers | elle, la, lui) (ISED/ISDE) <Lydia.Gibson@ised-isde.gc.ca>

Subject: RE: Invitation: Universal Broadband Announcement June 24, 2024 | une annonce de financement du Fonds pour la large bande universelle le 24 juin 2024

Good morning,

Thanks for responding. Conferring with my colleagues in Ottawa and will get back to you as soon as I receive an update.

Regards,

Sheila Litwin (she/her/elle)

Nous vous invitons à vous joindre à l'honorable Gudie Hutchings, la ministre du Développement économique rural, avec Viviane Lapointe, députée pour Sudbury, Terry Sheehan, député pour Sault Ste. Marie, Marc Serré, député pour Nickel Belt, ainsi qu'avec Amarjot Sandhu, Adjoint parlementaire à la ministre de l'Infrastructure (Ontario) pour une annonce en personne du Fonds pour la large bande universelle (FLBU) qui permettra d'améliorer l'accès à l'internet à haute vitesse dans les collectivités rurales autour du nord de l'Ontario.

Date: le 24 juin 2024

Heure: 12h 45 (HE)

Lieu: Terre Dynamique (espace mural minéral)

122, rue Big Nickel

Sudbury (Ontario)

Veillez RSVP en utilisant le lien fourni : [Microsoft Forms](#)

Municipal Clerk

From: Litwin, Sheila (ISED/ISDE) <sheila.litwin@ised-isde.gc.ca>
Sent: June 20, 2024 2:45 PM
To: Mayor
Cc: Municipal Clerk; Treasurer
Subject: Invitation: Universal Broadband Announcement June 24, 2024 | une annonce de financement du Fonds pour la large bande universelle le 24 juin 2024

Invitation

You are invited to join the Honourable Gudie Hutchings, Minister of Rural Economic Development, together with Viviane Lapointe, Member of Parliament for Sudbury, Terry Sheehan, Member of Parliament for Sault Ste. Marie, Marc Serré, Member of Parliament for Nickel Belt and Amarjot Sandhu, Parliamentary Assistant to the Ontario Minister of Infrastructure, for an in-person Universal Broadband Fund announcement that will bring improved high-speed Internet to rural communities in northern Ontario.

Date: June 24, 2024
Time: 12:45 p.m. (ET)
Location: Dynamic Earth (mineral wall area)
122 Big Nickel Road
Sudbury, ON

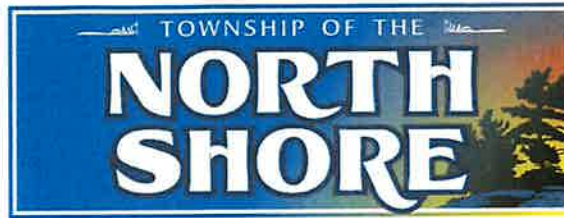
Please RSVP using the link provided: [Microsoft Forms](#)

Nous vous invitons à vous joindre à l'honorable Gudie Hutchings, la ministre du Développement économique rural, avec Viviane Lapointe, députée pour Sudbury, Terry Sheehan, député pour Sault Ste. Marie, Marc Serré, député pour Nickel Belt, ainsi qu'avec Amarjot Sandhu, Adjoint parlementaire à la ministre de l'Infrastructure (Ontario) pour une annonce en personne du Fonds pour la large bande universelle (FLBU) qui permettra d'améliorer l'accès à l'internet à haute vitesse dans les collectivités rurales autour du nord de l'Ontario.

Date : le 24 juin 2024
Heure : 12h 45 (HE)
Lieu : Terre Dynamique (espace mural minéral)
122, rue Big Nickel
Sudbury (Ontario)

Veillez RSVP en utilisant le lien fourni : [Microsoft Forms](#)

7d)



July 4th, 2024

Meeting of July 17th, 2024

Council Report

SUBJECT: NOTICE OF INTEGRITY COMMISSIONER REPORTS – AUGUST 14TH 2024 REGULAR COUNCIL MEETING

RECOMMENDATION: That Council receive the report regarding notice of Integrity Commissioner reports being brought to the August 14th, 2024, Regular Council meeting for information purposes, and that Council direct staff to schedule with the Integrity Commissioner to attend the August 14th, 2024, Regular Council meeting to provide explanation of the Reports received and answer any questions.

On July 4th, 2024, the Clerk was forwarded x3 Reports with x2 Cover Letter (One of the Cover Letter is for x2 of the Reports) from Cunningham Swan, the Township's Integrity Commissioner.

Per the Township's Integrity Commissioner Inquiry Protocol states:

"8.3 Report to Council or Local Board

Upon receipt of the Report, the Clerk shall indicate, on the regular agenda of Council or the Local Board, notice of intent from the Integrity Commissioner to submit a Report for consideration at the following regular meeting."

Per all Reports received from Cunningham Swan:

"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"

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

7e)



July 4, 2024

Meeting of July 17th, 2024

Council Report

SUBJECT: 2024 Budget Presentation

RECOMMENDATION: That Council adopt the 2024 capital projects noted and further direct Staff to bring future reports related to the Ditching/Brushing project, the Yellow Truck repair or replacement and the possible server replacement and accounting system upgrade.

As Council may recall, the 2024 Operating Budget was approved complete with the required By-Laws to enable the property taxes to be calculated and billed for 2024.

The capital budget was still waiting for two items, Riverview Road and the Yellow Truck replacement or repair. At the special Council meeting held June 26, Council passed a resolution that, in essence, stopped the Riverview Road Project. To date, there have been engineering costs associated with this project for 2024 totaling \$47,625.40. The amount shown on the 2024 Capital Budget has been adjusted to reflect this amount.

Regarding the Yellow Truck, we are still awaiting a report outlining the condition of the truck and options for Council to consider. Earlier this was budgeted as \$60,000 to be funded through a reserve transfer. Funding programs such as CCBF (gas tax), OCIF or NORDS cannot be used to support equipment purchases and accordingly, any amount for repair of the Yellow Truck would need to come from reserves. If the Yellow Truck was replaced, the possibility exists that all (or a portion) of the purchase could be financed through the acquisition of Long-Term Debt.

At the end of the year, there was \$637,063 held in deferred revenue representing unspent funds received through the CCBF, the OCIF and the NORDS funding stream. These programs are established in such a fashion that municipalities are able to 'bank' allocations for a period of time. Especially the CCBF, we are approaching the limit of what we are able to 'bank'. As most of these funds can be used to rehabilitate Roads, Staff are proposing that a ditching/brushing project be established with intel gathered over the summer regarding our trouble spots and then in September and October, ditching systems and major brushing occur to start the process of improving these problem areas. While ditching and brushing may often be considered a maintenance activity, given that it has been some time since these types of projects took place, we could make the case that these projects are required for the preservation of our assets.

In August, we could ask local contractors for their rate (per hour or per km) for ditching and brushing services and work could commence after Labour Day.

While it may not use all of the \$587,063 remaining in deferred revenue, using some of these funds in this manner would highlight areas that were fixed through the ditching/brushing project and those requiring further remediation or reconstruction. This has not yet been discussed with the Municipal Engineer.

The other area of concern is the Server. Similar to the Yellow Truck, most funding programs do not cover the cost of computer infrastructure for municipal administration. Staff have also been working with Central Square to update our accounting system. Central Square has experienced significant turnover in their staff which is adding to the time (and frustration) for this project. While a new server, and perhaps a new accounting system (based on future conversations with Central Square) would be funded through reserves given the present municipal policy, it is possible that this project would cost between \$60,000 and \$100,000 based on future decisions made regarding the accounting system. Staff are working to have a further conversation with Central Square on this project.

Given that any changes to the capital budget attached to this report would either be funded through existing grant programs or through reserve transfers, Council could provide approval for the projects identified and provide direction for further information on the Ditching/Brushing Program, the Yellow Truck repair or replacement, and the possible server replacement and accounting system upgrade.

Prepared/Submitted by: Craig Davidson, Deputy Treasurer

TOWNSHIP OF THE NORTH SHORE
2024 CAPITAL BUDGET WORKSHEET

FUNCTION		CAPITAL		
YEAR		2024		
ACCOUNT #	DESCRIPTION	Budget 2023	Actual 2023	2024 Forecast
EXPENSES:				
1-4-1200-8000	Administration - Serpent River Mail Box Cover/Shelter	2,000	1,240	-
		2,000	1,240	-
1-4-1000-8000	Council	-	-	-
1-4-2000-8000	Fire Dept. - Communication System Upgrades - Hot Water Tank for Serpent River Fire Hall - Bunker Gear (2 sets) - Multi-Gas detector & Calibration Equipment	15,000 1,277 5,000 2,100	1,150 4,902 981	15,000 5,000
		23,377	7,033	20,000
1-4-2300-8000	Roads Streetlight and Pole, Sunnyside Drive, Algoma Mills - Fuel Slip Tank - Walk Behind Brush Cutter - Riverview Road Rehabilitation (Only first 1.13km of the 3.4km - West Side) - 2023 Truck (Fully Capitalized - Represents 2023 Cash Flow) - Dump Box/Sander/Plow Package for 2023 Truck (To be fully capitalized in 2023) - Backhoe: Major Repairs & Maintenance - Yellow Plow Truck: Major Repairs & Maintenance	2,000 6,000 482,950 18,397 51,389 10,000 10,000	- 5,994 33,538 18,397 51,389 13,090 9,157	4,500 - 60,000 18,397 60,000 10,000 60,000
		580,736	131,565	142,897
1-4-2310-8000	Street Lighting	-	-	-
1-4-4020-8000	Landfill - Project #60526314 (Landfill Vertical Expansion & Interim Monitoring Program) - Dozer (Fully Capitalized - Financed from 2021-2026: Represents 2023 Cash Flow)	40,000 39,991	16,233 39,991	40,000 39,991
		79,991	56,224	79,991
1-4-8050-8000	Pronto East Water/Sewage - SCADA Computer Control - Turbidity Meter (Raw) - Water System Optimization	63,000	13,081	63,000
		63,000	13,081	63,000
1-4-8040-8000	Serpent River Water - Upgrades (Other) - Water System Optimization (including HAA situation)	18,775 35,747	12,720	6,055 35,747
		54,522	12,720	41,802
1-4-8060-8000	Cemetery - Columbarium Niche, Foundation, Other	16,000	8,407	7,500
		16,000	8,407	7,500
1-4-7010-8000	Recreation Parkette Upgrade - Gazebo, Picnic Table, Deck	-	-	5,000
		-	-	5,000
1-4-8010-8000	Planning	-	-	-
1-4-8020-8000	Telecommunications/Computer Services	-	-	-
1-4-8030-8000	Information Centre	-	-	-
	Transfer to Deferred Revenue - Restricted Funds (Unused portion of 2023 OCIF Grant) - Federal Gas Tax Reserve Fund	73,664	-	-

REVENUES:			
ICIP - Covid Stream - Government Intake Grant - <i>Serpent River Water Treatment Plant Upgrades (Including Generator)</i>	(18,775)	(12,720)	(6,055)
ICIP - Green Stream (Total Eligible Expenditures of \$831,250 - Expired March 31, 2028) - <i>Serpent River & Pronto East Water Treatment Plant Optimizations</i>	(72,411)	-	(72,411)
2023 Federal Gas Tax (Canada Community-Building Fund) - <i>Riverview Road Rehabilitation</i>	(31,525)	(33,538)	
2023 OCIF Grant - <i>Water Treatment Plant Upgrades (Township Portion of 26.67%)</i> - <i>Un-used portion of the 2023 OCIF Grant to be put in Deferred Revenues</i>	(26,336) (73,664)	(8,486)	(26,336)
SCF Grant (Landfill Expansion Project)	(16,500)	(16,233)	(16,500)
Municipal Modernization Program Grant - Intake 2 (Review Stream)			-
Municipal Modernize. Program Grant - Intake 3 (Implementation Stream)			-
NOHFC - <i>Causeway & Pater Rehabilitation (Boat Launch, Beach, Pavilion, etc.)</i>			-
NORDS (Northern Ontario Resource Development Support Fund)			-
OTF (Capital Stream) - <i>Spragge Recreational Area</i>			-
Capital Purchases Funded by Previous Year Grants (OCIF, ICIP, FGT/CCBF, NORDS):	(451,425)	-	(73,500)
Capital Purchases of Assets that have already been Fully Capitalized:	(58,388)	(58,388)	(58,388)
Capital Purchases Funded by Township Reserves:	(144,266)	(100,905)	(107,000)
	<u>0</u>	<u>0</u>	<u>-</u>

PUBLIC WORKS AND FIRE DEPARTMENT

Project and Activity - PUBLIC WORKS

Staff	As you are aware we have hired our part-time person. We have also hired 2 young people as summer students.
COVID 19	NA
Road patching	Have used approximately 4 tons of cold patch so far. Waiting for budget to finally pass to purchase our own packer. To do more patching.
Culverts/ditching	NA at this time.
Trees	Cutting down and removal of trees undertaken as required.
Spragge Rink	N/A
Garbage collection	our short week long pick up went well, was over 20 addresses picked up.
Docks	They were installed in a reasonable time frame.
Callouts (Alarm)	Hasn't been any call outs for some time. As per office.
Cemetery	Some trees have been removed. Some volunteers have started doing some work on the front fence.
Water Treatment Plant	We are waiting for some quotes on some needed parts, myself and PUC are in discussions with Walkerton regarding another process for serpent river wtp.
Lake Lauzon Beach	porta potties are now open to the public.
Serpent River Landfill Site	Is working well with our current employee
Algoma Mills garbage bins	The permit council asked us to get is still in the hands of the ministry. Which everyone here understands this can take some time !!!
Capital	Listed in budget. Can be discussed.
Emergency Management	We have been keeping in touch via email.
Project Life Saver	NA
Signage	as needed

Some Plans Public Works

Roads and Winter Maintenance	N/A
Asset Management	Review plan and infrastructure to update Asset Management Plan

Project and Activity - FIRE DEPARTMENT	
Training	So far this year we have done a lot of training. The fire fighters had a great opportunity this year with the North Shore Challenge that was in Iron Bridge. A lot of fire fighters were able to get a few mandatory sign offs.
Recruitment	In process
	Partnership has been established with Blind River and the Department trains 1-2 times per month and receive in-class training as well. To September 30 ??? Sessions have been held. Huron Shores Fire Department has invited the Township of the North Shore department to participate in intense hands-on training and along with myself, other members of the Department have participated in 2 sessions. Department is working with Cutler Reserve Fire Department for training and establishment of a mutual aid plan and also to Spanish Fire Department for training.
Partnerships	Fine
Serpent River Fire Hall	All equipment in working order. As discussed some time ago the ALF was taken out of service. I would ask council as a whole to declare it surplus.
Equipment Status	We are in good standing, Firefighters come to practice regularly. Depending on there work sched.
Attendance Reports	
Fire Calls	we have had some calls.

FINANCE

Quarterly Report: April 1, 2024 to June 30, 2024 (to July 4th)

Project and Activity

	2nd Quarter - 2024	2nd Quarter Status
Water Billing	Bills calculated and sent for May	Completed
Tax Adjustments and Supplemental Tax Levies	Completed Supplementary Tax Billings and reduction as information received	Ongoing
HST/GST Return	Q1 Filed in April - Q2 Filed July 3	Completed
Operating Budget	Budget approved by Council including appropriate By-Laws	Completed
Final Tax Billing	Bills Calculated, Printed and Sent	Completed
Monthly Interest (April, May, June)	First of every month (Tax & Water)	Completed
Monthly Balancing (April, May, June)	First of every month (Tax, Water, AP, AR)	Completed
Bank Reconciliation (April, May, June)	To be performed once per month.	Completed
WSIB, CPP, EI, Tax, OMERS (April, May, June)	Monthly Reporting & Remittances.	Completed
Education Levy (Q2 for 2024)	Education Levy Calculation & Remittance for Quarter 2 of 2024 (Due June 30, 2024).	Completed
Commercial Bins (April, May, June 2024)	Quarterly Invoicing (Q2)	Completed
Accounts Receivable Notices	Issues arrears notices for other miscellaneous receivables.	Ongoing
Vadim iCity Transfer to the Cloud	Accounting Software: Transferring to the Cloud.	Ongoing - Central Square is gathering the necessary information to merge the Accounting Software onto the Cloud.
Audit working papers prepared and working with KPMG for audit completion	Field work completed - working with KPMG to finalize the audit - Waiting on Engineer's Report concerning Asset Retirement	Ongoing
Variance Reports (Q2)	2024 Q2 Quarterly Variance Report (to compare 2024 estimated Budget to 2024YTD)	Completed

Projected Quarterly Report: July 1, 2024 to September 30, 2024

3rd Quarter - 2024		3rd Quarter Status
Monthly Interest (July, August, September)	First of every month (Tax & Water)	Ongoing
Monthly Balancing (July, August, September)	First of every month (Tax, Water, AP, AR)	Ongoing
Bank Reconciliation (July, August, September)	To be performed once per month.	Ongoing
WSIB, CPP, EI, Tax, OMERS (July, August, September)	Monthly Reporting & Remittances.	Ongoing
Bi-Monthly Water/Sewer Billing (July and September)	Calculation and issuance of bi-monthly water/sewer bills.	The May/June bills are scheduled to be issued during the first week of May.
GST/HST Return (Q3 for 2024)	Electronical filing. Quarter report due October 31, 2024 (Reporting period: 2024-07-01 to 2024-09-30).	Ongoing
Education Levy (Q2 for 2024)	Education Levy Calculation & Remittance for Quarter 3 of 2024 (Due September 30, 2024). Includes all in-year adjustments.	Ongoing
ICIP Grant - Covid Stream	Reporting and Claim submissions.	Ongoing
ICIP Grant - Green Stream	Reporting and Claim submissions.	Ongoing
Commercial Bins (July, August, September 2024)	Quarterly Invoicing (Q3)	Ongoing
Training/Professional Development	AMP 3.0 Webinar in July and possibly attending MFOA Conference in September	Ongoing
Variance Report (Q3)	2024 Q3 Quarterly Variance Report	Ongoing
2025 Budget	2025 Budget deliberations and preliminary conversations/review with Council (possibly during the month of November/December of 2024). Review current municipal obligations and services. Provide Council with a proposed budget schedule.	Ongoing
Grant Opportunities	Seek further grant opportunities - Bring report to Council for grant application authorization, if any.	Ongoing

Prepared/Submitted by: Craig Davidson, Deputy Treasurer

7f

ADMINISTRATION

Quarterly Report: April 1st, 2024 - June 30th, 2024

Project and Activity

	2ND Quarter	Status
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.
Projects	Central Algoma Clerks Association (CACA)	No meetings scheduled this quarter, regular contact kept with group via email
	Lake Lauzon at Capacity	Planner reaching out to Blind River's planner. Next meeting TBD
	Canada Day Celebrations	Received grant of \$840. Recreation Committee planning event for 2024
	Broadband	Fibre to be brought to parts of the Township that do not already have it added - awaiting more information
	2023 Tourism Summit	On March 1st, Council approved that the Township host the 2023 HNCEA Tourism Summit on September 20th 2023 - Township notified that date needs to be changed - date TBD in 2024
Tenders/RFPs	Riverview Road	Engineering services completed. Council defeated motion to award tender to Algoma Bio Septic Technologies Inc.
	Surplus Land in Serpent River	Council declared 5665 Highway 17 in Serpent River as Surplus Land at the March 6th 2024 meeting - Property currently in selling process after tender process completed. Property to be sold by July 5th, 2024
Policies	Policies reviewed and/or amended and approved by Council through By-law this quarter include: Usage and Returning of Work-Related Items Policy	Total Policies reviewed and/or amended and approved by Council between January 1 2024 and June 30th, 2024: By Resolution - 4, By By-Law - 3
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	AMCTO Zone 7 meeting attended in April, MMAH Clerk's Forum attended in May. MAP Unit 1 and MAP Unit 2 completed	New training or course opportunities available for application in July 2024
PSB	No meetings held this quarter	NEW PSB meetings to be scheduled when Ministry notifies
AODA	Updating policy & plan as per AODA's recommendation.	Council was sent mandatory and legislated training for AODA on October 26, 2023, December 29, 2023, March 12, 2024 - not yet completed by all Councillors

Project and Activity

	2nd Quarter	Status
Staffing	Job advertisement for Landfill Site attendant put out on April 2nd 2024	Interviews held and landfill attendant hired
	Job advertisement for Temporary Casual Labourer was put out March 19 2024	Interviews held and Temporary Casual Labourer hired for 24 weeks, per Council decision
	Approval from Canada Summer Jobs received for x2 students. Job openings advertised until June 21st, 2024	Interviews held and x2 students hired for period of July 2nd, 2024 until August 27th, 2024
	Job opening for Temporary Treasurer from November 16 2023 until approximately October 10 2024	Job advertisement out for a Temporary Treasurer position as of November 10 2023. Clerk has assumed the Treasurer's duties. Deputy Treasurer appointed in January to take on most of Treasurer's duties.
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	Lake Lauzon At Capacity	Planner reaching out to Bline River's planner. Next meeting TBD
Emergency Management	Next training to be held September 11th, 2024 with Committee - Council and staff are forwarded Covid stats as they come in	
Delegations	Delegations this quarter included - Great Waterfront Trail adventure cycling event 2024, Question period	
Water plants	Council approved engineering project for Serpent River Water Treatment Plant in 2022	David Spacek presented to Council on June 7th, 2023 and was directed to look into and inform the Township of timelines and costs - further information provided to Council, Council deferred motion and awaiting further information. PUC meeting with Walkerton to see about solutions and other options - report will go to Council when information received for both water plants
Municipal Office	Office is now Closed to the Public on Wednesdays	Council passed a Resolution to close the Municipal Office to the public in December of 2023. Phonecalls 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	No meetings attended this quarter	Meetings are scheduled monthly
Recreation Committee and Events	The Committee held 4 meeting this quarter	Events are actively being planned for 2024
Cemetery Committee	The Committee held 2 meetings this quarter	Committee actively sending recommendations to Council

Vital Statistics Report

2nd Quarter

Animal Control	10 dog tags, 3 cat tags
Fire permits	Burning - 9 daytime, 22 brush burning, 71 recreational
Meetings	15 meetings scheduled - 6 Regular (1 cancelled), 4 Special (1 cancelled), 5 Special Budget (2 cancelled)
Building Permits	5 permit issued, 4 permit paid for
Cemetery	x1 Interment Rights Purchase, x1 Niche purchase from 16 niche columbarium, x1 open/close of 20 niche columbarium
By-Laws Enacted	15 enacted

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2024 VARIANCE REPORT (Q2)

As of June 30, 2024

Account	BUDGET	ACTUAL	VARIANCE
1-3-1000-1010 TAXATION - Interim Billing	-	-	0.00
1-3-1003-2031 CB - COMMERCIAL; Taxable General	-	-	0.00
1-3-1003-2070 CF - COMMERCIAL: PIL	4,234 -	1,879	-2355.04
1-3-1003-2071 CG - Comm PIL General	11,752 -	11,752	-0.13
1-3-1003-2072 CP - Comm PIL Tenanted	-	-	0.00
1-3-1003-2170 CT - COMMERCIAL: Taxable	42,504 -	47,368	4864.29
1-3-1003-2190 CX - COMMERCIAL: Vacant	13,181 -	13,181	-0.17
1-3-1009-2080 IH - Industrial Taxable Shared PIL	5,179 -	5,179	-0.16
1-3-1009-2140 INDUSTRIAL:PIL - Taxable Tenant	22,586 -	22,586	-0.01
1-3-1009-2141 INDUSTRIAL: Exc PIL - Tax Tenant	292 -	145	-147.48
1-3-1009-2142 HF - LANDFILL PIL	237	-	-237.00
1-3-1009-2170 IT - INDUSTRIAL: Taxable	30,050 -	30,050	0.01
1-3-1009-2180 INDUSTRIAL: Vac./Excess	1,385 -	1,533	148.17
1-3-1009-2190 IX - INDUSTRIAL: Vacant	1,326 -	1,326	-0.38
1-3-1013-2170 MT - MULTI-RES: Taxable	4,487 -	4,487	-0.22
1-3-1018-2071 RESIDENTIAL: PIL General	12,269 -	11,472	-796.75
1-3-1018-2140 RESIDENTIAL PIL - Taxable Tenant	-	796	796.33
1-3-1018-2170 RT - RESIDENTIAL: Taxable	1,017,408 -	1,019,447	2038.53
1-3-1019-2170 TT-MANAGED FOREST: Taxable	1,586 -	1,586	-0.49
1-3-1023-2070 RAILWAYS: PIL	18,000 -	18,096	96.10
1-3-1210-2240 POWER PLANT	121,047	-	-121047.00
Property Taxes/Payment-in-Lieus	1,307,523 -	1,190,882	-116641.40
1-3-1000-2700 COUNCIL DONATIONS	-	567	567.00
1-3-1000-7255 COUNCIL - Transfer from Reserves	-	-	0.00
1-4-1000-1010 COUNCIL - Salaries	74,770	34,935	39834.92
1-4-1000-1110 COUNCIL - Benefits	6,800	5,809	991.06
1-4-1000-1200 COUNCIL - Travel	3,000	-	3000.00
1-4-1000-1300 COUNCIL - Seminars & Workshops	5,000	2,247	2753.34
1-4-1000-1305 COUNCIL - Printing & Stationery	-	-	0.00
1-4-1000-1320 COUNCIL - Memberships	1,600	1,677	-77.38
1-4-1000-2050 CNCL- Telephone	2,400	1,598	802.37
1-4-1000-2120 COUNCIL - Office Supply	-	-	0.00
1-4-1000-21300 COUNCIL - Computer Supply	-	219	-218.68
1-4-1000-2210 COUNCIL - Legal	15,000	8,828	6171.76
1-4-1000-2215 COUNCIL-Integrity Commissioner	10,000	13,129	-3128.57
1-4-1000-2700 COUNCIL - Donations	1,000	-	1000.00
1-4-1000-4020 COUNCIL - Insurance	5,721	3,874	1847.34
1-4-1000-4025 COUNCIL - Audit	3,553	-	3553.00
1-4-1000-5010 COUNCIL - Miscellaneous	400	230	170.17
1-4-1000-5050 COUNCIL - Elections	-	-	0.00

1-4-1000-9000 COUNCIL - Transfer to Reserves	4,000	-	4000.00
Council Department	133,244	71,978	61266.33
1-3-1200-7101 ADMIN- Trailer Licence	- 2,250 -	3,000	750.00
1-3-1200-7102 ADMIN - Tax Certificates	- 1,000 -	420	-580.00
1-3-1200-7104 ADMIN - Maps/Copies/Etc.	- 20 -	30	10.07
1-3-1200-7120 ADMIN - Miscellaneous	- 4,000 -	166	-3834.44
1-3-1200-7130 ADMIN - Penalties & Interest	- 15,000 -	8,364	-6635.71
1-3-1200-7132 ADMIN - Land Sales	- -	1,204	1204.00
1-3-1200-7160 ADMIN- Leases	- 7,473 -	3,699	-3774.42
1-3-1200-7204 ADMIN - Provincial Grant	- -	-	0.00
1-3-1200-7255 ADMIN - Transfer from Reserves	- -	-	0.00
1-4-1200-1010 ADMIN - Wages	112,011	34,562	77449.02
1-4-1200-1110 ADMIN - Benefits	27,085	8,203	18882.06
1-4-1200-1115 ADMIN-Consultants	-	39,178	-39177.60
1-4-1200-1150 Contracted/Professional Services	-	-	0.00
1-4-1200-1200 ADMIN - Travel	2,000	718	1282.25
1-4-1200-1205 ADMIN - Janitorial Services	-	34	-33.55
1-4-1200-1300 ADMIN - Seminars/Workshops	5,000	1,908	3092.31
1-4-1200-1305 ADMIN - Printing Stationary	-	299	-298.98
1-4-1200-1320 ADMIN - Memberships	1,500	1,272	228.30
1-4-1200-2010 ADMIN - Materials/Supplies	2,000	429	1571.06
1-4-1200-2024 ADMIN - Propane	3,500	2,161	1339.11
1-4-1200-2030 ADMIN - Hydro	6,000	4,134	1866.07
1-4-1200-2035 ADMIN - Delivery	-	-	0.00
1-4-1200-2045 ADMIN - Janitorial Supplies	500	253	246.64
1-4-1200-2050 ADMIN - Telephone	6,500	5,023	1476.80
1-4-1200-2056 Admin - Shop Supplies	-	635	-635.29
1-4-1200-2079 ADMIN - PUBLIC WORKS VEHICLE #2	400	-	400.00
1-4-1200-2100 ADMIN - Postage	3,400	934	2466.12
1-4-1200-2110 ADMIN - Due & Subscriptions	250	-	250.00
1-4-1200-2120 ADMIN - Office Supplies	3,000	254	2746.46
1-4-1200-2130 ADMIN - Computer Expenses	25,000	3,794	21206.31
1-4-1200-2140 ADMIN - Copying Expenses	4,500	2,011	2489.05
1-4-1200-2210 ADMIN - Legal Fees	5,000	2,035	2964.80
1-4-1200-2300 ADMIN - Advertising	2,000	75	1925.00
1-4-1200-4020 ADMIN - Insurance	39,780	26,930	12849.67
1-4-1200-4025 ADMIN - Audit	5,083	-	5083.00
1-4-1200-4030 ADMIN - Licenses & Permits	2,000	-	2000.00
1-4-1200-4040 ADMIN - Bank Charges	2,000	793	1206.52
1-4-1200-4045 ADMIN - Cash over/short	-	-	0.00
1-4-1200-4046 Cash over/short-Rounding	- -	0	0.05
1-4-1200-4050 ADMIN - Taxes Written Off	3,000	656	2344.13
1-4-1200-4055 ADMIN - Bad Debts Written Off	-	-	0.00
1-4-1200-4056 ADMIN - Municipal Payment-in-Lieu	3,300	-	3300.00
1-4-1200-4057 ADMIN - Mining Land Taxes	1,000	835	164.84
1-4-1200-5010 ADMIN - Miscellaneous	1,000	703	297.42

1-4-1200-7140 ADMIN - Building & Lot Maintenance	2,000	2,760	-759.67
1-4-1200-7800 ADMIN - Assessment Services (MPAC)	18,200	13,587	4613.18
1-4-1200-9000 ADMIN - Transfer to Reserves	39,063	-	39063.00
Administration Department	296,329	137,291	159037.58
1-3-1500-5015 OMPF-Equalization Grant	- 97,300 -	48,650	-48650.00
1-3-1500-5016 ompf-Nor. Community Grant	- 94,900 -	47,450	-47450.00
1-3-1500-5017 OMPF-Rural Community Grant	- 52,500 -	26,250	-26250.00
1-3-1500-5020 OMPF-Northern/Rural Community Gran	- 95,100 -	47,550	-47550.00
1-3-1500-5031 OMPF-Transitional Assistance	- 2,800 -	1,400	-1400.00
Unconditional Grants	- 342,600 -	171,300	-171300.00
1-3-2000-7204 FD - Provincial Grant	-	-	0.00
1-3-2000-7206 FD - User Fee - Dispatch	- 1,656	-	-1656.00
1-3-2000-7209 FD - Fire Claims - MTO	-	-	0.00
1-3-2000-7230 FD - Miscellaneous	- 200 -	320	120.00
1-4-2000-1010 FD - Wages	18,500	936	17563.92
1-4-2000-1110 FD - Benefits	6,800	1,185	5615.41
1-4-2000-1200 FD - Travel	500	-	500.00
1-4-2000-1300 FD - Seminars & Workshops	5,000	3,157	1842.90
1-4-2000-1310 FD - Community Emergency Managem	12,000	6,106	5894.40
1-4-2000-1315 FD - 911 Emergency Service	600	-	600.00
1-4-2000-1320 FD - Memberships	450	425	25.25
1-4-2000-1325 FD - Dispatch	2,600	1,531	1069.41
1-4-2000-2010 FD - Materials/Supplies	1,500	2,199	-698.73
1-4-2000-2020 FD - Maintenance-Inter 92 Tanker-S/R	1,500	302	1198.26
1-4-2000-2024 FD - Heating Fuel	6,000	2,724	3276.24
1-4-2000-2025 FD - 2005 Pumper	1,500	268	1231.81
1-4-2000-2027 FD - F700 Rapid Attack	1,500	-	1500.00
1-4-2000-2028 FD - ALF Heavy Rescue	-	-	0.00
1-4-2000-2030 FD - Hydro	3,500	2,016	1484.30
1-4-2000-2035 FD - Delivery	-	-	0.00
1-4-2000-2040 FD - Water/Sewer	1,402	412	989.61
1-4-2000-2050 FD - Telephone	2,200	1,260	940.11
1-4-2000-2079 FD - PW VEHICLE #2	500	-	500.00
1-4-2000-2120 FD - Office Supplies	50	-	50.00
1-4-2000-2150 FD - Internet Charges	1,343	669	673.59
1-4-2000-2400 FD - Repairs & Maintenance	800	383	417.07
1-4-2000-2450 FD - Protective Gear	3,000	295	2704.95
1-4-2000-4010 FD - Forest Fire Management	1,721	-	1721.00
1-4-2000-4020 FD - Insurance	21,718	16,056	5661.73
1-4-2000-4025 FD - Audit	2,711	-	2711.00
1-4-2000-4030 FD - Licenses	1,300	-	1300.00
1-4-2000-4040 FIRE - Bank Charges	-	-	0.00
1-4-2000-5010 FD - Miscellaneous	1,000	525	474.55
1-4-2000-7130 FD - Equipment Repairs	500	-	500.00
1-4-2000-7140 FD - Building & Lot Maintenance	500	453	47.05

1-4-2000-7210 FD - Fire Prevention	500	-	500.00
1-4-2000-9000 FD - Transfer t Reserves	5,000	-	5000.00
Fire Department	104,339	40,581	63757.83
1-3-2100-7200 CBO - Building Permits	- 16,000 -	14,590	-1410.00
1-3-2100-7810 CBO - Compliance Certificates	- 250 -	60	-190.00
1-4-2100-1010 CBO - Wages	6,228	533	5695.18
1-4-2100-1110 CBO - Benefits	1,349	141	1208.23
1-4-2100-1225 CBO - CBO Contract	13,500	3,308	10191.98
1-4-2100-4020 CBO - Insurance	528	357	170.61
1-4-2100-4025 CBO - Audit	374	-	374.00
Building Department	5,729 -	10,311	16040.00
1-3-2200-7230 BLEO - Miscellaneous	- 900 -	830	-70.00
1-4-2200-1010 BLEO - Wages	8,175	2,483	5692.18
1-4-2200-1110 BLEO - Benefits	1,334	349	984.79
1-4-2200-1200 BLEO - Travel	500	-	500.00
1-4-2200-1300 BLEO - Seminars & Workshops	500	174	326.00
1-4-2200-2010 BLEO - Materials/Supplies	500	1,011	-510.58
1-4-2200-1210 BLEO - Enforcement Officer	-	-	0.00
1-4-2200-1230 BLEO - Animal Control	-	12	-12.41
1-4-2200-4020 BLEO - Insurance	747	506	241.16
1-4-2200-4025 BLEO - Audit	526	-	526.00
By-Law Department	11,382	3,705	7677.14
1-3-2300-7204 ROADS - Provincial Grants	- 200 -	200	0.00
1-4-2300-1010 RD - Wages	25,846	15,345	10500.68
1-4-2300-1110 RD - Benefits	8,637	4,505	4132.44
1-4-2300-1235 RDS - Winter Maintenance	2,000	376	1624.22
1-4-2300-1320 RD - Memberships	1,850	834	1015.64
1-4-2300-2010 RD - Materials/Supplies	5,000	816	4183.65
1-4-2300-2024 RD - Propane	2,600	2,101	499.12
1-4-2300-2030 RD - Hydro	1,300	569	730.78
1-4-2300-2035 RD - Delivery Charges	-	-	0.00
1-4-2300-2060 RD - Bridges & Culverts	2,500	-	2500.00
1-4-2300-2062 RD - Ditching	3,000	-	3000.00
1-4-2300-2063 RD - Patching	2,500	5,231	-2730.53
1-4-2300-2064 RD - Sweeping	1,000	1,516	-516.22
1-4-2300-2065 RD - Shoulder Maintenance	1,000	-	1000.00
1-4-2300-2066 RD - Resurfacing/Grading	1,000	-	1000.00
1-4-2300-2068 RD - Culvert Thawing	1,500	28	1471.52
1-4-2300-2069 RD - Safety Devices	500	-	500.00
1-4-2300-2070 RD - Snow Plowing	-	-	0.00
1-4-2300-2075 RD - Sanding & Salting	12,000	9,618	2382.47
1-4-2300-2077 RD - John Deere Backhoe	5,000	671	4329.21
1-4-2300-2078 RD - Yellow Plow Truck 2002	10,000	3,170	6829.81
1-4-2300-2079 RD - P.W. VEHICLE #2	7,200	5,677	1523.04

1-4-2300-2081 RD - P.W. Vehicle	1,000	3,558	-2557.88
1-4-2300-4020 RD - Insurance	8,571	5,802	2768.54
1-4-2300-4025 RD - Audit	4,407	-	4407.00
1-4-2300-4030 RD - License/Permits	1,300	1,544	-243.61
1-4-2300-7130 RD - Equipment Repairs	250	1,634	-1384.44
1-4-2300-7140 RD - Building & Lot Maintenance	-	23	-23.47
1-4-2300-9000 RD - Transfer to Reserves	-	-	0.00
1-4-2310-2030 F - Street Lighting Hydro	3,800	1,611	2189.44
1-4-2310-7130 F - Equipment Maintenance	2,000	2,256	-255.98
Roads/Street Light Department	115,561	66,686	48875.43
1-3-2500-5300 POL - Provincial Offences Fines	-	600	-600.00
1-3-2500-5400 POL - Policing	-	619	619.00
1-3-2500-7205 POL - Provincial Grants - R.I.D.E.	-	5,516	919.24
1-4-2500-1010 POL - Salaries	2,806	2,131	674.69
1-4-2500-1110 POL - Benefits	607	563	43.91
1-4-2500-1220 POL - Policing	116,580	58,837	57743.21
1-4-2500-2800 POL - R.I.D.E. Program	6,500	6,435	64.76
Police Department	120,377	60,912	59464.81
1-3-4020-7204 LF - PROVINCIAL GRANTS	-	-	0.00
1-3-4020-7230 LF - Miscellaneous	-	15,000	-8737.72
1-4-4020-1010 LF - Wages	20,197	8,434	11762.82
1-4-4020-1110 LF - Benefits	3,361	1,347	2013.70
1-4-4020-1240 LF - Garbage Collection	48,151	23,904	24246.90
1-4-4020-1250 LF - Garbage Compaction & Burial	7,800	883	6916.60
1-4-4020-1300 LF - Seminars/Workshops	500	-	500.00
1-4-4020-2010 LF - Materials/Supplies	1,000	2,445	-1444.62
1-4-4020-2030 LF - Hydro	700	367	332.92
1-4-4020-2079 LF - PW VEHICLE #2	500	-	500.00
1-4-4020-2310 LF - Environmental 3R's	750	823	-73.24
1-4-4020-2320 LF - Monitoring	70,000	17,915	52085.14
1-4-4020-2400 LF - Repairs & Maintenance	1,000	352	647.92
1-4-4020-4020 LF - Insurance	6,708	4,541	2166.82
1-4-4020-4025 LF - Audit	3,391	-	3391.00
1-4-4020-5010 LF - Miscellaneous	100	-	100.00
1-4-4020-7130 LF - Equipment Repairs	3,500	127	3372.63
1-4-4020-7140 LF - Building & Lot Maintenance	2,000	-	2000.00
1-4-4020-9000 LF - Transfer to Reserves	20,000	-	20000.00
Landfill Department	174,658	54,877	119780.87
1-4-5000-2325 HSS - Social Assistance	342,600	167,739	174861.48
1-4-5000-2330 HSS - Public Health	22,546	11,381	11165.50
1-4-5000-2335 HSS-Dr. Recruitment	6,000	5,830	170.00
Health/Social Services	371,146	184,949	186196.98
1-3-7010-7202 REC - Federal Grants	-	6,300	-5460.00

1-3-7010-7204 REC - Provincial Grants	-	2,007	-	-2007.00
1-3-7010-7230 REC - Misc Revenue		-	200	200.00
1-3-7010-7500 REC- Recreation Committee Revenue	-	3,000	1,825	-1175.00
1-4-7010-1010 REC - Wages		64,124	17,311	46813.16
1-4-7010-1110 REC - Benefits		12,489	5,323	7166.33
1-4-7010-1300 REC - Seminars & Workshops		500	-	500.00
1-4-7010-2010 REC - Materials/Supplies		3,000	-	3000.00
1-4-7010-2030 REC - Hydro		2,100	1,254	846.41
1-4-7010-2050 REC - Telephone		687	403	283.62
1-4-7010-2079 REC - PW VEHICLE #2		5,700	245	5455.48
1-4-7010-2081 REC - P.W.VEHICL		3,900	356	3544.50
1-4-7010-2090 REC - Rinks Maintenance		500	-	500.00
1-4-7010-2091 REC - Parks Maintenance		2,000	2,619	-619.18
1-4-7010-2092 REC - Trails Maintenance		1,000	-	1000.00
1-4-7010-2093 REC - Docks Maintenance		1,000	785	214.60
1-4-7010-2120 REC - Office Supplies		50	-	50.00
1-4-7010-2300 REC - Advertising		350	331	19.28
1-4-7010-2400 REC - Repairs & Maintenance		1,000	-	1000.00
1-4-7010-2450 REC - Protective Gear		200	-	200.00
1-4-7010-4020 REC - Insurance		14,258	9,652	4605.52
1-4-7010-4025 REC - Audit		1,695	-	1695.00
1-4-7010-4030 REC - Licenses & Permits		-	-	0.00
1-4-7010-4060 REC - Library Contribution		2,007	-	2007.00
1-4-7010-5010 REC - Miscellaneous		700	-	700.00
1-4-7010-7130 REC - Equipment Repairs		750	-	750.00
1-4-7010-7500 REC - Recreation Committee		4,000	974	3025.61
Recreation Department		110,703	36,388	74315.33
1-3-8010-7230 PLN - Miscellaneous			-	0.00
1-3-8010-7816 PLN - OP/Zoning Amendments			-	0.00
1-3-8010-7255 PLN - Transfer from Reserves	-	10,000		-10000.00
1-4-8010-1010 PLN - Wages		11,841	3,197	8644.04
1-4-8010-1110 PLN - Benefits		2,563	845	1718.34
1-4-8010-1300 PLN - Seminars & Workshops		-	-	0.00
1-4-8010-2010 PLN - Materials/Supplies		-	-	0.00
1-4-8010-2095 PLN - Newsletter		-	-	0.00
1-4-8010-2300 PLN - Advertising		-	-	0.00
1-4-8010-4020 PLN - Insurance		698	473	225.26
1-4-8010-4025 PLN - Audit		379	-	379.00
1-4-8010-5010 PLN - Miscellaneous		-	-	0.00
1-4-8010-7810 PLN - Professional Fees		14,000	4,783	9216.60
Planning Department		19,481	9,298	10183.24
1-4-8020-1010 TELE - Wages		1,437	533	904.18
1-4-8020-1110 TELE - Benefits		311	141	170.23
1-4-8020-2130 TELE - Computer Services		-	-	0.00
1-4-8020-2150 TELE - Internet Charges		5,420	1,074	4346.07

1-4-8020-4020 TELE - Insurance	105	71	34.09
1-4-8020-4025 TELE - Audit	76	-	76.00
Telecommunications	7,349	1,818	5530.57
1-3-8030-7230 INFO - Miscellaneous	-	-	-2500.00
1-3-8030-8015 INFO - Tourist Info Centre (EL Share)	-	-	-6000.00
1-4-8030-1010 INFO - Wages	1,814	533	1281.18
1-4-8030-1110 INFO - Benefits	392	141	251.23
1-4-8030-2030 INFO - Hydro	2,500	988	1511.84
1-4-8030-2079 INFO - PW VEHICLE #2	-	-	0.00
1-4-8030-4020 INFO - Insurance	4,764	3,225	1538.94
1-4-8030-4025 INFO - Audit	25	-	25.00
1-4-8030-7140 INFO - Building & Lot Maintenance	-	-	0.00
Tourist Information Centre (Deer Trail)	995	4,887	-3891.81
1-3-8040-4900 WTR - Water Revenues	-	45,733	-22002.76
1-3-8040-4940 WTR - Connection Fees	-	60	0.00
1-3-8040-7130 Penalties & Interest - SR	-	500	153.41
1-4-8040-1010 SRW-Wages	19,886	5,098	14787.79
1-4-8040-1110 SRW - Benefits	4,979	1,806	3173.13
1-4-8040-1260 SRW - Plant Operations	56,631	28,176	28454.94
1-4-8040-1300 SRW - Seminars/Workshops	500	114	385.52
1-4-8040-2010 SRW - Materials/Supplies	-	69	-69.20
1-4-8040-2024 SRW - Propane	350	54	295.66
1-4-8040-2030 SRW - Hydro	13,800	10,057	3743.29
1-4-8040-2050 SRW - Telephone	1,400	586	813.93
1-4-8040-2079 SRW - PW VEHICLE #2	415	-	415.00
1-4-8040-2165 SRW - Pipes & Connections	10,000	1,904	8095.91
1-4-8040-4020 W-DEL - Insurance	3,768	2,551	1217.07
1-4-8040-4025 SRW - Audit	3,120	-	3120.00
1-4-8040-4030 SRW -license & Permits	-	-	0.00
1-4-8040-4040 SRW - Bank Charges	1,200	577	622.90
1-4-8040-4080 SRW - Discounts to Users	900	396	503.59
1-4-8040-5010 SRW - Miscellaneous	300	-	300.00
1-4-8040-7130 SRW - Equipment Maintenance	500	-	500.00
1-4-8040-7140 SRW - Building & Lot Maintenance	300	81	219.10
Serpent River Water	71,756	27,027	44729.28
1-3-8050-4900 WTR - Water Revenues	-	27,428	-13895.52
1-3-8050-4940 WTR - Connection Fees	-	-	0.00
1-3-8050-7130 Penalties & Interest - PE	-	200	138.28
1-3-8051-4910 SEWR - Sewer Revenues	-	7,343	-3736.60
1-4-8050-1010 PEW -Wages	19,886	5,098	14787.79
1-4-8050-1110 PEW - Benefits	4,979	1,316	3662.89
1-4-8050-1260 PEW - Contracts	64,560	32,121	32439.33
1-4-8050-1300 PEW - Seminars/Workshops	500	114	385.52
1-4-8050-2024 PEW- Propane	380	-	380.00

1-4-8050-2030 PEW - Hydro	12,000	5,290	6710.19
1-4-8050-2050 PEW - Telephone	2,500	1,198	1302.12
1-4-8050-2079 PEW - PW VEHICLE #2	415	-	415.00
1-4-8050-2165 PEW - Pipes & Connections	2,000	-	2000.00
1-4-8050-4020 PEW - Insurance	4,630	3,134	1495.71
1-4-8050-4025 PEW - Audit	2,542	-	2542.00
1-4-8050-4030 PEW - Licenses & Permits	200	-	200.00
1-4-8050-4040 PEW - Bank Charges	1,200	527	673.01
1-4-8050-4080 PEW - Discount to Users	640	375	264.85
1-4-8050-5010 PEW- Miscellaneous	200	-	200.00
1-4-8050-7130 PEW - Equipment Maintenance		-	0.00
1-4-8050-7140 PEW - Building & Lot Maintenance	500	-	500.00
1-4-8051-1260 PEW - Sewer Contract	20,387	10,143	10243.64
Pronto East Water/Sewer	102,548	41,840	60708.21
1-3-8060-7230 CEM - Miscellaneous	-	500	-500.00
1-3-8060-7500 CEM - Cemetery Plot Sales	-	870	1530.00
1-3-8060-7255 CEM - Transfer from Reserve	-	2,500	-2500.00
1-4-8060-1010 CEM - Wages	2,844	936	1907.92
1-4-8060-1110 CEM - Benefits	684	269	415.29
1-4-8060-1300 CEM - Courses/Seminars	-	-	0.00
1-4-8060-2010 CEM - Materials/Supplies	500	-	500.00
1-4-8060-2079 CEM - PW VEHICLE #2	300	-	300.00
1-4-8060-3010 CEM - Equipment Rentals	500	-	500.00
1-4-8060-4020 CEM - Insurance	950	643	307.07
1-4-8060-4025 CEM - Audit	118	-	118.00
1-4-8060-7140 CEM - Building & Lot Maintenance	2,500	2,148	352.29
Cemetery Department	4,526	1,595	2930.57
	-	628,661	628660.96

7h)



July 3, 2024

Meeting of July 17th, 2024

Council Report

SUBJECT: Tax & Water/Wastewater Receivables (2nd QTR 2024)

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

PROPERTY TAX RECEIVABLES

Tax Receivables as of:	Amount:
June 30th, 2024	\$834,379.84

Current Year Taxes: \$772,306.75 (609 properties)
 1 Yr in Arrears: \$53,308.74 (58 properties)
 2 Yrs and more in Arrears: \$8,764.35 (12 properties)

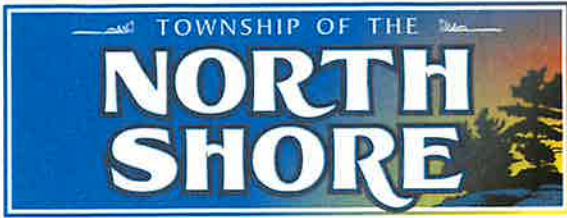
Total Receivables: \$834,379.84

WATER/WASTEWATER RECEIVABLES

Water/Wastewater Receivables as of:	Amount:
June 30th, 2024	\$7,636.64 (26 properties)

Note – Final Taxes billed in June and not yet due are included in above
Late payment charges are applied every month on all accounts that are in arrears for both property taxes (1.25%) and water/wastewater (2%).

71)



July 9th, 2024

Meeting of July 17th, 2024

Council Report

SUBJECT: PROCEDURE BY-LAW AMENDMENT - QUESTION PERIOD

RECOMMENDATION: That Council receive and review the report as presented regarding the proposed amendments to the Township's Procedure By-Law for the addition of Question Period, and that Council direct staff to bring a Procedure By-Law amendment By-Law with the proposed amendments to the August 16th, 2024, Council meeting

At the June 5th, 2024, Council meeting, there was a Delegation to Council by Janice Gamble regarding Question Period. At the June 19th, 2024, Council meeting, a report was brought to Council by the Clerk regarding this delegation and information was provided on which sections of the Procedure By-Law would need to be amended in order to add Question Period back to the Township's Procedure By-Law. Council members were asked to forward any proposed amendments to the Clerk and the Clerk was directed to bring a report to Council with proposed amendments for the Township's Procedure By-Law to the July 17th, 2024, Regular Council meeting for Council to review.

In order for Question Period to be brought back to Council meetings, the following sections of the Township of The North Shore Procedure By-Law will need to be amended and/or the following will need to be added:

- Contents
- Definitions
- Section 2.14.5
- Section 2.14.6
- Addition of Question Period guidelines
- Schedule B – agenda template

Procedure By-Law 17-31 and By-Law 18-12 to amend Procedure By-Law 17-31 are the most recent By-Laws that included or amended the Procedure By-Law regarding Question Period. By-Law 17-31 and By-Law 18-12, as well as the attached proposed amendments from Council, and the Procedure By-Laws of the City of Owen Sound, the Municipality of Port Hope, and the Municipality of Admaston-Bromley, and have been taken into consideration when preparing this report.

Please see the following proposed amendments:

- Under "Contents" – RE-NUMBERING of items starting with Section 6.5
- Under "Contents" – ADDITION of "6.5 Question Period" with additional subsections "6.5.1 Cancellation of Question Period", "6.5.2 Guidelines for Question Period" as well as further subsection 6.5.2.1 - 6.5.2.18, and "6.5.3 Expected Conduct during Question Period" as well as further subsections 6.5.3.1 – 6.5.3.10
- Under "Definitions" – RE-NUMBERING of items starting at Section 1.28
- Under "Definitions" – ADDITION of "1.28 Question Period – Question Period means an item on the agenda of a meeting that allows members of the public to address Council members on an informal basis, with questions related to other items on the meeting's agenda, that is designed as an information exchange only"
- Under "Conduct" Section 2.14.5 – AMENDING the wording of "No person shall speak aloud at a meeting or address Members without first receiving permission from the Chair" to "No person shall speak aloud at a meeting or address the Members until the scheduled Question Period, as applicable"
- Under "Conduct" Section 2.14.6 – REMOVAL of entire Section
- Under Section 6.5 Question Period (as the addition has been stated above) – ADDITION of the following:
 - o "6.5.1 – Cancellation of Question Period - Question Period is optional and may be cancelled, at the discretion of Council, without notice, by Resolution passed by two-thirds of the members present."
 - o "6.5.2 – Guidelines for Question Period – the following guidelines shall apply to Question Period:
 - 6.5.2.1 - Question Period shall be held at the conclusion of each Regular or Special meeting of Council and questions shall relate to agenda items of the evening only. Questions are not required to be submitted prior to the meeting.
 - 6.5.2.2 - A time frame of one half (1/2) hour will be given for Question Period
 - 6.5.2.3 – Before each Question Period, the Mayor shall remind the Residents and Members of Council of the expected respectful communication of questions being asked and answered during Question Period
 - 6.5.2.4 - Residents will raise their hands, the Mayor will take note and ask for their questions in an orderly fashion.
 - 6.5.2.5 - Residents should state their name, and which Ward they live in.
 - 6.5.2.6 - Residents may include a brief introductory statement that provides background for the question.
 - 6.5.2.7 - Questions, including the brief introductory summary, if applicable, are limited to a time-period of 5 (5) minutes.
 - 6.5.2.8 - One question may be asked per resident. If time allows, the same resident can ask another question after everyone has had a turn.
 - 6.5.2.9 - Question Period is for questions/inquiries only, and not an opportunity to provide comment on Municipal matters. Council reserves the right to ask Residents to limit their questions to the matter at hand.
 - 6.5.2.10 - Residents should state who the question is for, or the Mayor will determine who could best answer the question.
 - 6.5.2.11 – Any questions designed in the view of the Mayor to be derogatory or defamatory to individual members of Council or Staff will be ruled out of order

- 6.5.2.12 - *If Council is satisfied that they have answered the question, the same question will not be addressed again.*
- 6.5.2.13 - *There are no obligations on Council to respond or action items related to a question asked during Question Period.*
- 6.5.2.14 - *If Council is not in the position to answer a question, then it may be brought back to the next Council meeting as Old Business, to be addressed then.*
- 6.5.2.15 – *Council reserves the right to refer the inquiry to Staff for timely follow-up subsequent to the meeting, however, Staff are not expected to prepare or provide recommendations regarding the informal inquiry at the meeting*
- 6.5.2.16 – *Generally, no motions are passed related to matters raised during Question Period*
- 6.5.2.17 - *Question and answers will be noted in the meeting’s minutes in general terms.*
- 6.5.2.18 - *Question period shall be recorded and retained on file for future reference if needed.”*
- *“6.5.3 – Expected Conduct During Question Period – No person, including Residents, Members of Council, or Staff shall be permitted to:*
 - *6.5.3.1 - Address the Council with respect to any and all issues dealt with during any and all Closed Sessions, under the provisions of this By-Law and the Municipal Act R.S.O. 2001, as amended*
 - *6.5.3.2- Speak aloud at a meeting or address members without first receiving permission of the Mayor to do so*
 - *6.5.3.3 - Use profane or offensive words or insulting expressions against any Member of Council, Staff, another Resident or guests*
 - *6.5.3.4 - Resist the rules of Council or disobey the decisions of the Mayor or of Council on questions of order or practice or upon the interpretation of the rules of Council*
 - *6.5.3.5 - Leave his or her seat or make any noise or disturbance while a matter is being considered or discussed by Council, while a vote is being taken, or until the results of the vote are declared*
 - *6.5.3.6 - Disturb Council, Staff, or another person, by any disorderly conduct disconcerting to the speaker or the assembly*
 - *6.5.3.7 - Interrupt any Member of Council while speaking through speaking out, making noise or a disturbance, except for in the case where a Member of Council is attempting to raise a point of order*
 - *6.5.3.8 – Breach any other requirement of a meeting under General Meetings Rules, specifically Section 2.14 - Conduct, and Section 2.16 – Points of Procedure, of this By-Law*
 - *6.5.3.9 - Attend or speak at another open forum of Council after being ordered to vacate, having committed a breach of any rule of the Council, and without having first met with the Mayor and having satisfied the Mayor that future conduct at meetings and the open forum will be in conformity to the rules of this bylaw.”*
- Under “Schedule B – Agenda Template” – RE-NUMBERING of agenda items starting with item “11”
- Under “Schedule B – Agenda Template” – ADDITION of “11 – Question Period”



Agenda

Regular Meeting of Council
Corporation of the Township of The North Shore
Wednesday, xxxx, 2024
6:00 PM

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

Join Zoom Meeting

<https://us02web.zoom.us/j/xxxxxxxxxxxxxxxxxxxxxxxxxxxGJwZIRpMnR1N29xxxREsvNG0vQT09xxxx>

Meeting ID:xxx xxxx xxx

Passcode: xxxxxx

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
5. ADOPTION OF MINUTES
6. COUNCIL MEMBERS REPORT
7. REPORTS AND MOTIONS OF MUNICIPAL STAFF, COMMITTEES, AND COMMUNICATIONS
Consent Agenda
8. OLD BUSINESS (INCLUDES THE FOLLOWING WRITTEN LETTERS/REPORTS)
9. INTRODUCTION, READING AND CONSIDERATION OF BY-LAWS
10. NOTICES OF MOTION
11. QUESTION PERIOD
12. CLOSED SESSION
13. REPORT FROM CLOSED SESSION
14. CONFIRMATORY BY-LAW
15. ADJOURNMENT



COPY

Resolution # 169

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

REGULAR COUNCIL MEETING

MEETING DATE: June 19th, 2024

AGENDA ITEM(S): 76

MOVED BY: T. Simon

SECONDED BY: L. Menard

BE IT RESOLVED: That Council of the Corporation of The North Shore receive the report as presented regarding Question Period, and that Council direct staff to provide proposed amendments of the Township of The North Shore Procedural By-Law for Council's review in a report at the July 17th, 2024, Council meeting.

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

By-law 17-31

Being a by-law to Regulate the Procedures of the Council of the Corporation of the Township of The North Shore

19 Question Period

- 19.1.0 The Question Period is an opportunity for the public to address Council on an informal basis and is designed as an information exchange only.
- 19.2.0 The Question Period is optional and may be cancelled, at the discretion of Council, without notice, by resolution passed by two-thirds of the members present.
- 19.3.0 The following guidelines shall apply to the Question Period:
- 19.3.1 Time frame of one half (1/2) hour will be given to question period.
- 19.3.2 Residents will raise their hands, the mayor will take note and ask for their questions in an orderly fashion.
- 19.3.3 Residents should state their name and which ward they live in.

By-law 17-22
Page 11 of 13

- 19.3.4 Residents should state who the question is for, or the mayor will determine who could best answer the question.
- 19.3.5 If council is satisfied that they have answered the question, then the same question will not be addressed again.
- 19.3.6 One question per resident , maximum 5 minutes per question. If time allows the same resident can ask another question after everyone has had a turn.
- 19.3.7 Question and answers will be noted in minutes in general terms.
- 19.3.8 If council was not in the position to answer a question, then it will come back to the next council meeting as Old Business, to be addressed then.
- 19.4.0 No person shall be permitted to:
- 19.4.1 Address the Council with respect to a specific issue dealt with during closed sessions, under the provisions of this bylaw and the Municipal Act R.S.O. 2001, as amended;
- 19.4.2 Speak aloud at a meeting or address members without first receiving permission of the Presiding Officer to do so;
- 19.4.3 Use profane or offensive words or insulting expressions against the Council, or any member, staff or quest;
- 19.4.4 Resist the rules of Council or disobey the decisions of the Mayor or Presiding Officer or of Council on questions of order or practice or upon the interpretation of the rules of Council;
- 19.4.5 Leave his or her seat or make any noise or disturbance while a matter is being considered or discussed by Council, while a vote is being taken; or until the results are declared;
- 19.4.6 Disturb another, or Council, staff, or person, by any disorderly conduct disconcerting to the speaker or the assembly;
- 19.4.7 Interrupt any member while speaking through speaking out, noise or disturbance, except for a member of Council to raise a point of order;
- 19.4.8 Enter the place of meeting while someone is speaking;
- 19.4.9 Leave the meeting while someone is speaking or without first obtaining permission from the Mayor or Presiding Officer;
- 19.4.10 Attend or speak at another open forum of Council after being ordered to vacate, having committed a breach of any rule of the Council, and without having first met with the Mayor or Presiding Officer and having satisfied the Mayor that future conduct at meetings and the open forum will be in conformity to the rules of this bylaw.

By-law 18-12

Being a by-law to amend By-law 18-03 a By-law to Regulate the Procedures of the Council of the Corporation of the Township of The North Shore

WHEREAS Council for the Corporation of the Township of The North Shore enacted By-law No. 18-03 pursuant to Section 242 OF the *Municipal Act RSO 1970* as amended for governing the proceedings of the Council, the conduct of its Members, and the calling of meetings; and

WHEREAS Council deems it necessary to amend some of the provisions of By-law 18-03:

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

19 Question Period

19.3.9 Questions shall relate to agenda items of the evening only. Any questions regarding other items must be submitted in writing at the Council meeting and will be answered in a reasonable time. One question per person.

19.3.10 Question period shall be recorded and retained on file for future reference if needed.



- g. the Clerk shall determine the appropriate meeting for each deputation or presentation, advise the requester and schedule the deputation or presentation accordingly;
- h. deputation and presentation requests may be denied where it is determined by the Mayor and City Manager that the subject matter is unduly repetitious;
- i. deputations and presentations are limited to a time period of ten (10) minutes;
- j. Members shall address the persons(s) making a deputation or presentation only to ask questions or provide thanks but not to enter into debate or discussion of the matter; and
- k. The Chair may curtail any deputation or presentation for disorder or any other breach of this by-law.

Public Question Period

- 65. A person may ask a question of the Members on any matter during the Public Question Period portion of a meeting.
- 66. Persons asking a question must provide their name and the municipality in which they reside prior to asking their question.
- 67. A question may include a brief introductory statement that provides background for the question.
- 68. Questions, including the brief introductory statement, are limited to a time-period of five (5) minutes.
- 69. In circumstances where a person is unable to attend a meeting, they may register to participate in Public Question Period, electronically or by telephone, by submitting their question and any introductory statement to the Clerk at least twenty-four (24) hours prior to the meeting. The Clerk will acknowledge receipt of the request and provide instructions on how to access the meeting remotely. All questions will be circulated to Council in advance of the meeting and, where a person cannot or does not connect to the meeting, the question will not be read out but will be acknowledged and answered where appropriate.
- 70. The Chair may curtail multiple questions on the same topic or questions that have been previously answered.
- 71. The Chair may curtail any question for disorder or any other breach of this by-law.
- 72. Members will hear questions and answer if appropriate.

THE CORPORATION OF THE MUNICIPALITY OF PORT HOPE

BY-LAW 60/2023

Being A By-law to Govern the Proceedings of Council and Committee Meetings of the Corporation of the Municipality of Port Hope and Repeal By-law 49/2015

46. Question Period

- 46.1. Question Period occurs in Committee of the Whole, prior to Adjournment. During Question Period, members of the Public and Media may address Council to make informal inquiries on matters of municipal business.
- 46.2. Council reserves the right to refer the inquiry to Staff for timely follow-up subsequent to the meeting, however, staff are not expected to prepare or provide recommendations regarding the informal inquiry at the meeting.
- 46.3. Question Period is for questions/inquiries only, and not an opportunity to provide comment on municipal matters. Council reserves the right to ask attendees to limit their question to the matter at hand.
- 46.4. There are no obligations on Council to respond or action items related to a question asked during Question Period.
- 46.5. Generally, no motions are passed related to matters raised during Question Period.
- 46.6. In order to ask a question during Question Period, attendees must attend the Meeting in person, unless otherwise determined by the Clerk.

Motions

47. General Motions

- 47.1. After a motion has been moved and seconded, it shall be deemed to be in the possession of Council or Committee. A Motion or amending Motion may be withdrawn with the consent of the Mover and Seconder at any time before the

CORPORATION OF THE TOWNSHIP OF ADMASTON/BROMLEY

BY-LAW NO. 2022-30

**Being a By-Law to amend By-Law 2012-34,
being a By-Law to govern the proceedings of Council and
Committees, Of the Township of Admaston/Bromley.**

- (k) A question period shall be held at the conclusion of each regular or special meeting of Council with the following conditions applicable:
- (i) The maximum time allotment for such question period to be twenty minutes;
 - (ii) A maximum time allotment per individual to be two minutes;
 - (iii) The question period privilege is available to Admaston/Bromley electors and members of the media only;
 - (iv) Questions may be posed only on matters of the agenda of that meeting;
 - (vi) Any questions designed in the view of the Chair, to be derogatory or defamatory to individual members of Council or Staff will be ruled out of order.

10

- (vii) Attendance shall include remote participation by electronic means. Electronic participation shall be as prescribed in Section 238 in the Municipal Act, regarding procedure by-law. **(Amended by By-Law 2020-21)**

Municipal Clerk

From: Ward1
Sent: June 25, 2024 12:58 PM
To: Municipal Clerk; Ward2; Ward3; AtLarge; Mayor
Subject: Re: Procedure By-Law - Question Period

Here are a few suggestions from myself and residents that have talked to me about this item

1. the question period is only in regard to items on the agenda of that council meeting. And any attempt to swaying the conversation into another subject will be reason enough to stop the discussion down with that resident.
2. Question period should be at the end of our open session as to not all down the progress of council
3. Questions do not need to be forwarded ahead of time but the resident must accept that there may be a time when council has to defer to staff for a answer and that will have to be given at a later date
4. Staff are not to participate in these discussion as this is a time for the rate payers to communicate and provide questions to the council.
5. Respect will be given at all times and the Mayor will decide when things get questionable and how to proceed with disrespectful behaviour.
6. Council and staff that are present should accept that this could lead to criticism both constructive and negative from rate payers and if they can't handle this they should remove themselves from the meeting so as to not slow down the discussion.

That's all I have right now

Well Being Notice: Receiving this email outside o normal working hours? Managing work and life responsibilities is unique for everyone. I have sent this email at a time that works for me. Please respond at a time that works for you.

Respectfully
Councillor Welburn
Algoma Mills

[Get Outlook for iOS](#)

From: Municipal Clerk <municipalclerk@townshipofthenorthshore.ca>
Sent: Tuesday, June 25, 2024 12:36:09 PM
To: Ward1 <Ward1@townshipofthenorthshore.ca>; Ward2 <Ward2@townshipofthenorthshore.ca>; Ward3 <Ward3@townshipofthenorthshore.ca>; AtLarge <AtLarge@townshipofthenorthshore.ca>; Mayor <Mayor@townshipofthenorthshore.ca>
Subject: Procedure By-Law - Question Period

Good afternoon Council

This email is to remind Councillors to forward their comments/concerns/ideas for Question period so that the Procedure By-Law amendments and report can be ready for the meeting of July 17th.

Question Period

The purpose of my delegation is to ask Council respectfully to reinstate Question Period at Council meetings.

Benefits of Question Period:

1. Question Period allows the public to participate in local municipal government in an informal way.
2. Councillors can learn from their constituents during Question Period.
3. Question Period brings transparency to Open Session of Council meetings.
4. Question Period is democratic; it reflects well on Council and Staff.
5. Question Period removes the veil of secrecy that exists without it. It welcomes constituents to participate in their local democracy.
6. Question Period encourages constituents to attend meetings.
7. Question Period alleviates pressure from the Clerk as Mayor and Council share her responsibility of engaging with the public.

Recommendation:

By-law 18-03 and By-law 18-12 effectively amended procedures around Question period in 2018. These by-laws refined the process of Question Period, so that questions were submitted in advance and were limited to items on the agenda. Personally, I think most questions from the public will arise during Council meetings, and that Question Period should be used to informally address these questions in a timely manner, even if the question cannot be answered till next meeting.

Before each Question Period, the mayor could briefly instruct the public in respectful communication during this session of Council meetings.

Municipal Clerk

From: janice gamble [REDACTED]
Sent: May 10, 2024 10:19 AM
To: Municipal Clerk
Subject: Question Period Delegation

Hello Rachel,

Please add the following to the Recommendation section of my delegation request:

Questions should be asked in a respectful manner. Questions do not have to be submitted in advance of Council meeting, but must refer to times on the agenda for that meeting.

Hope this is clear enough.

Regards,
Janice
Sent from my iPad

CA

Ministry of Natural Resources

Resource Development Section
Development and Hazard Policy Branch
Policy Division
300 Water Street
Peterborough, ON K9J 3C7

Ministère des Richesses Naturelles

Section du développement des ressources
Direction general de l'elaboration et des
politiques sur les risqué
Division de l'elaboration des politiques
300, rue Water
Peterborough (Ontario) K9J 3C7



RE: Streamlining of approvals under the *Aggregate Resources Act* and supporting policy

Greetings,

Further to my letter dated May 29th, 2023, I am writing to inform you that a decision notice has been posted regarding the "Proposed changes to the *Aggregate Resources Act*, Ontario Regulation 244/97 to expand self-filing activities and a new policy regarding amendments to existing aggregate approvals" (ERO #019-6767).

The Ministry of Natural Resources has made changes under the *Aggregate Resources Act* to expand the list of small or routine site plan changes to an existing pit or quarry that can be self-filed (subject to conditions). The ministry has also implemented a new policy for amending an existing aggregate licence, permit or site plan where approval by the ministry is required.

On August 18, 2023, Ontario Regulation 244/97 was amended to add additional site plan changes that can be made without ministry approval when certain conditions and eligibility criteria are met. For a complete list of these changes, conditions and eligibility criteria, please refer to section 7.2 of the regulation, which can be viewed at: <https://www.ontario.ca/laws/regulation/970244>

In addition, the ministry has introduced a new amendment policy that clarifies the requirements and approach to public notification and consultation, as well as provides direction on the requirements when applying for an amendment, and guides ministry decision-making for amendment applications (including what constitutes significant and non-significant amendments). Effective immediately, this policy replaces 14 existing aggregate policies and procedures. For a complete list, please refer to the decision notice.

To view the complete details of this decision, please click on the link above or visit the Environmental Registry of Ontario at ero.ontario.ca and search for ERO number 019-6767.

If you have any questions regarding these changes, please contact us by email at aggregates@ontario.ca.

Sincerely,

Jennifer Keyes,
Director, Development and Hazard Policy Branch

Thursday, June 27, 2024

To: Heads and Members of Council
From: Trevor Wilcox, Secretary-Treasurer, AMO

It is my pleasure to provide a report on the candidates standing for election for the 2024-2026 AMO Board of Directors.

The AMO Board of Directors election is coordinated by AMO staff and overseen by the City of Brampton Clerk's Office. The City of Brampton Clerk is the appointed Chief Returning Officer (CRO). The CRO has confirmed all candidates against the nomination eligibility requirements.

Notice of Elections to be Held and Acclamations

Elections will be held for the following offices, with the number of candidates and open positions noted.

- President: Two (2) candidates for one (1) elected official position
- County Caucus: Six (6) candidates for three (3) elected official positions
- Large Urban Caucus: Seven (7) candidates for five (5) elected official positions
- Northern Caucus: Three (3) candidates for two (2) elected official positions from Northeastern Ontario
- Regional & Single Tier Caucus: Eight (8) candidates for six (6) elected official positions
- Rural Caucus: Nine (9) candidates for four (4) elected official positions AND two (2) candidates for one (1) municipal employee position
- Small Urban Caucus: Eleven (11) candidates for four (4) elected official positions AND three (3) candidates for one (1) municipal employee position

The following positions were acclaimed:

- Secretary-Treasurer: One (1) municipal employee
- County Caucus: One (1) municipal employee
- Northern Caucus: Two (2) elected officials from Northwestern Ontario

The following position remains vacant and will be filled by appointment by the Board of Directors in fall 2024:

- Large Urban Caucus: One (1) municipal employee

List of Candidates

Candidates for President: One (1) municipal elected official to be elected

Robin Jones, Mayor, Village of Westport

Wendy Landry, Mayor, Municipality of Shuniah

Candidates for County Caucus: Three (3) municipal elected officials to be elected

Diane Ballantyne, Councillor, County of Wellington

Secretary-Treasurer's Report
2024-2026 AMO Board of Directors: Nominations

Don DeGenova, Councillor, County of Hastings
Aina DeViet, Warden, County of Middlesex
Barbara Dobreen, Councillor, County of Grey
Chris Gerrits, Councillor, County of Dufferin
Chris Peabody, Warden, County of Bruce

Candidates for Large Urban Caucus: Five (5) municipal elected officials to be elected

Angela Caputo, Councillor, City of Sault Ste. Marie
Dawn Dodge, Councillor, City of St. Catharines
Anna Hopkins, Councillor, City of London
Dorothy McCabe, Mayor, City of Waterloo
Kieran McKenzie, Councillor, City of Windsor
Marianne Meed Ward, Mayor, City of Burlington
Bryan Paterson, Mayor, City of Kingston

Candidates for Northern Caucus: Two (2) municipal elected officials from Northeastern Ontario to be elected

John Curley, Councillor, City of Timmins
David Plourde, Mayor, Town of Kapuskasing
Roger Sigouin, Mayor, Town of Hearst

Candidates for Regional and Single Tier Caucus: Six (6) municipal elected officials to be elected

Riley Brockington, Councillor, City of Ottawa
Marilyn Crawford, Councillor, Town of Ajax
Robert Foster, Councillor, Region of Niagara
Tammy Hwang, Councillor, City of Hamilton
Joy Lachica, Councillor, City of Peterborough
Tom Mrakas, Councillor, Region of York
Rhonda Mulcahy, Councillor, Region of Durham
Paul Vicente, Councillor, Region of Peel

Candidates for Rural Caucus: Four (4) municipal elected officials and one (1) municipal employee to be elected

Phil Brennan, Councillor, Township of Severn
Peter Emon, Warden, County of Renfrew
Paul Latam, Councillor, Town of Grand Valley
Dane Nielsen, Deputy Mayor, Municipality of Grey Highlands
Amanda Reid, Councillor, Township of Mapleton
Natasha Salonen, Mayor, Township of Wilmot
Nathan Townend, Deputy Warden, County of Lennox & Addington
Tanya Vrebosch, Councillor, City of North Bay
Rainey Weisler, Deputy Mayor, Municipality of Bayham

Roshan Kantiya, Treasurer, Township of McKellar
Nicole Martin, Chief Administrative Officer/Clerk, Township of Amaranth

Secretary-Treasurer's Report 2024-2026 AMO Board of Directors: Nominations

Candidates for Small Urban Caucus: Four (4) municipal elected officials and one (1) municipal employee to be elected

Gail Ardiel, Councillor, Town of The Blue Mountains
Deb Doherty, Councillor, Town of Collingwood
Lynn Dollin, Mayor, Town of Innisfil
Cheraldean Duhaney, Councillor, Town of Bradford West Gwillimbury
Bill Gordon, Mayor, Town of Midland
Sean Kelly, Councillor, City of Belleville
Jamie McGarvey, Mayor, Town of Parry Sound
Gary McNamara, Mayor, Town of Tecumseh
Joseph Racinsky, Councillor, Town of Halton Hills
Sharmila Setaram, Councillor, City of Welland
Bronwynne Wilton, Councillor, Township of Centre Wellington

Ashley Bilodeau, Senior Municipal Director, Municipality of Callander
Amanpreet Singh Sidhu, Deputy CAO & City Solicitor, City of Orillia
Michael Touw, Chief Administrative Officer, Town of Perth

Positions filled by Acclamation

Secretary-Treasurer: One (1) municipal employee

Dan Chapman, Chief Administrative Officer, City of Kitchener

County Caucus: One (1) municipal employee

Meighan Wark, Chief Administrative Officer, County of Huron

Northern Caucus: Two (2) municipal elected officials from Northwestern Ontario

Rick Dumas, Mayor, Town of Marathon
Fred Mota, Mayor, Municipality of Red Lake

Voting Information

The elections will be held during the AMO Annual Conference & General Meeting.

All elected officials from member municipalities in good standing with the Association who are registered conference delegates are eligible to vote for President and in the Caucus in which they are registered.

The deadline to change a delegate's Caucus affiliation is Friday, July 5, 2024. If you wish to change your Caucus affiliation, please email events@amo.on.ca with your name and desired Caucus affiliation.

The voting period is Monday, August 19, 2024, 12:00 p.m. to 5:30 p.m. and Tuesday, August 20, 2024, 8:00 a.m. to 12:00 p.m. Voting will be conducted in person in the Parliament Foyer, Shaw Centre, Ottawa (outside the Plenary Hall).

The CRO will announce the results of the election on Tuesday, August 20, 2024, during

**Secretary-Treasurer's Report
2024-2026 AMO Board of Directors: Nominations**

the afternoon main stage programming in the Plenary Hall.

Sincerely,



Trevor Wilcox
Secretary-Treasurer, AMO
General Manager, Corporate Performance, County of Simcoe

**Ministry of
Municipal Affairs and Housing**

Planning Policy Branch
777 Bay Street, 13th Floor
Toronto ON M5G 2E5
Tel. 416-585-6014

**Ministère des
Affaires municipales et du Logement**

Direction des politiques d'aménagement
777, rue Bay, 13^e étage
Toronto ON M5G 2E5
Tél. 416-585-6014



Date: July 3, 2024

Subject: **Planning Act and Development Charges Act Regulations related to the
*Cutting Red Tape to Build More Homes Act, 2024 (Bill 185)***

I am writing to provide an update on regulations under the *Planning Act and Development Charges Act, 1997* related to the *Cutting Red Tape to Build More Homes Act, 2024*.

The *Planning Act and Development Charges Act, 1997* regulations came into effect on July 1, 2024.

Changes made include:

- modernizing public notice requirements and providing municipalities with the ability to provide notice in respect of the above matters on a municipal website if there is no local print newspaper available
- consequential amendments to remove requirements for certain statements regarding appeal rights to be included in public notices
- consequential changes to ensure notice is provided to nearby public hospitals and airports
- housekeeping amendments for the removal of spent provisions related to DC exemptions for additional residential units and the prescribed amount of time for the DC freeze period

You can view copies of the amending *Planning Act* regulations on Ontario's e-Laws website:

- [Ontario Regulation 285/24](#) – amending Ontario Regulation 543/06 “Official Plans and Plan Amendments”
- [Ontario Regulation 286/24](#) – amending Ontario Regulation 545/06 “Zoning By-Laws, Holding By-Laws and Interim Control By-Laws”
- [Ontario Regulation 287/24](#) – amending Ontario Regulation 544/06 “Plans of Subdivision”
- [Ontario Regulation 288/24](#) – amending Ontario Regulation 197/96 “Consent Applications”
- [Ontario Regulation 289/24](#) – amending Ontario Regulation 200/96 “Minor Variance Applications”

- [Ontario Regulation 290/24](#) – amending Ontario Regulation 509/20 – “Community Benefits Charges and Parkland”
- [Ontario Regulation 291/24](#) – amending Ontario Regulation 549/06 “Prescribed Time Period – Subsections 51 (52.4) of the Act”

You can view copies of the amending Development Charges Act, 1997 regulations on Ontario’s e-Laws website:

- [Ontario Regulation 279/24](#) – amending Ontario Regulation 82/98 – “General”

If you have any questions about the changes to the land use planning and appeal system, including the *Planning Act* regulatory changes, please email PlanningConsultation@ontario.ca.

If you have any questions about the changes to the *Development Charges Act, 1997*, including the regulatory changes related to public notice requirements under the Act and other matters, please email MFPB@ontario.ca.

Sincerely,

Laura Evangelista, Director
Provincial Policy Branch
Ministry of Municipal Affairs

Ruchi Parkash, Director
Municipal Finance Policy Branch
Ministry of Municipal Affairs

Treasury Board Secretariat

Emergency Management Ontario

25 Morton Shulman Avenue
Toronto ON M3M 0B1
Tel: 647-329-1200**Secrétariat du Conseil du Trésor**

de la gestion des situations d'urgence Ontario

25, rue Morton Shulman
Toronto ON M7A 1Y6
Tél.: 647-329-1200

DATE: July 3, 2024

MEMORANDUM TO: Emergency Management Partners

FROM: Bernie Derible
Deputy Minister and Commissioner of Emergency
Management
Treasury Board Secretariat

SUBJECT: **Engagement on Proposed Modernization of the
*Emergency Management and Civil Protection Act***

I am pleased to share that Ontario is engaging partners and stakeholders on proposed modernization of the *Emergency Management and Civil Protection Act* to support a safe, practiced and prepared Ontario – before, during and after emergencies.

The province continues to work with partners to strengthen emergency management through targeted investments, enhanced capabilities, and expanded training across Ontario as highlighted in the 2023 annual report for the Provincial Emergency Management Strategy and Action Plan. Engagement on a modernized legislative framework is an integral next step to identify opportunities to strengthen our tools to ensure that we are ready for the challenges of today and the future.

Building on feedback from partners and stakeholders, best practices, and lessons learned from past emergencies, Ontario is engaging on **five areas of focus** as a first step of a phased approach to inform opportunities for a proposed modernized legislative framework:

1. The scope of an emergency and emergency management
2. One window approach to provincial emergency management coordination
3. Enhancing coordination between government, broader public sector, and external partners
4. Improving the consistency, quality and inclusivity of emergency management programs
5. Reflecting how Ontario works with First Nations in emergency management

To support engagement, a discussion guide has been posted to [Ontario's Regulatory Registry and the Environmental Registry of Ontario](#), which includes further details and questions for partners, stakeholders and members of the public. This discussion guide will be open for feedback until August 26, 2024. Emergency Management Ontario is also holding focused engagements with partners and stakeholders to seek further feedback and build upon what we have heard.

Responses from this engagement over the Summer of 2024 will help inform how Ontario could modernize the emergency management legislative framework to strengthen the province's ability to prevent, mitigate, prepare for, respond to, and recover from emergencies and align with Ontario's emergency management vision for a safe, practiced and prepared Ontario.

If you have any questions, please contact Michelle Astill, Director, Emergency Management Policy and Governance Branch, Emergency Management Ontario, at Michelle.Astill@ontario.ca.

We are grateful for your valuable feedback and thank you for your ongoing collaboration and coordination to advance emergency management in the province.

Best always,



Bernie Derible
Deputy Minister and Commissioner of Emergency Management
Treasury Board Secretariat

Cc:

Eric Everett, Assistant Deputy Minister, Emergency Management Strategy, Monitoring and Intelligence Division, Emergency Management Ontario, Treasury Board Secretariat

Heather Levecque, Assistant Deputy Minister, Emergency Management Operations Division, Emergency Management Ontario, Treasury Board Secretariat

Lisa Priest, Assistant Deputy Minister, Emergency Management Preparedness, Programs and Planning Division, Emergency Management Ontario, Treasury Board Secretariat

Michelle Astill, Director, Emergency Management Policy and Governance Branch,
Emergency Management Strategy, Monitoring and Intelligence Division, Emergency
Management Ontario, Treasury Board Secretariat

CA

**Ministry of Natural
Resources**Assistant Deputy Minister's
Office
Provincial Services DivisionRoom 6540, Whitney Block
99 Wellesley Street West
Toronto ON M7A 1W3
Tel: 416-602-3286**Ministère des Richesses
naturelles**Bureau du sous-ministre
adjoind
Division des services
provinciauxÉdifice Whitney, bureau 6540
99, rue Wellesley Ouest
Toronto (Ontario) M7A 1W3
Tél.: 416-602-3286

July 11, 2024

I am writing to highlight the government's commitment to building a stronger and more resilient Ontario by taking actions to reduce the risk of, and respond to, wildland fires. To help prepare for an expected increase in wildland fire activity, the Ontario government has initiated a wildland fire program and policy review and is considering changes to the *Forest Fires Prevention Act* (FFPA).

The government intends to post the proposals to modernize wildland fire management in Ontario on the Environmental Registry of Ontario for review and comment at ero.ontario.ca under ERO number 019-8756, starting Monday July 15 for 45 days and closing on Thursday August 29. Included in our posting is a *Modernizing Ontario's Wildland Fire Management: Discussion Paper*, that:

- proposes a vision for wildland fire management in Ontario;
- describes ongoing review and updates to wildland fire program and policies;
- outlines the potential changes to the FFPA; and,
- lists discussion questions to highlight where we especially want to hear your feedback.

In addition, I am writing to invite your participation in a **virtual engagement session**. We welcome a representative from your municipality to participate in discussion with wildland fire leadership and program staff from the Ministry of Natural Resources (MNR) to share knowledge and provide feedback. We are seeking your feedback on proposals to better understand the potential benefits and impacts of proposed changes.

Our colleagues from Emergency Management Ontario will also attend the sessions. Emergency Management Ontario is in the process of engaging partners on proposed modernization of the *Emergency Management and Civil Protection Act* to support a safe, practiced and prepared Ontario – before, during and after emergencies. This engagement is on five areas of focus as a first step of a phased approach to inform opportunities for a proposed modernized legislative framework for emergency management. To support engagement, a discussion guide has been posted to the Environmental Registry of Ontario, number 019-8860, and Ontario's Regulatory Registry: Engagement on Proposed Modernization of the Emergency Management and Civil Protection Act | Environmental Registry of Ontario.

If your municipality is interested in identifying a representative to participate, please confirm your registration on or before **Wednesday July 17** by sending an email to wildlandfire@ontario.ca with the following information:

- The name, title, and email address of the participant from your municipality who will be attending the session, and on which date (see dates below)

Date	Location	Time	Address
August 7	Virtual meeting for the AMO Northwest caucus	Wildland Fire proposals with MNR: 9am-11:00am Emergency Management Ontario: 11:00am-12:30pm	Meeting link to be provided upon RSVP
August 8	Virtual meeting for the AMO Northeast caucus	Wildland Fire proposals with MNR: 9am-11:00am Emergency Management Ontario: 11:00am-12:30pm	Meeting link to be provided upon RSVP
August 9	Virtual meeting for municipalities in the Fire Region in central/southern Ontario	Wildland Fire proposals with MNR: 9am-11:00am Emergency Management Ontario: 11:00am-12:30pm	Meeting link to be provided upon RSVP

I look forward to your participation and feedback so we can work together to reduce the risk of wildland fires. If you have any questions about this initiative, you can reach out directly to the project team at the Ministry of Natural Resources at wildlandfire@ontario.ca.

Sincerely,



Tracey Mill
Assistant Deputy Minister, Provincial Services Division
Ministry of Natural Resources

cc. Eric Everett, Assistant Deputy Minister, Emergency Management Strategy,
Monitoring and Intelligence Division, Emergency Management Ontario, Treasury Board
Secretariat

Michelle Astill, Director, Emergency Management Policy and Governance Branch,
Emergency Management Strategy, Monitoring and Intelligence Division, Emergency
Management Ontario, Treasury Board Secretariat

9a)

BY-LAW NO: 24-32

**Being a bylaw to adopt the Acceptable Use 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 an Acceptable Use Policy;

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

1. That the Acceptable Use Policy and attached “Township of The North Shore Information System and Network User Agreement” 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 “Acceptable Use Policy By-Law”.

READ A FIRST, SECOND AND THIRD TIME, ENACTED AND FINALLY PASSED THIS 17th DAY OF JULY 2024.

Tony Moor, Mayor

Rachel Jean Schneider, Clerk/Deputy Treasurer

THE CORPORATION OF THE TOWNSHIP OF THE NORTH SHORE

POLICY MANUAL

POLICY TITLE:
Acceptable use Policy

SUBJECT:
Best Practices and Procedures

POLICY SECTION:
A

POLICY NO:
3

EFFECTIVE DATE: June 19 2024
July 17 2024

ENACTED BY: RESOLUTION
By-Law 24-32

1. PURPOSE

The Township of The North Shore (Township) recognizes the essential role of technology in productivity, communication, and effective provision of services to the public. As such, it is critical that the Township of The North Shore's information systems, network hardware, and software are used appropriately so that integrity is maintained, and that data is secured against breach, unauthorized use, or corruption. Adherence to this Policy will reduce to the Township and authorized users, prevent unlawful and unethical usage, and protect the privacy of citizens and of organizations which do business with the Township.

2. SCOPE

This Policy applies to all authorized users of the Township's technology and network services, including: all staff, including temporary and contract employees, volunteers, and students; elected or acclaimed officials; and other organizations or individuals as authorized.

This Policy does not apply to the use and maintenance of technology not owned by the Township.

3. DEFINITIONS

- (1) **Network:** a collection of systems interconnected by communication channels that allow sharing of resources and information; includes connectivity to the Internet where applicable.
- (2) **Peripheral:** means a device attached to a host system, but not part of it, which is generally dependent on the host; it expands the host's capabilities but does not form part of the system's core structure. Common Peripherals include, but are not limited to: printers, fax machines, digital cameras, data storage devices, projectors, keyboards, speakers, and monitors.
- (3) **Software:** the entire set of programs, procedures, and routines associated with a system.
- (4) **System:** a communication device designed to accept data, perform prescribed mathematical and logical operations at high speed, and display the results of these operations; such devices include computers, e.g., desktop, laptop, tablets, mobile devices, and telephones.
- (5) **Users:** all individuals authorized to use the Municipality's technology and network services as specified in the Scope of this Policy.
- (6) **Outsourced Technical Support Services (IT):** provide assistance with various technological issues like computers, printers, networks, and devices.

4. POLICY STATEMENTS

Acceptable Usage

- 1) The Township's systems and network must be used primarily to conduct the business of the Township. In recognition of the need to occasionally attend to personal matters during work hours, reasonable personal use of systems is allowed, provided that it does not interfere with municipal business.
- 2) Users shall follow all applicable Provincial and Federal laws governing the use of systems. This shall include, but not be limited to the use of portable systems, e.g., mobile phones and tablets, while operating municipal vehicles or private vehicles in the conduct of municipal business.
- 3) The following activities while using municipal systems and the network are strictly forbidden:
 - a) Propagation of any virus, worm, Trojan horse, or trapdoor program code;
 - b) Disabling, defacing, or overloading any computer system or network;
 - c) Circumventing any system intended to protect the privacy or security of the network or another User either internally or externally;
 - d) Misuse of municipal assets or resources, harassment of any kind, unauthorized public speaking, violating confidentiality, and misappropriation of intellectual property;
 - e) Downloading or distributing pirated software or data; and
 - f) Engaging in any communications that are libelous or slanderous, or which promote, foster, or perpetuate discrimination on the basis of race, creed, colour, age, religion, gender, marital status, physical or mental disability, or sexual orientation.

Appropriate content

- 4) The following are categories of websites prohibited from access which shall not be visited by users under any circumstances:
 - a) File sharing sites not authorized for use;
 - b) Piracy sites;
 - c) Sites that promote, foster, or perpetuate discrimination on the basis of race, creed, colour, age, religion, gender, marital status, physical or mental disability, or sexual orientation.
 - d) Sexual content and sites that link to sexual content, and;
 - e) Sites that are illegal or promote illegal activities contrary to the laws of Canada, the Province of Ontario, or other jurisdictions, if applicable.
- 5) Users who discover they have accidentally connected to a website described in section 4.4 or other potentially offensive material, must immediately disconnect from the website and notify IT of the occurrence.

Representing the Township

- 6) As any written communication could be interpreted as representing opinions of the Township, users must ensure they maintain the clarity, consistency, and integrity of the Township's mandate and image when using municipal systems and the network to conduct business on behalf of the Township.
- 7) With respect to sharing information online and/or forwarding emails within the Institution/Township:
 - a) Only those users who are authorized to speak to the media or publicly on behalf of the Township may speak or write in the name of the Township.
 - b) Other users may participate in the course of business when relevant to their duties but must do so only as individuals speaking for themselves. In doing so, they must not reveal confidential information, customer data, trade secrets, and any other material covered by existing municipal policies and procedures.

- c) Where an individual participant is identified as an employee or agent of the Township, that person must refrain from political advocacy and the unauthorized endorsement, or appearance of endorsement, by the Township of any commercial product or service not sold or serviced by the Township.

Safety & Security

- 8) Users shall not make changes to or disable software which has been installed on municipal systems or the network for the purpose of protecting users and the Township's privacy and security or protecting municipal systems and the network against viruses and malicious software.
- 9) To avoid introducing viruses and malicious software to municipal systems or the network, users must not connect portable storage media to municipal systems or the network other than those provided by IT or staff.
- 10) When connecting to other systems by any means, users are expected to understand the source and use care when downloading files from outside the network.
- 11) Users will not attempt to disable, defeat, or circumvent any security facility including the Township's Internet firewall.
- 12) Users are prohibited from downloading and installing non-standard software on municipal systems and connecting peripheral devices to systems on the network without approval from IT or staff.
- 13) The Server is restricted and can only be accessed by staff or IT.

Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)

- 14) All users shall adhere to duties and requirements established by the Municipal Freedom of Information and Protection of Privacy Act legislation.
- 15) Activity records for individual system and network usage, including, but not limited to, call history, emails, text messages, and Internet access, is information that the Township may be required to release to the public, if requested, under MFIPPA.
- 16) All users must use only authorized means to access the network and their municipal email account to conduct any and all business of the Township. Use of unauthorized systems and networks for municipal business could make those systems and networks subject to access in the event of a request made under MFIPPA.
- 17) Users shall take care when e-mailing non-users to ensure that all recipients of the e-mail have a right to know the provided information, and that personal privacy is protected. This may include the need to use the bcc function of e-mail to avoid unintended disclosure of recipient e-mail addresses.
- 18) All current and future users shall add the following wording in the "signature" portion of their Township email: "Individuals who submit any form of written correspondence or information to the Township of The North Shore should be aware that what is submitted may be forwarded to the Municipal Council and the Clerk if there is a direct relevance or impact to the Township of The North Shore and its business. Any personal information contained in the submitted communications may become part of the public record and made available to the public through the Council Agenda process or that of a Committee of Council or a Local Board."
- 19) With respect to forwarding emails within the Institution/Township:
 - a) Members of Council and staff are encouraged to forward relevant communications and information to the Municipal Council and Clerk when it impacts and/or has a direct relevance to the Township.
 - b) When forwarding information, Members of Council and staff should ensure that it is pertinent to Council and/or Township business, directly relates to Municipal matters, or contributes to informed decision-making.

Personal Accountability

- 20) Prior to gaining access to the municipal system and network for the first time, all users are required to sign the Township of The North Shore Information System and Network User Agreement, attached to this Policy as Schedule A, indicating that they have read, understand, and agree to abide by the terms of the Agreement and Policy.
- 21) Users will be provided with a copy of the signed Township of The North Shore Information System and Network User Agreement. With respect to staff and Members of Council, the original signed Agreement will be filed in the user's personnel file. With respect to other authorized organizations and individuals, the original signed Agreement will be filed with other documents pertaining to the organization or individual.
- 22) Users must at all times respect trademark and copyright infringement laws, software licensing, and property rights. This includes refraining from copying any software licensed to the Township.
- 23) The sharing of usernames and passwords obtained for access to municipal systems and network resources is strictly prohibited. Anyone who obtains a username and password must keep that password confidential.
- 24) Users of municipal Internet access shall identify themselves honestly, accurately, and completely when participating in electronic communication and other interactive Internet-based activities, e.g., social media.
- 25) When accessing their municipal email account from their personal phone or any other means outside municipal systems and the network, users must exercise care to ensure these devices are secured and password protected. If using a public device to access municipal email, users must clear the cache of the device after logging out.

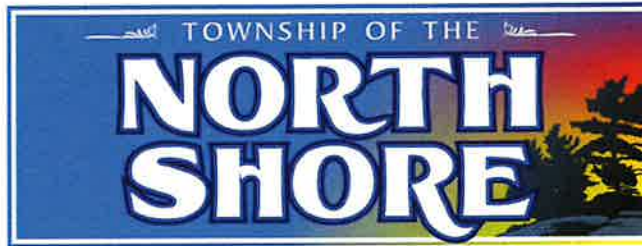
Penalty

- 26) Failure to abide by this Policy or the Township of The North Shore Information System and Network User Agreement may result in progressive discipline up to and including, but not limited to, confiscation of municipal equipment, and/or legal action as appropriate to the situation.
- 27) Users are required to report any observed or suspected incidents of non-compliance to the immediate supervisor of the individual suspected of being in violation of this Policy or the Township of The North Shore Information System and Network User Agreement. Failure to do so constitutes equivalence to participation in the activity and therefore incurs the same disciplinary action associated with non-compliance.

5. RESPONSIBILITIES

- 1) **Council will:**
 - a) Ensure the Township has a current and comprehensive policy for acceptable system and network usage; and
 - b) Review and amend this Policy as required.
- 2) **The Clerk or designate will:**
 - a) Implement and administer this Policy; and
 - b) Identify and propose revisions to this Policy in consultation with IT.

Schedule A



**Township of The North Shore Information System
and Network User Agreement**

I acknowledge that I have received and read a copy of the Acceptable Use Policy and I understand and agree to abide by the terms of this policy.

I realize that the Township of The North Shore may record and store copies of electronic messages that I send and receive, the Internet address of any site that I visit, and all network activity of devices connected to the network. Township IT staff and management may review this information as necessary.

I understand that any deliberate violation of this policy may result in immediate disciplinary action, as described in the Acceptable Use Policy. Any action that may be subject to criminal prosecution will be referred to local law enforcement.

Signature

Name (Printed)

Date



COPY

Resolution # 172

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

REGULAR COUNCIL MEETING

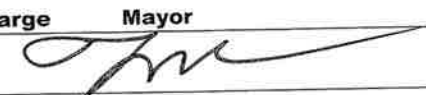
MEETING DATE: June 19th, 2024

AGENDA ITEM(S): 0a)

MOVED BY: L. Menard

SECONDED BY: T. Simon

BE IT RESOLVED That Council receive the staff report as presented for consideration, and that Council approve the Acceptable Use 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)

9/b)

By-law 24-33

Being a by-law to authorize the Clerk and the Mayor
to sign a renewed Canada Community-Building Fund, 2024-2034 Funding Agreement
between the Association of Municipalities of Ontario (AMO)
and
The Corporation of The Township of The North Shore

WHEREAS the Association of Municipalities of Ontario (AMO) is responsible for the administration of the Canada Community-Building Fund (CCBF) made available to all Municipalities in Ontario, except the City of Toronto, under the Administrative Agreement;

AND WHEREAS Council for the Corporation of the Township of the North Shore wishes to enter into this agreement to access CCBF funding;

NOW THEREFORE BE IT RESOLVED THAT the Corporation of the Township of the North Shore enacts as follows:

The Mayor and Clerk are hereby authorized to execute the Municipal Funding Agreement on the Canada Community-Building Fund between the Association of Municipalities of Ontario and the Corporation of the Township of the North Shore as in Schedule 'A' attached hereto.

Read a first, second and third time enacted and passed the 17th day of July 2024.

Tony Moor, Mayor

Rachel Jean Schneider, Clerk/Deputy Treasurer

MUNICIPAL FUNDING AGREEMENT ON THE CANADA COMMUNITY-BUILDING FUND

BETWEEN:

THE ASSOCIATION OF MUNICIPALITIES OF ONTARIO

(referred to herein as “**AMO**”)

AND:

THE TOWNSHIP OF THE NORTH SHORE

(a municipal corporation pursuant to the *Municipal Act, 2001*, referred to herein as the “**Recipient**”)

WHEREAS the Government of Canada, the Government of Ontario, AMO, and the City of Toronto are signatories to the Administrative Agreement on the Canada Community-Building Fund effective April 1, 2024 (the “**Administrative Agreement**”), which governs the transfer and use of the Canada Community-Building Fund (“**CCBF**”) in Ontario;

AND WHEREAS AMO is responsible for the administration of CCBF funding made available to all Municipalities in Ontario – except the City of Toronto – under the Administrative Agreement, and will therefore undertake (and require the Recipient to undertake) certain activities as set out in this Agreement;

AND WHEREAS the Recipient wishes to enter into this Agreement to access CCBF funding;

NOW THEREFORE the Parties agree as follows:

1. DEFINITIONS AND INTERPRETATIONS

1.1 **Definitions.** For the purposes of this Agreement, the following terms shall have the meanings ascribed to them below:

“Annual Report” means the duly completed report to be prepared and delivered to AMO as described in Section 6.1.

“Asset Management” is a principle/practice that includes planning processes, approaches, plans, or related documents that support an integrated lifecycle approach to the effective stewardship of infrastructure assets to maximize benefits and effectively manage risk.

“Canada” means the Government of Canada, as represented by the Minister of Housing, Infrastructure and Communities.

“Canada Community-Building Fund” or “CCBF” means the program established under section 161 of the *Keeping Canada’s Economy and Jobs Growing Act*, S.C. 2011, c. 24 as amended by section 233 of the *Economic Action Plan 2013 Act, No. 1*, S.C. 2013, c. 33, as the Gas Tax Fund and renamed the Canada Community-Building Fund in section 199 of *Budget Implementation Act, 2021, No. 1*.

“Contract” means an agreement between the Recipient and a Third Party whereby the latter agrees to supply a product or service to an Eligible Project in return for financial consideration.

“Eligible Expenditure” means an expenditure described as eligible in Schedule B or deemed eligible by Canada in accordance with Section 4.2.

“Eligible Investment Category” means an investment category listed in Schedule A or deemed eligible by Canada in accordance with Section 3.2.

“Eligible Project” means a project that fits within an Eligible Investment Category.

“Event of Default” has the meaning given to it in Section 13.1 of this Agreement.

“Funds” mean the funds made available to the Recipient through the CCBF or any other source of funding as determined by Canada. Funds are made available pursuant to this Agreement and includes any interest earned on the said Funds. Funds transferred to another Municipality in accordance with Section 5.3 of this Agreement are to be treated as Funds by the Municipality to which the Funds are transferred; and Funds transferred to a non-municipal entity in accordance with Section 5.4 of this Agreement shall remain as Funds under this Agreement for all purposes and the Recipient shall continue to be bound by all provisions of this Agreement with respect to such transferred Funds.

“Housing Needs Assessment” or **“HNA”** means a report informed by data and research describing the current and future housing needs of a Municipality or community according to guidance provided by Canada.

“Ineligible Expenditures” means those expenditures described as ineligible in Schedule C or deemed ineligible by Canada in accordance with Section 4.2.

“Infrastructure” means tangible capital assets that are primarily for public use or benefit in Ontario – whether municipal or regional, and whether publicly or privately owned.

“Lower-Tier Municipality” means a Municipality that forms part of an Upper-Tier Municipality for municipal purposes, as defined under the *Municipal Act, 2001*, S.O. 2001, c. 25.

“Municipal Fiscal Year” means the period beginning January 1st of a year and ending December 31st of the same year.

“Municipality” and **“Municipalities”** means every municipality as defined under the *Municipal Act, 2001*, S.O. 2001, c. 25.

“Non-Municipal Transfer By-law” means a by-law passed by Council of the Recipient pursuant to Section 5.4 of this Agreement.

“Parties” means AMO and the Recipient.

“Prior Agreement” means the municipal funding agreement for the transfer of federal gas tax funds entered into by AMO and the Recipient, effective April 2014 and with an expiry date of March 31, 2024.

“Single-Tier Municipality” means a Municipality, other than an Upper-Tier Municipality, that does not form part of an Upper-Tier Municipality for municipal purposes, as defined under the *Municipal Act, 2001*, S.O. 2001 c. 25.

“Third Party” means any person or legal entity, other than the Parties to this Agreement, who participates in the implementation of an Eligible Project by means of a Contract.

“Transfer By-law” means a by-law passed by Council of the Recipient pursuant to Section 5.3 of this Agreement.

“Unspent Funds” means the amount reported as unspent by the Recipient as of December 31, 2023 in the Recipient’s 2023 Annual Report (as defined under the Prior Agreement).

“Upper-Tier Municipality” means a Municipality of which two or more Lower-Tier Municipalities form part for municipal purposes, as defined under the *Municipal Act, 2001*, S.O. 2001 c. 25.

1.2 Interpretations

- a) **“Agreement”** refers to this agreement as a whole, including the cover and execution pages and all of the schedules hereto, and all amendments made hereto in accordance with the provisions hereof.
- b) The words **“herein”**, **“hereof”** and **“hereunder”** and other words of similar import refer to this Agreement as a whole and not any particular schedule, article, section, paragraph or other subdivision of this Agreement.
- c) The term **“including”** or **“includes”** means including or includes (as applicable) without limitation or restriction.
- d) Any reference to a federal or provincial statute is to such statute and to the regulations made pursuant to such statute as such statute and regulations may at any time be amended or modified and in effect and to any statute or regulations that may be passed that have the effect of supplementing or superseding such statute or regulations.

2. TERM OF THE AGREEMENT

- 2.1 **Term.** Subject to any extension or termination of this Agreement or the survival of any of the provisions of this Agreement pursuant to the provisions contained herein, this Agreement shall come into effect as of April 1, 2024 up to and including March 31, 2034.
- 2.2 **Review.** This Agreement will be reviewed by AMO by June 30, 2027.
- 2.3 **Amendment.** This Agreement may be amended at any time in writing as agreed to by AMO and the Recipient.
- 2.4 **Notice.** Any of the Parties may terminate this Agreement on two (2) years written notice.
- 2.5 **Prior Agreement.** The Parties agree that the Prior Agreement, including Section 15.5 thereof, is hereby terminated. Notwithstanding the termination of the Prior Agreement, including Section 15.5, the reporting and indemnity obligations of the Recipient thereunder with respect to expended Funds governed by the Prior Agreement as set forth in Sections 5, 7, 10.3, 10.4 and 10.5 of the Prior Agreement shall survive the said termination.

3. ELIGIBLE PROJECTS

- 3.1 **Eligible Projects.** Eligible Projects are those that fit within an Eligible Investment Category. Eligible Investment Categories are listed in Schedule A.
- 3.2 **Discretion of Canada.** The eligibility of any investment category not listed in Schedule A is solely at the discretion of Canada.
- 3.3 **Recipient Fully Responsible.** The Recipient is fully responsible for the completion of each Eligible Project in accordance with Schedule A and Schedule B.

4. ELIGIBLE EXPENDITURES

- 4.1 **Eligible Expenditures and Ineligible Expenditures.** Eligible Expenditures are described in Schedule B. Ineligible Expenditures are described in Schedule C.
- 4.2 **Discretion of Canada.** The eligibility of any item not listed in Schedule B or Schedule C to this Agreement is solely at the discretion of Canada.
- 4.3 **Reasonable Access.** The Recipient shall allow AMO and Canada reasonable and timely access to all documentation, records and accounts and those of their respective agents or Third Parties related to the receipt, deposit and use of Funds and Unspent Funds, and any interest earned thereon, and all other relevant information and documentation requested by AMO or Canada or their respective designated representatives for the purposes of audit, evaluation, and ensuring compliance with this Agreement.
- 4.4 **Retention of Receipts.** The Recipient will keep proper and accurate accounts and records of all Eligible Projects including invoices and receipts for Eligible Expenditures for at least six (6) years after the completion of the project.
- 4.5 **Contracts.** The Recipient will award and manage all Contracts in accordance with its relevant policies and procedures and, if applicable, in accordance with any domestic or international trade agreements, and all other applicable laws. The Recipient will ensure any of its Contracts for the supply of services or materials to implement its responsibilities under this Agreement will be awarded in a way that is transparent, competitive, consistent with value for money principles and pursuant to its adopted procurement policy.

5. FUNDS

- 5.1 **Use of Funds.** The Recipient acknowledges and agrees the Funds are intended for and shall be used only for Eligible Expenditures in respect of Eligible Projects.

- 5.2 **Unspent Funds.** Any Unspent Funds, and any interest earned thereon, will be subject to the terms and conditions of this Agreement, and will no longer be governed by the terms and conditions of the Prior Agreement.
- 5.3 **Transfer of Funds to a Municipality.** Where a Recipient decides to allocate and transfer Funds to another Municipality (the “Transferee Municipality”):
- a) The allocation and transfer shall be authorized by a Transfer By-law. The Transfer By-law shall be passed by the Recipient’s council and submitted to AMO as soon thereafter as practicable. The Transfer By-law shall identify the Transferee Municipality and the amount of Funds the Transferee Municipality is to receive for the Municipal Fiscal Year(s) specified in the Transfer By-law.
 - b) The Recipient is still required to submit an Annual Report in accordance with Section 6.1 hereof with respect to the Funds transferred.
 - c) No transfer of Funds pursuant to this Section 5.3 shall be effected unless and until the Transferee Municipality has either (i) entered into an agreement with AMO on substantially the same terms as this Agreement, or (ii) has executed and delivered to AMO a written undertaking to assume all of the Recipient’s obligations under this Agreement with respect to the Funds transferred, such as undertaking in a form satisfactory to AMO.
- 5.4 **Transfer of Funds to a Non-Municipal Entity.** Where a Recipient decides to support an Eligible Project undertaken by a non-municipal entity (whether a for profit, non-governmental, or not-for profit organization):
- a) The provision of such support shall be authorized by a Transfer By-law (a “Non-Municipal Transfer By-law”). The Non-Municipal Transfer By-law shall be passed by the Recipient’s council and submitted to AMO as soon as practicable thereafter. The Non-Municipal Transfer By-law shall identify the non-municipal entity, and the amount of Funds the non-municipal entity is to receive for that Eligible Project.
 - b) The Recipient shall continue to be bound by all the provisions of this Agreement notwithstanding any such transfer.
 - c) No transfer of Funds pursuant to this Section 5.4 shall be effected unless and until the non-municipal entity receiving the Funds has executed and delivered to AMO a written undertaking to assume all of the Recipient’s obligations under this Agreement with respect to the Funds transferred, in a form exclusively satisfactory to AMO.
- 5.5 **Payout of Funds.** Subject to Sections 5.14 and 5.15, AMO will transfer Funds twice yearly, on or before the dates agreed upon by Canada and AMO.

- 5.6 **Deposit of Funds.** The Recipient will deposit the Funds in:
- a) An interest-bearing bank account; or
 - b) An investment permitted under:
 - i. The Recipient's investment policy; and
 - ii. Provincial legislation and regulation.
- 5.7 **Interest Earnings and Investment Gains.** Interest earnings and investment gains will be:
- Proportionately allocated to the CCBF when applicable; and
 - Applied to Eligible Expenditures for Eligible Projects.
- 5.8 **Funds Advanced.** Funds shall be spent (in accordance with Sections 3 and 4) or transferred (in accordance with Sections 5.3 or 5.4) within five (5) years after the end of the year in which Funds were received. Unexpended Funds shall not be retained beyond such five (5) year period without the documented consent of AMO. AMO reserves the right to declare that unexpended Funds after five (5) years become a debt to Canada which the Recipient will reimburse forthwith on demand to AMO for transmission to Canada.
- 5.9 **Expenditure of Funds.** The Recipient shall expend all Funds by December 31, 2038.
- 5.10 **HST.** The use of Funds is based on the net amount of harmonized sales tax to be paid by the Recipient net of any applicable tax rebates.
- 5.11 **Limit on Canada's Financial Commitments.** The Recipient may use Funds to pay up to one hundred percent (100%) of Eligible Expenditures of an Eligible Project.
- 5.12 **Federal Funds.** The Recipient agrees that any Funds received will be treated as "federal funds" for the purpose of other federal infrastructure programs.
- 5.13 **Stacking.** If the Recipient is receiving federal funds under other federal infrastructure programs in respect of an Eligible Project to which the Recipient wishes to apply Funds, the maximum federal contribution limitation set out in any other federal infrastructure program agreement made in respect of that Eligible Project shall continue to apply.
- 5.14 **Withholding Payment.** AMO may, in its exclusive discretion, withhold Funds where the Recipient is in default of compliance with any provisions of this Agreement.
- 5.15 **Insufficient Funds Provided by Canada.** Notwithstanding the provisions of Section 2, if Canada does not provide sufficient funds to continue the Funds for any Municipal

Fiscal Year during which this Agreement is in effect, AMO may immediately terminate this Agreement on written notice to the Recipient.

6. REPORTING REQUIREMENTS

- 6.1 **Annual Report.** The Recipient shall submit a report to AMO by April 30th each year, or as otherwise notified by AMO. The report shall be submitted in an electronic format deemed acceptable by AMO and shall contain the information described in Schedule D.
- 6.2 **Project List.** The Recipient shall ensure that projects are reported in advance of construction. Information required is as noted in Section 2.3 of Schedule E.

7. ASSET MANAGEMENT

- 7.1 **Implementation of Asset Management.** The Recipient will develop and implement an Asset Management plan, culture, and methodology in accordance with legislation and regulation established by the Government of Ontario (e.g., O. Reg. 588/17).
- 7.2 **Asset Data.** The Recipient will continue to improve data describing the condition of, long-term cost of, levels of service provided by, and risks associated with infrastructure assets.

8. HOUSING NEEDS ASSESSMENT

- 8.1 **Requirement.** While an HNA is encouraged for all Municipalities, the Recipient must complete a HNA if it had a population of 30,000 or more on the 2021 Census of Canada and is a Single-Tier Municipality or a Lower-Tier Municipality.
- 8.2 **Content of the HNA.** The Recipient will prepare the HNA in accordance with the guidance provided from time to time by Canada.
- 8.3 **Use of HNA.** The Recipient is expected to prioritize projects that support the growth of the housing supply. The HNA is to be used by Municipalities to prioritize, where possible, Infrastructure or capacity building projects that support increased housing supply where it makes sense to do so.
- 8.4 **Publication of the HNA.** The Recipient will publish the HNA on its website.
- 8.5 **HNA reporting requirements.** The Recipient will send to AMO by March 31, 2025, unless otherwise agreed upon:
- a) A copy of any HNA it is required to complete in accordance with Section 8.1; and

- b) The URL to the published HNA on the Recipient's website.

9. COMMUNICATIONS REQUIREMENTS

- 9.1 The Recipient will comply with all communication requirements outlined in Schedule E.

10. RECORDS AND AUDIT

- 10.1 **Accounting Principles.** All accounting terms not otherwise defined herein have the meanings assigned to them; all calculations will be made and all financial data to be submitted will be prepared in accordance with generally accepted accounting principles ("GAAP") in effect in Ontario. GAAP will include, without limitation, those principles approved or recommended for local governments from time to time by the Public Sector Accounting Board or the Chartered Professional Accountants of Canada or any successor institute, applied on a consistent basis.
- 10.2 **Separate Records.** The Recipient shall maintain separate records and documentation for the Funds and keep all records including invoices, statements, receipts, and vouchers in respect of Funds expended on Eligible Projects in accordance with the Recipient's municipal records retention by-law. Upon reasonable notice by AMO or Canada, the Recipient shall submit all records and documentation relating to the Funds for inspection or audit.
- 10.3 **External Auditor.** AMO or Canada may request, upon written notice to Recipient, an audit of Eligible Project(s) or Annual Report(s). AMO shall retain an external auditor to carry out an audit and ensure that any auditor who conducts an audit pursuant to this Agreement or otherwise, provides a copy of the audit report to the Recipient.

11. INSURANCE AND INDEMNITY

- 11.1 **Insurance.** The Recipient shall put in effect and maintain in full force and effect or cause to be put into effect and maintained for the term of this Agreement all the necessary insurance with respect to each Eligible Project, including any Eligible Projects with respect to which the Recipient has transferred Funds pursuant to Section 5 of this Agreement, that would be considered appropriate for a prudent Municipality undertaking similar Eligible Projects, including, where appropriate and without limitation, property, construction, and liability insurance, which insurance coverage shall identify Canada and AMO as additional insureds for the purposes of the Eligible Projects.
- 11.2 **Certificates of Insurance.** Throughout the term of this Agreement, the Recipient shall have a valid certificate of insurance that confirms compliance with the requirements

of Section 11.1. The Recipient shall produce such certificate of insurance on request, including as part of any AMO or Canada audit.

11.3 AMO Not Liable. In no event shall Canada or AMO be liable for:

- Any bodily injury, death or property damages to the Recipient, its employees, agents, or consultants or for any claim, demand or action by any Third Party against the Recipient, its employees, agents, or consultants, arising out of or in any way related to this Agreement; or
- Any incidental, indirect, special, or consequential damages, or any loss of use, revenue or profit to the Recipient, its employees, agents, or consultants arising out of any or in any way related to this Agreement.

11.4 Recipient to Compensate Canada. The Recipient will ensure that it will not, at any time, hold the Government of Canada, its officers, servants, employees or agents responsible for any claims or losses of any kind that the Recipient, Third Parties or any other person or entity may suffer in relation to any matter related to the Funds or an Eligible Project and that the Recipient will, at all times, compensate Canada, its officers, servants, employees and agents for any claims or losses of any kind that any of them may suffer in relation to any matter related to CCBF funding or an Eligible Project.

11.5 Recipient to Indemnify AMO. The Recipient hereby agrees to indemnify and hold harmless AMO, its officers, servants, employees or agents (each of which is called an “Indemnatee”), from and against all claims, losses, damages, liabilities and related expenses including the fees, charges and disbursements of any counsel for any Indemnatee incurred by any Indemnatee or asserted against any Indemnatee by whomsoever brought or prosecuted in any manner based upon, or occasioned by, any injury to persons, damage to or loss or destruction of property, economic loss or infringement of rights caused by or arising directly or indirectly from:

- The Funds;
- The Recipient’s Eligible Projects, including the design, construction, operation, maintenance, and repair of any part or all of the Eligible Projects;
- The performance of this Agreement or the breach of any term or condition of this Agreement by the Recipient, its officers, servants, employees, and agents, or by a Third Party, its officers, servants, employees, or agents; and
- Any omission or other wilful or negligent act of the Recipient or Third Party and their respective officers, servants, employees, or agents.

12. TRANSFER AND OPERATION OF MUNICIPAL INFRASTRUCTURE

- 12.1 **Reinvestment.** The Recipient will invest into Eligible Projects, any revenue that is generated from the sale, lease, encumbrance, or other disposal of an asset resulting from an Eligible Project where such disposal takes place within five (5) years of the date of completion of the Eligible Project.
- 12.2 **Notice.** The Recipient shall notify AMO in writing 120 days in advance and at any time during the five (5) years following the date of completion of an Eligible Project if it is sold, leased, encumbered, or otherwise disposed of.
- 12.3 **Public Use.** The Recipient will ensure that Infrastructure resulting from any Eligible Project that is not sold, leased, encumbered, or otherwise disposed of, remains primarily for public use or benefit.

13. DEFAULT AND TERMINATION

- 13.1 **Event of Default.** AMO may declare in writing that an Event of Default has occurred when the Recipient has not complied with any condition, undertaking or term in this Agreement. AMO will not declare in writing that an Event of Default has occurred unless it has first consulted with the Recipient. For the purposes of this Agreement, each of the following events shall constitute an “Event of Default”:
- Failure by the Recipient to deliver in a timely manner an Annual Report or respond to questionnaires or reports as required;
 - Delivery of an Annual Report that discloses non-compliance with any condition, undertaking or material term in this Agreement;
 - Failure by the Recipient to co-operate in an external audit undertaken by Canada, AMO or their agents;
 - Delivery of an external audit report that discloses non-compliance with any condition, undertaking or term in this Agreement; and
 - Failure by the Recipient to expend Funds in accordance with the terms of this Agreement, including Section 5.8.
- 13.2 **Waiver.** AMO may withdraw its notice of an Event of Default if the Recipient, within thirty (30) calendar days of receipt of the notice, either corrects the default or demonstrates, to the satisfaction of AMO in its sole discretion that it has taken such steps as are necessary to correct the default.
- 13.3 **Remedies on Default.** If AMO declares that an Event of Default has occurred under Section 13.1, after thirty (30) calendar days from the Recipient’s receipt of the notice

of an Event of Default, it may immediately terminate this Agreement or suspend its obligation to pay the Funds. If AMO suspends payment, it may pay suspended Funds if AMO is satisfied that the default has been cured.

- 13.4 **Repayment of Funds.** If AMO declares that an Event of Default has not been cured to its exclusive satisfaction, AMO reserves the right to declare that prior payments of Funds become a debt to Canada which the Recipient will reimburse forthwith on demand to AMO for transmission to Canada.

14. CONFLICT OF INTEREST

- 14.1 **No Conflict of Interest.** The Recipient will ensure that no current member of the AMO Board of Directors and no current or former public servant or office holder to whom any post-employment, ethics and conflict of interest legislation, guidelines, codes or policies of Canada applies will derive direct benefit from the Funds, the Unspent Funds, and any interest earned thereon, unless the provision of receipt of such benefits is in compliance with such legislation, guidelines, policies or codes.

15. NOTICE

- 15.1 **Notice.** Any notice, information or document provided for under this Agreement will be effectively given if in writing and if delivered by hand, or overnight courier, mailed, postage or other charges prepaid, or sent by email to the addresses in Section 15.3. Any notice that is sent by hand or overnight courier service shall be deemed to have been given when received; any notice mailed shall be deemed to have been received on the eighth (8) calendar day following the day on which it was mailed; any notice sent by email shall be deemed to have been received on the sender's receipt of an acknowledgment from the intended recipient (such as by the "return receipt requested" function, as available, return email or other written acknowledgment), provided that in the case of a notice sent by email, if it is not given on a business day before 4:30 p.m. Eastern Standard Time, it shall be deemed to have been given at 8:30 a.m. on the next business day for the recipient.
- 15.2 **Representatives.** The individuals identified in Section 15.3 of this Agreement, in the first instance, act as AMO's or the Recipient's, as the case may be, representative for the purpose of implementing this Agreement.
- 15.3 **Addresses for Notice.** Further to Section 15.1 of this Agreement, notice can be given at the following addresses:

- If to AMO:

Executive Director
Canada Community-Building Fund Agreement
Association of Municipalities of Ontario
155 University Avenue, Suite 800
Toronto, ON M5H 3B7

Telephone: 416-971-9856
Email: ccbf@amo.on.ca

- If to the Recipient:

Treasurer
The Township of The North Shore
P.O. Box 108, 1385 Hwy 17
Algoma Mills, ON P0R 1A0

16. MISCELLANEOUS

- 16.1 **Counterpart Signature.** This Agreement may be signed (including by electronic signature) and delivered (including by facsimile transmission, by email in PDF or similar format or using an online contracting service designated by AMO) in counterparts, and each signed and delivered counterpart will be deemed an original and both counterparts will together constitute one and the same document.
- 16.2 **Severability.** If for any reason a provision of this Agreement that is not a fundamental term is found to be or becomes invalid or unenforceable, in whole or in part, it will be deemed to be severable and will be deleted from this Agreement, but all the other terms and conditions of this Agreement will continue to be valid and enforceable.
- 16.3 **Waiver.** AMO may waive any right in this Agreement only in writing, and any tolerance or indulgence demonstrated by AMO will not constitute waiver of rights in this Agreement. Unless a waiver is executed in writing, AMO will be entitled to seek any remedy that it may have under this Agreement or under the law.
- 16.4 **Governing Law.** This Agreement shall be governed by and construed in accordance with the laws of the Province of Ontario and the laws of Canada applicable in Ontario.
- 16.5 **Survival.** The Recipient agrees that the following sections and provisions of this Agreement shall extend for seven (7) years beyond the expiration or termination of this Agreement: Sections 4, 5.8, 5.9, 6.1, 11.4, 11.5, 12, 13.4 and 16.8.
- 16.6 **AMO, Canada and Recipient Independent.** The Recipient will ensure its actions do not establish or will not be deemed to establish a partnership, joint venture, principal-

agent relationship, or employer-employee relationship in any way or for any purpose whatsoever between Canada and the Recipient, between AMO and the Recipient, between Canada and a Third Party or between AMO and a Third Party.

- 16.7 **No Authority to Represent.** The Recipient will ensure that it does not represent itself, including in any agreement with a Third Party, as a partner, employee, or agent of Canada or AMO.
- 16.8 **Debts Due to AMO.** Any amount owed under this Agreement will constitute a debt due to AMO, which the Recipient will reimburse forthwith, on demand, to AMO.
- 16.9 **Priority.** In the event of a conflict, the part of this Agreement that precedes the signature of the Parties will take precedence over the Schedules.
- 16.10 **Complementarity.** The Recipient is to use the CCBF to complement, without replacing or displacing, other sources of funding for municipal infrastructure.
- 16.11 **Equity.** The Recipient is to consider Gender Based Analysis Plus (“**GBA+**”) lenses when undertaking a project.

17. SCHEDULES

- 17.1 This Agreement, including:

Schedule A	Eligible Investment Categories
Schedule B	Eligible Expenditures
Schedule C	Ineligible Expenditures
Schedule D	The Annual Report
Schedule E	Communications Requirements

constitute the entire agreement between the Parties with respect to the subject matter contained in this Agreement and supersedes all prior oral or written representations and agreements.

18. SIGNATURES

IN WITNESS WHEREOF, AMO and the Recipient have respectively executed, and delivered this Agreement, effective April 1, 2024.

THE TOWNSHIP OF THE NORTH SHORE

By: _____

Name: _____	Date _____
Title: _____	

_____	_____
Name: _____	Date _____
Title: _____	

THE ASSOCIATION OF MUNICIPALITIES OF ONTARIO

By: _____

Name: _____	Date _____
Title: Executive Director	

_____	_____
Witness: _____	Date _____
Title: _____	

SCHEDULE A: ELIGIBLE INVESTMENT CATEGORIES

1. **Broadband connectivity** – investments in the construction, material enhancement, or renewal of infrastructure that provides internet access to residents, businesses, and/or institutions in Canadian communities.
2. **Brownfield redevelopment** – investments in the remediation or decontamination of a brownfield site within municipal boundaries – provided that the site is being redeveloped to construct a public park for municipal use, publicly owned social housing, or Infrastructure eligible under another investment category listed in this schedule.
3. **Capacity-building** – investments that strengthen the Recipient’s ability to develop long-term planning practices as described in Schedule B, item 2.
4. **Community energy systems** – investments in the construction, material enhancement, or renewal of infrastructure that generates energy or increases energy efficiency.
5. **Cultural infrastructure** – investments in the construction, material enhancement, or renewal of infrastructure that supports the arts, humanities, or heritage.
6. **Drinking water** – investments in the construction, material enhancement, or renewal of infrastructure that supports drinking water conservation, collection, treatment, and distribution systems.
7. **Fire halls** – investments in the construction, material enhancement, or renewal of fire halls and fire station infrastructure.
8. **Local roads and bridges** – investments in the construction, material enhancement, or renewal of roads, bridges, tunnels, highways, and active transportation infrastructure.
9. **Public transit** – investments in the construction, material enhancement, or renewal of infrastructure that supports a shared passenger transport system that is available for public use.
10. **Recreational infrastructure** – investments in the construction, material enhancement, or renewal of recreational facilities or networks.
11. **Regional and local airports** – investments in the construction, material enhancement, or renewal of airport-related infrastructure (excluding infrastructure in the National Airports System).
12. **Resilience** – investments in the construction, material enhancement, or renewal of built and natural infrastructure assets and systems that protect and strengthen the resilience

of communities and withstand and sustain service in the face of climate change, natural disasters, and extreme weather events.

13. **Short-line rail** – investments in the construction, material enhancement, or renewal of railway-related infrastructure for carriage of passengers or freight.
14. **Short-sea shipping** – investments in the construction, material enhancement, or renewal of infrastructure related to the movement of cargo and passengers around the coast and on inland waterways, without directly crossing an ocean.
15. **Solid waste** – investments in the construction, material enhancement, or renewal of infrastructure that supports solid waste management systems (including the collection, diversion, and disposal of recyclables, compostable materials, and garbage).
16. **Sport infrastructure** – investments in the construction, material enhancement, or renewal of amateur sport infrastructure (facilities housing professional or semi-professional sports teams are ineligible).
17. **Tourism infrastructure** – investments in the construction, material enhancement, or renewal of infrastructure that attracts travelers for recreation, leisure, business, or other purposes.
18. **Wastewater** – investments in the construction, material enhancement, or renewal of infrastructure that supports wastewater and storm water collection, treatment, and management systems.

Note: Investments in health infrastructure (e.g., hospitals, long-term care facilities, convalescent centres, and senior centres) are not eligible.

SCHEDULE B: ELIGIBLE EXPENDITURES

Eligible Expenditures will be limited to the following:

1. **Infrastructure investments** – expenditures associated with acquiring, planning, designing, constructing, or renovating a tangible capital asset and any related debt financing charges specifically identified with that asset.
2. **Capacity-building costs** – for projects eligible under the capacity-building category only, expenditures associated with the development and implementation of:
 - Capital investment plans, integrated community sustainability plans, integrated regional plans, housing needs assessments, or asset management plans;
 - Studies, strategies, systems, software, third-party assessments, plans, or training related to asset management;
 - Studies, strategies, systems, or plans related to housing or land use;
 - Studies, strategies, or plans related to the long-term management of infrastructure; and
 - Other initiatives that strengthen the Recipient's ability to improve local and regional planning.
3. **Joint communications and signage costs** – expenditures directly associated with joint federal communication activities and with federal project signage.
4. **Employee costs** – the costs of the Recipient's employees for projects eligible under the capacity-building category only – provided that the costs, on an annual basis, do not exceed the lesser of:
 - 40% of the Recipient's annual allocation (i.e., the amount of CCBF funding made available to the Recipient by AMO under Section 5.5 of this Agreement); or
 - \$80,000.

SCHEDULE C: INELIGIBLE EXPENDITURES

The following are deemed Ineligible Expenditures:

1. **Costs incurred before the Fund was established** – project expenditures incurred before April 1, 2005.
2. **Costs incurred before categories were eligible** – project expenditures incurred:
 - Before April 1, 2014 – under the broadband connectivity, brownfield redevelopment, cultural infrastructure, disaster mitigation (now resilience), recreational infrastructure, regional and local airports, short-line rail, short-sea shipping, sport infrastructure, and tourism infrastructure categories; and.
 - Before April 1, 2021 – under the fire halls category.
3. **Internal costs** – the Recipient’s overhead costs (including salaries and other employment benefits), operating or administrative costs (related to planning, engineering, architecture, supervision, management, and other activities normally carried out by the Recipient’s staff), and equipment leasing costs – except in accordance with Eligible Expenditures described in Schedule B.
4. **Rebated costs** – taxes for which the Recipient is eligible for a tax rebate and all other costs eligible for rebates.
5. **Land costs** – the purchase of land or any interest therein and related costs.
6. **Legal fees.**
7. **Routine repair or maintenance costs** – costs that do not result in the construction, material enhancement, or renewal of a tangible capital asset.
8. **Investments in health infrastructure** – costs associated with health infrastructure or assets (e.g., hospitals, long-term care facilities, convalescent centres, and senior centres).
9. **Investments in professional or semi-professional sports facilities** – costs associated with facilities used by professional or semi-professional sports teams.

SCHEDULE D: ANNUAL REPORT

The Annual Report may include – but is not necessarily limited to – the following information pertaining to the previous fiscal year:

1. **Financial information** – and particularly:
 - Interest earnings and investment gains – in accordance with Section 5.7;
 - Proceeds from the disposal of assets – in accordance with Section 12.1;
 - Outgoing transfers – in accordance with Sections 5.3 and 5.4;
 - Incoming transfers – in accordance with Section 5.3; and
 - Amounts paid – in aggregate for Eligible Expenditures on each Eligible Project.
2. **Project information** – describing each Eligible Project that started, ended, or was ongoing in the reporting year.
3. **Results** – and particularly:
 - Expected outputs and outcomes for each ongoing Eligible Project;
 - Outputs generated and outcomes achieved for each Eligible Project that ended construction in the reporting year; and
 - Housing outcomes resulting from each Eligible Project that ended construction in the reporting year, and specifically:
 - i. The number of housing units enabled, supported, or preserved; and
 - ii. The number of affordable housing units enabled, supported, or preserved.
4. **Other information** – such as:
 - Progress made in the development and implementation of asset management plans and systems; and
 - The impact of the CCBF on housing pressures tied to infrastructure gaps, the housing supply, and housing affordability.

SCHEDULE E: COMMUNICATIONS REQUIREMENTS

1. COMMUNICATIONS ACTIVITIES

- 1.1 **Scope.** The provisions of this Schedule apply to all communications activities related to any Funds and Eligible Projects.
- 1.2 **Definition.** Communications activities may include (but are not limited to) public or media events, news releases, reports, web articles, blogs, project signs, digital signs, publications, success stories and vignettes, photo compilations, videos, advertising campaigns, awareness campaigns, editorials, award programs, and multi-media products.

2. INFORMATION SHARING REQUIREMENTS

- 2.1 **Notification requirements.** The Recipient must report all active Eligible Projects to AMO in advance of construction each year. Reports must be submitted in an electronic format deemed acceptable by AMO.
- 2.2 **Active Eligible Projects.** Active Eligible Projects are those Eligible Projects that either begin in the current calendar year or are ongoing in the current calendar year.
- 2.3 **Information required.** The report must include, at a minimum, the name, category, description, expected outcomes, anticipated CCBF contribution, anticipated start date, and anticipated end date of each active Eligible Project.

3. PROJECT SIGNAGE REQUIREMENTS

- 3.1 **Installation requirements.** Unless otherwise approved by Canada, the Recipient must install a federal sign to recognize federal funding for each Eligible Project in accordance with design, content, and installation guidelines provided by Canada.
- 3.2 **Permanent signs, plaques, and markers.** Permanent signage, plaques, and markers recognizing municipal or provincial contributions to an Eligible Project must also recognize the federal contribution and must be approved by Canada.
- 3.3 **Responsibilities.** The Recipient is responsible for the production and installation of Eligible Project signage in accordance with Section 3 of this Schedule E, except as otherwise agreed upon.
- 3.4 **Reporting requirements.** The Recipient must inform AMO of signage installations in a manner determined by AMO.

4. DIGITAL COMMUNICATIONS REQUIREMENTS

- 4.1 **Social media.** AMO maintains accounts dedicated to the CCBF on several social media networks. The Recipient must @mention the relevant account when producing content that promotes or communicates progress on one or more Eligible Projects. AMO's CCBF-dedicated social media accounts are identified on www.buildingcommunities.ca.
- 4.2 **Websites and webpages.** Websites and webpages created to promote or communicate progress on one or more Eligible Projects must recognize federal funding using either:
- a) A digital sign; or
 - b) The Canada wordmark and the following wording (as applicable):
 - i. "This project is funded in part by the Government of Canada"; or
 - ii. "This project is funded by the Government of Canada".

The Canada wordmark or digital sign must link to www.infrastructure.gc.ca. Guidelines describing how this recognition is to appear and language requirements are posted at <http://www.infrastructure.gc.ca/pub/signage-panneaux/intro-eng.html>.

5. REQUIREMENTS FOR MEDIA EVENTS AND ANNOUNCEMENTS

- 5.1 **Definitions.** Media events and announcements include, but are not limited to, news conferences, public announcements, and the issuing of news releases to communicate the funding of Eligible Projects or achievement of key milestones (such as groundbreaking ceremonies, grand openings, and completions).
- 5.2 **Authority.** Canada, AMO, or the Recipient may request a media event or announcement.
- 5.3 **Notification requirements.** Media events and announcements must not proceed without the prior knowledge and agreement of AMO, Canada, and the Recipient.
- 5.4 **Notice.** The requester of a media event or announcement must provide at least fifteen (15) business days' notice to other parties of their intention to undertake such an event or announcement. If communications are proposed through a news release with no supporting event, Canada additionally requires five (5) business days with the draft news release to secure approvals and confirm the federal representative's quote.
- 5.5 **Date and location.** Media events and announcements must take place at a date and location that is mutually agreed to by the Recipient, AMO and Canada.

- 5.6 **Representatives.** The Recipient, AMO, and Canada will have the opportunity to participate in media events and announcements through a designated representative. Each Party will choose its own designated representative.
- 5.7 **Responsibilities.** AMO and the Recipient are responsible for coordinating all onsite logistics for media events and announcements unless otherwise agreed on.
- 5.8 **No unreasonable delay.** The Recipient must not unreasonably delay media events and announcements.
- 5.9 **Precedence.** The conduct of all joint media events, announcements, and supporting communications materials (e.g., news releases, media advisories) will follow the [Table of Precedence for Canada](#).
- 5.10 **Federal approval.** All joint communications material related to media events and announcements must be approved by Canada and recognize the funding of all contributors.
- 5.11 **Federal policies.** All joint communications material must reflect Canada's Policy on Official Languages and the Policy on Communications and Federal Identity.
- 5.12 **Equal visibility.** The Recipient, Canada, and AMO will have equal visibility in all communications activities.

6. PROGRAM COMMUNICATIONS

- 6.1 **Own communications activities.** The Recipient may include messaging in its own communications products and activities with regards to the use of Funds.
- 6.2 **Funding acknowledgements.** The Recipient must recognize the funding of all contributors when undertaking such activities.

7. OPERATIONAL COMMUNICATIONS

- 7.1 **Responsibilities.** The Recipient is solely responsible for operational communications with respect to the Eligible Projects, including but not limited to, calls for tender, construction, and public safety notices. Operational communications as described above are not subject to the federal official languages policy.
- 7.2 **Federal funding acknowledgement.** Operational communications should include, where appropriate, the following statement (as appropriate):
- a) "This project is funded in part by the Government of Canada"; or
 - b) "This project is funded by the Government of Canada".

- 7.3 **Notification requirements.** The Recipient must share information promptly with AMO should significant emerging media or stakeholder issues relating to an Eligible Project arise. AMO will advise the Recipient, when appropriate, about media inquiries received concerning an Eligible Project.

8. COMMUNICATING SUCCESS STORIES

- 8.1 **Participation requirements.** The Recipient must work with Canada and AMO when asked to collaborate on communications activities – including, but not limited to, Eligible Project success stories (including positive impacts on housing), Eligible Project vignettes, and Eligible Project start-to-finish features.

9. ADVERTISING CAMPAIGNS

- 9.1 **Responsibilities.** The Recipient may, at its own cost, organize an advertising or public information campaign related to the use of the Funds or Eligible Projects, provided that the campaign respects the provisions of this Agreement.
- 9.2 **Notice.** The Recipient must inform Canada and AMO of its intention to organize a campaign no less than twenty-one (21) working days prior to the launch of the campaign.