Corporation of the Township of Alberton

Council for the Township of Alberton held its Regular Meeting of Council on Thursday, August 20, 2026, at 4:30 p.m., in person with the following present:

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

Visitors:

CALL TO ORDER:

Mayor Ford called the meeting to order at 4:31 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:** None

2. **ADOPTION OF THE AGENDA:**

Resolution Number	Moved and Seconded	CARRIED
2026-114	SPENCE/DENNIS	Carried
Be it resolved that; Council for the Township of Alberton hereby approves the agenda as circulated for the August 20th, 2026, regular Council meeting.		

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

Resolution Number	Moved and Seconded	CARRIED
2026-115	GLOWASKY/SPENCE	Carried
Be it resolved that: The minutes of the July 16th, 2026, regular Council meeting are approved as circulated.		

5. **REPORTS of MUNICIPAL OFFICERS**

5.1 **ROADS, PARKS and GROUNDS**

5.1.1 Road and Park Superintendent's written report was received. Pothole maintenance and repairs are routine and ongoing. Peat Moss Road shoulders were widened, gravel and dust suppressant added. Whitmore Road also received gravel and suppressant, as well as 400 metres of Frog Creek Road where the culvert replacement took place.

5.1.2 A verbal update was provided for the Frog Creek Road (a shared roadway) culvert replacement project. The contractor began with a start date of August 4th, with mobilization of equipment and site preparation work. The road was anticipated to be closed for approximately 3 weeks – for the safety of workers and motorists. The weather cooperated, the work went very smoothly, and the road was re-opened and project completed in eight days. Thank you to everyone for their patience and cooperation while this important project was completed.

5.1.3 2025/2026 Roads winter season report was received as information. Staff prepared a comparison report for snow removal on Township Roads. This past 2025/2026 winter season was the first with the new plow truck and staff on the snow removal. A report comparing a November to April period in 2024/2025 with an external contractor for snow removal versus 2025/2026 with Township in-house snow removal resulted in a savings of approximately $30,742.13 in the 2025/2026 winter season. Annual savings will vary from year to year depending upon amount of snowfall and sanding required.

5.1.4 Joint Health & Safety Committee written report of August 11th, 2026, was received; the cracks in the pavilion floor at the park were addressed and staff will monitor and complete a small bit of cosmetic work on the exercise equipment.

5.1.5 Roadside Brushing, various locations planning update – a discussion took place regarding roadside brushing. Staff identified various locations and measured for a total of approximately 9580 metres.

Road and Park Superintendent departed the meeting at 4:46 p.m.

5.2 **VOLUNTEER FIRE DEPARTMENT**

5.2.1 The Fire Chief provided a written report. With current conditions and the fire situation stabilized in the Northwest Region; the Restricted Fire Zone (RFZ) has been lifted by the Ministry of Natural Resources effective today, August 20, 2026. Outdoor fires are once again permitted, and residents are reminded to please exercise extreme caution and adhere to Ontario's Outdoor Fire Regulations. The department responded to two callouts for motor vehicle accidents.

5.2.2 Bunker gear replacement and certification update – the Fire Chief reported that bunker gear for new members has been ordered, and that one new member of the brigade has received certification of FF1, FF2 and Hazmat Operations.

5.2.3 Brigade Captain position – the Fire Chief provided an update on the vacant Captain position with the brigade. Volunteer member Mitchell Hearn expressed interest and a desire to serve in this role. The Fire Chief recommended his appointment to Brigade Captain effective September 1, 2026.

Resolution Number	Moved and Seconded	CARRIED
2026-116	SPENCE/DENNIS	Carried
Be it resolved that: Council for the Township of Alberton hereby supports the appointment of Mitchell Hearn as Brigade Captain for the Alberton Volunteer Fire Department, of which appointment shall be effective September 1, 2026.		

5.2.4 An In-Camera Session listed on the agenda to review a new volunteer member application was deemed not necessary. The Fire Chief reported that he and members of the Brigade met with the applicant and recommends the appointment of the new member.

Resolution Number	Moved and Seconded	CARRIED
2026-117	SPENCE/DENNIS	Carried
Be it resolved that: Council for the Township of Alberton hereby welcomes and appoints Liam Stafford as a member of the Alberton Volunteer Fire Department, with the appointment effective immediately.		

5.2.5 Emergency Management Ontario – Newsletter dated August 6th, 2026, was received as information.

5.2.6 Ontario Fire Marshall Fire Protection and Cancer Prevention Grant – Year Three Information was received.

Resolution Number	Moved and Seconded	CARRIED
2026-118	GLOWASKY/DENNIS	Carried
WHEREAS The Fire Protection Cancer Prevention Ontario program is designed to support municipal fire departments and cancer prevention initiatives; FURTHER BE IT RESOLVED: Council for the Township of Alberton hereby supports staff in submitting an application for year three (3) to the Ministry of the Solicitor General for this grant opportunity.		

Fire Chief James Woods departed the meeting at 5:00 p.m.

5.3 **CBO/By-Law ENFORCEMENT OFFICER**

5.3.1 CBO's Alberton Monthly Building Report for July 2026 was received.

5.3.2 CBO's AMBIS Monthly Building Report for July 2026 was received.

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

5.4.1 CAO/Clerk-Treasurer's Report was received and included the following: Staff attended an information session for the 2026 Municipal Election facilitated by the Ministry of Municipal Affairs and Housing on August 13th. Review of policies and procedures is ongoing, helping to ensure procedures are up to date and conform with current legislation and best practices. The Honourable Greg Rickford visited on August 14th, 2026, and announced the Accessibility Enhancement Project to Millennium Park. This important project will include a loading/unloading zone and an accessible ramp down to the rink shack and ice surface further helping to remove barriers. The Township was not successful in the Hydro One Community Partnership Grant this round due to an exceptionally high number of grant applicants. The summer student wraps up tomorrow, August 21st, 2026. The Federal Government Student Program has been a great experience, and the park and grounds reflect the student's hard work.

5.4.2 Property Tax Report was received. Final tax billings were due by July 31, 2026. As of August 7th, there was $67, 247.95 in outstanding property taxes past due. Past due notices were mailed on August 7th. A year-to-date report listing supplemental, omitted or change assessment notices received from MPAC was provided for changes in assessment due to new dwellings or garages, omissions from the roll or property reclassification.

5.4.3 Provincial Offences Administration (POA) Municipal Partners update and draft minutes of the June 25th, 2026, POA meeting were received. A .40 FTE additional position has been hired to assist with the POA court administration and backlog. The next municipal partners meeting has been scheduled for December 9th, 2026.

5.5 **MAYOR and COUNCIL REPORTS**

5.5.1 Verbal Report – Mayor Ford, no items

5.5.2 Verbal Report – Councillor Glowasky, no items

5.5.3 Verbal Report – Councillor Spuzak, no items

5.5.4 Verbal Report – Councillor Dennis, no items

5.5.5 Verbal Report – Councillor Spence, no items

6. REPORTS OF COMMITTEES AND BOARDS:

6.1 RAINY RIVER DISTRICT MUNICIPAL ASSOCIATION (RRDMA):

6.1.1 Councillor Spuzak reported that the next scheduled meeting will be in October.

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

6.2.1 No general DRRSB meeting held this month.

6.2.2 DRRSB Highlights of the July 18th, 2026, Board meeting was received as information.

6.3 **RECREATION COMMITTEE:**

No report.

6.4 **NOMA BOARD:**

6.4.1 Northern Ontario Municipal Association (NOMA) Communications from July 10th to August 14th, 2026, received as information.

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

6.5.1 No items – next scheduled meeting is September 18th, 2026.

7. DEPUTATIONS, PETITIONS and PRESENTATIONS

7.1 No items.

8. FINANCES AND ACCOUNTS

8.1 Accounts Payable for July, including online bill payments and Visa payments, Council, Payroll

Resolution Number	Moved and Seconded	CARRIED
2026-119	GLOWASKY/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 July 2026: 1. $211, 594.48 for general accounts payable, online bill and Visa payments, and transfers to investment funds; 2. $1, 772.10 for payments made to Council; and 3. $21, 798.69 for Township staff payroll including mileage, prior to apportionment of CBO Costs including mileage.		

8.2 Financial Reports for Prior Month:

8.2.1 Revenues and Expenditures to July 31, 2026

8.2.2 Financial Reports to July 31, 2026

8.2.3 Monthly Investment Funds Summary to July 31, 2026

Resolution Number	Moved and Seconded	CARRIED
2026-120	SPUZAK/GLOWASKY	Carried
Be it resolved that: Council for the Township of Alberton hereby acknowledges receipt of and approves the following financial reports provided to it: 1. Statement of Revenue and Expenditures to July 31, 2026; 2. Financial Reports by Department to July 31, 2026; and 3. ONE Monthly Investment Funds Summaries for: (a) Grants, Reserve Funds HISA to July 31, 2026; and (b) Current/Excess Funds HISA to July 31, 2026.		

9. OLD BUSINESS

9.1 No items.

10. NEW BUSINESS:

10.1 Review draft of a proposed updates to the Tax Collection Policy – a regular review of the current policy took place, with no changes necessary at this time.

10.2 By-law to adopt an updated Record Retention Policy

Resolution Number	Moved and Seconded	CARRIED
2026-121	GLOWASKY/SPENCE	Carried
Be it resolved that: A By-Law to adopt an updated Record Retention Policy be introduced and read a first, second and third time, passed and numbered as By-Law # 43/26 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.		

10.3 By-law to adopt an updated Investment Policy

Resolution Number	Moved and Seconded	CARRIED
2026-122	SPENCE/DENNIS	Carried
Be it resolved that: A By-Law to adopt an updated Investment Policy be introduced and read a first, second and third time, passed and numbered as By-Law # 44/26 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.		

10.4 Ministry of Environment, Conservation and Parks correspondence received August 6th, 2026, regarding the modernization of the environmental assessment framework and a streamlined environmental assessment regulation for municipal infrastructure projects effective January 1, 2027, was received as information. More detailed information on these legislated changes is expected ahead of the January 1st, 2027, implementation date.

10.5 **REQUEST FOR SUPPORT**:
No items.

11. PLANNING:
No items.

12. INFORMATION and PUBLIC ANNOUNCEMENTS:

12.1 Association of Municipalities of Ontario (AMO)'s Newsletter and updates July 10th, to Aug 14th, 2026
12.2 Ministry of Agriculture, Food and Agribusiness August 2026 newsletter
12.3 Rural Ontario Municipal Association (ROMA) June 2026 Board Meeting Highlights
12.4 Ontario Ombudsman July 2026 newsletter
12.5 Ministry of Citizenship and Multiculturalism correspondence dated August 6, 2026, regarding the deadline to designate heritage properties
12.6 Top Aggregate Producing Municipalities of Ontario launch Environmental Registry of Ontario (ERO) Monitoring Initiative
12.7 Ontario Provincial Conservation Agency correspondence dated July 30, 2026, regarding the transition committees that will support the implementation of Regional Conservation Authority consolidation
12.8 Circular Materials correspondence dated August 5, 2026, regarding the transition to Ontario's Blue Box program and introducing Community Contact Teams
12.9 City of Belleville Council Meeting Resolution regarding ALTO – Protecting Municipal Interests and Local Decision Making Motions

The above Section 12 Information and Announcement items were received as information.

13. IN CAMERA – CLOSED MEETING SESSION

13.1 No items.

14. ADJOURNMENT

14.1 By-law to confirm proceedings of current meeting

Resolution Number	Moved and Seconded	CARRIED
2026-123	SPENCE/GLOWASKY	Carried

Mayor/Dep.Mayor Initials

Clerk Initials

Be it resolved that: A By-Law to confirm the proceedings of Council for the Township of Alberton conducted at its August 20th, 2026, regular Council meeting be introduced and read a first, second and third time, passed and numbered as By-Law # 45/26, 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.

14.2 Adjournment

Resolution Number	Moved and Seconded	CARRIED
2026-124	GLOWASKY/DENNIS	Carried
Be it resolved that: That this regular meeting of Council for the Township of Alberton shall be and is hereby adjourned at 5:33 p.m.		

Mayor (or designated alternate Deputy Mayor)

Clerk (or Deputy Clerk)

Mayor/Dep.Mayor Initials

Clerk Initials