

## Agenda

Regular Meeting of Council  
Corporation of the Township of The North Shore  
Wednesday, October 1<sup>st</sup>, 2025  
6:00 PM

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

Join Zoom Meeting

<https://us02web.zoom.us/j/89875347797?pwd=Bxr7HCNzvuJgo2lkgVaqiYSqaW4YBo.1>

Meeting ID: 898 7534 7797

Passcode: 778365

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

1. CALL TO ORDER
2. APPROVAL OF AGENDA
3. DISCLOSURES OF PECUNIARY INTEREST
4. PRESENTATIONS/DELEGATION
5. ADOPTION OF MINUTES
  - a) Minutes of the Regular meeting of June 18<sup>th</sup>, 2025
  - b) Minutes of the Special meeting of September 2<sup>nd</sup>, 2025
6. COUNCIL MEMBERS REPORT
7. REPORTS AND MOTIONS OF MUNICIPAL STAFF, COMMITTEES, AND COMMUNICATIONS
  - a) Legal Fees to be paid - Invoice #204303
  - b) Notice of Integrity Commissioner Reports - October 15<sup>th</sup>, 2025, Regular Council meeting
  - c) Quarterly Reports - Second Quarter 2025 - Administration, Fire Department and Public Works
  - d) Treasury Department Activities - January 1 to June 30, 2025
  - e) Budget Variance - to June 30<sup>th</sup>, 2025
  - f) Sealed Bid Result - 1983 American LaFrance Fire Truck
  - g) Lauzon Village Road Culvert
  - h) Township of The North Shore Public Bulletin Boards
  - i) 70km on Highway 17 - section of Algoma Mills
  - j) Fire Protection Grant 2025-26
  - k) Hydro One - Vegetation Maintenance Program 2026 - Council permission requested

- l) Accessibility Policy
- m) Accessibility Plan - January 2026-January 2030
- n) Water Billing Request

Consent Agenda

- a) Letter from OPP regarding the distribution of Police Record Check revenue to Municipalities
- b) Email and document from the Ministry of the Environment, Conservation and Parks regarding changes to environmental permissions for storm water management works
- c) Letter to Mayor from Lafarge Canada Inc.
- d) Confederation College - Indigenous Reconciliation Action Plan
- e) MMAH - Proposed updates to the Projection of Methodology Guideline
- f) Letter from Ministry of the Environment, Conservations, and Parks regarding updates to their Compliance Policy
- g) Letter from the Ministry of Natural Resources regarding the proposed Geologic Carbon Storage Act
- h) Letter and information provided from Lauzon Aviation regarding the "Pathfinder Wind Project"

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

- a) Town Hall Meetings - Suspension of Section 4.7 of the Township of The North Shore Procedure By-Law, hiring of moderator, and approval of alternative public meeting format for Town Hall Meeting

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

- a) By-Law 25-30 being a by-law to temporarily suspend the Town Hall Meetings Policy

**10. NOTICES OF MOTION**

**11. QUESTION PERIOD**

**12. CLOSED SESSION**

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

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

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

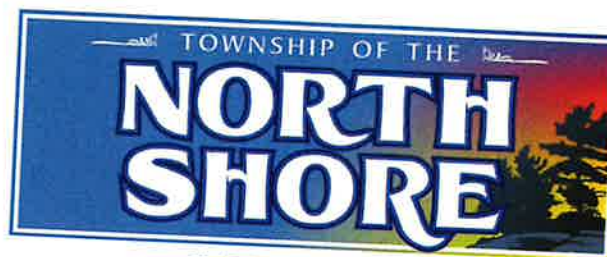
For the purpose of legal and human resource matters

**13. REPORT FROM CLOSED SESSION**

**14. CONFIRMATORY BY-LAW**

By-law 25-30 being a by-law to confirm the proceedings of Council at its meeting held October 1, 2025, be read a first, second and third time enacted and passed.

**15. ADJOURNMENT**



## Minutes

Regular Council Meeting  
Township of the North Shore  
Wednesday, June 18<sup>th</sup>, 2025  
6:00 p.m.  
Hybrid Meeting

### ATTENDANCE

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

Staff: Matt Simon, Public Works Manager/Fire Chief - *left meeting at 7:18 PM*  
Rachel Schneider, Municipal Clerk/Deputy Treasurer  
Craig Davidson - Interim Treasurer

### CALL TO ORDER

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

### APPROVAL OF AGENDA

#### RESOLUTION #25-174

Moved by: L. Menard

Seconded by: R. Green

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

CARRIED

### DISCLOSURES OF PECUNIARY INTEREST

T. Simon - 4a in Closed Session

### PRESENTATIONS/DELEGATION

a) Cunningham Swan - Integrity Commissioner Reports dated May 23, 2025

#### RESOLUTION #25-175

Moved by: L. Menard

Seconded by: T. Simon

BE IT RESOLVED: That Council of the Corporation of the Township of the North Shore approves to make the Integrity Commissioner reports, as presented to Council by Cunningham Swan at the June 18<sup>th</sup>, 2025, Regular Council meeting, available to the public by adding the reports to the Township's website, and by providing a copy of the report to the public upon written request.

CARRIED

RESOLUTION #25-176

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 recommendations for penalty sanctions outlined in the Integrity Commissioner report dated May 23, 2025, for File number 36669-22 involving the Councillor of Ward 1 Richard Welburn

CARRIED

ADOPTION OF MINUTES

a) Minutes for the Regular meeting of June 3<sup>rd</sup>, 2025

RESOLUTION #25-177

Moved by: T. Simon

Seconded by: L. Menard

BE IT RESOLVED: That Council of the Corporation of the Township of the North Shore approve the minutes of the June 3<sup>rd</sup>, 2025, Regular Council meeting

CARRIED

COUNCIL MEMBERS REPORT

a) Mayor Moor - Meetings attended

RESOLUTION #25-178

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 Council Member Report from Mayor Moor for information purposes.

CARRIED

REPORTS AND MOTIONS OF MUNICIPAL STAFF, COMMITTEES AND COMMUNICATION

a) Town Hall Meeting - Requests to Speak from Members of the Public

RESOLUTION #25-179

Moved by: T. Simon

Seconded by: R. Green

BE IT RESOLVED That Council for the Corporation of the Township of The North Shore receive the staff report regarding submitted Requests to Speak from Members of the Public, and that Council direct the Clerk of which submissions they would like to see added to the July 30, 2025, Town Hall meeting agenda.

CARRIED

b) Recommendation to Council from Cemetery Committee - Direction to Clerk to Contact BAO

RESOLUTION #25-180

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 Cemetery Committee recommendation from the June 4<sup>th</sup>, 2025, Committee meeting for consideration, and that Council direct the Clerk to contact the Bereavement Authority of Ontario regarding the removal of old and damaged crosses or markers in the Algoma Mills Cemetery.

CARRIED



c) Resolution of Support - Rural Healthcare Supports

RESOLUTION #25-181

Moved by: T. Simon

Seconded by: R. Green

Whereas, the availability and quality of home care services across rural Ontario is inadequate, inconsistent and often unreliable,

Whereas, the availability of both low intensity services and assisted living services and accommodation is either absent or inadequate,

Whereas, distances to hospitals, hospice, and healthcare clinics can be prohibitive to care,

Whereas, access to primary care can be precarious,

Whereas, in most cases patients choose care in their own home rather than institutionalized care,

Whereas, patient-centered services to support a broad scope of "activities of daily living" tasks contributes to quality of life and reduces pressures on emergency rooms, hospitals and other health care providers,

Whereas, such a model has been shown to work across ten rural municipalities in central Algoma under the Township of St. Joseph's Central Algoma PSW Outreach Pilot Program by allowing patients to stay in their own homes, or transition back to their homes, thus relieving pressures on Emergency Rooms, hospital beds, long-term care homes and caregivers,

Therefore Be It Resolved, the Corporation of the Township of The North Shore requests that the Ontario Ministry of Health commit its full support to flexible and innovative approaches like the Central Algoma PSW Outreach Pilot Program to ensure the provision of publicly-funded and patient-centered home care services in rural Ontario communities,

Further Be It Resolved, where services are not currently adequately delivered or available, initiatives for home care could include light housekeeping services and meal prep, personal care, monitoring changes in status, respite care, and palliative care depending on the needs of the patient,

Further Be it Resolved, that, where possible, such an initiative will be integrated into the primary care model for its geographic area.

And, that this resolution be shared with the Ontario Premier, Minister of Health, Minister of Long-term Care, Minister of Rural Affairs, Ontario Health, Algoma Ontario Health Team, the Leader of the Opposition and Critic for the Ministry of Health.

**CARRIED**

d) Recommendation to Council from Recreation Committee - Removal of Committee member

RESOLUTION #25-182

Moved by: T. Simon

Seconded by: R. Green

BE IT RESOLVED: That Council for the Corporation of the Township of The North Shore receive the Recreation Committee recommendation from the June 10th, 2025, Committee meeting for consideration, and that Council remove absent members from the Recreation Committee, per Section 5.3(c) of the Recreation Committee Terms of Reference.

**CARRIED**

e) 1983 American LaFrance Fire Truck

RESOLUTION #25-183

Moved by: L. Menard

Seconded by: R. Green

BE IT RESOLVED: That Council for the Corporation of the Township of The North Shore receive the report regarding the 1983 American LaFrance Fire Truck for consideration, that Council declare the 1983 American LaFrance Fire Truck as Surplus to the Municipal need, and direct staff to advertise for sale with the reserve bid as noted.

**CARRIED**

- f) Letter of Opinion - Tony Fleming, Integrity Commissioner

RESOLUTION #25-184

Moved by: T. Simon

Seconded by: R. Green

BE IT RESOLVED: That Council for the Corporation of the Township of The North Shore receive the letter of opinion from the Township of The North Shore Integrity Commissioner Tony Fleming regarding staff providing a complaint to the Integrity Commissioner for information purposes.

CARRIED

- g) Outcome of request for Sealed Bids - Generator

RESOLUTION #25-185

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 accept the Sealed bid from Pat Deschenes in the amount of \$575.00 for the Generator

CARRIED

- h) Outcome of request for sealed bids - Dodge Ram

RESOLUTION #25-186

Moved by: L. Menard

Seconded by: R. Green

BE IT RESOLVED: That Council for the Corporation of the Township of The North Shore receive the staff report for consideration, and that Council accept the Sealed Bid from Luc Deschenes in the amount of \$525.00 for the 2005 Dodge Ram

CARRIED

- i) Outcome of request for sealed bids - Yellow Plow Truck

RESOLUTION #25-187

Moved by: T. Simon

Seconded by: R. Green

BE IT RESOLVED: That Council for the Corporation of the Township of The North Shore receive the staff report for consideration, and that Council accept the Sealed bid from Pat Deschenes in the amount of \$1500.00 for the 2001 Yellow Plow Truck

CARRIED

Consent Agenda

- a) Letter from the OPP regarding the 2026 Municipal Policing Billing Statement Property Count

- b) Letter from Celebrate Canada regarding Naloxone

RESOLUTION #25-188

Moved by: L. Menard

Seconded by: T. Simon

BE IT RESOLVED That Council receive items a and b of the June 18<sup>th</sup>, 2025, Consent Agenda for information purposes.

CARRIED

OLD BUSINESS

INTRODUCTION, READING, AND CONSIDERATION OF BY-LAWS

NOTICES OF MOTION

Nil

**QUESTION PERIOD**

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

There were 7 questions asked during the Question Period of the June 18<sup>th</sup>, 2025, meeting:

**Question 1:**

Name of Resident/Member of the Public - Joanne McLellan  
Ward of property/residence - Ward 1

Question asked (in general terms) - Regarding Integrity Commissioner report - Does the Councillor at Large feel his efforts to unify this Council are an exercise at futility?

Answer given by Council (in general terms) - Councillor Robin Green responded yes, referred to Roberts Rules of Order, and rules of priority.

**Question 2:**

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

Question asked (in general terms) - Will Council consider changing the Town Hall Meeting policy to allow for questions to be submitted after the listed deadline? Refers to Council not under obligation to answer questions, questions should be respectful, Town Halls are to be informal and engaging, only person who submitted questions, deadline so far in advance defeats purpose.

Answer given by Council (in general terms) - Councillor Robin Green suggested changing dates to allow for more time, Councillor Tracey Simon suggests hiring a moderator to ensure respectfulness. The Mayor allows for a resident to provide comment on seasonal residents having more opportunity to submit questions. The Clerk, with permission of the Mayor explains current timeline approved by Council.

**Question 3 and 4:**

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

Question asked (in general terms) - Why was the proposed amendment by the Councillor at Large not considered by Council? Why was the integrity of the Ward 1 Councillor questioned and no discussion by Council?

Answer given by Council (in general terms) - The Mayor states that the motion was carried and that the Integrity Commissioner is responsible to review information, come to a decision, and make a recommendation to Council

**Question 5:**

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

Question asked (in general terms) - Could Council consider the recommendation of a moderator? Adds opinion of being more inviting to public and possibility of more attendance. Says moderator could allow for open questions as environment would be controlled.

Answer given by Council (in general terms) - The Mayor repeats request regarding moderator and timeframe. Councillor Richard Welburn states a lot of questions for Town Hall meeting can be answered by staff and agrees to the idea of having a moderator as long as Council chooses the moderator and not staff. Councillor Tracey Simon suggests outside resources for a moderator. The Clerk, with permission from the Mayor asks if Council would like to cancel the July 30 Town Hall meeting until Council agrees on a process to follow/policy amendments.

**Question 6:**

Name of Resident/Member of the Public - Alice Fahey  
Ward of property/residence - Ward 1

Question asked (in general terms) - If having a meeting with a moderator why change the date? States not sure where policy is.

Answer given by Council (in general terms) - The Mayor explains the policy would need to be changed. The Clerk explains policy is on website and offers to send policy via email. Councillor Richard Welburn states he wants to keep the current date and reminds that Special Meetings can be called. Councillor Robin Green suggests moving into August to allow for seasonal people to attend. A member of the public speaks out stating they would like the date to stay the same with a moderator. The Interim Treasurer suggests a report go to Council July 16 where Council can pass a Resolution to put aside the Policy, propose a moderator, have a Special Meeting if needed, meeting could be learning example, how notice was given for meeting and submissions that people could show up wondering about Town Hall meeting. The Mayor confirms what Council is looking for July 16 meeting.

**RESOLUTION #25-189**

Moved by: T. Simon

Seconded by: R. Green

BE IT RESOLVED That staff is directed to return with a Town Hall Meeting proposal for the July 16th meeting including recommendation of a moderator and open question period

**CARRIED**

**Question 7:**

Name of Resident/Member of the Public - Alice Fahey  
Ward of property/residence - Ward 1

Question asked (in general terms) - Has there been consideration of setting up a communication system where residents are emailed updates and notices, referring to the system Huron Shores has. Offers to forward recent notices received.

Answer given by Council (in general terms) - The Mayor clarifies that it is the Huron Shores website being referred to.

**RESOLUTION #25-190**

Moved by: T. Simon

Seconded by: L. Menard

BE IT RESOLVED That Council direct staff to communicate with Huron Shores regarding their communication system

**CARRIED**

**Question 0:**

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

Question asked (in general terms) - No question asked. Says Integrity Commissioner report reveals what Council was discussing in Closed Session of February 5<sup>th</sup> meeting, and she refers to Council decisions regarding previous staff, suggesting these were bad decisions.

Answer given by Council (in general terms) - The Mayor confirms that the Integrity Commissioner report refers to words said by Councillor Richard Welburn only and did not refer to items in Closed Session. Councillor Robin Green and Councillor Richard Welburn confirm the discussions of the February 5<sup>th</sup> Closed Session are not what Mrs. Gamble is suggesting.

**CLOSED SESSION**

**RESOLUTION #25-191**

Moved by: T. Simon

Seconded by: L. Menard

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

- (b) personal matters about an identifiable individual, including municipal or local board employees
- (d) labour relations or employee negotiations
- (h) information explicitly supplied in confidence to the municipality or local board by Canada, a province or territory or a Crown agency of any of them
- (k) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board

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

For the purpose of human resource matters

CARRIED

*The Mayor called a Recess at 7:04 PM*

*C. Davidson exited Council Chambers at 7:04 PM*

*L. Menard exited Council Chambers at 7:05 PM*

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

*M. Simon exited Council Chambers at 7:05 PM*

*R. Green exited Council Chambers at 7:05 PM*

*T. Moor exited Council Chambers at 7:06 PM*

*R. Schneider exited Council Chambers at 7:07 PM*

*T. Moor returned to Council Chambers at 7:07 PM*

*R. Schneider returned to Council Chambers at 7:09 PM*

*T. Simon returned to Council Chambers at 7:09 PM*

*R. Green returned to Council Chambers at 7:09 PM*

*M. Simon returned to Council Chambers at 7:09 PM*

*L. Menard returned to Council Chambers at 7:09 PM*

*C. Davidson returned to Council Chambers at 7:09 PM*

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

*L. Menard exited and returned to Council Chambers at 7:18 PM*

*T. Simon returned to Council Chambers at 7:18 PM*

*M. Simon left the meeting at 7:18 PM*

*C. Davidson exited Council Chambers at 7:26 PM*

*C. Davidson returned to Council Chambers at 7:26 PM*

**REPORT FROM CLOSED SESSION**

**RESOLUTION #25-192**

Moved by: L. Menard

Seconded by: R. Green

BE IT RESOLVED: That Council for the Corporation of the Township of The North Shore arise from Closed Session at 7:26 PM and report as follows: Council gave direction to the Mayor and Clerk regarding the human resources matters

CARRIED



**CONFIRMATORY BY-LAW**

**RESOLUTION # 25-193**

Moved By: R. Green

Seconded By: L. Menard

BE IT RESOLVED: That the Council of the Corporation of the Township of The North Shore hereby approve By-Law No. 25-26, Being a By-Law to Confirm the Proceedings of Council at its Regular meeting held June 18<sup>th</sup>, 2025, be read a first, second and third time, enacted and passed.

**CARRIED**

**ADJOURNMENT**

**RESOLUTION # 25-194**

Moved By: T. Simon

Seconded By: R. Green

BE IT RESOLVED: That the Corporation of the Township of The North Shore Regular Council meeting of June 18<sup>th</sup>, 2025, do now adjourn at 7:28 PM to meet again on the 16<sup>th</sup> day of July 2025 at 6:00 p.m., or at the call of the Chair.

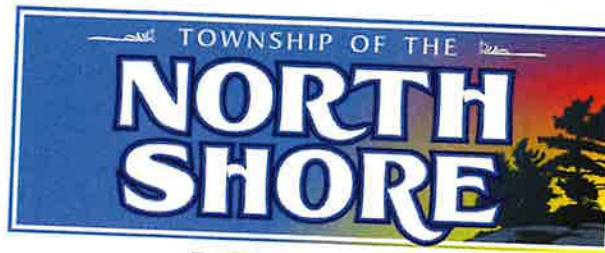
**CARRIED**

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Tony Moor, Mayor

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Rachel Schneider, Clerk/Deputy Treasurer



## Minutes

Special Council Meeting  
Township of the North Shore  
Tuesday, September 2<sup>nd</sup>, 2025  
3:00 p.m.  
Hybrid Meeting

### ATTENDANCE

Council: Tony Moor - Mayor - electronic  
Richard Welburn - Ward 1  
Len Menard - Ward 2  
Tracey Simon - Ward 3

Staff: Craig Davidson, Interim Treasurer  
Rachel Schneider, Municipal Clerk/Deputy Treasurer

Absent: Robin Green - Councillor at Large

### CALL TO ORDER

The Mayor called the meeting to order at 3:00 p.m.

### APPROVAL OF AGENDA

#### RESOLUTION #25-195

Moved by: L. Menard

Seconded by: T. Simon

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

CARRIED

### DISCLOSURES OF PECUNIARY INTEREST

### PRESENTATIONS/DELEGATION

### ADOPTION OF MINUTES

### COUNCIL MEMBERS REPORT

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

a) 2025-2026 Insurance Renewal

RESOLUTION #25-196

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 the 2025-2026 Insurance Renewal, that Council accept the proposal from Intact Public Entities for the Insurance Policy term September 24, 2025 to September 23, 2026 in the amount of \$108,572 plus applicable taxes and that Council accept the proposal from Victor/CFC Underwriting for the Cyber & Privacy Insurance term September 24, 2025 to September 23, 2026 in the amount of \$2,685 plus applicable taxes.

CARRIED

Consent Agenda

OLD BUSINESS

Nil

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 2 questions asked during the Question Period of the September 2<sup>nd</sup>, 2025, meeting:

Question 1:

Name of Resident/Member of the Public - Alice Fahey  
Ward of property/residence - Ward 1

Question asked (in general terms) - When was the last time there was a full review on the insurance coverage?

Answer given by Council (in general terms) - The Mayor and Interim Treasurer reminded of wording during item about having review done prior to next renewal

Question 2:

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

Question asked (in general terms) - Why call a Special meeting with just one item on the agenda?

Answer given by Council (in general terms) - The Mayor explained that the meeting needed to happen before the insurance renewal date of September 24 and all meetings cancelled until investigation completed.

CLOSED SESSION

REPORT FROM CLOSED SESSION

CONFIRMATORY BY-LAW

RESOLUTION # 25-197

Moved By: L. Menard

Seconded By: T. Simon

BE IT RESOLVED: That the Council of the Corporation of the Township of The North Shore hereby approve By-Law No. 25-27, Being a By-Law to Confirm the Proceedings of Council at its Special meeting held September 2<sup>nd</sup>, 2025, be read a first, second and third time, enacted and passed.

CARRIED

ADJOURNMENT

RESOLUTION # 25-198

Moved By: L. Menard

Seconded By: T. Simon

BE IT RESOLVED: That the Corporation of the Township of The North Shore Special Council meeting of September 2<sup>nd</sup>, 2025, do now adjourn at 3:18 PM to meet again at the call of the Chair.

CARRIED

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

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



June 30, 2025

Meeting of October 1, 2025

## **Council Report**

**SUBJECT:** LEGAL FEES TO BE PAID – Invoice #204303

**RECOMMENDATION:** That Council review the attached Invoice #204303 from Cunningham Swan, for information purposes.

Please find attached to this report an invoice dated June 24, 2025, (received on June 30, 2025) that was issued to the Township of The North Shore from Cunningham Swan for Integrity Commissioner Legal services provided regarding "Draft opinion to explain that members of staff can bring complaints under the Code of Conduct", per the attached invoice.

At the June 3<sup>rd</sup>, 2025, Regular Council meeting, Council passed the following Resolution:

" RESOLUTION #25-169

Moved by: T. Simon

Seconded by: L. Menard

BE IT RESOLVED that Council direct staff to look into the question of whether or not staff providing a complaint to the Integrity Commissioner breaches the Municipal Act, Section 223.4.

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 give direction for the inquiry, 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





# Cunningham Swan

LAWYERS

• EST 1894 •

DATE: June 24, 2025  
GST/HST NO. R121760227  
FILE NO: 36669 - 1

**Invoice# 204303**

Township of The North Shore  
1385 Highway 17  
PO Box 108  
Algoma Mills, Ontario  
P0R 1A0

**RE: Integrity Commissioner**

**TO LEGAL SERVICES PROVIDED** for acting on your behalf in connection with the above, including the following:

June 9, 2025      Draft opinion to explain that members of staff can bring complaints under the Code of Conduct;

And for all incidental advice and services in connection with the above.

**TO OUR FEE:**

HST (13%) On \$700.00 Fees

\$700.00

91.00

\$791.00

**TOTAL FEES AND DISBURSEMENTS:**

*Total GST/HST included: \$91.00*

**\$791.00**

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

Anthony Fleming Professional Corporation

TEF/sw

E. & O. E.

Terms: Payable upon receipt. Interest will be charged at the rate of 0.00% per annum calculated from the date 30 days after delivery of invoice.  
Any disbursements not posted to your account on the date of invoice will be billed later.

Payment methods: Please visit <https://cswan.com/payment-process.asp/> to pay online by credit card, debit/credit card or to view all our payment options.

TEL: 613-544-0211  
FAX: 613-542-9814  
EMAIL: [INFO@CSWAN.COM](mailto:info@cswan.com)  
WEB: [WWW.CSWAN.COM](http://WWW.CSWAN.COM)

Smith Robinson Building, Suite 300 • 27 Princess St. Kingston, ON, K7L 1A3



June 24, 2025

Meeting of October 1, 2025

## **Council Report**

**SUBJECT: NOTICE OF INTEGRITY COMMISSIONER REPORTS – OCTOBER 15<sup>TH</sup>, 2025 REGULAR COUNCIL MEETING**

**RECOMMENDATION:** That Council receive the reports regarding notice of x2 Integrity Commissioner reports being brought to the October 15<sup>th</sup>, 2025, Regular Council meeting for information purposes, and that Council direct staff to schedule with the Integrity Commissioner to attend the October 15<sup>th</sup>, 2025, Regular Council meeting to provide explanation of the reports received and answer any questions.

On June 20<sup>th</sup>, 2025, the Municipal Clerk was forwarded x1 Report with x1 Cover Letter dated June 20, 2025, from Cunningham Swan, the Township's Integrity Commissioner. Additionally, the Municipal Clerk was forwarded x1 Report with x1 Cover Letter dated August 7, 2025, from Cunningham Swan on August 7, 2025.

Per the Township's Integrity Commissioner Inquiry Protocol:

***"11.2 Report about Conduct – Notice of Report***

*After completing an Inquiry, the Integrity Commissioner shall provide a written report to the Municipality or the Local Board (the "Report").*

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

Per all Reports received from Cunningham Swan:

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

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

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**PUBLIC WORKS AND FIRE DEPARTMENT**

2nd quarter report 2025

**Project and Activity - PUBLIC WORKS**

Staff	As you are aware we have hired our part-time person. We have also hired 2 young people as summer students.
COVID 19	NA
Road patching	Have done 2 runs of cold patch so far. Seems to be some trouble getting this product. I am going to try hot mix in the mean time.
Culverts/ditching	So far as per council passing the 2025 budget we have had Lauzon Village road done.
Trees	Cutting down and removal of trees undertaken as required.
Spragge Rink	N/A
Garbage collection	we had all 4 days full this time. A lot of people took advantage this year.
Docks	They were installed in a reasonable time frame.
Callouts (Alarm)	has only happened due to power outages so far.
Cemetery	Some trees have been removed as per council approval. We used some material we already had and a little top soil to build the first 20 ft or so of a elevated flower garden. With some wood chips from the trees that were just recently removed.
Water Treatment Plant	We are waiting for some quotes on some needed parts, myself and PUC are in discussions with Walkerton regarding another process for serpent river wtp.
Lake Lauzon Beach	porta potties are now open to the public.
Serpent River Landfill Site	Is working well with our current employee
Algoma Mills garbage bins	We are still waiting for the ministry to get back to us.
Capital	Listed in budget. Can be discussed.
Emergency Management	We have been keeping in touch via email.
Project Life Saver	NA
Signage	as needed

**Some Plans Public Works**

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

<b>Project and Activity - FIRE DEPARTMENT</b>	
Training	So far this year we have done a lot of training. The fire fighters had a great opportunity this year with the North Shore Challenge that was in Iron Bridge. A lot of fire fighters were able to get a few mandatory sign offs.
Recruitment	In process
Partnerships	Partnership has been established with Blind River and the Department trains 1-2 times per month and receive in-class training as well. To September 30 ??? Sessions have been held. Huron Shores Fire Department has invited the Township of the North Shore department to participate in intense hands-on training and along with myself, other members of the Department have participated in 2 sessions. Department is working with Cutler Reserve Fire Department for training and establishment of a mutual aid plan and also to Spanish Fire Department for training.
Serpent River Fire Hall	
Equipment Status	our active equipment is in working order.
Attendance Reports	We are in good standing, Firefighters come to practice regularly. Depending on there work sched.
Fire Calls	We have had 8 calls for service at time of this report. We need to discuss allocating funds towards a new to us fire truck and upgrading our scba units at the 2026 budget.

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**ADMINISTRATION****Quarterly Report: April 1st - June 30th, 2025****Project and Activity**

<b>2nd Quarter</b>		<b>Status</b>
Agendas/Minutes	Agendas and Minutes prepared for Council, COA, Rec Committee and PSB meetings - posted onto website and bulletin boards when completed	All meetings are being held in a Hybrid setting.
Projects	Central Algoma Clerks Association (CACA)	Meeting attended March 27, 2025
	Lake Lauzon at Capacity	CAO meeting held June 25 2025
	2023 Tourism Summit - No Recent updates	Date TBD - expected to be Fall 2025
Policies	Policies reviewed and/or amended and approved by Council through Resolution or By-law this quarter include: Petitions Policy, Scent Free Workplace, Integrity Commissioner Inquirt Protocol	Total Polices reviewed and/or amended and approved in 2025 so far: By Resolution - 4, By By-Law - 6
Elections	Training to start in September 2025 for 2026 Municipal Election	
Clerk's Training	The Clerk's role requires continuous learning and training.	Zone 7 Conference attended April 10 and 11 2025. MMAH Clerk and Treasurer Forum attended June 24 and 25 2025
Police Services Board	New PSB meetings to be held x4 per year throughout participating communities. First meeting held April 15 in Blind River	North Shore to host meeting November 27 2025 at 7PM
AODA	Updating policy & plan as per AODA's recommendation - new Accesibility Policy and Plan due December 31 2025. Reporting due December 31 2025	Township of The North Shore not in compliance with AODA Councillor Training
Staffing	Deputy Treasurer apointed Interim Treasurer on January 3, 2025	Job Ad for Treasurer advertised per Council Resolution
	Landfill Site Attendant Job Ad advertised and new employee hired	
	2024 Temporary Casual Public Works staff re-hired for 2025 per Policy	
	Canada Summer Jobs Grant applied for to hire x2 students	Township received Grant for x1 student. Council approved to hire x2 students. Students interviewed to start June 30, per grant agreement
Community Safety and Wellbeing	Meeting attended on Oct 31 at 1:15 pm, next meeting date TBD	Community Safety and Wellbeing Plan is with Blind River, Spanish, Thessalon, Huron Shores
Committee of Adjustment	Meeting held June 25 2025	Next meeting to be determined
Water Plants	Tender completed and awarded to R. F. Contracting Inc. at May 21 2025 Council meeting for the UV lamps at the Pronto WTP	
	Ongoing testing being completed with Walkerton for the Serpent River WTP	



**ADMINISTRATION**  
**Quarterly Report: April 1st - June 30th, 2025**

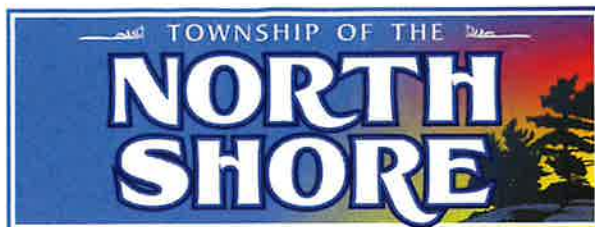
**Project and Activity**

	2nd Quarter		Status
Surplus Assets	Sealed Bids advertised and opened for approved Surplus Assets - report for Council's approval at June 18, 2025 meeting. Sealed Bids request currently out for LaFrance Fire Truck - results to go to July 16 meeting		
Emergency Management	Training held September 6th, 2023 with Committee. CEMC forwards Emergency Management relevant information as needed		
Delegations/Presentations	There was x2 delegations/presentations this Quarter	There was x6 Delegations/Presentations in 2025 so far	
Municipal Office	Office is now Closed to the Public on Wednesdays	Council passed a Resolution to close the Municipal Office to the public in December of 2023. Phones and emails will not be answered and calls/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	
	Council Chambers used as Polling Station for Provincial and Federal Election		
Community Round Table	No meetings attended this Quarter	Meetings are scheduled quarterly - next meeting not yet scheduled	
Recreation Committee and Events	The Committee held 2 meeting this quarter	Next meeting scheduled for July 15 2025 at 6PM	
	Canada Day Grant received in the amount of \$2270.00 for Canada Day 2025 - Canada Day event to be held July 1st at Lauzon Beach		
Cemetery Committee	The Committee held 2 meetings this quarter	Next meeting scheduled for July 8 2025 at 10AM	
	Grant for \$7500 received to go towards a War Memorial monument that will be added to the front lawn area of the Municipal Office, as requested by the Committee. Currently awaiting monument delivery		
Property Standards Appeals Committee	The Committee held 0 meetings this quarter, New Council Representative appointed April 16, 2025	Next meeting date to be determined	

**Vital Statistics Report**

	<b>2nd Quarter</b>
Animal Control	20 dog tags, 2 cat tags
Fire permits	Burning -8 daytime, 25 brush burning, 83 recreational
Council Meetings	8 meetings scheduled - 6 Regular (1 cancelled), 2 Special
Building Permits	6 building applications, 4 permits issued, 4 permit paid for
Cemetery	x1 Niche purchase, x2 Niche open/close
By-Laws Enacted	12 enacted
Trailer licenses	8 purchased

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July 3, 2025

Meeting of October 1, 2025

## **Council Report**

**SUBJECT: Treasury Department Activities – January to June 2025**

**RECOMMENDATION:** That Council receive the Staff Report highlighting activities of the Treasury Department for the first six months of 2025.

### Computer system

As Council is aware, the server hosting iCity was no longer accessible mid-January. After a RFQ process, Munisoft was purchased and installed. Including the time required to have the RFQ process, we were almost two months without an accounting system and we are now current in our accounting processes.

One change is the allocation of work duties is I am now completing the bi-weekly payroll using the program associated with the Munisoft system.

Prior to the Server not being accessible, we had prepared PDF documents for the trial balance and general ledger detail. There was still some work to be completed to finalize 2024. To accommodate this, the trial balance as well as balances from our various sub-ledgers were entered into the Munisoft system and year end adjustments were processed in our new accounting system.

This did take some time but we are now in the position to transfer information to the auditor.

### Other Activities

Monthly Bank Reconciliations are complete up to, and including, the month of June 2025.

HST Rebate Returns have been filed for the first two quarters of 2025.

First two quarterly payments to School Boards has been made

Accounts Payable up to date (last cheques issued as of the date of this report, during the first week of July).

Commercial Bin invoices have been issued for the first two quarters.

Employee remittance (OMERS, EI, CPP, Tax WSIB) completed with the exception of the second WSIB remittance which will be calculated in advance of the deadline of July 31<sup>st</sup>.

All Grant Reports have been filed to the end of 2024.

#### Asset Management

As noted previously, we are participating in AMP3.0, a joint program between the Ministry of Infrastructure and the Municipal Finance Officers Association. We have been paired with Hemson Consulting for this process.

We are waiting for a final version of their workbook showing asset needs over the next 10 years which we can then incorporate into a Asset Management Plan document.

#### Training

Over the first six months I have attended FONOM, the AMCTO Zone 7 and the AMCTO Zone 8 Spring meetings. I have also participated in a webinar course hosted by AMONTario concerning levels of service in asset management planning.

Prepared and Submitted by: Craig Davidson, Interim Treasurer



July 3, 2025

Meeting of October 1, 2025

## **Council Report**

**SUBJECT:** Budget Variance Report to June 30, 2025

**RECOMMENDATION:** That Council receive the Budget Variance Report to June 30, 2025 for information purposes.

A system produced Budget Variance Report to June 30, 2025 has been prepared and is attached to and forms part of this report. Items in the Committee Column are those where invoices have been entered into the accounting system but payment was not made prior to June 30<sup>th</sup>. Current are expenses for the month of June and the Year to Date column reflects the expense of the Revenue Fund since January 1<sup>st</sup>. The budget is as approved by Council for 2025.

The report shows the variance between the Year to Date and the Budget amounts. The variance is reported in both dollars and percentage remaining. While some activity is not steady throughout the year, for Council's information, 50% of the year has happened as of this report.

### **Initial Comments**

Final Tax Billing, Water Billing, Sewer Billing have not yet occurred. The final bills, including the water and sewer annual amounts, is expected to be billed in July with installment due dates in August and October.

Reserve transfers are planned to occur as the final tax billing has been made.

Salary, wages and benefits, other than Office Staff, presently are held in the Recreation area. Entries are still required to allocate this wage to the areas where work has been performed.

Items such as Dispatch Revenue and Information Booth Rent are normally billed at the end of the year.

Administration wages, benefits and consultants were budgeted based on this year being 50/50 between contract and Staff. Budget adjustments will be recommended later to Council so these lines are more reflective of reality.

Some of the expenditures presently charged to the Plow Truck should actually be part of the capital purchase. Over the next quarter, these expenses will be analyzed and the appropriate entries made.

Prepared and Submitted by: Craig Davidson, Interim Treasurer



# Budgetary Control

For the Period 01/01/2025 - 06/30/2025

Cash Budget

Account #/Description	Committed	Current	Year to Date	Budget	Variance	%
<b>Taxation</b>						
1-4-1000-1000 - Interim Tax Clearing	0.00	0.00	635,764.20	0.00	635,764.20	0.00
1-4-1000-2000 - Taxation Revenue - RT	0.00	0.00	0.00	1,044,295.00	-1,044,295.00	-100.00
1-4-1000-2020 - Taxation Revenue - TT	0.00	0.00	0.00	1,618.00	-1,618.00	-100.00
1-4-1000-2030 - Taxation Revenue - MT	0.00	0.00	0.00	4,577.00	-4,577.00	-100.00
1-4-1000-2100 - Taxation Revenue - CT	0.00	0.00	0.00	48,479.00	-48,479.00	-100.00
1-4-1000-2110 - Taxation Revenue - CU	0.00	0.00	0.00	230.00	-230.00	-100.00
1-4-1000-2120 - Taxation Revenue - CX	0.00	0.00	0.00	13,217.00	-13,217.00	-100.00
1-4-1000-2300 - Taxation Revenue - IT	0.00	0.00	0.00	32,893.00	-32,893.00	-100.00
1-4-1000-2320 - Taxation Revenue - IU	0.00	0.00	0.00	1,413.00	-1,413.00	-100.00
1-4-1000-2330 - Taxation Revenue - IX	0.00	0.00	0.00	1,352.00	-1,352.00	-100.00
1-4-1000-2400 - Taxation Revenue - VT	0.00	0.00	0.00	3,048.00	-3,048.00	-100.00
1-4-1000-3000 - Taxation Revenue - RG	0.00	0.00	0.00	12,516.00	-12,516.00	-100.00
1-4-1000-3100 - Taxation Revenue - CF	0.00	0.00	0.00	16,309.00	-16,309.00	-100.00
1-4-1000-3200 - Taxation Revenue - HF	0.00	0.00	0.00	242.00	-242.00	-100.00
1-4-1000-3310 - Taxation Revenue - IP	0.00	0.00	0.00	23,042.00	-23,042.00	-100.00
1-4-1000-3320 - Taxation Revenue - IK	0.00	0.00	0.00	298.00	-298.00	-100.00
1-4-1000-4000 - PIL - Railway	0.00	0.00	18,096.10	18,000.00	96.10	0.53
1-4-1000-4100 - PIL - Power Plant	0.00	0.00	0.00	121,047.00	-121,047.00	-100.00
<b>Total Taxation:</b>	0.00	0.00	653,860.30	1,342,576.00	-688,715.70	-51.30
<b>Grants</b>						
1-4-1200-2500 - OMPF Funding	0.00	0.00	188,200.00	376,400.00	-188,200.00	-50.00
<b>Total Grants:</b>	0.00	0.00	188,200.00	376,400.00	-188,200.00	-50.00
<b>Admin</b>						
1-4-1200-4100 - Admin - Trailer Licence Fees	0.00	3,000.00	6,000.00	3,000.00	3,000.00	100.00
1-4-1200-4200 - Admin - Tax Certificates	0.00	60.00	300.00	1,000.00	-700.00	-70.00
1-4-1200-4300 - Admin - Misc Sales	0.00	0.00	0.00	50.00	-50.00	-100.00
1-4-1200-4400 - Admin - Leases	0.00	0.00	0.00	7,474.00	-7,474.00	-100.00
1-4-1200-5000 - Penalties and Interest on Taxation	0.00	-287.21	13,762.41	15,000.00	-1,237.59	-8.25
1-4-1200-6000 - Admin - Misc Revenue	0.00	963.98	5,582.93	3,500.00	2,082.93	59.51
1-4-1200-7000 - Sale of Capital Assets	0.00	2,600.00	2,600.00	0.00	2,600.00	0.00
<b>Total Admin:</b>	0.00	6,336.77	28,245.34	30,024.00	-1,778.66	-5.92
<b>Fire</b>						
1-4-2000-4000 - Fire - User Fees - Dispatch	0.00	0.00	0.00	2,400.00	-2,400.00	-100.00

**Budgetary Control**  
For the Period 01/01/2025 - 06/30/2025  
Cash Budget

Account #/Description	Committed	Current	Year to Date	Budget	Variance	%
1-4-2000-6000 - Fire - Misc Revenue	0.00	-160.00	400.00	200.00	200.00	100.00
<b>Total Fire:</b>	0.00	-160.00	400.00	2,600.00	-2,200.00	-84.62
<b>CBO</b>						
1-4-2100-4000 - CBO - Building Permits	0.00	910.00	1,210.00	16,000.00	-14,790.00	-92.44
1-4-2100-4100 - CBO - Compliance Certificates	0.00	0.00	60.00	100.00	-40.00	-40.00
<b>Total CBO:</b>	0.00	910.00	1,270.00	16,100.00	-14,830.00	-92.11
<b>BLEO</b>						
1-4-2200-6000 - BLEO - Misc Revenue	0.00	30.00	870.00	900.00	-30.00	-3.33
<b>Total BLEO:</b>	0.00	30.00	870.00	900.00	-30.00	-3.33
<b>Policing</b>						
1-4-2500-6000 - POL - share of POA	0.00	0.00	0.00	1,023.00	-1,023.00	-100.00
1-4-2500-6100 - POL - Share of Det Revenues	0.00	0.00	229.00	0.00	229.00	0.00
<b>Total Policing:</b>	0.00	0.00	229.00	1,023.00	-794.00	-77.61
<b>Public Works</b>						
1-4-3000-6000 - PW - Misc Revenue	0.00	0.00	0.00	200.00	-200.00	-100.00
<b>Total Public Works:</b>	0.00	0.00	0.00	200.00	-200.00	-100.00
<b>Landfill</b>						
1-4-4000-4000 - LF - Tipping Fees	0.00	-120.00	335.00	8,800.00	-8,465.00	-96.19
1-4-4000-4100 - LF - Commercial Bins	0.00	2,732.28	5,464.56	8,200.00	-2,735.44	-33.36
<b>Total Landfill:</b>	0.00	2,612.28	5,799.56	17,000.00	-11,200.44	-65.88
<b>Cemetery</b>						
1-4-5000-4000 - CEM - Plot Sales	0.00	1,200.00	1,200.00	1,000.00	200.00	20.00
1-4-5000-6000 - CEM - Misc Revenue	0.00	0.00	0.00	500.00	-500.00	-100.00
<b>Total Cemetery:</b>	0.00	1,200.00	1,200.00	1,500.00	-300.00	-20.00
<b>Recreation</b>						
1-4-7000-1000 - REC - Federal Grants	0.00	0.00	0.00	6,300.00	-6,300.00	-100.00
1-4-7000-2000 - REC - Provincial Grants	0.00	0.00	0.00	2,007.00	-2,007.00	-100.00
1-4-7000-6000 - REC - Misc Revenue	0.00	800.00	800.00	0.00	800.00	0.00
1-4-7000-6100 - REC - Committee Revenue	0.00	0.00	0.00	3,000.00	-3,000.00	-100.00
<b>Total Recreation:</b>	0.00	800.00	800.00	11,307.00	-10,507.00	-92.92

**Budgetary Control**  
For the Period 01/01/2025 - 06/30/2025  
Cash Budget

Account #/Description	Committed	Current	Year to Date	Budget	Variance	%
<b>Planning and Development</b>						
1-4-8000-6000 - INFO - Rental	0.00	0.00	0.00	6,000.00	-6,000.00	-100.00
1-4-8000-6100 - INFO - Recoveries	0.00	0.00	0.00	2,500.00	-2,500.00	-100.00
<b>Total Planning and Development:</b>	0.00	0.00	0.00	8,500.00	-8,500.00	-100.00
<b>Serpent River Water</b>						
1-4-9000-4000 - SRW - Water Fees	0.00	0.00	0.00	50,069.00	-50,069.00	-100.00
1-4-9000-4100 - SRW - Connection Fees	0.00	0.00	120.00	60.00	60.00	100.00
<b>Total Serpent River Water:</b>	0.00	0.00	120.00	50,129.00	-50,009.00	-99.76
<b>Pronto East Waterworks</b>						
1-4-9500-4000 - PEW - Water Fees	0.00	0.00	0.00	28,251.00	-28,251.00	-100.00
1-4-9750-4000 - PEW - Sewer Fees	0.00	0.00	0.00	7,563.00	-7,563.00	-100.00
<b>Total Pronto East Waterworks:</b>	0.00	0.00	0.00	35,814.00	-35,814.00	-100.00
<b>Revenue Totals:</b>	0.00	11,729.05	880,994.20	1,894,073.00	-1,013,078.80	-53.49
<b>Council</b>						
1-5-1100-1010 - Council - Honourariums	59.75	4,471.77	29,069.03	64,000.00	34,930.97	54.58
1-5-1100-1110 - Council - Benefits	0.00	400.12	2,685.35	7,500.00	4,814.65	64.20
1-5-1100-1200 - Council - Travel	0.00	0.00	0.00	1,000.00	1,000.00	100.00
1-5-1100-1300 - Council - Seminars and Workshops	0.00	0.00	0.00	1,500.00	1,500.00	100.00
1-5-1100-1320 - Council - Memberships	0.00	264.75	1,316.12	1,800.00	483.88	26.88
1-5-1100-2050 - Council - Communications	0.00	112.70	680.52	2,000.00	1,319.48	65.97
1-5-1100-2130 - Council - Computer Expenses	0.00	0.00	193.53	200.00	6.47	3.24
1-5-1100-2210 - Council - Legal Expenses	12,505.00	0.00	14,694.88	10,000.00	-4,694.88	-46.95
1-5-1100-2215 - Council - Integrity Commissioner	4,686.05	4,380.77	14,975.97	15,000.00	24.03	0.16
1-5-1100-5050 - Council - Election Costs	0.00	0.00	1,019.34	0.00	-1,019.34	0.00
1-5-1100-6000 - Council - Donations	0.00	0.00	1,000.00	1,000.00	0.00	0.00
1-5-1100-6100 - Council - Misc Expenses	0.00	0.00	0.00	400.00	400.00	100.00
1-5-1100-7000 - Council - To/From Reserves	0.00	0.00	0.00	4,000.00	4,000.00	100.00
<b>Total Council:</b>	17,250.80	9,630.11	65,634.74	108,400.00	42,765.26	39.45
<b>Administration</b>						
1-5-1200-1010 - ADMIN - Wages	0.00	8,844.94	64,630.68	176,000.00	111,369.32	63.28
1-5-1200-1110 - ADMIN - Benefits	0.00	1,305.48	12,029.48	49,400.00	37,370.52	75.65
1-5-1200-1115 - ADMIN - Consultants	7,504.80	7,504.80	44,469.12	42,000.00	-2,469.12	-5.88

**Budgetary Control**  
For the Period 01/01/2025 - 06/30/2025  
Cash Budget

Account #/Description	Committed	Current	Year to Date	Budget	Variance	%
1-5-1200-1150 - ADMIN - Professional Services	0.00	0.00	0.00	4,000.00	4,000.00	100.00
1-5-1200-1200 - ADMIN - Travel	0.00	0.00	291.48	2,000.00	1,708.52	85.43
1-5-1200-1205 - ADMIN - Janitorial Services	0.00	0.00	0.00	100.00	100.00	100.00
1-5-1200-1300 - ADMIN - Seminars and Workshops	0.00	0.00	475.50	5,000.00	4,524.50	90.49
1-5-1200-1320 - ADMIN - Memberships	0.00	0.00	801.87	1,800.00	998.13	55.45
1-5-1200-2010 - ADMIN - Material and Supplies	0.00	28.99	28.99	2,000.00	1,971.01	98.55
1-5-1200-2024 - ADMIN - Heat	0.00	0.00	2,475.11	3,000.00	524.89	17.50
1-5-1200-2030 - ADMIN - Hydro	0.00	461.20	4,745.19	7,500.00	2,754.81	36.73
1-5-1200-2045 - ADMIN - Janitorial Supplies	0.00	43.45	364.07	600.00	235.93	39.32
1-5-1200-2050 - ADMIN - Communications	665.08	1,420.47	5,389.88	10,000.00	4,610.12	46.10
1-5-1200-2100 - ADMIN - Postage	0.00	0.00	910.87	3,000.00	2,089.13	69.64
1-5-1200-2110 - ADMIN - Subscriptions	0.00	0.00	0.00	250.00	250.00	100.00
1-5-1200-2120 - ADMIN - Office Supplies	0.00	0.00	592.61	2,000.00	1,407.39	70.37
1-5-1200-2130 - ADMIN - Computer Expenses	0.00	419.66	3,643.08	12,000.00	8,356.92	69.64
1-5-1200-2140 - ADMIN - Copier Costs	0.00	427.86	1,804.02	4,500.00	2,695.98	59.91
1-5-1200-2210 - ADMIN - Legal Fees	0.00	0.00	0.00	7,500.00	7,500.00	100.00
1-5-1200-2300 - ADMIN - Advertising	0.00	0.00	711.30	1,500.00	788.70	52.58
1-5-1200-2400 - ADMIN - Repairs and Maintenance	87.71	360.60	1,204.60	3,000.00	1,795.40	59.85
1-5-1200-4020 - ADMIN - Insurance	0.00	0.00	34,396.44	44,207.00	9,810.56	22.19
1-5-1200-4025 - ADMIN - Audit	0.00	0.00	0.00	23,000.00	23,000.00	100.00
1-5-1200-4030 - ADMIN - Licenses and Permits	0.00	0.00	0.00	1,000.00	1,000.00	100.00
1-5-1200-5000 - ADMIN - ST Interest Costs	89.74	74.64	164.38	0.00	-164.38	0.00
1-5-1200-5100 - ADMIN - Bank Charges	0.00	272.58	1,753.06	2,000.00	246.94	12.35
1-5-1200-5300 - ADMIN - Taxes Written Off	0.00	0.00	0.00	3,000.00	3,000.00	100.00
1-5-1200-5500 - ADMIN - Payments in Lieu	0.00	0.00	0.00	2,500.00	2,500.00	100.00
1-5-1200-5600 - ADMIN - Mining Land Taxes	0.00	0.00	917.70	1,000.00	82.30	8.23
1-5-1200-6000 - ADMIN - Misc Expenses	0.00	0.00	0.00	1,000.00	1,000.00	100.00
1-5-1200-6100 - ADMIN - Assessment Services	0.00	0.00	4,628.00	18,512.00	13,884.00	75.00
1-5-1200-7000 - ADMIN - To/From Reserves	0.00	0.00	0.00	30,147.00	30,147.00	100.00
<b>Total Administration:</b>	<b>8,347.33</b>	<b>21,164.67</b>	<b>186,427.43</b>	<b>463,516.00</b>	<b>277,088.57</b>	<b>59.78</b>
<b>Fire Services</b>						
1-5-2000-1010 - FD - Wages/Honourariums	0.00	8,242.39	8,242.39	34,500.00	26,257.61	76.11
1-5-2000-1110 - FD - Benefits	0.00	0.00	0.00	7,000.00	7,000.00	100.00
1-5-2000-1300 - FD - Seminars and Workshops	0.00	137.61	137.61	5,500.00	5,362.39	97.50
1-5-2000-1320 - FD - Memberships	0.00	0.00	429.84	500.00	70.16	14.03
1-5-2000-1325 - FD - Dispatch	0.00	38.74	2,752.54	3,600.00	847.46	23.54
1-5-2000-2000 - FD - Travel	0.00	0.00	0.00	500.00	500.00	100.00

**Budgetary Control**  
For the Period 01/01/2025 - 06/30/2025  
Cash Budget

Account #/Description	Committed	Current	Year to Date	Budget	Variance	%
1-5-2000-2010 - FD - Materials and Supplies	0.00	616.37	1,192.90	2,500.00	1,307.10	52.28
1-5-2000-2120 - FD - Office Supplies	0.00	0.00	0.00	100.00	100.00	100.00
1-5-2000-2130 - FD - Computer Expenses	0.00	0.00	0.00	1,500.00	1,500.00	100.00
1-5-2000-2400 - FD - Repairs and Maintenance	0.00	0.00	0.00	1,500.00	1,500.00	100.00
1-5-2000-2450 - FD - Protective Equipment	0.00	562.69	1,038.48	3,000.00	1,961.52	65.38
1-5-2000-4020 - FD - Insurance	0.00	0.00	17,639.36	24,912.00	7,272.64	29.19
1-5-2000-6000 - FD - Misc Expenses	0.00	12.00	125.00	1,500.00	1,375.00	91.67
1-5-2000-6100 - FD - Forest Fire Management	0.00	1,755.53	1,755.53	1,800.00	44.47	2.47
1-5-2000-6200 - FD - Fire Prevention	0.00	0.00	0.00	500.00	500.00	100.00
1-5-2000-7000 - FD - To/From Reserves	0.00	0.00	0.00	5,000.00	5,000.00	100.00
1-5-2010-2024 - FD - AM Hall Heat	0.00	0.00	534.97	3,000.00	2,465.03	82.17
1-5-2010-2030 - FD - AM Hall Hydro	0.00	102.33	2,375.90	2,000.00	-375.90	-18.80
1-5-2010-2050 - FD - AM Hall Communications	96.99	191.16	479.51	1,400.00	920.49	65.75
1-5-2010-2400 - FD AM Hall Maintenance	0.00	0.00	0.00	250.00	250.00	100.00
1-5-2020-2024 - FD - SR Hall Heat	0.00	0.00	1,685.53	3,000.00	1,314.47	43.82
1-5-2020-2030 - FD - SR Hall Hydro	0.00	0.00	1,963.55	2,000.00	36.45	1.82
1-5-2020-2040 - FD - SR Hall Water and Sewer	0.00	0.00	0.00	1,500.00	1,500.00	100.00
1-5-2020-2050 - FD - SR Hall Communications	0.00	114.79	1,105.44	1,400.00	294.56	21.04
1-5-2030-2400 - FD - 92 International Supplies	0.00	0.00	91.17	2,500.00	2,408.83	96.35
1-5-2040-2400 - FD - 2005 Pumper Supplies	0.00	0.00	509.97	2,400.00	1,890.03	78.75
1-5-2060-2400 - FD - F700 Rapid Attack	0.00	0.00	0.00	2,400.00	2,400.00	100.00
<b>Total Fire Services:</b>	96.99	11,773.61	42,059.69	115,762.00	73,702.31	63.67
<b>Building Inspection Services</b>						
1-5-2100-1150 - CBO - Contract Professional	1,645.97	0.00	4,182.55	16,000.00	11,817.45	73.86
<b>Total Building Inspection Services:</b>	1,645.97	0.00	4,182.55	16,000.00	11,817.45	73.86
<b>By-Law Enforcement Services</b>						
1-5-2200-1010 - BLEO - Wages	0.00	100.00	1,950.00	8,000.00	6,050.00	75.62
1-5-2200-1110 - BLEO - Benefits	0.00	2.30	158.39	1,000.00	841.61	84.16
1-5-2200-1200 - BLEO - Travel	0.00	0.00	0.00	500.00	500.00	100.00
1-5-2200-1300 - BLEO - Seminars and Workshops	0.00	0.00	0.00	500.00	500.00	100.00
1-5-2200-2010 - BLEO - Materials and Supplies	0.00	0.00	0.00	500.00	500.00	100.00
<b>Total By-Law Enforcement Services:</b>	0.00	102.30	2,108.39	10,500.00	8,391.61	79.92
<b>Emergency Management</b>						
1-5-2400-1150 - CEMC - Professional Services	0.00	0.00	3,180.00	13,000.00	9,820.00	75.54
1-5-2400-2050 - CEMC - Communications	0.00	254.40	254.40	500.00	245.60	49.12

**Budgetary Control**  
For the Period 01/01/2025 - 06/30/2025  
Cash Budget

Account #/Description	Committed	Current	Year to Date	Budget	Variance	%
<b>Total Emergency Management:</b>	0.00	254.40	3,434.40	13,500.00	10,065.60	74.56
<b>Policing</b>						
1-5-2500-6100 - Policing Contract	0.00	0.00	40,232.89	119,165.00	78,932.11	66.24
1-5-2500-6200 - POL - Police Services Board Transfer	0.00	0.00	2,948.00	2,948.00	0.00	0.00
<b>Total Policing:</b>	0.00	0.00	43,180.89	122,113.00	78,932.11	64.64
<b>Public Works - Roads</b>						
1-5-3000-1010 - PW - Wages	0.00	0.00	-919.35	55,000.00	55,919.35	101.67
1-5-3000-1110 - PW - Benefits	0.00	0.00	61.64	14,500.00	14,438.36	99.57
1-5-3000-1300 - PW - Seminars/Workshops	0.00	0.00	167.90	1,000.00	832.10	83.21
1-5-3000-1320 - PW - Memberships	0.00	0.00	651.28	1,000.00	348.72	34.87
1-5-3000-2010 - PW - Materials and Supplies	55.09	168.45	469.84	4,500.00	4,030.16	89.56
1-5-3000-2024 - PW - Propane	0.00	0.00	2,028.52	2,500.00	471.48	18.86
1-5-3000-2030 - PW - Hydro	0.00	94.66	802.72	1,500.00	697.28	46.49
1-5-3000-2300 - PW - Advertising	0.00	0.00	55.49	0.00	-55.49	0.00
1-5-3000-2400 - PW - Repairs and Maintenance	0.00	57.99	155.39	3,500.00	3,344.61	95.56
1-5-3000-4020 - PW - Insurance	0.00	0.00	6,374.56	9,428.00	3,053.44	32.39
1-5-3000-4030 - PW - Licenses and Permits	0.00	0.00	0.00	1,800.00	1,800.00	100.00
1-5-3000-6000 - PW - Misc Expenses	0.00	110.00	479.12	1,000.00	520.88	52.09
1-5-3000-7000 - PW - Tol/from Reserves	0.00	0.00	0.00	-18,397.00	-18,397.00	-100.00
1-5-3000-8000 - PW - LTD Principal	0.00	1,449.07	8,624.89	0.00	-8,624.89	0.00
1-5-3000-8100 - PW - LTD Interest	0.00	225.11	1,420.19	18,397.00	16,976.81	92.28
1-5-3100-2010 - PW - Bridges and Culverts	0.00	0.00	0.00	2,500.00	2,500.00	100.00
1-5-3200-2010 - PW - Ditching	0.00	0.00	0.00	3,000.00	3,000.00	100.00
1-5-3220-2010 - PW - Shoulder Maintenance	0.00	0.00	0.00	1,000.00	1,000.00	100.00
1-5-3300-2010 - PW - Hardtop Patching	0.00	0.00	0.00	4,000.00	4,000.00	100.00
1-5-3310-2010 - PW - Sweeping	0.00	0.00	0.00	1,500.00	1,500.00	100.00
1-5-3410-2010 - PW - Grading	0.00	0.00	0.00	1,000.00	1,000.00	100.00
1-5-3500-2010 - PW - Snowplowing	0.00	0.00	3,154.56	0.00	-3,154.56	0.00
1-5-3510-2010 - PW - Sanding/Salting	0.00	4,493.00	3,918.58	12,000.00	8,081.42	67.35
1-5-3520-2010 - PW - Culvert Thawing	0.00	0.00	0.00	1,000.00	1,000.00	100.00
1-5-3600-2010 - PW - Signals and Safety Devices	0.00	0.00	356.16	500.00	143.84	28.77
1-5-3700-2010 - PW - Plow Truck	0.00	220.12	14,252.98	10,000.00	-4,252.98	-42.53
1-5-3710-2010 - PW - GMC 3500	0.00	2,747.32	5,961.63	10,000.00	4,038.37	40.38
1-5-3720-2010 - PW - Dodge Ram	843.44	124.00	2,214.30	1,000.00	-1,214.30	-121.43
1-5-3730-2010 - PW - John Deere Backhoe	0.00	661.44	3,495.42	3,500.00	4.58	0.13
<b>Total Public Works - Roads:</b>	898.53	10,351.16	53,725.82	146,728.00	93,002.18	63.38

**Budgetary Control**  
For the Period 01/01/2025 - 06/30/2025  
Cash Budget

Account #/Description	Committed	Current	Year to Date	Budget	Variance	%
<b>Streetlights</b>						
1-5-3800-2030 - Streetlight - Hydro	0.00	343.59	1,668.36	4,000.00	2,331.64	58.29
1-5-3800-2400 - Streetlight - Maintenance	0.00	0.00	0.00	3,000.00	3,000.00	100.00
<b>Total Streetlights:</b>	0.00	343.59	1,668.36	7,000.00	5,331.64	76.17
<b>Landfill</b>						
1-5-4000-1010 - LF - Wages	0.00	930.18	6,632.50	13,000.00	6,367.50	48.98
1-5-4000-1110 - LF - Benefits	0.00	60.68	293.12	2,600.00	2,306.88	88.73
1-5-4000-1240 - LF - Garbage Collection	0.00	3,217.55	16,506.03	42,775.00	26,268.97	61.41
1-5-4000-1245 - LF - Commercial Bins	0.00	1,018.71	4,741.58	12,225.00	7,483.42	61.21
1-5-4000-1250 - LF - Cover and Compaction	912.80	0.00	2,878.80	5,000.00	2,121.20	42.42
1-5-4000-1300 - LF - Seminars and Workshops	0.00	0.00	61.06	500.00	438.94	87.79
1-5-4000-2010 - LF - Materials and Supplies	0.00	241.78	294.17	1,000.00	705.83	70.58
1-5-4000-2030 - LF - Hydro	0.00	0.00	364.03	800.00	435.97	54.50
1-5-4000-2310 - LF - Recycling	0.00	0.00	0.00	1,000.00	1,000.00	100.00
1-5-4000-2320 - LF - Monitoring	0.00	0.00	0.00	71,528.00	71,528.00	100.00
1-5-4000-2400 - LF - Repairs and Maintenance	0.00	0.00	0.00	1,000.00	1,000.00	100.00
1-5-4000-4020 - LF - Insurance	0.00	0.00	4,988.92	6,708.00	1,719.08	25.63
1-5-4000-4500 - LF - Building and Lot Maintenance	247.41	0.00	247.41	2,000.00	1,752.59	87.63
1-5-4000-6000 - LF - Misc Expense	0.00	0.00	0.00	100.00	100.00	100.00
1-5-4000-7000 - LF - To/From Reserves	0.00	0.00	0.00	-19,991.00	-19,991.00	-100.00
1-5-4000-8000 - LF - LTD Principal	0.00	3,597.73	21,470.36	0.00	-21,470.36	0.00
1-5-4000-8100 - LF - LTD Interest	0.00	103.00	734.00	39,991.00	39,257.00	98.16
1-5-4100-2400 - LF - Dozer Maitnenace	33.56	217.89	251.45	3,500.00	3,248.55	92.82
<b>Total Landfill:</b>	1,193.77	9,387.52	59,463.43	183,736.00	124,272.57	67.64
<b>Cemetery</b>						
1-5-5000-2010 - CEM - Materials and Supplies	0.00	122.11	122.11	500.00	377.89	75.58
1-5-5000-2400 - CEM - Repairs and Maintenance	0.00	199.48	199.48	2,000.00	1,800.52	90.03
1-5-5000-4020 - CEM - Insurance	0.00	0.00	706.32	1,045.00	338.68	32.41
1-5-5000-6000 - CEM - Misc Expense	0.00	0.00	0.00	300.00	300.00	100.00
<b>Total Cemetery:</b>	0.00	321.59	1,027.91	3,845.00	2,817.09	73.27
<b>Social and Health</b>						
1-5-5100-6100 - DSSAB Levy	0.00	28,873.92	145,287.10	346,487.00	201,199.90	58.07
1-5-5200-6100 - Public Health Levy	0.00	6,202.50	18,607.50	24,810.00	6,202.50	25.00
1-5-5200-6200 - Doctor Recruitment Levy	0.00	0.00	6,005.00	6,005.00	0.00	0.00

**Budgetary Control**  
For the Period 01/01/2025 - 06/30/2025  
Cash Budget

Account #/Description	Committed	Current	Year to Date	Budget	Variance	%
<b>Total Social and Health:</b>	0.00	35,076.42	169,899.60	377,302.00	207,402.40	54.97
<b>Recreation</b>						
1-5-7000-1010 - REC - Wages						
1-5-7000-1110 - REC - Benefits	0.00	8,305.28	39,665.52	55,000.00	15,334.48	27.88
1-5-7000-1300 - REC - Seminars and Workshops	0.00	1,136.94	7,216.50	14,500.00	7,283.50	50.23
1-5-7000-1320 - REC - Memberships	0.00	0.00	0.00	500.00	500.00	100.00
1-5-7000-2010 - REC - Materials and Supplies						
1-5-7000-2030 - REC - Hydro	146.43	0.00	500.00	0.00	-500.00	0.00
1-5-7000-2050 - REC - Communications	0.00	0.00	308.19	2,000.00	1,691.81	84.59
1-5-7000-2080 - REC - Vehicles	0.00	218.14	1,387.50	3,000.00	1,612.50	53.75
1-5-7000-2120 - REC - Office Supplies	0.00	56.73	283.65	700.00	416.35	59.48
1-5-7000-2300 - REC - Advertising	0.00	0.00	0.00	3,500.00	3,500.00	100.00
1-5-7000-2400 - REC - Repairs and Maintenance	0.00	0.00	0.00	50.00	50.00	100.00
1-5-7000-4020 - REC - Insurance	0.00	0.00	151.32	350.00	198.68	56.77
1-5-7000-6000 - REC - Misc Expense	0.00	0.00	0.00	2,000.00	2,000.00	100.00
1-5-7000-6100 - REC - Committee Expenses	0.00	0.00	10,604.18	15,684.00	5,079.82	32.39
1-5-7000-6500 - Library Contribution	3,000.00	0.00	0.00	1,200.00	1,200.00	100.00
1-5-7200-2400 - Parks Maintenance	0.00	0.00	3,458.52	4,000.00	541.48	13.54
1-5-7400-2400 - Docks Maintenance	315.18	2,490.07	0.00	2,007.00	2,007.00	100.00
	412.42	0.00	3,882.31	5,000.00	1,117.69	22.35
<b>Total Recreation:</b>	3,874.03	12,207.16	67,870.11	110,491.00	587.58	58.76
					42,620.89	38.57
<b>Planning and Development</b>						
1-5-8000-1150 - PLN - Professional Fees	0.00	0.00	0.00	14,000.00	14,000.00	100.00
1-5-8000-1320 - PLN - Memberships	0.00	0.00	506.16	0.00	-506.16	0.00
1-5-8000-7000 - PLN - To/From Reserves	0.00	0.00	0.00	-10,000.00	-10,000.00	-100.00
1-5-8100-2300 - INFO- Hydro	0.00	197.90	985.30	2,500.00	1,514.70	60.59
1-5-8100-2400 - INFO - Repairs and Maintenance	0.00	0.00	0.00	760.00	760.00	100.00
1-5-8100-4020 - INFO - Insurance	0.00	0.00	3,543.04	5,240.00	1,696.96	32.38
<b>Total Planning and Development:</b>	0.00	197.90	5,034.50	12,500.00	7,465.50	59.72
<b>Serpent River Water</b>						
1-5-9000-1260 - SRW - Plant Operations	4,837.33	0.00	28,739.48	57,764.00	29,024.52	50.25
1-5-9000-1300 - SRW - Seminars and Workshops	0.00	0.00	0.00	500.00	500.00	100.00
1-5-9000-2010 - SRW - Materials and Supplies	0.00	0.00	0.00	100.00	100.00	100.00
1-5-9000-2024 - SRW - Propane	0.00	0.00	215.09	250.00	34.91	13.96
1-5-9000-2050 - SRW - Communications	0.00	0.00	461.16	1,500.00	1,038.84	69.26
1-5-9000-2165 - SRW - Pipes and Connections	0.00	0.00	0.00	5,000.00	5,000.00	100.00



**Budgetary Control**  
For the Period 01/01/2025 - 06/30/2025  
Cash Budget

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1-5-9000-2300 - SRW - Hydro	0.00	0.00	8,624.77	17,500.00	8,875.23	50.72
1-5-9000-2400 - SRW - Repairs and Maintenance	0.00	75.96	75.96	800.00	724.04	90.50
1-5-9000-4020 - SRW - Insurance	0.00	0.00	2,802.44	4,147.00	1,344.56	32.42
1-5-9000-5100 - SRW - Bank Charges	0.00	0.00	0.00	1,200.00	1,200.00	100.00
1-5-9000-6000 - SRW - Misc Expenses	0.00	0.00	0.00	600.00	600.00	100.00
<b>Total Serpent River Water:</b>	<b>4,837.33</b>	<b>75.96</b>	<b>40,918.90</b>	<b>89,361.00</b>	<b>48,442.10</b>	<b>54.21</b>
<b>Pronto East Waterworks</b>						
1-5-9500-1260 - PEW - Plant Operations	5,514.58	0.00	32,763.09	65,851.00	33,087.91	50.25
1-5-9500-1300 - PEW - Seminars and Workshops	0.00	0.00	0.00	500.00	500.00	100.00
1-5-9500-2024 - PEW - Propane	0.00	0.00	218.13	380.00	161.87	42.60
1-5-9500-2050 - PEW - Communications	183.62	396.95	971.52	2,800.00	1,828.48	65.30
1-5-9500-2165 - PEW - Pipes and Connections	0.00	0.00	0.00	2,000.00	2,000.00	100.00
1-5-9500-2300 - PEW - Hydro	0.00	105.79	4,794.36	12,000.00	7,205.64	60.05
1-5-9500-2400 - PEW - Repairs and Maintenance	0.00	0.00	0.00	500.00	500.00	100.00
1-5-9500-4020 - PEW - Insurance	0.00	0.00	3,443.32	5,093.00	1,649.68	32.39
1-5-9500-5100 - PEW - Bank Charges	0.00	0.00	0.00	1,200.00	1,200.00	100.00
1-5-9500-6000 - PEW - Misc Expenses	0.00	0.00	0.00	2,200.00	2,200.00	100.00
1-5-9750-1260 - PEW - Sewer Operations	1,741.45	0.00	10,346.24	20,795.00	10,448.76	50.25
<b>Total Pronto East Waterworks:</b>	<b>7,439.65</b>	<b>502.74</b>	<b>52,536.66</b>	<b>113,319.00</b>	<b>60,782.34</b>	<b>53.64</b>
<b>Expenditure Totals:</b>	<b>45,584.40</b>	<b>111,389.13</b>	<b>799,173.38</b>	<b>1,894,073.00</b>	<b>1,094,899.62</b>	<b>57.81</b>
<b>Total Net Surplus/Deficit:</b>	<b>-45,584.40</b>	<b>-99,660.08</b>	<b>81,820.82</b>	<b>0.00</b>	<b>81,820.82</b>	<b>0.00</b>



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July 10, 2025

Meeting of October 1<sup>st</sup>, 2025

## **Council Report**

**SUBJECT:** OUTCOME OF REQUEST FOR SEALED BIDS – 1983 American LaFrance Fire Truck

**RECOMMENDATION:** That Council receive the staff report for consideration, and that Council accept the Sealed bid from T. Scott Mooney in the amount of \$1800.00 for the 1983 American LaFrance Fire Truck

A request for sealed bids was advertised and issued on June 25<sup>th</sup>, 2025, according to the Township of The North Shore's Procurement Policy and Surplus & Obsolete Goods (Disposal of) Policy, with a deadline to submit sealed bids by Thursday, July 10<sup>th</sup>, 2025, at 2 PM.

A Reserve Price of \$1000.00, which was approved by Council at the June 18<sup>th</sup>, 2025, Regular Council meeting, was advertised for the 1983 American LaFrance Fire Truck. Bidders had the opportunity to view the 1983 American LaFrance Fire Truck by appointment.

Two (2) sealed bids were received for the 1983 American LaFrance Fire Truck:

- T. Scott Mooney \$ 1800.00
- Wayne Barton \$1111.00

The sealed bids received did not have any bid irregularities.

Per the poster advertised, *"The 1983 American LaFrance Fire Truck is being sold in As-Is/Where-Is condition and must be picked up and/or loaded by the purchaser - the Township of The North Shore is not responsible to deliver or assist in loading the item"*

Per the poster, the Procurement Policy, and the Surplus and Obsolete Goods (Disposal of) Policy, the results of the sealed bids were to be brought to Council at the July 16<sup>th</sup>, 2025, Regular Council meeting for Council's review and consideration. As the July 16<sup>th</sup>, 2025, meeting was not held, the results of the sealed bids are being presented at the October 1<sup>st</sup>, 2025 meeting.

It is being recommended to Council that the bid of \$1800.00 by T. Scott Mooney be accepted for the 1983 American LaFrance Fire Truck as it was the only bid received.

Please see attached to this report the poster advertised for the request for sealed bids and for the 1983 American LaFrance Fire Truck.

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



COPY

Resolution #

183

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

REGULAR COUNCIL MEETING

MEETING DATE: June 18<sup>th</sup>, 2025

AGENDA ITEM(S):

7e


MOVED BY:

L. Menard

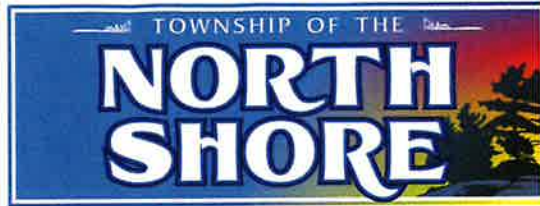
SECONDED BY:

R. Green

**BE IT RESOLVED:** That Council for the Corporation of the Township of The North Shore receive the report regarding the 1983 American LaFrance Fire Truck for consideration, that Council declare the 1983 American LaFrance Fire Truck as Surplus to the Municipal need, and direct staff to advertise for sale with the reserve bid as noted.

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)



## **NOW ACCEPTING SEALED BIDS FOR THE FOLLOWING:**

- 1983 American LaFrance Fire Truck – Reserve Price of \$1000

The 1983 American LaFrance Fire Truck is being sold in As-Is/Where-Is condition and must be picked up and/or loaded by the purchaser - the Township of The North Shore is not responsible to deliver or assist in loading the item

**Sealed bids will be accepted  
until Thursday, July 10<sup>th</sup>, 2025,  
at 2pm**

Bids will be opened in public at the Municipal Office Council Chambers at 2:15 PM on Thursday, July 10<sup>th</sup>, 2025.

All bids received will be presented to Council at the July 16<sup>th</sup>, 2025, Regular Council meeting for Council's review and consideration. Council reserves the right to reject any bid received.

Sealed bids must be clearly marked "1983 American LaFrance Fire Truck" and submitted in person to the Municipal Clerk at the Municipal Office located at 1385 Highway 17, Algoma Mills, Ontario.

**Please ensure your name, contact information, and bid amount are listed within the sealed envelope.**



# 1983 American LaFrance Fire Truck Reserve Bid - \$1000

The Fire Truck is located at 5759 Highway 17, Serpent River, Ontario.

Please call 705-849-2213 between 9-4:30 PM Monday to Friday (and leave a message!) to set up a time for viewing





79

October 1, 2025

Meeting of: October 1, 2025

## **Council Report**

**SUBJECT:** Lauzon Village Road Culvert Replacement

**RECOMMENDATION:** That Council receive the Lauzon Village Road Culvert Replacement as information.

### **Information:**

In Fall 2024, the large Culvert on Lauzon Village Road had a blockage. While a contractor was able to remove the blockage at that time, it was reported that this culvert was getting to the point where it needed to be replaced or be at risk of collapse. At that time, Public Works requested written quotes from area contractors and the matter was forwarded to the 2025 capital budget deliberations.

During the 2025 capital budget deliberations, the budget set for this project was \$75,000 with the project to be funded through the use of the NORDS funding.

As was explained during budget deliberations, initially, the NORDS funding, as well as much of the OCIF and CCBF funding had been allocated to the Riverview Road reconstruction project. As no tenders were approved by Council in June 2024 for this project, alternative uses that were eligible under the terms of these grants were investigated. This is especially important for the NORDS funding as all funds received under this program must be spent prior to March 31, 2026 or be returned to the province. At that time, Council approved culvert replacement projects.

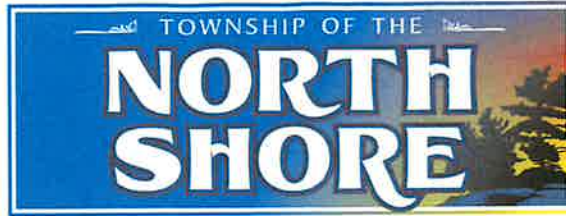
This tighter time schedule left projects to be completed without the appropriate time to hold a full tender process. Even the unapproved tender could not be fully relied upon as removing one component of a larger project could alter the prices quoted for culvert replacement. As such, while the quote received for Lauzon Village Road Culvert replacement and the pricing attributed to culvert replacement in the rejected tender for the Riverview Road project were used for budget purposes, multiple quotes were received or in the case of the Lauzon Village Road Culvert project, the lowest quote was received as this was the most time effective method that could be used and still respect the spirit of the Procurement Policy.

It should be noted that many of the culverts that are expected to be replaced do fall within the 'emergency replacement' category. Especially with the Lauzon Village Road Culvert, had nothing been done until the culvert collapsed and, under the Emergency Management Plan, a local emergency was declared, there would be greater flexibility afforded to appropriately deal with the emergency response than is afforded by the Procurement Policy although the principal of value for money would still guide the process.

So, in summary, the Lauzon Village Road Culvert was replaced as it was showing signs of possible failure when it was 'unplugged' last fall. The work was completed after a competitive quote process was operated and this project was approved by Council in the annual budget with the quote accepted by the Manager of Public Works.

For Council's information, the budget for this project was approved at \$75,000 and the cost of the replacement was \$61,870.08. There are funds remaining in the project to replace the surface.

Respectively Submitted  
Craig Davidson  
Interim Treasurer



7h

August 13, 2025

Meeting of October 1<sup>st</sup>, 2025

## **Council Report**

**SUBJECT: TOWNSHIP OF THE NORTH SHORE PUBLIC BULLETIN BOARDS**

**RECOMMENDATION:** That Council receive the staff report regarding the public bulletin boards located at the three Canada Post mailbox locations in the community for consideration, and that Council approve to keep the mailboxes in place, unlocked and accessible for the public to use.

The Township of The North Shore currently has two types of bulletin boards located at the three community mailbox locations in Algoma Mills, Spragge, and Serpent River:

1. Public Bulletin Boards:

- These bulletin boards are unlocked and accessible 24/7 by the public to post community notices, items for sale, event information, business advertisements, and other materials of public interest
- These bulletin boards were installed prior to the year 2000 – Although the exact date of installation is unknown, they were in place prior to the start of current administrative staff in 2000.

2. Township Bulletin Boards:

- These bulletin boards are locked, and only Township staff can post or remove content.
- These bulletin boards were installed with the help of the Nuclear Waste Management Organization (NWMO) in 2014 for the Township to utilize and post Notices, information, updates, etc.
- These bulletin boards are located at the same mailbox sites as the public bulletin boards.

In recent weeks, there have been public postings on the unlocked public bulletin boards involving political satire and commentary directed at Township staff and members of Council. These postings have prompted concerns and questions from members of the public and Council about whether the unlocked public boards should be removed entirely, or if the public boards should be locked and public postings be reviewed and approved by Township staff prior to being displayed.



The public bulletin boards in the Township of The North Shore have been in place for over 25 years and have so far operated without official oversight or censorship. These boards have long served as a valuable community resource, allowing the public to share information such as items for sale, business advertisements, garage sales, and local events. Although there have been occasional postings of political satire or commentary as well in the past, these instances did not result in formal complaints or lead to any changes with the boards such as removal.

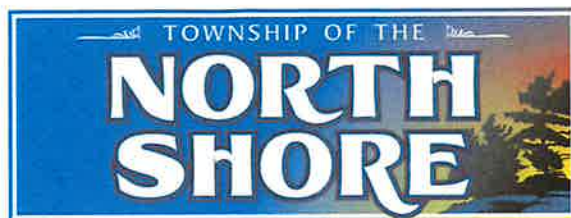
Township staff will continue to remove any negative or inappropriate items from the public bulletin boards once they are made aware of them. If individuals, whether members of the public or Council, come across materials on the public bulletin boards that they believe to be inappropriate or offensive, they are encouraged to remove them directly rather than leaving them posted. As these boards are publicly accessible and not monitored on a daily basis, this shared approach helps ensure the boards remain a positive and useful communication tool for everyone in the community, while maintaining the respectful use of these spaces.

It is being recommended that the public bulletin boards remain in place and continue to operate in their current, unlocked format as maintaining open access supports freedom of expression and encourages community engagement. It also upholds a long-standing precedent of allowing the public to use the space freely, without censorship. Community members enjoy and look forward to Question Period during Council meetings as a way to raise concerns and engage with Council directly, and the public boards offer a similar informal platform for expression and communication.

Overall, the boards have proven to be a beneficial informal communication tool for the community. Despite recent concerns, their continued use in their current form is recommended, rather than implementing restrictive approval measures or removing them entirely.

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

71



August 14, 2025

Meeting of October 1, 2025

## **Council Report**

**SUBJECT: 70km on Highway 17 – section of Algoma Mills**

**RECOMMENDATION:** That Council receive the report regarding the 70km speed reduction from approximately Pine Drive to Lauzon Village Road in Algoma Mills (1.7km) and the efforts of the Municipality and community members over the years to reduce the speed for information purposes.

On August 12, 2025, the Ministry of Transportation dropped the speed limit in a section of Algoma Mills from approximately Pine Drive to Lauzon Village Road down from 90km to 70km. In addition to the new 70km speed limit signs, x2 flashing 70km speed limit signs have been added in the area, however the timeline is currently unknown of how long the flashing signs will remain in place.

Since the early 1970's community members and various Mayors/Reeves of the Township of The North Shore, including Reeve George Johnson, Reeve Heather Pelky, Mayor Randy Condie, and Mayor Tony Moor, have put efforts forward to reduce the speed in Algoma Mills.

Many accidents have happened in this section of our community over the years including but not limited to:

- An accident involving multiple children and a vehicle passing a stopped school bus at the corner of Air Service Road and Highway 17 - buses in this area now run down Centre Street.
- An accident involving a small child being hit by a vehicle while walking on the shoulder of Highway 17 - the vehicle involved in the accident passed on the inside shoulder to avoid another vehicle waiting to turn into the old Trading Post
- An accident involving a Purolator truck spilling its contents onto Highway 17
- An accident involving an upset transport truck in the area of Pine Drive
- An accident involving x2 transport trucks that included multiple fatalities
- An accident involving a turning vehicle being hit by a transport, resulting in the vehicle coming to a halt on the front lawn of the Municipal Office
- Many close calls between vehicles pulling out of the various driveways or roadways in this section of Highway, no matter the time of year, with the most complaints being at the West entrance of Highway 538 and Highway 17, and the East entrance of Centre Street and Highway 17 (by Wilson's).

Since the implementation of the new speed limit of 70km within a section of Algoma Mills, there have been dozens of members of the public (both current and previous residents, as well as members from nearby communities) who have contacted the Municipal Office in person, by email, or by telephone to thank the Township for their efforts or provide their thoughts about the speed change.

Attached to this report is a letter from the Ministry of Transportation that includes mapping to show where the new 70km speed reduction has occurred.

**Ministry of  
Transportation**

Regional Director's  
Office  
North Operations  
447 McKeown Avenue  
North Bay ON P1B 9S9

Tel: 705 497-5500

**Ministère des  
Transports**

Bureau du directeur  
régional  
Opération – Nord  
447, avenue McKeown  
North Bay ON P1B 9S9

Tél : 705 497-5500



August 12, 2025

His Worship Tony Moor  
Mayor  
The Corporation of the Township of the North Shore  
P.O. Box 108, 1385 Hwy 17  
Algoma Mills, ON P0R 1A0  
Email: [mayor@townshipofthenorthshore.ca](mailto:mayor@townshipofthenorthshore.ca)

Dear Mayor Tony Moor,

This letter is to inform you that the Ministry of Transportation (MTO) is planning to implement amendments to Ontario Regulation 619 (Speed Limits) for Highway 17 within the Township of The North Shore.

MTO will introduce a 70 km/h reduced speed zone for a distance of 1600 metres through the Hamlet of Algoma Mills in the Township of The North Shore.

MTO staff have recommended that the existing speed limit regulations be updated to reflect the speed limit changes.

The changes are planned to be implemented, upon approval by the Minister of Transportation. An illustration is attached for your reference.

Should you have any further questions or concerns, please contact Chris Pascos, Head, Operational Traffic Engineering, by email at [chris.pascos@ontario.ca](mailto:chris.pascos@ontario.ca)

Sincerely,

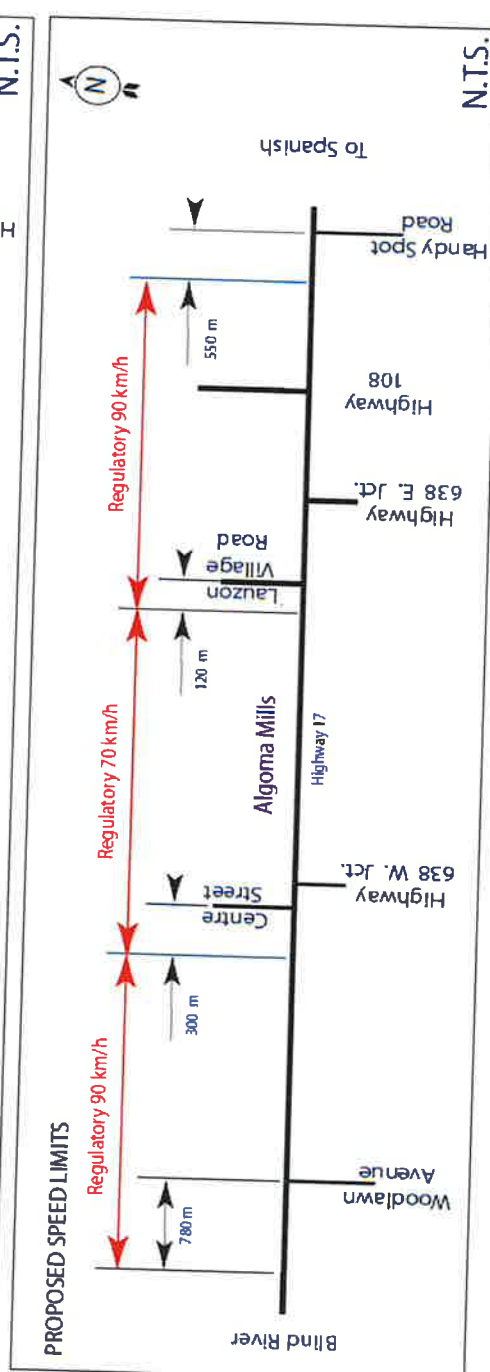
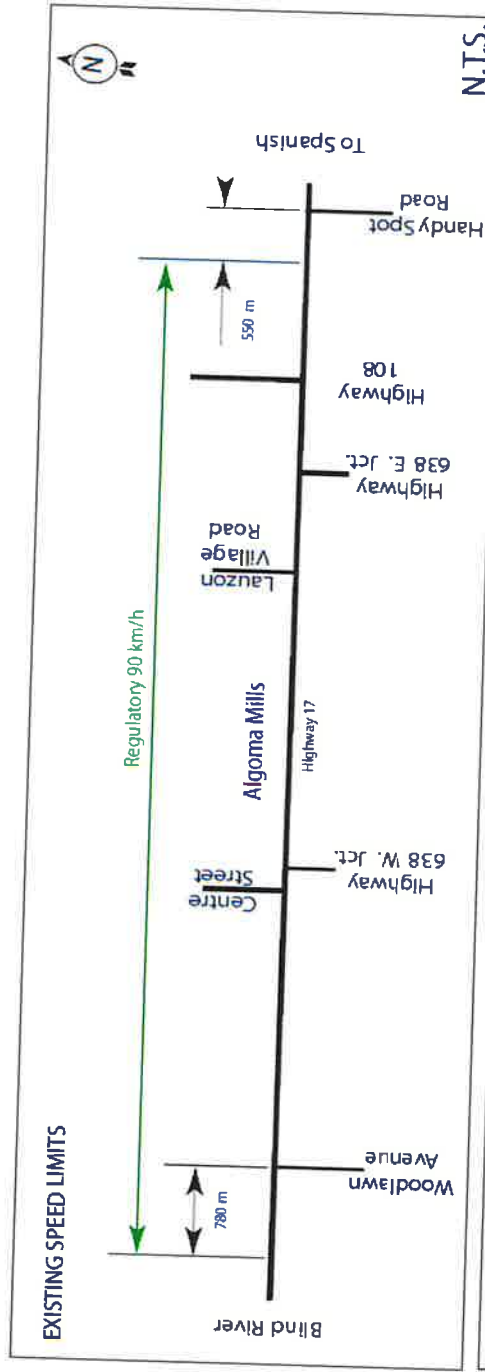
A handwritten signature in blue ink, appearing to read "Herb Villneff".

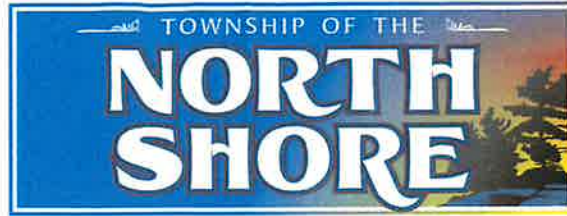
Herb Villneff  
Regional Director, North Operations

Attachment: Line Drawing of Highway 17

- c. J. Ranger, Director, Operations Division
- K. Schmid, Manager, Operations Division

# Ontario Regulation 619 - Speed Limits Highway 17 Algoma Mills





August 22, 2025

Meeting of October 1, 2025

## **Council Report**

**SUBJECT: FIRE PROTECTION GRANT 2025-26**

**RECOMMENDATION:** That Council receive the staff report as presented, and that Council approve to keep the grant application submitted by staff under the Fire Protection Grant 2025-26 in place as the application submission was due by 5:00 PM on September 30, 2025.

Ontario's Solicitor General opened applications for the Fire Protection Grant for 2025-26, which will target cancer prevention, minor infrastructure modernization and lithium-ion incident response initiatives.

The information about the grant was announced by Ministry of Solicitor General on August 13, 2025, with applications being accepted until 5:00 PM on September 30, 2025.

On August 21<sup>st</sup>, 2025, the Township of The North Shore's Fire Protection Advisor of the Office of the Fire Marshall and Emergency Management attended Fire Station #2 in Serpent River to meet with members of the Fire Department and discuss the grant, during a scheduled practice.

To be eligible for the 2025-06 Fire Protection grant applicants must be a Municipality that has established a fire department under Section 2(2)(b) of the Fire Protection and Prevention Act, 1997 (FPPA)

The Fire Chief has proposed to use this grant to purchase items considered Cancer Prevention Personal Protective Equipment (PPE) in the form of Self-Contained Breathing Apparatuses (SCBAs) and balaclavas.

Examples of initiatives eligible for funding can be found on page 5 of the attached Fire Protection Grant 2025-26 Application Instructions and Guidelines.

Please see the attached Application Instructions and Guidelines document or the attached Communique from the Office of the Fire Marshall, for more information.

Funding for the Fire Protection Grant 2025-26 is expected to be released in January of 2026. Received funds are required to be used by March 31<sup>st</sup>, 2026.

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



# COMMUNIQUÉ

OFFICE OF THE FIRE MARSHAL  
BUREAU DU COMMISSAIRE DES INCENDIES

August 13, 2025

No. 2025-05

## Fire Protection Grant 2025-26 - Call for Applications

Ontario's Solicitor General, the Honourable Michael Kerzner, has opened applications for the second round of the province's Fire Protection Grant.

Beginning August 13, 2025 applications for the 2025-26 Fire Protection Grant will be accepted through the [Transfer Payment Ontario \(TPON\)](#) system. Applications will be accepted until 5:00PM on September 30, 2025. Please access the TPON link above to review the Fire Protection Grant application (a fillable PDF) and an information package which provides important details about this year's grant process.

As announced in the government's 2024 Budget, the initial \$30M grant was to be administered over three years, with \$10M being allocated each year. As of August 13, 2025, the government has committed an additional \$10M, to support the Fire Protection Grant, bringing the total funding envelope for the 2025/26 fiscal year to \$20M.

Eligibility for the 2025-26 Fire Protection Grant remains consistent with Year 1, with funding available to municipalities that have established a fire department under section 2(2)(b) of the *Fire Protection and Prevention Act, 1997* (FPPA).

This is the first call for applications for fiscal year 2025-26 and we will determine the approach for year three at a later date. This year's grant will target cancer prevention, minor infrastructure modernization and lithium-ion incident response initiatives, such as:

- **Cancer Prevention:**
  - Equipment and Supplies
  - Personal Protective Equipment
  - Minor Infrastructure
- **Minor Infrastructure Modernization:**
  - Enhanced broadband and internet connectivity
- **Lithium-Ion Incident Response:**
  - Equipment and Supplies

Following the call for applications, funding for the 2025-26 grant is anticipated to be released in January 2026. The grant will be allocated proportionate to the number of



active fire stations in a municipality. Allocations will be based on the projects being undertaken at the local level, ensuring a fair, transparent, and consistent disbursement of funds.

To be consistent with other grants offered through the Ministry of the Solicitor General, applicants are required to develop proposals with supporting information to demonstrate need, return on investment, and benefit to public safety.

I am confident that the Fire Protection Grant will continue to assist departments in addressing critical needs regarding cancer prevention, minor infrastructure and lithium-ion incident response at the local level and I look forward to the positive impact it will have on your front-line members.

If you require any assistance or have general questions about the grant application, please contact your local Fire Protection Adviser.



**Ministry of the Solicitor General**

**Fire Protection Grant  
(2025-26)**

**Application Instructions and Guidelines**

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## INTRODUCTION

The **Fire Protection (FP) Grant** program was announced in the government's 2024 Budget and is designed to support cancer prevention efforts by municipal fire departments across Ontario. For the 2025-26 year, project eligibility has been expanded to include equipment and supplies for lithium-ion incident response. The FP Grant will assist fire departments in acquiring critical equipment to enhance firefighter health and safety, and minor infrastructure at the local level.

Only projects whose objectives align with at least one of the objectives in the list below will be eligible for funding.

- (1) Cancer Prevention – Equipment and Supplies
- (2) Cancer Prevention – Personal Protective Equipment (PPE)
- (3) Cancer Prevention – Minor Infrastructure
- (4) Minor Infrastructure Modernization – Enhanced Broadband and Internet Connectivity
- (5) Lithium-Ion Incident Response – Equipment and Supplies

The FP Grant is available to municipalities that have established a fire department in accordance with clause 2(2)(b) of the *Fire Protection and Prevention Act, 1997* (FPPA). The FP Grant is not available to Northern Fire Protection Program (NFPP) fire departments. NFPP departments seeking information to support cancer prevention related equipment should contact Assistant Deputy Fire Marshal Laura Elchyshyn ([laura.elchyshyn@ontario.ca](mailto:laura.elchyshyn@ontario.ca)).

The FP Grant will be awarded over three years. For the 2025-26 year, the funding envelope has been increased by \$10M, bringing the total available funding to \$20M. The types of projects eligible for grant funding will be revisited annually to ensure that the FP Grant continues to meet local and provincial priorities. As such, calls for applications will take place annually. Each application cycle will require fire departments to complete outlined projects and demonstrate the success of the initiatives.

## CONTEXT

The Government of Ontario is committed to protecting the health and safety of Ontario's firefighters. Ensuring public safety is a key priority for the Ministry of the Solicitor General (ministry) which is committed to working with municipal fire departments to provide them with the tools and resources they need to keep Ontario's firefighters and communities safe. The ministry acknowledges the challenges that fire departments face in addressing firefighter cancer prevention.

Firefighters die of cancer at a rate up to four times higher than the general population. On average, 50 to 60 firefighters die of cancer yearly in Canada, and half of those are from Ontario.<sup>1</sup> Contaminated PPE may expose firefighters to hazardous biological and chemical contaminants and reduce the effectiveness of the protection it is intended to provide. The FP Grant is designed to provide funding to support firefighter cancer prevention programs and safeguard the fire service from dangerous chemical exposures.

The ministry is launching a call for applications under the FP Grant for fiscal year 2025-26 to continue to support firefighters and the important role that they play in the safety and wellbeing of their communities.

## ELIGIBILITY CRITERIA

### Who is eligible?

- The FP Grant is available to municipalities that have established a fire department in accordance with clause 2(2)(b) of the FPPA. The FP Grant is not available to NFPP fire departments.
- While First Nations fire departments are not currently eligible under this framework, the Office of the Fire Marshal (OFM) is committed to engaging with First Nations communities to better understand their fire protection needs and explore opportunities for future inclusion.

### What is eligible?

- New and existing initiatives that focus on addressing firefighter cancer prevention (equipment, PPE and minor infrastructure improvements), minor infrastructure modernization and lithium-ion incident response (equipment and supplies).
- Existing initiatives include projects that were approved during Year 1 of the Fire Protection Grant but were not fully completed.
  - Example: The original Year 1 project proposal requested a washer and dryer, however, the allotted funds only allowed for the purchase of the washer. Year 2 would include the purchase of the dryer to complete the project). Existing initiatives may also include projects that fall within the themes for Year 2 that were started as of April 1, 2025.
- Installation costs for the minor infrastructure (if applicable) are also eligible for funding within this grant.

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<sup>1</sup> Ontario Ministry of the Solicitor General. Ontario Protecting Firefighters from Cancer-Causing Chemicals. Ontario Newsroom, December 19, 2024. <https://news.ontario.ca/en/release/1005517/ontario-protecting-firefighters-from-cancer-causing-chemicals>

Examples of initiatives eligible for funding include (but are not limited to):

**Cancer Prevention – Equipment and Supplies<sup>2</sup>**

- Field decontamination kits (hoses, nozzles, brushes, buckets, decontamination wipes)
- Respiratory protection programs (e.g., fit test equipment)

**Cancer Prevention – PPE**

- Bunker gear extractors
- Personal Protective Equipment
  - Bunker gear (second set or increasing spare supply)
  - Additional self-contained breathing apparatus (SCBA)
  - Personal SCBA facepieces
  - Gloves or flash hoods (second set or increasing spare supply)
- Testing and inspection programs for PPE (including third party contracting)

**Cancer Prevention – Minor Infrastructure**

- Shower/decontamination facilities
- Diesel exhaust extractors
- Bunker gear storage areas

**Minor Infrastructure Modernization – Enhanced Broadband and Internet Connectivity**

- Broadband or Wi-Fi enhancements

**Lithium-Ion Incident Response – Equipment and Supplies**

- Extinguishing agents, fire decontamination systems and safety solutions

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<sup>2</sup> Items in this category do not require installation. For items that require installation or renovation (e.g., bunker gear extractors) please use the Cancer Prevention – Minor Infrastructure category.

Applicants are encouraged to refer to the [Firefighter's Cancer Prevention Checklist](#) to help prioritize their municipality's needs and guide the development of their application. As the checklist will be used during the application review process, it is a valuable resource to consult when preparing submissions.

Fire departments can combine initiatives across multiple themes. For example, an application could include multiple projects:

- ❖ Field decontamination kits (Cancer Prevention – Equipment and Supplies)
- ❖ Personal SCBA facepieces (Cancer Prevention – PPE)
- ❖ Broadband enhancements (Minor Infrastructure Modernization – Enhanced Broadband and Internet Connectivity)

#### **What is not eligible?**

- Increasing staff complements
- Staffing related expenses (including salaries, benefits and overtime)
- Direct medical costs (e.g., cancer screening and medical monitoring)
- Direct training costs (including textbooks, course fees, third party training providers)
- External consultant fees
- Firefighting equipment not aligned with the criteria of the FP Grant
- Funds that cannot be committed by March 31, 2026.

#### **THINGS TO CONSIDER**

##### **Allocation by Fire Station**

The Ontario fire service is very large and unique in its composition. There are nearly 400 municipal fire departments in Ontario, with approximately 32,000 firefighters. Within each municipality there are unique circumstances which dictate the number of full-time, part-time and volunteer firefighters. Two fire departments with very similar demographics may have a significantly different staffing model to meet their local needs.

Year 2 of the FP Grant will be allocated proportionate to the number of active fire stations in a municipality. With a focus on cancer prevention, minor infrastructure modernization, and lithium-ion battery incident response, the government acknowledges that every fire station in Ontario has outstanding needs related to basic cancer prevention, health and safety measures, and essential technology upgrades that must be addressed. It is for this reason that allocation based on the number of active fire stations provides a fair, transparent, and consistent approach to the allocation of funds in Year 2.

There are approximately 1,216 municipal fire stations across Ontario (based on self-reported Office of the Fire Marshal [OFM] Fire Department Profile data). Depending on the number of actual applications received and subsequently approved, fire departments can expect to receive

approximately \$16,000 per active fire station. Final allocations will vary depending on the total number of applications received and approved.

Fire chiefs should ensure scalability in their application. For example, they may request various quantities of cancer prevention equipment and PPE that exceeds their expected allotments; however, when the final allotment is determined, the fire chief may purchase the quantities that best fit the funds available to maximize their allotment.

### **Regionalized and Shared Services Initiatives**

Collaboration between neighbouring fire departments allows for increased efficiency, reduced costs and provides increased capacity. Aid agreements (mutual and automatic) and shared training initiatives are all vital to the success of many fire departments. This collaboration enhances community safety and makes Ontario a safer place to live, work and visit.

Proposals that leverage collaboration and/or shared services/equipment with neighbouring fire departments are encouraged and will be considered during the application review process. This collaboration is not a requirement of any application, but it may allow partner municipalities to leverage a larger pool of initial funding from the FP Grant.

Adjacent communities may work together to pool their funding allocation to share an initiative. In these scenarios, only one municipality will be responsible for submitting a FP Grant application. However, the application does require partners who form part of a project to be identified. The total number of fire stations amongst the partners will determine the total FP grant allotment and the OFM will confirm with each listed partner that they support the shared allocation. Municipalities collaborating on a shared application should not submit individual applications for the same projects identified in the shared application.

Note: A municipality should only submit one application. Therefore, in Year 2, if the decision is made to submit a joint application for a project, any individual projects will have to be considered for future years of the grant program, if applicable.



There are over 150 fire departments in Ontario with a single fire station. To leverage funds available, two or more nearby fire departments may consolidate their funds to share some initiatives.

For example, fire department A and B (both with single stations) apply together to purchase a bunker gear extractor and dryer. This would allow both items to be purchased this year and installed in either fire department A or B and the usage shared between the two fire departments. There would be insufficient funds in this year's allotment to permit both fire departments to individually purchase a bunker gear extractor and dryer this year.

### **Fire Department Operating and Capital Budget**

All applicants will be required to identify if they have requested and/or received funding through their capital or operating budgets for the initiatives being applied for, and what level and the amount of funding they received (full, partial or none) or not approved. While all applications will be considered, assessment of the application will weigh the funding initiatives requested by the fire department through their own budgetary processes.

### **Installations Costs**

Any installation costs associated with identified projects are eligible for funding. Please ensure you include installation costs where appropriate.

### **REPORT BACK REQUIREMENTS**

Successful applicants will be required to complete a report back identifying the outcomes of the approved project. Failure to provide the required report back information will negatively impact future applications for the FP Grant. Details of the report back timing will be provided to successful applicants through the Transfer Payment Agreement.

Please note that funds are required to be formally committed through an executed Transfer Payment Agreement by March 31<sup>st</sup>, 2026.

### **LENGTH OF APPLICATION FORM**

Application forms have character limits in each section. Please adhere to these limits.

Attachments may be included with your application if they support the initiatives being requested. Examples of attachments could include quotations (for products and installation costs) or other product pricing information.

## **APPLICATION REVIEW**

Applications that qualify under the Eligibility Criteria will be reviewed by a FP Grant Review Committee (review committee). The review committee's primary mandate will be to evaluate applications based on eligibility and assessment criteria and make recommendations for funding to the Solicitor General of Ontario.

OFM staff will work with municipalities and their fire chief to meet the FP Grant requirements and objectives. Please ensure all application sections are completed appropriately and accurately. During the review phase, OFM staff reviewing individual applications may contact the applicants (and listed partners) and conduct research to ensure the accuracy of the information provided.

Applications will be submitted to the Solicitor General's office for final review and approval. Once applications are approved and funding is finalized, the Ministry of the Solicitor General, through the Office of the Fire Marshal, will contact successful applicants directly and provide them with their Transfer Payment Agreements.

## **CONTRACTUAL AGREEMENT**

As part of the terms of funding, the ministry will enter into contractual agreements with municipalities approved for FP Grant funding. Agreements will end on March 31, 2026.

Funds will be released to the municipality after all of the required documentation has been submitted and the contractual agreement has been signed by all parties. The funds must be used for the purposes described in the application and according to the terms of the contractual agreement. As part of the contractual agreement, recipients will be required to complete and submit a report back to the ministry according to the terms of the contractual agreement.

The contractual agreement will outline:

- purposes for which the grant funding will be used;
- commitments to be undertaken or specific activities to support the application;
- reporting dates; and
- the funding disbursement schedule.

## **APPLICATION SUBMISSION**

The FP Grant will be administered through the Transfer Payment Ontario (TPON) system, including the call-for-applications process (see TPON Instructions for Application Submission below).

Upon application submission in the TPON system, applicants will receive confirmation that their application has been submitted.

The Ministry of the Solicitor General will then provide email confirmation to the applicant to acknowledge receipt of the application.

## **APPLICATION DEADLINE**

Completed application forms must be received by **5:00 p.m. (Eastern Standard Time) on September 30, 2025.**

## **ASSISTANCE**

For questions about the FP Grant or application process please contact your Fire Protection Adviser or email [OFMGrants@ontario.ca](mailto:OFMGrants@ontario.ca).

If you have any questions or are experiencing technical difficulties with the TPON system, please contact TPON Customer Service at (416) 325-6691 or 1-855-216-3090, Monday to Friday from 8:30 a.m. to 5:00 p.m. Eastern Standard Time, or by email at [TponCC@Ontario.ca](mailto:TponCC@Ontario.ca).

HOW TO FILL OUT THE DOWNLOADED APPLICATION FORM

1. Once opened, the FP Grant Application Form will appear as per below. Click the “Expand” button to show all sections of the application and complete all mandatory fields. Alternatively, you can select each section individually; however, please ensure all sections are completed.



APPLICATION  
Fire Protection Grant (FY25-26)

Case No.: 2025-07-1-3255701216

Expand

Validate

Instructions	A - Organization Information	B - Organization Address Information
C - Application Contact Information	D - Fire Department Information	E - Project Information
F - Budget	G - Partnership Information	H - Declaration and Signing

2. **Section A – Organization Information.** Please ensure all fields in the Organization Information section are completed. The information in this section cannot be edited as it is automatically populated from your municipal TPON account. If changes to this section are required, please contact your TPON administrator.

**A - Organization Information**

This section is not editable and displays information from your Transfer Payment Ontario (TPON) registration. The TPON system is a one-window self-serve registration system for submitting and updating organization profile information. All organizations receiving transfer payments from the Government of Ontario must register in the TPON system. If changes are required in Section A of your application, please make them in the TPON system. Once your information is revised, all future downloaded forms will include the updated information

Organization Name:	Organization Legal Name:
Website URL:	CRA Business Number

3. **Section B – Organization Address Information.** Please ensure all fields in the Organization Address Information section is completed. The information in this section cannot be edited as it is automatically populated from your municipal TPON account. If changes to this section are required, please contact your TPON administrator.

**B - Organization Address Information**

This section is not editable and displays information from your Transfer Payment Ontario (TPON) registration. The TPON system is a one-window self-serve registration system for submitting and updating organization profile information. All organizations receiving transfer payments from the Government of Ontario must register in the TPON system. If changes are required in Section B of your application, please make them in the TPON system. Once your information is revised, all future downloaded forms will include the updated information.

**Business Address**

Unit Number:	Street Address 1:
Street Address 2:	City/Town:
Province:	Postal Code:
Country:	

**Mailing Address**

Unit Number:	Street Address 1
Street Address 2	City/ Town
Province	Postal Code
Country	

4. **Section C – Application Contact Information.** The first person added to this section should be the municipal signing authority for the TPON system. Additional contacts can be added by selecting the "Add" button. Please list the fire chief (or fire department designate) as an additional contact (if they are not the municipal signing authority).

### C - Application Contact Information

Please provide contacts for this application, including whether or not they have signing authority. Contacts with the Applicant role will receive email notifications regarding case submission, reports due, and payments. Contacts with the Payee role will receive notifications regarding payments.

Please enter the official having signing authority in the first section below. If the signing authority is not the Fire Chief, please select the Add button below and submit the Fire Chief's contact information in the second area.

Contacts with signing authority will be prompted to digitally sign this form in Section H.

Salutation: *	<input type="text"/>	First Name: *	<input type="text"/>	Last Name: *	<input type="text"/>	Add	Remove
Primary: <input type="checkbox"/>		Role: *	<input type="text"/>	Email Address: *	<input type="text"/>		
Title:	<input type="text"/>	Department:	<input type="text"/>	Phone Number (Work): *	<input type="text"/>		
Phone Number (Mobile):	<input type="text"/>	Fax Number:	<input type="text"/>	Signing Authority <input type="checkbox"/>			

5. **Section D – Fire Department Information.** This section is unique to this application and must be completed by the applicant. Information about active fire stations, and the number of firefighters will be validated against OFM Fire Department profile information. Please ensure that fire station count is for active fire stations as of the date of the application. For the number of firefighters, please include the full council approved complement (not current firefighters).

Operating and capital budget information is being collected to support the project initiative and objectives.

### D - Fire Department Information

Please complete the information below based on the current active fire stations and active full-time or volunteer firefighters as of the date of this application.

Please enter zero for the appropriate section below if you have no full-time or volunteer firefighters respectively.

Active Fire Stations *	No. of Full-Time Firefighters: *	No. of Volunteer Firefighters: *
<input type="text"/>	<input type="text"/>	<input type="text"/>

Has this project been accounted for in current fiscal year budgetary processes? \*

If yes, please identify whether funding is allocated in full, partial or none (denied). \*

Information provided above will be validated against OFM Fire Department profile information.

6. **Section E – Project Information.** This section is where you will provide the details of your project including project name, start and end dates, requested dollar amount (and total cost of the project).

As multiple grant priority areas can be applied for, please ensure that the application clearly notes which priorities your project is aligned with (select all that apply).

Ensure that the Project Summary, Description and Objectives are filled out in detail to clearly identify the fire department needs and initiatives.

Note: Cancer Prevention – Equipment and Supplies should only include items that do not have an installation cost. Any item requiring installation costs should be listed under Cancer Prevention - Minor Infrastructure or Minor Infrastructure Modernization – Enhanced Broadband and Internet Connectivity, as appropriate.

**E - Project Information**

Project Name (maximum 250 characters) \*

Project Start Date (mm/dd/yyyy) \*

Project End Date (mm/dd/yyyy) \*

Requested Amount: \*

Total Cost of the Project: \*

Identify applicable FP Grant Priorities (Select all that apply) \*

(1) Cancer Prevention - Equipment and Supplies

(2) Cancer Prevention – PPE

(3) Cancer Prevention – Minor Infrastructure

(4) Minor Infrastructure Modernization – Enhanced Broadband and Internet Connectivity

(5) Lithium Ion incident Response - Equipment and Supplies

Project Summary: \*

Project Description: \*

Project Objectives: \*



7. **Section F – Budget.** This section should summarize the items requested with their associated costs (in the description section) and total amount for the objective (in the amount section).

**F - Budget**

Please attach an itemized list along with the anticipated costs (not including taxes), categorized using the categories below to outline the individual equipment and installation costs included in this initiative.

Item	Description	Amount
<b>Anticipated Costs of Project components</b>		
* Cancer Prevention - Equipment and Supplies		0.00
* Cancer Prevention - PPE		0.00
* Cancer Prevention - Minor Infrastructure		0.00
* Installation Costs - Cancer Prevention - Minor Infrastructure		0.00
* Minor Infrastructure Modernization - Enhanced Broadband and Internet		0.00
* Installation Costs Minor Infrastructure Modernization – Enhanced Broadband and		0.00
* Lithium Ion Incident Response - Equipment and Supplies		0.00
* Other (specify)		0.00
* Total Expenditures		0.00

8. **Section G – Partnership Information.** Municipal fire departments may partner to leverage funding under shared projects. Only one fire department should apply and list each partner fire department in this section. Each fire department listed will be contacted by the OFM to confirm their intention to pool their grant allocation.

**G - Partnership Information**

Please list any fire departments that have agreed to consolidate their allotments on this grant for the purposes of sharing equipment or services amongst the partners. Any partners listed will be contacted by the OFM to confirm their agreements prior to any funds be allocated.

Fire Department Name	Fire Chief (if applicable)	Comments





9. **Section H – Declaration and Signing.** This section will require the signature of the municipal signing authority.

**H - Declaration and Signing**

Applicants are expected to comply with the Ontario Human Rights Code (the "Code") and all other applicable laws (<http://www.ohrc.on.ca/en/ontario-human-rights-code>). Failure to comply with the letter and spirit of the Code will render the applicant ineligible for a grant and, in the event a grant is made, liable to repay the grant in its entirety at the request of the Ministry. 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 (<https://www.ontario.ca/laws/statute/90f31>), as amended from time to time, and that any information provided to them in connection with this application may be subject to disclosure in accordance with that Act. Applicants are advised that the names and addresses of organizations receiving grants, the amount of the grant awards, and the purpose for which grants are awarded is information made available to the public.

**Declaration**

The Applicant hereby certifies as follows:

- (a) the information provided in this application is true, correct and complete in every respect;
- (b) the Applicant understands any funding commitment will be provided by way of an approval letter signed by the responsible Minister and will be subject to any conditions included in such a letter. Conditions of funding may include the requirement for a funding agreement obligating the funding recipient to report on how the funding was spent and other accountability requirements;
- (c) the Applicant has read and understands the information contained in the Application Form;
- (d) the Applicant is aware that the information contained herein can be used for the assessment of grant eligibility and for statistical reporting;
- (e) the Applicant understands that it is expected to comply with the Ontario Human Rights Code and all other applicable laws;
- (f) the Applicant understands that the information contained in this application or submitted to the Ministry in connection with the grant is subject to disclosure under the Freedom of Information and Protection of Privacy Act;
- (g) the Applicant is not in default of the terms and conditions of any grant, loan or transfer payment agreement with any ministry or agency of the Government of Ontario;
- (h) I am an authorized signing officer for the Applicant.

Please validate your application by clicking the Validate button before submitting the form back to Transfer Payment Ontario.

**VALIDATING THE COMPLETED APPLICATION**

Once the application is completed, reviewed, and signed by the municipal signing authority, please select the "Validate" button so that the applicant can ensure there is no missing information and all **required** fields have been completed.

Instructions	A - Organization Information	B - Organization Address Information
C - Application Contact Information	D - Fire Department Information	E - Project Information
F - Budget	G - Partnership Information	H - Declaration and Signing

**SUPPLEMENTARY DOCUMENTATION**

Every applicant is required to provide supplementary documentation that will support their application. This can include estimates or quotations for project initiatives or other supporting materials. This additional information will assist the FP Grant Review Committee when assessing the applications.



September 8, 2025

Meeting of October 1, 2025

### **Council Report**

**SUBJECT:** HYDRO ONE – VEGETATION MAINTENANCE PROGRAM 2026 – COUNCIL PERMISSION REQUESTED

**RECOMMENDATION:** That Council receive the staff report regarding the Hydro One Vegetation Maintenance Program in 2026 for consideration and that Council approve the use of Garlon RTU and/or Navius that may be selectively applied by Hydro One where deemed necessary to control the regrown of vegetation in the areas as outlined on the attached map and email

The attached, email, letter and map were sent to the Municipal Clerk on September 8, 2025, regarding the 2026 Hydro One Vegetation Maintenance Program.

Per the letter and email, Hydro One is seeking landowner approval to implement a basal-stem application of herbicide (the selective use of Garlon RTU and/or Navius) to control the re-growth of vegetation.

The use of the herbicide would be applied where deemed necessary by Hydro One on the Transmission Line that runs from Algoma TS-Harwood Rd, and that crosses Township property at the north end of Waugush Lake, the 108 Deer Trail area, and Serpent River, as seen on the attached map.

**It has been confirmed with Hydro One that the work for the program will not be completed until the end of the summer in 2026.**

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

**Re: Vegetation Maintenance Program - 2026**

I am writing to inform you that Hydro One Networks Inc. (Hydro One) is scheduled to complete right-of-way vegetation maintenance along the transmission corridor on or adjacent to your property.

Hydro One regularly monitors the conditions of its transmission corridors and schedules routine vegetation maintenance to identify incompatible vegetation along our rights-of-way, including tree species or brush that can grow tall enough to compromise the safe operation of power. Keeping vegetation, a safe distance from power lines is necessary to ensure minimum clearance requirements established by our regulator, provincial agencies, and our utility partners across North America, to prevent tree related outages and for public safety. Maintaining our assets and infrastructure is vital to providing Ontario with the electricity we all depend on.

Hydro One uses an integrated approach to vegetation management and our forestry technicians assess each right-of-way to determine what work is required in the area. The work in your community will include the removal of non-compatible brush as well as pruning branches away from power lines and removing any dead or hazardous trees that have the potential to interfere with the safe and reliable operation of the power line. In areas where there is a higher density of brush, mechanical equipment may be used.

To ensure our required clearance until the next vegetation maintenance cycle, Garlon RTU (Registration #29334) and/or Navius (Registration #31382) may be selectively applied, where deemed necessary, to control the re-growth of vegetation.  
Pending landowner approval.

If you have any questions regarding the planned work, please contact Andrew Norminton at 365-323-4687 or by email at [Andrew.norminton@hydroone.com](mailto:Andrew.norminton@hydroone.com) or our Forestry Department at 1-888-797-4023 or by emailing [Forestry.FBC@HydroOne.com](mailto:Forestry.FBC@HydroOne.com). If you are a tenant, we ask that you forward this letter to the property owner.

Thank you for your co-operation as we complete this important work.  
Sincerely,

Andrew Norminton  
Forestry Technician





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**Hydro One Forestry Line Clearing - 10255 - Transmission line - Algoma TS - Hardwood RD**

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**From** Andrew Norminton <Andrew.Norminton@HydroOne.com>

**Date** Mon 9/8/2025 10:54 AM

**To** Municipal Clerk <municipalclerk@townshipofthenorthshore.ca>

 2 attachments (2 MB)

TX Notification Ltr.docx; Project# 10255 - Map.png;

Hello,

I am writing to inform you that Hydro One Networks Inc. (Hydro One) is scheduled to complete right-of-way vegetation maintenance along the transmission corridor that runs from Algoma TS – Hardwood Rd, starting in 2026.

Transmission Line crosses THE CORPORATION OF THE TOWNSHIP OF THE NORTH SHORE property at Waughush Lake north end / Deer Trail Tour (Hwy 108) area and Serpent River. (Refer to attached map)

Hydro One regularly monitors the conditions of its transmission corridors and schedules routine vegetation maintenance to identify incompatible vegetation along our rights-of-way, including tree species or brush that can grow tall enough to compromise the safe operation of power.

Keeping vegetation, a safe distance from power lines is necessary to ensure minimum clearance requirements established by our regulator, provincial agencies, and our utility partners across North America, to prevent tree related outages and for public safety. Maintaining our assets and infrastructure is vital to providing Ontario with the electricity we all depend on.

Hydro One uses an integrated approach to vegetation management and our forestry technicians assess each right-of-way to determine what work is required in the area. The work will include the removal of non-compatible brush and removing any dead or hazardous trees that have the potential to interfere with the safe and reliable operation of the power line. In areas where there is a higher density of brush, mechanical equipment may be used.

To ensure our required clearance until the next vegetation maintenance cycle, Garlon RTU (Registration #29334) and/or Navius (Registration #31382) may be selectively applied, where deemed necessary, to control the re-growth of vegetation.

*We are seeking permission to implement a basal-stem application of herbicide. Please respond to this email with a yes/no or any questions you may have on the product, application techniques etc.*

\*\*\*\* If you could kindly reply confirming you have received this notification that would be greatly appreciated \*\*\*\*

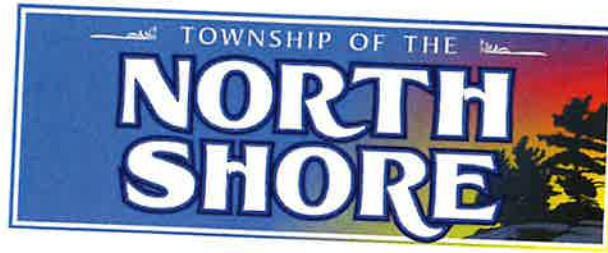
Attached: Notification Letter / Map

Please contact me at the information below with any questions or concerns.

Andrew Norminton  
Forestry Technician  
Hydro One Inc  
365-323-4687  
Andrew.norminton@hydroone.com



hydro  
one



September 17, 2025

Meeting of October 1st, 2025

## **Council Report**

**SUBJECT:** Accessibility Policy

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

The Township of The North Shore Accessibility Policy has been reviewed and amended as part of the process to update that Township's Accessibility Plan, per the Accessibility for Ontarians with Disabilities Act, 2005, as amended, which requires municipalities to establish accessibility standards.

The effective date of the Accessibility Policy was August 2, 2021. The Policy has now been reviewed, as explained above, and the following amendments are proposed to ensure that the Township of The North Shore is up to date (as highlighted in yellow on the attached draft policy):

- Under "Service Animals"
  - o ADDITION of the following wording at end of section – *"All residents living within the Township of The North Shore are required to apply for and renew a license and tag for their service animal each year. No fee shall be charged for a license or tag for an identified service animal."*
- Under "Notice of Temporary Disruption"
  - o ADDITION of the following wording at end of section – *"Township of The North Shore Facebook page (if possible)"*
- Under "Notice of Availability of Documents"
  - o ADDITION of the following wording as bullets in first section – *"Newsletter included with Property Tax bills" and "Township of The North Shore Facebook page"*
- Under "Information and Communications"
  - o ADDITION of the following wording in the second last paragraph – *"the newsletter included with Property Tax bills, and the Township of The North Shore Facebook page."*

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

THE CORPORATION OF THE TOWNSHIP OF THE NORTH SHORE

POLICY MANUAL

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POLICY TITLE:  
Accessibility Policy

SUBJECT:  
Best Practices and Procedures

POLICY SECTION:  
A

POLICY NO:  
1

EFFECTIVE DATE: August 4, 2021

ENACTED BY: Resolution

AMENDED DATE: October 1, 2025

ENACTED BY: Resolution

**Statement of Organizational Commitment**

The Township of The North Shore is committed to ensuring equal access and participation for people with disabilities. We are committed to treating people with disabilities in a way that allows them to maintain their dignity and independence. We believe in integration, and we are committed to meeting the needs of people with disabilities in a timely manner. We will do so by removing and preventing barriers to accessibility and meeting our accessibility requirements under the *Accessibility for Ontarians with Disabilities Act* and Ontario's accessibility laws.

The Township of The North Shore is committed to meeting its current and ongoing obligations under the Ontario Human Rights Code respecting non-discrimination.

The Township of The North Shore understands that obligations under the Accessibility for Ontarians with Disabilities Act, 2005 (AODA) and its accessibility standards do not substitute or limit its obligations under the Ontario Human Rights Code or obligations to people with disabilities under any other law.

The Township of The North Shore is committed to excellence in serving and providing goods, services or facilities to all customers including people with disabilities.

Our accessible customer service policies are consistent with the principles of independence, dignity, integration and equality of opportunity for people with disabilities.

**Training**

We are committed to training all staff and volunteers in accessible customer service, other Ontario's accessibility standards and aspects of the Ontario Human Rights Code that relate to persons with disabilities.

In addition, we will train:

- a) All persons who participate in developing the organization's policies, and
- b) All other persons who provide goods, services or facilities on behalf of the organization.

Training of our employees and volunteers on accessibility relates to their specific roles.



Training includes:

- Purpose of the *Accessibility for Ontarians with Disabilities Act, 2005* and the requirements of the Customer Service Standards.
- Our policies related to the Customer Service Standards.
- How to interact and communicate with people with various types of disabilities.
- How to interact with people with disabilities who use an assistive device or require the assistance of a service animal or a support person.
- How to use the equipment or devices available on-site or otherwise that may help with providing goods, services or facilities to people with disabilities. N/A
- What to do if a person with a disability is having difficulty in accessing our organization's goods, services or facilities.

We train every person as soon as practicable after being hired and provide training in respect of any changes to the policies.

We maintain records of the training provided including the dates on which the training was provided and the number of individuals to whom it was provided.

### **Assistive Devices**

People with disabilities may use their personal assistive devices when accessing our goods, services or facilities.

In cases where the assistive device presents a significant and unavoidable health or safety concern or may not be permitted for other reasons, other measures will be used to ensure the person with a disability can access our goods, services and facilities.

We ensure that our staff are trained and familiar with various assistive devices we have on site or that we provide that may be used by customers with disabilities while accessing our goods, services or facilities.  
N/A

### **Communication**

We communicate with people with disabilities in ways that take into account their disability.

We will work with the person with disabilities to determine what method of communication works for them.

### **Service Animals**

We welcome people with disabilities and their service animals. Service animals are allowed on the parts of our premises that are open to the public and third parties.

When we cannot easily identify that an animal is a service animal, our staff may ask for documentation from a regulated health professional that confirms the person needs the service animal for reasons relating to their disability.

A service animal can be easily identified through visual indicators, such as when it wears a harness or a vest, or when it helps the person perform certain tasks.

A regulated health professional is defined as a member of one of the following colleges:

- College of Audiologists and Speech-Language Pathologists of Ontario
- College of Chiropractors of Ontario
- College of Nurses of Ontario
- College of Occupational Therapists of Ontario
- College of Optometrists of Ontario
- College of Physicians and Surgeons of Ontario
- College of Physiotherapists of Ontario
- College of Psychologists of Ontario
- College of Registered Psychotherapists and Registered Mental Health Therapists of Ontario

If service animals are prohibited by another law, we will do the following to ensure people with disabilities can access our goods, services or facilities:

- Explain why the animal is excluded
- Discuss with the customer another way of providing goods, services or facilities.

All residents living within the Township of The North Shore are required to apply for and renew a license and tag for their service animal each year. No fee shall be charged for a license or tag for an identified service animal.

### **Support Persons**

A person with a disability who is accompanied by a support person will be allowed to have that person accompany them on our premises.

In certain cases, this organization might require a person with a disability to be accompanied by a support person for the health or safety reasons of:

- The person with a disability
- Others on the premises

Before making a decision, this organization will:

- Consult with the person with a disability to understand their needs
- Consider health or safety reasons based on available evidence
- Determine if there is no other reasonable way to protect the health or safety of the person or others on the premises

### **Notice of Temporary Disruption**

In the event of a planned or unexpected disruption to services or facilities for customers with disabilities, this organization will notify customers promptly. This clearly posted notice will include information about the reason for the disruption, its anticipated length of time, and a description of alternative facilities or services, if available.

The notice will be made publicly in the following ways:

Municipal Office Building Door

Website (if possible)

Township of The North Shore Facebook page (if possible)

### **Feedback Process**

The Corporation of the Township of The North Shore welcomes feedback on how we provide accessible customer service. Customer feedback will help us identify barriers and respond to concerns.

Feedback may be provided in the following ways:

Accessible Customer Service Feedback Form

All feedback, including complaints, will be handled in the following manner:

Feedback will be directed to the Municipal Clerk

Customers can expect to hear back within 10 days.

The Corporation of the Township of The North Shore ensures our feedback process is accessible to people with disabilities by providing or arranging for accessible formats and communication supports, on request.

### **Notice of Availability of Documents**

The Corporation of the Township of The North Shore notifies the public that documents related to accessible customer service, are available upon request by posting a notice in the following location(s)/Way(s):

Website  
Bulletin Boards (3)  
Newsletter included with Property Tax bills  
Township of The North Shore Facebook page

The Corporation of the Township of The North Shore will provide these documents in an accessible format or with communication support, on request. We will consult with the person making the request to determine the suitability of the format or communication support. We will provide the accessible format in a timely manner and, at no additional cost.

### **Self-service Kiosks**

We will incorporate accessibility features/consider accessibility for people with disabilities when designing, procuring or acquiring self-service kiosks.

### **Procurement**

We incorporate accessibility criteria and features when procuring or acquiring goods, services or facilities, including self-service kiosks. If it is not possible and practical to do so, we will provide an explanation upon request.

### **Information and Communications**

We have a process for receiving and responding to feedback and the process is accessible to persons with disabilities upon request.

We communicate with people with disabilities in ways that take into account their disability. When asked, we will provide information about our organization and its services, including public safety information, in accessible formats or with communication supports.

- a) In a timely manner, taking into account the person's accessibility needs due to disability, and
- b) At a cost that is no more than the regular cost charged to other persons.

We will consult with the person making the request in determining the suitability of an accessible format or communication support. If the organization determines that information or communications are unconvertible, the organization shall provide the requestor with:

- a) An explanation as to why the information or communications are unconvertible; and
- b) A summary of the unconvertible information or communications.

We notify the public about the availability of accessible formats and communications supports by posting on our website, bulletin boards, the newsletter included with Property Tax bills, and the Township of The North Shore Facebook page.

We will also meet internationally recognized Web Content Accessibility Guidelines (WCAG) 2.0 Level AA website requirements in accordance with Ontario's accessibility laws.

### **Employment**

We notify employees, job applicants and the public that accommodations can be made during recruitment and hiring. We notify job applicants when they are individually selected to participate in an assessment or selection process that accommodations are available upon request. We consult with the applicants and provide or arrange for suitable accommodation.

We notify successful applicants of policies for accommodating employees with disabilities when making offers of employment.

We notify staff that supports are available for those with disabilities as soon as practicable after they begin their employment. We provide updated information to employees whenever there is a change to existing policies on the provision of job accommodation that take into account an employee's accessibility needs due to a disability.

We will consult with employees when arranging for the provision of suitable accommodation in a manner that takes into account the accessibility needs due to disability. We will consult with the person making the request in determining the suitability of an accessible format or communication supports specifically for:

- a) Information that is needed in order to perform the employee's job; and
- b) Information that is generally available to employees in the workplace.

Where needed, we will also provide customized emergency information to help an employee with a disability during an emergency. With the employee's consent, we will provide workplace emergency information to a designated person who is providing assistance to that employee during an emergency.

We will provide the information as soon as practicable after we become aware of the need for accommodation due to the employee's disability.

We will review the individualized workplace emergency response information:

- a) When the employee moves to a different location in the organization;
- b) When the employee's overall accommodations needs or plans are reviewed; and
- c) When the employer reviews its general emergency response policies.

We have a written process to develop individual accommodation plans for employees.

We have a written process for employees who have been absent from work due to a disability and require disability-related accommodations in order to return to work.

### **Design of Public Spaces**

We will meet accessibility laws when building or making changes to public spaces. Our public spaces include:

- Outdoor public eating areas
- Outdoor play spaces
- Accessible off-street parking
- Accessible on-street parking
- Service-related elements like a service counter.

### **Transportation**

Not Applicable

### **Changes to Existing Policies**

Any policies of this organization that do not respect and promote the principles of dignity, independence, integration and equal opportunity for people with disabilities will be modified or removed.

This document is publicly available. Accessible formats are available upon request.

7m



September 18, 2025

Meeting of October 1st, 2025

## **Council Report**

**SUBJECT: Multi-Year Accessibility Plan**

**RECOMMENDATION:** That Council receive the staff report as presented for consideration, and that Council review and approve the proposed Multi-Year Accessibility Plan for January 2026-January 2030

The Accessibility for Ontarians with Disabilities Act, 2005 (AODA) applies to private and public sector organizations and mandates the development, implementation and enforcement of common and sector specific standards to achieve accessibility for persons with disabilities with respect to goods, services, facilities, accommodation, employment, buildings, structures and premises.

Section 4 of the AODA Integrated Accessibility Standards Regulation (IASR) requires every obligated organization to establish, implement, maintain and document a multi-year accessibility plan, which outlines the organization's strategy to prevent and remove barriers and meet its requirements under this Regulation under the IASR.

The Township of The North Shore Multi-Year Accessibility Plan must be reviewed and updated at least once every five years.

Attached to this report for Council's review is the Township of The North Shore Multi-Year Accessibility Plan for January 2026-January 2030.

The current Multi-Year Accessibility Plan was reviewed and approved by Council on August 4, 2021, and the Plan is in place until June of 2026.

As 2026 is an Election year, and due to the fact that a requirement for the Election process, per the Municipal Elections Act, is for the Clerk of a Municipality to develop and make available to the public an Election specific Accessibility Plan before and after voting day, the new dates of coverage for the Multi-Year Accessibility Plan is proposed to run from January to January.

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



# **MULTI-YEAR ACCESSIBILITY PLAN**

**January 2026 – January 2030**

Submitted to:  
Mayor and Council  
Township of The North Shore

Submitted by:  
Municipal Clerk/Deputy Treasurer  
Rachel Jean Schneider



## **Goal**

The Multi-Year Accessibility Plan describes how the Township of The North Shore can identify, remove and prevent barriers for people with disabilities with respect to the use of municipal services, facilities, and workplaces.

## **Commitment and Objectives**

The Township of The North Shore is committed to the continued improvement of access to all municipally owned facilities, premises and services and the provision of services to all members of the community with disabilities.

The Township of The North Shore strives for compliance with the Accessibility for Ontarians with Disabilities Act, 2005 (AODA) by implementing standards pertaining to: accessible customer service; information and communication; employment and the built environment.

The objectives of the Township of The North Shore accessibility planning process are outlined below and include:

- Being committed to providing barrier free access to citizens and visitors;
- Identify, remove (wherever possible) and prevent all types of barriers to access for people with disabilities;
- Foster an operating environment to prevent the formation of future barriers;
- Undertake appropriate building retrofits to improve accessibility for a wide spectrum of users;
- Meet the requirements as outlined in AODA; and,
- Seek funding opportunities to support these goals.

## **Legislative Summary**

The AODA applies to private and public sector organizations and mandates the development, implementation and enforcement of common and sector specific standards to achieve accessibility for persons with disabilities with respect to goods, services, facilities, accommodation, employment, buildings, structures and premises.

The AODA, Integrated Accessibility Standards Regulation (IASR) contains standards in the following five areas:

- Customer Service Standard
- Information and Communications Standard
- Transportation Standard
- Employment Standard
- Design of Public Spaces Standard.

Section 3 of the IASR requires every obligated organization to develop, implement and maintain policies governing how the organization achieves or will achieve accessibility through meeting its requirements referred to in the IASR. This includes a statement of organizational commitment to meet the accessibility needs of persons with disabilities.

Section 4 of the IASR requires every obligated organization to establish, implement, maintain and document a multi-year accessibility plan, which outlines the organization's strategy to prevent and remove barriers and meet its requirements under this Regulation under the IASR. The plan must be reviewed and updated at least once every five years.



Under the AODA, the definition of disability is noted as follows:

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

Disabilities can take many forms. They may be permanent or temporary; developmental or physical; severe or mild; for the young or the old; any combination of disabilities. A person can be born with a disability, or someone could become injured resulting in a temporary or permanent disability. Some disabilities are visible, and many are non-visible.

### **About the Township of The North Shore**

The Township of The North Shore is located in Northern Ontario, approximately midway between the cities of Sudbury and Sault Ste. Marie in the District of Algoma, on the north shore of Lake Huron. The geographic Townships of Lewis, Spragge, Long and part of Striker, combine to form the Township of The North Shore. The Township boundaries extend into the North Channel of Lake Huron, including the North Channel Islands. The Township has a population of approximately 531 and 365 households (2021 Census).

Municipal facilities include 1 Municipal Office, 2 Fire Halls, 6 boat launch facilities, approximately 13.05 km of Municipally maintained roads, x2 water plants, 1 public beach, 1 playground, 1 outdoor recreation area/outdoor rink, 1 tennis court, 1 pump track, and 1 volleyball court.

Policing Services are provided by the East Algoma OPP Detachment located in the Town of Blind River.

### **Identification of Municipal Barriers**

The following barriers and initiatives have been undertaken to resolve these barriers:

<b>Barrier Type</b>	<b>Location</b>	<b>Particulars Undertaken</b>
Access to Municipal Office	Algoma Mills	Ramp at main municipal door; installation of automatic door openers; customer service counter at standard accessible height
Website	Online	Upgraded website and information to provide accessible web content and to meet AODA standards

Training is provided on an ongoing basis, and mandatory training will be provided to all new employees and members of Council through interactive workbooks or available online training initiatives.

### Identification of Barriers

The Township of The North Shore determines which barriers will be addressed in current and future years depending on budget constraints, available resources and feasibility. Actions and priorities are determined based on input from municipal staff, council, and members of the public. All future actions and priorities will be considered during annual budget discussions.

The Township of The North Shore at this time has no identified outstanding barriers, as outlined below:

Barrier Type	Location	Particulars
Accessible Poly John	All outdoor Washrooms	Completed
Braille Signs	Municipal Office building washroom entrances	Completed
Accessible Poly John	Landfill Site	Completed

The Township of The North Shore staff review actions to identify and prioritize barriers identified and these are considered during budget discussions. The Accessibility Plan will be presented to the Township of The North Shore Council for review and approval.

This plan will be reviewed not less than once every five years, allowing Council, staff and the public to monitor the barriers identified and the direction to which the Municipality is moving to remove all barriers under the Ontarians with Disabilities Act.

### Addressing Barriers

- The Township of The North Shore will utilize the Government of Ontario barrier-free design guidelines that promote accessibility for people with disabilities to buildings that the Township may purchase, lease, build or significantly renovates. The barrier free design guidelines used will ensure the level of accessibility of Township buildings meets the level of accessibility required by the Building Code Act.
- Council will accommodate the employment-related accessibility needs of people with disabilities who apply for jobs with the municipal government, as required by the Human Rights Code.
- The Township of The North Shore will accommodate the accessibility needs of its employees as required by the Human Rights Code.
- The Township of The North Shore will make sure that its staff have access to information necessary to meet the government's duties to employees with disabilities.
- The Township will examine municipal services for barriers.

### Township of The North Shore Accessibility Policy

As listed previously, Section 3 of the IASR requires municipalities to develop, implement and maintain policies governing how your municipality achieves or will achieve accessibility, through meeting its requirements outlined in the regulation.

Section 80.46 of the IASR requires that in addition to Section 3, every provider shall develop, implement and maintain policies governing its provision of goods, services or facilities, as the case may be, to persons with disabilities. These must be designed in such a way that they are consistent with the core principles of independence, dignity, integration, equality of opportunity and communication provided that takes into account the persons' disability.

The Township of The North Shore Accessibility Policy will be reviewed not less than once every five years and will be presented to Council for said review in conjunction with the Township of The North Shore Multi-Year Accessibility Plan.

## **Communicating the Multi-Year Accessibility Plan**

Upon approval, the Accessibility Plan will be posted on the Municipality's website at [www.townshipofthenorthshore.ca](http://www.townshipofthenorthshore.ca) and copies will be made available at the Township Office. A public notice advising the general public that the plan is available for their perusal and review will be placed on the Municipal bulletin boards and in the monthly municipal publication.

## **Accessibility and the Municipal Elections Act**

The legislative requirements for accessible elections are set out in the Municipal Elections Act (MEA) and the AODA.

The Municipal Clerk is responsible for conducting Municipal Elections and establishing policies and procedures to ensure that all electors have the opportunity to fully participate in a municipal election.

In addition to the Township of The North Shore Accessibility Plan, the Clerk must prepare an Accessibility Plan specific to the Municipal Election that outlines the identification, removal and prevention of barriers that affect electors and candidates with disabilities and make the plan available to the public before Voting Day and shall prepare and make available to the public a follow up report within 90 days after Voting Day.

The MEA states the following:

- *"12.1(2) The clerk shall prepare a plan regarding the identification, removal and prevention of barriers that affect electors and candidates with disabilities and shall make the plan available to the public before Voting Day in a regular election."*
- *"12.1(3) Within 90 days after Voting Day in a regular election, the clerk shall prepare a report about the identification, removal and prevention of barriers that affect electors and candidates with disabilities and shall make the report available to the public."*

## **Consultation**

Municipal Staff are committed to a review of barriers that restrict the quality of life of persons with disability and communication of the findings to Council through the submission and approval of the Multi-Year Accessibility Plan.

The Township of The North Shore encourages feedback from the public on accessibility, including suggestions relating to new initiatives and how we can improve our services and invites you to submit your comments on the Multi-Year Accessibility Plan as these will help the Municipality in making our community, local government and services more accessible.

## **How to Contact Us**

By Phone: 705-849-2213

By Email: [municipalclerk@townshipofthenorthshore.ca](mailto:municipalclerk@townshipofthenorthshore.ca)

By Mail: P.O. Box 108, 1385 Highway 17, Algoma Mills, ON P0R 1A0



October 1, 2025

## **Council Report**

**SUBJECT:** Water Billing Request

**RECOMMENDATION:** That Council affirm that the water flat rate charged is for a year as the utility rates are already somewhat subsidized through the general tax levy.

### **Information:**

Previous to 2025, although charged at a flat rate, water and sewer charges were billed separate from tax billings and billed on a bimonthly basis. Partially due to the necessary change in accounting systems and partially due to efficiencies, as water and sewer charges were billed on a flat rate and not on the basis of usage, these were added to the tax billing process for 2025. The one difference is with bills calculated every two months, those places what have their service turned off for part of the year would not be billed when the service was not active while the annual billing system charges users for the annual rate once per year.

Recently, we received a request for a reduction of the water rate as the service is turned off and would not be used in this period of time. Based on other years, this request is estimated to be equal to half of the \$1,486.78 water bill or \$743.39.

Water regulation in Ontario requires that rates be established in such a fashion that the cost of operations and capital replacement based on a 20-year forecast are covered by the rates. In our case, the total water operations for both the Serpent River Water and Pronto East Water systems total \$181,885 based on the 2025 budget. The estimated rate to support the level of expenditure is \$3,711.94 so the rate being charged is already subsidized significantly.

There are only one or two properties that typically ask for their services to be turned off seasonally.

Council is being asked to either approve the reduction or to affirm that water rates are charged on an annual basis.

Respectively Submitted  
Craig Davidson  
Interim Treasurer



Ontario  
Provincial  
Police

Police  
provinciale  
de l'Ontario



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

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File Reference:

612-10

September 6, 2023

To All OPP-policed Municipalities

Re: Distribution of Police Record Check Revenue to Municipalities

In June 2022, the Ontario Provincial Police (OPP) centralized the police record check process by transferring the responsibility for the process from detachment staff to an Online Police Record Check Unit (OPRCU). The centralization of the police record check process eliminates the need for detachment staff to perform duties associated with the police record checks, with the exception of fingerprinting. This OPRCU has been staffed by reinvesting numerous administrative detachment positions from across the province. The change in staffing at OPP detachment locations will be captured in the overall municipal policing cost-recovery in accordance with the terms set out in *Police Services Act*, Ontario Regulation 267/14.

Historically, the revenue generated from detachment staff completing record checks for municipal residents has been credited back to the applicable municipalities. With the reassignment of the police record check workload to the OPRCU, there will be a gradual reduction of the revenue provided to municipalities, except for the revenue for fingerprinting. Fingerprinting remains a detachment responsibility and, therefore, the revenue for conducting fingerprint services at the detachments will continue to be allocated to municipalities. The gradual reduction of police record check revenue (not related to fingerprinting) will be accompanied by the introduction of some cost savings for municipalities resulting from the impact of reinvesting some detachment positions into the OPRCU. This will provide municipalities with an extended period of time to make appropriate adjustments to any impacted financial plans.

**OPP-policed municipalities will continue to receive police record check revenue in 2023 and 2024.** Commencing in 2025, the revenue will be reduced by 25% per year. In 2028, OPP-policed municipalities will cease to receive police record check revenue associated with police record checks processed by the OPRCU. Municipalities will continue to receive revenue for fingerprinting services provided at the detachment.

The OPP will continue to deliver adequate and effective policing services while focusing on meeting the municipalities' unique policing needs.

Should you have any questions, please email the OPP Municipal Policing Bureau Financial Services Unit at [OPP.Financial.Services.Unit@opp.ca](mailto:OPP.Financial.Services.Unit@opp.ca).

Respectfully,



Phil Whitton Superintendent  
Commander,  
Municipal Policing Bureau

cc    OPP Deputy Commissioner Chris Harkins  
      OPP Provincial Commander Mary Silverthorn  
      A/Inspector Kirsten Buligan, Community Safety Services  
      OPP Detachment Commanders

## Streamlining environmental permissions for storm water management works

From Permissions Modernization (MECP) <permissions.modernization@ontario.ca>  
Date Wed 7/23/2025 10:30 AM

To Permissions Modernization (MECP) <permissions.modernization@ontario.ca>

Cc Malcolmson, Heather (MECP) <Heather.Malcolmson@ontario.ca>; Permissions Modernization (MECP) <permissions.modernization@ontario.ca>; Harkins, Erin (MECP) <Erin.Harkins@ontario.ca>; protection, source (MECP) <source.protection@ontario.ca>

 2 attachments (1 MB)

Fact Sheet\_SWM EASR\_July.pdf; Fact Sheet SWM EASR\_FR\_July.pdf;

Good morning,

Ontario is working to create more efficient environmental permissions processes that will help build housing, transit and infrastructure development faster while continuing to protect human health and the environment.

We streamlined permissions for certain well-understood storm water management works by moving them to Ontario's online self-registration program and exempted certain low-risk works from requiring an environmental permission entirely. These storm water management works typically service private residential developments, long-term care facilities, schools, hospitals and commercial sites such as shopping centres, gas stations, and warehouses. Proponents of registered works must comply with regulatory requirements that are protective of human health and the environment and will continue to be subject to the ministry's compliance monitoring, assessment and enforcement measures.

### Registration-first approach

We have created a new regulation (O.Reg. 137/25) under the *Environmental Protection Act* (EPA) to require proponents to self-register prescribed storm water management works online on the Environmental Activity and Sector Registry instead of being required to apply for and operate under an environmental compliance approval (ECA). These registered works can begin operation immediately, which reduces project delays.

The new regulation establishes environmentally protective requirements. Proponents are required to retain a licensed engineering practitioner to design and assess the works and prepare a technical report which must be filed online with their registration. This report must include the design of the works, operation and maintenance requirements, and erosion and sediment control measures. To maintain environmental protection, proponents of these works are required to comply with requirements set out in the regulation, including preparing and implementing spill prevention and response procedures in certain situations, and implementing the requirements set out in the licensed engineering practitioner's report. The regulation comes into effect on September 1, 2025.

### Exemptions

We have amended O.Reg. 525/98: Approval Exemptions under the *Ontario Water Resources Act* (OWRA) to expand existing exemptions to include additional residential low impact development works, passenger railway track drainage works owned by Metrolinx or another transit authority, and to clarify the definition of stormwater management works for certain existing exemptions.

The amendment will streamline permissions for low-risk works related to housing and transit.

The regulation came into effect on July 1, 2025.

#### Amending Clean Water Act, 2006, requirements

The amendments to O.Reg. 287/07 under the *Clean Water Act, 2006*, reduce duplicative requirements for storm water management works prescribed under the new EASR regulation by changing the types of plan policies that can or must be used to address these activities, and by enabling certain related amendments to be made to source protection plans using an existing streamlined process. These regulatory amendments reflect that significant threat activities related to storm water management works will now be managed by requirements under the EASR regulation.

The regulation comes into effect on September 1, 2025

Reducing regulatory burden for housing and infrastructure projects supports efforts to create much needed housing supply and infrastructure in Ontario, boosts the province's economy and supports job creation, while continuing to protect human health and the environment.

If you have any questions about these changes, please reach out to Juwairia Obaid, Policy and Program Development, Environmental Assessment and Permissions Branch, at: [juwairia.obaid@ontario.ca](mailto:juwairia.obaid@ontario.ca). Please send questions on source protection related matters to: [source.protection@ontario.ca](mailto:source.protection@ontario.ca).

More information about these changes is available on the Environmental Registry of Ontario and in the attached Fact Sheet.

#### Interested in learning more?

The ministry will be holding information sessions about storm water management works subject to EASR this fall. Sign up [here](#) or scan the QR code if you are interested in attending, we will send you more details and an invite.



Thank you,



Heather Malcolmson,  
Director, Client Services and Permissions Branch  
Environmental Assessment and Permissions Division

Ministry of the Environment, Conservation and Parks

# Changes to permission requirements for storm water management works

As of September 1, 2025, certain **new** storm water management works will be required to register in the Environmental Activity and Sector Registry (EASR). In addition, certain sites with Environmental Compliance Approvals (ECA) in place may be required to transition to the EASR if they are proposing certain changes to their operation.

## How are requirements changing?

### Registering in Environmental Activity and Sector Registry

Storm water management works that meet the following criteria are required to register in the EASR instead of applying for an ECA:

- The works are not owned by a municipality and will not be transferred or assumed by a municipality
- All processing, repair or maintenance of goods and materials is conducted indoors
- No discharge of process water, cooling water, wash water or sanitary sewage is collected or received by the storm water management works

However, storm water management works that service the following sites **cannot** be registered in the EASR and will continue to require an ECA:

- waste disposal and abandoned motor vehicle sites as defined in [Environmental Protection Act](#)
  - snow disposal sites and road salt storage facilities
  - bulk liquid fuel sites as defined in [O. Reg. 217/01](#) under Technical Standards and Safety Act
  - renewable energy generation facilities, golf courses and greenhouses
  - shipyards and associated maintenance areas
  - Aerodromes as defined in [Aeronautics Act](#) (Canada)
-

- facilities with outdoor surfaces made with aggregate that includes basic oxygen furnace slag
- sites with outdoor repair and maintenance of motorized vehicles, equipment and heavy machinery
- Manufacturing with NAICS codes 31 - 33, mining, quarrying and oil and gas extraction with NAICS codes 21, and electrical power generation, transmission and distribution with NAICS codes 2211
- natural gas distribution with NAICS code 2212 and recyclable metal wholesalers with NAICS code 418110

The following are excluded from registering in the EASR and from applying for an ECA:

- storm water management works that are identified as a significant drinking water threat and the relevant source protection plan, prepared under the Clean Water Act, includes a policy that prohibits the establishment of **new** storm water management works where the works are proposed to be located.

Learn more by reviewing [Ontario Regulation 137/25](#) and our [decision notice](#) on the Environment Registry of Ontario.

## Exemptions

The following activities are now exempt from needing an environmental permission:

- Low impact development (LID) works on a lot or parcel of land that is used primarily for a residential purpose and contains residential buildings only - no longer require an environmental permission including when a sanitary sewage system is located on the same property.
- drainage works that are owned by Metrolinx or another transit authority that collect and drain storm water from passenger rail tracks no longer require an environmental permission.

For more information about when an environmental permission is not required, see [Ontario Regulation 525/98](#) under the Ontario Water Resources Act.

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## How does this impact me?

### Applicants for an Environmental Compliance Approval

If you have submitted an application for an ECA for storm water management works to the ministry before September 1, 2025, for an activity that will be subject to registration in the EASR, you have a choice whether to continue with your ECA application or withdraw your application and register your activity in the EASR after September 1, 2025.

Any fees that you have submitted with your application will be returned to you if you decide to withdraw. There is no fee for registering in the EASR.

### Existing Environmental Compliance Approval holders

If you have an ECA that authorizes your storm water management works, your ECA terms and conditions will continue to apply. If you need an administrative amendment such as a name change or mailing address change you may apply for an amendment to your ECA. If you choose to register your storm water management works in the EASR you must meet the criteria to register and follow the requirements in [Ontario Regulation 137/25](#), this includes uploading a storm water management report that has been prepared by a licensed engineering practitioner in the EASR.

### New Storm Water Management Works that Meet the Criteria to Register

On September 1, 2025, you must follow [Ontario Regulation 137/25](#) and self-register your works in the EASR. See [Environmental Activity and Sector Registry](#) for more information.

## How can I register in the EASR?

To register your storm water management works in EASR you will need to sign-in through your My Ontario Account to [access environmental permissions online services](#).

Learn more about [How to set up and manage an account to access environmental permissions online services](#).

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## Where can I get more information?

For more information, review the new regulation [Ontario Regulation 137/25](#) included with the [decision notice](#) on the Environmental Registry of Ontario. For more information about EASRs, visit the ministry's [Environmental Activity and Sector Registry](#) homepage.

If you have additional questions, contact the Client Services and Permissions Branch:

- by phone at 416-314-8001 (toll-free: 1-800-461-6290), Monday to Friday, 8:30 a.m. to 5:00 p.m.
- by e-mail at [enviropemissions@ontario.ca](mailto:enviropemissions@ontario.ca)

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Lafarge Canada  
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Phone +1 (905) 738-7070  
June 23, 2025  
[www.lafarge.ca](http://www.lafarge.ca)

Dear Mayor Tony Moor and Council,

I am pleased to share some exciting news about the future of our organization and what it means for the communities we proudly serve.

As you may know, Lafarge Canada Inc., with operations in North Shore, has been a long-standing member of the Holcim Group in Switzerland. On May 14, Holcim shareholders approved the company's plans to spin-off its North American business into an independent, publicly traded company named Amrize.

The spin-off was completed today and Lafarge Canada has now become Amrize Canada Inc., a proud member of Amrize Ltd. Amrize has its domicile and registered office in Switzerland and will be listed on both the SIX Swiss Exchange and the New York Stock Exchange. Amrize is the largest building solutions company fully focused on the North American market, offering customers a broad range of advanced building solutions from foundation to rooftop.

This marks the beginning of an exciting new era for our teams as we advance how we live in the North American communities we serve.



At Amrize, we aim to be the partner of choice for the professional builders of North America and to meet our customers and communities' greatest ambitions. As Canadian leaders, we know you have ambitions to build and advance the communities you serve. The new name is our commitment to you that we will rise to help build your ambitions. We will build on the advanced products that we already provide and we will continue to be the leaders that we have always been in Canada.

Lafarge Canada, and now Amrize Canada, will continue to deliver the same trusted products and services - from cement, aggregates (stone, sand and gravel), ready mix concrete and concrete products, asphalt, to construction services. We remain proud partners to all levels of government, private developers, and homebuilders.

Importantly, building materials remain a local business. In North Shore, for example, we operate the Spragge Slag Terminal, employing local people, serving local customers, and supporting local infrastructure. Our products are essential to Canada's future and we are here to meet your ambitions to build your communities.



Lafarge Canada  
6509 Airport Rd  
Mississauga, ON  
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Phone +1 (905) 738-7070  
June 23, 2025  
[www.lafarge.ca](http://www.lafarge.ca)

Should you have any questions or would like to learn more, I encourage you to reach out. We would be happy to connect and explore how we can continue to support your community's ambition. If you are attending the AMO conference, please join us at the Sunday night reception.

Sincerely,

A handwritten signature in black ink, appearing to be 'R. Cumming'.

Robert Cumming

Amrize is building North America as the partner of choice for professional builders with advanced branded solutions from foundation to rooftop. We deliver for our customers in every US State and Canadian province with over 1,000 sites and our unparalleled distribution network. Our 19,000 teammates bring their expertise to serve every construction market from infrastructure, commercial and residential to new build, repair and refurbishment. With \$11.7 billion in revenue in 2024, Amrize is listed on the New York Stock Exchange and the SIX Swiss Exchange. Amrize. **Build your ambition.**



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## **Confederation College Launches Indigenous Reconciliation Action Plan, Reinforces National Leadership in Indigenous Education**

**THUNDER BAY, ON – June 24, 2025**— Confederation College has officially launched its Indigenous Reconciliation Action Plan (IRAP), representing the next phase in its long-standing commitment to reconciliation and Indigenous education.

The IRAP outlines a multi-year roadmap focused on embedding Indigenous knowledge, leadership, and cultural practices throughout the institution. It includes targeted actions in six key pillars: Leadership and Governance, People, Academics, Community Engagement, Social Accountability and Advocacy, and Sustainability.

“Reconciliation is not a one-time event; it is an ongoing journey that requires thoughtful action, deep listening, and meaningful partnerships,” said Michelle Salo, President of Confederation College. “Our IRAP reflects this commitment and provides a clear path forward in collaboration with Indigenous students, employees, and communities.”

The plan responds to the Truth and Reconciliation Commission’s Calls to Action and aligns with the United Nations Declaration on the Rights of Indigenous Peoples. It aims to support systemic change in post-secondary education by enhancing Indigenous student supports, advancing an inclusive curriculum, and increasing Indigenous representation across all levels of the College.

As part of the IRAP’s implementation, Confederation College is partnering with ORIGIN to roll out the IL7 ethics and cultural awareness training course. The IL7 program, which shares powerful Indigenous stories rooted in the Seven Grandfather Teachings, will be made available to all employees and integrated into academic programs as a cornerstone of the College’s Indigenous cultural training efforts.

“Our partnership with ORIGIN reflects our belief that reconciliation must include both personal reflection and institutional action,” said Wendy Landry, Vice President, Indigenous Leadership, Partnerships and Strategy. “By incorporating IL7 into our training and advocacy, we are ensuring that our students and staff engage meaningfully with Indigenous teachings.”



The launch of the IRAP coincides with National Indigenous History Month and the upcoming National Indigenous Peoples Day on June 21, a timely reminder of the importance of advancing reconciliation through concrete institutional commitments.

For more information about Confederation College's Indigenous Reconciliation Action Plan, visit: [www.confederationcollege.ca/irap](http://www.confederationcollege.ca/irap)

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*Confederation College has been serving the citizens of northwestern Ontario since 1967, providing transformative education across a vast 550,000 square kilometre region. Our main campus in Thunder Bay, together with seven regional sites in Dryden, Longlac, Kenora, Marathon, Fort Frances, Red Lake, and Sioux Lookout, and an expanding Distance Education division, open pathways to personal advancement and professional achievement for over 7,000 full- and part-time students each year. With 600+ staff, we drive personal and community growth, contributing significantly to the local economy with a \$707.3 million annual impact. At Confederation College, we champion the spirit of courage, advocating for actions and decisions that empower our community; we uphold the principle of equity, ensuring fair access and opportunity for all to realize their potential; and we value and cultivate relationships that foster collaboration and understanding among students, staff, and the communities we serve.*

**For more information, please contact:**

Scott Hobbs, Communications Consultant

Email: [scott.hobbs@confederationcollege.ca](mailto:scott.hobbs@confederationcollege.ca)

Tel: 807-475-6295 | Cell: 807-621-5265

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**PROPOSED UPDATES TO  
THE PROJECTION  
METHODOLOGY GUIDELINE**  
*To support implementation of  
PPS, 2024*

# **PROPOSED UPDATES TO THE PROJECTION METHODOLOGY GUIDELINE**

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Disponible en français

## Preface

In 2024, the Province released the [Provincial Planning Statement](#) (PPS, 2024), replacing the Provincial Policy Statement, 2020, and revoked [the Growth Plan for the Greater Golden Horseshoe 2019](#) (Growth Plan). The PPS, 2024 is a policy statement issued under the authority of section 3 of the *Planning Act* and came into effect on October 20, 2024. The PPS, 2024 applies to all decisions in respect of the exercise of any authority that affects a planning matter made on or after October 20, 2024.

Planning authorities shall base population and employment forecasts on the [Ontario Population Projections](#) (MOF projections), published by the Ministry of Finance (MOF) and may modify, as appropriate. Sufficient land shall be made available to accommodate an appropriate range and mix of land uses to meet projected needs for a time horizon of at least 20 years, but not more than 30 years, informed by provincial guidance.

The Ministry of Municipal Affairs and Housing (MMAH) is seeking feedback on proposed guidance that would assist planning authorities with establishing population and employment forecasts and identifying related land needs requirements to plan their communities and support meeting Ontario's significant growth needs.

Before the PPS, 2024 came into effect, in accordance with the Growth Plan, municipalities in the Greater Golden Horseshoe were required to use a land needs assessment methodology. The 1995 Projection Methodology Guideline (PMG) has been available to be used elsewhere in Ontario to assist in determining population and employment forecasts and assessing housing and land needs requirements. An update to the PMG is needed to support the implementation of the PPS, 2024, reflect recent provincial government priorities, and incorporate new information, data sources and best practices.

## Seeking feedback

The Province is now seeking feedback on a proposed population and employment forecast guidance that would replace the existing PMG. Should the government adopt the proposed guidance, subject to consultation, input and refinement, and issue new guidance, the government would consequentially repeal the PMG.

While not included here, the final version of guidance may include hypothetical scenarios to show how municipalities could implement the recommended methods. These scenarios could be based on specific geographies and/or typologies (e.g., *large and fast-growing municipalities*, northern municipalities, and small or rural municipalities).

Each scenario could include a background narrative with hypothetical local conditions to illustrate step-by-step how different municipalities would follow and implement the guidance. The scenarios could illustrate how the proposed guidance is applicable to a range of considerations. If there are any specific matters you would like addressed or better explained through case study scenarios, please include the specifics of what would be most helpful.

Please submit comments on the Environmental Registry of Ontario (ERO) in response to posting [#025-0844](#). Comments may also be provided by email to [growthplanning@ontario.ca](mailto:growthplanning@ontario.ca). The deadline for written comments is October 11, 2025. Feedback will be taken into consideration prior to a final decision about the proposed guidance.

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## List of Acronyms

Acronym	Term
ARU	Additional Residential Unit
CMHC	Canadian Mortgage and Housing Corporation;
CD	Census Division
CSD	Census Subdivision
DGA	Designated Growth Areas
ELE	Employment Land Employment
FSI	Floor Space Index
FSW	Floor Space per Worker
GE	General Employment
MZO	Minister's Zoning Order
MOF	Ministry of Finance
MMAH	Ministry of Municipal Affairs and Housing
MPAC	Municipal Property Assessment Corporation
NOC	National Occupation Classification data
PPU	Persons-per-unit
PMG	Projection Methodology Guideline
PPS	Provincial Planning Statement
SABE	Settlement Area Boundary Expansion

## Chapter 1: Introduction

As Canada continues to be a leader in population growth among the G7 nations, the bulk of this growth is occurring in Ontario. It is essential that Ontario municipalities' growth planning adequately anticipates these pressures, both in the near term and well into the future. Adequate growth planning ensures the land and infrastructure needs of current and future Ontarians are in place and reflect the diverse needs of Ontarian families and businesses, as well as overall balance in the housing market.

A major step towards achieving the ambitious planning required to adequately and affordably house a growing population and workforce the Province released the Provincial Planning Statement (PPS, 2024). The PPS, 2024 is a policy statement issued under the authority of section 3 of the *Planning Act* and applies to all decisions in respect of the exercise of any authority that affects a planning matter made on or after October 20, 2024.

The PPS, 2024 provides overall policy directions on matters of provincial interest related to land use planning and development in Ontario, and applies province-wide, except where provincial policy, a provincial plan or applicable legislation or regulation provides otherwise. Provincial guidance, including guidance material, guidelines and technical criteria may be issued from time to time to assist planning authorities and decision-makers with implementing the policies of the PPS, 2024. Information, technical criteria, and methods outlined in the guidance are meant to support implementation but not add to or detract from the policies of the PPS, 2024.

### PPS, 2024 policy context

As a part of the implementation of the PPS, 2024, planning authorities must establish the amount of population and employment growth to plan for and determine the amount of land required to accommodate that growth.

The PPS, 2024 policies provide the parameters for the amount of growth to be planned for in municipalities. Of specific relevance is the following policy direction:

As informed by provincial guidance, planning authorities shall base population and employment growth forecasts on Ontario Population Projections published by the MOF and may modify as appropriate (policy 2.1.1).

Notwithstanding policy 2.1.1, municipalities may continue to forecast growth using population and employment forecasts previously issued by the Province for the purposes of land use planning (policy 2.1.2).

At the time of creating a new official plan and each official plan update, sufficient land shall be made available to accommodate an appropriate range and mix of land uses to meet projected needs for a time horizon of at least 20 years, but not more than 30 years, informed by provincial guidance (policy 2.1.3).

In addition, the PPS, 2024 provides policy direction that could impact the amount of growth to be planned for and the associated land needs. This includes, but is not limited to, the following policies:

Planning authorities shall provide for an appropriate range and mix of *housing options* and densities to meet projected needs of current and future residents of the *regional market area* (policy 2.2.1).

Planning authorities shall support general *intensification* and *redevelopment* to support the achievement of *complete communities*, including by planning for a range and mix of *housing options* and prioritizing planning and investment in the necessary *infrastructure* and *public service facilities* (policy 2.3.1.3).

Planning authorities shall establish and implement minimum targets for *intensification* and *redevelopment* within built-up areas, based on local conditions (policy 2.3.1.4).

To support the achievement of *complete communities*, a range and mix of *housing options*, *intensification* and more mixed-use development, *strategic growth areas* should be planned:

- a) to accommodate significant population and employment growth;
- b) as focal areas for education, commercial, recreational, and cultural uses;
- c) to accommodate and support the transit network and provide connection points for inter- and intra-regional transit; and
- d) to support *affordable*, accessible, and equitable housing (policy 2.4.1.2).

Planning authorities are encouraged to establish density targets for *designated growth areas*, based on local conditions. *Large and fast-growing municipalities* are encouraged to plan for a target of 50 residents and jobs per gross hectare in *designated growth areas* (policy 2.3.1.5).

Planning authorities shall designate, protect, and plan for all *employment areas* in *settlement areas* (policy 2.8.2.3).

They must also promote economic development through the provision of a mix and range of employment uses, *intensification* of employment uses and mixed-use development, and the provision of employment uses located both inside and outside of *employment areas* (policy 2.8.1.1).

Major office and major institutional development should be directed to *major transit station areas* or other *strategic growth areas* where *frequent transit* service is available (policy 2.8.1.4).

The guidance supports policy implementation but does not add to or detract from the policies of PPS, 2024.

## Scope

Population and employment forecasts are important components needed for planning authorities, including upper-tier, single-tier, and lower-tier municipalities without planning responsibilities ('municipalities'), to plan their communities. This information can be used by municipalities to identify growth areas, manage infrastructure, attract employment and economic development, and coordinate public services to meet short and long-term needs. Municipalities make local land use planning decisions that will determine the future of their communities and municipal planning decisions and planning documents (e.g., official plans) must be consistent with the PPS, 2024.

This guidance is intended to help municipalities develop population and employment forecasts and identify the quantity of land needed by the municipality by the planning horizon. However, the focus of guidance is on the quantum of lands required for *settlement areas* and employment, and not the location of new *settlement areas*, location of expansions to *settlement areas*, location of *employment areas*, or the suitability of whether a particular area of land should be included or removed from an *employment area*. These matters are to be addressed consistent with relevant PPS, 2024 policies.

## Guiding principles

This guidance is based on the following principles:

**Ambition and balance:** provide ample, adequate planned and serviced land, reducing and avoiding market imbalances or distortions stemming from an insufficient land supply relative to demand.

**Consistency and functionality:** produce functional and actionable results that assist municipalities in ensuring land use planning decisions are consistent with the policies of the PPS, 2024.

**Transparency:** provide a standardized approach to identifying the forecasted population and employment to the planning horizon, transparently allow for identifying the quantity of housing needs by type and assessing land needs.

**Clarity and ease of implementation:** provide a clear set of guidelines that can easily be followed by upper, lower, and single-tier municipalities of varying size and conditions.

## Considerations for the guidance

There are several aspects to consider when using the guidance, including:

- Municipalities would update their population and employment forecasts and implement them in their official plans at the time of their next official plan update pursuant to the *Planning Act*. The *Planning Act* requires official plans to be revised every five years after an amendment is made, or ten years after a new official plan is approved. Municipalities would not be required to update their long-range forecasts outside of the statutory *Planning Act* requirements.

The land needs of a community generally do not fluctuate on an annual basis given the longer-term nature of land use planning. As such, municipalities can accurately address changes in growth forecasts and land needs through the standard official plan review cycle.

- The PPS, 2024 requires municipalities plan to meet projected needs for a time horizon of at least 20 years, but not more than 30 years. The MOF publishes the MOF projections, which are projected by year for a range of up to 25 years beyond the census year on which the projections are based.



Municipalities should use the most recent MOF projections published and available at the time of an official plan update, accompanied by relevant market indicators aimed at providing the most accurate picture possible of the supply and demand dynamics relating to land use.

It is recommended that municipalities plan to the horizon that aligns with the outer range of the MOF projections available at the time of an official plan update. Municipalities could use any specific horizon, provided that the projection year is within 20 to 30 years.

In addition, municipalities should consider the timing of a 'major' update issued by the MOF (i.e., projections that are updated to incorporate data published from the most recent census) and align their long-range forecasting work accordingly.

- A coordinated, integrated and comprehensive approach should be used when dealing with planning matters within municipalities, across lower, single and/or upper-tier municipal boundaries, and with other orders of government, agencies, boards, and Service Managers. The guidance reflects PPS, 2024 policy direction encouraging inter-municipal collaboration and coordination through all stages of the forecasting and land needs assessment processes. Coordination is recommended to ensure the methods of allocating projections for each municipality consider the future population, housing, land use, infrastructure needs within an entire census division, in accordance with PPS, 2024 policies.

**Projections and forecasts:** A projection extrapolates present trends (e.g., fertility, mortality, and migration) to a future state (e.g., population) based on the assumption that the trends would continue. A projection is neutral and does not consider how changes in assumptions or potential uncertainty in the continuation of past trends would impact the future. By contrast, a forecast is a best estimate to predict a future state (e.g., population, employment) that builds on present trends and considers the potential impacts that changing variables and assumptions may have.

## Guidance contents

The proposed guidance is organized as follows:

- chapter 2 outlines the methods for establishing a municipality's population projection
- chapter 3 outlines the steps for developing a municipality's housing needs forecast
- chapter 4 outlines the methods for determining a municipality's employment needs forecast
- chapter 5 outlines the steps to undertake a land needs assessment to accommodate a municipality's projected population and employment needs
- chapter 6 outlines information on implementation, including collaboration between municipalities, documentation, and using the results

Where a word is italicized, the definition of the word or phrase is to be understood as reflecting the corresponding definition in PPS, 2024. For non-italicized terms, the normal meaning of the word applies. Where a word or phrase is typically used in a planning context, the meaning associated with the use of that word or phrase within the planning context is intended to apply. A glossary is provided to clarify certain terms that are used in the guidance.

Any references to specific policies and associated policy numbers in this document are references to the corresponding policies in the PPS, 2024.

## Chapter 2: Establishing Municipal Population Projections

### Overview

The purpose of Chapter 2 is to identify and allocate the MOF population projections from the census division (CD) to the municipality (i.e., census subdivision (CSD)) to the planning horizon.

The MOF population projections reflect annual demographic trends and are issued for each of Ontario's 49 CDs. They are foundational to the development of future municipal population projections.

The approach is to develop upper and lower future population projection ranges, to support municipalities plan for future needs, while providing a test on municipal projections in relation to the CD to ensure a reasonable outcome. The range would be developed using two methods:

1. a municipality's population share of the CD, and
2. the municipality's share of population growth within the CD.

The outcome of this chapter would be used as an input in developing housing and employment forecasts.

### Population step 1: obtaining and determining municipal projections

#### Purpose

The purpose is to identify the MOF projections for the applicable CD geography and determine each municipality's share of the projection.

#### Policy basis

As informed by provincial guidance, planning authorities shall base population and employment growth forecasts on Ontario Population Projections published by the MOF and may modify, as appropriate (policy 2.1.1).

## Recommended approach

To achieve the objective, municipalities should disaggregate the MOF projections from the CD to the CSD (i.e., the municipality) to the planning horizon. Municipalities should apply at least two different methods (outlined below) to obtain projection results based on past growth and on assumptions for future growth.

Single-tier municipalities whose geographic boundary aligns with a CD could use the MOF projections for the CD.

Municipalities are equipped to develop employment forecasts and assess housing and land needs based on the MOF projections (as explained in other parts of the guidance).

There are two recommended methods for determining the municipality's share in the projection:

1. **Population share (Method A):** Accounting for the municipality's share in the CD projected population, according to the MOF projections. For this method:
  - municipalities should use the latest data available from Statistics Canada for their population and the CD total population to calculate the share of CD scale population
  - municipalities apply the population shares to the MOF's CD scale population projections for the municipality's planning horizon to get their population projection
2. **Growth share (Method B):** This method relies on linear growth for each municipality within the CD to calculate the share of a municipality's growth within the CD. For this method:
  - municipalities use the latest data available from Statistics Canada on population growth for the CD and for the CSD/municipal level to calculate their share of CD growth
  - municipalities, to obtain their population projections, would calculate growth shares from an appropriate consecutive five-year period within the previous 10 years to account for short term variations in population. They would then apply the growth shares to the MOF's CD population projections for the municipality's planning horizon.

If a municipality anticipates growth outside the projection range, it should document the approach and data sources used and provide the rationale and methodology behind the calculation. Examples of rationales may include assumptions such as major infrastructure investment, unusual growth patterns that would skew the development of a municipal-scale projection, and immigration forecast updates, etc.

The approach might result in a diverse range of growth projections for different municipalities. As such, municipalities with minimal population growth should use the current population as a 'floor'. Later steps consider other matters that would affect housing, employment, and land use planning to ensure adaptable and resilient resource allocation and infrastructure development.

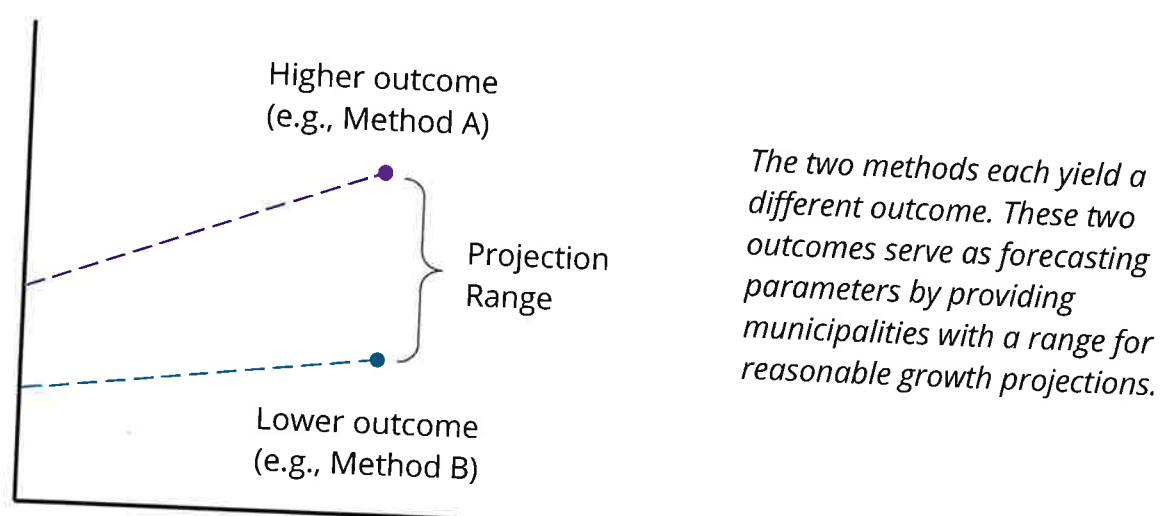


Figure 1: Illustration of the population projection range

Municipalities in the Greater Golden Horseshoe (GGH) may continue to use the population growth forecasts to 2051 provided in Schedule 3 of A Place to Grow: Growth Plan for the Greater Golden Horseshoe 2019, to help with the transition to base population and employment forecasts on the MOF projections. Municipalities may continue to forecast growth using population and employment forecasts previously issued by the Province for the purposes of land use planning (policy 2.1.2).

However, they will be required to base their population and employment growth forecasts on the MOF projections in the future, where the forecasts in Schedule 3 no longer satisfy the policy requirement to plan for a horizon of at least 20 years.

## Considerations

The MOF updates population projections annually to reflect the latest and emerging demographic trends and data on fertility, mortality, and migration. There is a comprehensive review, and major updates conducted every five years, which are based on the most recent census and additional supporting data, review of methodology and long-term assumptions.

The methodology used by the MOF to develop long-term population projections is the cohort-component method, essentially a demographic accounting system. The calculation starts with the base-year population (the starting year where the population number from which the accounting method adds and subtracts population), distributed by age and gender.

A separate analysis and projection of each component of population growth is made for each year, starting with births. Then, projections of deaths and the five migration components (immigration, emigration, net change in non-permanent residents, interprovincial in- and out-migration, and intra-provincial in- and out-migration) are also generated and added to the population cohorts to obtain the population of the subsequent year, by age and gender.

This methodology is followed for each of the 49 CDs. The Ontario-level population is obtained by summing the projected CD populations.

The MOF projections are based on population growth trends and consider all streams of inward and outward migration patterns and targets. They do not include explicit economic assumptions or public policy choices (e.g., regional development, land use, infrastructure). They represent the base-case scenario if current trends continue.

While the MOF publishes three population growth scenarios at the provincial level (i.e., reference, high and low), projections at the CD scale are issued using the reference scenario. It is recommended that CD projections are used as the basis for the population projection, as it is more reflective of growth in the municipality.

While population projections are the policy basis on which to plan for future needs, they are subject to uncertainty due to factors such as economic downturn/recession, population surge/decline etc., which can create significant challenges for land use planning. For example, if a sudden economic downturn occurs, it could lead to lower population growth than projected, resulting in overestimation of the need for housing, infrastructure, and services. Alternatively, an unexpected population surge due to migration could strain a municipality's existing resources and infrastructure.



The MOF projections do not reflect local characteristics regarding existing and planned infrastructure capacity or availability, economic and planning assumptions, information from official plans or locally prepared projections. Therefore, the local context is helpful in supplementing the MOF projections.

Every five years, a major update to the MOF projections is produced to include results from the latest Census (now 2021) and to review the methodology and long-term assumptions. This is a major update. A consultation process with ministries, upper-tier municipalities, and academic demographers takes place to gather feedback to validate the major assumptions.

Every year, an update to the technical report and tables is released by the MOF to include the latest population estimates and the most recent data on fertility, mortality, and migration. This is a minor update.

The MOF projections are the only publicly available set of population projections for Ontario and its 49 CDs, where the population of the CDs sum to the population of Ontario. Because the MOF projections are updated each year and provide detailed age results, they are used for planning purposes throughout the Ontario government, and by municipalities, school boards, health units, researchers, and the private sector.

The MOF projections are based on population growth trends and consider all streams of inward and outward migration patterns and targets. They do not include explicit economic assumptions or public policy choices (e.g., on regional development, land use, new infrastructure). They represent the base-case scenario if current trends continue.

Unusual growth scenarios (e.g., high, or low) that use the MOF projections can lead to planning outcomes that misalign population and employment land needs and infrastructure. For example, overestimating growth may cause infrastructure to be overbuilt and create financial strain for the municipality. Alternatively, underestimating growth can result in insufficient infrastructure, service shortfalls, and municipalities may face increased capital costs to address undercapacity issues.

In cases where the municipality is aware of upcoming significant development or infrastructure investment, it may adjust its population forecast upwards to best utilize available (and planned) infrastructure. These may include, for example, upgraded municipal water servicing, impacts of Minister's zoning orders, or new major facilities. Municipalities should ensure that any adjustment is grounded in local data availability and circumstances, and the rationale is clearly documented to ensure that they can demonstrate how and why the adjustments were made to support informed decisions by the approval authority.

The recommended approach mitigates some of the uncertainty by establishing a range of population projections that would inform municipal forecasts. However, it is ultimately based on historical trends and cannot fully account for future events.

All municipalities have the flexibility to modify their projections, within the projection range, based on local conditions. The approach fits a variety of different types of municipalities and diverse local conditions using publicly available data sources. This approach:

- enables lower-tier municipalities with planning authority to establish forecasts through evidence-based decision-making
- supports planning authorities to assess whether municipalities are over- or under-projecting the population at the planning horizon
- provides flexibility to municipalities to convert the MOF projections (as required by the PPS, 2024) to support long range planning within an official plan; and
- equips municipalities to assess housing, employment and land needs with a municipal population projection based on the MOF projections (as explained in other parts of the guidance)

## **Outcome**

The results of the two methods would become the upper and lower parameters of the range of reasonable growth projections for each municipality (before the application of adjustments based on additional market indicators—see chapter 3). Each one of the recommended methods could produce either the higher or lower parameters of a municipality's projection range, depending on the population and growth patterns of the municipality in relation to the CD. Each municipality would select a growth projection within its projection range. The projection range provides flexibility to municipalities to convert the MOF projections (as required by the PPS, 2024) into forecasts to support long range planning within an official plan.

Determining population projections at the CSD level provides a starting point for population step 2, where population projections by age cohort are established as an input for identifying required housing. The outcome is also a direct input for identifying employment need.

Municipalities that anticipate no growth or negative growth in the planning horizon may still benefit from developing housing and employment forecasts. Therefore, they should follow relevant steps in the guidance. For example, existing housing stock may not match the type of housing identified in the housing needs or employment may require additional land, etc.

## **Population step 2: developing population projections by age cohorts**

### **Purpose**

The purpose is to project future population size and characteristics, by age cohorts. Information on the share of each age group in the municipality's population then informs the development of housing forecasts, as changes in the age structure of the population impacts housing needs in the municipality.

### **Policy basis**

As informed by provincial guidance, planning authorities shall base population and employment growth forecasts on Ontario Population Projections published by the MOF and may modify, as appropriate (policy 2.1.1).

### **Recommended approach**

Municipalities are recommended to take census data on the age of primary household maintainer and compile the data into five-year age groups. This data is used to determine the share of each age group in the projected population. Five-year age groups are generally used, as annual projections require more data and labour to calculate.

Municipalities should extrapolate the census population for the latest census year by applying a growth calculation, similar to the growth share approach in population step 1. For each five-year cohort, municipalities apply the growth shares for an appropriate consecutive five-year period within the previous 10 years. The share of the growth for each cohort would then be applied to the municipal projected population from population step 1. The approach accounts for short term variations in population projections.

As an alternative, a municipality may undertake a more complex cohort-survival model accounting for births, deaths and immigration using additional data sources. The approach should be documented with a rationale provided to explain why the cumulative total would be different from population step 1.

Whether developing an age structure projection, or extrapolating age cohorts from the latest census, the projected population at the horizon for the municipality from population step 1 is the control for the results developed in this step. Municipalities should review the total population by age cohort developed in this step against the results of population step 1. It is anticipated that municipalities would refine their approach and calculations through an iterative process to ensure the results of both population step 1 and population step 2 align.

### **Considerations**

The MOF publishes projections by age and sex for the 49 CDs. This data could be used as a control when assessed in coordination and collaboration with municipalities within the same CD to ensure that the combined projected population by age cohorts are not over- or under-projecting the CD population at the horizon. However, the age cohort projections themselves are not useful as a starting point to disaggregate at the municipal scale.

### **Outcome**

The result is a municipal level population projection by five-year age groups that is the input for calculating housing needs (Chapter 3).

## Chapter 3: Developing Housing Needs Forecasts

### Overview

The purpose of Chapter 3 is to determine the amount of housing needed to the horizon year, accounting for *intensification* within built-up areas in existing *settlement areas* and the need for additional *settlement area* land (i.e., *designated growth area* land) to accommodate future housing needs.

Once municipalities have established their population projections, they should calculate the housing needs for the entire population and develop a housing needs forecast to accommodate growth in the planning horizon.

The approach to developing housing needs forecast to the horizon considers a municipal level forecast of housing by type (e.g., low, medium, high density) and location (*intensification* within *settlement areas/designated growth areas*) based on housing needs by age cohort. This housing needs information would be used as an input for assessing land needs. Municipalities could adjust their housing needs forecast to account for additional data sources, affordable housing, and market demand forecasts or indicators.

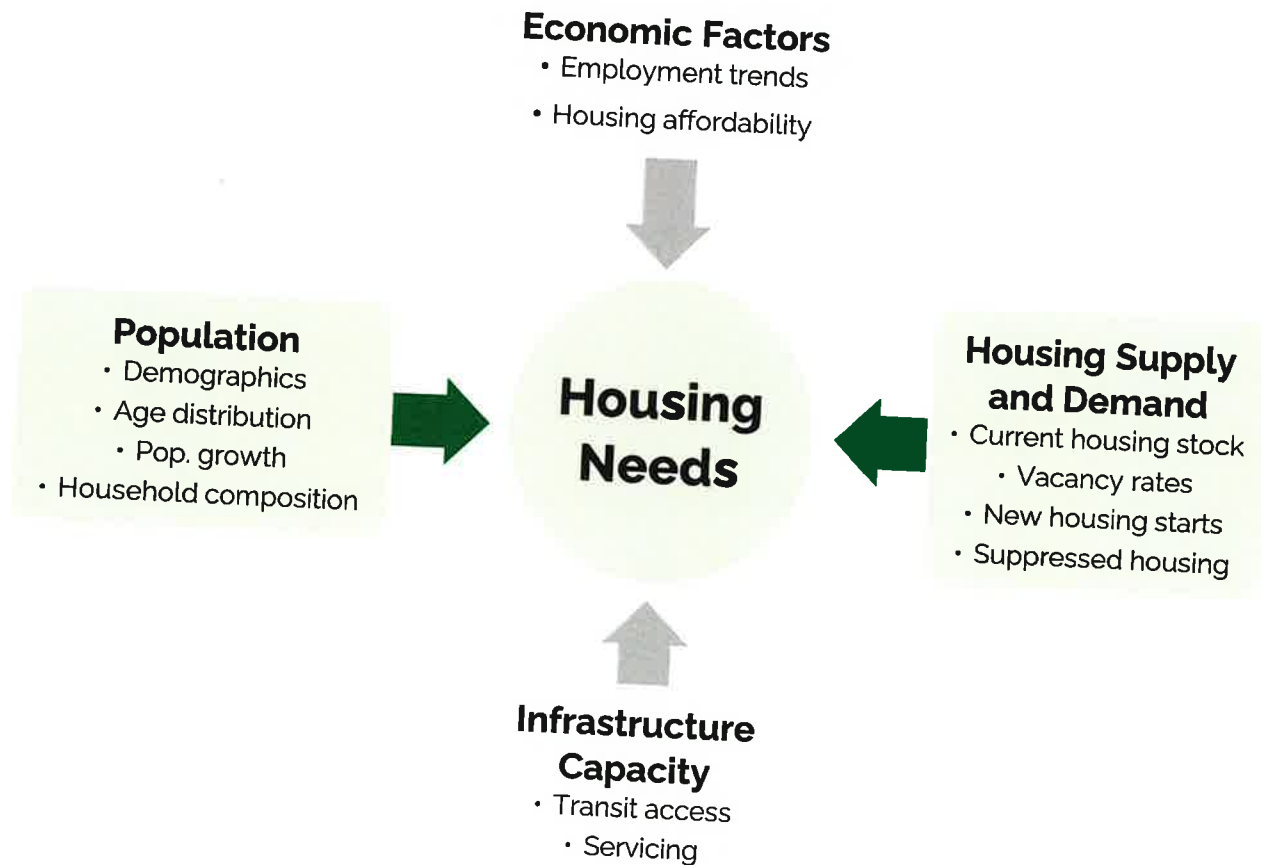


Figure 2: Diagram of factors influencing housing needs

## Housing step 1: calculating projected housing needs

### Purpose

The purpose is to determine the municipality's projected total housing needs, which is the number of households to be accommodated in the planning horizon, in housing units.

### Policy basis

At the time of creating a new official plan and each official plan update, sufficient land shall be made available to accommodate an appropriate range and mix of land uses to meet projected needs for a time horizon of at least 20 years, but not more than 30 years, informed by provincial guidance (policy 2.1.3).

To provide for an appropriate range and mix of housing options and densities required to meet projected requirements of current and future residents of the regional market area, planning authorities shall:

- a) maintain at all times the ability to accommodate residential growth for a minimum of 15 years through lands which are designated and available for residential development; and
- b) maintain at all times where new development is to occur, land with servicing capacity sufficient to provide at least a three-year supply of residential units available through lands suitably zoned, including units in draft approved or registered plans (policy 2.1.4).

### Recommended approach

Municipalities should use the municipal-level population projections, calculated in chapter 2, and apply the age-specific headship rate to calculate the projected total housing needs. The headship rate is defined as the proportion of people who head a household (i.e., primary household maintainer) within a population cohort.

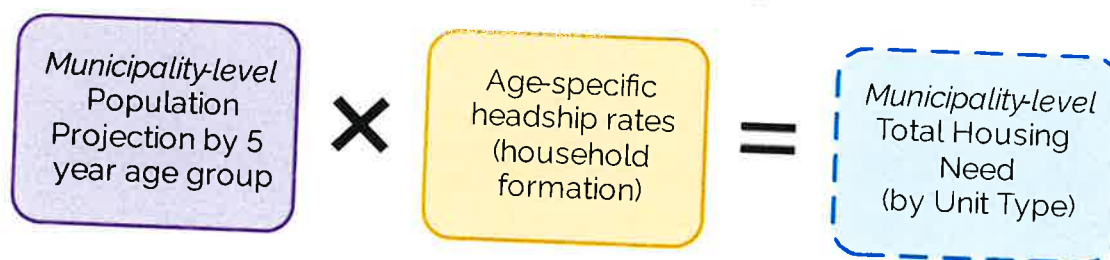


Figure 3: Diagram of housing step 1 – calculating housing needs

### Considerations

In general, municipalities should assume that household formation rates by age will not vary significantly from those in the latest census. While each household is associated with a housing unit, it is not necessarily linked to a particular type of housing unit. As a result, household formation should not vary in response to the expected change in the mix of housing types resulting from policy. If any deviation from recent census rates is assumed, a clear rationale and robust analysis should be provided to substantiate the change.



Municipalities should consider suppressed household formation, housing tenure and propensities for households to occupy certain types of housing starting at this step. Housing needs categorized by unit type may be carried over through subsequent steps for a more accurate land needs assessment in chapter 5 (and especially using method 2 for land needs assessment).

Headship rates that are age specific are available at the CSD level through the most recent census household data from Statistics Canada, and they are generally consistent over time. Households are social arrangements that vary by age and life cycle choices and includes events such as moving away from one's parents, forming couples, getting divorced, or the death of a spouse. Municipalities may refine headship rates data to reflect anticipated demographic changes and household trends, provided the adjustment is evidence-based, follows a clear rationale and that the decision-making process is clearly documented.

To be consistent with PPS, 2024 policies, municipalities should consider repeating Housing Step 1 to account for a 15-year planning horizon. PPS, 2024 policy 2.1.4 a requires planning authorities maintain at all times the ability to accommodate residential growth for a minimum of 15 years.

The short-term planning horizon in PPS, 2024 policy 2.1.4.b (see above), seeks to maintain a minimum availability of a three-year supply of residential units, on land suitably zoned with sufficient servicing capacity, to accommodate short-term development growth patterns. In particular, to coordinate infrastructure needs with land supply. This three-year supply is accounted for within the land need assessment adjustments detailed in Chapter 5.

## Outcome

The outcome is the number of housing units needed in the horizon year. This is the input for developing a housing needs forecast in Housing Step 2.

## Housing step 2: Developing a housing needs forecast

### Purpose

The purpose of housing step 2 is to develop a housing needs forecast for the total number of households anticipated in the planning horizon. This is based on number of housing units needed in the horizon year, which would be adjusted according to local conditions and to reflect existing housing stock.

### Policy basis

At the time of creating a new official plan and each official plan update, sufficient land shall be made available to accommodate an appropriate range and mix of land uses to meet projected needs for a time horizon of at least 20 years, but not more than 30 years, informed by provincial guidance (policy 2.1.3).

To provide for an appropriate range and mix of housing options and densities required to meet projected requirements of current and future residents of the regional market area, planning authorities shall:

- a) maintain at all times the ability to accommodate residential growth for a minimum of 15 years through lands which are *designated and available* for residential development; and
- b) maintain at all times where new development is to occur, land with servicing capacity sufficient to provide at least a three-year supply of residential units available through lands suitably zoned, including units in draft approved or registered plans (policy 2.1.4).

Planning authorities shall provide for an appropriate range and mix of housing options and densities to meet projected needs of current and future residents of the regional market area by:

- a) establishing and implementing minimum targets for the provision of housing that is *affordable* to *low and moderate income households*, and coordinating land use planning and planning for housing with Service Managers to address the full range of *housing options* including *affordable* housing needs;
- b) permitting and facilitating:
  - 1. all *housing options* required to meet the social, health, economic and well-being requirements of current and future residents, including *additional needs housing* and needs arising from demographic changes and

- employment opportunities; and
2. all types of residential *intensification*, including the *development* and *redevelopment* of underutilized commercial and institutional sites (e.g., shopping malls and plazas) for residential use, development and introduction of new *housing options* within previously developed areas, and *redevelopment*, which results in a net increase in residential units in accordance with policy 2.3.1.3;
  - c) promoting densities for new housing which efficiently use land, resources, *infrastructure* and *public service facilities*, and support the use of *active transportation*; and
  - d) requiring *transit-supportive* development and prioritizing *intensification*, including potential air rights development, in proximity to transit, including corridors and stations (policy 2.2.1).

### Recommended approach

Municipalities should adjust the projected total housing needs obtained in Housing Step 1 to consider any relevant local housing market factors that could impact the number and type of units needed.

Then, the existing housing stock should be subtracted from the total housing needs to get a forecast of the number of additional units required to accommodate growth in the municipality.

It is recommended that when developing a housing needs forecast municipalities consider factors such as the following (the list of local housing market factors is not exhaustive):

- suppressed household formation:

Due to factors including demographic shifts, housing affordability, and availability of different unit types, there may be fewer census households than would have formed otherwise. Municipalities should use an approach that could be applied to calculate the extent of household suppression that is appropriate for its local data, circumstances and context. Each municipality should seek to obtain and document information that is relevant to its local circumstances.

Municipalities may include an analysis of headship rates in comparison to other comparable municipalities. Where a municipality may identify a trend where its historical headship rates is lower than rates of similar municipalities, the

municipality should adjust headship rate upward to account for lower, or suppressed, household formation.

Available general resources include reports by Canada Mortgage and Housing Corporation (CMHC), for example, on household by maintainer, and by the Office of the Parliamentary Budget Officer on household formation and the housing stock.

- *housing options and affordability:*

Municipalities should develop their housing needs forecast while considering their minimum targets for the provision of housing for all market segments, especially as suggested by market indicators. These include a mix of larger, family-sized homes, smaller workforce or student housing, ground-oriented housing, mid-rise, and high rise, as well as housing that is *affordable to low and moderate income households* and the PPS, 2024 requirement to provide for an appropriate range and mix of *housing options*. These factors may require adjustments relative to affordability and housing options, including the availability of various unit types, at the census base year.

- *target vacancy rates to achieve market balance:*

The forecast could be adjusted to compensate for significant over- or under-supply in housing stock in the census year, which, if exists, is evident by data on vacancy rates. To determine unusually high or low vacancies, planning authorities from each market area should calculate their natural rate of vacancy. This means the rate of unoccupied housing units that allows for the normal functioning of the housing market, including turnover, choice, and mobility. The intention is to achieve a balance in the market, without inducing rent inflation, such as due to a chronic undersupply of housing units, or deflation, such as being the result of a structural oversupply of housing units. In the absence of data or capacity to calculate the natural rate of vacancy, a range of 3% to 5% should be applied.

- *“market contingency factor”:*

This factor indicates fluctuations in supply and demand due to unusual events. Examples include: changes in the economy on the provincial, federal or international level; changes in land use planning or other legislation or regulations that would affect landowners’ ability to develop their land or the pace of development; and macro changes that could have implications on local housing markets, such as a major change in seasonal population (e.g., students), intra-provincial relocation decisions driven in part by affordability) or major

technological or societal shifts (e.g. hybrid/remove work enabled through technological enhancements), and increasing demands to live beyond core metropolitan regions. A municipality could provide for a contingency factor by adjusting the forecasted housing needs upwards by a percentage, depending on the extent of data available.

Any adjustments should take into account the character and type of the units (e.g., size, quality, affordability, etc.).

When adjusting the housing needs forecast to reflect these or other factors, municipalities should substantiate the adjustment(s) by documenting the evidence and the decision-making process on which they rely.

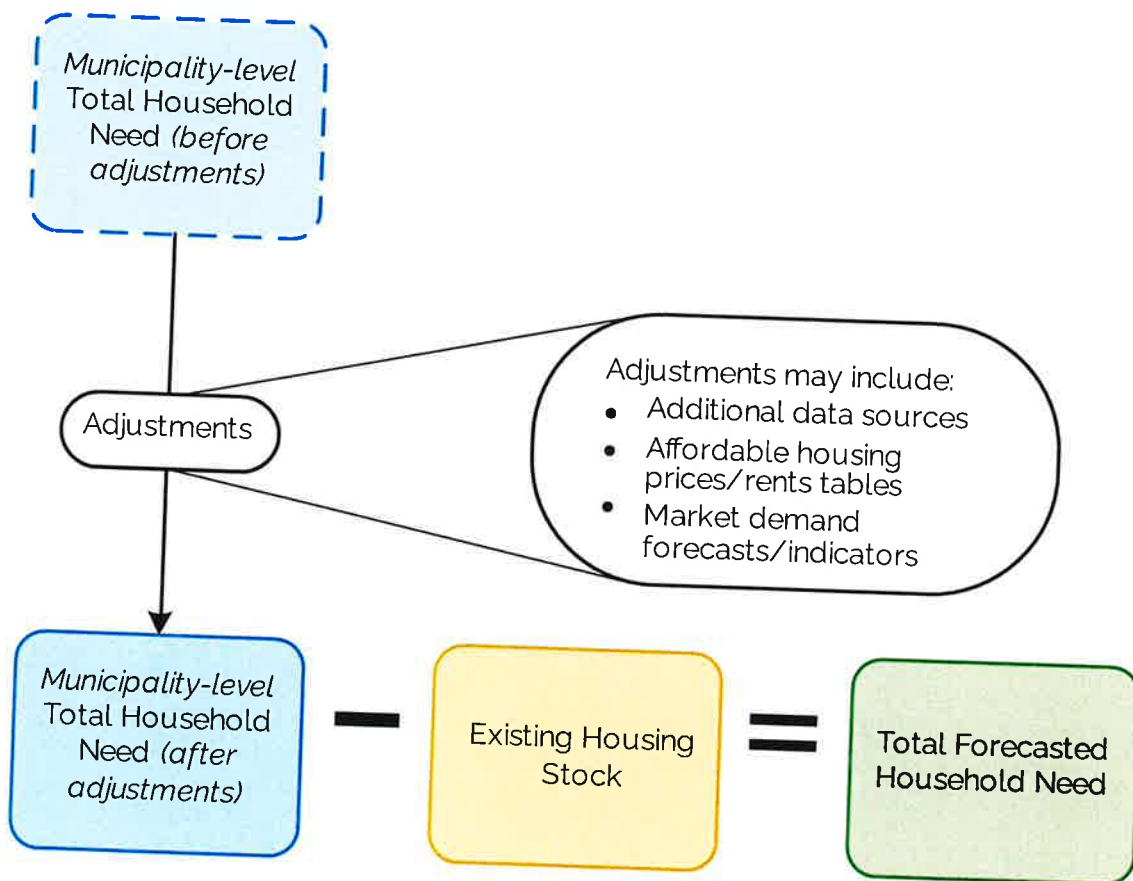


Figure 4: Diagram of housing step 2 – developing a housing needs forecast

## Considerations

Housing needs adjustments, particularly for vacancy rates and market contingency, may or may not have a significant impact on the forecasted housing needs to the horizon year. However, they are more likely to have implications for short- and medium-term land needs assessments per policy 2.1.4.

Existing stock includes units that are under construction. Municipalities should also consider fluctuations of stock, such as the results of seasonal occupancy. Housing units that are in land use approval process would be accounted for in the land needs assessment, not in the existing housing stock in this step.

When calculating the existing housing stock, municipalities should consider additions to the housing stock since the census base year that was used for projections and subtract those housing units from the forecasted need. A municipality could use, for example, information from building permits, classified by unit type.

Moreover, municipalities should consider stock loss that needs to be replaced due to demolitions, conversions, abandonment, impacts of a changing climate and natural hazards. Information on stock loss may be available internally (e.g., building permits issued) or from external sources (e.g., CMHC starts/completions data or updated assessment data from the Municipal Property Assessment Corporation (MPAC)).

Municipalities who are able to obtain the data needed to support housing needs adjustments would be able to determine land needs more accurately (chapter 5).

Once municipalities calculate the total forecasted housing needs (i.e., the outcome of this step), they should also plan for infrastructure development to match the increase of supply to accommodate that need. This includes improving existing infrastructure to facilitate some of the housing needs to be accommodated through intensification, which is accounted for in housing step 3.

## Outcome

The outcome is the total forecasted housing needs, in the planning horizon. This is the input for determining housing accommodated through *intensification* and the estimated housing to be accommodated through new development in housing step 3.

## Housing step 3: planning for intensification

### Purpose

The purpose is to determine the amount of housing that can be accommodated through *intensification*. Furthermore, it provides supporting data needed to estimate the amount of housing to be accommodated through new development, which would impact land needs. This is referred to here as the estimated housing needs outside the built-up area.

### Policy basis

Planning authorities shall support general intensification and redevelopment to support the achievement of complete communities, including by planning for a range and mix of housing options and prioritizing planning and investment in the necessary infrastructure and public service facilities (policy 2.3.1.3).

Planning authorities shall establish and implement minimum targets for intensification and redevelopment within built-up areas, based on local conditions (policy 2.3.1.4).

To support the achievement of complete communities, a range and mix of housing options, intensification and more mixed-use development, strategic growth areas should be planned:

- a) to accommodate significant population and employment growth;
- b) as focal areas for education, commercial, recreational, and cultural uses;
- c) to accommodate and support the transit network and provide connection points for inter-and intra-regional transit; and
- d) to support *affordable*, accessible, and equitable housing (policy 2.4.1.2).

### Recommended approach

To estimate housing needs outside the built-up area, municipalities should subtract the amount of housing that can be accommodated through *intensification* (according to their *intensification* targets) from the total forecasted housing needs.



The municipality's *intensification* targets should be set to reflect municipal objectives, local conditions, and various forms of *intensification*, such as (but not limited to):

- opportunities for in-fill and *redevelopment*, including reuse of *brownfield sites* and underutilized shopping malls and plazas, development of vacant and/or underutilized lots within previously developed areas, the expansion or conversion of existing buildings, and additional residential units (ARU) on farms where appropriate
- *infrastructure* availability and capacity
- market demand
- availability and viability of surrounding *prime agricultural areas*; and
- environmental constraints

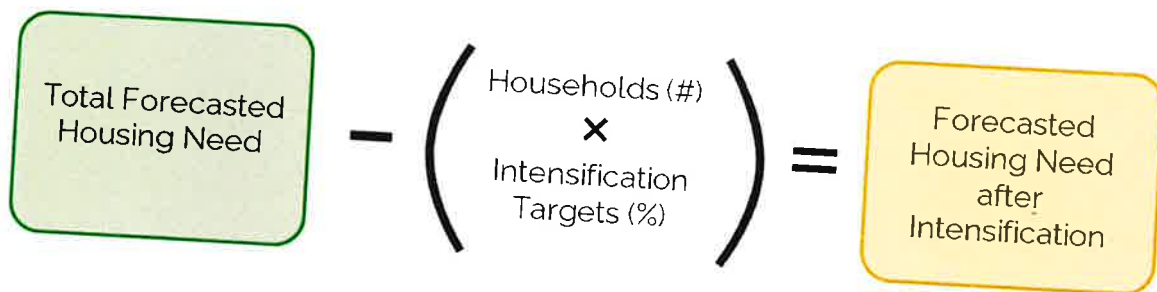


Figure 5: Illustration of housing step 3 – planning for intensification

### Considerations

In setting intensification targets and determining the amount and type of housing units that can be accommodated through *intensification*, municipalities should consider the overarching PPS, 2024 goal of creating and supporting *complete communities*, affordability needs, transit supportive densities, housing typology, tenure trends and seasonal housing. In addition, municipalities should consider the PPS, 2024 requirement to plan for a range and mix of *housing options*.

### Outcome

The outcome is the total estimated housing needs outside the built-up area and is the input to identify the amount of land needed to accommodate new housing developments.

## Chapter 4: Developing Employment Forecasts

### Overview

The purpose of Chapter 4 is to establish the amount and type of employment growth that should be accommodated over the planning horizon; as well as the location of the employment growth (*intensification* within *settlement areas / designated growth area*). This employment growth information would be an input in assessing land needs.

The relationship between employment and housing (Chapter 3) is circular. Through income, employment influences housing demand; while through mobility, housing availability affects employment opportunities along with other factors (e.g., climate change impacts, supply chain considerations, geopolitical instability).

The recommended approach for identifying employment needs focuses on considering demographic factors (e.g., population growth, labour supply etc.), in addition to other, factors such as *infrastructure* capacity and government policies at the federal, provincial, and municipal levels.

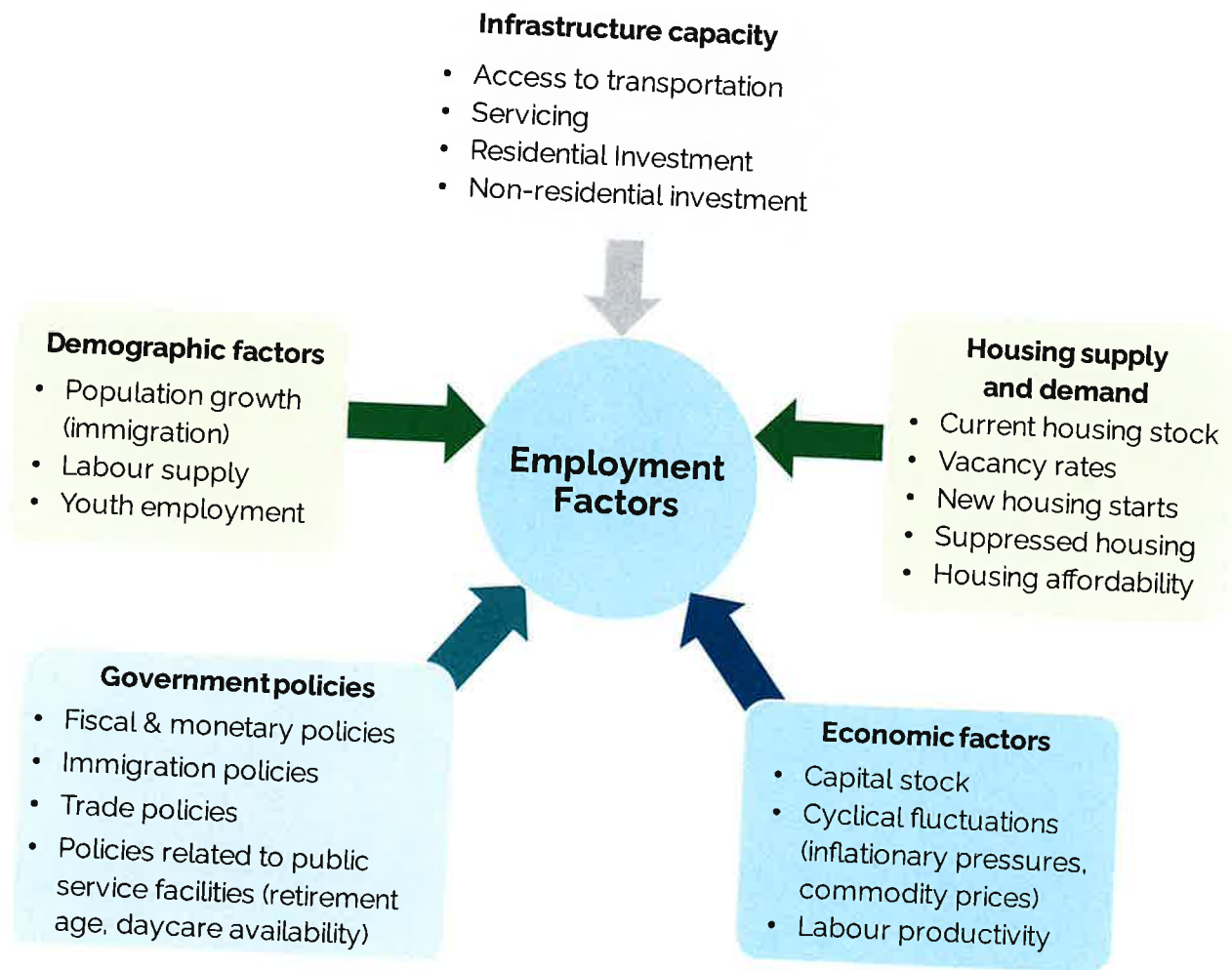


Figure 6: Illustration of factors informing employment projections

## Employment step 1: calculating projected employment need

### Purpose

The purpose is to determine the municipality's projected total employment needs, which is the number of jobs needed to accommodate employment in the planning horizon.

### Policy basis

As informed by provincial guidance, planning authorities shall base population and employment growth forecasts on Ontario Population Projections published by the MOF and may modify, as appropriate (policy 2.1.1).

**Recommended approach**

Municipalities should identify employment needs by calculating their municipal activity rate and applying it to their projected population.

***Calculating municipal activity rate***

The municipal activity rate is the ratio of jobs in a municipality to the population of the municipality. It is determined by dividing the base (present day) employment, or the total number of jobs, by the municipality's base (present day) population. Municipalities are recommended to obtain their base employment from a combination of data sources including:

- the Place of Work Status occupation data at the CSD scale  
Statistics Canada defines Place of Work Status as whether a person worked at home, worked outside Canada, had no fixed workplace address, or worked at a specific address (i.e., usual place of work). Consequently, Place of Work data takes into consideration fixed and non-fixed places of work and work from home circumstances
- municipal employment surveys (if available) to support obtain the municipality's base employment; and
- base population, which is the present-day population, may be obtained from Statistics Canada and is available at the CSD (municipal) level

Municipalities are encouraged to refine their respective activity rate, to accommodate the potential for future changes in employment needs, by considering a variety of factors including an analysis of recent changes in the type and nature of employment (i.e., increased automation, micro-distribution models, sectoral concentration within a municipality), municipal land use planning objectives, significant changes made or proposed by major local or regional employers, and infrastructure availability and planned investment.



Figure 7: Illustration of step 1 – calculating municipal activity rate

The municipality's role as provincial and regional employment and service centre may result in significantly different municipal activity rates and employment compositions between municipalities. Therefore, coordination between municipalities is crucial and recommended as outlined in PPS, 2024 policy 6.2.1.

### ***Applying municipal activity rate to forecast population***

Once the municipal activity rate is calculated, it would be multiplied by the municipality's projected population in the planning horizon, obtained in Chapter 2, population step 1. The result is the total municipal employment needs – the number of jobs anticipated in the horizon year.

### **Considerations**

The municipal activity rate provides for a comprehensive view of employment in a municipality. In addition to accounting for work from home and commuter employment, it takes into consideration variations in age structures, demographic differences, circumstances of underemployment and market limitations.

Not all municipalities have access to a municipal employment survey to help assess current employment within their geographic area. Therefore, by coordinating with one another, municipalities can ensure that individuals working outside their municipality of residence are counted in the municipality where they are employed.



Data obtained from: *Statistics Canada Census Data at the census subdivision (municipal) level.*

Figure 8: Illustration of step 1 – calculating municipal employment needs

The municipal labour force participation rate is the ratio of people employed (or looking for work) to the population of the municipality. Both the municipal labour force participation rate and the municipal activity rate are available from Statistics Canada.

In developing employment forecasts, municipalities should use the municipal activity rate, which provides a comprehensive metric of how employment interacts with the entire population and is useful for municipal and land use planning. The municipal activity rate captures variations in age structure and demographic differences, supports growth planning (i.e., alignment between jobs creation, housing, infrastructure, and services), and reflects local conditions.

The labour force participation rate risks undercounting jobs within municipalities as a result of the scope of what is being counted. The participation rate does not account for people who are underemployed, or people who may be eligible to work but cannot, due to familial obligations or job market limitations. As a result, the labour force participation rate only accounts for a subset of workers and their full capacity to be employed.

### Outcome

The outcome of this step is the projected estimate of future jobs needed. This is the input in employment step 2 for developing an employment forecast needed to accommodate employment in the planning horizon.

## **Employment step 2: developing an employment forecast**

### **Purpose**

The purpose is to develop an employment forecast for the total population in the planning horizon. This is based on the projected employment need, while considering local conditions.

### **Policy basis**

As informed by provincial guidance, planning authorities shall base population and employment growth forecasts on Ontario Population Projections published by the MOF and may modify, as appropriate (policy 2.1.1).

### **Recommended approach**

Municipalities should make adjustments to the total employment need, based on local factors and available data, and document any adjustments to demonstrate their rationale and accompanying evidence. Municipal forecasts should consider any potential impacts of shifting economic conditions, and it is important to use a variety of data sources to assess and refine the growth potential of employers, to accommodate new employment trends, and take into consideration local factors such as communities with a predominant student population and seasonal employees.

Key factors influencing adjustments may include:

- planned future business investments and infrastructure development
- labour market policies and changes in demographic trends
- changes in industrial composition and
- shifts in trade policies and international market conditions

In addition, the existing jobs stock needs to be subtracted from the total employment needs to determine the employment forecast.

### **Considerations**

Possible sources of adjustments of the municipal employment forecast include municipal employment surveys, development data and infrastructure constraints and opportunities.



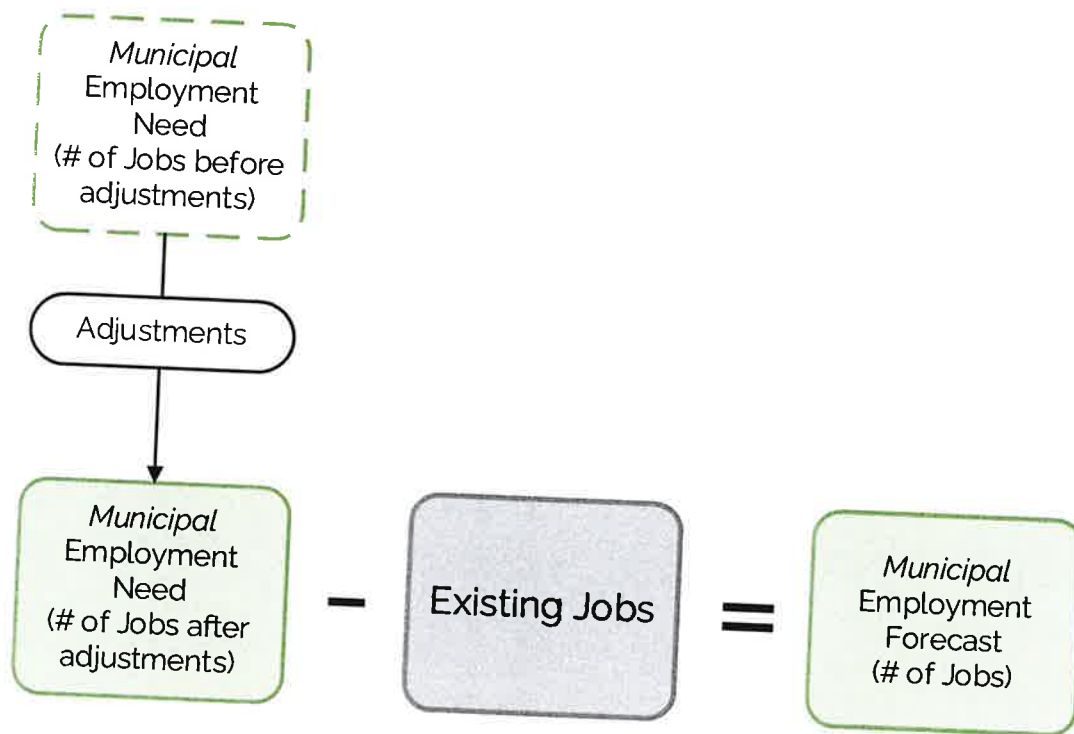


Figure 9: Diagram of step 2 – developing an employment forecast

### Outcome

The outcome is the total forecasted employment in the municipality in the planning horizon. This is the input for determining the number of jobs to be accommodated by land use category in employment step 3.

## Employment step 3: employment categorization by land use

### Purpose

The purpose is to categorize forecast jobs for the municipality into different types of employment uses to ensure that there is a sufficient land supply for all uses.

### Policy basis

Planning authorities shall promote economic development and competitiveness by (policy 2.8.1.1):

- a) providing for an appropriate mix and range of employment, institutional, and broader mixed uses to meet long-term needs;

- b) providing opportunities for a diversified economic base, including maintaining a range and choice of suitable sites for employment uses which support a wide range of economic activities and ancillary uses, and take into account the needs of existing and future businesses;
- c) identifying strategic sites for investment, monitoring the availability and suitability of employment sites, including market-ready sites, and seeking to address potential barriers to investment;
- d) encouraging *intensification* of employment uses and compatible, compact, mixed-use development to support the achievement of *complete communities*; and
- e) addressing land use compatibility adjacent to *employment areas* by providing an appropriate transition to sensitive land uses.

As defined in the PPS, 2024, *employment areas* are areas designated in an official plan for clusters of business and economic activities including manufacturing, warehousing, and goods movement. Uses excluded from *employment areas* are institutional and commercial, retail and office not associated with the examples of primary employment uses listed above, unless subject to transition under the *Planning Act*.

Planning authorities shall protect *employment areas* that are located in proximity to *major goods movement facilities and corridors*, including facilities and corridors identified in provincial transportation plans, for the *employment area* uses that require those locations (2.8.2.2).

### Recommended approach

In accordance with PPS, 2024, some types of jobs may be located within *employment areas* while others may not. The types of jobs that may be located in *employment areas* include manufacturing, research and development in connection with manufacturing, warehousing, goods movement, associated retail and office, and ancillary facilities. To accurately calculate municipal land needs, municipalities should determine the number of jobs within and outside *employment areas*.

Municipalities should classify forecast jobs into the following employment land use categories:

- **General Employment (GE):** Jobs primarily serving the needs of the local and regional population that are within the *settlement area* but are primarily outside of *employment areas*. These jobs primarily serve a resident population, including retail, commercial, hospitality, institutional, educational, health care and work from

home employment. Jobs typically located in standalone office buildings. Some smaller or rural municipalities may not have many of these types of jobs.

- **Employment Land Employment (ELE):** Jobs related to industries and activities that are generally not compatible with sensitive land uses and are primarily located within or adjacent to *employment areas* (e.g., manufacturing & warehousing jobs)
- **Rural Employment:** Resource and agriculture-based jobs (e.g., mining, forestry, feed / fertilizer facilities) that are typically located outside of *settlement areas*. Municipalities may consider including an appropriate share of other job categories such as GE jobs located outside of *settlement areas* (e.g., gas and service stations).

Municipalities may consider including fewer or additional land use sub-categories as appropriate, reflecting local conditions and planning objectives.

Small municipalities that do not have detailed data available may use a simplified method to determine the accommodation of GE jobs. Further details are provided in Chapter 5: Land Needs Assessment.

The simplified method enables municipalities to estimate the land need for GE jobs forecasted, based on inputs such as past permits, approvals, official plans and known employment trends in the municipality.

### Considerations

Municipalities are recommended to use the National Occupation Classification (NOC) data provided by Statistics Canada, as a special request for details that would be useful for municipalities beyond the broad classifications publicly available, to inform the classification of jobs by land use category, as it provides for a standardization in the identification and categorization of jobs, which is based on the training, education, experience, and responsibilities that they entail.

Jobs can further be classified through supplemental data such as employment surveys, development applications received / approved or an economic development strategy (if applicable).

However, municipalities do have the flexibility to adjust their job structures and the provision of jobs within each land use category based on local conditions including market disruptions, changes in economic activity, changes in *infrastructure* and capital investments etc., which in turn impacts the total percentage share of employment in each land use category and the resultant number of jobs per land use category.

The mix could be assumed to remain constant, or municipalities may anticipate that its job structure would change, over the planning horizon. Municipalities could adjust the current job category structure accordingly. These adjustments provide municipalities flexibility to adapt to local employment circumstances and recognize varying local contexts.

In some situations, industrial lands need to be redesignated to accommodate food or agricultural processing to support employment within the agri-food sector, whereas agricultural production and some direct processing likely occurs in *prime agricultural area* and/or rural lands. Growth in this type of employment may or may not trigger a need for additional employment lands but this potential scenario should be taken into consideration when categorizing forecasted jobs.

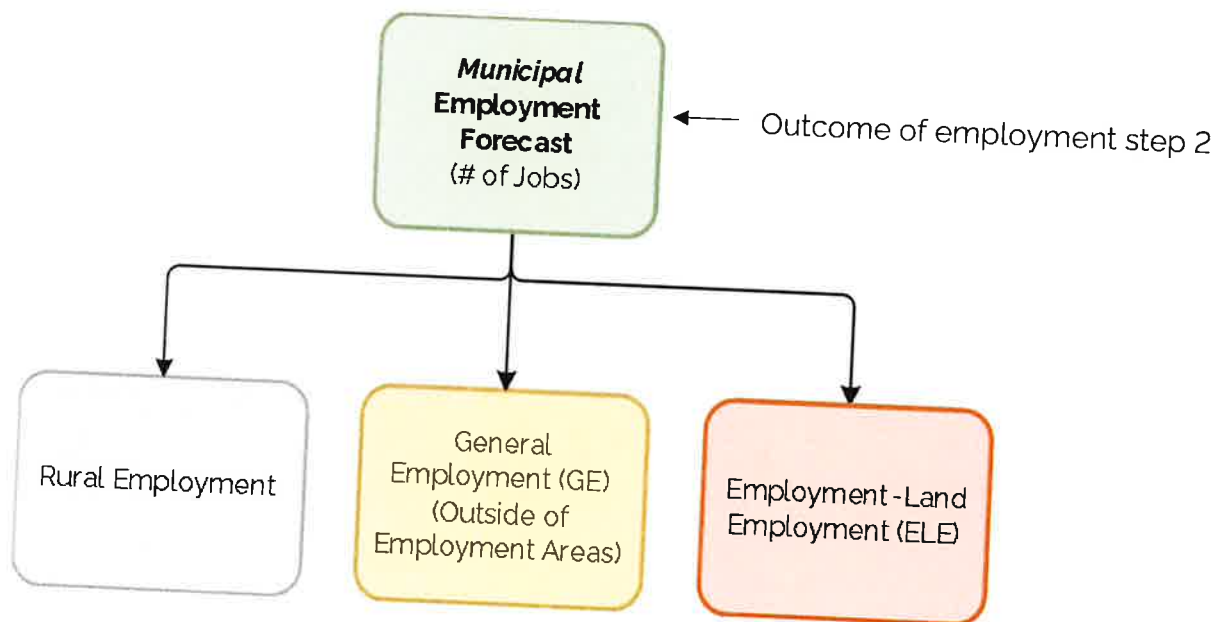


Figure 10: Diagram of employment step 3 – employment categorization by land use

### Outcome

The outcome is the categorization of the jobs forecasted for the municipality by different types of employment uses. The results are an input to determining the ability of municipalities to accommodate jobs through *intensification* in employment step 4.

## Employment step 4: planning for employment intensification

### Purpose

The purpose is to determine the number of jobs that can be accommodated through *intensification* and through new development which would impact land needs.

### Policy basis

Planning authorities should support the achievement of complete communities by accommodating an appropriate range and mix of land uses, *housing options*, transportation options with *multimodal* access, employment, *public service facilities* and other institutional uses, recreation, parks and open space, and other uses to meet long-term needs (policy 2.1.6a).

Planning authorities are encouraged to establish density targets for *designated growth areas*, based on local conditions. *Large and fast-growing municipalities* are encouraged to plan for a target of 50 residents and jobs per gross hectare in *designated growth areas* (policy 2.3.1.5).

Major office and major institutional development should be directed to *major transit station areas* or other *strategic growth areas* where *frequent transit service* is available (policy 2.8.1.4).

Planning authorities shall plan for, protect and preserve *employment areas* for current and future uses, and ensure that the necessary *infrastructure* is provided to support current and projected needs (policy 2.8.2.1).

### Recommended approach

Once the employment forecast is grouped into land use categories, municipalities should determine the number or share of GE jobs and ELE jobs that may be planned to be accommodated within the existing built-up area through *intensification*.

Municipalities would consider recent building permit data and development applications to assist with understanding market absorption and *intensification* potential. Determining the number or share of jobs that go into built-up areas or *designated growth areas* would be based on the existing employment patterns, size, and community characteristics. Municipalities may consider policy-based *intensification* potential encouraging the *redevelopment* of underutilized land and planning for higher densities (e.g., within *major transit station areas*). *Intensification* of ELE jobs refer to jobs that may be accommodated

within existing *employment areas* and would be generally less responsive to policy initiatives in favour of market demand and industry needs.

In turn, this provides supporting data needed to assess land needs and estimate the number of jobs to be accommodated within *designated growth areas*, or as part of a *settlement area* boundary expansion, including new *employment areas* for ELE jobs. This step also helps municipalities satisfy PPS, 2024 requirements as municipalities are required to establish minimum *intensification* targets per policy 2.3.1.4.

### Considerations

If a municipality does not currently have or anticipate having significant office development in the future, the office employment category can be omitted, and any non-ELE jobs can be reflected as part of the GE category.

Generally, in larger municipalities, a significant amount of GE jobs would be directed to built-up areas. This is due to factors such as *intensification*, and development within *strategic growth areas*, *major transit station areas* and others, such as mixed-use areas where *frequent transit* is available.

Municipalities with major office development and major institutional development may consider subdividing the GE category to assist in planning, such as within *strategic growth areas*.

Municipalities have the flexibility to remove consideration of work-from-home from the GE category and create a separate category to account for remote and hybrid work options.

Municipalities can also create additional categories to forecast by type of employment in each land use area.

Municipalities should consider underutilized *employment areas* (i.e., vacant or under used) to accommodate growth, as these areas could result in unaccommodated jobs that need to be addressed. Furthermore, the new definition of *employment area* results in more jobs to be accommodated by *intensification*, for areas such as underdeveloped strip malls etc.

In some situations, warehousing and logistics uses located within *employment areas* may not have a significant number of jobs or may be heavily automated. However, due to the nature of their function, these uses have sensitive / intensive land uses and cannot be intensified. Municipalities should take this into consideration when determining additional employment land needs.

This work would be coordinated with the housing forecast and its calculation for intensification in the next chapter, especially with respect to 'work-from-home' employment. Not all 'work-from-home' employment is fully remote and as a result cannot be excluded from calculations to determine adequate land supply for a mix of uses.

### Outcome

The outcome is the number of GE and ELE jobs that would be anticipated to be accommodated outside of the built-up area and existing *employment areas*. In turn, this will assist in determining land needs.

Where appropriate, industrial, manufacturing, and small-scale warehousing are encouraged to locate in *strategic growth areas* and other mixed-use areas where *frequent transit service* is available, outside of *employment areas*. As such, functionally, these jobs may be treated as GE jobs as they do not impact *employment area* land needs.

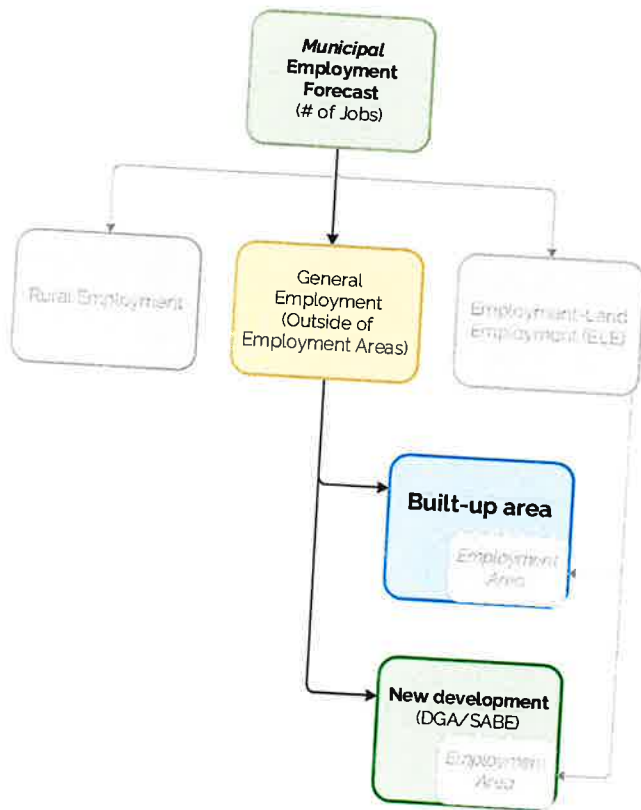


Figure 11: Diagram illustrating jobs in the Employment Land Employment category feeding into the employment area land use.

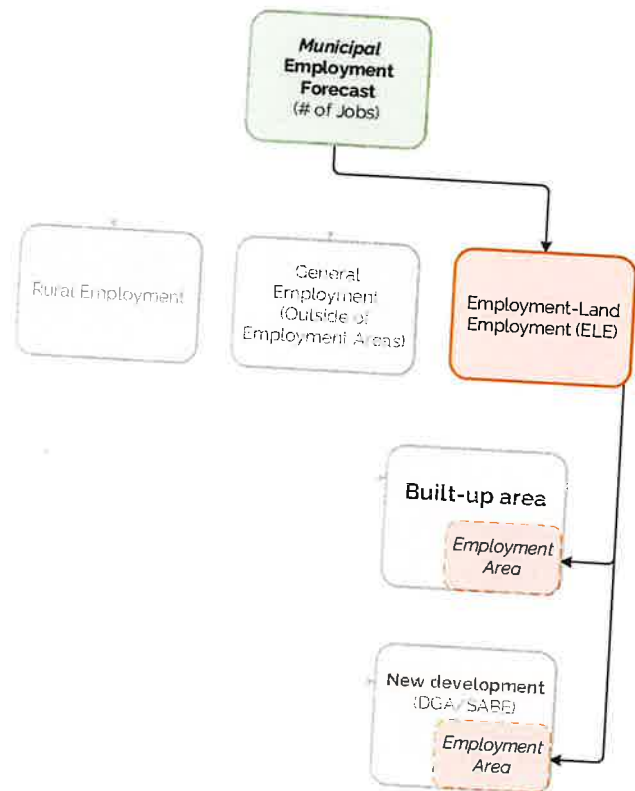


Figure 12: Diagram illustrating jobs in the General Employment category feeding into both built-up areas and new development.



## Chapter 5: Land Needs Assessment

### Overview

Chapter 5 guides municipalities in determining the amount of land required to accommodate an appropriate range and mix of land uses to meet a municipality's projected needs over a 20 to 30-year planning horizon.

Three methods are provided to identify the quantity of land needed for housing and jobs, while considering *employment area* land needs separately from GE and rural employment land needs. Each method is based on PPS, 2024 policy direction and considers available data and local conditions.

### Purpose

The purpose is to determine if land is required to accommodate the forecasted needs identified in Chapters 3 and 4 and, if so, calculate the amount of land needed.

### Policy basis

At the time of creating a new official plan and each official plan update, sufficient land shall be made available to accommodate an appropriate range and mix of land uses to meet projected needs for a time horizon of at least 20 years, but not more than 30 years, informed by provincial guidance. Planning for *infrastructure, public service facilities, strategic growth areas* and *employment areas* may extend beyond this time horizon (policy 2.1.3).

The intention of the guidance is to assist municipalities develop population and employment forecasts and identify the overall quantity of land needed by the municipality to the planning horizon. The location of new settlement areas, location of expansions to settlement areas, location of employment areas, or the suitability of whether an area of land should be included or removed from an employment area are therefore not in scope to be addressed in the guidance. However, the outcome of quantifying land needs would be a supporting resource for municipalities in implementing these other aspects of the PPS, 2024.

### Recommended approach

It is recommended that municipalities quantify municipal land needs based on municipal forecasted population and employment, using one of (or combination of) the following three methods:

**method 1:** People and jobs per hectare

**method 2:** Multiple densities

**method 3:** A simplified method, using Method 1 or 2 for housing land need plus an estimate (i.e., a percentage) for employment land need (i.e., GE and ELE jobs)

methods 1 and 2 are appropriate for most municipalities. Where the data is available for some of the forecasts (i.e., housing and/or employment), it is recommended that the municipality uses the most elaborate method to develop a land needs assessment for those forecasts.

Municipalities are encouraged to use both methods 1 and method 2 and compare their results. The comparison assists in ensuring land need is neither under or over estimated. Following this exercise, municipalities should provide a rationale for their chosen method, and the resulting land need.

Method 3 is only recommended for cases where a municipality does not have sufficient data or lacks the means/capacity to obtain the data necessary for applying one or both of the methods. In general, the simplified approach is only appropriate for a largely rural municipality with a very small population.

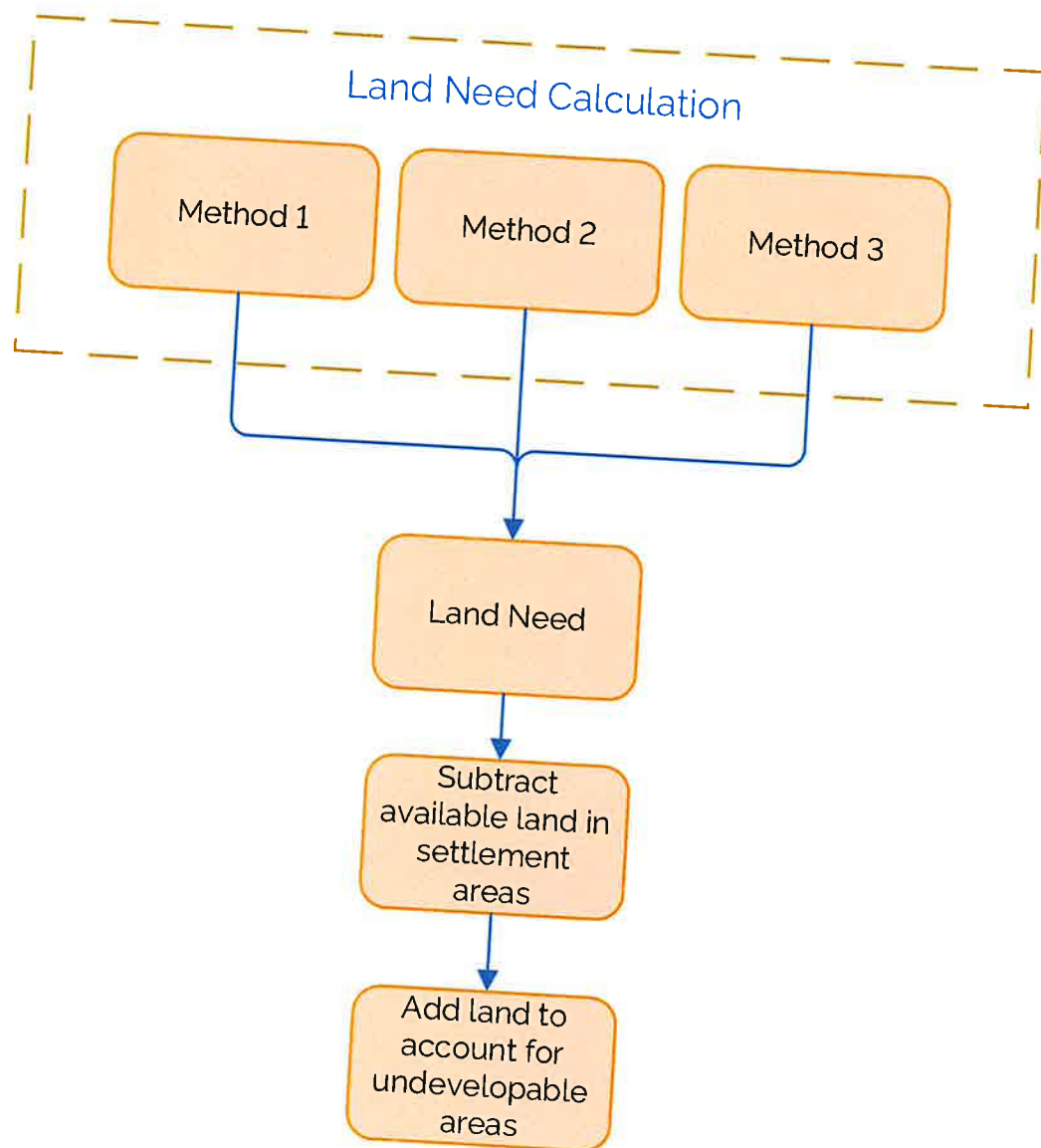


Figure 13: Calculation steps for adjusting land need outcomes. These steps are performed after land need is calculated, regardless of method used.

It is recommended that municipalities choose the method or methods that is most suitable for them, considering available data and local conditions. It is also possible to mix and match components of the methods depending on available data and land use planning approaches to density.

A common aspect to each method is that municipalities would consider land adjustments, (both upward and downward) to account for land designated and available for development, the impact of Minister's zoning orders (MZOs) issued or other provincial priorities affecting the use of land since the official plan or official plan update came into effect, and compensation steps (i.e., considering the impact of employment land removals):

- Subtract developable and vacant land

This is to account for land that is already available to accommodate development within the *settlement area* and *employment area* to prioritize existing land, ensure its efficient use and support the orderly progression of growth.

- Add to compensate for undevelopable lands or anticipated lags in land development (if needed)

There may be lands within *settlement areas* that are not able or anticipated to be developed by the horizon for a range of policy reasons or market conditions. Municipalities should compensate for these lands to ensure there is sufficient land to the horizon.

An integral aspect in each method is coordination between lower-tier municipalities, and coordination between lower-tier municipalities and upper-tier municipalities with planning responsibilities.

### **Method 1: people and jobs per hectare**

Municipalities would add up the number of residents in estimated housing units (i.e., number of people) and the number of jobs outside of *employment areas* (i.e., number of GE jobs).

The number of people is obtained from the housing forecast is then converted from housing units to people by undertaking an analysis of persons-per-unit (PPU) according to unit type.

The number of jobs is obtained from the employment land needs. For the purpose of the mixed-use portion of *settlement areas*, the basis for the assessment is the GE jobs after subtracting existing jobs and *intensification*.

The combined total of residents and jobs would be divided by the planned density target set by the municipality. The outcome of dividing residents and jobs by the planned density

targets is the municipality's developable land needs in net hectares. Municipalities will then determine an adjusted land needs in gross hectares.

Municipalities may rely on census data for information on unit size by housing type to assist in determining an appropriate PPU by housing type. The level of detail for the analysis should be commensurate with the size of the municipality, the amount and type of housing demand and the available data. Statistics Canada provides data at the census tract level to inform a detailed analysis. However, municipalities may use aggregated data at the CSD level.

For *employment areas*, municipalities would follow a similar approach using ELE, and then apply the density target (i.e., jobs per hectare).

Municipalities would be recommended to use a gross density target. PPS, 2024 policy 2.3.1.5 encourages all municipalities, to establish density targets, and explicitly encourages *large and fast-growing* municipalities to plan using a specified gross density target.

The intent is that the results reflect all the land needed to accommodate the forecasted need before any adjustments are applied. The resulting land needs is the total quantity of land required for housing and employment.

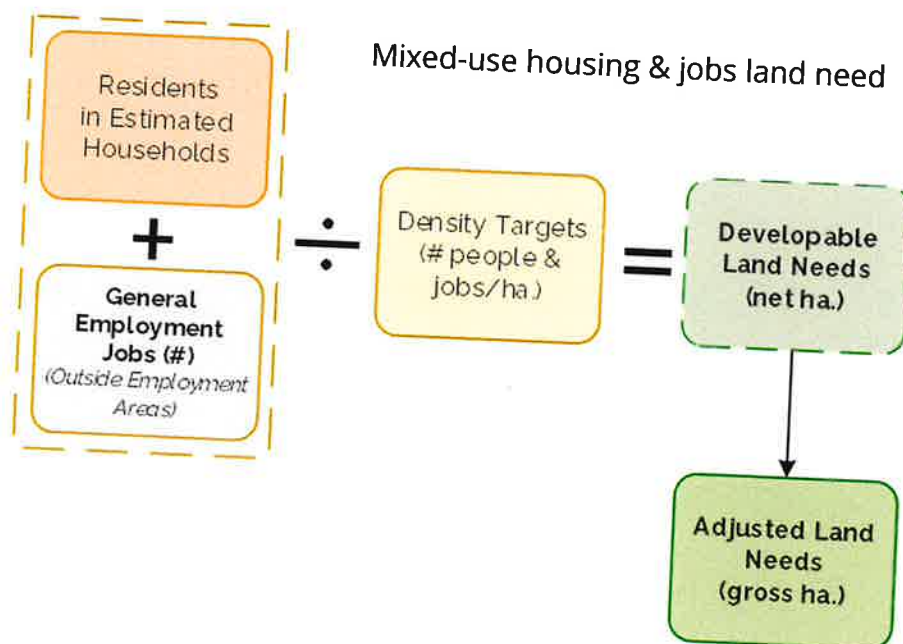
**Method 1:**

Figure 14: Method 1 steps for calculating housing and jobs land needs using people & jobs per hectare.

Employment area land need

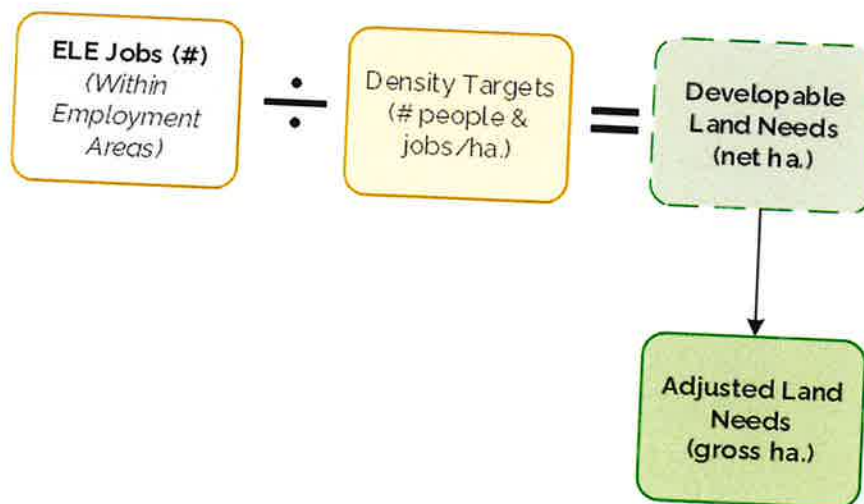


Figure 15: Method 1 steps for calculating *Employment Area* land needs using people & jobs per hectare.

## Method 2: multiple densities

Method 2 is the most detailed of the three methods because it applies a specific density to each type of development (i.e., each type of housing unit and each type of job). By using specific densities, municipalities would achieve the most accurate land assessment with the intention that this would lead to the most efficient use of land that best reflects community needs.

Method 2 supports the PPS, 2024 policy encouragement for mixed-use development and a range and mix of *housing options* to the extent that data is available to the municipality.

The amount of land is calculated by multiplying each type of development by its relevant density factor, given the extent of available data.

For housing, different housing typologies should be accounted for. The housing needs by type (e.g., low-density, medium-density and high-density) that remain to be accommodated after housing step 3 should be taken into account, each according to their specific net density assumptions. Municipalities should consider densities of different typologies by using standard industry and land use planning practices, i.e., the floor space index (FSI) or unit per hectare.

For employment, municipalities may rely on standard industry and land use planning practices to identify the floor space per worker (FSW) ratio for different job types.

Specifically, method 2 uses a FSW ratio to calculate GE jobs and *employment area* land needs. The land for GE jobs is combined with the housing land needs to determine the overall land needs for both housing and jobs, separate from *employment areas*.

Since both housing and employment assessments are 'net', narrowly accounting for only the land required for the specific typology, municipalities should adjust the results upward to account for gross land needs required to accommodate development, including roads, parks, stormwater management and other components not accounted for. The adjustments would be expected to vary by typology and need, according to community needs. Municipalities could base the adjustment on local data, including recent development proposals and approvals, building permit applications, price, rent, and vacancy dynamics across building types, and land use planning requirements. Municipalities are encouraged to engage the public and stakeholders early in local efforts to inform any adjustments, as a component of implementing the PPS, 2024. Municipalities should document the adjustments made to determine the gross land needs.

The resulting land needs is the total quantity of land required for housing and employment.



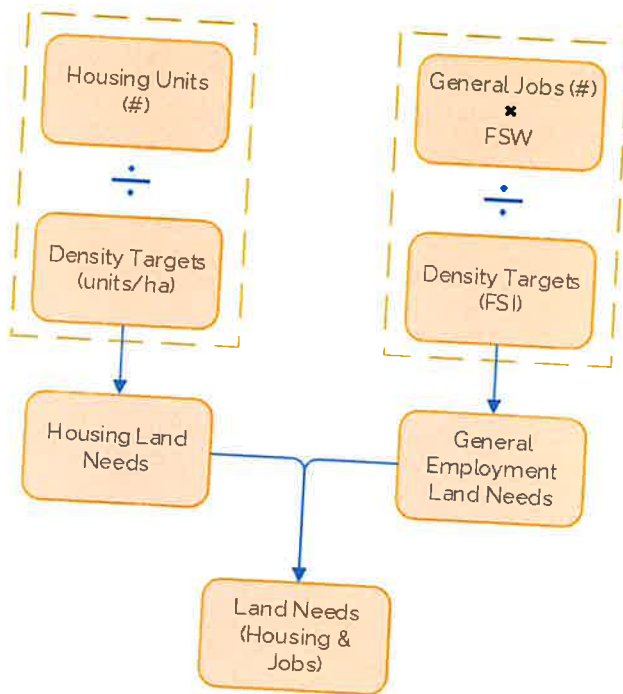
**Method 2:****Mixed-use housing & jobs land need**

Figure 16: Method 2 steps for calculating land needs for housing and jobs.

**Employment area land need**

Figure 17: Method 2 steps for calculating *employment area* land.

**Method 3: simplified**

Method 3 is a simplified method, which provides steps to determining land needs when a municipality does not have detailed data available.

For housing and GE jobs, municipalities could determine their housing land needs and then add an estimated factor (i.e., percentage) to accommodate jobs. Municipalities may use method 1 (i.e., applying people per gross hectare density) or method 2 (i.e., applying housing units per net hectare density) to determine their housing land needs.

Once a municipality determines the housing land needs, the simplified method enables municipalities to estimate the land needs for non-*employment area* jobs forecasted, which is based on factors such as the existing built form, building permit approvals, current zoning, official plan designations and historic development and growth patterns. Estimates can also be forward looking, if for example there is knowledge of a major employment change coming to a municipality.

For *employment areas*, municipalities would develop an estimate of *employment area* density to apply to their forecasted ELE jobs. The estimate would be based on available data and past development.

### **Considerations for using method 3**

Smaller and more rural municipalities would be advised to use this method, where there are resources and capacity constraints in undertaking the work required for methods 1 or 2. For example, small, rural, or northern municipalities may not have sufficient data to assess land needs for each type of housing and employment development.

Municipalities may opt to use this simplified method based on population size, lack of data necessary for utilizing the land-based method involving FSW, availability of data on previous employment growth (within and outside of *employment areas*), or other considerations.

Method 3 is based on estimations, with housing and job land needs deriving from available housing density data, and *employment area* land needs deriving from employment estimates and local job typologies. As an approach based on estimations, the results from method 3 may cause an over- or under-projection of land needs. However, the scope would be relatively minimal.

**Method 3:**

Figure 18: Method 3 steps for calculating land need for housing and jobs.

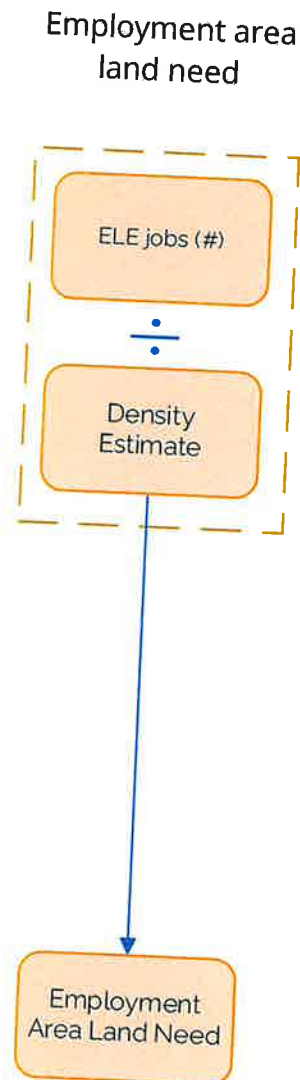


Figure 19: Method 3 steps for calculating *employment area* land need.

## Comparing the land needs assessment methods

A table comparing the three methods, their benefits and considerations for municipalities when selecting their approach to their land needs assessment, can be found below.

Methods provided in guidance	Benefits
<b>Method 1: Using a people and jobs per hectare density factor.</b> <ul style="list-style-type: none"> <li>• People – converted back from number of housing units forecasted.</li> <li>• Jobs – from employment land needs.</li> </ul>	<ul style="list-style-type: none"> <li>• Measuring the number of people rather than housing units allows municipalities to more accurately gauge density (e.g., identifying service levels needed).</li> </ul>
<b>Method 2: multiple densities calculation using FSW data for jobs and a Floor Space Index (FSI) density factor.</b> <ul style="list-style-type: none"> <li>• Housing units from forecasting.</li> <li>• Employment space in square metres calculated from FSW.</li> </ul>	<ul style="list-style-type: none"> <li>• Using surface area instead of number of jobs as a unit of measurement for employment accounts for variations in land needs for different types of jobs.</li> <li>• Allows for calculation of land needs that are reflective of needs for specific housing and jobs by type.</li> </ul>
<b>Method 3: simplified method, using method 1 or 2 for housing land needs + estimate (percentage) for employment land needs.</b> <ul style="list-style-type: none"> <li>• Results from housing forecasts or people converted from number of housing units forecasted.</li> <li>• Estimate for employment land needs.</li> </ul>	<ul style="list-style-type: none"> <li>• This simplified version may be used by municipalities that lack sufficient data to calculate specific employment outside of <i>employment areas</i>.</li> </ul>

Figure 20: Chart illustrating a comparison of the three land needs methods

## Considerations

- inter-municipal collaboration is encouraged through all stages of the forecasting process
- method 2 provides a more accurate assessment of land needs that reflects built form and end-user needs. In the case of neighbouring jurisdictions using different methods, the result calculated by the municipality using method 2 would take precedence; and
- municipalities without readily available data for calculating their own FSW ratios may consider using FSW ratios from a neighbouring municipality that has this data available

## Outcome

Using any of the above methods would provide municipalities with the information needed to assist in future planning to ensure sufficient land is available to achieve market balance and to support PPS, 2024 implementation.

Where there is an identified need for land beyond what is available within *settlement areas* (land for mixed-use housing and jobs and *employment areas*) municipalities would ensure that the appropriated policies of the PPS, 2024 are applied. Municipalities may also consider the removal of land from *employment areas*.

## Chapter 6: Implementation

The purpose of Chapter 6 is to recommend to municipalities general best practices for the implementation of the guidance. The chapter outlines the significance of collaboration between municipalities and documentation of land needs assessment processes. Finally, chapter 6 identifies uses for the municipal land needs assessment results as part of PPS, 2024 implementation.

### Intermunicipal coordination

Collaboration between municipalities would be essential for achieving the outcomes of all steps of the forecasting and land needs assessment process and is encouraged as a cornerstone of the methodologies in the guidance for supporting the implementation of PPS, 2024 policies. Coordination between municipalities is recommended to ensure the distribution of projections for each municipality considers the future housing, population, *infrastructure*, and other land use needs within the whole CD. In addition, each municipality could test its calculations compared with the projections for the CD.

### Policy basis

A coordinated, integrated, and comprehensive approach should be used when dealing with planning matters within municipalities, across lower, single and/or upper-tier municipal boundaries, and with other orders of government, agencies, boards, and Service Managers including:

- a) managing and/or promoting growth and development that is integrated with planning for *infrastructure* and *public service facilities*, including schools and associated childcare facilities;
- b) economic development strategies;
- c) managing natural heritage, water, agricultural, mineral, and cultural heritage and archaeological resources;
- d) infrastructure, multimodal transportation systems, public service facilities and waste management systems;
- e) ecosystem, shoreline, watershed, and Great Lakes related issues;
- f) natural and human-made hazards;

- g) population, housing and employment projections, based on *regional market areas*, as appropriate; and
- h) addressing housing needs in accordance with provincial housing policies and plans, including those that address homelessness (policy 6.2.1).

Municipalities, the Province, and other appropriate stakeholders are encouraged to undertake a coordinated approach to planning for large areas with high concentrations of employment uses that cross municipal boundaries (policy 6.2.8).

Where planning is conducted by an upper-tier municipality, the upper-tier municipality in consultation with lower-tier municipalities shall:

- a) identify and allocate population, housing and employment projections for lower-tier municipalities;
- b) identify areas where growth and development will be focused, including strategic growth areas, and establish any applicable minimum density targets;
- c) identify minimum density targets for growth and development taking place in new or expanded settlement areas, where applicable; and
- d) provide policy direction for the lower-tier municipalities on matters that cross municipal boundaries (policy 6.2.9)

Where there is no upper-tier municipality or where planning is not conducted by an upper-tier municipality, planning authorities shall ensure that policy 6.2.9 is addressed as part of the planning process, and should coordinate these matters with adjacent planning authorities (policy 6.2.10).

## Documentation

Municipalities should document their forecasting and land needs assessment work through a detailed written report that substantiates the specific quantitative values reported.

In addition, if a municipality decides to use an alternative approach (or approaches) for the forecasts and land needs assessment than what is outlined in this guidance, they are expected to document that information. Municipal staff will need to document the approach (or approaches) used, the base data, the adjustments made and provide the rationale and methodology (or methodologies) behind the calculations.



Municipalities should share with the appropriate approval authority all documentation regarding the forecasting and land needs assessment to demonstrate how they have satisfied the PPS, 2024 requirements.

## Using the municipal land need assessment results

Municipalities should use the results of their land needs assessment process to ensure satisfying PPS, 2024 requirements.

The result of the land needs assessment is a total quantum of land needed at the municipal level. This provides a critical input to the official plan or official plan amendment process through which the appropriate locations of any proposed *settlement area* boundary expansions, the removal of *employment area* land for non-employment uses, and the planning of development in *designated growth areas* will ultimately be determined. These decisions will be updated by municipalities through official plan or official plan amendment process, subject to statutory approval.

## Glossary

**Base year:** Base year is the present-day population, or the latest available population. It may be obtained from Statistics Canada and is available at the CSD (municipal) level.

**Census Division:** A census division (CD) is a geographic term used by Statistics Canada for statistical reporting. It falls between the province/territory level and the municipality (i.e., census subdivision). It refers to a group of neighbouring municipalities joined together for the purposes of regional planning and managing common services (such as police or ambulance services). These groupings are established under laws in effect in certain provinces of Canada. Census division is the general term for provincially legislated areas (such as county, and regional district) or their equivalents. Census divisions are intermediate geographic areas between the province/territory level and the municipality (census subdivision).

**Census Subdivision:** A census subdivision (CSD) is a geographic term used by Statistics Canada for statistical reporting. It is general term for municipalities (as determined by provincial/territorial legislation). This includes cities, towns, townships, and other types of incorporated municipalities. This also includes areas treated as municipal equivalents for statistical purposes, such as Indian reserves, Indian settlements, and unorganized territories.

**Cohort survival model:** A method to track births, deaths, and migration patterns over time to forecast the future population. Though tracking cohorts, this method provides information about how populations change over time, which can be used to plan service delivery and resource allocation.

**Complete communities:** means places such as mixed-use neighbourhoods or other areas within cities, towns, and *settlement areas* that offer and support opportunities for equitable access to many necessities for daily living for people of all ages and abilities, including an appropriate mix of jobs, a full range of housing, transportation options, *public service facilities*, local stores, and services. *Complete communities* are inclusive and may take different shapes and forms appropriate to their contexts to meet the diverse needs of their populations (PPS, 2024).

**Employment areas:** means those areas designated in an official plan for clusters of business and economic activities including manufacturing, research, and development in connection with manufacturing, warehousing, goods movement, associated retail and office, and ancillary facilities. An *employment area* also includes areas of land described by subsection 1(1.1) of the *Planning Act*. Uses that are excluded from *employment areas* are institutional and commercial, including retail and office not associated with the primary employment use listed above (PPS, 2024).

**Employment Land Employment (ELE):** Jobs related to industries and activities that are generally not compatible with sensitive land uses and are primarily located within or adjacent to *employment areas* (e.g. manufacturing & warehousing jobs).

**General Employment (GE):**

- a) Jobs primarily serving the needs of the local and regional population that are within the settlement area but are primarily outside of *employment areas*. These jobs primarily serve a resident population, including retail, commercial, hospitality, institutional, educational, health care and work from home employment. As institutional uses (e.g., hospitals, health care, education) are excluded from *employment areas* and as a result must be accommodated in the GE category consistent with the new definition of employment in the PPS, 2024.
- b) Jobs typically located in standalone office buildings (e.g., company headquarters or a consulting firm). Some smaller or rural municipalities may not have many of these types of jobs located in standalone office buildings (e.g., a doctor's office within a plaza with retailers and personal care services). This category may vary based on municipal interpretations of *employment areas*.

**Headship rates, or household formation rates:** the proportion of primary household maintainers (i.e., household heads) in a given population. This information is available through the census household data from Statistics Canada.

**Housing options:** means a range of housing types such as, but is not limited to: single-detached, semi-detached, rowhouses, townhouses, stacked townhouses, multiplexes, additional residential units, tiny homes, laneway housing, garden suites, rooming houses and multi-residential buildings, including low- and mid-rise apartments. The term can also refer to a variety of housing and tenure arrangements.

**Intensification:** means the development of a property, site or area at a higher density than currently exists through:

- a) *redevelopment*, including the reuse of *brownfield sites* and underutilized shopping malls and plazas;
- b) the development of vacant and/or underutilized lots within previously developed areas;
- c) infill development; and
- d) the expansion or conversion of existing buildings

(PPS, 2024).

**Labour force participation rate:** Defined by Statistics Canada as the percentage of the working age population (i.e., age 15 years or older) that are either employed or unemployed. This rate measures the portion of working age population who are employed or actively seeking employment.

**Major transit station area:** the area including and around any existing or planned *higher order transit* station or stop within a *settlement area*; or the area including and around a major bus depot in an urban core. *Major transit station areas* generally are defined as the area within an approximate 500 to 800-metre radius of a transit station (PPS, 2024).

**Municipal activity rate:** the total number of jobs located within a municipality divided by its base (present-day) population. The municipal activity rate provides a more comprehensive metric of how employment interacts with the entire population, which is useful for municipal and land use planning. The activity rate captures variations in age structure and demographic differences, supports growth planning (alignment between jobs creation, housing, infrastructure, and services), and reflects local conditions.

**Place of Work Status by Occupation:** refers to the physical space in which a person works, which along with municipal employment surveys can be used to obtain the municipality's base employment. This data is available from Statistics Canada at the census subdivision level.

**Primary household maintainer:** defined by Statistics Canada for the purposes of the Census, refers to the first person in the household identified as someone who pays the rent or the mortgage, or the taxes, or the electricity bill, and so on, for the dwelling. In the case of a household where two or more people are listed as household maintainers, the first person listed on the Census form is chosen as the primary household maintainer.

**Projection range:** refers to applying the two methods for disaggregating the MOF projection. The result of applying the two outcomes serve as forecasting parameters – or projection range – as a basis to form a future population projection at the municipal scale.

**Regional market area:** refers to an area that has a high degree of social and economic interaction. The upper or single-tier municipality, or planning area, will normally serve as the *regional market area*. However, where a *regional market area* extends significantly beyond these boundaries, then the *regional market area* may be based on the larger market area. Where *regional market areas* are very large and sparsely populated, a smaller area, if defined in an official plan, may be utilized (PPS, 2024).

**Rural Employment:** Resource and agriculture-based jobs, typically outside of *settlement areas* (includes a share of other job categories).

**Settlement areas:** means urban areas and rural *settlement areas* within municipalities (such as cities, towns, villages, and hamlets). Ontario's *settlement areas* vary significantly in terms of size, density, population, economic activity, diversity and intensity of land uses, service levels, and types of *infrastructure* available. *Settlement areas* are:

- a) built-up areas where development is concentrated, and which have a mix of land uses; and
- b) lands which have been designated in an official plan for development over the long term.

(PPS, 2024)

**Strategic growth areas:** means within *settlement areas*, nodes, corridors, and other areas that have been identified by municipalities to be the focus for accommodating *intensification* and higher-density mixed uses in a more *compact built form*. *Strategic growth areas* include *major transit station areas*, existing and emerging downtowns, lands in close proximity to publicly-assisted postsecondary institutions and other areas where growth or development will be focused, that may include infill, *redevelopment* (e.g., underutilized shopping malls and plazas), *brownfield sites*, the expansion or conversion of existing buildings, or greyfields. Lands along major roads, arterials, or other areas with existing or planned *frequent transit* service or *higher order transit* corridors may also be identified as *strategic growth areas* (PPS, 2024).

**Suppressed Household Formation:** New households that would have been formed but are not due to a lack of attainable options. The persons who would have formed these households include, but are not limited to, many adults living with family members or roommates and individuals wishing to leave unsafe or unstable environments but cannot due to a lack of places to go.

## Appendix: List of Data Sources

- Ministry of Finance: [Ontario Population Projections](#)
- Ministry of Finance: [Ontario Population Projections – Data Catalogue](#)
- Statistics Canada - Municipal data on population estimates: [StatsCan CSD Population Estimates](#)
- Statistics Canada - CD data on population estimates: [Statistics Canada CD Population estimates](#)
- [Rural Ontario Institute](#): data source of additional rural demographic data
- [StatsCan data on household size by housing type and community](#)
- [School board enrollment projections](#) may account for school age cohort data
- [Statistics Canada population data by age by CSD](#)

**Ministry of Municipal Affairs and Housing**

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Disponible en français



(sent by e-mail only)

**Date: August 21, 2025**

**Re: Updates to Ministry of the Environment, Conservation and Parks' Compliance Policy – Potential for Low-Risk Incident Referrals to Municipalities**

On June 4, 2025, the Government of Ontario [announced updates](#) to the Ministry of the Environment, Conservation and Parks' [compliance policy](#). A notice outlining the decision can be found [here](#). These changes will allow the ministry to focus on higher-risk events, such as spills that could harm human health, while referring low-risk incidents that do not impact human health or the environment, such as construction noise, via referral to more appropriate regulatory authorities, including municipalities. Further details on the new incident referral assessment process can be found in section 4.2 of the updated compliance policy.

The updates to the compliance policy will clarify roles and responsibilities between the ministry and municipalities to avoid duplication and reduce burden on the regulated community by simplifying compliance oversight for low-risk activities. These changes will strengthen collaboration between the ministry and municipalities, while also improving service for members of the public by clarifying which regulator is responsible for responding to an incident.

Listed below are types of complaints that the ministry will typically consider for referral to municipalities:

1. Odours - Reports of odours from restaurants, food preparation, construction/demolition/maintenance activities, vehicles, or residential sources.
2. Noise - Reports of noise from air conditioning and heating, vehicles, residences, pets, construction activities, music festivals and outdoor events.
3. Dust - Reports of general or road dust resulting from development or construction/demolition sites, stone cutting, or complaints of off-site dust generated from a neighbour's construction activities.
4. Waste - Reports of littering, abandoned vehicles, and small quantities of solid non-hazardous waste dumping.
5. Water – Reports of discharges to municipal sewers, oil leaking from vehicles to roadway/sewers, and problems with private ponds.

**Please note:** if a low-risk incident persists long term escalates to a community-level concern, or becomes linked to health impacts, the ministry will re-evaluate the risk and may take further action. Additionally, if a municipality lacks the capacity to carry out compliance and enforcement activities for a referred incident, the ministry may intervene if the risk level is deemed sufficiently high.

The ministry is planning further engagement with municipalities to support open

communication during this transition. More details will follow via future communications.

Should you have any questions or wish to discuss further, please feel free to contact me via email ([rick.lalonde@ontario.ca](mailto:rick.lalonde@ontario.ca)) or by phone (705-257-9346).

If you wish to discuss further, please feel free to contact me.

Sincerely,

Rick Lalonde

**Supervisor**

Sault Ste. Marie Area Office

Ministry of the Environment, Conservation and Parks

Suite 110, 70 Foster Dr Sault Ste Marie, Ontario P6A 6V4

**Ministry of Natural Resources**

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

**Ministère des Richesses naturelles**

Direction de la politique d'exploitation des  
ressources et des risques naturels.  
Division de l'élaboration des politiques  
300, rue Water  
Peterborough (Ontario) K9J 3C7



August 13, 2025

Subject: Proposed regulations to support the implementation of the proposed  
*Geologic Carbon Storage Act, 2025*, if passed by the Legislature

---

Hello,

Over the past three years, the Ministry of Natural Resources (MNR) has been taking a measured and phased approach to enabling and regulating geologic carbon storage (further referred to as carbon storage) in Ontario. Carbon storage is new to the province and developing a comprehensive framework to regulate this activity would help ensure that it is done responsibly, with measures in place to safeguard people and the environment.

Carbon storage involves injecting captured carbon dioxide into deep geological formations for permanent storage. This technology could provide industries in Ontario with a critical tool for managing their emissions and contributing to the achievement of Ontario's emissions reduction targets.

As you may be aware, the proposed *Geologic Carbon Storage Act, 2025* was introduced into the Ontario legislature on May 27<sup>th</sup>, 2025 as part of Bill 27, Resource Management and Safety Act, 2025. The Bill has now reached second reading in the Legislature, and debate of the Bill will continue after the legislature resumes on October 20<sup>th</sup>, 2025. The status of the Bill in the legislative process can be viewed on the Legislative Assembly of Ontario [website](#).

The proposed Act, if passed by the Legislature, would require the development of supporting regulations that would cover the detailed regulatory requirements for the authorization of research and evaluation activities, and carbon storage activities, before the Act could be proclaimed and brought into force.

We are writing to notify you that the MNR is seeking feedback on the general content of proposed regulations that are being considered under the proposed *Geologic Carbon Storage Act*, 2025, if it is passed by the Legislature.

More details on the general content of the proposed regulations can be viewed in a proposal notice on the Regulatory Registry, posting # [25-MNRF006](#). Feedback on the proposal can be provided directly to MNR through the email address provided below.

If you would like more information or have any questions, please contact Andrew Ogilvie, Manager of Resources Development Section, at 705-761-5815 or through email: [Resources.Development@ontario.ca](mailto:Resources.Development@ontario.ca).

Sincerely,

A handwritten signature in black ink that reads "Jennifer Keyes". The script is cursive and fluid, with the first letters of each word being capitalized and prominent.

Jennifer Keyes  
Director, Development and Hazard Policy Branch

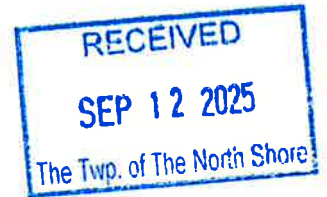
# LAUZON AVIATION COMPANY LIMITED

P.O. Box 1750  
Blind River, Ontario, Canada P0R 1B0  
Phone (705) 849-2389 • Fax (705) 849-2758



September 12, 2025

TOWNSHIP of the NORTSHORE, Mayor and Council  
PO Box 108  
Algoma Mills, Ontario  
P0R 1A0



**ATTENTION: Mayor and Council.**

**RE: "PathFinder Wind-Project" proposed 34 wind-turbines (an industrial-power project)**

**LAUZON AVIATION CO. LIMITED**, is a Commercial Air Service and Tourist Establishment operating a sea-plane BASE from Lake Lauzon since 1959, with many years of experience with factors that influence takeoff and landing and flight operations in and around this northern area.

The proposed 34 wind-turbines "PathFinder Wind-Project" an industrial-power project will create an **EXTREME SAFETY HAZARD** for AVIATION (fixed wing and rotary aircraft) jeopardizing flight safety and will create a **HAZARD** that will affect many lives, and our business.

The proposed "Pathfinder Wind-Project" footprint area height of land is staggered up to approx. 1400 feet; each turbine-tower from ground to tip (includes blade height) stands approx. 700 feet; reaching a **total height of approx. 2100 feet above sea level.** The cloud base in this area regularly surface up to 2100 feet which will put those turbines completely in the clouds, not visible and will cause severe hazard.

**Three Commercial Air Services**, "Lauzon Aviation Co. Limited" from Lake Lauzon / "Timberwolf Air Service" from Blind River / and "Glassy Bay Outfitters" from Elliot Lake, fly over the proposed site on route to northern camps. And "Glassy Bay Outfitters" will be affected in both take-off and landing phases from their base lake of Elliot Lake (take-off and landing phases are the most critical phases of flight).

The proposed footprint of the "Pathfinder Wind-Project" will directly obstruct direct flight path to multiple northern lakes and the direct flight path to our northern outpost-cabin-locations. Air travel and our Air Service will be greatly negatively affected by the "Pathfinder Project" proposed 34-wind-turbines.

Page one of three

*Since 1959 • Charter Air Service • Fishing • Hunting • Vacations*

Web Site: [www.lauzonaviation.com](http://www.lauzonaviation.com)

E-Mail: [lauzonav@onlink.net](mailto:lauzonav@onlink.net)

Re. Proposed 34 wind-turbines "Pathfinder Project"

Page two of three

As you are aware, Hydro's 230 kV high-voltage transmission towers/lines stretch EAST and WEST through that area, as well, Hydro's 115 kV transmission towers/lines traverse through the area. Hydro helicopters on their required routine patrols fly the areas along the power lines to survey power lines. And we have many years' experience observing private aircraft flying along the power line as they utilize the power-line as a navigational aid through the area, the proposed 34 wind-turbines will be a severe hazard for flying along the power lines. Question? what additional transmission-lines will be required from the power-project to tie into the grid?

The outpost cabin at Pathfinder Lake (tourist outfitter is Destination Pathfinder) the adjacent proposed 34-wind-turbines will be approx. half-a-mile from Pathfinder Lake. AND the outpost-cabin at Mountain Top Lake approx. less than half-a-mile. Pathfinder Lake and Mountain Top Lake will no longer be accessible by float plane due to the location of these wind-turbines.

For over 60+ years we have experienced many factors that influence weather and wind unique to regions of this northern area and the Matinenda-Dunlop-Elliott Lake corridor. Of particular importance, the majority of pilots (private and commercial) fly according to Visual Flight Rules ("VFR", i.e. pilots navigating primarily visually) and VFR weather minima. These towers are skinny and white, very difficult to see against sun, glare, clouds, smoke, haze, fog, and snow. Over time towers oxidize and become very difficult to see. Wind turbines are known to create air turbulence. "Wake turbulence" is generated by the differential air pressure moving across the turbine's blades. It acts like moving tornadoes in the air; invisible, powerful and hazardous to planes.

That areas nature and peaceful surroundings is grazing and wintering habitate for moose, a migrating path for deer; habitate for wildlife, fur baring animals, and birds of many. The area is a sweeping landscape, with rocky-rugged rolling hills, peaceful bountiful marshlands and dotted with numerous lakes and ponds of all shapes and sizes. Peaceful water habitate for fish species such as Smallmouth Bass, Lake Trout, Speckle Trout and waters where turtles and aquatic life thrive in their natural habituate. The area is staggered with old and new growth forest, pine, elm, oak, birch, poplar, variety of grass and wildflowers – nature and wildlife reproducing and thriving.

The proposed 34 wind-turbine industrial-power project estimated (footprint) will require a minimum of 170 acres to be cleared. In addition a network of roads will be required to be constructed to access the site; roads built to accommodate transport trucks hauling wide/long tower pieces, lengthy blades and components; requiring large turning radius. Adjacent inaccessible backcountry will also become accessible as areas further beyond the power-project will now have year round access for atv, 4x4 vehicles and snowmachine traffic.

Re. Proposed 34 wind-turbines "PathFinder Wind-Project"

Page three of three

We remind our local governments, Mayor and Council of the "Township of the NorthShore", "Town of Blind River" and "City of Elliot Lake" the technical expertise and capacity to responsibly assess the short-term & long-term negative impacts of "Pathfinder Wind-Project" proposed 34 wind-turbine industrial-power-project is a responsibility that requires Mayor and Council's due-diligence to make an informed decision, as great liabilities are associated. Please understand that over 160 Ontario Municipalities have adopted "UNWILLING HOST" resolutions through Council (and the list is growing as of June 2025)

We will keep a very secure file on the subject and people involved in the issue. In the event of an accident, please, be assured, the "issue of liability" has been given, and "notice of warning" given, which was ignored by those involved in tower-authorization, tower-location and tower-construction.

LAUZON AVIATION has not been directly contacted by First Light regarding their "Pathfinder Wind-Project".

Please understand, there will be **LONG-TERM NEGATIVE AFFECTS** to the Environment, Tourism, the Economy and for Aviation safety.

Respectfully,

**LAUZON AVIATION CO. LIMITED**

**R. Makela's**

c.c Township of the NorthShore, Mayor and Council.

c.c. Town of Blind River, Mayor and Council.

c.c. City of Elliot Lake, Mayor and Council.

c.c NAV Canada.

c.c Transport Canada – Ontario Region.

c.c Canadian Owners and Pilot Association – Ottawa.

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<https://geonames.nrcan.gc.ca/search-place-names/unique?id=FDYIZ>

Lauzon Lake Lat. 46.2119941, Long. -82.8226619)

Pathfinder Lake (Lat., 46.4795, Long. -82.86238)

Mountain Top Lakes (Lat. 46.4547743, Long. -82.8326327)

Rodge Lake (Lat. 46.46867, Long. -82.85989)

Dunlop Lake (Lat. 46.4907918, Long. -82.7212804)

Transport Canada VFR Weather Minima (CAR 602, Division VI – Visual Flight Rules VFR Weather Minima)  
Aeronautical Information Manual (AIM) page 199 (table 2.2 – VFR weather Minima page 203)



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**FW: Virtual Information Session on Proposed Industrial Wind Turbines Cancelled**

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**From** Lauzon Aviation <lauzonav@onlink.net>

**Date** Fri 9/12/2025 3:01 PM

**To** Municipal Clerk <municipalclerk@townshipofthenorthshore.ca>

TO. Rachel Schneider – Clerk/Deputy Treasurer – Township of the North Shore.  
FROM. R.Makela – Lauzon Aviation Co. Limited.

Re. Pathfinder Wind-Project – 34 wind-turbines (industrial wind project)

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See the email chain below.  
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Thank you.  
Respectfully,  
Lauzon Aviation Co Limited/RMakelas  
705-849-2389ph

**From:** Jennifer Gerard [mailto:rjgerard@hotmail.com]

**Sent:** Friday, September 12, 2025 9:41 AM

**To:** lauzonav@onlink.net

**Subject:** Virtual Information Session on Proposed Industrial Wind Turbines Cancelled

The **Lake Matinenda Cottage Owners Association (LMCOA)** advises you that First Light Power has withdrawn their request for municipal support of the proposed industrial wind turbine development between Elliot and Blind River at this time.

The following statement was issued by First Light Power today.

“Following a detailed review of the wind resource data and in consideration of the feedback we have received through our consultations to date, we have determined that additional time is required to optimize the project layout. Taking this additional time will ensure that we do not rush the process and that we bring forward the strongest possible project; one that is thoughtfully designed, incorporates community perspectives, and is technically sound.

As a result, we will not be submitting the Pathfinder Wind Project into the first procurement window of Ontario’s Long-Term 2 (LT2) process. We continue to see significant potential for this project and anticipate submitting it in a future LT2 procurement window once the layout has been refined and our consultations with Blind River and it’s neighbours are more complete.”

***What this means is that the proposal for the industrial wind turbine development between Elliot Lake and Blind River will not be submitted to the Ontario government in October.*** We have asked the Town of Blind River to

inform us of any future proposals that may impact Lake Matinenda and the surrounding area, and they have indicated that they are happy to do so.

***The virtual information session scheduled for Tuesday, September 16 at 7PM has been cancelled.*** Anyone who has registered for this meeting will receive an email from First Light further advising them of the cancellation.

We will keep you informed as we develop a strategy going forward. Please **share this information with other individuals and entities who may be impacted.**

**Thank you for your concern, support and community minded action. You make a difference.**

With thanks,

Board, Lake Matinenda Cottage Owners Association (LMCOA)

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**From:** Jennifer Gerard <[rjgerard@hotmail.com](mailto:rjgerard@hotmail.com)>


**Sent:** Wednesday, September 10, 2025 2:06 PM

**To:** [lauzonav@onlink.net](mailto:lauzonav@onlink.net) <[lauzonav@onlink.net](mailto:lauzonav@onlink.net)>

**Subject:** Participation Request: Virtual Information Session on Proposed Industrial Wind Turbine Development

Attention, Rhea Makela, Ray Makela

The Lake Matinenda Cottage Owners Association (LMCOA) encourages you to attend a virtual information session regarding the **proposed industrial wind turbine farm development** between Elliot Lake and Blind River. This session will be conducted by the company submitting the proposal to the Ontario government for approval.

 **Date:** Tuesday, September 16, 2025

 **Time:** 7:00 PM

 **Location:** Microsoft Teams meeting, register [here](#).

This session is open to cottage owners, area residents, political leaders, First Nations, businesses, community groups, and associations. **Your participation is crucial.** The proposed development has the potential to significantly impact both the environmental health and the socio-economic well-being of this treasured and pristine area.

During the session, you will have the opportunity to:

- Learn details of the proposed project.
- Ask questions and raise concerns.
- Contribute your input to ensure that those directly impacted are fully heard.

The LMCOA is committed to ensuring that the community has access to clear information and a complete consultation process with the project proponent.

🔗 To register and receive the meeting link, sign up [here](#).

🔗 Share this information with other individuals and entities who may be impacted.

**Your participation matters. Please be there and share your voice.**

Thanks in advance for your support,

Board, Lake Matinenda Cottage Owners Association (LMCOA)



July 2, 2025

Meeting of October 1, 2025

## **Council Report**

**SUBJECT:** Suspension of Section 4.7 of the Township of The North Shore Procedure By-Law, hiring of moderator, and approval of alternative public meeting format for Town Hall Meeting

### **RECOMMENDATIONS:**

1. That Council receive the staff report as presented
2. That Council approves to suspend Section 4.7 - Town Hall Meetings of the Township of The North Shore Procedure By-Law for the purposes of the first Town Hall Meeting
3. That Council approves that the first Town Hall Meeting be held in a moderated, open question period format
4. That Council provide staff with an agreed upon date and time for the first Town Hall meeting
5. That Council direct staff to hire a moderator of their choosing
6. That Council provide any further direction to staff regarding the planning of the first Town Hall Meeting

### **Reasoning for report**

On February 18, 2025, Council approved the Town Hall Meetings Policy by Resolution and on March 5, 2025, by By-Law 25-13. On April 16, 2025, Council passed By-Law 21-18 to amend the Township of The North Shore Procedure By-Law and add wording regarding Town Hall Meetings (Section 4.7).

During the Question Period of the June 18, 2025, Regular Council meeting, discussions were held regarding established timelines and guidelines as found in the approved Town Hall Meeting Policy, and feedback was provided by both members of the public and Council in relation to using a different format for Town Hall Meetings. Specifically, comments were made about the possibility of Council choosing a neutral and non-resident moderator for the meetings and holding the meetings in an open question period format rather than following the guidelines currently in place.

On June 18<sup>th</sup>, 2025, Council passed the following Resolution:

**"RESOLUTION #25-189**

Moved by: T. Simon

Seconded by: R. Green

**BE IT RESOLVED** That staff is directed to return with a Town Hall Meeting proposal for the July 16th meeting including recommendation of a moderator and open question period

**CARRIED"**

### **Suspension of By-Laws**

The Township of The North Shore's Town Hall Meeting Policy and Procedural By-law outline a specific process for holding Town Hall Meetings - Since Council would like to use a different format for holding the first Town Hall Meeting, the existing rules would not apply and cannot be followed as written.

To proceed with an alternate meeting format, the Procedural By-Law and the By-Law adopting the Town Hall Meetings Policy must be suspended, which ensures that the Township remains in compliance with its own governed rules.

Per the Township of The North Shore Procedure By-Law:

#### **"2.2 Suspending Procedural By-Law**

*This By-Law may be suspended, except for those rules or regulations set out by legislation, with the consent of at least two-thirds of the Members of Council and may be suspended before, during or after a Meeting."*

Because the above wording can be found within the Township's Procedure By-Law, Council can pass a Resolution with a two-thirds majority vote to suspend Section 4.7 – Town Hall Meetings.

As By-Law 25-13 does not share similar wording regarding the By-Law being suspended, a new By-Law will need to be passed by Council to suspend the Town Hall Meetings Policy By-Law - this can be found as item 9a) on the October 1, 2025, agenda.

These By-Law suspensions apply only to the first Town Hall Meeting, which has not yet been scheduled. After the meeting is held, Council may decide whether to update the Town Hall Meeting Policy or the Procedure By-Law permanently based on feedback and experience with the new format of having a moderated and open question period Town Hall Meeting.

### **Moderator**

Several Mayors and Clerks in neighbouring communities were contacted to gauge their interest in acting as a neutral moderator for an open and informal Town Hall Meeting for the Township of The North Shore, where their role will be to guide the meeting and keep discussion respectful and productive.

The following people have shown interest in moderating the first Town Hall Meeting, for the listed compensation amounts;

- Liisa Cotnam, Clerk, Township of Plummer Additional – No compensation request provided

Despite the limited positive response from neighbouring Clerks and Mayors, it was suggested that our MPP Bill Rosenberg be contacted to gauge interest.

At the time of finalizing this report, a response has not yet been received from Mr. Rosenberg or his office.

### **Further Direction Required**

The following direction is requested from Council:

- That Council direct staff to schedule the first Town Hall Meeting with a date and time as agreed upon by Council
- That Council direct staff to hire a moderator for the first Town Hall Meeting as agreed upon by Council
- That Council provide any further direction to staff regarding the planning of the first Town Hall Meeting
- That Council direct staff to proceed with planning the first Town Hall Meeting in accordance with the listed provided direction

*It is requested that Council schedule the first Town Hall Meeting at least 3 weeks in advance to ensure ample time for staff to plan the meeting, to ensure the availability of the chosen moderator is in sequence with the date of the meeting, and for the public to be properly notified.*

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

9a

**BY-LAW 25-29**

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

**Being a By-law to Temporarily Suspend the Town Hall Meeting Policy**

**Whereas** the Council of the Township of the North Shore adopted a Town Hall Meeting Policy through By-law No. 25-13 on March 5, 2025;

**And Whereas** Council wishes to hold an upcoming public meeting in an alternative format not consistent with the provisions of that policy;

**And Whereas** Council has also suspended Section 4.7 of the Township of the North Shore Procedural By-law No. 19-13 by Resolution for the same purpose;

**Now Therefore the Council of the Corporation of the Township of the North Shore enacts as follows:**

1. That the Town Hall Meeting Policy adopted by By-law No. 25-13 is **hereby temporarily suspended** for the purpose of holding an upcoming public meeting to be scheduled at a later date.
2. That the suspension authorized under this By-Law applies **only to that single meeting**, which shall be conducted in a **moderated, open question period format** as approved by Council.
3. That the Town Hall Meeting Policy shall otherwise remain in full force and effect.

**READ A FIRST, SECOND AND THIRD TIME ENACTED AND FINALLY PASSED THIS 1<sup>st</sup> DAY OF OCTOBER 2025.**

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Tony Moor, Mayor

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Rachel Jean Schneider, Clerk/Deputy Treasurer



**BY-LAW 25-30****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 1st, 2025.**

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

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

AND WHEREAS the Corporation of the Township of the North Shore deems it desirable to confirm the proceedings of Council at its Regular Council Meeting of October 1st, 2025.

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

1. That each motion, resolution, and other action passed and taken by the Council at its Regular Council meeting of October 1st, 2025, is hereby adopted, and ratified and confirmed.
2. The Head of Council and the proper officers of the Corporation of the Township of the North Shore are hereby authorized and directed to do all things necessary to give effect to the said action or to obtain approval where required and except where otherwise provided, the Mayor and the Clerk, or if absent, the designate, are hereby directed to affix the Corporate Seal of the Municipality to all such documents.

**READ A FIRST, SECOND AND THIRD TIME ENACTED AND FINALLY PASSED  
THIS 1<sup>ST</sup> DAY OF OCTOBER 2025.**

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Tony Moor, Mayor

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Rachel Jean Schneider, Clerk/Deputy Treasurer