



# Corporation of the Township of Alberton

Council for the Township of Alberton held its Regular Meeting of Council on Thursday, October 16, 2025, 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; 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.

**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:**

**2. ADOPTION OF THE AGENDA:**

Resolution Number	Moved and Seconded	CARRIED
2025-162	SPENCE/SPUZAK	Carried
Be it resolved that; Council for the Township of Alberton hereby approves the Agenda for the October 16th, 2025, regular Council meeting.		

**3. DISCLOSURE OF INTEREST:** None

**4. MINUTES – PREVIOUS MEETING:**

Resolution Number	Moved and Seconded	CARRIED
2025-163	GLOWASKY/SPENCE	Carried
Be it resolved that: The minutes of the September 18 <sup>th</sup> , 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 September 30, 2025, were received.
- 6.2.2 Financial Reports to September 30, 2025, were received
- 6.2.3 Monthly Investment Funds Summary to September 30, 2025, were received.

Resolution Number	Moved and Seconded	CARRIED
2025-164	SPENCE/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 September 2025:		
<ul style="list-style-type: none"> <li>1. \$288,515.98 for general accounts payable, online bill and Visa payments and transfers to investment funds;</li> <li>2. \$1,955.46 for payments made to Council and;</li> <li>3. \$20,947.75 for Township staff payroll including mileage, prior to apportionment of CBO costs including mileage.</li> </ul>		

Resolution Number	Moved and Seconded	CARRIED
2025-165	GLOWASKY/SPENCE	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 September 30, 2025</li> <li>(b) Financial reports by department to September 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 September 30, 2025, and</li> <li>(ii) Current/Excess Funds HISA to September 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. Road signage continues to be updated as Utility locates come in. Another round of cold mix patching is ongoing on all roads before winter hits. One location, where gravel was placed earlier in the year on Frog Creek Road, was graded on October 10<sup>th</sup> and Busch Road was graded on October 14<sup>th</sup>, 2025. The fall roadside mowing was completed on October 2<sup>nd</sup>. Fall trimming around road signs and cutting brush at intersections is taking place this week. Beaver management is ongoing. The surface treatment is setting up as expected. Residents are reminded to continue to exercise caution and reduce speed for the next couple of weeks, to prevent injury to pedestrians and damage to vehicles, while the treatment is still tightening up.

7.1.2 Parks and Grounds Update – Grounds maintenance at the park is wrapping up for the season. One spot underneath the kitchen sink at the Rink Shack has been insulated and patched. Assisted with the measurements and layout of the pickle ball courts and ensured accessibility access to the rink surface at the double doors entrance. Despite several attempts to repair the overhead door at the grader garage, the door remains a safety hazard as well as it is scraping and damaging the interior of the garage ceiling and requires replacement.

7.1.3 Roads garage – overhead rolling door repair update and quote for replacement with energy efficient door.

Resolution Number	Moved and Seconded	CARRIED
2025-166	SPUZAK/SPENCE	Carried

  
 Mayor/Dep. Mayor Initials

  
 Clerk Initials

Council for the Township of Alberton hereby accepts quote 135462 from Hanover Door Systems Inc, in the amount of \$10,696.33 plus applicable taxes, for the supply and installation of an energy efficient weatherlock insulated steel door with chain hoist backup, spreader bar kit and solenoid brake for the Maintenance Garage, in accordance with the Purchasing and Procurement Policy single source procurement.

Contractor to supply proof of their WSIB coverage prior to installation.

7.1.4 Culvert and Bridge Inspections by K.Smart Associates LTD, with report to follow in the coming weeks – K.Smart Associates Ltd were in the District at the end of September. Alberton culverts and bridges were inspected on September 29<sup>th</sup>, 2025, with the report to follow in a few weeks.

7.1.5 Asphalt Emulsion Roads Project Report – a preliminary report prepared by staff for the Northern Ontario Economic Development (NORDS) Asphalt Emulsion Project was received. The NORDS pilot program has been instrumental in supporting municipalities with addressing infrastructure pressures.

*Road and Park Superintendent V. Brusven departed the meeting at 7:26 p.m.*

**7.2 VOLUNTEER FIRE DEPARTMENT**

7.2.1 Fire Chief provided a written report. Unit 9-1 received its pump and ladder testing today and passed. Upcoming training will focus on member teach-backs from FireCon and pumping operations. Proposed revisions to update the Burn Permit information and the Burning By-law were reviewed, and the Clerk will incorporate the proposed updates in a draft to be brought back to Council’s next meeting on November 20<sup>th</sup>. Fire Chief is meeting with the AVFD Captains this evening at 8:15 pm and an All AVFD Member meeting will be scheduled in November. Members are planning participation in the local Trunk or Treat for Halloween and the annual winter parade.

7.2.2 AVFD enrollment for two members in NFPA Firefighter II course and training.

Resolution Number	Moved and Seconded	CARRIED
2025-167	GLOWASKY/SPUZAK	Carried
Be it Resolved: Council for the Township of Alberton hereby approves the registration of the following Alberton Volunteer Fire Department member enrollment in the NFPA 1001 FF II course and training: <ul style="list-style-type: none"> <li>• Noah Armstrong</li> <li>• Mitchell Hearn</li> </ul>		

Resolution Number	Moved and Seconded	CARRIED
2025-168	SPUZAK/GLOWASKY	Carried
Be it Resolved: Council for the Township of Alberton hereby supports and approves the Alberton Volunteer Fire Department members participation in the local Trunk or Treat Event to be held in Fort Frances on October 31 <sup>st</sup> , 2025.		

7.2.3 Update on the Fire Prevention/Cancer Protection 2024-2025 grant project progress – Fire Chief described the importance of this grant from the Ontario Fire Marshall and its commitment to safe practices and supporting fire departments. Eligible and approved grant items will be procured and completed in the coming weeks.



Mayor/Dep. Mayor Initials



Clerk Initials

7.2.4 Resolution to go in-camera, as permitted under Section 239(2)(d), labour and employee negotiations, the general nature thereof is to review a Volunteer Fire Department new member application.

Resolution Number	Moved and Seconded	CARRIED
2025-169	SPENCE/SPUZAK	Carried
Be it Resolved: Council for the Township of Alberton hereby moves to an in-camera session at 8:11 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(2)(d) labour relations and employee negotiations; the general nature thereof is to review two (2) applications for the Volunteer Fire Department brigade.		

Resolution Number	Moved and Seconded	CARRIED
2025-170	GLOWASKY/SPUZAK	Carried
Be it Resolved: Council for the Township of Alberton hereby returns to an open session at 8:14 p.m.		

Resolution Number	Moved and Seconded	CARRIED
2025-171	SPUZAK/SPENCE	Carried
Be it Resolved: Council for the Township of Alberton hereby welcomes and appoints Isabelle Meeks as a member of the Alberton Volunteer Fire Department, with the appointment effective immediately.		

Resolution Number	Moved and Seconded	CARRIED
2025-172	SPENCE/GLOWASKY	Carried
Be it Resolved: Council for the Township of Alberton hereby welcomes and appoints Ian McKay as a member of the Alberton Volunteer Fire Department, with the appointment effective immediately.		

7.2.5 Update on the grant applications to the FireSmart Community Implementation and the 2025-2026 Fire Prevention/Cancer Protection – copies of the submitted grant application were received.

*Fire Chief J. Woods departed the meeting at 8:13 p.m.*

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

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

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

- 7.4.1 CAO/Clerk-Treasurer’s Report – CAO/Clerk-Treasurer’s report was received. CAO/Clerk-Treasurer completed the Municipal Elections Training Program, and the Administrative Assistant is attending a grant workshop in Emo on October 29, 2025. A Resident Engagement Survey is ongoing with options to complete the survey on our website as well as paper copies available. Once the survey period has closed, results will be analyzed and a report prepared.
- 7.4.2 Rink Roof Project Update – The painting of the pickle ball courts as well as the posts and nets were installed on October 3<sup>rd</sup>, 2025. There are two (2) remaining lights to be installed over the rink entrance and another rail at the bottom of the fencing along the toboggan slide.

  
 Mayor/Dep. Mayor Initials

  
 Clerk Initials

7.4.3 Property Tax Report and Arrears was received. Final 2025 Property Tax bills were due by July 31<sup>st</sup>, 2025. There remains approximately \$32,300.00 in outstanding property taxes and collection of past due accounts is regular and ongoing.

7.4.4 CCBF Projects and reserve transfers – staff report on CCBF projects and necessary transfer from CCBF and NORDS reserves was received.

Resolution Number	Moved and Seconded	CARRIED
2025-173	SPUZAK/GLOWASKY	Carried
Be it Resolved: Council for the Township of Alberton hereby approves the transfer amount of \$15,515.18 from reserve funds for CCBF projects, \$194,285.28 from modernization and road reserve funds for the snowplow vehicle, and the amount of \$320,376.09 from NORDS Funding Project reserves for the NORDS asphalt emulsion project.		

7.4.5 Community Engagement Survey Results to date – preliminary staff report was received with survey results from the September 20<sup>th</sup> community event. Some great suggestions for future activities at the park included; roller skating evening, bike safety and live music events under the roof. Residents are encouraged to complete the survey on the Township website or paper copies are available.

7.4.6 IT Support and Risk Management 2026 Quote for Services – Vendor quotes for 2026 IT Support and management were reviewed.

Resolution Number	Moved and Seconded	CARRIED
2025-174	SPENCE/DENNIS	Carried
Be it Resolved: WHEREAS Council for the Township of Alberton invited quotes for IT support and risk management solutions from vendors for 2026 services, of which two were received; FURTHER BE IT RESOLVED Council for the Township of Alberton hereby accepts the quote numbered SK005586v1 from TBXI Managed IT and Print Services, in the amount of \$1,125.00 per month, attached herewith forming "Schedule A", with the Clerk to sign and execute any and all documents as required to arrange and complete the IT services.		

**7.5 MAYOR/COUNCIL REPORTS**

- 7.5.1 Mayor Ford – no report
- 7.5.2 Councillor Glowasky – Councillor Glowasky advised she attended the RRDMA and Riverside ad-hoc communications meeting on October 1<sup>st</sup>, 2025
- 7.5.3 Councillor Spuzak – advised he has investigated three (3) livestock claims
- 7.5.4 Councillor Dennis – no report
- 7.5.5 Councillor Spence – Councillor Spence advised he attended the Joint Police Services Board meeting on September 22, 2025, with the next meeting schedule for October 20<sup>th</sup>, 2025.

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

**8.1 Rainy River District Municipal Association (RRDMA)**

8.1.1 Councillor Spuzak advised the next RRDMA meeting is scheduled for November 12<sup>th</sup>, 2025 in Chapple.

8.1.2 District Community Safety and Well Being Plan – Clerk provided a verbal update regarding the update of the District Community Safety and Well Being Plan: The district clerks were to meet again the afternoon of October 15, 2025, to determine next steps, however the meeting had to be re-scheduled and a new date has not yet been determined.

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



Mayor/Dep. Mayor Initials



Clerk Initials

8.2.1 Mayor Ford advised he attended the DRRSB board meeting earlier today, where an update on Strategic Plan progress was received, January 2026 ROMA attendees confirmed and Request for Proposals (RFP's) for the Fifth and Frenette property were reviewed.

8.2.2 Highlights Newsletter of the District of Rainy River Services Board Meeting of September 18<sup>th</sup>, 2025, was received.

### 8.3 Joint Health & Safety Committee

8.3.1 The Joint Health and Safety Committee's written report of October 8<sup>th</sup>, 2025, was received. The overhead door on the garage is scraping the ceiling, the door glides are aging and despite repairs and attempts to correct mechanical issues - it remains very difficult to open and close. Park signage to be installed and sharp tin on the Hill Road Garage will require repair next spring.

### 8.4 Recreation Committee

8.4.1 Councillor Glowasky provided a verbal update - The Rink Roof Celebration and Ribbon Cutting Event, with special guest the Honourable Greg Rickford, MPP for Kenora-Rainy River, on September 20<sup>th</sup>, 2025, was a huge success. 334 hamburgers and 200 hot dogs were served. A huge thank you to the Northern Ontario Heritage Fund Corporation (NOHFC), and to staff and all the volunteers who worked so hard to make this event a success. The Recreation Committee will begin planning for the December event shortly.

### 8.5 NOMA Board

8.5.1 Northern Ontario Municipal Association (NOMA) Board meeting minutes of June 18, 2025 were received.

8.5.2 NOMA media release and correspondence dated September 16, 2025, regarding Consultation on the Future of Community Natural Gas Expansion was received.

8.5.3 NOMA media release and correspondence dated September 19, 2025, regarding call for Immediate Federal Support to Protect Northern Ontario's Forestry Sector and Canada's Housing Targets was received.

8.5.4 NOMA media release and correspondence dated September 29, 2025, call for Urgent Action – Idling of Kap Paper Operations was received.

8.5.5 NOMA correspondence dated October 1, 2025, regarding Blue Box Transition was received.

8.5.6 NOMA media release and correspondence dated October 1, 2025, regarding Ontario Forest Sector Faces Crisis Amid New Section 232 Tariffs and Escalating Trade War was received.

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

8.6.1 Agenda package of the September 22<sup>nd</sup>, 2025, meeting was received.

## 9. OLD BUSINESS

9.1 No items.

## 10. NEW BUSINESS

10.1 O.P.P. Municipal Policing Bureau Memo received July 16, 2025, regarding regulatory amendments to O.Reg 413/23; Amount Payable by Municipalities for Policing from Ontario Provincial Police was received.

Mayor/Dep. Mayor Initials

Clerk Initials

10.2 Accessible High-Speed Internet Program fibre-optic project information regarding proposed project in the Township of Alberton

Resolution Number	Moved and Seconded	CARRIED
2025-175	GLOWASKY/SPENCE	Carried
<p>Be it Resolved: The Accelerated High-Speed Internet Program (AHSIP) is part of the government's plan to accelerate access to high-speed internet connectivity for households and businesses in every region of Ontario, to ensure Ontarians access to reliable high-speed internet;</p> <p>WHEREAS Council for the Township of Alberton hereby confirms receipt of the Community Network Partners request dated October 6th, 2025; for the installation of buried fibre-optic infrastructure to be placed within the municipal right-of-way, within the Township of Alberton on Old School, Peat Moss, Whitmore, Stewart, Ducharme, Bone, Kehl, Hammond, Hall, Hill, Pidlubny, Domanski, Frog Creek and Heward Roads;</p> <p>AND WHEREAS there will be an aerial cable component on the following roads on existing aerial poles within the Township of Alberton: Hammond, Hill, Hall, Ducharme and Bone Roads;</p> <p>AND WHEREAS this request incurs no cost to the municipality, and will not incur any future costs to the municipality;</p> <p>AND WHEREAS all buried fibre-optic infrastructure will be installed one (1) metre off property lines and contained within the municipal road allowance and approximately .7 to 1 metre deep, where conditions allow, and in instances where the fibre-optic installation is unable to sweep around and maintain 1 metre from the opening of culverts; directional drilling underneath the culverts will occur, with road crossings at 1 metre in depth;</p> <p>AND WHEREAS is indicated in Schedule A attached, where the fibre-optic infrastructure is to be attached on existing aerial hydro poles, that the attached infrastructure would be seven (7) metres or more above the road;</p> <p>FURTHER BE IT RESOLVED that Council for the Township of Alberton approves and gives consent to the Community Network Partners request for consent for the installation of buried fibre-optic infrastructure on Old School, Peat Moss, Whitmore, Stewart, Ducharme, Bone, Kehl, Hammond, Hall, Hill, Pidlubny, Domanski, Frog Creek and Heward Roads; with the request and drawings attached herewith forming Schedule "A".</p>		

10.3 Rural Ontario Municipal Association (ROMA) 2026 Annual Conference information was received.

10.4 Ministry of Environment, Conservation and Parks correspondence dated October 6th, 2025, regarding referral of low-risk incidents to more appropriate authorities, including municipalities was received.

**10.5 REQUESTS FOR SUPPORT**

10.5.1 City of North Bay and the Municipalities of Assiginack and St.Charles; regarding support for making the Northern Ontario Resource Development Support (NORDS) program permanent to help Northern Ontario municipalities address infrastructure pressures critical to community development and growth was received.

2025-176	DENNIS/SPENCE	Carried
<p>WHEREAS Council for the Township of Alberton having considered correspondence from the City of North Bay, Resolution #2025-279, the Municipality of Assiginack, Resolution #173-08-2025 and the Municipality of St. Charles, Resolution #2025-223; respectfully urging the Government of Ontario to make the Northern Ontario Resource Development Support (NORDS) program a permanent funding initiative in its support to Northern municipalities;</p> <p>AND WHEREAS the NORDS program was extremely well received and has allowed municipalities, such as the Township of Alberton, to support large-scale infrastructure initiatives critical to addressing infrastructure pressures resulting from natural resource sector activities, community development and economic growth;</p>		



Mayor/Dep. Mayor Initials



Clerk Initials

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 City of North Bay, the Municipality of Assiniboia, the Municipality of St. Charles and the individuals and agencies listed below.

CC: Minister of Agriculture, Food and Agribusiness  
 Minister of Infrastructure  
 Minister of Natural Resources  
 Honourable Greg Rickford, MPP Kenora-Rainy River  
 Association of Municipalities of Ontario (AMO)  
 Federation of Northern Ontario Municipalities (FONOM)  
 Northwestern Ontario Municipal Association (NOMA)  
 Rural Ontario Municipal Association (ROMA)  
 Northern Ontario Municipalities

- 10.5.2 City of Kitchener; regarding requesting the Province of Ontario amend the Municipal Act to permit municipalities the ability to grandfather-out paper billing as the default option, and to permit municipalities to establish fees for paper billing for new accounts that opt for this method of delivery was received.

City of St. Catharines regarding support for the Elect Respect Pledge was received.

2025-177	GLOWASKY/DENNIS	Carried
<p>WHEREAS Council for the Township of Alberton having considered correspondence from the City of Kitchener requesting the Province of Ontario amend the Municipal Act to permit municipalities the ability to grandfather-out paper billing as the default option, and to permit municipalities to establish fees for paper billing for new accounts that opt for this method of delivery;</p> <p>AND WHEREAS Postage costs have risen significantly by 25% in 2025, and paper billing has a further environmental cost in both materials and transportation;</p> <p>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 City of Kitchener.</p>		

**11. PLANNING**

No items.

**12. INFORMATION AND PUBLIC ANNOUNCEMENTS**

- 12.1 Ministry of Natural Resources memo received September 15, 2025, regarding MNR Approved Prescribed Burn Plan for Slash Pile Burning for Boundary Waters Forest was received.
- 12.2 Rainy River Future Development Corporation memo dated September 24, 2025, regarding the Regional Tariff Response Initiative was received.
- 12.3 Association of Municipalities of Ontario (AMO)'s Newsletters and updates were received.
- 12.4 Ombudsman Ontario September Newsletter dated September 29, 2025, was received.
- 12.5 Ministry of Agricultural, food and Agribusiness October 2025 Newsletter was received.
- 12.6 Rural Ontario Municipal Association 2026 Conference Accommodation information dated October 4, 2025, was received.
- 12.7 Invitation from the Town of Fort Frances to attend Air Passenger Service Session Open House on November 6, 2025, from 4-6 p.m. at the Town of Fort Frances Civic Centre was received.
- 12.8 Northwestern Health Unit report dated October 8, 2025, titled: Examining the Impact of Alcohol Availability on Police, Emergency, and Health Services in the Northwestern Health Unit Catchment Area, 2022-2024, prepared in collaboration with Public Health Ontario was received.

**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)(i), a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which , if disclosed, could reasonably be expected to

  
 Mayor/Dep. Mayor Initials
   
 Clerk Initials

prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons , or organization; the general nature thereof is information provided by a healthcare organization.

Resolution Number	Moved and Seconded	CARRIED
2025-178	SPENCE/GLOWASKY	Carried
Be it resolved that: Council for the Township of Alberton hereby moves to an in-camera session at 9:02 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) (i) a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which , if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons , or organization; the general nature thereof is information provided by a healthcare organization.		

13.2 Resolution to return to open session.

Resolution Number	Moved and Seconded	CARRIED
2025-179	DENNIS/SPENCE	Carried
Be it resolved that: Council for the Township of Alberton hereby returns to an open session at 9:10 p.m.		

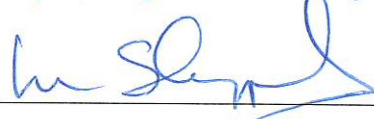
**14. ADJOURNMENT**

Resolution Number	Moved and Seconded	CARRIED
2025-180	GLOWASKY/DENNIS	Carried
Be it resolved that: A By-Law to confirm the proceedings of Council for the Township of Alberton conducted at its October 16 <sup>th</sup> , 2025 regular Council meeting be introduced and read a first, second and third time, passed and numbered as By-Law #25/25, 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
2025-181	SPENCE/GLOWASKY	Carried
Be it resolved that: This meeting of Council for the Township of Alberton shall be and is hereby adjourned at 9:11 p.m.		



\_\_\_\_\_  
Mayor (or designated alternate Deputy Mayor)



\_\_\_\_\_  
Clerk (or Deputy Clerk)



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Mayor/Dep. Mayor Initials



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Clerk Initials