



Corporation of the Township of Alberton

Council for the Township of Alberton held its Regular Meeting of Council on Thursday, December 11, 2025, at 7:00 p.m., in person with the following present:

Mayor: Mike Ford
 Councillors: Diane Glowasky, Tyson Dennis, Peter Spuzak
 Appointed Officers: Lisa Sheppard, CAO/Clerk-Treasurer; James Woods, Fire Chief, Vance Brusven, Road and Park Superintendent

Visitors:

CALL TO ORDER:

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

LAND ACKNOWLEDGEMENT:

We show our respect and acknowledge we are gathered on Treaty 3 Territory, the traditional territory of Indigenous peoples since time immemorial. We are grateful for the opportunity to live, work and learn on this land and we are committed to a future where all people can walk together in friendship, peace and respect.

- 1. ADDED ITEMS:** One item under 10.8; Minister of Finance correspondence dated December 10, 2025, regarding property tax policies for the 2026 taxation year.

2. ADOPTION OF THE AGENDA:

Resolution Number	Moved and Seconded	CARRIED
2025-204	GLOWSKY/SPUZAK	Carried
Be it resolved that; Council for the Township of Alberton hereby approves the agenda as amended for the December 11th, 2025, regular Council meeting.		

- 3. DISCLOSURE OF INTEREST:** None

4. MINUTES – PREVIOUS MEETING:

Resolution Number	Moved and Seconded	CARRIED
2025-205	SPUZAK/DENNIS	Carried
Be it resolved that: The minutes of the November 20 th , 2025, regular Council meeting are approved as circulated.		

5. DEPUTATIONS AND PETITIONS:

- 5.1 No items.

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:


 Mayor/Dep. Mayor Initials


 Clerk Initials

6.2.1 Statement of Revenues and Expenditures to November 30, 2025, were received.

6.2.2 Financial Reports to November 30, 2025, were received

6.2.3 Monthly Investment Funds Summary to November 30, 2025, were received.

Resolution Number	Moved and Seconded	CARRIED
2025-206	SPUZAK/GLOWASKY	Carried
Be it resolved that: Council for the Township of Alberton hereby approves payment of the following Accounts Payable for the prior month of November 2025:		
<ol style="list-style-type: none"> 1. \$147,583.18 for general accounts payable, online bill and Visa payments and transfers to investment funds; 2. \$2,205.70 for payments made to Council and; 3. \$20,984.91 for Township staff payroll including mileage, prior to apportionment of CBO costs including mileage. 		

Resolution Number	Moved and Seconded	CARRIED
2025-207	GLOWASKY/SPUZAK	Carried
Be it resolved that: 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"> (a) Statement of Revenue and Expenditures to November 30, 2025 (b) Financial reports by department to November 30, 2025, and (c) ONE Monthly Investment Funds summaries for: <ol style="list-style-type: none"> (i) Grants, Reserve Funds HISA to November 30, 2025, and (ii) Current/Excess Funds HISA to November 30, 2025 		

7. REPORTS of MUNICIPAL OFFICERS

7.1 ROADS

7.1.1 Road and Park Superintendent's written report was received. Winter conditions have arrived, and motorists are reminded to please drive to conditions. Regular sanding on township roads and cleaning and tidying up of garage. Parks and Grounds Update – Signage posted at the Rink Shack and assisted volunteers with flooding the ice surface. Oil changes on machinery and railing built for loading ramp for sand. Snow fencing along the snowmobile trail and at the sliding hill along with straw bales were placed. Insulation around the septic for the rink shack for winterization. At the fire hall – plow put on Unit 9-8, placed supply of salted sand for fire hall and performed chainsaw maintenance.

7.1.2 Joint Health & Safety Committee Report of December 4th, 2025, was received. The north bay door on the fire hall noticed water seeping in and ice buildup was removed in front of the pumper bay to solve.

7.1.3 Road and Park Staff vacation leave – discussion took place regarding options for coverage for roads for vacation this spring.

7.1.4 Review staff report regarding potential driveway clearing services – discussion took place regarding possibility of driveway snow clearing service to residents. This may be considered in the future and staff will gather further information regarding insurance and liability and potential feasibility with staff resources.

Road and Park Superintendent V. Brusven departed the meeting at 7:21 p.m.

7.2 VOLUNTEER FIRE DEPARTMENT

7.2.1 Fire Chief provided a verbal report. There were two (2) callouts, and members participated in the annual Winter Parade on Saturday, November 29th, 2025. Three (3) members attended Firefighter II training and all passed the physical testing and are now awaiting their written exam results. Keewatin Mobile Fire Service repaired a seal on Unit 9-1 on December 11, 2025. Two (2) new volunteer brigade members were welcomed and are doing really well.


Mayor/Dep. Mayor Initials


Clerk Initials

7.2.2 Brigade Point Tally Report December 1, 2024, to November 30, 2025

Resolution Number	Moved and Seconded	CARRIED
2025-208	DENNIS/GLOWASKY	Carried
Be it Resolved: Council for the Township of Alberton hereby directs the Alberton Fire Chief to submit the Brigade Benefit Plan Point Calculation report by December 15 th , 2025, at 12:00 p.m., and authorizes the CAO/Clerk-Treasurer to attach the calculation report to this resolution as "Schedule A" and issue payments to the VFD members. Council for the Township of Alberton extends their appreciation and gratitude to every member of the Alberton Volunteer Fire Department for their dedication and commitment.		

- 7.2.3 Fire Protection Cancer Prevention Grant Report – CAO/Clerk-Treasurer prepared the final report. Grant funding received was \$8,592.18 for the purchase of an in-flow hose washer, lines of hose for decontamination, SCBA MSA mask pieces, installation of a wash basin for boots, gloves and hoods, venting for the PPE dryer and decontamination supplies. The grant purchases totalled \$8,618.46 with an overage of \$26.28. The grant funds are instrumental, helping to ensure proper decontamination best practices for the health and safety of our volunteer firefighters. The final report is to be submitted prior to December 31, 2025.
- 7.2.4 Ministry of Natural Resources communication dated November 26th, 2025, regarding the Ontario FireSmart Community Implementation Grant was received. Due to an overwhelming number of grant applications, Alberton was not a successful grant recipient for this round, however the next grant stream should be open in late spring of 2026.
- 7.2.5 Annual compliance report for Emergency Management Ontario (EMO) – the Fire Chief advised he is working on the year end reporting and will ensure it is uploaded to the EMO portal and a copy to the CAO prior to the deadline.

Fire Chief J. Woods departed the meeting at 8:05 p.m.

7.3 CBO/BY-LAW ENFORCEMENT OFFICER

- 7.3.1 CBO's Alberton Monthly Building Report for November was received.
- 7.3.2 CBO's AMBIS Monthly Building Report for November was received.

7.4 CAO/CLERK-TREASURER/TAX COLLECTOR

7.4.1 CAO/Clerk-Treasurer's Report – CAO/Clerk-Treasurer's report was received. The interim audit took place on December 10th, 2025, with the 2025 year-end audit visit schedule for February 17th to 20th, 2026. The Township's Accessibility Report was completed and submitted as required every two (2) years. Year-end work is well underway. Staff have attended many multiple information webinar sessions from agencies including: IESO, OMERS pension governance, Association of Municipalities (AMO education sessions), the provincial government proposed Made in Ontario Vehicle Fleet Policy information session and a PS TRAX software demo for the fire department.

7.4.2 Draft Process for Individual Accommodation Plan – An Individual Accommodation Plan Process was prepared by staff. The Township is committed to inclusivity and establishing a process to identify, support and meet employee accommodation needs.

Resolution Number	Moved and Seconded	CARRIED
2025-209	DENNIS/GLOWASKY	Carried
Be it resolved that: Council for the Township of Alberton is committed to accessibility and approves a written process for an Individual Accommodation Plan for employees, attached herewith a "Schedule A" to meet employee accommodation needs.		

7.4.3 Property Tax Report and Arrears was received. Final 2025 Property Tax bills were due by July 31st, 2025. Exhaustive staff efforts were deployed, however there remains approximately \$15,300.00


 Mayor/Dep. Mayor Initials
 
 Clerk Initials

in outstanding property taxes. In accordance with the tax collection policy, accounts over ninety (90) days past due, or have not made repayment arrangements will be sent to a collection agency.

7.4.4 CAO/Clerk-Treasurer Vacation Request – Council approved the CAO/Clerk-Treasurer’s vacation request of February 23rd to 27th, 2026.

7.4.5 Information and preliminary review of current Schedule of Fees and Building Permit Fees – the current Schedule of Fees was reviewed, and discussion regarding building permit fees and current market construction data took place. Staff will prepare a report outlining the costs of building inspection services and building code enforcement with any suggested fee adjustments to the January meeting for review.

7.4.6 CCBF Projects Update – Canada Community Building Fund (CCBF) projects report was received. The public works garage modernization project was slightly over by \$716.43 as the CAO/Clerk-Treasurer did not realize the electrical wiring component was not included with the installation price. This project is now complete.

Resolution Number	Moved and Seconded	CARRIED
2025-210	GLOWASKY/SPUZAK	Carried
Be it Resolved: Council for the Township of Alberton hereby approves an additional \$716.43 in CCBF project expenses for an electrical work invoice for the public works garage that was inadvertently not included in resolution #2025-173.		

7.5 MAYOR/COUNCIL REPORTS

- 7.5.1 Mayor Ford – no report
- 7.5.2 Councillor Glowasky – no report
- 7.5.3 Councillor Spuzak – no report
- 7.5.4 Councillor Dennis – no report
- 7.5.5 Councillor Spence – not in attendance

8. REPORTS OF COMMITTEES AND BOARDS:

8.1 Rainy River District Municipal Association (RRDMA)

8.1.1 Councillor Spuzak advised the RRDMA meeting is actually this evening at the same time as this Council meeting. He advised the RRDMA meeting tonight was to finalize the details for the annual meeting in Nestor Falls on Saturday, January 10th, 2026.

8.1.2 District Community Safety and Well Being Plan – Clerk provided a verbal update regarding the review of the District Community Safety and Well Being Plan: The district CAO/Clerks working group met on Wednesday, November 26th, 2025, in Emo with two members of DRRSB to determine next steps. The DRRSB advised they are willing to assist with the review in a limited capacity and will forward the original plan working copy to the working group for review and any updates required.

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

8.2.1 Mayor Ford advised that the DRRSB meeting is next week, Thursday, December 18th, 2025.

8.2.2 Highlights Newsletter of the District of Rainy River Services Board Meeting of November 20th, 2025, was received.


Mayor/Dep. Mayor Initials


Clerk Initials

8.3 Recreation Committee

8.3.1 Councillor Glowasky provided a verbal update - The Recreation Committee and staff have been organizing and planning the next event: Breakfast with Santa set for this Saturday, December 13th, 2025 from 9:00 am to 11:00 am with pancakes and sausages and a very special visitor.

8.4 NOMA Board

8.4.1 Northern Ontario Municipal Association (NOMA) Board media releases Nov 14-Dec 5th, 2025, were received.
 8.4.2 NOMA Board of Directors September 24th, 2025, meeting minutes were received.

8.5 Rainy River District West O.P.P. Detachment Board

8.5.1 The next scheduled meeting is Monday, December 15th, 2025.

9. OLD BUSINESS

9.1 Review updated Draft 2026 Budget – a review of the draft took place. The updated draft includes the Northwestern Health Unit levy increase for 2026 of 4%, the MPAC levy increase of 3.33%, as well as the Ontario Provincial Police levy increase for 2026 of 11%. Increasing pressures on municipalities such as dramatic year-over-year levy increases in provincially downloaded services, new downloaded services such as Ontario One-Call annual fees, aging infrastructure, inflation and economic insecurity are just some of the challenges facing municipalities. Work to continue on the 2026 budget and a draft to be brought back on the January agenda, as further information comes in related to ambulance and social service levy increases.

10. NEW BUSINESS

10.1 By-law to update the Procedural By-law for purposes of functionality - specifically addressed were the start time of meetings and a minor re-organizing of the agenda format.

2025-211	SPUZAK/GLOWASKY	Carried
BE IT RESOLVED: WHEREAS Section 238(2) of the Municipal Act, 2001, S.O. 2001, C.25, as amended, provides that every council and local board shall pass a procedure by-law for governing the calling, place and proceedings of meetings; FURTHER BE IT RESOLVED that Council for the Township of Alberton deems it expedient to update its Procedural By-law for purposes of functionality, and that a By-law be introduced and read a first, second and third time, passed and numbered as By-Law # 30/25, 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.		

10.2 Annual calendar scheduling for 2026 regular Council meetings was reviewed. Municipal Councils are required to set out the dates and times for regular meeting and 2026, being a municipal election year, includes key dates.

2025-212	GLOWASKY/DENNIS	Carried
Council for the Township of Alberton determines the annual scheduling of its regular Council meetings as per procedural By-law #30 /25, being the third Thursday of the month starting at 4:30 pm., and Council for the Township of Alberton hereby sets out the dates below for the 2026 calendar year scheduling of its regular Council meetings: <u>Regular Meetings of Council 2026:</u> Thursday, January 15th, 2026, commencing at 4:30 p.m. Thursday, March 19th, 2026, commencing at 4:30 p.m. Thursday, April 16th, 2026, commencing at 4:30 p.m. Thursday, May 21st, 2026, commencing at 4:30 p.m. Thursday, June 18th, 2026, commencing at 4:30 p.m. Thursday, July 16th, 2026, commencing at 4:30 p.m. Thursday, August 20th, 2026, commencing at 4:30 p.m. Thursday, September 17th, 2026, commencing at 4:30 p.m.		


 Mayor/Dep. Mayor Initials
 
 Clerk Initials

Thursday, October 15th, 2026, commencing at 4:30 p.m.

Key 2026 Date - Nomination Day:
Friday, August 21st, 2026

Key 2026 Date - Municipal Election Day:
Monday, October 26th, 2026

The Inaugural and first meeting date for the 2026-2030 Council Term:
Monday, November 16th, 2026, commencing at 4:30 p.m., with the first regular meeting of Council Term 2026-2030 to immediately follow as per the Procedural By-Law, section 5(a).
The subsequent next regular Council meeting (following the inaugural and first meeting date) is scheduled for Thursday, December 17th, 2026, commencing at 4:30 p.m.

Tentative Orientation dates for the new Council Term are:
Monday, November 23rd, 2026
Monday, November 30th, 2026

- 10.3 Northwestern Health Unit (NWHU) communication dated November 17th, 2025, regarding closing of its Sioux-Narrows-Nestor Falls office effective February 1, 2026, was received.
- 10.4 NWHU 2026 Budget, including correspondence of the 2026 municipal levy increases of 4% for 2026 was received.
- 10.5 Ministry of Municipal Affairs and Housing Minister Hon. Robert Flack communication dated November 25th, 2025, regarding Bill 17 changes and amendments to O.Reg 257/25 under the *Planning Act*, streamlining planning approvals was received.
- 10.6 Municipal Property Assessment Corporation (MPAC) correspondence dated December 4th, 2025, outlining the 2026 levy increase for assessment services of 3.33% and the annual Municipal Partnerships Report was received.
- 10.7 Office of the Solicitor General correspondence dated December 5th, 2025, letter confirming an 11% cap on OPP policing costs, increase for 2026 and the 2026 OPP billing statement with an 11% increase to policing costs for Alberton was received.
- 10.8 Added item: Minister of Finance correspondence dated December 10, 2025, regarding property tax policies for 2026 taxation year; including education property tax rates and the government will continue to defer the province-wide property tax reassessment for the 2026 taxation year was received.

10.9 REQUESTS FOR SUPPORT

10.9.1 Township of Edwardsburgh Cardinal; regarding support for the Government of Ontario to extend the annual OCIF envelope at not less than \$400 million beyond its current five-year term ending in 2026, with no reductions in subsequent provincial budgets was received.

2025-213	GLOWASKY/SPUZAK	Carried
<p>WHEREAS Council for the Township of Alberton having considered correspondence from the Township of Edwardsburgh Cardinal, September 29th, Resolution; respectfully urging the Government of Ontario to extend the annual Ontario community Infrastructure Fund (OCIF) envelope at not less than \$400 million beyond its current five-year term ending in 2026, with no reductions in subsequent provincial budgets, and that the Province index the total annual OCIF envelope and each municipal allocation to the Ontario Consumer Price Index (CPI), calculated on a calendar year basis and disbursed in the first quarter of each year;</p> <p>FURTHER BE IT RESOLVED THAT Council for the Township of Alberton supports the above correspondence and requests a copy of this resolution be sent to the Township of Edwardsburgh Cardinal.</p>		


Mayor/Dep. Mayor Initials


Clerk Initials

11. PLANNING

11.1 Bill 17, *Protect Ontario by Building Faster and Smart Act, 2025* – information was reviewed on the various amendments included with this bill, the changes to the *Planning Act* and proposed streamlining of official plans across the province. Clerk provided a verbal update of the changes to the *Planning Act*, that impact minor variances and additional dwelling unit setbacks prescribed as a percentage and the required setback (the minimum distance a building or structure must be from a property line) on specified lands. The changes work with *Ontario Regulation 299/19: Additional Residential Units*, to help create additional residential units, such as basement suites, by eliminating additional barriers related to setbacks. The intent of these changes aims to reduce the amount of minor variance applications to Committees of Adjustments.

12. INFORMATION AND PUBLIC ANNOUNCEMENTS

- 12.1 Association of Municipalities of Ontario (AMO)’s Newsletters and updates dated Nov 14th-Dec 5th
- 12.2 Minister of Emergency Preparedness and Response letter dated November 18th, 2025, regarding the Collaborative efforts underway across Canada to protect Ontario and all of Canada
- 12.3 Ministry of Natural Resources letter dated November 21st, 2025, regarding proposed policy and regulatory changes to black bear management, review and comment closing on January 5, 2026
- 12.4 Ministry of Agriculture Food and Agribusiness December 2025 newsletter
- 12.5 Ombudsman Ontario November 2025 newsletter
- 12.6 Enbridge Gas correspondence received November 28, 2025, regarding an application filed with the Ontario Energy Board for Orders approving the clearance or disposition of amounts recorded in certain deferral or variance accounts
- 12.7 Ministry of Environment, Conservation and Parks Modernization Branch correspondence dated December 5th, 2025 regarding an update on the proposal to revoke the Municipal Class Environmental Assessment (MCEA) and introduce a streamlined environmental assessment (EA) regulation Called the Municipal Project Assessment Process (MPAP)
- 12.8 Rural Ontario Municipal Association (ROMA) communications memo dated December 5, 2025, regarding Ontario’s Drainage Act

13. IN CAMERA – CLOSED MEETING SESSION

13.1 Resolution to go in-camera as permitted under Section 239 for one item under Section 239 (2)(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; the general nature thereof relates to negotiations of a culvert replacement on a shared roadway

2025-214	GLOWASKY/SPUZAK	Carried
BE IT RESOLVED: Council for the Township of Alberton hereby moves to an in-camera session at 9:13 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: one item under Section 239(2)(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; the general nature thereof relates to negotiations of a culvert replacement on a shared roadway.		

13.1.1 Return to open session

2025-215	GLOWASKY/SPUZAK	Carried
BE IT RESOLVED: Council for the Township of Alberton hereby returns to an open session at 9:37p.m.		

14. ADJOURNMENT

Resolution Number	Moved and Seconded	CARRIED
2025- 216	SPUZAK/GLOWASKY	Carried
Be it resolved that: A By-Law to confirm the proceedings of Council for the Township of Alberton conducted at its December 11 th , 2025 regular Council meeting be introduced and read a first, second and third time, passed and numbered as By-Law #31/25, and that said		


 Mayor/Dep. Mayor Initials


 Clerk Initials

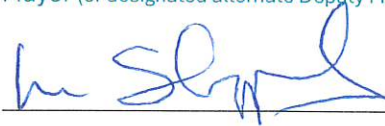
Township of Alberton minutes of the December 11th, 2025, regular meeting of Council.

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
2025-217	DENNIS/FORD	Carried
Be it resolved that: This meeting of Council for the Township of Alberton shall be and is hereby adjourned at 9:38 p.m.		



Mayor (or designated alternate Deputy Mayor)



Clerk (or Deputy Clerk)



Mayor/Dep. Mayor Initials



Clerk Initials