



Agenda

Regular Meeting of Council
Corporation of the Township of The North Shore
Tuesday, October 15th, 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/86146488102?pwd=p53dQr08Ejo82AyZ1sVsoUiCdejncn.1>

Meeting ID: 861 4648 8102

Passcode: 420419

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
 - a) Cunningham Swan - Integrity Commissioner Report dated September 16th, 2024
5. ADOPTION OF MINUTES
 - a) Minutes of the Special meeting of September 25th, 2024
 - b) Minutes for the Regular meeting of October 2nd, 2024
6. COUNCIL MEMBERS REPORT
7. REPORTS AND MOTIONS OF MUNICIPAL STAFF, COMMITTEES, AND COMMUNICATIONS
 - a) Legal Fees to be Paid - Invoice #965607
 - b) 3rd Quarter Reports - Senior Staff
 - c) Variance Report - 3rd Quarter
 - d) Tax and Water/Wastewater Receivables - 3rd Quarter
 - e) Canada 5k Grant Application
 - f) Community Emergency Preparedness Grant Application 2024-2025
 - g) Septic Systems - What not to put down the drain
 - h) Hydro One pole installation - Williams seeking permission from Council

Consent Agenda

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

- a) Employee Policy

9. INTRODUCTION, READING AND CONSIDERATION OF BY-LAWS

- a) By-Law 24-54 being a by-law to adopt the Provision of Notice Policy for the Corporation of the Township of The North Shore

10. NOTICES OF MOTION

11. QUESTION PERIOD

12. 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
- 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 and human resource matters

13. REPORT FROM CLOSED SESSION

14. CONFIRMATORY BY-LAW

By-law 24-55 being a by-law to confirm the proceedings of Council at its meeting held October 15th, 2024, be read a first, second and third time enacted and passed.

15. ADJOURNMENT



4

COPY

Resolution # 305

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

REGULAR COUNCIL MEETING

MEETING DATE: October 2nd, 2024

AGENDA ITEM(S): 7a

MOVED BY: L. Menard

SECONDED BY: R. Welbaum

BE IT RESOLVED That Council receive the report regarding notice of Integrity Commissioner reports being brought to the October 15th, 2024, Regular Council meeting for information purposes, and that Council direct staff to schedule with the Integrity Commissioner to attend the October 15th, 2024, Regular Council meeting to provide explanation of the Reports received and answer any questions.

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

MAYOR or CHAIR or (Acting)



Cunningham Swan

LAWYERS

• EST 1894 •

Tony E. Fleming
Direct Line: 613.546.8096
E-mail: tfleming@cswan.com

CONFIDENTIAL

September 16, 2024

SENT BY EMAIL TO: municipalclerk@townshipofthenorthshore.ca

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

Dear Ms. Schneider:

**RE: Code of Conduct Complaint – Report
Our File No. 36669-9**

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

This investigation is hereby closed.

Sincerely,

Cunningham, Swan, Carty, Little & Bonham LLP

Tony E. Fleming, C.S.
LSO Certified Specialist in Municipal Law
(Local Government / Land Use Planning)
Anthony Fleming Professional Corporation
TEF:sw
Enclosures
{01378135.DOCX:}

TEL: 613-544-0211
FAX: 613-542-9814
EMAIL: INFO@CSWAN.COM
WEB: WWW.CSWAN.COM



Cunningham Swan

LAWYERS

Tony E. Fleming
Direct Line: 613.546.8096
E-mail: tfleming@cswan.com

CONFIDENTIAL

September 16, 2024

SENT BY EMAIL TO: municipalclerk@townshipofthenorthshore.ca

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

Dear Ms. Schneider:

**RE: Code of Conduct Complaint – Councillor Len Menard
Our File No. 36669-9**

This public report of our investigation is being provided to Council in accordance with section 223.6(1) of the *Municipal Act*. We note that section 223.6(3) of the *Municipal Act* requires that Council make the report public. The Clerk should place the report on the agenda for the next open session Council meeting.

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

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

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

On March 14, 2024, a complaint under the Code of Conduct (the “Complaint”) was forwarded to our attention alleging that Councillor Len Menard had breached the Code of Conduct. The allegations related to Councillor Menard having allegedly engaged in an altercation with a constituent where he threatened the constituent.

Investigation

The Township’s Code of Conduct and the *Municipal Act* provide the Integrity Commissioner with powers which include the ability to interview witnesses and review documents deemed relevant to the investigation process. In conducting the investigation, our process included:

- Providing a copy of the request for inquiry and supporting materials to Councillor Menard, with a request for any written response to be provided within 10 business days;
- Providing a copy of Councillor Menard’s response to the complainant, with a request for any written response to be provided within 10 business days;
- Interviewing witnesses;
- Interviewing Councillor Menard;
- Interviewing the complainant; and
- Reviewing all submissions and analyzing the merit of the request for inquiry.

After conducting our investigation, the Integrity Commissioner does not have enough evidence to substantiate the claim against Councillor Menard. Therefore, the Complaint is dismissed.

ANALYSIS

The complainant alleges that Councillor Menard approached the complainant and a friend and uttered a threat. If the allegations were true, such conduct would be a breach of sections 7.1 and 7.2 of the Code of Conduct, which provide:

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

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

Findings:

The Integrity Commissioner conducted interviews of the complainant, witnesses to the alleged altercation, and Councillor Menard. There were competing accounts of the encounter presented. Based upon the evidence gathered and reviewed, the Integrity Commissioner cannot make a determinative finding that Councillor Menard made the threat as alleged.

Specifically, there is insufficient evidence to permit the Integrity Commissioner to favour the complainant's account of the event over Councillor Menard's account (or vice versa). Accordingly, there is insufficient evidence to make a finding as to whether Councillor Menard breached the Code of Conduct.

CONCLUSION

For the reasons stated above the Complaint is dismissed.

Sincerely,

Cunningham, Swan, Carty, Little & Bonham LLP



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

TEF:mm



Minutes

Special Council Meeting
Township of the North Shore
Wednesday, September 25th, 2024
4:00 p.m.
Hybrid Meeting

ATTENDANCE

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

Staff: Craig Davidson - Designated Clerk

CALL TO ORDER

The Mayor called the meeting to order at 4:00 p.m.

APPROVAL OF AGENDA

RESOLUTION #24-297

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

OLD BUSINESS

INTRODUCTION, READING, AND CONSIDERATION OF BY-LAWS

NOTICES OF MOTION

CLOSED SESSION

RESOLUTION #24-298

Moved by: R. Welburn

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, HR Consultant

For the purpose of legal and human resource matters.

CARRIED

REPORT FROM CLOSED SESSION

RESOLUTION #24-300

Moved by: R. Green

Seconded by: T. Simon

BE IT RESOLVED: That Council for the Corporation of the Township of The North Shore arise from Closed Session at 5:29 p.m. and report as follows: Council gave direction to the Mayor and the Designated Clerk regarding the human resource matters

CARRIED

CONFIRMATORY BY-LAW

RESOLUTION # 24-301

Moved By: R. Welburn

Seconded By: T. Simon

BE IT RESOLVED: That the Council of the Corporation of the Township of The North Shore hereby approve By-Law No. 24-50, Being a By-Law to Confirm the Proceedings of Council at its Special meeting held September 25th, 2024, be read a first, second and third time, enacted and passed.

CARRIED

ADJOURNMENT

RESOLUTION # 24-302

Moved By: L. Menard

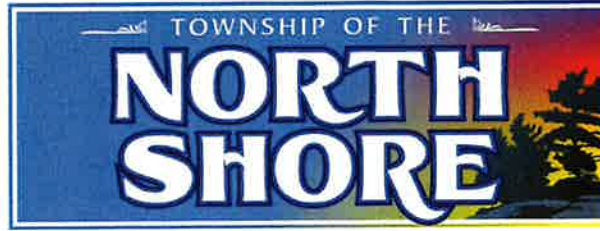
Seconded By: R. Welburn

BE IT RESOLVED: That the Corporation of the Township of The North Shore Special Council meeting of September 25th, 2024, do now adjourn at 5:31 PM to meet again on the 2nd day of October 2024 at 6:00 p.m., or at the call of the Chair.

CARRIED

Tony Moor, Mayor

Craig Davidson, Designated Clerk



Minutes

Regular Council Meeting
Township of the North Shore
Wednesday, October 2nd, 2024
6:00 p.m.
Hybrid Meeting

ATTENDANCE

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

Staff: Matt Simon, Public Works Manager/Fire Chief - *left meeting at 6:14 PM*
Rachel Schneider, Municipal Clerk/Deputy Treasurer - *left meeting at 6:15 PM*
Craig Davidson - Deputy Treasurer

CALL TO ORDER

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

APPROVAL OF AGENDA

RESOLUTION #24-303

Moved by: T. Simon
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

PRESENTATIONS/DELEGATION

ADOPTION OF MINUTES

a) Minutes for the Regular meeting of September 18th, 2024

RESOLUTION #24-304

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

BE IT RESOLVED: That Council of the Corporation of the Township of the North Shore adopts the Regular meeting minutes of September 18th, 2024.

CARRIED

COUNCIL MEMBERS REPORT

REPORTS AND MOTIONS OF MUNICIPAL STAFF, COMMITTEES AND COMMUNICATION

- a) Notice of Integrity Commissioner Report - October 15th, 2024, Regular Council Meeting

RESOLUTION #24-305

Moved by: L. Menard

Seconded by: R. Welburn

BE IT RESOLVED That Council receive the report regarding notice of Integrity Commissioner reports being brought to the October 15th, 2024, Regular Council meeting for information purposes, and that Council direct staff to schedule with the Integrity Commissioner to attend the October 15th, 2024, Regular Council meeting to provide explanation of the Reports received and answer any questions.

CARRIED

- b) Recommendation to Council from Cemetery Committee - Following fee schedule for Cemetery sales

RESOLUTION #24-306

Moved by: T. Simon

Seconded by: R. Green

BE IT RESOLVED that Council for the Corporation of the Township of The North Shore receive and consider the recommendation from the Cemetery Committee meeting of September 19th, 2024, and that Council approve the recommendation from the Cemetery Committee and direct staff to follow the Township of The North Shore Fees Schedule By-Law 21-56, as amended, regarding Cemetery sales.

CARRIED

- c) Provision of Notice Policy

RESOLUTION #24-307

Moved by: T. Simon

Seconded by: L. Menard

BE IT RESOLVED That Council for the Corporation of the Township of The North Shore receive the staff report as presented for consideration, and that Council review and approve the proposed amendments to the Provision of Notice Policy.

CARRIED

d) Resolution of Support - AMCTO Provincial updates to the Municipal Elections Act

RESOLUTION #24-308

Moved by: R. Welburn

Seconded by: R. Green

WHEREAS elections rules need to be clear, supporting candidates and voters in their electoral participation and election administrators in running elections.

WHEREAS legislation needs to strike the right balance between providing clear rules and frameworks to ensure the integrity of the electoral process,

WHEREAS the legislation must also reduce administrative and operational burden for municipal staff ensuring that local election administrators can run elections in a way that responds to the unique circumstances of their local communities.

WHEREAS the Municipal Elections Act, 1996 (MEA) will be 30 years old by the next municipal and school board elections in 2026.

WHEREAS the MEA sets out the rules for local elections, the Assessment Act, 1990 and the Education Act, 1990 also contain provisions impacting local elections adding more places for voters, candidates, and administrators to look for the rules that bind the local democratic process in Ontario.

WHEREAS with rules across three pieces of legislation, and the MEA containing a patchwork of clauses, there are interpretation challenges, inconsistencies, and gaps to fill.

WHEREAS the Act can pose difficulties for voters, candidates, contributors and third-party advertisers to read, to interpret, to comply with and for election administrators to enforce.

WHEREAS while local elections are run as efficiently and effectively as can be within the current legislative framework, modernization and continuous improvement is needed to ensure the Act is responsive to today's needs and tomorrow's challenges.

WHEREAS to keep public trust and improve safeguards the Act should be reviewed considering the ever-changing landscape which impacts elections administration including privacy, the threats of foreign interference, increased spread of mis/disinformation and the increased use of technologies like artificial intelligence and use of digital identities.

WHEREAS the Association of Municipal Managers, Clerks, and Treasurers of Ontario (AMCTO) reviewed the Act and has provided several recommendations including modernizing the legislation, harmonizing rules, and streamlining and simplifying administration.

AND WHEREAS AMCTO put forward recommendations for amendments ahead of the 2026 elections and longer-term recommendations for amendments ahead of the 2030 elections.

THEREFORE BE IT RESOLVED THAT the Township of The North Shore calls for the Province to update the MEA with priority amendments as outlined by AMCTO before Summer 2025 and commence work to review and re-write the MEA with longer-term recommendations ahead of the 2030 elections.

AND BE IT FURTHER RESOLVED that this resolution will be forwarded to all municipalities in Ontario for support and that each endorsement be then forwarded to the Minister of Municipal Affairs and Housing, the Minister of Education, the Minister of Public and Business Service Delivery, Minister of Finance, the Premier of Ontario, Algoma-Manitoulin MPP, and AMCTO.

CARRIED

e) Employee Policy

RESOLUTION #24-309

Moved by: R. Welburn

Seconded by: R. Green

BE IT RESOLVED That Council for the Corporation of the Township of The North Shore receive the staff report as presented for consideration, and that Council review the proposed amendments to the Employee Policy, and that Council forward any further proposed amendments of the policy to the Clerk to be reviewed by Council at the October 15th, 2024, Regular Council meeting.

CARRIED

Consent Agenda

OLD BUSINESS

INTRODUCTION, READING, AND CONSIDERATION OF BY-LAWS

NOTICES OF MOTION Nil

QUESTION PERIOD

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

There were 0 questions asked during the Question Period of the October 2nd, 2024, meeting:

CLOSED SESSION

RESOLUTION #24-310

Moved by: R. Green
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 (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

M. Simon left the meeting at 6:14 PM
R. Schneider left the meeting at 6:15 PM

REPORT FROM CLOSED SESSION

RESOLUTION #24-311

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 7:40 p.m. and report as follows: Council gave direction to the Mayor and the Designated Clerk regarding the human resource matters

CARRIED

CONFIRMATORY BY-LAW

RESOLUTION # 24-312

Moved By: R. Welburn
Seconded By: R. Green

BE IT RESOLVED: That the Council of the Corporation of the Township of The North Shore hereby approve By-Law No. 24-51, Being a By-Law to Confirm the Proceedings of Council at its Regular meeting held October 2nd, 2024, be read a first, second and third time, enacted and passed.

CARRIED

ADJOURNMENT

RESOLUTION # 24-313

Moved By: R. Green

Seconded By: R. Welburn

BE IT RESOLVED: That the Corporation of the Township of The North Shore Regular Council meeting of October 2nd, 2024, do now adjourn at 7:44 PM to meet again on the 15th day of October 2024 at 6:00 p.m., or at the call of the Chair.

CARRIED

Tony Moor, Mayor

Rachel Schneider, Clerk/Deputy Treasurer

7a



October 2nd, 2024

Meeting of October 15th, 2024

Council Report

SUBJECT: LEGAL FEES TO BE PAID – Invoice #965607

RECOMMENDATION: That Council review the attached Invoice #965607 from Weaver Simmons, for information purposes.

Please find attached to this report an invoice dated September 13th, 2024, (received on October 2nd, 2024 via email) that was issued to the Township of The North Shore from Weaver Simmons for services rendered and disbursements incurred for the period ending September 13th, 2024, in regard to reviewing documents and drafting and providing a letter of opinion regarding the Township’s Workplace Anti-Violence, Harassment and Sexual Harassment Policy.

At the July 17th, 2024, Regular Council meeting, Council passed the following Resolution:

“ j) Workplace Anti-Violence, Harassment and Sexual Harassment Policy
RESOLUTION #24-203
Moved by: L. Menard
Seconded by: T. Simon

BE IT RESOLVED That Council for the Corporation of the Township of The North Shore receive the staff report for consideration, and that Council defer the proposed Workplace Anti-Violence, Harassment and Sexual Harassment Policy as presented to be in compliance with the Order from the Ministry of Labour received May 10th, 2024, and direct the Clerk to add wording to “Making a Complaint of Discrimination, Workplace Violence, Harassment or Sexual Harassment” regarding Council reviewing complaints, direct the Clerk to have wording reviewed by Legal Counsel, and bring Policy back to a future meeting.

CARRIED”

The Township of The North Shore Legal Counsel Services Consultation and Expenditures Policy states the following:

“3.1 Legal Counsel Services Consultation or expenditures may be commenced by the Clerk or designated Clerk if the amount of legal fees remains within the year’s budgeted amount for Legal Services

3.2 No Legal Counsel Services Consultation or expenditures may be commenced unless prior approval is obtained from the Township of the North Shore Council by means of resolution if the amount of legal fees exceeds what is left in the year’s budget.

3.3 Any consultation or expenditure commenced will be brought to the attention of Council at the next scheduled meeting of Council, under the relevant section of the agenda.”

Although Council passed a Resolution to refer the Policy to Legal Counsel for review, it is still a requirement of the Policy that the invoice be brought to the attention of Council at the next scheduled meeting of Council.

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



WEAVER-SIMMONS^{LLP}

Barristers, Solicitors, Notaries

James C. Simmons, K.C.
P. Berk Keaney*
Geoff Jeffery
Marc A.J. Huneault
R. Martin Bayer
Kathleen Stokes
Scott T. Croteau
Rose Muscolino
Michael J.N. Haraschuk
P. Peter Diavolitsis
Michael J. Venturi*
Richard R.F. Nolin
Michel R. Carré
Matthew Leef
Dhiren R. Chohan
Stephanie A. Farrell
Zachary T. Courtemanche
Brianna K. Johns
Devan J. Munch
Marissa M. Sarrazin
Natalie D. Schryer
Puneet Mehta
Sara Balagh
Shilpa Mehta
Christopher R.E. McCormick
Sara Fretwell

Associated as Counsel
Matti E. Mottonen**
Stephen Vrbanac
Jack Braithwaite

* Certified By The Law Society Of Ontario As A Specialist In Criminal Law

** Certified By The Law Society Of Ontario As A Specialist In Family Law

Reply To:

SUDBURY OFFICE:
Brady Square
233 Brady Street
Suite 400
Sudbury, ON, P3B 4H5
tel: 705.674.6421
fax: 705.674.9948

NORTH BAY OFFICE:
116 McIntyre Street W.
North Bay, ON, P1B 2Y6
tel: 705.497.1900
fax: 705.497.1700

CHAPLEAU OFFICE:
20 Pine Street W.
Chapleau, ON, P0M 1K0
tel: 705.864.1505
(by appointment)

*Please reply to: Kathleen Stokes
Direct Line: (705) 671-3259
kstokes@weaversimmons.com*

PRIVILEGED AND CONFIDENTIAL

VIA E-MAIL municipalclerk@townshipofthenorthshore.ca

September 24, 2024

Ms. Rachel Jean Schneider
Municipal Clerk/Deputy Treasurer
Township of the North Shore
1385 Hwy 17
P.O. Box 108
Algoma Mills, ON P0R 1A0

Dear Ms. Schneider:

Re: Account

Please find attached our account for services rendered and disbursements incurred for the period ending September 13, 2024.

We trust that you will find the attached satisfactory.

Yours truly,

Kathleen Stokes
/eb

encl.

Weaver Simmons LLP
 233 Brady Street
 Suite 400
 Sudbury, ON P3B 4H5 Canada

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

Date: 9/13/2024
 Matter #: 93920
 Inv #: 965607

RE: Township of the North Shore - Labour General

Date	Initials	Description of Service	Hours	Amount
07/31/24	SB	Reviewing documents provided by the client, reviewing Occupational Health and Safety Act and Municipal Act; reviewing Ministry of Labour's Code of practice regarding reporting of workplace harassments;	1.20	300.00
	SB	Comparative review of other municipalities' anti-harassment policies;	1.50	375.00
	SB	Drafting opinion letter regarding reporting of workplace harassments;	2.90	725.00
08/01/24	SB	Finalizing opinion letter and forwarding to client;	0.50	125.00
08/06/24	SB	Receipt and review of correspondence from the client and responding to same regarding harassment policy;	0.20	50.00
		Total Fees	6.30	\$1,575.00
		Total HST on Fees		204.75
		Total Fees, Disbursements and HST		\$1,779.75
		Balance Now Due		\$1,779.75

TAX ID Number 12169 9714 RT0001

THIS IS OUR ACCOUNT HEREIN

Weaver Simmons LLP

per: Kathleen Stokes
E. & O. E.

WHEN REMITTING PAYMENT OF THIS ACCOUNT, PLEASE QUOTE OUR MATTER NUMBER ABOVE
(E-Transfer is available for payment of accounts, please inquire for details).

Accounts are payable upon receipt and if not paid within thirty (30) days hereof interest shall be charged at the rate of
6% in accordance with the provisions of the Courts of Justice Act. Overdue accounts may be
assessed in accordance with the provisions of the Solicitors' Act and the Rules of Civil Procedure.

PUBLIC WORKS AND FIRE DEPARTMENT

3rd Quarter Report

Project and Activity - PUBLIC WORKS

Staff	summer students worked out pretty good. Our seasonal fulltime staff member worked out very well.
COVID 19	NA
Road patching	Have applied a large amount as it was needed
Culverts/ditching	Will install when nesasary
Trees	when needed
Spragge Rink	NA
Garbage collection	as per normal
Docks	will be removed in October
Callouts (Alarm)	Only when the power goes out.
Cemetery	Seasonal
Water Treatment Plant	In process
Lake Lauzon Beach	Seasonal
Serpent River Landfill Site	normal operations
Algoma Mills garbage bins	Not to bad
Capital	Budget has not been passed
Emergency Management	We had our meeting last month, with a mock scenerio
Project Life Saver	Not applicable
Signage	normal operations

Some Plans Public Works

Roads and Winter Maintenance	
Asset Management	Review plan and infrastructure to update Asset Management Plan
Infrastructure	2024 budget has not been passed.
Budget	2024 budget has not been passed.
Landfill Site	This is in progress
<u>Project and Activity - FIRE DEPARTMENT</u>	
	Have had a few calls for service so far this year.
Training	Have done a significant amount of traing this year. First aid, some FF 1 sign offs earlier this year.
Recruitment	Good. In process as always
Partnerships	Working well.
Equipment Status	As mentioned a few times, the ALF rescue was requested for the surplus list. I had to order the2 sets of 2024 turnout gear to keep the prices.
Attendance Reports	Good.

7b

FINANCE

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

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	Q2 Filed July 3 - Q3 filed Oct 3	Completed
Monthly Interest (July, August, September)	First of every month (Tax & Water)	Completed
Monthly Balancing (July, August, September)	First of every month (Tax, Water, AP, AR)	Completed
Bank Reconciliation (July, August, September)	To be performed once per month.	Completed
WSIB, CPP, EI, Tax, OMERS (July, August, September)	Monthly Reporting & Remittances.	Completed
Education Levy (Q3 for 2024)	Education Levy Calculation & Remittance for Quarter 3 of 2024 (Due September 30, 2024).	Completed
Commercial Bins (July, August, September 2024)	Quarterly Invoicing (Q3)	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
Asset Management	Completed AMP 3.0 documents and working through the process	Ongoing
Grant Management	Progress reports filed, working with PUC for information for grant applications, Community War Memorial Grant Application filed	Ongoing
Variance Reports (Q3)	2024 Q3 Quarterly Variance Report (to compare 2024 estimated Budget to 2024YTD)	Completed

Projected Quarterly Report: October 1, 2024 to December 31, 2024

3rd Quarter - 2024		3rd Quarter Status
Monthly Interest (October, November, December)	First of every month (Tax & Water)	Ongoing
Monthly Balancing (October, November, December)	First of every month (Tax, Water, AP, AR)	Ongoing
Bank Reconciliation (October, November, December)	To be performed once per month.	Ongoing
WSIB, CPP, EI, Tax, OMERS (October, November, December)	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 (Q4 for 2024)	Electronical filing. Quarter report due January 1, 2025 (Reporting period: 2024-10-01 to 2024-12-31).	Ongoing
Education Levy (Q4 for 2024)	Education Levy Calculation & Remittance for Quarter 4 of 2024 (Due December 31, 2024). Includes all in-year adjustments.	Ongoing
ICIP Grant - Covid Stream	Reporting and Claim submissions.	Ongoing
ICIP Grant - Green Stream	Reporting and Claim submissions. Waiting on engineer report and design for rehabilitation of water treatment plants	Ongoing
Commercial Bins (October, November, December 2024)	Quarterly Invoicing (Q4)	Ongoing
Training/Professional Development	AMP 3.0 Webinar in July and possibly attending MFOA Conference in September	Ongoing
Variance Report (Q4)	2024 Q4 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

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ADMINISTRATION**Quarterly Report: July 1st, 2024 - September 30th, 2024****Project and Activity**

	3RD 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	Event held July 1st 2024 with large turnout - grant reporting completed
	Broadband	Fibre to be brought to parts of the Township that do not already have it added - awaiting more information
	2023 Tourism Summit	Waiting on more information from HNCEA
Tenders/RFPs	Riverview Road	Engineering services completed. Council defeated motion to award tender to Algoma Bio Septic Technologies Inc.
	Surplus Land in Serpent River	Purchase completed
Policies	Policies reviewed and/or amended and approved by Council through By-law this quarter include: Acceptable Use Policy, Workplace Anti-Violence, Harassment and Sexual Harassment Policy, employee right to disconnect policy, staff and council as volunteer firefighters policy	Total Polices reviewed and/or amended and approved by Council between January 1 2024 and September 30th 2024: By Resolution - 9, By By-Law - 9
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	MAP Unit 3 and 4 started in 3rd quarter	Research into opportunities for training and development ongoing for the Clerk position, which requires continuous learning
PSB	No meetings held this quarter	NEW PSB meetings to be scheduled when Ministry notifies
AODA	Updating policy & plan as per AODA's recommendation.	Not yet completed by all members of Council

Project and Activity

	3RD Quarter	Status
Staffing	Deputy Treasurer - hired to start January 15th, end of contract date unknown	
	Seasonal Public Works - hired May 6th with contract ending October 18th, 2024	
	Students - x2 students hired for period of July 2nd - Aug 27th, 2024	
Community Safety and Wellbeing	No meetings held this quarter	Community Safety and Wellbeing Plan is with Blind River, Spanish, Thessalon, Huron Shores
Committee of Adjustment	No meetings held this quarter	No meetings held this quarter
Emergency Management	Committee meeting held in Council Chambers on September 11th, 2024	
Delegations	No delegations in 3rd quarter	
Water plants	Council approved Walkerton's pilot testing proposal for the Serpent River Water Treatment plant at the August 9th Special meeting. Council considered PUC's proposal from Kresin Engineering for the replacement of UV lights at the Pronto Water Treatment Plant at the Sept 18th meeting. Council approved PUC's proposal for technical services related to water and wastewater infrastructure and operations.	Currently awaiting results from testing by the Walkerton Clean Water Centre for Serpent River Water Treatment Plant and second report from PUC and Kresin regarding the timing of the pilot and bench testing and possible coordination with Walkerton
Municipal Office	Office Closed to the Public on Wednesdays starting December 13th, 2023.	Council passed a Resolution to close the Municipal Office to the public on December 5th, of 2023. Phone calls and emails will be returned when time allows
	Committees, residents, and groups continue to use Council Chambers for their meetings	Council Chambers available to rent out per fee schedule
Community Round Table	No meetings attended this quarter	Meetings are scheduled monthly
Recreation Committee and Events	The Committee held 1 meeting this quarter	Events and activities are actively being planned for 2024
Cemetery Committee	The Committee held 3 meetings this quarter	Committee actively sending recommendations to Council

Vital Statistics Report

	3RD Quarter
Animal Control	1 dog tag, 1 replacement dog tag, 0 cat tags
Fire permits	Burning - 1 daytime, 1 reimbursed daytime, 5 brush burning, 7 recreational
Council Meetings	13 meetings scheduled - 4 Regular, 9 Special
Building Permits	1 permit issued, 1 permit paid for
Cemetery	x2 open/close cremation payment, x1 open/close cremation, x2 monument permits, x2 monument permit payments
By-Laws Enacted	19 enacted

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2024 VARIANCE REPORT (Q3)

As of September 30, 2024

Account	BUDGET	ACTUAL	VARIANCE	Comments
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	2,116	-2118.00	
1-3-1003-2071 CG - Comm PIL General	11,752	11,752	0.00	
1-3-1003-2072 CP - Comm PIL Tenanted	-	-	0.00	
1-3-1003-2170 CT - COMMERCIAL: Taxable	42,504	47,368	4864.00	
1-3-1003-2190 CX - COMMERCIAL: Vacant	13,181	13,181	0.00	
1-3-1009-2080 IH - Industrial Taxable Shared PIL	5,179	5,179	0.00	
1-3-1009-2140 INDUSTRIAL:PIL - Taxable Tenant	22,586	22,586	0.00	
1-3-1009-2141 INDUSTRIAL: Exc PIL - Tax Tenant	292	145	-147.00	
1-3-1009-2142 HF - LANDFILL PIL	237	-	-237.00	
1-3-1009-2170 IT - INDUSTRIAL: Taxable	30,050	30,050	0.00	
1-3-1009-2180 INDUSTRIAL: Vac./Excess	1,385	1,533	148.00	
1-3-1009-2190 IX - INDUSTRIAL: Vacant	1,326	1,326	0.00	
1-3-1013-2170 MT - MULTI-RES: Taxable	4,487	4,487	0.00	
1-3-1018-2071 RESIDENTIAL: PIL General	11,472	11,472	0.00	
1-3-1018-2140 RESIDENTIAL PIL - Taxable Tenant	797	796	-1.00	
1-3-1018-2170 RT - RESIDENTIAL: Taxable	1,017,408	1,022,451	5043.00	
1-3-1000-1900 TAXATION - Education not shared	-	1,114	1114.00	
1-3-1019-2170 TT-MANAGED FOREST: Taxable	1,586	1,586	0.00	In total, tax revenue is presently higher than
1-3-1023-2070 RAILWAYS: PIL	18,000	18,096	96.00	budget - supplemental assessments received
1-3-1210-2240 POWER PLANT	121,047	121,047	0.00	account for most of this.
Property Taxes/Payment-in-Lieus	1,307,523	1,316,285	8762.00	
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	59,396	15374.00	
1-4-1000-1110 COUNCIL - Benefits	6,800	9,684	-2884.00	
1-4-1000-1200 COUNCIL - Travel	3,000	211	2789.00	
1-4-1000-1300 COUNCIL - Seminars & Workshops	5,000	2,247	2753.00	
1-4-1000-1305 COUNCIL - Printing & Stationery	-	-	0.00	
1-4-1000-1320 COUNCIL - Memberships	1,600	1,677	-77.00	
1-4-1000-2050 CNCL- Telephone	2,400	2,002	398.00	
1-4-1000-2120 COUNCIL - Office Supply	-	-	0.00	
1-4-1000-21300 COUNCIL - Computer Supply	-	219	-219.00	
1-4-1000-2210 COUNCIL - Legal	15,000	10,431	4569.00	
1-4-1000-2215 COUNCIL-Integrity Commissioner	10,000	28,358	-18358.00	
1-4-1000-2700 COUNCIL - Donations	1,000	-	1000.00	
1-4-1000-4020 COUNCIL - Insurance	5,721	3,874	1847.00	
1-4-1000-4025 COUNCIL - Audit	3,553	-	3553.00	
1-4-1000-5010 COUNCIL - Miscellaneous	400	230	170.00	
1-4-1000-5050 COUNCIL - Elections	-	-	0.00	
1-4-1000-9000 COUNCIL - Transfer to Reserves	4,000	4,000	0.00	
Council Department	133,244	121,762	11482.00	Anticipate being over budget at year end due to IC Costs
1-3-1200-7101 ADMIN- Trailer Licence	2,250	3,000	750.00	
1-3-1200-7102 ADMIN - Tax Certificates	1,000	715	-285.00	
1-3-1200-7104 ADMIN - Maps/Copies/Etc.	20	81	61.00	
1-3-1200-7120 ADMIN - Miscellaneous	4,000	3,647	-353.00	
1-3-1200-7130 ADMIN - Penalties & Interest	15,000	13,860	-1140.00	
1-3-1200-7132 ADMIN - Land Sales	-	11,001	11001.00	
1-3-1200-7160 ADMIN- Leases	7,473	5,579	-1894.00	
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	62,237	49774.00	
1-4-1200-1110 ADMIN - Benefits	27,085	15,218	11867.00	
1-4-1200-1115 ADMIN-Consultants	-	60,547	-60547.00	
1-4-1200-1150 Contracted/Professional Services	-	-	0.00	

1-4-1200-1200 ADMIN - Travel	2,000	718	1282.00
1-4-1200-1205 ADMIN - Janitorial Services	-	34	-34.00
1-4-1200-1300 ADMIN - Seminars/Workshops	5,000	2,824	2176.00
1-4-1200-1305 ADMIN - Printing Stationary		299	-299.00
1-4-1200-1320 ADMIN - Memberships	1,500	1,272	228.00
1-4-1200-2010 ADMIN - Materials/Supplies	2,000	429	1571.00
1-4-1200-2024 ADMIN - Propane	3,500	2,161	1339.00
1-4-1200-2030 ADMIN - Hydro	6,000	5,030	970.00
1-4-1200-2035 ADMIN - Delivery	-	-	0.00
1-4-1200-2045 ADMIN - Janitorial Supplies	500	361	139.00
1-4-1200-2050 ADMIN - Telephone	6,500	7,697	-1197.00
1-4-1200-2056 Admin - Shop Supplies		635	-635.00
1-4-1200-2079 ADMIN - PUBLIC WORKS VEHICLE #2	400	-	400.00
1-4-1200-2100 ADMIN - Postage	3,400	1,850	1550.00
1-4-1200-2110 ADMIN - Due & Subscriptions	250	-	250.00
1-4-1200-2120 ADMIN - Office Supplies	3,000	482	2518.00
1-4-1200-2130 ADMIN - Computer Expenses	25,000	7,282	17718.00
1-4-1200-2140 ADMIN - Copying Expenses	4,500	3,009	1491.00
1-4-1200-2210 ADMIN - Legal Fees	5,000	10,779	-5779.00
1-4-1200-2300 ADMIN - Advertising	2,000	75	1925.00
1-4-1200-4020 ADMIN - Insurance	39,780	26,981	12799.00
1-4-1200-4025 ADMIN - Audit	5,083	8,801	-3718.00
1-4-1200-4030 ADMIN - Licenses & Permits	2,000	-	2000.00
1-4-1200-4040 ADMIN - Bank Charges	2,000	1,132	868.00
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	-	3000.00
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	165.00
1-4-1200-5010 ADMIN - Miscellaneous	1,000	703	297.00
1-4-1200-7140 ADMIN - Building & Lot Maintenance	2,000	3,350	-1350.00
1-4-1200-7800 ADMIN - Assessment Services (MPAC)	18,200	18,116	84.00
1-4-1200-9000 ADMIN - Transfer to Reserves	39,063	39,063	0.00

Administration Department **296,329** **244,037** **52292.05**

Legal Fees higher; last quarter will include insurance addition

1-3-1500-5015 OMPF-Equalization Grant	-	97,300	-	72,975	-24325.00
1-3-1500-5016 ompf-Nor Community Grant	-	94,900	-	71,175	-23725.00
1-3-1500-5017 OMPF-Rural Community Grant	-	52,500	-	39,375	-13125.00
1-3-1500-5020 OMPF-Northern/Rural Community Grant	-	95,100	-	71,325	-23775.00
1-3-1500-5031 OMPF-Transitional Assistance	-	2,800	-	2,100	-700.00
Unconditional Grants	-	342,600	-	256,950	-85650.00

One Quarter payment not received to end of September

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	-	12,934	5566.00
1-4-2000-1110 FD - Benefits	-	6,800	-	1,767	5033.00
1-4-2000-1200 FD - Travel	-	500	-	-	500.00
1-4-2000-1300 FD - Seminars & Workshops	-	5,000	-	5,304	-304.00
1-4-2000-1310 FD - Community Emergency Managem	-	12,000	-	9,158	2842.00
1-4-2000-1315 FD - 911 Emergency Service	-	600	-	-	600.00
1-4-2000-1320 FD - Memberships	-	450	-	425	25.00
1-4-2000-1325 FD - Dispatch	-	2,600	-	1,633	967.00
1-4-2000-2010 FD - Materials/Supplies	-	1,500	-	2,484	-984.00
1-4-2000-2020 FD - Maintenance-Inter 92 Tanker-S/R	-	1,500	-	1,484	16.00
1-4-2000-2022 FD - Maintenance - Ford 1980 Pumper	-	-	-	48	-48.00
1-4-2000-2024 FD - Heating Fuel	-	6,000	-	2,800	3200.00
1-4-2000-2025 FD - 2005 Pumper	-	1,500	-	1,097	403.00
1-4-2000-2027 FD - F700 Rapid Attack	-	1,500	-	1,518	-18.00
1-4-2000-2028 FD - ALF Heavy Rescue	-	-	-	-	0.00
1-4-2000-2030 FD - Hydro	-	3,500	-	2,664	836.00
1-4-2000-2035 FD - Delivery	-	-	-	-	0.00

Invoiced at end of the year.

1-4-2000-2040 FD - Water/Sewer	1,402	820	582.00		
1-4-2000-2050 FD - Telephone	2,200	1,849	351.00		
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	1,005	338.00		
1-4-2000-2400 FD - Repairs & Maintenance	800	383	417.00		
1-4-2000-2450 FD - Protective Gear	3,000	295	2705.00		
1-4-2000-4010 FD - Forest Fire Management	1,721	-	1721.00		
1-4-2000-4020 FD - Insurance	21,718	16,056	5662.00		
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	-	1000.00		
1-4-2000-7130 FD - Equipment Repairs	500	270	230.00		
1-4-2000-7140 FD - Building & Lot Maintenance	500	639	-139.00		
1-4-2000-7210 FD - Fire Prevention	500	-	500.00		
1-4-2000-9000 FD - Transfer t Reserves	5,000	5,000	0.00		
Fire Department	104,339	69,313	35026.00		
1-3-2100-7200 CBO - Building Permits	-	16,000	-	18,230	2230.00
1-3-2100-7810 CBO - Compliance Certificates	-	250	-	60	-190.00
1-4-2100-1010 CBO - Wages		6,228		1,018	5210.00
1-4-2100-1110 CBO - Benefits		1,349		266	1083.00
1-4-2100-1225 CBO - CBO Contract		13,500		4,406	9094.00
1-4-2100-4020 CBO - Insurance		528		357	170.61
1-4-2100-4025 CBO - Audit		374		-	374.00
Building Department		5,729	-	12,243	17971.61
1-3-2200-7230 BLEO - Miscellaneous	-	900	-	865	-35.00
1-4-2200-1010 BLEO - Wages		8,175		5,968	2207.00
1-4-2200-1110 BLEO - Benefits		1,334		825	509.00
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		1,010	-510.00
1-4-2200-1210 BLEO - Enforcement Officer		-		-	0.00
1-4-2200-1230 BLEO - Animal Control		-		12	-12.00
1-4-2200-4020 BLEO - Insurance		747		506	241.00
1-4-2200-4025 BLEO - Audit		526		-	526.00
By-Law Department		11,382		7,630	3752.00
1-3-2300-7204 ROADS - Provincial Grants	-	200	-	200	0.00
1-4-2300-1010 RD - Wages		25,846		28,332	-2486.00
1-4-2300-1110 RD - Benefits		8,637		7,353	1284.00
1-4-2300-1235 RDS - Winter Maintenance		2,000		386	1614.00
1-4-2300-1320 RD - Memberships		1,850		865	985.00
1-4-2300-2010 RD - Materials/Supplies		5,000		1,691	3309.00
1-4-2300-2024 RD - Propane		2,600		2,101	499.00
1-4-2300-2030 RD - Hydro		1,300		855	445.00
1-4-2300-2035 RD - Delivery Charges		-		-	0.00
1-4-2300-2060 RD - Bridges & Culverts		2,500		3,272	-772.00
1-4-2300-2062 RD - Ditching		3,000		-	3000.00
1-4-2300-2063 RD - Patching		2,500		27,323	-24823.00
1-4-2300-2064 RD - Sweeping		1,000		1,516	-516.00
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	1472.00
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		9,617	2383.00
1-4-2300-2077 RD - John Deere Backhoe		5,000		941	4059.00
1-4-2300-2078 RD - Yellow Plow Truck 2002		10,000		3,170	6830.00
1-4-2300-2079 RD - P.W. VEHICLE #2		7,200		9,536	-2336.00
1-4-2300-2081 RD - P.W. Vehicle		1,000		7,661	-6661.00
1-4-2300-4020 RD - Insurance		8,571		5,802	2769.00

Excess Building Permit Fees to be placed in reserve (Bill 124)

1-4-2300-4025 RD - Audit	4,407	-	4407.00
1-4-2300-4030 RD - License/Permits	1,300	1,620	-320.00
1-4-2300-7130 RD - Equipment Repairs	250	2,465	-2215.00
1-4-2300-7140 RD - Building & Lot Maintenance	-	1,142	-1142.00
1-4-2300-9000 RD - Transfer to Reserves	-	-	0.00
1-4-2310-2030 F - Street Lighting Hydro	3,800	2,558	1242.00
1-4-2310-7130 F - Equipment Maintenance	2,000	2,256	-256.00
Roads/Street Light Department	115,561	120,290	-4729.00
1-3-2500-5300 POL - Provincial Offences Fines	600	-	-600.00
1-3-2500-5400 POL - Policing	-	742	742.00
1-3-2500-7205 POL - Provincial Grants - R.I.D.E.	5,516	6,435	919.00
1-4-2500-1010 POL - Salaries	2,806	4,071	-1265.00
1-4-2500-1110 POL - Benefits	607	1,064	-457.00
1-4-2500-1220 POL - Policing	116,580	99,406	17174.00
1-4-2500-2800 POL - R.I.D.E. Program	6,500	6,435	65.00
Police Department	120,377	103,799	16578.00
1-3-4020-7204 LF - PROVINCIAL GRANTS	-	-	0.00
1-3-4020-7230 LF - Miscellaneous	15,000	12,887	-2113.00
1-4-4020-1010 LF - Wages	20,197	14,928	5269.00
1-4-4020-1110 LF - Benefits	3,361	2,259	1102.00
1-4-4020-1240 LF - Garbage Collection	48,151	36,209	11942.00
1-4-4020-1250 LF - Garbage Compaction & Burial	7,800	2,358	5442.00
1-4-4020-1300 LF - Seminars/Workshops	500	-	500.00
1-4-4020-2010 LF - Materials/Supplies	1,000	3,652	-2652.00
1-4-4020-2030 LF - Hydro	700	475	225.00
1-4-4020-2079 LF - PW VEHICLE #2	500	-	500.00
1-4-4020-2310 LF - Environmental 3R's	750	823	-73.00
1-4-4020-2320 LF - Monitoring	70,000	17,915	52085.00
1-4-4020-2400 LF - Repairs & Maintenance	1,000	852	148.00
1-4-4020-4020 LF - Insurance	6,708	4,541	2167.00
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	3373.00
1-4-4020-7140 LF - Building & Lot Maintenance	2,000	907	1093.00
1-4-4020-9000 LF - Transfer to Reserves	20,000	20,000	0.00
Landfill Department	174,658	92,159	82499.00
1-4-5000-2325 HSS - Social Assistance	342,600	251,608	90992.00
1-4-5000-2330 HSS - Public Health	22,546	17,071	5475.00
1-4-5000-2335 HSS-Dr. Recruitment	6,000	5,830	170.00
Health/Social Services	371,146	274,509	96637.00
1-3-7010-7202 REC - Federal Grants	6,300	840	-5460.00
1-3-7010-7204 REC - Provincial Grants	2,007	-	-2007.00
1-3-7010-7230 REC - Misc Revenue	-	900	900.00
1-3-7010-7500 REC - Recreation Committee Revenue	3,000	2,825	-175.00
1-4-7010-1010 REC - Wages	64,124	33,108	31016.00
1-4-7010-1110 REC - Benefits	12,489	8,813	3676.00
1-4-7010-1300 REC - Seminars & Workshops	500	-	500.00
1-4-7010-2010 REC - Materials/Supplies	3,000	71	2929.00
1-4-7010-2030 REC - Hydro	2,100	1,895	205.00
1-4-7010-2050 REC - Telephone	687	574	113.00
1-4-7010-2079 REC - PW VEHICLE #2	5,700	245	5455.00
1-4-7010-2081 REC - P.W.VEHICLE	3,900	356	3544.00
1-4-7010-2090 REC - Rinks Maintenance	500	-	500.00
1-4-7010-2091 REC - Parks Maintenance	2,000	4,150	-2150.00
1-4-7010-2092 REC - Trails Maintenance	1,000	-	1000.00
1-4-7010-2093 REC - Docks Maintenance	1,000	785	215.00
1-4-7010-2120 REC - Office Supplies	50	-	50.00
1-4-7010-2300 REC - Advertising	350	331	19.00
1-4-7010-2400 REC - Repairs & Maintenance	1,000	-	1000.00

Patching - reassessing projects to see if any could be capital

Includes Landfill Tipping Fees and Commercial Bins.

Canada Summer Job & Canada Day Grants.
PLOG (Library Grant).

1-4-7010-2450 REC - Protective Gear	200	-	200.00	
1-4-7010-4020 REC - Insurance	14,258	9,652	4606.00	
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	Payment when Grant received
1-4-7010-5010 REC - Miscellaneous	700	585	115.00	
1-4-7010-7130 REC - Equipment Repairs	750	770	-20.00	
1-4-7010-7500 REC - Recreation Committee	4,000	4,229	-229.00	
Recreation Department	110,703	60,999	49704.00	
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	6,106	5735.00	
1-4-8010-1110 PLN - Benefits	2,563	1,596	967.00	
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	225.00	
1-4-8010-4025 PLN - Audit	379	-	379.00	
1-4-8010-5010 PLN - Miscellaneous	-	76	-76.00	
1-4-8010-7810 PLN - Professional Fees	14,000	4,783	9217.00	
Planning Department	19,481	13,034	6447.00	
1-4-8020-1010 TELE - Wages	1,437	1,018	419.00	
1-4-8020-1110 TELE - Benefits	311	266	45.00	
1-4-8020-2130 TELE - Computer Services	-	-	0.00	
1-4-8020-2150 TELE - Internet Charges	5,420	2,284	3136.00	
1-4-8020-4020 TELE - Insurance	105	71	34.00	
1-4-8020-4025 TELE - Audit	76	-	76.00	
Telecommunications	7,349	3,639	3710.00	
1-3-8030-7230 INFO - Miscellaneous	2,500	-	-2500.00	Invoiced at end of the year.
1-3-8030-8015 INFO - Tourist Info Centre (EL Share)	6,000	-	-6000.00	Invoiced at end of the year.
1-4-8030-1010 INFO - Wages	1,814	1,018	796.00	
1-4-8030-1110 INFO - Benefits	392	266	126.00	
1-4-8030-2030 INFO - Hydro	2,500	1,312	1188.00	
1-4-8030-2079 INFO - PW VEHICLE #2	-	-	0.00	
1-4-8030-4020 INFO - Insurance	4,764	3,225	1539.00	
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	5,821	-4826.00	
1-3-8040-4900 WTR - Water Revenues	45,733	40,477	-5256.00	
1-3-8040-4940 WTR - Connection Fees	60	60	0.00	
1-3-8040-7130 Penalties & Interest - SR	500	926	426.00	
1-4-8040-1010 SRW-Wages	19,886	9,750	10136.00	
1-4-8040-1110 SRW - Benefits	4,979	2,839	2140.00	
1-4-8040-1260 SRW - Plant Operations	56,631	42,404	14227.00	
1-4-8040-1300 SRW - Seminars/Workshops	500	114	386.00	
1-4-8040-2010 SRW - Materials/Supplies	-	69	-69.00	
1-4-8040-2024 SRW - Propane	350	131	219.00	
1-4-8040-2030 SRW - Hydro	13,800	12,276	1524.00	
1-4-8040-2050 SRW - Telephone	1,400	922	478.00	
1-4-8040-2079 SRW - PW VEHICLE #2	415	-	415.00	
1-4-8040-2165 SRW - Pipes & Connections	10,000	1,904	8096.00	
1-4-8040-4020 W-DEL - Insurance	3,768	2,551	1217.00	
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	839	361.00	
1-4-8040-4080 SRW - Discounts to Users	900	641	259.00	
1-4-8040-5010 SRW - Miscellaneous	300	532	-232.00	
1-4-8040-7130 SRW - Equipment Maintenance	500	-	500.00	
1-4-8040-7140 SRW - Building & Lot Maintenance	300	81	219.00	

Serpent River Water	71,756	33,590	38166.00
1-3-8050-4900 WTR - Water Revenues	- 27,428 -	22,675	-4753.00
1-3-8050-4940 WTR - Connection Fees	-	-	0.00
1-3-8050-7130 Penalties & Interest - PE	- 200 -	563	363.00
1-3-8051-4910 SEWR - Sewer Revenues	- 7,343 -	6,054	-1289.00
1-4-8050-1010 PEW -Wages	19,886	9,750	10136.00
1-4-8050-1110 PEW - Benefits	4,979	2,349	2630.00
1-4-8050-1260 PEW - Contracts	64,560	48,340	16220.00
1-4-8050-1300 PEW - Seminars/Workshops	500	114	386.00
1-4-8050-2024 PEW- Propane	380	-	380.00
1-4-8050-2030 PEW - Hydro	12,000	7,272	4728.00
1-4-8050-2050 PEW - Telephone	2,500	1,857	643.00
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	1496.00
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	834	366.00
1-4-8050-4080 PEW - Discount to Users	640	595	45.00
1-4-8050-5010 PEW- Miscellaneous	200	2,169	-1969.00
1-4-8050-7130 PEW - Equipment Maintenance	-	-	0.00
1-4-8050-7140 PEW - Building & Lot Maintenance	500	81	419.00
1-4-8051-1260 PEW - Sewer Contract	20,387	15,265	5122.00
Pronto East Water/Sewer	102,548	62,468	40080.00
1-3-8060-7230 CEM - Miscellaneous	- 500 -	465	-35.00
1-3-8060-7500 CEM - Cemetery Plot Sales	- 870 -	2,800	1930.00
1-3-8060-7255 CEM - Transfer from Reserve	- 2,500 -	-	-2500.00
1-4-8060-1010 CEM - Wages	2,844	1,789	1055.00
1-4-8060-1110 CEM - Benefits	684	472	212.00
1-4-8060-1300 CEM - Courses/Seminars	-	-	0.00
1-4-8060-2010 CEM - Materials/Supplies	500	172	328.00
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	307.00
1-4-8060-4025 CEM - Audit	118	-	118.00
1-4-8060-7140 CEM - Building & Lot Maintenance	2,500	2,752	-252.00
Cemetery Department	4,526	2,563	1963.00
	- -	369,865	369864.66

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October 7, 2024

Meeting of October 15th, 2024

Council Report

SUBJECT: Tax & Water/Wastewater Receivables (3rd 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:
September 30th, 2024	\$473,366.86

Current Year Taxes: \$425,950.78 (434 properties)
 1 Yr in Arrears: \$38,454.35 (26 properties)
 2 Yrs and more in Arrears: \$8,961.73 (14 properties)

Total Receivables: \$473,366.86

WATER/WASTEWATER RECEIVABLES

Water/Wastewater Receivables as of:	Amount:
September 30th, 2024	\$11,119.44 (33 properties)

Note – Next payment due date is October 29th 2024.
 Late payment charges are applied every month on all accounts that are in arrears for both property taxes (1.25%) and water/wastewater (2%).

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October 7th, 2024

Meeting of October 15, 2024

Council Report

SUBJECT: CELEBRATE CANADA 2025 GRANT APPLICATION

RECOMMENDATION: That Council authorize staff to submit an application under the Celebrate Canada 2025 program for Canada Day 2025 celebrations by November 21st, 2024

On October 9th, 2024, the Clerk was notified via email that the grant application window has now opened for the Celebrate Canada Grant for 2025. The Township has applied for the Celebrate Canada grant in previous years. The deadline to apply for 2025 is November 21st, 2024.

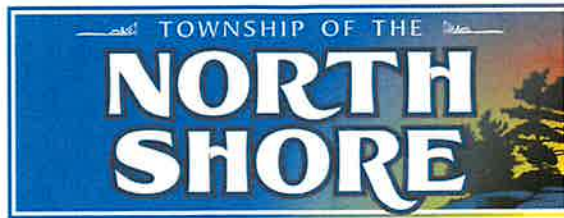
The Canada Day event must be held on Canada Day, July 1st, 2025.

For 2024, the Canada Day event was held at the Lauzon Beach in Algoma Mills. A hotdog BBQ was put on by the Recreation Committee and Volunteers. Cupcakes, refreshments, and free Canada related items were available to the public as well as the hotdogs. There was a table set up for face painting and various games for the public to utilize. At dusk, the public enjoyed a fireworks display put on by the Township's Volunteer Fire Department.

The amount received in 2024 for the event was \$840.00.

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

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October 7th, 2024

Meeting of October 15th, 2024

Council Report

SUBJECT: COMMUNITY EMERGENCY PREPAREDNESS GRANT APPLICATION – 2024-2025

RECOMMENDATION: That Council receive the staff report as presented, and that Council authorize staff to submit an application under the Community Emergency Preparedness Grant 2024-2025 by October 31st, 2024.

The Ontario Government is again accepting applications for the Community Emergency Preparedness Grant to help communities and organizations purchase critical supplies, equipment and deliver training and services to improve local emergency preparation and response. In 2023, the grant supported 113 recipients across Ontario – Unfortunately, the Township applied for this grant but was not chosen as a successful applicant.

The news for the second round of the grant was released on September 16th, 2024, and the applications close on October 31st, 2024.

Eligible applicants once again include Ontario municipalities with a population under 100,000.

The Public Works Manager/Fire Chief has proposed to use this grant to purchase a back-up generator at the municipal office for emergency purposes (the municipal office is the primary Community Control Group and Emergency Management Committee meeting location and one of the Emergency Operation Centers located in the Township). Eligible expenses, located on page 9 of the attached guidelines, include Generators.

As indicated in the attached **CEPG Application Guidelines**, “applicants must demonstrate that they can complete the activity by the program end date of August 29th, 2025. Any funds not spent must be returned to the province”.

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



Emergency Management Ontario

**Community Emergency Preparedness Grant (CEPG)
Application Guidelines 2024-25**

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I. What you need to know before you apply

Before filling out the application

1. Read the 2024-25 Community Emergency Preparedness Grant (CEPG) Application Guidelines in full.
2. Install Google Chrome internet browser.
3. Install the latest Adobe Acrobat Reader <https://get.adobe.com/reader/>.
4. All applications must be submitted electronically through Transfer Payment Ontario (TPON).

Visit <https://www.ontario.ca/page/get-funding-ontario-government> to learn how to create a My Ontario Account, register for TPON, and get a TPON account.

Registration may take up to **five (5) business days** so give yourself plenty of time to register before starting the application process.

5. Download the application form.
6. Optional: Online information sessions are available to learn about Transfer Payment Ontario (TPON) and the application process, and to ask questions you may have after reading the guidelines.

II. Program overview

Purpose and objective

The Community Emergency Preparedness Grant (CEPG) is a grant program provided by the Government of Ontario to support emergency preparedness and response in Ontario. It will support Ontario's goal to help ensure Ontarians are safe, practiced and prepared before, during and after emergencies. It will help build capacity and enhance the resiliency of local governments, First Nations, and community groups in preparing for and responding to emergencies. The grant will provide funding to help communities and organizations purchase emergency supplies and equipment and provide services.

An "emergency" as defined in the [Emergency Management and Civil Protection Act](#) (Ontario) is a situation or an impending situation that constitutes a danger of major proportions that could result in serious harm to persons or substantial damage to property and that is caused by the forces of nature, a disease or other health risk, an accident or an act whether intentional or otherwise.

The grant of \$5,000 to \$50,000 per project is targeted at small- and medium-sized communities. It is a competitive application-based program with successful applicants demonstrating through their applications various considerations including need (emergency and occurrence), capacity (ability to complete the project and manage resources acquired through grant funding) and alignment with program objectives.

Eligible applicants

The grant is focused on small- and medium-sized communities in need of building capacity in emergency preparedness. Eligible applicants must have an emergency management mandate or responsibility.

All eligible applicants must be legal entities, have governance structures and accountability processes to administer and manage public funds and have an Ontario bank account.

Eligible applicants include:

- Municipalities with a population under 100,000 people (based on Statistics Canada data from 2021).
 - Note: The combined funding for an upper tier municipality and all of its lower tier municipalities may be limited.
 - See Appendix C for a list of municipalities with a population under 100,000 people.
- Non-municipal fire departments or entities providing fire protection services as defined in the Fire Protection and Prevention Act in unincorporated Ontario.

- Local services boards established under the *Northern Services Boards Act*.
- First Nation communities, Indigenous organizations, including Tribal Councils, and other Indigenous service organizations that support emergency preparedness and management programming in First Nation communities.
- Non-governmental organizations (NGOs) that:
 - Are a registered charity or a not-for-profit corporation without share capital;
 - Were incorporated by December 31, 2022;
 - Have an emergency management mandate or responsibility; and
 - Are emergency response organizations that are called upon by a community to support the response to an emergency.
- NGOs that provide fire protection services to communities.

Ineligible applicants

- Organizations without an emergency management mandate or responsibility.
- Organizations that serve only a fixed membership/community instead of the community at large (e.g., long term care homes are ineligible).
- Individuals.
- Federal/provincial/municipal agencies.
- Universities, colleges, school boards, schools, and hospitals.
- Municipalities with a population over 100,000 people (based on Statistics Canada data from 2021).
- Municipal fire departments cannot apply directly however may apply through an eligible municipality.
 - municipal fire departments may be eligible for other grant opportunities supported by the Government of Ontario, such as the Fire Protection Grant, see available funding opportunities [here](#).
- Organizations that previously received funding through the 2023-24 Community Emergency Preparedness Grant or the Emergency Readiness and Capacity Building (ERaCB) programs.

Application eligibility requirements

- Each applicant can only submit one application.
- Applications will be deemed ineligible if the grant request is below \$5,000 or over \$50,000.
- Incomplete applications will be deemed ineligible.
- Funded projects must align to the potential provincial emergency types listing provided in Appendix A.

Timelines

Milestone	Timeline
Deadline to submit application	October 31, 2024, 5:00pm EST
Applicants notified of funding decision	February 2025
Project reporting deadline	Expected September 2025 (two weeks after project completion). Subject to change. Final date will be provided in the Transfer Payment Agreement.

III. How to Apply

Important information regarding application submission

Once registered in TPON, you will gain access to the application form.

Type responses directly into your application form. Do NOT cut and paste text, (i.e., do NOT copy text from another document into the official application form), as this may cause technical problems that will prevent your application from being properly submitted to the TPON system. **It is the applicant's responsibility to ensure that the funding application has been successfully completed and uploaded correctly to the TPON system.**

Before uploading the application form, **click on the "Validate" button**. A pop-up dialogue box will appear indicating whether the form has been filled out correctly ("Form validated successfully") or if changes are needed. If required, make the necessary changes and validate the form again. Once validation is successful, save the form on your computer and upload it to the TPON system.

NOTE: You should receive a confirmation notice by email from TPON **within 24 hours** of submitting your application. If you do not receive such a confirmation notice within the 24-hour period, the application may not have been properly submitted. Please contact TPON Client Care who will assist you with any technical difficulties to ensure that the Province receives your application in due form by the deadline. If you do not do so, your application may not be received by the Province and may not be considered for funding.

For assistance, please contact **TPON Client Care** at 416-325-6691 or 1-855-216-3090 or TPONCC@Ontario.ca

Monday to Friday from 8:30 a.m. to 5:00 p.m. Eastern Standard Time.
TTY/Teletypewriter (for the hearing impaired): 416-325-3408 / Toll-free: 1-800-268-7095.

Applicants should be aware that Government of Ontario institutions are bound by the [Freedom of Information and Protection of Privacy Act, R.S.O. 1990. c.F.31](#), as amended from time to time, and that any information provided to them in connection with their 2024-25 Community Emergency Preparedness Grant Program application may be subject to disclosure in accordance with that Act.

Quick reference guides and video tutorial

[Quick Reference Guide](#)

Video Tutorial on How to Submit for Funding: [TPON - How to Submit for Funding Video](#)

In the video, applicants will find a step-by-step process on how to submit funding requests on TPON. It includes important aspects from logging in to navigating the See Funding Opportunities menu card and accessing helpful resources.

For assistance, please contact **TPON Client Care** at 416-325-6691 or 1-855-216-3090 or TPONCC@Ontario.ca

Monday to Friday from 8:30 a.m. to 5:00 p.m. Eastern Standard Time.
TTY/Teletypewriter (for the hearing impaired): 416-325-3408 / Toll-free: 1-800-268-7095.

Where to get more information

For questions regarding program requirements or eligibility, please contact:

ServiceOntario

Monday to Friday, 8:30 a.m. to 5:00 p.m. Eastern time, excluding holidays.

Toll-free: 1-855-216-3090

TTY: 416-325-3408

Toll-free TTY: 1-800-268-7095

emocommunitygrants@ontario.ca

IV. Application Review Process and Assessment Criteria

All applications submitted will be reviewed, but only complete and eligible applications will be considered for funding.

Applicants must demonstrate how the proposed activity or purchase in the application will increase emergency preparedness and resiliency for the organization and community.

- o For example: a community organization applies for funding to purchase generators, develop protocols, and conduct training on the equipment. The purchase of generators will allow for refrigeration during a power outage. This will impact the community by helping to ensure there is a reliable source of food and/or communications during prolonged power outages for community members who may not have access to refrigeration or other means of communication.

Applicants must also demonstrate through their application that they:

- Can sustain their emergency preparedness and response programs without additional Government of Ontario funding after the end date of their CEPG project.
- Can maintain and operate any equipment purchased with CEPG funding after it is purchased.
- Have a sufficient operating budget to purchase supplies such as fuel, filters, etc., and pay for regular maintenance of equipment purchased with CEPG funding.
- Can complete the activity for their CEPG funded project (i.e., procurement, training, plan development) by the program end date of August 29, 2025. Any funds provided through the CEPG program that are not spent at project completion must be returned to the Province.

To ensure transparency and accountability in the expenditure of public funds, applicants must declare to the Province any and all other financial contributions or funding they receive from other sources/funders towards eligible expenses for their CEPG funded project.

Criteria that will be used to evaluate applications includes:

Application criteria	Evaluation
Emergency management mandate or responsibility	Whether and to what extent the applicant can deliver the project and has a mandate or responsibility to support emergency preparedness.
Project description	Whether and to what extent the applicant's emergency preparedness project is described clearly with strong alignment with the identified emergency type.
Emergency type	Whether at least one priority emergency type is identified.
Emergency frequency	The likelihood that the provincial emergency type identified in the application will occur.
Project location	Identify, if any, challenges with the project location in the event of an emergency, which can be remedied through this funding.
Project sustainability	Whether and to what extent the application indicates a clear sustainability plan.
Project collaboration	Whether and to what extent the applicant has identified if the project involves collaboration with other neighbouring communities on the project.
Project timelines	Whether the applicant has attested to deliver the project within program timeframe. All projects must be completed before August 29, 2025.

Performance measures	Whether and to what extent performance measures to build capacity have been identified. A target and baseline value has been provided for applicable measure(s).
Project budget	Whether and to what extent the project budget is itemized and cost estimates provided.

The Province cannot guarantee funding to all applicants, nor can the Province ensure that the total amount requested by successful applicants will be granted. The Province reserves the right, in its sole discretion, to fund or not fund any project or program for which an application is submitted.

Decisions to fund all or part of any application submitted depend on various considerations, including alignment with program priorities and application assessment criteria and the amount of funds available for the 2024-25 CEPG program.

V. Project budget

Funding amounts and eligible expenses

Applications will be deemed ineligible if the grant request is under \$5,000 or over \$50,000.

Applicants are required to provide a detailed budget for the proposed initiative, with an itemized list of expenses.

Funds provided under the CEPG program are for activities that take place in Ontario and that benefit Ontarians.

Each itemized cost must include a description of how the cost was estimated (e.g., from previous invoice, or quote received). See example below.

Ineligible expenses will not be approved.

Note that a certain portion of approved funding may be held back, which may be released upon satisfactory receipt of a report back.

Example of itemized expenses

Expense category	Description of items	Total planned spending
<i>Identify the Expense Category: Equipment/ Supplies/ Training/ Services</i>	<i>List the items and cost breakdown within each category</i>	<i>Provide the total cost per category</i>
Equipment	5 two-way radios \$1,000 5 chain saws \$1,500	\$2,500

Eligible expenses

The lists of eligible and ineligible expense categories provided below are not exhaustive. Other expenses may be eligible.

Below are examples of **eligible expenses** organized into four categories:

Equipment

Generators, chain saws, water pump and purification systems, air scrubbers, two-way radios, mobile communication tower, weather radios, GPS phones, drones, sandbagger, response equipment, flatbed trailers.

Supplies

Sandbags, cots, food kits, emergency preparedness promotional material (e.g., printed brochures, fridge magnet, signage, etc.).

Training

Exercises, Incident Management System training/licencing, EM training, First Aid, specialized equipment training, mental health crisis management and response, donation management, emergency evacuation procedures.

Services

Emergency plan development, Exercise planning and coordination, risk assessment, emergency preparedness promotional strategy, emergency preparedness website, installation of equipment.

Below are ineligible expenses:

- Basic commodities: hard hats, shovels, axes, smoke detectors, personal protective equipment, hand sanitizer, first aid kits, safety goggles, safety gloves, footwear, bottled water, flares, traffic cones, stretchers, cables/cords, snow removal equipment, ropes, scuba equipment, portable toilets, portable showers.
 - Note: these are **eligible expenses** for applicants that are First Nation or Indigenous organizations.
- Motorized vehicles of any type including boats and all-terrain vehicles (ATVs) and upgrades to motorized vehicles.
- New construction of or upgrades to facilities (other than emergency power and water systems).
- Equipment not used directly in response to an emergency.
- Major capital expenditures (e.g., buildings, vehicles, public works or forestry/parks upkeep or maintenance are not eligible under the program).
- Funds expensed outside of the term of the agreement.

Applications with ineligible items may be disqualified.

Taxes

Taxes are eligible expenses if they are directly related to the project. However, any tax rebates, credits or refunds received by the organization must be identified and deducted from the project cost.

Procurement rules

All expenses must be reasonable, well supported and justified and must directly relate to the project. Include only eligible expenses in the project budget. Expenses detailed within the budget cannot be reallocated or moved to a different category without prior written approval from the Province.

Project-related travel, meals and hospitality expense limits must be in accordance with the OPS Travel, Meals and Expense Directive. Refer to the link here for details [Travel, Meal and Hospitality Expenses Directive \(ontario.ca\)](#).

Organizations receiving funding are expected to adhere to their organization's procurement practices, as applicable.

NGOs that received \$10 million in Ontario government funding in fiscal year 2023-24 may be required to follow the Broader Public Sector (BPS) Procurement Directive. Review the BPS Procurement Directive: [Broader Public Sector Procurement Directive April 1 2024 \(ontario.ca\)](#) for more information.

VI. Organizations approved for funding

Transfer payment agreement and mandatory documents

A transfer payment agreement (TPA) will be issued to applicants who will be awarded a grant.

Recipients will be required to sign and return the TPA and also submit the following supporting documents:

- Confirmation that the signing authority in the TPA has authority to bind the organization to a contract. This may be the organization's delegation of authority framework, board resolutions confirming authority to bind the organization, or by-laws that outline the individual(s) that can sign the document and bind the organization.
- Email or memo to the elected official or head (i.e., Chief, Regional Chair, Mayor, Warden, Head of Council, President) of the organization notifying them of approved project funding if different from the signing authorities in the TPA.
- Certificate of insurance as stipulated in the TPA.

Use of funds

If your application is successful, the period for eligible expenses will begin on the effective date and will end on the project expiry date that will be indicated in the transfer payment agreement.

All eligible project expenses must be incurred (i.e., charged to your organization and supported by an invoice) during this period for activities taking place within this same eligible project period. Any expenses incurred outside this period are not eligible and will not be funded.

Report back requirements

All recipients of grant funding will be required to report back to the Province in accordance with the terms and conditions provided within the TPA. Recipients will be required to provide a report back two weeks after the project completion date.

Post-program quality assurance and potential audits

A post-program quality assurance process may be conducted on approved projects.

The quality assurance process will confirm that funds were utilized as approved and performance metrics were met as indicated.

Recipients will be required to keep and maintain, for a period of seven years from their creation, all financial and non-financial records and documents related to funds provided or otherwise related to the approved project.

VII. Appendices

A: Potential provincial emergency types

Source: Office of the Fire Marshal and Emergency Management Hazard Identification Report 2019

Avalanche: A snow avalanche ensues when a pent-up snow mass loses its hold and is discharged from a slope.

Drought or low water: Drought (also referred to as a period of low water) is an extended period, with one or more of the following:

- Three months or greater with below average precipitation, which may be combined with high rates of evaporation.
- Conditions in which the water levels in streams are at the minimum required for the survival of aquatic life. Water must be rationed only for high priority uses since many wells are becoming dry.
- Conditions that have socioeconomic impacts that are felt over a much larger area than the individual properties that the drought/low water conditions have been reported at.

Earthquake: An earthquake occurs when rocks break and slip along a fault in the earth. Energy is released during an earthquake in several forms, including as movement along the fault, as heat, and as seismic waves that radiate out from the “source” in all directions and cause the ground to shake, sometimes hundreds of kilometers away.

Erosion: The gradual wearing away and removal of soil or rock particles by water, ice, snow, air, plants, animals, or humans. Eroded sediment or dissolved material may be transported just a few millimetres, or thousands of kilometres.

Extreme cold: Extreme cold events occur when winter temperatures drop significantly below average for that time of the year.

Extreme heat: Extreme heat is when:

- The temperature for a region is significantly above the average high for an extended period;
- the average daytime high and nighttime minimums are expected to be above a certain temperature; or
- there is a high humidex.

Farm animal disease: Any deviation of the farm animal body from its normal or healthy state. Infectious diseases can spread from animals to animals and from animals to humans (zoonotic).

Fire explosion: Fire: A rapid oxidation process, which is a chemical reaction resulting in the evolution of light and heat in varying intensities. Any instance of destructive and uncontrolled burning, including explosions. Explosion: The sudden conversion of potential energy (chemical, mechanical, or nuclear) into kinetic energy that produces and violently releases gas.

Flood: An overflow or inundation of water from a river or other body of water, or over land, which causes or threatens damage.

Fog: A cloud at the earth's surface, consisting of tiny water droplets, or under very cold conditions, ice crystals or ice fog. It is generally found in calm or low wind conditions. Under foggy conditions, visibility is reduced to less than 1 km.

Food contamination: Broadly defined as any situation that involves or could involve food which might pose a high risk to humans. The contamination or adulteration of food by physical, chemical or biological agents is invariably the cause of such emergencies.

Hurricane: Hurricanes are tropical cyclones that occur in the Atlantic Ocean and northeastern Pacific Ocean, with maximum sustained surface winds of at least 118 km/h. Tropical cyclone is a generic term for the family of tropical low-pressure systems, including tropical depressions, tropical storms and hurricanes. Hurricanes are known as typhoons in the western Pacific, very severe cyclonic storms in the North Indian Ocean, and severe tropical cyclones in Australia.

Landslide: A landslide is any type of slope failure or downward movement of rock and/or sediment. The flow of soil (earth or debris) or rock down a slope can range from a few cubic meters to more than 10 km.

Land subsidence: Land subsidence is a gradual settling or sudden sinking of the Earth's surface owing to subsurface movement of earth materials.

Lightning: Lightning is an electrical discharge caused by a build-up of static electricity between thunderclouds, or between thunderclouds and the ground. It can deliver as much as 100 million volts of electricity and strike a target up to 16 kms away, making it an extremely dangerous form of severe weather.

Plant disease or infestation: Generally defined as any series of harmful physiological processes caused by irritation of the plant by some invading agent. These invading agents are typically referred to as plant pathogens, and include viruses, bacteria, fungi and algae.

Thunderstorm: Thunderstorms are local storms, usually produced by a cumulonimbus cloud and accompanied by thunder and lightning. They can bring lightning, heavy rain, hail, strong winds and tornadoes.

Storm surge: An abnormal, sudden rise of sea or lake level associated with a storm event.

Tornado: A violently rotating column of air that results in the formation of a funnel cloud that extends fully or partially from the cumuliform cloud to the surface.

Wildland fire: Any fire in forests, shrub lands and grasslands. Some are uncontrolled wildfires that are started by lightning or humans. A small number are prescribed fires set by authorized forest managers to mimic natural fire processes that renew and maintain healthy forests.

B: Program definitions/glossary

Baseline: The measurement that is taken before the project begins or any actions were taken. The baseline value should be below the target value.

Capacity: the amount that something can produce (e.g., the organization aims to increase training capacity).

Emergency: A situation or an impending situation that constitutes a danger of major proportions that could result in serious harm to persons or substantial damage to property and that is caused by the forces of nature, a disease or other health risk, an accident or an act whether intentional or otherwise, as defined in the *Emergency Management and Civil Protection Act*.

Emergency management: Organized activities undertaken to prevent, mitigate, prepare for, respond to and recover from actual or potential emergencies.

Emergency management mandate: The mandate to implement emergency management activities is considered the authority given by legislation, government policy, etc. to engage in such activities.

Emergency management responsibility: Organizations may have emergency management activities as their primary (core business function), secondary (alternate if lead organization cannot fulfil its role) or supportive (provide supportive services to the primary or secondary organizations) role.

Hazard: A phenomenon, substance, human activity or condition that may cause loss of life, injury or other health impacts, property damage, loss of livelihoods and services, social and economic disruption or environmental damage. These may include natural, technological or human-caused incidents or some combination of these.

Hazard identification: A structured process for identifying those hazards, which exist within a selected area and define their causes and characteristics.

Lower Tier municipality: A lower-tier municipality means a municipality that forms part of an upper-tier municipality for municipal purposes. Municipal responsibilities set out under the Municipal Act and other Provincial legislation are split between the upper tier and lower tier municipalities.

Non-governmental organization (NGO): An entity with a common interest or focus that is not created by a government but may work cooperatively with governments.

Preparedness: Actions taken prior to an emergency or disaster to ensure an effective response. These actions include the formulation of emergency response plans, business continuity/continuity of operations plans, training, exercises, and public awareness and education.

Share capital: A company with no share capital means that does not issue shares to raise funds from investors.

Single tier municipality: A single-tier municipality means a municipality that does not form part of an upper-tier municipality for municipal purposes and assumes all municipal responsibilities set out under the Municipal Act and other Provincial legislation.

Supplies: Supplies are used to support operations and are often exhaustible and have a limited lifespan after they've served their purpose.

Target: The quantifiable benchmarks you want to reach to meet your project goals.

Upper tier municipality: An upper-tier municipality means a municipality of which two or more lower-tier municipalities form part for municipalities purposes. Municipal responsibilities set out under the Municipal Act and other Provincial legislation are split between the upper tier and lower tier municipalities. A county or region of which two or more lower-tier municipalities form part for municipal purposes (*Municipal Act, 2001*).

C: List of municipalities, population under 100,000 people (Statistics Canada data from 2021) *

*Statistics Canada data is further separated by upper, lower, and single tier municipalities.

Addington Highlands (Township)	Asphodel-Norwood (Township)	Bonnechere Valley (Township)
Adelaide Metcalfe (Township)	Assiginack (Township)	Bracebridge (Town of)
Adjala-Tosorontio (Township)	Athens (Township)	Bradford West Gwillimbury (Town of)
Admaston-Bromley (Township)	Atikokan (Town of)	Brant (County)
Alberton (Township)	Augusta (Township)	Brethour (Township)
Alfred and Plantagenet (Township)	Aurora (Town of)	Brighton (Municipality of)
Algonquin Highlands (Township)	Aylmer (Town of)	Brock (Township)
Alnwick-Haldimand (Township)	Baldwin (Township)	Brockton (Municipality of)
Amaranth (Township)	Bancroft (Town of)	Brockville (City of)
Amherstburg (Town of)	Bayham (Municipality of)	Brooke-Alvinston (Municipality of)
Armour (Township)	Beckwith (Township)	Bruce (County)
Armstrong (Township)	Belleville (City of)	Bruce Mines (Town of)
Arnprior (Town of)	Billings (Township)	Brudenell, Lyndoch and Raglan (Township)
Arran-Elderslie (Municipality of)	Black River-Matheson (Township)	Burk's Falls (Village of)
Ashfield-Colborne- Wawanosh (Township)	Blandford-Blenheim (Township)	Burpee and Mills (Township)
	Blind River (Town of)	Caledon (Town of)
	Bluewater (Municipality of)	
	Bonfield (Township)	

Callander (Municipality of)	Chatsworth (Township)	Dufferin (County)
Calvin (Municipality of)	Chisholm (Township)	Dutton-Dunwich (Municipality of)
Carleton Place (Town of)	Clarence-Rockland (City of)	Dysart et al (Municipality of)
Carling (Township)	Clearview (Township)	Ear Falls (Township)
Carlow-Mayo (Township)	Cobalt (Town of)	East Ferris (Municipality of)
Casey (Township)	Cobourg (Town of)	East Garafraxa (Township)
Casselman (Municipality of)	Cochrane (Town of)	East Gwillimbury (Town of)
Cavan Monaghan (Township)	Cockburn Island (Township)	East Hawkesbury (Township)
Central Elgin (Municipality of)	Coleman (Township)	East Zorra-Tavistock (Township)
Central Frontenac (Township)	Collingwood (Town of)	Edwardsburgh-Cardinal (Township)
Central Huron (Municipality of)	Conmee (Township)	Elgin (County)
Central Manitoulin (Municipality of)	Cornwall (City of)	Elizabethtown-Kitley (Township)
Centre Hastings (Municipality of)	Cramahe (Township)	Elliot Lake (City of)
Centre Wellington (Township)	Dawn-Euphemia (Township)	Emo (Township)
Chamberlain (Township)	Dawson (Township)	Englehart (Town of)
Champlain (Township)	Deep River (Town of)	Enniskillen (Township)
Chapleau (Township)	Deseronto (Town of)	Erin (Town of)
Chapple (Township)	Dorion (Township)	Espanola (Town of)
Charlton and Dack (Municipality of)	Douro-Dummer (Township)	Essa (Township)
	Drummond-North Elmsley (Township)	
	Dryden (City of)	
	Dubreuilville (Township)	

Essex (Town of)	Greater Madawaska (Township)	Highlands East (Municipality of)
Evanturel (Township)	Greater Napanee (Town of)	Hilliard (Township)
Faraday (Township)	Greenstone (Municipality of)	Hilton Beach (Village of)
Fauquier-Strickland (Township)	Grey Highlands (Municipality of)	Hilton (Township)
Fort Erie (Town of)	Grimsby (Town of)	Hornepayne (Township)
Fort Frances (Town of)	Guelph-Eramosa (Township)	Horton (Township)
French River (Municipality of)	Haldimand (County)	Howick (Township)
Front of Yonge (Township)	Haliburton (County)	Hudson (Township)
Frontenac (County)	Halton Hills (Town of)	Huntsville (Town of)
Frontenac Islands (Township)	Hamilton (Township)	Huron (County)
Gananoque (Town of)	Hanover (Town of)	Huron East (Municipality of)
Gauthier (Township)	Harley (Township)	Huron Shores (Municipality of)
Georgian Bay (Township)	Harris (Township)	Huron-Kinloss (Township)
Georgian Bluffs (Township)	Hastings (County)	Ignace (Township)
Georgina (Town of)	Hastings Highlands (Municipality of)	Ingersoll (Town of)
Gillies (Township)	Havelock-Belmont-Methuen (Township)	Innisfil (Town of)
Goderich (Town of)	Hawkesbury (Town of)	Iroquois Falls (Town of)
Gordon-Barrie Island (Municipality of)	Head, Clara and Maria (Township)	James (Township)
Gore Bay (Town of)	Hearst (Town of)	Jocelyn (Township)
Grand Valley (Town of)		Johnson (Township)
Gravenhurst (Town of)		Joly (Township)
		Kapusking (Town of)
		Kawartha Lakes (City of)

Kearney (Town of)	Laurentian Hills (Town of)	Manitouwadge (Township)
Kenora (City of)	Laurentian Valley (Township)	Mapleton (Township)
Kerns (Township)	Leamington (Municipality of)	Marathon (Town of)
Killaloe, Hagarty and Richards (Township)	Leeds and Grenville (United Counties of)	Markstay-Warren (Municipality of)
Killarney (Municipality of)	Leeds and the Thousand Islands (Township)	Marmora and Lake (Municipality of)
Kincardine (Municipality of)	Lennox and Addington Co	Matachewan (Township)
King (Township)	Limerick (Township)	Mattawa (Town of)
Kingsville (Town of)	Lincoln (Town of)	Mattawan (Municipality of)
Kirkland Lake (Town of)	Loyalist (Township)	Mattice-Val Côté (Township)
La Vallee (Township)	Lucan Biddulph (Township)	McDougall (Municipality of)
Laird (Township)	Macdonald, Meredith and Aberdeen Additional Tp	McGarry (Township)
Lake of Bays (Township)	Machar (Township)	McKellar (Township)
Lake of the Woods (Township)	Machin (Municipality of)	McMurrich-Monteith (Township)
Lakeshore (Municipality of)	Madawaska Valley (Township)	Mcnab-Braeside (Township)
Lambton Shores (Municipality of)	Madoc (Township)	Meaford (Municipality of)
Lanark (County)	Magnetawan (Municipality of)	Melancthon (Township)
Lanark Highlands (Township)	Malahide (Township)	Merrickville-Wolford (Village of)
Larder Lake (Township)		Middlesex Centre (Municipality of)
LaSalle (Town of)		Middlesex (County)
Latchford (Town of)		

Midland (Town of)	Nipissing (Township)	Northumberland (County)
Minden Hills (Township)	Norfolk (County)	Norwich (Township)
Minto (Town of)	North Algona Wilberforce (Township)	O'Connor (Township)
Mississippi Mills (Municipality of)	North Bay (City of)	Oil Springs (Village of)
Mono (Town of)	North Dumfries (Township)	Oliver Paipoonge (Municipality of)
Montague (Township)	North Dundas (Township)	Opasatika (Township)
Moonbeam (Township)	North Frontenac (Township)	Orangeville (Town of)
Moosonee (Town of)	North Glengarry (Township)	Orillia (City of)
Morley (Township)	North Grenville (Municipality of)	Oro-Medonte (Township)
Morris-Turnberry (Municipality of)	North Huron (Township)	Otonabee-South Monaghan (Township)
Mulmur (Township)	North Kawartha (Township)	Owen Sound (City of)
Muskoka (District Municipality)	North Middlesex (Municipality of)	Papineau-Cameron (Township)
Muskoka Lakes (Township)	North Perth (Municipality of)	Parry Sound (Town of)
Nairn and Hyman (Township)	North Stormont (Township)	Pelee (Township)
Neebing (Municipality of)	Northeastern Manitoulin and The Islands (Municipality of)	Pelham (Town of)
New Tecumseth (Town of)	Northern Bruce Peninsula (Municipality of)	Pembroke (City of)
Newbury (Village of)		Penetanguishene (Town of)
Newmarket (Town of)		Perry (Township)
Niagara Falls (City of)		Perth (County)
Niagara-on-the-Lake (Town of)		Perth East (Township)
Nipigon (Township)		Perth South (Township)
		Perth (Town of)

Petawawa (Town of)	Red Rock (Township)	South Algonquin (Township)
Peterborough (City of)	Renfrew (County)	South Bruce (Municipality of)
Peterborough (County)	Renfrew (Town of)	South Bruce Peninsula (Town)
Petrolia (Town of)	Rideau Lakes (Township)	South Dundas (Municipality of)
Pickering (City of)	Russell (Township)	South Frontenac (Township)
Pickle Lake (Township)	Ryerson (Township)	South Glengarry (Township)
Plummer Additional (Township)	Sables-Spanish Rivers (Township)	South Huron (Municipality of)
Plympton-Wyoming (Town of)	Sarnia (City of)	South River (Village of)
Point Edward (Village of)	Saugeen Shores (Town of)	South Stormont (Township)
Port Colborne (City of)	Sault Ste. Marie (City of)	Southgate (Township)
Port Hope (Municipality of)	Schreiber (Township)	Southwest Middlesex (Municipality of)
Powassan (Municipality of)	Scugog (Township)	South-West Oxford (Township)
Prescott and Russell (United Counties of)	Seguin (Township)	Southwold (Township)
Prescott (Town of)	Selwyn (Township)	Spanish (Town of)
Prince Edward Co	Severn (Township)	Springwater (Township)
Prince (Township)	Shelburne (Town of)	St. Charles (Municipality of)
Puslinch (Township)	Shuniah (Municipality of)	St. Clair (Township)
Quinte West (City of)	Sioux Lookout (Municipality of)	St. Joseph (Township)
Rainy River (Town of)	Sioux Narrows-Nestor Falls (Township)	
Ramara (Township)	Smiths Falls (Town of)	
Red Lake (Municipality of)	Smooth Rock Falls (Town of)	

St. Marys (Town of)	The Blue Mountains (Town of)	Welland (City of)
St. Thomas (City of)	The Nation (Municipality of)	Wellesley (Township)
Stirling-Rawdon (Township)	The North Shore (Township)	Wellington (County)
Stone Mills (Township)	Thessalon (Town of)	Wellington North (Township)
Stormont, Dundas and Glengarry (United Counties of)	Thornloe (Village of)	West Elgin (Municipality of)
Stratford (City of)	Thorold (City of)	West Grey (Municipality of)
Strathroy-Caradoc (Municipality of)	Tillsonburg (Town of)	West Lincoln (Township)
Strong (Township)	Timmins (City of)	West Nipissing (Municipality of)
Sundridge (Village of)	Tiny (Township)	West Perth (Municipality of)
Tarbutt (Township)	Trent Hills (Municipality of)	Westport (Village of)
Tay (Township)	Trent Lakes (Municipality of)	Whitchurch-Stouffville (Town of)
Tay Valley (Township)	Tudor and Cashel (Township)	White River (Township)
Tecumseh (Town of)	Tweed (Municipality of)	Whitestone (Municipality of)
Tehkummah (Township)	Tyendinaga (Township)	Whitewater Region (Township)
Temagami (Municipality of)	Uxbridge (Township)	Wilmot (Township)
Temiskaming Shores (City of)	Val Rita-Harty (Township)	Wollaston (Township)
Terrace Bay (Township)	Wainfleet (Township)	Woodstock (City of)
Thames Centre (Municipality of)	Warwick (Township)	Woolwich (Township)
The Archipelago (Township)	Wasaga Beach (Town of)	Zorra (Township)
	Wawa (Municipality of)	

D: List of 2023-24 CEPG program recipients

<https://www.ontario.ca/page/community-emergency-preparedness-grant#section-1>

7g



October 10, 2024

Meeting of October 16, 2024

Council Report

For information Only. Public Works and on PUCs behalf will be sending a letter on township letterhead to the people of Pronto subdivision.

A list of things to NEVER put down your drain.

So that council is aware, Wednesday October 2nd PUC had to do some repair work at our Pronto subdivision lift station. To do this work they had to hire a large sep vac unit from the Sault. This unit is 300 to 500 hundred dollars an hour depending on the time of day they are called out. As they were proceeding with their work, they discovered a large amount of debris and other items that should be foreign to any septic system. If the Township had to deal with these items stuck in the pumps after hours, we would be looking at approximately 1000 dollars an hour all in.

Some of the many things that should never go down your drain EVER.

- Powdered soap
- Hair
- Coffee grounds
- Eggshells
- Grease and or oil
- Rice and pasta
- Fibrous foods
- Medication
- Paint
- Produce stickers
- Bones and fruit pits
- Potato peels
- Bleach
- Honey
- Sanitary napkins and or Tampons
- Qtips

These items will NOT break down in your septic system. Some of these items can and will clog in the first 20 feet of your pipe.

Prepared by: Matt Simon, PWM, FC, BL





7h



October 7th, 2024

Meeting of October 15, 2024

Council Report

**SUBJECT: HYDRO ONE POLE INSTALLATION – WILLIAMS –
SEEKING COUNCIL PERMISSION**

RECOMMENDATION: That Council review the letter and map submitted by D. Williams regarding the installation of Hydro One poles on Township easement, that Council grant permission to have the poles installed, and that Council direct the Clerk to provide the granted permission in writing.

On October 7th, 2024, the attached letter and map were submitted to the Municipal Office seeking permission from Council to allow the residents of 6 Lauzon Village Road, as recommended by Hydro One, to have Hydro One poles installed within the Township of The North Shore easement in order for Hydro One lines to be ran across Lookout Road from the existing Hydro lines along Highway 17.

Please see attached letter and map.

October 4, 2024
Town Council
Township of The North Shore

Request for Permission to Install Hydro lines to run across Township Easement

Dear Town Council,

I hope this letter finds you well. We are currently working on the development of our lot 6 Lauzon Village Road property and have begun discussions with Hydro One to arrange for the installation of hydro up to our property boundary. Given the existence of a township easement along the road's edge, we are requesting formal permission to have a new hydro line cross within the townships easement area, in accordance with the recommendations provided by Hydro One.

As the property owners and project initiators, we will assume full responsibility for clearing any necessary trees and installing the hydro poles which will reside on our property. Once the installation is complete, ownership and ongoing maintenance of the poles and adjacent trees will be transferred to Hydro One. We wish to clarify that the township will not incur any costs related to this request or the work being carried out.

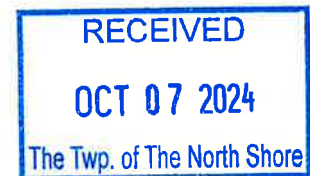
Attached, please find a map detailing the property lines marked by a yellow line. The existing pole line is in red following highway 17. The 2 new poles are marked on the map with blue dots and an arrow to show where they would be placed, subject to Hydro One's final plan.

We kindly request your written permission to allow Hydro One to install the above ground lines within the township easement, ensuring that no encroachment occurs on private properties.

Thank you for your attention to this matter, we are in the process of building our retirement home on Lot 6. We look forward to your approval so we may proceed with Hydro One accordingly.

Sincerely,
Irene & Dave Williams

Dave Williams
Oct 7/24



Identify

AutoZoomFootprints Select 1

Google

+ Location

+ Teranet Parcels

+ **WILLIAMS, DAVID**
KENNETH (314180251)

+ **HONI Operating Areas**
(Zones)

+ **Algoma/Blind River (6)**

+ **LT Municipalities**
THE NORTH SHORE
(57040)

Clear

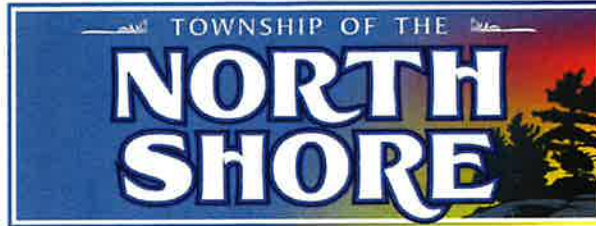
Topic: RE Right
Roles: Editor

Property lines - yellow

new poles
hydro wires to cross
lookout Road in this location

David Williams Oct 7/24

8a



October 9th, 2024

Meeting of October 15th, 2024

Council Report

SUBJECT: Employee Policy – Council proposed amendments

RECOMMENDATION: That Council receive the staff report as presented for consideration, and that Council review and approve the proposed Employee Policy.

At the October 2nd, 2024, Regular Council meeting, proposed amendments to the Township of The North Shore Employee Policy (as seen in yellow on the draft policy) were provided to Council. Council passed the following Resolution, that gave direction to Council to provide the Clerk with further proposed amendments to bring back to the October 15th, 2024, Regular Council meeting:

“ e) *Employee Policy*

RESOLUTION #24-309

Moved by: R. Welburn

Seconded by: R. Green

BE IT RESOLVED That Council for the Corporation of the Township of The North Shore receive the staff report as presented for consideration, and that Council review the proposed amendments to the Employee Policy, and that Council forward any further proposed amendments of the policy to the Clerk to be reviewed by Council at the October 15th, 2024, Regular Council meeting.

CARRIED”

There have been no further amendments specific to the Employee Policy forwarded from Council.

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

THE CORPORATION OF THE TOWNSHIP OF THE NORTH SHORE

POLICY MANUAL

POLICY TITLE:

SUBJECT:

Employee Policy

POLICY SECTION:

POLICY NO:

E

1

EFFECTIVE DATE: January 12, 2022

ENACTED BY: By-Law 22-02

AMENDED: October 15, 2024

ENACTED BY: Resolution

The Council of the Township of The North Shore shall hereinafter be referred to as the “Employer”.

SECTION 1 – CONDITIONS OF EMPLOYMENT

- a) Upon the acceptance by the employer of the application of a prospective employee, the employee shall produce, at their expense, a certificate, signed by a medical doctor stating whether or not they are medically fit to perform their job duties. The employer will state the specific job duties and requirements on the posted job listings, including the requirement to get a doctor’s note upon hire – AS PER THE ONTARIO HUMAN RIGHTS COMMISSION.
- b) All new full-time employees shall participate in the OMERS Plan and any active mandatory Group Insurance Programs, after serving the probationary period.
- c) Criminal Record Checks and Driver’s Abstracts to be obtained for employment per the Township of The North Shore Criminal Record Check Policy, as amended.

SECTION 2 – PROBATION

- a) All employees shall serve a three-month probationary period commencing on the date of the hiring or as stated in the employee’s Employment Agreement.
- b) At the end of the probationary period, the supervising official shall present the employer with a recommendation regarding permanent employment, including the employee’s strengths and weaknesses, extra duties to be added/removed from the current job description, and whether further training is required.
- c) A yearly performance review of employment will be completed in December for each year. Reviews for employees will be conducted by the Clerk or as stated in the Employment Agreement and kept in their respective personnel file. The reviews for the Clerk will be conducted by the Mayor and kept in the Mayor’s office and the Clerk’s personnel file.

SECTION 3 – ATTENDANCE/PUNCTUALITY

Regular attendance and punctuality will be expected of all employees. If an employee will be absent or late, they are expected to notify the Clerk in a timely manner.

SECTION 4 – SEVERANCE PAY

Severance Pay shall be paid as outlined in the Ontario Employment Standards Act.

SECTION 5 – REGULAR PAY

Regular pay rate will be outlined on each individual employee's Letter of Offer/**Employment Agreement**.

SECTION 6 – PAY SCALE

- a) Annual pay scales will comply with the **Employment Agreement**/letter of offer.
- b) Employees that do not have an annual pay scale as part of their **Employment Agreement**/letter of offer shall be paid in accordance with the municipal pay grid **attached to this policy as "Schedule B"**, as amended from time-to-time.

SECTION 7 – HOURS OF WORK

- a) Full time employees – Five day work week as agreed upon to provide coverage from 9am-4:30pm Monday to Friday with ½ hour unpaid lunch period.
- b) Part-time, casual, and seasonal employees – Hours and terms of employment shall be set **per the Township of The North Shore Hiring Policy, as amended, and/or any other applicable Township of The North Shore Policy, as amended, that directly relates to the hiring of employees.**
- c) Banked Hours – A maximum of 18 hours at regular pay level. Paid out at year end. Banked hours are only applicable for employees that are paid on an hourly basis.
- d) Employees will not work on Holidays (as defined in Section 12 of this policy).
- e) **Employees may be expected or required to attend Council meetings or Committee meetings, per the Township of The North Shore Procedure By-Law, as amended.**
- f) **Employee's may be required to attend the Municipal Office or other voting locations on Election days, upon the request of the Clerk or an appointed Deputy Returning Officer (DRO).**

SECTION 8 – OVERTIME

Overtime shall be paid in accordance with regulations outlined in the Employment Standards Act and in accordance with all **Employment Agreements**.

SECTION 9 – HEALTH AND SAFETY FOR EMPLOYEES/ACCOMMODATION

Please review the Health and Safety Policy and/or Occupational Health and Safety Act (Green Book), as amended.

SECTION 10 – VACATION WITH PAY

- a) All full-time employees who have completed one year of continuous employment shall be eligible for two (2) weeks of vacation with pay based on the employee's regular rate of earnings.
- b) All full-time employees who have completed four (4) years of continuous service shall be eligible for three (3) weeks of vacation with pay based on the regular rate of earnings.
- c) All full-time employees are entitled to four (4) weeks of vacation at regular rate of pay after eight (8) years of continuous service.
- d) All full-time employees who have completed 15 years of continuous service shall be eligible for five (5) weeks of vacation with pay based on the regular rate of earnings.
- e) All full-time employees who have completed 20 years of continuous service shall be eligible for six (6) weeks of vacation with pay based on the regular rate of earnings.
- f) Part-time employees are entitled to vacation pay at the rate of 4% of gross earnings.
- g) Vacations shall start on the first day of the week, except if mutually agreed otherwise.
- h) Vacation time must be approved by the Clerk. They shall be calendarized. Changes can only be made if proper notice is given – i.e., previous scheduled vacation.

- i) If a statutory holiday falls within a vacation period of an employee, he or she shall receive an additional day of vacation.
- j) A terminated employee shall be paid his/her/their full vacation entitlement remaining from the previous year plus his/her/their prorated vacation entitlement for the current calendar year.
- k) Each employee with less than one (1) year of continuous employment with the Township on July 1st shall receive one (1) day of vacation at his regular pro-rata daily rate for each completed month of service since the date of last starting work with the Township, notwithstanding that such employee shall not receive a vacation of longer duration than the ten (10) days he would have been scheduled to work had he not been on vacation.
- l) All holidays shall be taken within the calendar year starting at the employment anniversary date and cannot be carried forward without the express written consent of the employer or as stated in the **Employment Agreement**.

SECTION 11 – COMPLAINTS/CONFLICT OF INTEREST/CONFIDENTIALITY/ALCOHOL AND DRUGS/DISCIPLINARY ACTION/HARASSMENT AND BULLYING/ SEXUAL HARASSMENT

Please review the Employee Code of Conduct Policy and any other relevant policy, as amended.

SECTION 12 – HOLIDAYS

- a) All full-time employees are entitled to 12 paid holidays as follows:

1. New Year's Day	7. Civic Holiday
2. Family Day	8. Labour Day
3. Good Friday	9. Thanksgiving Day
4. Easter Monday	10. Christmas Day
5. Victoria Day	11. Boxing Day
6. Canada Day	12. Floating Holiday
- b) Part-time employees will receive regular rate of pay, provided they have been employed by the municipality for thirty (30) days immediately prior to the holiday and will continue to be employed after the holiday.
- c) If a statutory holiday falls on a Saturday, the preceding Friday will be observed as the holiday. If the statutory holiday falls on a Sunday, the following Monday will be observed as a holiday. If Christmas Day falls on a Sunday, then the following Tuesday shall be observed as a holiday. If a statutory holiday falls on a Tuesday, the preceding Monday shall be observed and if a statutory holiday falls on a Thursday, the following Friday shall be observed and shall be advertised in advance.
Special arrangements may be made at the discretion of Council.

SECTION 13 – MEALS

Staff engaged solely for election purposes shall receive a lunch and dinner allowance for the days the polls are open.

SECTION 14 – SMOKING

Persons are to refer to the Township of The North Shore Smoking By-Law #04-06.

SECTION 15 – ABSENCE

Absence without loss of salary, or hourly pay rate, of full-time employees will be permitted as follows:

- a) Personal illness – as outlined in By-law 99-23

b) Bereavement

- I. An employee shall be granted time off in the event of the death of a member of his/her/their immediate family. Bereavement leave can be taken at the time of the family member's death, or sometime later to attend a funeral, memorial service, or to attend to estate matters.
- II. Where such days fall on a scheduled working day for the employee, he/she/they shall be paid for each day a bereavement allowance up to a maximum of three (3) days.
- III. Per the Ontario Employment Standards Act, bereavement leave can be taken because of the death of the following family members:
 - a. A spouse (includes both married and unmarried couples, of the same or opposite genders)
 - b. A parent, step-parent, foster parent, child, step-child, foster child, grandparent, step-grandparent, grandchild or step-grandchild of the employee or the employee's spouse
 - c. A spouse of the employee's child
 - d. A brother or sister of the employee
 - e. A relative of the employee who is dependent on the employee for care or assistance
- IV. An employee eligible for a bereavement leave which occurs during his or her vacation shall be entitled to have that portion of his or her vacation rescheduled.

c) Authorized Absence

- I. An employee may be absent from his or her duty without pay when approved by the Clerk.
- II. An employee may be absent when called for Jury Duty or when subpoenaed as a witness. Authorized absence for Jury Duty is at regular rate of pay less remuneration pay received in course of Jury Duty and no loss of sick leave credits.

d) Maternity Leave/Paternity Leave/Parental Leave

Maternity/Paternity/Parental Leave shall be paid in accordance with regulations outlined in the Employment Standards Act.

e) For all other Leaves of Absence that are not stated in this Policy, please see the Employment Standards Act.

SECTION 16 – EMPLOYEE BENEFITS

- a) OMERS – 50% contribution by the employer, with amendments to correspond with any new regulations passed by the OMERS Plan.
- b) GROUP INSURANCE – Where applicable.
- c) EAP – Where applicable

SECTION 17 – TIME SHEETS

- a) All hourly staff shall record their arrival and departure times to a bi-weekly time sheet retained on file in the office.
- b) Payment dates are every second Friday (the Friday following the end of each pay period), unless otherwise scheduled (due to office closure or Holidays). All employees will be provided with a payment date schedule.
- c) Employees will be expected to provide a Void Cheque/Direct Deposit Form to set up Direct Deposit with their bank of choice.

SECTION 18 – MUNICIPAL VEHICLES

- a) Municipal vehicles are to be used per the Use of Township Vehicles Policy, as amended

SECTION 19 – MISCELLANEOUS

An employee discharged by the employer for cause shall lose or forfeit all benefits stated herein, except for the employee share of OMERS deductions.

SECTION 20 – DRESS CODE

- a) Employees are expected to dress for their outlined job duties (Public Works employees must wear proper safety equipment, office staff must wear office attire)
- b) All employees will be expected to be properly groomed, with a neat and clean appearance.

SECTION 21 – MILEAGE ALLOWANCE

- a) Employees will be reimbursed \$0.68cents per Kilometre for approved trips, as amended.
- b) Employees will be expected to fill out a monthly mileage form to submit for reimbursement. Please see the Expense Policy

SECTION 22 – PERSONNEL FILES

- a) All employees have the right to review his/her personnel files. The employee has the right to request a copy of their personnel file.
- b) The employee shall arrange for this request with respect to the Clerk's schedule.

TOWNSHIP OF THE NORTH SHORE MUNICIPAL PAY GRID (ANNUAL INCREASE)									
2024	2025	2026	2025	2027	2028	2029	2030	2031	2032
1.50%	1.50%	1.50%	1.50%	1.50%	1.50%	1.50%	1.50%	1.50%	1.50%
<p>1. This annual pay increase only applies to Township of the North Shore employees that do not already have a pay scale included in their Employment Agreement. This pay grid shall not be used in addition to any existing annual pay increase.</p> <p>2. By-Law No. 20-51: Remuneration to members of Council shall be adjusted annually in accordance with the Consumer Price Index.</p>									



COPY

Resolution # 309

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

REGULAR COUNCIL MEETING

MEETING DATE: October 2nd, 2024

AGENDA ITEM(S): 7e

MOVED BY: R. Welburn

SECONDED BY: R. Green

BE IT RESOLVED That Council for the Corporation of the Township of The North Shore receive the staff report as presented for consideration, and that Council review the proposed amendments to the Employee Policy, and that Council forward any further proposed amendments of the policy to the Clerk to be reviewed by Council at the October 15th, 2024, Regular Council meeting.

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 ✓ [Signature]

MAYOR or CHAIR or (Acting)

BY-LAW NO: 24-54

**Being a bylaw to adopt the Provision of Notice Policy for
The Corporation of the Township of The North Shore**

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

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

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

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

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

1. That the Provision of Notice Policy hereto as Schedule “A” be adopted.
2. That Schedule “A” be declared to form part of this by-law.
3. This amended By-Law shall come into force and take effect on the date of passing thereof and its short title is “Provision of Notice Policy By-Law”, and By-Law 09-10 is hereby rescinded.

READ A FIRST, SECOND AND THIRD TIME, ENACTED AND FINALLY PASSED THIS 15th DAY OF OCTOBER 2024.

Tony Moor, Mayor

Rachel Jean Schneider, Clerk/Deputy Treasurer

THE CORPORATION OF THE TOWNSHIP OF THE NORTH SHORE

POLICY MANUAL

POLICY TITLE:	SUBJECT:
Provision of Notice	Form and Manner
POLICY SECTION:	POLICY NO:
N	1
EFFECTIVE DATE: May 5, 2021	ENACTED BY: By-Law No. 09-10
AMENDED DATE: October 2, 2024	Resolution, By-Law 24-54

1. PURPOSE/APPLICATION

The *Municipal Act 2001* (the Act), Section 270 (4) requires that a municipality adopt and maintain a policy with respect to the circumstances in which the Municipality shall provide notice to the public and, if notice is to be provided, the form, manner and times notice shall be given.

The purpose of this policy is to provide guidance for the delivery of notice.

2. NOTICE

Notice shall be given for the purposes of any of the following:

- Road Closings
- Naming Roads
- Sale of Land
- Adoption of Budget and Budget Amendments
- Service Fees and Charges
- Council Vacancy Declaration
- Publication of Financial Statements
- Any other matter that may arise that Council identifies as warranting public notice

3. METHOD OF NOTICE

Notice shall be given in the following manner no less than five (5) days prior to the consideration or occurrence of the subject matter:

- (a) posting at the local municipal posting sites (bulletin boards), located in each Ward at the Canada Post mailbox locations
- (b) posting on the Township website at www.townshipofthenorthshore.ca ; and
- (c) posting on the Township official Facebook Page

4. CONTENT OF NOTICES

A “notice to the public” shall contain the following information when applicable:

- A general description of the subject matter under consideration;
- Purpose of any meeting of which notice is required to be given or the purpose and effect of the proposed action;

- Identification of the authority under which notice is being given;
- Date, time and location of any meeting at which the subject matter will be considered of which notice is required to be given;
- General provisions guiding the submission of information by delegation to any meeting referred to in the notice;
- Instruction on obtaining any additional information which may be made available by the Township, including name, address, email, phone number and fax number of any office providing notice;
- Details on required actions and timeframes; and
- Be clearly identified as a notice given by the Township of The North Shore

5. **NOTICE FOR COUNCIL MEETINGS AND COMMITTEE MEETINGS**

The notice for council meetings and committee meetings:

- (a) shall be in the form of an Agenda which shall refer to the day, time and place for the meeting.
- (b) shall be per the Township's Procedure By-Law, as amended regarding the timeline of notice for Regular, Special, and Emergency Council or Committee meetings.
- (c) shall be given for any changes to meeting dates and/or times and for any cancelled or rescheduled meetings.

The annual Council meeting schedule shall be posted via all listed methods of notice, as well as within the Municipal Office.

- 6. Where the municipality is required to give notice under a provision of any Act or regulation, the notice shall be given in a form and manner and at the times as indicated unless:
 - (a) The applicable Act or regulation prescribes or permits otherwise;
 - (b) The requirements for notice are prescribed in another by-law or resolution; or
 - (c) Council directs by resolution a method by which notice is to be given that Council considers adequate to give reasonable notice under the provision.
- 7. Where there is a conflict between this policy/by-law and provision of an Act or of another by-law, the Act or the other by-law shall apply.
- 8. Where a notice does not strictly comply with the provisions hereof but would substantially inform a reasonable person of the subject matter to which the notice relates, the notice shall be deemed to be adequate and in compliance with this by-law.
- 9. Where a notice is required under any Act but is not provided for specifically in this by-law, a notice which would substantially inform a reasonable person of the subject matter to which the notice relates, shall be deemed to be adequate and in compliance with this policy/by-law.

10. **ADDITIONAL NOTICE**

- i. If the matter is deferred at the open meeting of which notice has been given, no additional notice is required, except where an Act or by-law provides otherwise or the Council directs otherwise.
- ii. If the matter is considered at a subsequent open meeting, no additional notice is required, except where an act or by-law provides otherwise or the Council provides otherwise.

11. EMERGENCY PROVISIONS

- i. In the event of a circumstance, which in the opinion of the Mayor, is considered to be of an urgent or time sensitive nature, and which may affect the health, safety or physical security of residents of the Township of The North Shore, or if a State of Emergency is declared, the requirements of this by-law may be suspended by the Mayor, and best efforts shall be made by the Clerk to provide as much notice as is reasonable under the circumstances.
- ii. The public notice requirements of this by-law may be waived by the Mayor or designate in consultation with the Clerk where a matter is considered to be of an urgent or emergency nature affecting the health, safety and well being of the residents of the Township of The North Shore and best efforts shall be made to provide as much notice as is reasonable under the circumstances.



COPY

Resolution # 307

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

REGULAR COUNCIL MEETING

MEETING DATE: October 2nd, 2024

AGENDA ITEM(S):

7C

MOVED BY:

T. Simon

SECONDED BY:

L. Menard

BE IT RESOLVED That Council for the Corporation of the Township of The North Shore receive the staff report as presented for consideration, and that Council review and approve the proposed amendments to the Provision of Notice 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)

BY-LAW 24-55

THE CORPORATION OF THE TOWNSHIP OF THE NORTH SHORE

**Being a bylaw to confirm the proceedings of Council
at its Regular Council Meeting of October 15th, 2024.**

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

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

AND WHEREAS the Corporation of the Township of the North Shore deems it desirable to confirm the proceedings of Council at its Regular Council Meeting of October 15th, 2024.

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

1. That each motion, resolution, and other action passed and taken by the Council at its Regular Council meeting of October 15th, 2024, is hereby adopted, and ratified and confirmed.
2. The Head of Council and the proper officers of the Corporation of the Township of the North Shore are hereby authorized and directed to do all things necessary to give effect to the said action or to obtain approval where required and except where otherwise provided, the Mayor and the Clerk, or if absent, the designate, are hereby directed to affix the Corporate Seal of the Municipality to all such documents.

**READ A FIRST, SECOND AND THIRD TIME ENACTED AND FINALLY PASSED
THIS 15th DAY OF OCTOBER 2024.**

Tony Moor, Mayor

Rachel Jean Schneider, Clerk/Deputy Treasurer