



# Corporation of the Township of Alberton

Council for the Township of Alberton held its Regular Meeting of Council on Thursday, July 17, 2025, at 7:00 p.m., in person with the following present:

- Mayor: Mike Ford
- Councillors: Tyson Dennis, Peter Spuzak, Shawn Spence
- 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 7:03 p.m.

**TERRITORIAL 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:** Move item 7.1.5 to section 13.1 due to an inadvertent staff error in the description of granular material in request for quote.

**2. ADOPTION OF THE AGENDA:**

Resolution Number	Moved and Seconded	CARRIED
2025-122	SPENCE/DENNIS	Carried
Be it resolved that; Council for the Township of Alberton hereby approves the Agenda as amended for the July 17th, 2025, regular Council meeting.		

- 3. **DISCLOSURE OF INTEREST:** None

**4. MINUTES – PREVIOUS MEETING:**

Resolution Number	Moved and Seconded	CARRIED
2025-123	DENNIS/SPUZAK	Carried
Be it resolved that: The minutes of the June 12 <sup>th</sup> , 2025 special Council meeting, minutes of the June 19 <sup>th</sup> , 2025 Open House and Public Meeting and the minutes of the June 19, 2025 regular Council meeting are approved as circulated.		

**5. DEPUTATIONS AND PETITIONS:**

- 5.1 No items

Mayor/Dep. Mayor Initials

Clerk Initials

**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 June 30th, 2025, were received.
  - 6.2.2 Financial Reports to June 30<sup>th</sup>, 2025, were received
  - 6.2.3 Monthly Investment Funds Summary to June 30th, 2025, were received.

Resolution Number	Moved and Seconded	CARRIED
2025-124	DENNIS/SPENCE	Carried
Be it resolved that: Council for the Township of Alberton hereby approves payment of the following Accounts Payable for the prior month of June:		
<ul style="list-style-type: none"> <li>1. \$452,199.03 for general accounts payable, online bill and Visa payments and transfers to investment funds;</li> <li>2. \$2,784.49 for payments made to Council and;</li> <li>3. \$19,204.51 for Township staff payroll including mileage, prior to apportionment of CBO costs including mileage.</li> </ul>		

Resolution Number	Moved and Seconded	CARRIED
2025-125	SPUZAK/DENNIS	Carried
Be it resolved that: Council for the Township of Alberton hereby acknowledges receipt of and approves the following financial reports provided to it:		
<ul style="list-style-type: none"> <li>(a) Statement of Revenue and Expenditures to June 30, 2025</li> <li>(b) Financial reports by department to June 30, 2025 and</li> <li>(c) ONE Monthly Investment Funds summaries for:                             <ul style="list-style-type: none"> <li>(i) Grants, Reserve Funds HISA to June 30, 2025, and</li> <li>(ii) Current/Excess Funds HISA to June 30, 2025</li> </ul> </li> </ul>		

**7. REPORTS of MUNICIPAL OFFICERS**

**7.1 ROADS**

7.1.1 Road and Park Superintendent’s written report was received. Cold mix patching is ongoing on all roads. Frog Creek Road received gravel in certain areas, was graded and suppressant applied. Utility locates for signposts continue to come in and roadway signage is being updated, replaced or relocated as necessary. July roadside mowing has been completed. Trees trimmed in front of the firehall to improve maintenance and view. Brushing around road signage is ongoing. Upcoming work on culvert replacements at specific locations on Bone, Ducharme middle and Stewart Roads. Speed limit signage will be ordered tomorrow and upon arrival will be installed on Stewart, Bone and Ducharme roads.

7.1.2 Parks and Grounds Update – Grounds maintenance at the park ongoing. Mulch and tilling work completed around the playground and the volleyball net will be installed this week. The new playground equipment is very popular, and residents are reminded to please stay clear of the Rink Roof Project site.

7.1.3 Road Projects, Plans and Updates – One culvert on Bone Road to be replaced with anticipated start date of next week, pending utility locate clearance and two (2) other culverts identified for replacement in the coming weeks are located on Stewart Road and Ducharme middle.

7.1.4 Review of quotes for 601 metres of Ditching on west side of Hill Road

  
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Resolution Number	Moved and Seconded	CARRIED
2025-126	SPENCE/DENNIS	Carried
<p>Be it Resolved: Council for the Township of Alberton hereby confirms acceptance of the quote from: Dennis Robinson Ltd in the amount of \$7,155.00</p> <p>For ditching a specific location of approximately 601 metres on the west side of Hill Road, for the Work as outlined below:</p> <p>Ditching 601 metres of the west side of Hill Road in accordance with specific location identified and hauling of the excess ditched material to the Township of Alberton property located on Hill Road specifically:</p> <ul style="list-style-type: none"> <li>• 601 metres as identified in Schedule "A" attached</li> <li>• Haul the excess ditched material to Township of Alberton Park property located at: 128 Hill Road, Alberton</li> </ul> <p>The Road and Park Superintendent shall arrange for Work to be performed, as and when required by the Township and will monitor and inspect the Work.</p> <p>In the event the vendor cannot perform the duties as stated above, Council for the Township of Alberton will move to the next lowest quote.</p> <p>Contractor to provide WSIB clearance certificate and proof of insurance prior to commencement of Work.</p>		

7.1.5 Item moved to 13.1 with no review, due to a staff error in the invitation to quote material description. Review quotes for 800 cubic yards of Class B, Type II 5/8" granular

*Road and Park Superintendent V. Brusven departed the meeting at 7:33 p.m.*

**7.2 VOLUNTEER FIRE DEPARTMENT**

7.2.1 Fire Chief's June report was received. Volunteer Fire Department responded to one (1) callout, for a faulty smoke detection device. The new Fire Hazard Sign provided by the Ministry of Natural Resources (MNR) has been delivered and we are awaiting MTO Highway Corridor Management permit approval before installation. Despite wetter and cooler weather conditions, there is a continued wildfire risk. Recent reports have indicated this is Canada's second worst fire season in recorded history and we are all reminded to practice extreme caution. Due to an inadvertent oversight at ABC Fire; Alberton was missed for district FIT testing. However, ABC Fire will be attending on August 7<sup>th</sup> and 8<sup>th</sup>, 2025 to complete Alberton's FIT testing and notification of those dates has been provided to members. Work on a modification to truck checks is in development. Members will attend the Mobile Live Fire Training Unit in August in Fort Frances. Members with upcoming DZ examinations completed drivers training this past Saturday, July 12<sup>th</sup>, 2025.

7.2.2 Update on proposed revisions to of the Open Air Burning and Burn Permit processes – Fire Chief advised he is still in the process of finalizing proposed updates and will email draft adjustments to the Clerk in the next week.

7.2.3 Ministry of Emergency Preparedness and Response – letter dated June 30, 2025, confirming the Township of Alberton satisfied all thirteen elements of Emergency Management Program for 2024 was received.

7.2.4 The Town of Rainy River is hosting an Emergency Management Ontario (EMO) training event for Senior and Elected Officials for Emergency Management on Thursday, September 4<sup>th</sup>,

  
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2025, at 6:00 pm, with location and details to be provided closer to session. The invitation was received, and this training is an important element towards meeting the annual required elements.

Resolution Number	Moved and Seconded	CARRIED
2025-127	SPENCE/SPUZAK	Carried
Be it Resolved: Council for the Township of Alberton hereby approves the attendance of the individuals listed below, if available, to attend the Emergency Management Ontario workshop, hosted by the Town of Rainy River on Thursday, September 4 <sup>th</sup> , 2025 at 6:00 p.m., with location and further details to be provided closer to: Mayor Mike Ford, Lisa Sheppard, Michelle Brusven, Chris Bonner-Vickers, James Woods and Vance Brusven.		

*Fire Chief J. Woods departed the meeting at 7:58 p.m.*

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

- 7.3.1 CBO's Alberton Monthly Building Report for June 2025 was received.
- 7.3.2 CBO's AMBIS Monthly Building Report for June not provided this month due to CBO's scheduled vacation leave.

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


7.4.1 CAO/Clerk-Treasurer's Report – CAO/Clerk-Treasurer's report was received. Final 2025 Property Tax bills were prepared and mailed on May 26<sup>th</sup>, 2025, and are due by July 31<sup>st</sup>, 2025. The cell tower located in the front yard of the office no longer has any customers connected to it. Vianet has arranged for the dismantling of the old tower on July 30<sup>th</sup>. Planning is underway for the Rink Roof Project Completion Event taking place on Saturday, September 20<sup>th</sup>, 2025. Based on inspections of the Nugent/Alberton Mutual Drain; staff have determined that approximately 1800 metres of ditching and overgrowth clean-up along with dam removal is required. Ideally this kind of ditching work (overgrowth/debris) is appropriate for colder weather. Information and quotes will be sought and will be provided at a meeting to be scheduled with the property owners who are on the mutual drain agreement.


7.4.2 Rink Roof Project Update – the site is a hub of activity and work is progressing. The steel beams along with the roofing panels are now installed. Finishing touches such as fascia and snowguards, painting the rink boards, pickleball courts and landscaping will begin shortly. Safety is the priority, and residents are asked to respect the signage and work area at all times.

7.4.3 Grant application for Enhancing Access to Spaces for Everyone (EASE) Grant was reviewed.

Resolution Number	Moved and Seconded	CARRIED
2025-128	DENNIS/SPUZAK	Carried
Be it Resolved: Council for the Township of Alberton hereby approves a grant application to be submitted to the Ministry of Seniors and Accessibility program, Enhancing Access to Spaces for Everyone (EASE) Grant; which goal is to enhance the quality of life for people with disabilities and older adults and supporting active, healthy, safe and socially connected lifestyles.		

7.4.4 Trillium Playground Project Report – The Ribbon Cutting Event was a huge success and took place on Wednesday, June 25<sup>th</sup>. Thank you to the Ontario Trillium Foundation for investing in communities and to the Honourable MPP Greg Rickford for attending. The final expense report was reviewed. The total expenses for the new accessible playground were \$110,075.81, with the generous grant from the Ontario Trillium Foundation covering

  
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\$100,200 of the total. The additional \$9,875.81 in expenses allowed for the uncovered cost of the play structure equipment, the installation of the accessible barrier free walkway, finish landscaping around the playground, as well as the 12 inches of safety landing mulch beneath the equipment. This new accessible play equipment is a wonderful addition and was made possible with the grant funding from the Ontario Trillium Foundation.

7.4.5 Save on Energy Program Grant for sustainable lighting solutions information was received.

Resolution Number	Moved and Seconded	CARRIED
2025-129	SPUZAK/DENNIS	Carried
Be it Resolved: Council for the Township of Alberton hereby approves participation in the Save on Energy Independent Electricity System Program Grant, owned by the Province of Ontario, specifically for the Lighting Program grant, to replace existing bulbs with LED and some existing fixtures. The program grant will contribute \$2,981.00 and the Township portion will be \$380.00, helping to achieve greener solutions for economic and sustainable energy.		

**7.5 MAYOR/COUNCIL REPORTS**

- 7.5.1 Mayor Ford – no report
- 7.5.2 Councillor Glowasky – not in attendance, no report
- 7.5.3 Councillor Spuzak – no report
- 7.5.4 Councillor Dennis – no report
- 7.5.5 Councillor Spence – Councillor Spence advised he attended a Joint Police Services Board meeting on June 23<sup>rd</sup>, 2025, with the next meeting to be scheduled in September.

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

**8.1 Rainy River District Municipal Association**

- 8.1.1 Councillor Spuzak provided a verbal report -
- 8.1.2 District Community Safety and Well Being Plan – Clerk provided a verbal update. At the May 21<sup>st</sup> meeting of the RRDMA it was suggested that the District Clerks get together to update and modernize the Community Safety and Well Being Plan. The CAO for Emo volunteered to coordinate dates for the Clerks to get together and work on revisions and updates to the Plan. We expect to have a scheduled date shortly to begin the review.

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

- 8.2.1 Mayor Ford advised he attended the board meeting earlier today where an update on recruitment was provided. Work to begin on reviewing policies and by-laws that may require updates or modernization. Strengthening communication and community engagement remains a focus and the new Highlights Newsletter along with the regular monthly newsletter are two examples of engagement initiatives.
- 8.2.2 Highlights Newsletter of the District of Rainy River Services Board Annual General Meeting of June 19th, 2025, was received.
- 8.2.3 The District of Rainy River Services Board June Newsletter was received.

  
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**8.3 Joint Health & Safety Committee**

8.3.1 The Joint Health and Safety Committee’s written report of July 9, 2025, was received. Some loose siding has been identified in one of the garages and is on the list for maintenance. One missing shingle on a garage will be attended to as well.

**8.4 Recreation Committee**

8.4.1 Clerk provided a verbal update - The Ribbon Cutting Event on June 25<sup>th</sup>, 2025, for the Ontario Trillium Playground Project was a wonderful afternoon. A huge thank you to all the volunteers who kindly barbequed for the Picnic in the Park with the Honourable MPP Greg Rickford. The committee will be scheduling a meeting in the coming weeks to finalize the details for the celebration event for the Rink Roof Project completion, to be held on Saturday, September 20<sup>th</sup>, 2025, as well as a possible Fall Community Garage Sale Event.

**8.5 NOMA Board**

8.5.1 No items.

**8.6 Rainy River District West O.P.P. Detachment Board**

- 8.6.1 Minutes of the April 7<sup>th</sup>, 2025, meeting were received.
- 8.6.2 April and May 2025 Detachment Report was received.
- 8.6.3 2024 Annual Report was received.

**9. OLD BUSINESS**

9.1 No items.

**10. NEW BUSINESS**

10.1 Bylaw to adopt a Customer Service Policy was reviewed.

Resolution Number	Moved and Seconded	CARRIED
2025-130	SPENCE/DENNIS	Carried
<p>WHEREAS Council for the Township of Alberton is committed to delivering exceptional, equitable and accessible customer service;</p> <p>BE IT RESOLVED that Council for the Township of Alberton hereby adopts the Customer Service Policy, attached as Schedule “A”, and that a By-Law be introduced and read a first, second and third time, passed and numbered as By-Law # 20/25, 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.</p>		

10.2 Draft Site Plan Control By-law and schedules were reviewed and discussed. Revisions and formatting updates to be completed and brought back for the September meeting.

**10.3 REQUESTS FOR SUPPORT**

10.3.1 Town of Bracebridge regarding efforts to reduce road salt usage and utilize Standard Best Management Practices for snow and ice management was received.

2025-131	DENNIS/SPENCE	Carried
<p>WHEREAS Council for the Township of Alberton having considered correspondence from the Town of Bracebridge regarding Road Salt usage and the protection of freshwater ecosystems, drinking water and infrastructure;</p>		

  
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WHEREAS The Town of Bracebridge urges the Provincial Government to work with key stakeholders to develop limited liability legislation, including enforceable contractor training and a single set of provincially endorsed standard Best Management practices for snow and ice management, and to create and fund an expert stakeholder advisory committee to advise the Province and municipalities on the best courses of action to protect freshwater ecosystems, drinking water and infrastructure from the effects of salt pollution; of our country and values;  
 FURTHER BE IT RESOLVED THAT Council for the Township of Alberton support this correspondence and request a copy of this resolution be sent to the Town of Bracebridge.

10.3.2 Township of Black River-Matheson regarding opposing implementation for mandatory firefighter certification does not adequately reflect the operational realities of small, rural and northern municipalities was received.

2025-132	SPENCE/DENNIS	Carried
WHEREAS Council for the Township of Alberton having considered correspondence from the Township of Black River-Matheson regarding concerns and its request for exemption to proposed mandatory firefighter certification requirements under O.Reg. 343/22; AND WHEREAS the Township of Black River-Matheson respectfully requests the Office of the Fire Marshall and the Ministry of Solicitor General to: <ul style="list-style-type: none"> <li>• defer full implementation of the certification regulation for rural and northern municipalities,</li> <li>• provide exemptions or alternative compliance pathways tailored to the needs and limitations of small, rural and remote fire services and</li> <li>• increase funding and training supports for municipalities outside major urban centres;</li> </ul> BE IT RESOLVED THAT Council for the Township of Alberton support this correspondence and request a copy of this resolution be sent to the Township of Black River-Matheson.		

10.3.3 Town of Bradford West Gwillimbury regarding advocacy for increased support thresholds for Canadian Veterans and urging Veteran Affairs to review all Canadian Armed Forces Veteran income support programs to align with the current cost of living across Canada was received.

2025-133	DENNIS/SPENCE	Carried
WHEREAS Council for the Township of Alberton having considered correspondence from the Town of Bradford West Gwillimbury urgently requesting the Government of Canada and all federal parties to increase the eligibility threshold for Canadian Veterans Income Replacement Benefit (IRB) program from \$20,000 to \$40,000 annually, and urges Veteran Affairs to review all income support programs with the current cost of living across Canada; WHEREAS The Township of Alberton recognizes the selfless service and enduring sacrifices made by Canadian Armed Forces veterans in the defence of our country and values; FURTHER BE IT RESOLVED THAT Council for the Township of Alberton support this correspondence and request a copy of this resolution be sent to the Town of Bradford West Gwillimbury.		

**11. PLANNING**

- 11.1 Clerk to provide verbal update from FOTENN regarding new mapping drafts – The CAO/Clerk-Treasurer advised that FOTENN is working on finalizing the new mapping for the municipality. The next step is the draft of the new Official Plan is submitted to Ministry of Municipal Affairs and Housing (MMAH) for review. Once MMAH has had the opportunity to review the draft, then public consultation and an Open House can be scheduled with anticipated scheduling this fall.

**12. INFORMATION AND PUBLIC ANNOUNCEMENTS**

- 12.1 Ministry of Agriculture, Food and Agribusiness – July 2025 Newsletter
- 12.2 Ombudsman Ontario memo dated June 25, 2025, regarding its 10<sup>th</sup> Annual Report for 2024-2025
- 12.3 Ontario Human Rights Commission memo dated June 27, 2025, regarding its Annual Report for 2024-2025 titled *Cultivating a Culture of Dignity and Respect: A Shared Responsibility*

  
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- 12.4 Rainy River Future Development: Save the Date: Burger Wars Street Festival on September 12, 2025
- 12.5 Association of Municipalities (AMO) Watchfile Newsletter dated June 19, 2025
- 12.6 Ministry of Natural Resources memo dated June 20, 2025, regarding Inspection of the 2025 Herbicide Project for Boundary Waters Forest
- 12.7 Rural Ontario Municipal Association (ROMA) Board Update memo dated June 20, 2025
- 12.8 Ministry of Energy and Mines memo dated June 24, 2025, release of first-ever integrated Energy Plan titled: *Energy for Generations: Ontario's Integrated Plan to Build the Strongest Economy in the G7*
- 12.9 Minister of Rural Affairs memo dated June 24, 2025, regarding information on the newly expanded Rural Ontario Development program
- 12.10 Rainy River Future Development Corporation memo dated June 25, 2025, announcing a seminar on Wednesday, July 23, 2025, exploring Ontario Made branding program promoting products manufactured in Ontario
- 12.11 Northwestern Health Unit (NWHU) memo dated July 3, 2025, shared its 2024 Annual Report titled: *A Sustainable Future for Local Public Health*
- 12.12 Boundary Waters Forest Management Corporation email dated July 3, 2025, announcing a Fibre Supply Business Agreement with Wanagekong-Biiwega'iganan Clean Energy Corporation, supporting sustainable economic development in the region while aligning forest resource management with clean energy initiatives

**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 by or on behalf of the municipality or local board; the general nature thereof is provincial negotiations, and one item under Section 239 (2) (d) Labour relations and employee negotiations; the general nature thereof is a 6-month performance review of Road and Park Superintendent position.

Resolution Number	Moved and Seconded	CARRIED
2025-134	DENNIS/SPENCE	Carried
<p>Be it resolved that: 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 <i>Municipal Act, 2001</i> 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(k), a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on by or on behalf of the municipality or local board; the general nature thereof is related to negotiations regarding a road surfacing project, and one item under Section 239(2)(d) labour relations and employee negotiations; the general nature thereof is a 6-month performance review of the Road and Park Superintendent position.</p>		

- 13.2 Resolution to return to open session.

Resolution Number	Moved and Seconded	CARRIED
2025-135	SPENCE/DENNIS	Carried
<p>Be it resolved that: Council for the Township of Alberton hereby returns to an open session at 10:00 p.m.</p>		

Resolution Number	Moved and Seconded	CARRIED
2025-136	DENNIS/SPENCE	Carried
<p>WHEREAS The Township of Alberton had invited quotes for the provision of the supply and delivery of 800 cubic metres of Class B, Type II granular;</p> <p>WHEREAS due to a staff inadvertent error in the description of the material required, Council for the Township of Alberton cannot accept any of the quotes provided as the material described will not meet planned project specifications;</p> <p>BE IT RESOLVED THAT Council for the Township of Alberton direct staff to advise those who had submitted quotes of the error, thank them for their interest, and re-invite quotes with the correct granular specifications and to include a description of the intended asphalt emulsion project for clarity purposes.</p>		

  
 Mayor/Dep. Mayor Initials

  
 Clerk Initials


Resolution Number	Moved and Seconded	CARRIED
2025-137	DENNIS/SPENCE	Carried
Be it resolved that: Council for the Township of Alberton directs the Clerk to reissue invitations to quote with the corrected granular specification and to include the description of the intended asphalt emulsion project for clarity, with a closing date of Wednesday, July 23 <sup>rd</sup> , 2025, at 1:00 pm and to accept the lowest submitted quote.		

Resolution Number	Moved and Seconded	CARRIED
2025-138	DENNIS/SPENCE	Carried
Be it resolved that: Council for the Township of Alberton hereby approves a merit-based increase for the Road and Park Superintendent, based on the completion of his 6-month employee Performance Evaluation (EPE), with the increase as discussed in camera to be effective August 3 <sup>rd</sup> , 2025..		

**14. ADJOURNMENT**


Resolution Number	Moved and Seconded	CARRIED
2025-139	SPENCE/DENNIS	Carried
Be it resolved that: A By-Law to confirm the proceedings of Council for the Township of Alberton conducted at its July 17 <sup>th</sup> , 2025 regular Council meeting be introduced and read a first, second and third time, passed and numbered as By-Law #21/25, 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.		

Resolution Number	Moved and Seconded	CARRIED
2025-140	DENNIS/SPENCE	Carried
Be it resolved that: This meeting of Council for the Township of Alberton shall be and is hereby adjourned at 10:03 p.m.		



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Mayor (or designated alternate Deputy Mayor)



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Clerk (or Deputy Clerk)

 Mayor/Dep. Mayor Initials

 Clerk Initials