



## CORPORATION OF THE TOWNSHIP OF ALBERTON

Council for the Township of Alberton held its Regular Meeting of Council on Thursday, October 17, 2024, at 7:00 p.m., in person with the following present:

Mayor: Mike Ford

Councillors: Diane Glowasky, Tyson Dennis, Peter Spuzak, Shawn Spence

Appointed Officers: Lisa Sheppard, CAO/Clerk-Treasurer  
Blair Lowey, Road Supervisor  
James Woods, Fire Chief

Visitors:

### CALL TO ORDER:

Mayor Mike Ford called the meeting to order at 7:00 p.m.

1. **ADDED ITEMS:**
2. **ADOPTION OF THE AGENDA:**

Resolution Number	Moved and Seconded	CARRIED
2024-214	SPENCE/GLOWASKY	Carried
Council for the Township of Alberton hereby approves the Agenda as amended for the October 17, 2024, meeting.		

3. **DISCLOSURE OF INTEREST:** None
4. **MINUTES – PREVIOUS MEETING:**

Resolution Number	Moved and Seconded	CARRIED
2024-215	GLOWASKY/SPUZAK	Carried
The minutes of the September 17, 2024, regular Council meeting are approved as circulated.		

### 5. DEPUTATIONS AND PETITIONS:

None.

### 6. FINANCES AND ACCOUNTS:

- 6.1 Accounts Payable for Prior Month including online bill payments, Visa payments, Council, Payroll
- 6.2 Financial Reports for Prior Month:
  - 6.2.1 Statement of Revenues and Expenditures to September 30, 2024
  - 6.2.2 Financial Reports to September 30, 2024
  - 6.2.3 Monthly Investment Funds Summary to September 30, 2024
  - 6.2.4 Transfer from HISA reserves

  
Mayor Initials

  
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Resolution Number	Moved and Seconded	CARRIED
2024-216	SPUZAK/SPENCE	Carried
Council for the Township of Alberton hereby approves payment of the following Accounts Payable for the prior month of September:		
<ol style="list-style-type: none"> <li>1. \$188,004.93 for general accounts payable, online bill and Visa payments and transfers to investment funds;</li> <li>2. \$1,901.57 for payments made to Council and;</li> <li>3. \$17,090.02 for Township staff payroll including mileage, prior to apportionment of CBO costs including mileage.</li> </ol>		

Resolution Number	Moved and Seconded	CARRIED
2024-217	SPUZAK/GLOWASKY	Carried
Council for the Township of Alberton hereby acknowledges receipt of and approves the following financial reports provided to it:		
<ol style="list-style-type: none"> <li>(a) Statement of Revenue and Expenditures to September 30, 2024</li> <li>(b) Financial reports by department to September 30, 2024, and</li> <li>(c) ONE Monthly Investment Funds summaries for:             <ol style="list-style-type: none"> <li>(i) Grants, Reserve Funds HISA to September 30, 2024, and</li> <li>(ii) Current/Excess Funds HISA to September 30, 2024</li> </ol> </li> </ol>		

Resolution Number	Moved and Seconded	CARRIED
2024-218	GLOWASKY/SPENCE	Carried
Council for the Township of Alberton hereby approves the transfer amount of \$3,688.74, utilizing modernization funds, for the installation of a greener and environmentally friendly water treatment solution at the rink shack, the amount of \$41,698.83 from reserve funds for CCBF projects, the amount of \$3,227.92 from Recreation reserves for the replacement of a new septic pump and wiring at the rink and \$4,662.54 from VFD reserves for the urgent repairs to fire truck unit 9-4.		

Resolution Number	Moved and Seconded	CARRIED
2024-219	SPENCE/DENNIS	Carried
Council for the Township of Alberton hereby approves the revised general accounts payable amounts for July and August of:		
<ul style="list-style-type: none"> <li>• \$29,993.88 transfer to CCBF reserve funds and \$254.25 payable to Fred Dean Education in July</li> <li>• \$18,191.20 in August outstanding payables listing</li> </ul>		
There was an inadvertent error in the accounts payable totals for July and August, in Resolution 2024-192, where the total indicated \$121,177.74 for July; but should have read \$158,020.58; and where the total indicated \$416,411.08 for August; but should have read \$434,568.39 - which did not include the three (3) items listed above and attached herewith forming Schedule A and B.		

**7. REPORTS of MUNICIPAL OFFICERS**

**7.1 ROADS** – Road Supervisor provided his verbal report.

Roads are in good shape with a one kilometre portion of Frog Creek requiring grading to be completed tomorrow; October 18<sup>th</sup>. Pot holes have been addressed. Oakwood Road corner work has been completed with Kehl and Domanski road work to be completed next week.

**7.1.2 2024 Roads Calendar** – progress update: Road Supervisor advised all planned work projects nearing completion and no other noted changes to the schedule.

  
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- 7.1.3 Park, grounds, and garage(s) maintenance items were reviewed; cleaning and organizing is required in both garages and to be completed in the next few weeks.
- 7.1.4 Snow plowing, snow removal and sanding for upcoming 2024/2025 winter season.

Resolution Number	Moved and Seconded	CARRIED
2024-220	SPUZAK/GLOWASKY	Carried
<p>Council for the Township of Alberton hereby accepts the quote for snow removal services for municipal roads from Rolling Lake Holdings Limited for the 2024/2025 winter season, in accordance with the Purchasing and Procurement Policy sole source procurement.</p> <p>Contractor to supply proof of their WSIB coverage prior to start.</p>		

- 7.1.5 128 Hill Road Garage – eavestrough and fascia repairs

Resolution Number	Moved and Seconded	CARRIED
2024-221	SPUZAK/SPENCE	Carried
<p>Council for the Township of Alberton hereby confirms acceptance of the quote from:</p> <p>The Window and Door Store in accordance with the Purchasing and Procurement Policy single source procurement;</p> <p>In the amount of \$ 4,936.15 + HST</p> <p>For the removal of existing gutters and wood fascia and installation of new 1 x 8 fascia boards on east and west sides of the garage located at 128 Hill Road and install new aluminum fascia over wood with gutters and downspouts, with the Work outlined below:</p> <p>Gutter, downspout and fascia installation on the Municipal Garage located at 128 Hill Road, Township of Alberton, with contractor supplied equipment:</p> <ul style="list-style-type: none"> <li>• Contractor to supply proof of their WSIB coverage prior to start.</li> </ul> <p>The CAO/Clerk-Treasurer shall arrange for Work to be performed, as and when it is required by the Township and will monitor and inspect the Work.</p>		

- 7.1.6 GPS Culvert Locations Report was received.

*Road Supervisor Blair Lowey departed the meeting at 7:24 p.m.*

**7.2 VOLUNTEER FIRE DEPARTMENT**

- 7.2.1 Fire Chief’s written September report was received.
- 7.2.2 CEMC – an updated Notification Tree was received.
- 7.2.3 Unit 9-4 and Unit 9-6 repairs report was received. Both fire vehicles 9-4 and 9-6 required unplanned and urgent service due to a battery and alternator issue in 9-4 and alternator issues in 9-6.

*Fire Chief James Woods departed the meeting at 7:40 p.m.*

**7.3 CBO/BY-LAW ENFORCEMENT OFFICER**

- 7.3.1 CBO’s Alberton Monthly Building Report for September 2024 was received.
- 7.3.2 CBO’s AMBIS Monthly Building Report for September 2024 was received.

**7.4 CAO/CLERK-TREASURER/TAX COLLECTOR**

- 7.4.1 CAO/Clerk-Treasurer’s Report – CAO/Clerk-Treasurer’s written report was received. Audit dates have been booked and confirmed. CAO/Clerk-Treasurer vacation dates for 2025

  
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are approved. Work on a new Letter of Understanding with the Town of Fort Frances is underway. CAO will be attending a joint meeting invitation for AMO/LAS on October 22, 2024, hosted by the Town of Fort Frances. Change order request for the Rink Roof Project was approved to extend the completion date of the project to March 31, 2026, and interim report was submitted. CAO is participating in the AMP it Up 3.0 program offered through Municipal Finance Officers Association (MFOA) for practical and achievable procedures and solutions to streamline asset management reporting.

7.4.2 Asset Management Report was received.

7.4.3 Property Tax Report was received.

7.4.4 IT Services for AW managed detection quote for 2025 was received with rates remaining the same and no change to pricing from 2024.

Resolution Number	Moved and Seconded	CARRIED
2024-222	SPENCE/DENNIS	Carried
Council for the Township of Alberton hereby approves and directs the CAO/Clerk-Treasurer to renew the Arctic Wolf cyber security risk management package for the 2025 calendar year.		

7.4.5 IT services for network, support and system upgrades report was received.

Upgrades required for office computers to Windows 11 as Windows 10 will no longer be supported for updates or security beginning in 2025.

Resolution Number	Moved and Seconded	CARRIED
2024-223	SPENCE/DENNIS	Carried

Council for the Township of Alberton hereby confirms acceptance of the quote from:

TBXI in accordance with the Purchasing and Procurement Policy sole source procurement;

In the amount of \$ 8,776.00 + HST

Utilizing modernization funds; for the replacement, upgrade and modernization of necessary IT infrastructure including: computers and software for government administration, migration to Windows 11 platform and IT network maintenance.

The CAO/Clerk-Treasurer shall arrange for upgrades, work to be performed and installed as and when it is required by the Township and will monitor and inspect the progress.

Resolution Number	Moved and Seconded	CARRIED
2024-224	GLOWASKY/SPENCE	Carried

Council for the Township of Alberton hereby confirms acceptance of the quote from:

TBXI in accordance with the Purchasing and Procurement Policy sole source procurement;

In the amount of \$ 6,000.00 + HST

Utilizing modernization funds; for the network upgrade, maintenance and management of necessary IT infrastructure for 2025.

The CAO/Clerk-Treasurer shall arrange for upgrades, work to be performed and maintained as and when it is required by the Township and will monitor and inspect the progress.

## 7.5 MAYOR/COUNCIL REPORTS

7.5.1 Mayor Ford – no report

  
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7.5.2 Councillor Glowasky – Councillor Glowasky attended a Municipal Exchange webinar on September 25<sup>th</sup> regarding a Chief Building Official Internship Program. The City of Ottawa and the Township of South Stormont shared their knowledge and success with the program.

7.5.3 Councillor Spuzak – no report

7.5.4 Councillor Dennis – no report

7.5.5 Councillor Spence – Councillor Spence completed the required training and attended the first meeting of the new Joint District Police Services Board on September 25<sup>th</sup>, 2024.

## **8. REPORTS OF COMMITTEES AND BOARDS:**

### **8.1 Rainy River District Municipal Association**

8.1.1 Councillor Spuzak attended the general meeting of the Rainy River District Municipal Association (RRDMA) on September 18, 2024, at the Chapple Community Hall. Presentations were delivered from Charene Gillies and Joshua Colling of the District of Rainy River Services Board and Dr. Ennett of Rainy River. The next general meeting is scheduled for October 30<sup>th</sup>, 2024, at 6:00 pm in Chapple.

8.1.2 RRDMA Correspondence dated September 19, 2024, regarding the temporary closure of Emo Ambulance Base was received.

### **8.2 District of Rainy River Services Board (D.R.R.S.B.)**

8.2.1 Mayor Ford attended the September 19<sup>th</sup> and October 17<sup>th</sup> meetings. The paramedic shortage across Ontario and the entire nation is evident in the statistics. Recent data indicates there were only thirty-five (35) paramedic graduates across the entire province in 2024. Every city and town across Ontario are competing for those 35 graduates and the recruitment efforts are challenging. Mayor Ford attended the grand opening of the Hope Centre in Fort Frances, which will provide a hub of essential services and housing support.

### **8.3 Joint Health & Safety Committee**

8.3.1 The Joint Health and Safety Committee's written report of October 7th, 2024, was received and reviewed.

### **8.4 Recreation Committee**

8.4.1 Councillor Glowasky provided a verbal report. The Alberton Recreation Committee held its fall corn roast and barbeque on Sunday, September 22<sup>nd</sup>, 2024, at the park and the weather cooperated beautifully. The event was a wonderful success due to the combined efforts of the Recreation Committee, the Alberton Volunteer Fire Department, and staff. Attendance prizes for an emergency preparedness kit and children's prize were very popular. A big thank you to everyone who attended, the Recreation Committee, the Alberton Volunteer Fire Department and staff. The next Recreation Committee meeting will be scheduled shortly to finalize the plans for the December event.

8.4.2 Electrical and septic pump plumbing work has been completed at the Rink Shack. Installation for the Water Filtration System, and new Iron and H2S Reduction System at the Rink Shack has been substantially completed with the addition of an electrical receptacle to be installed early next week.

  
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**8.5 NOMA Board**

8.5.1 The Northern Ontario Municipal Association (NOMA) correspondence regarding Billy Bishop Airport operations Tripartite Agreement expiring in 2033 was received.

8.5.2 The NOMA Board Meeting Summary for September 2024 was received.

**9. OLD BUSINESS**

9.1 No items.

**10. NEW BUSINESS**

10.1 Ontario Local Government Week, October 20-26, 2024, information was received.

Resolution Number	Moved and Seconded	CARRIED
2024-225	SPUZAK/GLOWASKY	Carried
<p>WHEREAS October 20 to 26, 2024 is Local Government Week in Ontario and an opportunity to reflect on the vital services delivered by municipal governments;</p> <p>AND WHEREAS municipal governments play a vital role in helping to define character, priorities, physical make-up and quality of life of communities;</p> <p>THEREFORE BE IT RESOLVED THAT the Council for the Township of Alberton hereby join with partners such as the Association of Managers, Clerks and Treasurers of Ontario (AMCTO) in acknowledging and celebrating the work of local municipalities.</p>		

- 10.2 Information on the annual ROMA 2025 Conference to be held on January 19-21<sup>st</sup>, 2025 was received.
- 10.3 Provincial Offences 2024 Second Quarter Report; January to June 2024 was received.
- 10.4 OPP Municipal Policing 2025 annual Billing Statement Package was received. Municipalities across the province with OPP policing; are all experiencing a dramatic increase. As per the billing statement, the Township of Alberton policing costs will increase 20.01% in 2025.
- 10.5 Community Engagement Survey Results – the Administrative Assistant/Deputy Clerk undertook a Community Engagement Survey. The survey was made available to complete online, paper copy, the newsletter and was circulated at the Corn Roast event. Responses valued safety and the friendly people of Alberton the most. Recreation and community events were also notably important to respondents. Ideas and volunteers for future events were noted. The findings were both encouraging and inspiring, as they demonstrate how important community events are to the well-being and continued sense of community. Thank you to the Admin Assist/Deputy Clerk and to everyone who took the time to complete the survey, it is very much appreciated.
- 10.6 Rainy River Joint Police Services Board – Memo from the Town of Fort Frances regarding administration of the board, dated September 30, 2024, was received. The Town of Fort Frances was inquiring if any participating municipalities would be available to provide board administration. Given the limited staff in Alberton, board administration is not possible at this time, however if the police services board needs a venue/meeting location, the Alberton Office could be made available if needed.
- 10.7 AMO/CCBF Correspondence dated October 9<sup>th</sup>, 2024, regarding distribution of surplus administration was received. The Township of Alberton is to receive an additional \$957.53 in CCBF funding in November.

  
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 Mayor Initials

  
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**10.8 REQUESTS FOR SUPPORT**

10.8.1 City of Temiskaming Shores – regarding request to Provincial Government to reverse their decision to allow alcohol to be sold in more locations and to implement and consider additional recommendations was received.

Resolution Number	Moved and Seconded	CARRIED
2024-226	SPENCE/DENNIS	Carried
<p>Council for the Township of Alberton having considered correspondence from the City of Temiskaming Shores dated September 17, 2024, requesting the Provincial Government to reverse its decision regarding alcohol sales in convenience stores and gas stations and the development of a comprehensive provincial alcohol strategy;</p> <p>Council for the Township of Alberton support this correspondence and attached motion from the City of Temiskaming Shores;</p> <p>AND FURTHER BE IT RESOLVED THAT Council for the Township of Alberton request a copy of this resolution be sent to the City of Temiskaming Shores.</p>		

10.8.2 Northwestern Health Unit – regarding Northern Ontario Perspective for the Public Health Funding Review was received.

Resolution Number	Moved and Seconded	CARRIED
2024-227	GLOWASKY/DENNIS	Carried
<p>WHEREAS the Office of the Chief Medical Officer of Health and the Ministry of Health is undertaking a review of the funding approach for local public health agencies; and</p> <p>WHEREAS the Perspectives from Northern Ontario on the Public Health Funding Review letter, authored by the Northern Ontario Medical Officers of Health, outlines many of the significant considerations related to the funding approach for local public health agencies in northern Ontario;</p> <p>NOW, THEREFORE, BE IT RESOLVED THAT Council for the Township of Alberton supports the Board of Health for the Northwestern Health Unit correspondence, endorsing the Northern Ontario MOH letter on funding as presented, and</p> <p>FURTHER, BE IT RESOLVED THAT a copy of this resolution and the letter be sent to:</p> <ul style="list-style-type: none"> <li>• <i>Northwestern Health Unit</i></li> </ul>		

10.8.3 Ontario Big City Mayors (OBCM) – regarding Solve the Crisis Campaign was received.

**11. PLANNING – No items.**

**12. INFORMATION**

- 12.1 Chatham-Kent notice of videoconference, November 14, 2024, was received.
- 12.2 Lerner's information letter dated September 17<sup>th</sup>, 2024, external legal services for municipalities was received.
- 12.3 District of Rainy River Services Board Newsletter for September 2024 was received.
- 12.4 International Agri-food Workers (IAW) Welcoming communities Initiative - Information on upcoming information sessions was received.

  
 Mayor Initials

  
 Clerk Initials

- 12.5 AMO Policy Update and response to Building Industry and Land Development Association (BILD) was received.
- 12.6 Agricultural Workforce Equity and Diversity Initiative information dated September 24, 2024, was received.
- 12.7 ROMA Board Highlights, dated October 9, 2024, was received.

**13. IN CAMERA – CLOSED MEETING SESSION**

- 13.1 Resolution to go in-camera under Section 239(2)(d) to discuss matters pertaining to labour relations or employee negotiations.

Resolution Number	Moved and Seconded	CARRIED
2024-228	SPUZAK/SPENCE	Carried
Council for the Township of Alberton hereby moves to an in-camera session at 9:53 p.m. for the purpose of discussing matters affecting the municipality as permitted by Section 239 of the Municipal Act, 2001 which allows a meeting or part of a meeting to be closed to the public for the following subject matter to be considered: (1) item under Section 239(2)(h); information explicitly supplied in confidence to the municipality by Canada, a province or territory or a Crown agency of any of them, specifically OCIF 2025 information and (2) item under Section 239(2)(d) labour relations or employee negotiations, specifically employee performance evaluations.		

Resolution Number	Moved and Seconded	CARRIED
2024-229	DENNIS/GLOWASKY	Carried
Council for the Township of Alberton hereby returns to an open session at 10:37 p.m.		

**14. ADJOURNMENT**

Resolution Number	Moved and Seconded	CARRIED
2024-230	GLOWASKY/SPENCE	Carried
A By-Law to confirm the proceedings of Council for the Township of Alberton conducted at its October 17th, 2024 regular Council meeting be introduced and read a first, second and third time, passed and numbered as By-Law #27/24, and that said By-Law be signed by the Mayor or Alternate, and the Clerk, sealed with the seal of the Corporation, and be engrossed in the By-Law book.		

Resolution Number	Moved and Seconded	CARRIED
2024-231	DENNIS/SPUZAK	Carried
That this meeting of Council for the Township of Alberton shall be and is hereby adjourned at 10:39 p.m.		

  
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Mayor (or designated alternate, Deputy Mayor)

  
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Clerk (or Deputy Clerk)

  
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Mayor Initials

  
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Clerk Initials