



**Corporation of the Town of Latchford
Regular Meeting of Council
Town of Latchford Municipal Office – Council Chambers
Tuesday July 14th, 2026
6:00 pm**

1. Call to Order and Mayoral Comments

2. Adoption of the Agenda

2.1. Resolution No.: 26/117

Moved by:

Seconded by:

Be it resolved that the July 14th, 2026 agenda be adopted as circulated.

3. Declaration of Pecuniary Interest/Conflict of Interest

4. Adoption of the Minutes

4.1. Regular Council Meeting June 16th, 2026

Resolution No.: 26/118

Moved by:

Seconded by:

Be it resolved that the Council of the Town of Latchford hereby approve the minutes of the Regular Meeting of Council held on June 16th, 2026 as circulated and presented.

5. Delegations

No Delegations Scheduled

6. Staff Reports

6.1. Public Works Staff Report No. PW-2026-06

Resolution No.: 26/119

Moved by:

Seconded by:

Be it resolved that Council receive Staff Report No. PW-2026-06 entitled "Water Plant Shutdown" for information purposes.

7. Correspondence

7.1. Action Items

7.1.1. Accounts Payable & Payroll Listing for June 12th, 2026 – July 7th, 2026

Resolution No.: 26/120

Moved by:

Seconded by:

Be it resolved that the Council for the Corporation of the Town of Latchford approve the attached accounts payable in the amount of \$144,958.26 and payroll expenses in the amount of \$28,165.65.

7.1.2. Letter from Dominick and Maurice Hacquard

Resolution No.: 26/121

Moved by:

Seconded by:

Be it resolved that Council permit the Noise By-law exemption for 95 Empire Street; And that, notices shall be posted at 95 Empire Street as well as notice be given to neighbouring residents that an event is taking place until 2 am on August 1st.

- 7.1.3. Motion for Support – Request for Provincial Review for Emergency Shelters Serving Women and Children Experiencing Intimate Partner Violence
Resolution No.: 26/122
Moved by:
Seconded by:
Be it resolved that the Council of the Town of Latchford hereby support the attached resolution from the City of Mississauga;
And that a copy of this resolution be forwarded to the appropriate offices, Ministers and the City of Mississauga.
- 7.1.4. Motion for Support – Proposed Planning Act Changes Schedule 7 of Bill 119, the Proposed Protecting Ontario Streets and Communities Act
Resolution No.: 26/123
Moved by:
Seconded by:
Be it resolved that the Council of the Town of Latchford hereby support the attached resolution from the Township of Puslinch;
And that a copy of this resolution be forwarded to the appropriate offices, Ministers and the Township of Puslinch.
- 7.1.5. Motion for Support – Review of the Ontario Land Tribunal and Enhancing Deference to Municipal Planning Decisions.
Resolution No.: 26/124
Moved by:
Seconded by:
Be it resolved that the Council of the Town of Latchford hereby support the attached resolution from the Town of Whitby;
And that a copy of this resolution be forwarded to the appropriate offices, Ministers and the Town of Whitby.
- 7.1.6. Motion for Support – Highway 11 & 17 Rest Stops and Service Areas
Resolution No.: 26/125
Moved by:
Seconded by:
Be it resolved that the Council of the Town of Latchford hereby support the attached resolution from the Township of Armour;
And that a copy of this resolution be forwarded to the appropriate offices, Ministers and the Township of Armour.
- 7.1.7. Letter from George Pirie
Resolution No.: 26/126
Moved by:
Seconded by:
Be it resolved that Council directs staff to prepare a Request for Support outlining the need for funding for small rural municipalities for plans (Official Plans, Zoning By-Laws, Studies, etc.) in order to promote economic growth in their municipalities.

7.2. Information Items

Resolution No.: 26/127

Moved by:

Seconded by:

Be it resolved that the following items be noted and filed for information purposes only.

7.2.1. DTSSAB Q1 Report

7.2.2. FONOM Media Release – Northern Shield Energy Corridor Northern Ontario Opportunity

8. Business Arising

8.1. RFP 2026-03 Official Plan and Zoning By-Law Update

8.2. 2026 Budget Amendment

Resolution No.: 26/128

Moved by:

Seconded by:

Be it resolved that Council approve an amendment to the 2026 Operating Budget; And that, an increase in wages in Public Works in the amount of \$23,000 to cover wages for a summer student and a casual part-time employee with a reduction of \$23,000 budgeted for Public Works Reserves.

9. New Business

9.1. Cobalt Public Library Request for a Board Member

9.2. MTO Highway 11 Manholes – Lane Shifting

Resolution No.: 26/129

Moved by:

Seconded by:

Be it resolved that Council directs the Mayor and Clerk to send a formal letter to the Ministry of Transportation (MTO) requesting that pavement markings on Highway 11 through the Town of Latchford be revised so that the centreline is painted as a continuous line, consistent with other sections of Highway 11, in order to reduce noise impacts caused by commercial motor vehicles driving over existing manholes located in front of residential properties.

9.3. RFP 2026-02 Waterfront Strategic Plan

Resolution No.: 26/130

Moved by:

Seconded by:

Be it resolved that Council approve the Waterfront Strategic Plan RFP as presented; And that Council directs staff to publish the RFP and begin accepting proposals;

10. By-Laws

10.1. By-Law 2026-026 Delegation of Authority

Resolution No.: 26/131

Moved by:

Seconded by:

Be it resolved that By-law No. 2026-026, being to delegate authority to the CAO/Clerk-

Treasurer should Council be in a Lame Duck position after the Nomination Period closes on August 21st, 2026, be read a first, second and third time and finally passed this 14th day of July, 2026.

10.2. By-Law 2026-024 Water and Sewer Rates By-law

Resolution No.: 26/132

Moved by:

Seconded by:

Be it resolved that the By-law No. 2026-024 being a by-law to establish water and sewer rates for the 2026 tax year for the Town of Latchford, be read a first, second and third time and finally passed this 14th day of July 2026.

10.3. By-Law 2026-027 Accountability and Transparency of Town Actions to the Public Policy

Resolution No.: 26/133

Moved by:

Seconded by:

Be it resolved that the By-law No. 2026-027 being a by-law to establish an Accountability and Transparency Policy for the Town of Latchford, be read a first, second and third time and finally passed this 14th day of July 2026.

10.4. By-Law 2026-028 Public Notice Policy

Resolution No.: 26/134

Moved by:

Seconded by:

Be it resolved that the By-law No. 2026-028 being a by-law to establish a Public Notice Policy for the Town of Latchford, be read a first, second and third time and finally passed this 14th day of July 2026.

10.5. By-Law 2026-029 Closed Session Policy

Resolution No.: 26/135

Moved by:

Seconded by:

Be it resolved that the By-law No. 2026-029 being a by-law to establish a Closed Session Meeting Policy for the Town of Latchford, be read a first, second and third time and final passed this 14th day of July 2026.

11. In-Camera

11.1. Personal matters about an identifiable individual, including municipal or local board employees.

CAO/Clerk-Treasurer Performance Review

Resolution No.: 26/136

Moved by:

Seconded by:

Be it resolved that, Council move into closed session at _____ PM, pursuant to Section 239 2(b) of the Municipal Act, 2001 as amended to discuss personal matters about an identifiable individual, including municipal or local board employees.

11.2. Closed Session Adjournment

Resolution No.: 26/137

Moved by:

Seconded by:

Be it resolved that, Council adjourn Closed Session at _____ p.m. pursuant to Section 239 2(b) of the Municipal Act, 2001 as amended to discuss personal matters about an identifiable individual, including municipal or local board employees.

12. Adjournment

12.1. By-Law 2026-030 Confirming By-Law

Resolution No.: 26/138

Moved by:

Seconded by:

Be it resolved that the By-law No. 2026-030 being a by-law to confirm the certain proceedings of Council for the Corporation of the Town of Latchford for its Council Meeting held on June 16th, 2026 be read a first, second, third time and finally passed by the Council of the Corporation of the Town of Latchford.

12.2. Motion to Adjourn

Resolution No.: 26/139

Moved by:

Seconded by:

Be it resolved that the Council of the Town of Latchford hereby adjourns its meeting at _____ p.m. and to meet again at the Regular Meeting of Council scheduled for August 18th, 2026.



Corporation of the Town of Latchford
Minutes of the Regular Meeting of Council
Town of Latchford Municipal Office – Council Chambers
Tuesday June 16th, 2026
6:00 pm

Present: Mayor Gadoury-East, Councillors Newell, Cartner, Olson, Cole, Church, McDonald
Staff: Malorie Robinson, CAO/Clerk-Treasurer

1. Call to Order and Mayoral Comments

2. Adoption of the Agenda

2.1. Resolution No.: 26/103

Moved by: Councillor McDonald

Seconded by: Councillor Cartner

Be it resolved that the June 16th, 2026 agenda be adopted as circulated.

CARRIED

3. Declaration of Pecuniary Interest/Conflict of Interest

None Noted

4. Adoption of the Minutes

4.1. Regular Council Meeting May 26th, 2026

Resolution No.: 26/104

Moved by: Councillor Church

Seconded by: Councillor Olson

Be it resolved that the Council of the Town of Latchford hereby approve the minutes of the Regular Meeting of Council held on May 26th, 2026 as circulated and presented.

CARRIED

5. Delegations

Northern Hospice

6. Staff Reports

6.1. Public Works Staff Report No. PW-2026-05

Resolution No.: 26/105

Moved by: Councillor Cartner

Seconded by: Councillor Olson

Be it resolved that Council receive Staff Report No. PW-2026-05 entitled "Public Works Update" for information purposes.

CARRIED

6.2. CAO/Clerk-Treasurer Staff Report No. CAO-2026-10

Resolution No.: 26/106

Moved by: Councillor Church

Seconded by: Councillor Cartner

Be it resolved that Council authorize staff to prepare and issue a Request for Proposals (RFP) for the development of a new Official Plan and Zoning By-law for the Town of Latchford;

And that staff report back to Council with the results of the RFP process, including recommended consultant selection and project costs.

CARRIED

7. Correspondence

7.1. Action Items

7.1.1. Accounts Payable & Payroll Listing for May 22nd, 2026 – June 11th, 2026

Resolution No.: 26/107

Moved by: Councillor Cole

Seconded by: Councillor McDonald

Be it resolved that the Council for the Corporation of the Town of Latchford approve the attached accounts payable in the amount of \$75,553.53 and payroll expenses in the amount of \$18,894.08.

CARRIED

7.1.2. Letter of Request – Review of Zoning Interpretation Request

Resolution No.: 26/108

Moved by: Councillor Newell

Seconded by: Councillor Cartner

Be it resolved that Council direct staff to:

Consult with the MTO regarding the suitability of a used car sales lot at 31 Main Street;

Defer any zoning interpretation or approval until MTO provides written feedback;

Include Highway Commercial permitted use clarification as a priority item in the upcoming Official Plan and Zoning By-law Review and Report back to Council once MTO's position is known.

CARRIED

7.1.3. Motion for Support – Request for Provincial Review of CVA Based Apportionment for Shared Municipal and Provincially Mandated Services

Resolution No.: 26/109

Moved by: Councillor Church

Seconded by: Councillor McDonald

Be it resolved that the Council of the Town of Latchford hereby support the attached resolution from the Municipality of Calvin;

And that a copy of this resolution be forwarded to the appropriate offices, Ministers and the Municipality of Calvin.

CARRIED

7.1.4. Motion for Support – Support for Sustainable Provincial Grant Funding for Fire Services in Ontario

Resolution No.: 26/110

Moved by: Councillor Newell

Seconded by: Councillor McDonald

Be it resolved that the Council of the Town of Latchford hereby support the attached resolution from the Town of Plympton-Wyoming;

And that a copy of this resolution be forwarded to the appropriate offices, Ministers and the Town of Plympton-Wyoming.

CARRIED

7.1.5. Motion for Support – Review of OPP Municipal Police Billing Model and Police Funding Structure for Unorganized Territories.

Resolution No.: 26/111

Moved by: Councillor Cartner

Seconded by: Councillor Olson

Be it resolved that the Council of the Town of Latchford hereby support the attached resolution from the Township of Baldwin;

And that a copy of this resolution be forwarded to the appropriate offices, Ministers and the Township of Baldwin.

CARRIED

8. Business Arising

None Noted

9. New Business

None Noted

10. By-Laws

10.1. By-Law 2026-022 2026 Tax Rates

Resolution No.: 26/112

Moved by: Councillor Church

Seconded by: Councillor Cartner

Be it resolved that By-law No. 2026-022, being a by-law to establish tax rates to raise the levy required for 2026 municipal and education purposes, and to provide for penalty and interest in default of payment thereof for the Town of Latchford, be read a first, second and third time and finally passed this 16th day of June, 2026.

CARRIED

10.2. By-Law 2026-023 2026 Tax Ratios

Resolution No.: 26/113

Moved by: Councillor McDonald

Seconded by: Councillor Olson

Be it resolved that the By-law No. 2026-023 being a by-law to establish tax ratios for the 2026 tax year for the Town of Latchford, be read a first, second and third time and finally passed this 16th day of June 2026.

CARRIED

10.3. By-Law 2026-024 2026 Water and Sewer Rates

Resolution No.: 26/114

Moved by: Councillor McDonald

Seconded by: Councillor Cole

Be it resolved that the By-law No. 2026-024 being a by-law to establish water and sewer rates for the 2026 tax year for the Town of Latchford, be read a first, second and third time and finally passed this 16th day of June 2026.

TABLED

11. In-Camera

None Noted

12. Adjournment

12.1. By-Law 2026-025 Confirming By-Law

Resolution No.: 26/115

Moved by: Councilor Newell

Seconded by: Councillor McDonald

Be it resolved that the By-law No. 2026-025 being a by-law to confirm the certain proceedings of Council for the Corporation of the Town of Latchford for its Council Meeting held on June 16th, 2026 be read a first, second, third time and finally passed by the Council of the Corporation of the Town of Latchford.

CARRIED

12.2. Motion to Adjourn

Resolution No.: 26/116

Moved by: Councillor Cole

Seconded by: Councillor Olson

Be it resolved that the Council of the Town of Latchford hereby adjourns its meeting at 7:10 p.m. and to meet again at the Regular Meeting of Council scheduled for July 14th, 2026.

CARRIED

Sharon Gadoury-East, Mayor

Malorie Robinson, Clerk



Corporation of the Town of Latchford

Staff Report to the Mayor and Members of Council

Prepared By	Roger Clark, Public Works Foreman & Rico Guindon, ORO
Approved & Submitted By	Malorie Robinson, CAO/Clerk-Treasurer
Title/Subject	Water Plant Shutdown
Date of Report	July 8 th , 2026
Date of Meeting	July 14 th , 2026
Report No.	PW-2026-06

Recommendation:

That Council receive Staff Report No. PW-2026-06 entitled "Water Plant Shutdown" for information purposes.

Overview

The planned shutdown of the water treatment plant was completed successfully. All four gate valves and the three new check valves were installed without issue, and the system was brought back online as scheduled.

Infrastructure Condition

During inspection of the distribution header pipe, staff identified a significant amount of barnacle buildup inside the pipe. While the system remains operational, this level of accumulation indicates that the header should be replaced in the not-too-distant future to maintain system reliability and water quality.

Boil Water Advisory

A boil water advisory was issued on Sunday morning when the plant resumed operation. Following two consecutive days of successful water quality testing, the advisory was lifted. All regulatory requirements were met throughout the process.

Operational Improvements

Staff have identified communication with the public as the primary area for improvement during future shutdowns. The municipal Alerting System is expected to be operational in August, which will significantly enhance the Town's ability to provide timely and consistent public notifications.

Conclusion

The shutdown and valve replacement work were completed effectively, with positive outcomes for system maintenance and reliability. Future communication improvements are already underway, and staff will continue to monitor the condition of the distribution header pipe and plan for its replacement.

Attachments:

None

Title	Name	Signature	Date
Public Works Foreman	Roger Clark		July 8 th , 2026
ORO	Rico Guindon		July 8 th , 2026

Town of Latchford
Disbursements Report June 12 - July 7

Vendor	Amount	Vendor	Amount
ONTERA	8.92	NORTHERN ONTARIO FASTFREIGHT	423.75
MINISTER OF FINANCE	7,484.00	CGIS CENTRE	1,031.15
HYDRO ONE NETWORKS INC.	1,889.37	NORTHEASTERN PUBLIC HEALTH	1,748.31
BELL MOBILITY	214.87	CHESS CONTROLS	3,101.85
HYDRO ONE NETWORKS INC.	4,639.33	BRANDT	3,938.68
OFFICE PRO (TEMISKAMING)	51.95	CONS. SCOL. PUBLIC DU NORDEST DE L	5,068.76
ENCOMPASSIT.CA	755.88	GHD Digital	5,307.61
EBERT WELDING LTD.	358.22	NORTHEASTERN CATHOLIC DISTRICT SC	15,154.01
JANIX CORP.	395.39	CONS. SCOL. CATH. DE DIST. DES GRAN	33,174.22
CANADA POST CORPORATION	87.33	ONTARIO NORTHEAST DISTRICT SCHOOL	55,377.33
TESTMARK LABORATORIES LTD.	1,156.68	MCDS ROOFING	3,248.75
WYATT IMAGE SOLUTIONS INC.	341.90		
AP Subtotal	144,958.26	Payroll Subtotal	28,165.65
Total AP & Payroll			173,123.91

Dominick and Maurice Hacquard

95 Empire Street
PO Box 194
Latchford, ON POJ 1N0
705-650-2242 or dlarabie@icloud.com

June 29, 2026

Town of Latchford
10 Main Street
Latchford, ON POJ 1N0

To whom it may concern,

Our names are Maurice and Dominick Hacquard. We reside at 95 Empire Street in Latchford, ON.

We are hosting our yearly summer gathering on August 1, 2026 and it will be held at the home, outdoors.

That said, we are writing this letter in request for an exemption to the noise by-law 2021-012, under section 5.1.

We will have music on site until possibly 2 am August 2, 2026 and are therefore requesting an exemption to the noise by-law for August 1, 2026 until 2 am August 2, 2026.

Please feel free to contact us at 705-650-2242 or by email at dlarabie@icloud.com.

We look forward to hearing from you and we appreciate your consideration for this request.

Sincerely yours,

A handwritten signature in blue ink that reads "Dominick Hacquard". The signature is written in a cursive, flowing style.



MISSISSAUGA

RESOLUTION 0147-2026
adopted by the Council of
The Corporation of the City of Mississauga
at its meeting on June 24, 2026

0147-2026 Moved by: Councillor N. Hart

Seconded by: Councillor C. Fonseca

WHEREAS women and children experiencing intimate partner violence rely on emergency shelters as a critical component of their safety, recovery, and transition to stable housing;

WHEREAS adequate lengths of stay in emergency shelters are often necessary to support safety planning, access to social services, legal supports, mental health resources, and housing stabilization;

WHEREAS funding formulas and service benchmarks directly influence shelter capacity, operations, and the ability of service providers to meet community needs;

Whereas The City of Mississauga declared Intimate Partner Violence an epidemic on September 13th 2023;

WHEREAS municipalities across Ontario utilize varying approaches to shelter funding and length-of-stay expectations, providing opportunities for benchmarking and best-practice review;

WHEREAS any reductions to funding based on the formulas may have unintended consequences on service levels and the availability of supports for individuals fleeing intimate partner violence;

THEREFORE BE IT FURTHER RESOLVED THAT the Mayor, on behalf of Council, write to the Premier of Ontario, the Minister of Children, Community and Social Services, the Minister of Municipal Affairs and Housing, and the local Members of Provincial Parliament requesting a provincial review of benchmarking, funding formulas, and length-of-stay standards for emergency shelters serving women and children experiencing intimate partner violence, with a view to ensuring adequate shelter stays and preventing reductions in funding that could negatively impact service delivery and client outcomes;

AND BE IT FURTHER RESOLVED THAT a copy of this resolution be forwarded to the Premier of Ontario, the Minister of Children, Community and Social Services, the Minister of Municipal Affairs and Housing, local MPPs, the Association of Municipalities of Ontario (AMO), and all Ontario municipalities for their information and consideration.

Recorded Vote	YES	NO	ABSENT	ABSTAIN
Mayor C. Parrish				
Councillor S. Dasko	X			
Councillor A. Tedjo	X			
Councillor C. Fonseca	X			
Councillor J. Kovac	X			
Councillor N. Hart	X			
Councillor J. Horneck	X			
Councillor D. Damerla	X			
Councillor M. Mahoney	X			
Councillor M. Reid	X			
Councillor S. McFadden	X			
Councillor B. Butt	X			

Carried (11, 0)



Planning and Housing Policy
Branch
Address
13th Flr, 777 Bay St
Toronto, ON
M7A 2J3
Canada

Township of Puslinch
7404 Wellington Road 34
Puslinch, ON N0B 2J0
www.puslinch.ca

June 19, 2026

RE: 10.5 Proposed Planning Act Changes Schedule 7 of Bill 119, the Proposed Protecting Ontario Streets and Communities Act

Please be advised that Township of Puslinch Council, at its meeting held on June 17, 2026 considered the aforementioned topic and subsequent to discussion, the following was resolved:

Resolution No. 2026-212:

Moved by Councillor Goyda and
Seconded by Councillor Sepulis

That Correspondence Item 10.5 Proposed Planning Act Changes Schedule 7 of Bill 119, the Proposed Protecting Ontario Streets and Communities Act be received for information; and,

Whereas the Province of Ontario has proposed amendments to the Planning Act through Schedule 7 of Bill 119, the Protecting Ontario's Streets and Communities Act, 2026, to authorize municipalities to utilize Administrative Monetary Penalties (AMPs) for zoning by-law contraventions related to prohibited land uses; and

And Whereas the current enforcement process for zoning by-law violations requires prosecution through the Provincial Offences Court system, which can be time-consuming, costly, resource-intensive, and result in lengthy delays before compliance is achieved; and

And Whereas rural municipalities often face unique challenges in enforcing zoning by-laws due to limited staffing resources, large geographic areas, and increasing complexity of land use issues; and



And Whereas the proposed AMP framework would provide municipalities with a more efficient and responsive compliance tool while maintaining procedural fairness through administrative review and appeal mechanisms; and

And Whereas the proposed changes would reduce pressure on the Provincial Offences Court system by resolving appropriate zoning enforcement matters through an administrative process rather than requiring formal court proceedings; and

And Whereas a streamlined administrative process would provide greater certainty and timelier outcomes for both municipalities and property owners, encouraging voluntary compliance and reducing enforcement costs; and

Now Therefore Be It Resolved That the Council of the Township of Puslinch supports the Province's proposed amendments to the Planning Act under Schedule 7 of Bill 119 permitting the use of Administrative Monetary Penalties for zoning by-law contraventions relating to prohibited land uses; and,

That Council recognizes these amendments as providing municipalities, particularly rural municipalities, with a practical, efficient, and cost-effective enforcement tool that will improve compliance outcomes while reducing administrative and legal burdens; and,

That a copy of this resolution be forwarded to the Premier, Honourable Minister of Municipal Affairs and Housing, the Association of Municipalities of Ontario (AMO), the Rural Ontario Municipal Association (ROMA), MPP Joseph Racinsky, and all Ontario municipalities for consideration and support.

CARRIED

As per the above resolution, please accept a copy of this correspondence for your information and consideration.

Sincerely,

Justine Brotherston
Municipal Clerk

Proposed Planning Act Changes (Schedule 7 of Bill 119, the Proposed Protecting Ontario's Streets and Communities Act, 2026)

ERO.(Environmental Registry.of.Ontario) number	026-0558
Notice type	Act
Act	Planning Act, R.S.O. 1990
Posted by	Ministry of Municipal Affairs and Housing
Notice stage	Proposal
Proposal posted	May 26, 2026
Comment period	May 26, 2026 - June 25, 2026 (30 days) Open
Last updated	May 26, 2026

This consultation closes at 11:59 p.m. on:

June 25, 2026

Proposal summary

The government is seeking feedback on proposed legislative changes to the Planning Act regarding zoning by-law contraventions that relate to land uses that are not permitted that would be made by Bill 119, the proposed Protecting Ontario’s Streets and Communities Act, 2026.

Proposal details

The government is seeking public feedback on proposed legislative changes to the *Planning Act* under the Protecting Ontario’s Streets and Communities Act, 2026 that would enable municipalities to use an administrative monetary penalty (AMP) system for zoning by-law contraventions that relate to land uses that are not permitted.

We welcome your thoughts on the following changes proposed in Bill 119, the proposed Protecting Ontario's Streets and Communities Act, 2026.

Proposed Planning Act changes

Schedule 7 of Bill 119 proposes amendments to the *Planning Act* to provide local municipalities with a new tool to enforce certain zoning by-law contraventions. If passed, proposed changes would enable local municipalities to implement an AMP system for zoning by-law contraventions that relate to land uses that are not permitted. This is similar to the system many municipalities currently use for enforcement of certain by-laws under the *Municipal Act, 2001* such as those for parking, fences, clean yards and noise and for property standards violations under the *Building Code Act, 1992*.

Currently, the *Planning Act* provides for maximum financial penalties for individuals and corporations on conviction of an offence for contravention of a zoning by-law. The actual amount of the fine imposed in any instance is determined by Provincial Offences Court following a conviction (on a finding that the offence has been committed). The Act does not currently permit local municipalities to levy AMPs for zoning by-law contraventions. Municipalities have expressed concerns that the current enforcement system for zoning by-law contraventions is challenging, time consuming and costly to implement.

The proposed changes would allow local municipalities to implement an AMP system to set an administrative penalty amount for zoning by-law contraventions regarding land uses that are not permitted. The penalty could not be punitive in nature and could not exceed an amount reasonably required to promote compliance with the by-law. A person could not be charged with an offence if they had already paid an administrative penalty for the same by-law contravention.

Unpaid fines and administrative penalties would generally be able to be added to the tax roll for any property owned by the same persons responsible for paying the AMP and could be collected in the same manner as municipal taxes. The proposed changes to enable municipalities to use an AMP system, if passed could not be used for other types of zoning by-law contraventions (e.g., prohibited uses of buildings or performance standards such as minimum or maximum heights and densities).

Impact on the Environment

The proposed legislative changes, which would enable municipalities to implement an AMP system for certain types of zoning by-law contraventions, are anticipated to have a neutral to positive impact on the environment. If passed, municipalities would be able to more quickly enforce zoning by-law contraventions regarding land uses that are not permitted, some of which may have direct environmental impacts (e.g. drainage issues, noise, odour). As a result of changes to enable AMPs, there may be indirect but positive impacts on the environment, if, for example, as a result of staff realignments municipalities have more time to address other types of by-law contraventions that could impact the environment.

Analysis of Regulatory Impact

The initiatives are anticipated to streamline the processes to address zoning by-law contraventions that relate to land uses that are not permitted.

Costs

The proposed legislative changes would result in additional costs related to municipal staff learning about the changes. For local municipalities that currently use an AMP system and choose to use it for zoning by-law contraventions, there would be incremental cost increases associated with expanding their AMP system to also enforce zoning by-law contraventions regarding land uses that are not permitted (e.g., software updates, equipment, amendments to by-laws, website updates). There would be additional costs for local municipalities that do not currently use an AMP system for by-law enforcement and that choose to set up an AMP system to enforce zoning by-law contraventions.

There are no direct compliance cost implications to other parties, including consumers, businesses, and the government, arising from these proposed legislative changes.

Benefits

The changes would benefit Ontarians broadly, as they are intended to make the process to enforce certain types of zoning by-law contraventions easier and faster. This could result in time and cost savings for local municipalities and cost savings to government as a result of a reduction in the volume of cases involving zoning by-law contraventions that are prosecuted through the court

system. Local municipalities that currently utilize an AMP system and choose to enforce zoning by-law contraventions using the same system may benefit from utilizing the system for a broader range of by-law contraventions.

Related links

Planning Act (<https://www.ontario.ca/laws/statute/90p13>).

Municipal Act, 2001 (<https://www.ontario.ca/laws/statute/01m25>)

Bill 119, Protecting Ontario's Streets and Communities Act, 2026
(<https://www.ola.org/en/legislative-business/bills/parliament-44/session-1/bill-119>)

View materials in person

Some supporting materials may not be available online. If this is the case, you can request to view the materials in person.

Get in touch with the office listed below to find out if materials are available.

Planning and Housing Policy Branch
13th Flr, 777 Bay St
Toronto, ON
M7A 2J3
Canada

Let us know what you think of our proposal.

Have questions? Get in touch with the contact person below. Please include the ERO (Environmental Registry of Ontario) number for this notice in your email or letter to the contact.

[Read our commenting and privacy policies. \(/page/commenting-privacy\)](/page/commenting-privacy)

Supporting materials

Comment

Submit by mail

PlanningConsultation@ontario
.ca

Connect with
US

Contact

PlanningConsultation@ontari
o.ca



PlanningConsultation@ontario.ca

June 25, 2026

Via Email

The Honourable Doug Ford
Premier of Ontario
premier@ontario.ca

Re: Review of the Ontario Land Tribunal and Enhancing Deference to Municipal Planning Decisions

Please be advised that at its meeting held on June 22, 2026, the Council of the Town of Whitby adopted the following as Resolution # 166-26:

Whereas local councils are elected by residents to make planning decisions that reflect the needs and priorities of their communities;

Whereas municipalities rely on extensive public consultation, professional planning advice, engineering studies, and technical reports when making land-use decisions;

Whereas the Ontario Land Tribunal (OLT) has the authority to overturn municipal planning decisions, often requiring municipalities to spend significant taxpayer dollars defending decisions that have already undergone a thorough local review process;

Whereas lengthy and costly appeals can delay housing projects, consume municipal resources, and reduce the ability of municipalities to focus on delivering services to residents; and,

Whereas local governments should have greater certainty and authority when decisions are consistent with approved Official Plans, provincial policies, and sound planning principles.

Now Therefore be it Resolved:

1. That the Government of Ontario be requested to review the role and mandate of the Ontario Land Tribunal to ensure greater respect for municipal planning decisions that are supported by evidence, public consultation, and approved planning policies;

2. That the Province consider amendments to the Planning Act and Ontario Land Tribunal Act to provide stronger deference to municipal decisions that align with provincial planning frameworks and Official Plans;
3. That the Province improve transparency and accountability within the Ontario Land Tribunal by requiring clear and detailed reasoning when municipal decisions are overturned;
4. That the Province explore measures to reduce the financial burden on municipalities defending planning decisions before the OLT, helping to protect taxpayer dollars and improve the efficiency of the planning process; and,
5. That Staff be directed to circulate this resolution to the Premier of Ontario, the Minister of Municipal Affairs and Housing, Local Members of Provincial Parliament, the Association of Municipalities of Ontario (AMO), and all Ontario municipalities for consideration and support.

Should you require further information, please do not hesitate to contact the Office of the Town Clerk at 905-430-4300.



Kathryn Douglas
Supervisor, Legislative Services
clerk@whitby.ca

Copy: C. Harris, Director of Legislative Services/Town Clerk - clerk@whitby.ca

The Honourable Rob Flack, Minister of Municipal Affairs and Housing - minister.mah@ontario.ca
Peter Bethlenfalvy, MPP, Pickering-Uxbridge - peter.bethlenfalvy@pc.ola.org
Lorne Coe, MPP, Whitby - lorne.coe@pc.ola.org
Jennifer K. French, MPP, Oshawa - jfrench-co@ndp.on.ca
Todd J. McCarthy, MPP, Durham - todd.mccarthy@pc.ola.org
Rob Cerjanec, MPP, Ajax - rcerjanec.mpp.co@liberal.ola.org
Laurie Scott, MPP, Haliburton-Kawartha Lakes-Brock - laurie.scott@pc.ola.org
Robin Jones, President, Association of Municipalities of Ontario - amopresident@amo.on.ca
All Ontario Municipalities



DISTRICT OF PARRY SOUND

56 ONTARIO STREET
PO BOX 533
BURK'S FALLS, ON
POA 1C0

(705) 382-3332

(705) 382-2954

Fax: (705) 382-2068

Email: admin@armourtownship.ca

Website: www.armourtownship.ca

Date: May 26, 2026

Motion # 2026-158

WHEREAS Highways 11 and 17 are critical transportation corridors connecting Northern Ontario communities and supporting national trade, tourism, emergency response, and economic development; and

WHEREAS Northern Ontario residents, travellers, commercial drivers, and emergency services rely on safe and accessible year-round highway infrastructure; and

WHEREAS many stretches of Highways 11 and 17 lack sufficient rest areas, washroom facilities, truck parking, warming centres, fuel access, and safe pull-off locations, particularly in remote areas of Northern Ontario; and

WHEREAS inadequate rest stop infrastructure contributes to driver fatigue, safety concerns, limited accessibility, and challenges for tourism and commercial transportation;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Township of Armour calls upon the Government of Ontario and the Government of Canada to prioritize the development of new and upgraded highway rest stops and traveller infrastructure along Highways 11 and 17 across Northern Ontario; and

BE IT FURTHER RESOLVED THAT such infrastructure include year-round washrooms, safe parking areas, commercial truck parking, warming shelters, electric vehicle charging stations, fuel access, tourism information, and improved emergency communication services where feasible; and

BE IT FURTHER RESOLVED THAT the Province of Ontario work collaboratively with Northern municipalities, FONOM, NOMA, Indigenous communities, and industry stakeholders to identify priority locations for investment; and

BE IT FURTHER RESOLVED THAT this resolution be circulated to FONOM, NOMA, AMO, local MPPs and MPs, the Premier of Ontario, and Ontario municipalities.

Moved by:

Blakelock, Rod	☒
Brandt, Jerry	☐
Haggart-Davis, Dorothy	☐
Ward, Rod	☐
Whitwell, Wendy	☐

Seconded by:

Blakelock, Rod	☐
Brandt, Jerry	☒
Haggart-Davis, Dorothy	☐
Ward, Rod	☐
Whitwell, Wendy	☐

Carried / Defeated

Declaration of Pecuniary Interest by:

Recorded vote requested by:



DISTRICT OF PARRY SOUND

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(705) 382-3332

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Fax: (705) 382-2068

Email: admin@armourtownship.ca

Website: www.armourtownship.ca

Date: May 26, 2026

Recorded Vote:

Blakelock, Rod

Brandt, Jerry

Haggart-Davis, Dorothy

Ward, Rod

Whitwell, Wendy

For

☐☐☐☐☐

Opposed

☐☐☐☐☐



774-2026-202

July 7, 2026

Her Worship Sharon Gadoury-East
Mayor
Town of Latchford
sharongadoury@hotmail.com

Dear Mayor Gadoury-East,

Thank you for your continued leadership and the dedicated work you do every day to support your residents and help build strong communities across Northern Ontario. The success of our region is rooted in your commitment to local priorities and the people you serve.

As we face economic and trade challenges, the path forward is clear. It is more important than ever that we work together to ensure that economic development efforts create resilience and long-term prosperity across our region.

Last year, we announced a strategic refocusing of the Northern Ontario Heritage Fund Corporation to ensure these resources are concentrated on projects that create jobs and can be economic catalysts for your communities and regions.

As Minister of Northern Economic Development and Growth and Chair of the Northern Ontario Heritage Fund Corporation (NOHFC), I have witnessed first-hand the meaningful impact strategic NOHFC investments can have. From supporting local businesses to unlocking new opportunities for growth and innovation, NOHFC-supported projects are helping to create good-paying jobs, contribute to long-term economic development and move our region forward in a tangible way.

As leaders in your communities and regions, you understand where these opportunities are emerging, where challenges are limiting prosperity and where targeted investments can accelerate growth.

I ask you to work with your partners and bring these types of prospective proposals forward to the NOHFC. Whether it is helping local businesses grow or pursuing new economic opportunities, our team is ready to work with you to help advance strong projects that create jobs and strengthen your regions.

One strong example of what can be achieved through collaboration is the growing success of the Northern Ontario tourism campaign. Working with municipalities, local tourism partners and community organizations, we've been promoting your submitted outdoor adventures and must-see destinations to help draw more visitors to the North and support local economies. It shows that we can accomplish great things when we pursue a shared goal.

As a proud northerner, I am honoured to serve as a voice for Northern Ontario and appreciate the potential of our region. I am confident that by working together we can align your local knowledge and leadership with our government's support and continue to establish a more resilient, self-reliant and prosperous North for generations to come.

Sincerely,

A handwritten signature in blue ink, appearing to read 'George Pirie', with a long horizontal line extending to the left.

The Honourable George Pirie
Minister of Northern Economic Development and Growth
Chair, Northern Ontario Heritage Fund Corporation

c: Malorie Robinson, CAO/Clerk-Treasurer, Town of Latchford,
mrobinson@latchford.ca

QUARTERLY REPORT

DISTRICT OF TIMISKAMING SOCIAL SERVICES ADMINISTRATION BOARD

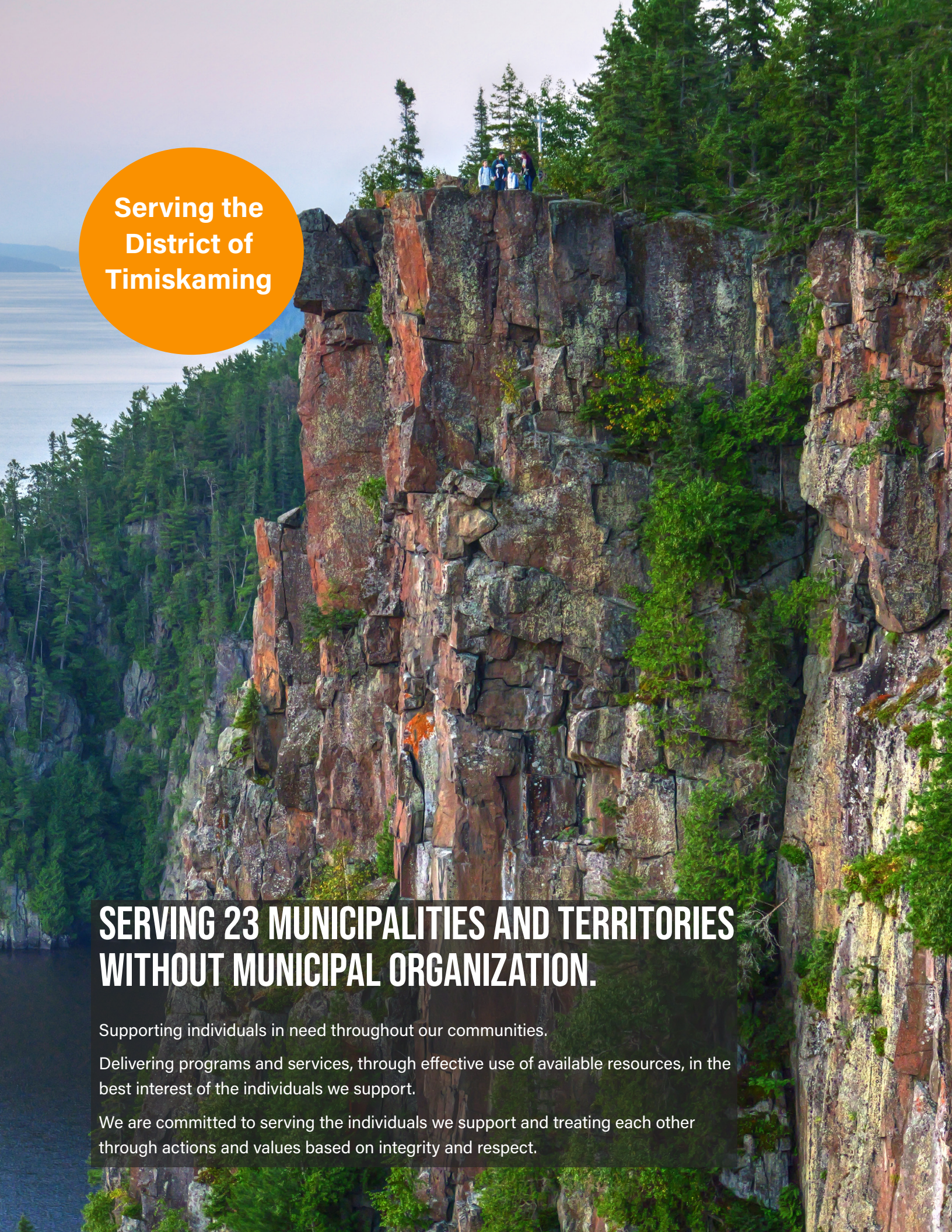
JANUARY 2026 - MARCH 2026



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Accessible versions of this document are available upon request. Ce document est disponible en français sur demande.

Support. Delivery. Commitment.



Serving the
District of
Timiskaming

SERVING 23 MUNICIPALITIES AND TERRITORIES WITHOUT MUNICIPAL ORGANIZATION.

Supporting individuals in need throughout our communities.

Delivering programs and services, through effective use of available resources, in the best interest of the individuals we support.

We are committed to serving the individuals we support and treating each other through actions and values based on integrity and respect.

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SUPPORT

SUPPORTING INDIVIDUALS IN NEED THROUGHOUT OUR COMMUNITIES.

VIEW MORE REPORTS
AND DATA



www.dtssab.com

TO OUR STAKEHOLDERS

It is my pleasure to present the District of Timiskaming Social Services Administration Board's First Quarter Report for 2026. This report highlights the continued dedication of our staff, the strength of our partnerships, and our ongoing commitment to delivering responsive and sustainable services across the District.

During the first quarter, DTSSAB continued to respond to evolving community needs through investments in housing stability, emergency and community-based health services, accessible child care, and employment supports. Notable achievements included the completion of the Early Years and Child Care Service System Plan, continued advancement of Community Paramedicine services, positive operational outcomes through Ontario Works, and ongoing improvements to housing infrastructure and homelessness prevention initiatives.

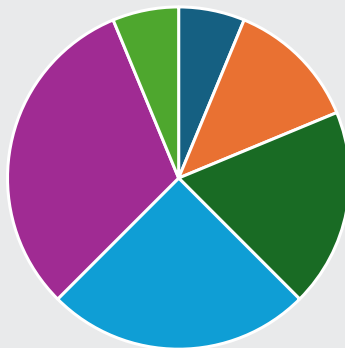
As we move through 2026, we remain focused on strengthening services through innovation, collaboration, and responsible stewardship of resources. The progress outlined in this report reflects the dedication of our employees, the guidance of our Board, and the valued support of our municipal, provincial, and community partners. Together, we continue to build stronger, healthier communities throughout the District of Timiskaming.

A handwritten signature in black ink, appearing to read 'M. Stewart', is displayed on a light gray rectangular background.

Mark Stewart - Chief Administrative Officer

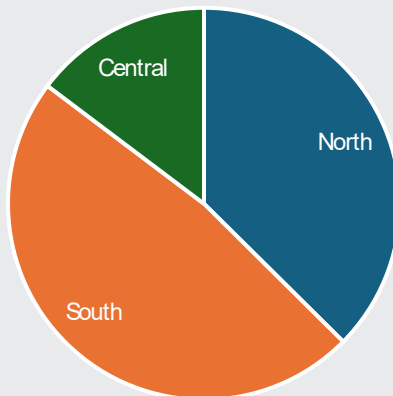
HOUSING SERVICES

2026 Q1 Application Breakdown



1 2 3 4 5 6

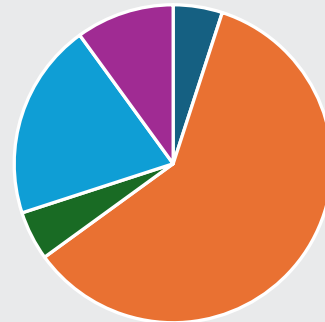
North South Central



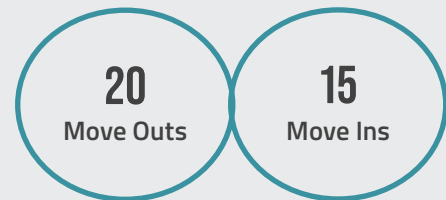
Unit Vacancy

Vacancies vary from month to month and are difficult to predict. The objective is to have a unit ready for a move in within 30 days of vacating by prior tenant. However, due to the condition of the unit, an increase in unit turnover, and supply chain issues, this 30 day window is not always feasible.

Reasons for Q1 Move Out



Purchased a home Deceased Evicted Health Left without Notice



Maintaining DTSSAB Housing Stock

Maintaining the 494 multi-residential units and 108 family units DTSSAB Housing Stock across the District of Timiskaming requires capital investment and regular maintenance.



25 Tweedsmuir Family Unit - Electrical Capital Project

When the family units at 25 Tweedsmuir Drive were constructed, 8 of the units had exterior electric components – either outlets or parking lot lights wired into their electrical panels. The bills for these units to date have been paid by the DTSSAB. A major project for housing this year was rectifying this

issue so that the units were connected to an independent panel/meter. This will enable tenants the independence to control their own electricity costs and payments. This will result in cost savings for the DTSSAB, as in 2025, the 8 units accrued electricity costs shy of \$25,000.00.



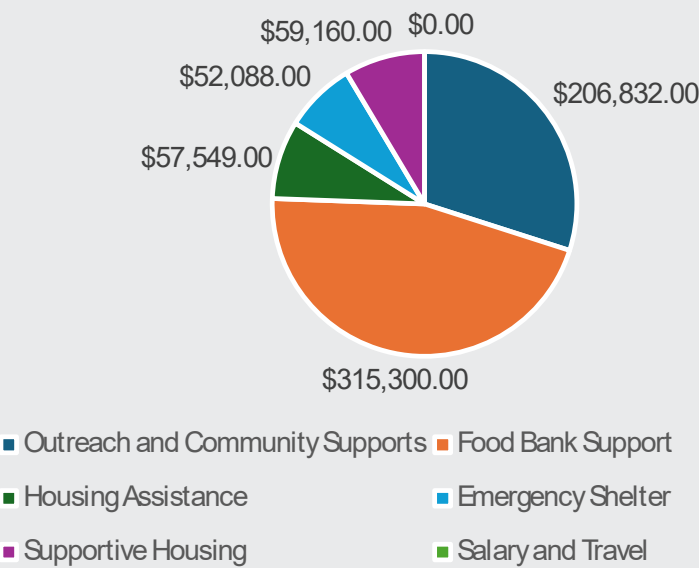
Learn more: www.dtssab.com

Homelessness Prevention Program (HPP) and the By-Names List

The Ministry of Municipal Affairs and Housing fiscal year for HPP Funding runs through to the end of March 2026. As a result, the breakdown below is representative of the entirety of the Homelessness Prevention Program’s fiscal year and how the funds were distributed. Many of

these funds are distributed to community partners such as local Food Banks, transitional housing and outreach programs to maximize the effective delivery of services across the entire District of Timiskaming.

2025-26 HPP Funding Distribution



By Names List

Since the completion of the 2021 Enumeration Count – there has been a total of 364 individuals on the By Names List. The By Names list enables collaboration with key community partners, to increase accessibility, for clients and develop collaborative solutions. These agencies then meet on a bi-weekly basis to discuss the status of individuals on the list and how they can be

supported to reach their goals. This approach has been an effective tool in matching individuals experiencing homelessness to the right supports. These individuals also may be presently precariously housed, staying with friends, residing within an institution, or at a shelter.



2026 Household Income Limits

Ontario’s Household Income Limits (HILs) and High Need Household Income Limits dictate eligibility and priority status for Rent-Geared-to-Income (RGI) social housing. HILs establish the maximum income a household can earn to qualify for a subsidy, while High Need limits identify the lowest-income

households requiring prioritized housing placement. This is calculated by the province each year. The 2026 thresholds set out by the Province are set out in the tables below.

2026 High Need Household Income Limits	
Bachelor	\$18,600
1 Bedroom	\$24,600
2 Bedroom	\$31,200
3 Bedroom	\$25,200
4+ Bedroom	\$30,000

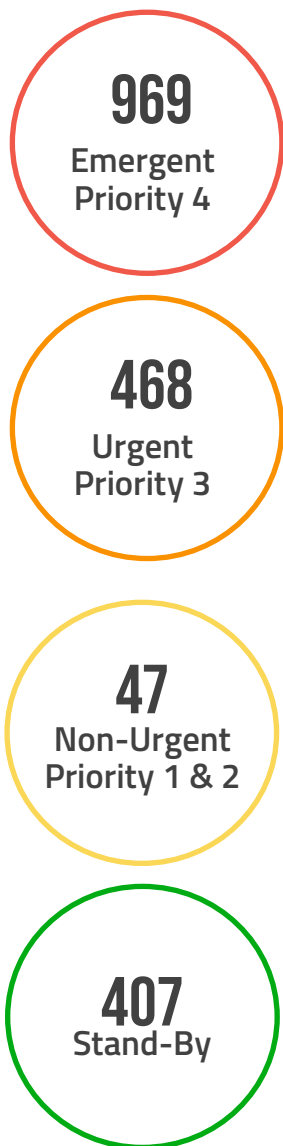
2026 Household Income Limits	
Bachelor	\$31,000
1 Bedroom	\$41,000
2 Bedroom	\$52,000
3 Bedroom	\$42,000
4+ Bedroom	\$50,000

Housing
Services

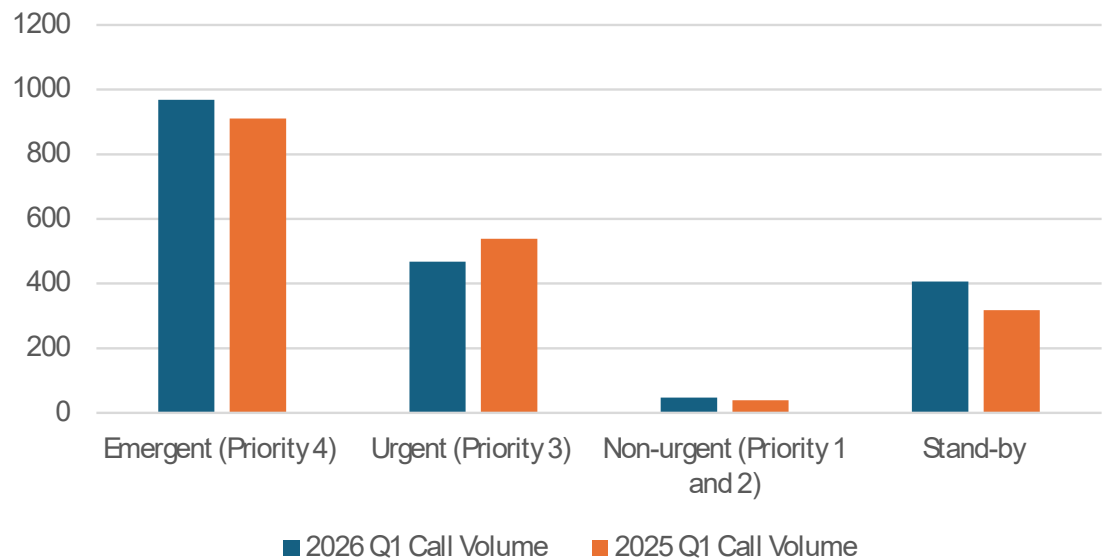
PARAMEDIC SERVICES

911 Dispatch Calls in Q1 2026

When an individual calls 911 and requires an ambulance, the Central Ambulance Communications Center, located in North Bay, prioritizes the call based on Ministry of Health Guidelines. They are grouped by priority or Emergent, Urgent, Non-Urgent and Stand-By. Definitions of these terms can be found in the Glossary section of this Report.



2026 Q1 x 2025 Q1



Land Ambulance Service Review

In 2025, DTSSAB Paramedic Services underwent the Ministry of Health's Land Ambulance Service Review. This process is a comprehensive assessment of compliance with provincial standards related to administration, quality assurance, and patient care. The review recognized several areas of strength, including staff professionalism, training, continuous quality improvement, and organizational preparedness.

Following the review, Paramedic Services has continued to advance identified opportunities through enhanced processes, strengthened quality assurance practices, improved technology solutions, and planned investments in fleet maintenance and asset management. These initiatives will support continued service excellence and long-term operational readiness.

Tiered Response Agreements

DTSSAB Paramedic Services uses tiered response agreements with local fire services to ensure that the right resources arrive as quickly as possible, especially when time-critical care is needed. The Leadership Team regularly reviews the agreements' contents and adjusts accordingly. This has been a focus during the first quarter of 2026. Tiered response agreements include commitments for fire departments to respond to calls such as cardiac arrest, loss of consciousness, and motor vehicle collision with injuries amongst others.



Learn more: www.dtssab.com

Community Paramedicine

Department representatives attended the Community Paramedicine Mental Health, Addictions, and Homelessness Roundtable with the aim to increase program offerings in the community.

467
Active
Clients

62
New
Clients

979
Home
Visits

184
Virtual
Visits

105
Client served at
Wellnes Clinics

1167
Interactions

EARLY YEARS AND CHILD CARE

Child Care Funding Allocation

In 2026 child care funding in Canada, especially in Ontario, is predominantly tied to the Canada-Wide Early Learning and Child Care (CWELCC) system.

Parent fees have not been reduced to \$10/day yet in Ontario. In 2026, average fees remain around \$19/day with a maximum cap of approximately \$22/day. This is a temporary freeze, not a further reduction.

In November 2025, the province released 2026 Funding amounts; with allocations re-adjusted in March 2025. Timiskaming's Total 2026 Child Care funding is **\$15,861,582**.

Cost-based Funding

This funding is provided to operators to cover real operating costs such as staff wages and benefits, rent, food, supplies, utilities and any training and licensing requirements.

Local Priorities Funding

This funding is a flexible fund used by DTSSAB to address specific regional needs that aren't fully covered by standard funding programs, that meets the local priorities of the Service Manager.

Innovation Funding

This funding is specifically set aside to support new, creative, or improved ways of delivering child care services. It is meant to test, develop, or expand ideas that improves child care for children, families and educators.

ECE Promotional Funding

This funding is allotted promoting the Early Childhood Educator (ECE) profession and attracting individuals into the field, to assist in addressing present province and nationwide shortages.

EarlyON Funding

EarlyON funding is used to support EarlyON and Family Centres and services they provide to families and young children. These programs are free for children from 0-6. These activities are intended to enrich the lives of local families and serves as a connector to local services.

Indigenous Led (Journey Together)

"Journey Together Funding" is Ontario government funding used to support reconciliation efforts and improve outcomes for Indigenous Led Child Care Programs.

Administration Funding

Administration funding under the Ontario Child Care Funding Guidelines can be used for Management and administrative staff costs, office and general expenses, systems and technology, governance and overhead as well as for planning, reporting, and compliance.

2026 Child Care Funding Breakdown

Cost-Based	\$10,150,462
Local Priorities	\$3,606,351
Innovation	\$114,377
ECE Promotional Fund	\$5,496
EarlyON	\$1,205,392
Indigenous Led Journey Together	\$422,118
Administration	\$357,386





Overview of Special Needs Resourcing (SNR) Model after One Year

The end of Q1 marked the one year milestone for the Special Needs Resourcing Program. The program has demonstrated measurable success in supporting children with diverse developmental, physical, and behavioral needs within inclusive environments in licensed child

care settings in the district of Timiskaming. The Program's primary objective to enhance participation, independence, and well-being has been and continues to be met through targeted interventions with DTSSAB's Inclusion Support staff.



Total number of individual children served with permission to observe/ refer to agencies



Number of participating licensed child care centres



Number of participating child care centres



Number of Early Learning School Readiness Program (ELSRP)



Average hours of support per day, one to two days per week, per centre (based on needs)



Number of Inclusion Support Worker centre visits across the District



During the first quarter of 2026, the Early Years and Child Care Service System Plan was completed. The Plan is required because it helps the province and our district make sure child care services are available, fair, high-quality, and responsive to families' needs.

This Plan is required to organize, improve, and sustain a child care system that actually works for children, families, and communities.

The full plan is available to review on the DTSSAB website at www.dtssab.com



**Early
Years and
Child Care**

Child Care Fee Subsidy Assistance Summary

Child Care Fee Subsidy is a government financial assistance program that helps families pay for licensed child care. The Child Care Fee Subsidy helps cover a portion or full amount of child care costs if a family is determined eligible. Eligibility is determined by a family's income, the reason for needing care and the child's age and hours of care.

Families can apply for this subsidy if their child is under 13 years old, enrolled in a licensed child care such as:

- Child Care Centres
- Licensed Home Child Care
- Before and After School Programs

	Jan. 2026	Feb. 2026	March 2026	Average
Infant	3	3	3	3
Toddler	6	7	7	7
Preschool	18	21	20	20
JK	5	5	6	5
SK	3	3	3	3
School	25	23	24	24
Fee Assistance Funding	\$38,110.30	\$39,019.80	\$41,571.23	

Family Discount

The multi-family discount is a price reduction offered when more than one child from the same family is enrolled in licensed child care at the same time. If a family has more than one child attending licensed child care, the DTSSAB provides a \$10 discount on one or more of the children's fees, increasing affordability and accessibility of crucial child care services. Below is how funds to provide the Family Discount were distributed during the first quarter.

	Jan. 2026	Feb. 2026	March 2026
Funds distributed per month for Fee Subsidy	\$31,680.00	\$29,096.50	\$32,511.50



Learn more: www.dtssab.com

General Operating Grant (GOG) for Children Aged 6-12

The General Operating Grant (GOG) is designed to support licensed child care centres and Home Child Care serving children 6-12 years to offset operating costs like rent, supplies and administration. It also supports staff wages and benefits while stabilizing child care programs.

The GOG is paid to child care providers on a monthly

basis and is separate from Cost-Based Funding which is intended to support children 0 to 5 years old.

In Q1, DTSSAB supported school-age children's programs across the district by providing GOG allocations totaling **\$241,112.25**.

Cost-Based Funding Update

After one full year of transitioning to Ontario's Cost-based funding formula for licensed child care providers we are in the process of finalizing the Year-end reconciliations. Licensed child care providers who are enrolled in the Canada-wide Early Learning Child Care system received funding based on the estimated actual costs of operating, rather than previous revenue-based models.

This model utilizes regional benchmarks for staffing, space, and operating days to determine funding allocations. This model aims to offer a more sustainable and equitable approach for child care providers compared to previous models that did not account for varying operational costs.

In the first quarter of 2026, the below amounts were issued to eligible child care providers.

Jan. 2026	Feb. 2026	March 2026
\$543,631.92	\$654,509.09	\$467,786.59



Early Years and Child Care

Canada-Wide Early Learning Child Care (CWELCC) Update

The Fee Reduction under the CWELCC system is the government-funding lowering of the amount parents pay for licensed child care, and it directly affects how much child care providers can charge.

Fee reductions were phased in (2022-2025). The stages were as follows:

- 25% reduction in April 2022
- 52.75% reduction by the end of 2022
- Continued reductions leading to a fee cap of \$22/day in 2025

- Long-term goal \$10/day by the end of 2026

Child Care Providers received funding as part of the Cost-Based Funding allocation to offset the reduction. Child Care Providers don't lose revenue; they receive government funding to replace the reduced parent fee. In the first quarter of 2026, funding was allocated to support the following number of CWELCC eligible children.

Age Group	Jan. 2026	Feb. 2026	March 2026
Infant	3	3	3
Toddler	6	7	7
Preschool	18	21	20
JK/SK	5	5	6

Ontario's Child Care IT Modernization

The Ministry of Education has announced Ontario's Child Care IT Modernization. This aims to create a centralized, user-friendly digital system for families and child care providers, featuring a provincial child care portal for finding care and managing subsidies. This initiative streamlines administration, improves data collection, and supports the implementation of the Canada-wide Early Learning and Child Care system.

Key Aspects:

Provincial Portal: Development of a "one window" digital portal to help families search and apply for child care

and fee subsidies and locate EarlyON programs.

System Objectives: To reduce administrative burden for child care providers, enhance data for decision-making, and provide a seamless digital experience for families.

Modernization Principles: Focused on co-designing with users, ensuring accessibility, and continuous improvement based on user feedback.

Implementation & Support: The project includes designing, developing, testing data migration, and training to modernize IT infrastructure.

**Providing life
stabilization and
Employment Support**

ONTARIO WORKS

The Ontario Works program continues to support clients in achieving life stabilization and employment through the provision of financial assistance and coordinated wraparound services in partnership with community organizations.

144

New Applications Submitted

Change of -25

39

Cases Referred to ODSP

Change of +7

26

Cases Exited Due to Employment Earnings

Change of -13

\$738.00

Average Monthly Employment Earnings

Change of +\$143.00

3

Emergency Assistance Applications

Change of -7

104

Cases Closed

Change of -26

Ontario Works Outcomes Update

We are pleased to report that the DTSSAB Ontario Works team has received its first quarter outcomes results. We are excited to share that all established performance outcomes were successfully achieved during this reporting period. These results reflect the continued dedication of staff, strong collaboration with community partners, and our ongoing commitment to delivering effective, client-focused services. Achieving all outcomes in the first quarter demonstrates the organization’s strong performance and continued focus on supporting positive client and employment-related outcomes.

Outcome	Target	Obtained %
Action Plans	100%	91%
Referrals to Employment Ontario	32%	33%
Exits to Employment	14%	29%
Returns	36%	76%

Social Service Worker Month – March 2026

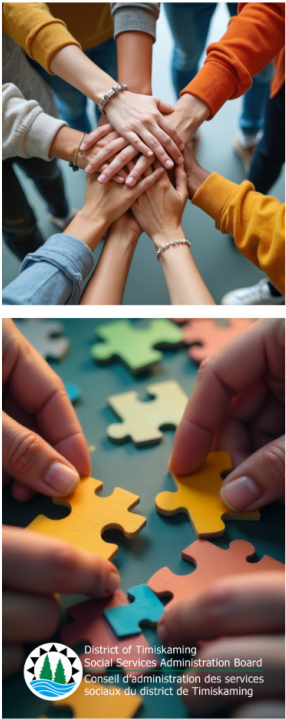
During March 2026, we proudly recognized and celebrated Social Service Worker Month, acknowledging the dedication, professionalism, and compassion demonstrated by social service workers across our organization and community. This annual recognition provided an opportunity to highlight the essential role social service professionals play in supporting individuals and families, strengthening communities, and improving overall well-being. Being a caseworker takes a special kind of person. It requires patience, compassion, resilience, and the ability to see possibility even in the most difficult situations. It means listening when others feel unheard, advocating when systems are complicated, and continuing to care even on the toughest days. That work is not always visible to others, but it makes a meaningful difference in the lives of the people we serve.

Throughout the month, staff contributions and achievements were acknowledged through internal recognition activities and messages of appreciation. The dedication demonstrated by our team in providing responsive and client-focused services continues to positively impact the individuals and communities we support.

Social Work Month

Thank you to our Ontario Works team who strive to enhance human well-being, meet the basic human needs of all people, and put special attention on the needs and empowerment of people who are vulnerable, oppressed and living in poverty.

Delivery.Support.Integrity



Centralized Intake - One Year Milestone

On January 27, 2026, the organization marked one year since the implementation of the Centralized Intake model. Over the past year, the transition to centralized application processing has supported greater consistency and efficiency in service delivery.

With applications now being completed through a centralized delivery agent rather than at local offices, staff have been able to dedicate more time and attention to direct client supports and service planning. This shift has increased capacity for staff to focus

on more meaningful and client-centered activities, including case management, individualized support, and connecting clients to programs and resources that support long-term stability and employment goals.

The first year of Centralized Intake has demonstrated positive operational impacts while also enhancing the organization's ability to provide responsive and supportive services to clients.

Integrated Employment Services (IES)

March 3, 2026, marked one year since all 47 Ontario Works offices and 47 ODSP offices across the province were fully onboarded to the IES model. This milestone reflects an important achievement in the continued transformation of employment services across Ontario.

Since the launch of the initial prototype sites in January 2021, followed by the Phase 1 and Phase 2 onboarding waves throughout 2023 and early 2024, and concluding with the final Phase 3 locations joining last year, each stage of implementation has contributed to building a stronger and more integrated employment services system.

The dedication and collaborative efforts of staff and partners have had a meaningful impact over the past year. Clients are demonstrating increased engagement, enhanced access to supports, and stronger connections to employment pathways. These outcomes highlight the positive impact and continued success of the IES initiative.

GLOSSARY

Term/Acronym	Program	Definition
By Names List	Housing Services	A coordinated, real-time list of individuals experiencing homelessness or at risk of homelessness used by community agencies to coordinate supports, track needs, and facilitate pathways to stable housing.
Centralized Intake	Ontario Works	A service delivery model where initial applications are processed through a centralized approach, allowing local staff to focus on ongoing case management, individualized supports, and client service planning.
Code 1 & 2 – Non-Urgent	Paramedic Services	Calls involving stable patients who require medical assessment, support, and/or transportation to a healthcare facility but do not require an urgent emergency response.
Code 3 – Urgent	Paramedic Services	Calls involving a patient who may be at risk of developing a life-threatening condition but is currently stable and requires timely medical attention.
Code 4 – Emergent	Paramedic Services	Calls involving an immediate threat to life or a critical medical emergency requiring the highest priority response and urgent intervention.
Community Paramedicine	Paramedic Services	A program that provides non-emergency, community-based healthcare services, including health assessments, chronic disease management, wellness supports, and connections to other healthcare and community
CWELCC (Canada-Wide Early Learning and Child Care)	Early Years and Child Care	A federal and provincial initiative designed to improve access to affordable licensed child care and reduce costs for families while supporting sustainable child care systems.
EarlyON	Early Years and Child Care	Free programs and services for families with children from birth to six years old that support early learning, child development, and connections to community resources.
General Operating Grant (GOG)	Early Years and Child Care	Provincial funding provided to eligible child care providers to support operating expenses such as staffing, administration, supplies, and program sustainability.
High Need Household Income Limit (High Need HIL)	Housing Services	A provincial income threshold used to identify the lowest-income households that receive priority consideration for Rent-Geared-to-Income housing.
Homelessness Prevention Program (HPP)	Housing Services	Provincial funding provided to Service Managers to support housing stability, homelessness prevention, emergency shelter, outreach, and related community supports.

GLOSSARY

Term/Acronym	Program	Definition
Household Income Limit (HIL)	Housing Services	Provincial income thresholds used to determine eligibility for Rent-Geared-to-Income housing assistance.
Integrated Employment Services (IES)	Ontario Works	Ontario's employment service delivery model that integrates employment, training, and support services to better connect individuals with opportunities and pathways to employment.
ODSP (Ontario Disability Support Program)	Ontario Works	A provincial program that provides income support, employment supports, and other services to eligible individuals with disabilities.
Rent-Geared-to-Income (RGI) Housing	Housing Services	A housing assistance model where rent is calculated based on a household's income to ensure housing remains affordable.
Special Needs Resourcing (SNR)	Early Years and Child Care	Supports and services designed to help children with developmental, physical, behavioural, or other needs fully participate in inclusive licensed child care settings.
Stand-By Call	Paramedic Services	A call where paramedic resources are requested to remain available on-site or nearby as a precautionary measure for a potential medical need or event.
Tiered Response Agreement	Paramedic Services	An agreement between paramedic services and local fire departments that coordinates emergency responses for specific time-sensitive incidents to ensure the most appropriate resources arrive as quickly as possible.

FOR IMMEDIATE RELEASE

FONOM Welcomes Northern Shield Energy Corridor as an Opportunity for Northern Ontario and Canada

July 6, 2026 – North Bay, ON – The Federation of Northern Ontario Municipalities (FONOM) welcomes today's announcement by Ontario Premier Doug Ford and Alberta Premier Danielle Smith identifying the proposed route for the Northern Shield Energy Corridor.

FONOM believes the proposed corridor represents an important opportunity to strengthen Canada's economy, improve energy security and reinforce Northern Ontario's role in supporting nation-building infrastructure.

"Today's announcement demonstrates the growing recognition that Canada's future economic prosperity depends on building major infrastructure entirely within our own borders," said FONOM President Dave Plourde. "Northern Ontario has long been a strategic transportation and resource corridor, and initiatives like the Northern Shield Energy Corridor further reinforce the importance of investing in our region."

FONOM noted that Northern Ontario is already central to Canada's mining, forestry, energy and transportation sectors. As new energy, critical mineral and industrial projects advance, investments in supporting infrastructure will become increasingly important.

"Building an energy corridor is only one part of the equation," Plourde added. "To fully realize its economic potential, governments must continue investing in the transportation, housing, skilled workforce, broadband and municipal infrastructure that allows communities to grow and support major projects."

FONOM has consistently advocated for strategic investments in Highway 11 and Highway 17, recognizing these corridors as nationally significant transportation routes that support trade, resource development, emergency response, tourism and supply chains across Canada.

"The discussion surrounding this project further strengthens the case for continued investment in Northern Ontario's transportation network," said Plourde. "If Canada is serious about nation-building, it must ensure the highways, communities and infrastructure that connect our country are ready to support that vision."

FONOM also recognizes the importance of meaningful consultation and partnership with Indigenous communities as the feasibility study progresses and supports opportunities for Indigenous participation and long-term economic development.

The Federation looks forward to working collaboratively with the provincial and federal governments, Indigenous partners, municipalities and industry as planning continues.

"Projects of this scale have the potential to create lasting economic opportunities for Northern Ontario," said Plourde. "By working together, we can strengthen Canada's economy while creating new opportunities for our northern communities and future generations."

-30-

Dave Plourde, President,
Federation of Northern Ontario Municipalities
705-335-1615 | fonom.info@gmail.com



The Corporation of the Town of Latchford

Request for Proposal

No. 2026-02

“Waterfront Strategic Plan – Consulting Services”

Reference No.: RFP 2026-02
Issue Date: **Insert Date**
Closing Date: **Insert Date** at 3:00 PM Local Time
Contact Information: Malorie Robinson, CAO/Clerk-Treasurer
T: 705-676-2416
E: mrobinson@latchford.ca

This package is for the Request for Proposal 2026-02 “Waterfront Strategic Plan – Consulting Services”

Malorie Robinson, CAO/Clerk-Treasurer
The Corporation of the Town of Latchford
PO Box 10
Latchford, ON P0J 1N0
mrobinson@latchford.ca

1. Introduction

The Town of Latchford is seeking proposals from interested and qualified consulting firms to facilitate the development of a comprehensive five (5) year Waterfront Strategic Plan. This plan will serve as a roadmap for Council and Staff to align with community priorities, guide resource allocation, and achieve measurable outcomes over the coming years. The intent of this project is to create a clear, actionable, and implementable plan to transform the waterfront into a vibrant destination that supports residential growth, economic development, tourism, and community use.

Council, Staff and Committee Members will actively participate in the process. The Waterfront Strategic Plan will support participation in economic development initiatives, improve transparency and accountability, and guide municipal decision-making for years to come.

The Municipality expects this project to be completed no later than March 1st, 2027.

2. Background Information

The Town of Latchford is a rural municipality located in Northeastern Ontario within the District of Timiskaming. The community is strategically situated along Highway 11, a major provincial transportation corridor that connects Northern Ontario communities and supports significant through-traffic, including commercial and tourism travel.

Latchford is located approximately 21 km south of Temiskaming Shores and 130 km north of North Bay, positioning it within a broader regional service and tourism network. The municipality also benefits from proximity to the Ontario Northland Railway corridor, reinforcing its historical and ongoing role as a transportation-linked community.

The Town is uniquely defined by its natural assets, particularly its location along the Montreal River and its scenic waterfront on Bay Lake. These features provide significant opportunity for waterfront-based recreation, tourism, and economic development.

Latchford has a population of approximately 350 residents, but serves a broader catchment area through seasonal visitors, travellers along Highway 11, and users of local recreational amenities. The highway corridor presents a strong opportunity to capture pass-through tourism traffic, particularly for outdoor recreation, camping, and waterfront experiences.

The Town's waterfront area is one of its most valuable and underutilized assets. Existing features include:

- Public playground
- Baseball field
- Boat docking and water access
- Seasonal food services
- Seasonal campground

While these amenities provide a foundation, the waterfront lacks a cohesive vision, coordinated design, and long-term development strategy. There is a significant opportunity to reposition the waterfront as a destination node within Northern Ontario, leveraging:

- Easy access (2 blocks from Highway 11)

- Proximity to regional centres
- Natural waterfront setting
- Existing recreational infrastructure

The Town of Latchford is actively pursuing initiatives to strengthen community development, expand tourism, and attract investment. The development of a Waterfront Strategic Plan is a key priority that will guide future municipal decision-making, infrastructure investment, and funding applications.

3. Purpose of the RFP

The purpose of this RFP is to retain a professional consulting firm to:

- Facilitate the creation of a Waterfront Strategic Plan that reflects the Municipality’s vision, mission, values and priorities.
- Conduct detailed community analysis, including demographic, economic, infrastructure, and service assessments.
- Engage Council, staff, residents, stakeholders, and community organizations to identify shared goals and values.
- Develop measurable goals, strategies, and an implementation framework for the short and long term.
- Provide a high-quality, actionable plan that guides decision-making, policy, budgeting, and service delivery.
- Ensure the project is completed by no later than March 1st, 2027.

4. General Statement of Scope of Work

4.1. Project Initiation

- Meet with the CAO/Clerk-Treasurer to confirm objectives, timelines, and engagement expectations.
- Facilitate workshops, surveys, and focus groups as needed.

4.2. Community and Stakeholder Engagement

- Design and implement a consultation strategy for residents, businesses, and community organizations.
- Facilitate workshops, surveys, and focus groups as needed.

4.3. Data Collection and Analysis

- Gather and analyze demographic, economic, infrastructure, service, and other relevant community data.
- Identify community strengths, weaknesses, opportunities, and threats (SWOT analysis).

4.4. Strategic Plan Development

- Develop draft strategic priorities, goals, and measurable outcomes.
- Incorporate Council and Staff input at key milestones.

- Produce a draft Waterfront Strategic Plan with recommendations, implementation strategies, and reporting frameworks to the CAO and to Council.
- Incorporate any final revisions based on Council feedback.

4.5. Presentation and Finalization

- Present the final Waterfront Strategic Plan to Council
- Ensure the final plan is completed no later than March 1st, 2027.

5. Consulting Firm Qualifications

Proposals will be evaluated based on the consulting firm’s:

- Experience in municipal strategic planning, preferably in small rural communities.
- Demonstrated ability to facilitate community engagement and stakeholder consultations.
- Knowledge of best practices in governance, strategic planning and municipal operations.
- Capacity to deliver a high-quality, actionable plan within the project timeline, including completion of by no later than March 1st, 2027.

6. Proposal Submission Requirements

Consulting firms are requested to provide:

- Company profile and qualifications
- Proposed methodology for delivering the Strategic Plan, including engagement strategies and timelines.
- Detailed workplan and schedule, including:
 - Proposed start and completion date, confirmation of timelines (see Note 1)
 - Frequency of meetings with the CAO to review progress
 - Frequency and format of updates to Council
 - Key milestones and draft submissions
- Team members biographies and roles
- References from comparable projects (minimum of 2)
- Cost proposal, including fees and any expenses. Price quoted must be all-inclusive of travel, meals, accommodations, plus HST.

7. Deliverables and Ownership

The final Waterfront Strategic Plan will become the property of the Town of Latchford.

Final Report Presentation

The consulting firm will provide:

- Ten (10) professionally bound paper copies

- One (1) editable Word Document formatted with accessible fonts and structure consistent with the Accessibility of Ontarians with Disabilities Act (AODA, 2025), including headings, and screen reader compatible formatting.
- One (1) electronic PDF copy fully accessible and compliant with AODA standards, including proper structure, alt text for images and charts, and readable font size.

8. Project Timeline

The Municipality’s proposed timeline for this RFP process is as follows:

- RFP Issue Date: **Insert date**
- Proposal Submission Deadline/RFP Opening: **Insert Date**, at 2:00 PM
- Interview with CAO & RFP Committee: **Insert Date**
- Council Award Decision: **Insert Date**
- Agreement on Project Timelines and Project Commencement: **Insert Date**

9. Evaluation Criteria

Criteria	Max Points	Notes
Understanding of project objectives and scope	15	Demonstrates clear comprehension of the Municipality’s needs and goals
Experience and qualifications of consulting team	20	Relevant experience in municipal strategic planning, especially in small/rural communities; qualifications of team members.
Methodology and proposed approach	20	Feasibility, clarity, and effectiveness of proposed engagement, data collection, analysis, and plan development.
Ability to meet timelines and project milestones	20	Realistic work plan, frequency of meetings with CAO, updates to Council, final completion by March 1 st , 2027.
References from comparable projects	10	Quality of references and prior project success.
Price / overall cost-effectiveness	15	All-inclusive pricing, value for money (lowest cost not necessarily selected).
Total Points: 100		



10. Submission Instructions

Proposals shall be submitted by email to mrobinson@latchford.ca with the proposal attached in PDF format. The subject line shall be clearly marked with "RFP 2026-02 – "Waterfront Strategic Plan – Consulting Services".

Proposals submitted by mail or hand delivered shall not be accepted.

11. RFP Contact

For inquiries regarding this RFP, please contact:

Malorie Robinson, CAO/Clerk-Treasurer

Phone: (705) 676-2416

Email: mrobinson@latchford.ca



THE CORPORATION OF THE TOWN OF LATCHFORD

BY-LAW No.: 2026-026

Being a By-Law to delegate authority to the CAO/Clerk-Treasurer or their designate during the Lane Duck restrictions of Council following Nomination Day.

Whereas, Section 275 (1) of the *Municipal Act, 2001, c.25 as amended* states the council of a local municipality shall not take any action described in subsection (3) after the first day during the election for a new council on which it can be determined that one of the following applies to the new council that will take office following the election:

1. If the new council will have the same number of members as the outgoing council, the new council will include less than three-quarters of the members of the outgoing council.
2. If the new council will have more members than the outgoing council, the new council will include less than three-quarters of the members of the outgoing council or, if the new council will include at least three-quarters of the members of the outgoing council, three-quarters of the members of the outgoing council will not constitute, at a minimum, a majority of the members of the new council.
3. If the new council will have fewer members than the outgoing council, less than three-quarters of the members of the new council will have been members of the outgoing council or, if at least three-quarters of the members of the new council will have been members of the outgoing council, three-quarters of the members of the new council will not constitute, at a minimum, a majority of the members of the outgoing council. 2001, c. 25, s. 275 (1).

And Whereas, Section 23 of the Municipal Act, 2001, as amended permits Council to delegate its administrative powers;

And Whereas, Section 275(3) of the Municipal Act, 2001, S.O. 2001, c.25 restricts council from taking action on items including:

1. The appointment or removal from office of any officer of the municipality
2. The hiring or dismissal of any employee of the municipality
3. The disposition of any real or personal property of the municipality which has a value exceeding \$50,000 at the time of disposal; and
4. Making any expenditure or incurring any other liability which exceeds \$50,000;

And Whereas, Section 275(6) of the Municipal Act, 2001, S.O. 2001, c.25 states that nothing in this section prevents any person or body exercising authority of a municipality that is delegated to the person or body prior to nomination day for the election of the new Council;

And Whereas, the Council of the Town of Latchford has appointed a Chief Administrative Officer/Clerk-Treasurer whose duties are to exercise general control and management of the affairs of the municipality for the purpose of ensuring the efficient and effective operation of the municipality; and to perform such other duties that are assigned;

And Whereas, Council deems it expedient to delegate authority to the CAO/Clerk-Treasurer or their designate to take action, where necessary, during the “Lame Duck” period;

Now Therefore, the Council of the Corporation of the Town of Latchford hereby enacts as follows:

And That, Council delegates authority to the CAO/Clerk-Treasurer or their designate of the Corporation of the Town of Latchford to take action, where necessary, on restrictions listed in Section 275 (3) of the Municipal Act, 2001, c.25 as amended, between Nomination Day and the commencement of the Council Term;

And That, the CAO/Clerk-Treasurer or their designate of the Corporation of the Town of Latchford will report to Council on any actions taken under the restrictions listed in Section 275 (3) of the Municipal Act, 2001, c.25 as amended, between Nomination Day and the commencement of the Council Term;

And That, the Clerk is hereby authorized to make minor modifications or corrections of a grammatical or typographical nature to the By-law, after the passage of this By-law, where such modifications or corrections do not alter the intent of the By-law or its associated schedule.

And That, all other By-laws delegating authority are hereby repealed.

And Finally That, this By-law shall come into full force and effect upon final passing.

Read a first, second and third time and finally passed on the 14th day of July, 2026.

Sharon Gadoury-East, Mayor

Malorie Robinson, Clerk



Town of Latchford

THE CORPORATION OF THE TOWN OF LATCHFORD

BY-LAW No.: 2026-024

Being a By-Law to set the rates for water and sewer services and to set a minimum charge for water and sewer usage for 2026.

Whereas, Section 10 (1) of the Municipal Act, 2001, S.O. 2001, c.25 as amended, grants a single tier municipality the authority to provide any service or thing that the municipality considers necessary or desirable for the public.

And Whereas, Section 10 (2) of the Municipal Act, grants a single tier municipality the authority to pass by-laws respecting services and things that the municipality is authorized to provide under subsection (1);

And Whereas, Section 391 (1)(b) of the Municipal Act grants a municipality the authority to pass by-laws imposing fees or charges on any class of person for services or activities provided or done by or on behalf of it;

Now therefore be it resolved that, the Council of the Corporation of the Town of Latchford enacts as follows:

1. **That**, the definitions and rates/charges with respect to water and sewer services are hereby set as per Schedules "A" and "B" hereto attached and forming part of this by-law;
2. **That**, the provisions of this By-law shall come into force and take effect January 1, 2026;
3. **That**, the final 2026 water and sewer bills be included with the final tax bill with the instalment dates being July 31st, 2026, for the first instalment and September 30th, 2026, being the second installment;
4. **That**, on all unpaid water and sewer bills, interest shall be added at the rate of 1.25% per month for each month or fraction thereof in which the arrears continue;
5. **That**, all water and sewer bills are due and payable to the Corporation of the Town of Latchford at 10 Main Street, Latchford Ontario P0J 1N0
6. **And Finally**, that this By-law shall come into full force and effect upon final passing.

Read a first, second and third time and finally passed on the 14th day of July, 2026.

Sharon Gadoury-East, Mayor

Malorie Robinson, Clerk

By-law 2026-024
Schedule "A"
Definitions & Rates

Definitions

"Base Charge" means the fixed monthly charge applied to each property or unit for the provision, maintenance, and administration of municipal water and/or sewer services, regardless of consumption.

"Commercial Property" means a property used for business, retail, office, service, hospitality, or similar commercial activities. Commercial Property Rate #1 is for commercial properties under 2,500 square feet. Commercial Property Rate #2 is for commercial properties 2,500 square feet and above. Commercial Property Rate # 3 is for commercial motel properties.

"Dwelling Unit" means a self-contained unit used or intended for residential occupancy and containing cooking, sleeping, and sanitary facilities.

"Flat Rate Service" means a water or sewer service for which the charge is not based on metered consumption.

"Industrial Property" means a property used for manufacturing, processing, fabrication, assembly, or similar industrial activities.

"Institutional Property" means a property used for public, governmental, educational, medical, religious, or non-profit purposes.

"Multi-Residential Property" means a property containing two or more dwelling units under common ownership, including duplexes, triplexes, fourplexes, townhouses, and apartment buildings. Multi-residential 2 is for multi-residential properties with 2 units. Multi-residential 3 is for multi-residential properties with 3 or more units.

"Owner" means the registered owner of a property, or a person authorized in writing to act on behalf of the owner.

"Residential Property" means a property used for year-round residential occupancy, including single detached, semi-detached, duplex, triplex, townhouse, and apartment units.

"Vacant Serviced Lot" means a lot that is not developed or occupied but has municipal water and/or sewer service available at the lot line.

"Water Service" means the supply of potable water by the Town through the municipal water distribution system.

"Sewer Service" means the collection and conveyance of wastewater through the municipal sanitary sewer system.

Rates

Water Services – Annual Rate	2026
Residential Water Operating Rate	\$ 847.56
Multi-Residential 2 Water Operating Rate (2 units)	\$ 1,574.03
Multi-Residential 3 Water Operating Rate (3 or more units)	\$ 1,836.38
Commercial Water Operating Rate #1	\$ 1,017.07
Commercial Water Operating Rate #2	\$ 1,101.83
Commercial Water Operating Rate #3	\$ 1,356.10
Water Capital Rate 2008 – 2038 (per account)	\$ 137.38

By-law 2026-024
Schedule "A"
Definitions & Rates

Water Capital Rate 2008 – 2038 Residential Vacant/Used with Access (per account)	\$ 68.69
Water Capital Rate 2008 – 2038 Commercial/Institutional with Access (per account)	\$ 103.04
Turn On/Off Fee (per request)	\$ 75.00
New Water Service Connection Rate	Actual Cost + \$250 admin fee
Water Treatment Plant Upgrades	\$ 137.38
Water Treatment Plant Upgrades 75%	\$ 103.04
Water Treatment Plant Upgrades 50%	\$ 68.69
Water Residential Vacant Unoccupied with Access	\$ 108.69
Water Residential Vacant Used with Access	\$ 423.78
Water Commercial Business Unoccupied, with Access	\$ 172.29
Water Commercial Business Used, with Access	\$ 635.67

Sewer Services – Annual Rate	2026
Residential Sewer Operating Rate	\$ 803.28
Multi-Residential Sewer 1 Operating Rate	\$ 1,491.81
Multi-Residential Sewer 2 Operating Rate	\$ 1,491.81
Multi-Residential Sewer 3 Operating Rate	\$ 1,740.45
Commercial Sewer 1 Operating Rate	\$ 963.94
Commercial Sewer 2 Operating Rate	\$ 1,044.27
Commercial Sewer 3 Operating Rate	\$ 1,285.25
New Sewer Service Connection Rate	Actual Cost + \$250 admin fee
Sewer Residential Vacant Unoccupied with Access	\$ 108.69
Sewer Residential Vacant Used with Access	\$ 401.65
Sewer Commercial Business Unoccupied with Access	\$ 172.29
Sewer Commercial Business Used with Access	\$ 642.63



THE CORPORATION OF THE TOWN OF LATCHFORD

BY-LAW No.: 2026-027

Being a By-Law to establish an Accountability and Transparency Policy.

Whereas Section 270 of the Municipal Act, 2001, S.O. 2001, c.25, as amended, states that a municipality shall adopt and maintain a policy with respect to the manner in which the municipality will try to ensure that it is accountable to the public for its actions, and the manner in which the municipality will try to ensure that its actions are transparent to the public;

Whereas, the Accountability and Transparency Policy attached as Schedule "A" hereto sets out the manner and form in which the Town of Latchford will try to ensure that its actions are transparent and accountable;

Whereas, the Council of the Corporation of the Town of Latchford deems it advisable to establish a Accountability and Transparency policy;

Now therefore, the Council of the Corporation of the Town of Latchford hereby enacts as follows:

1. **That**, the Accountability and Transparency Policy, attached hereto as Schedule "A" and forming part of this by-law is hereby adopted.
2. **And Further**, that if a section of this by-law is found invalid by a court of competent jurisdictions, such section shall be deemed severable, and all other sections of this by-law shall remain in force and effect.
3. **And Further**, that this By-law shall come into force and effect upon its passing.
4. **And Finally**, the Clerk for the Corporation of the Town of Latchford is hereby authorized to make minor modifications or corrections of a grammatical or typographical nature to the By-law, after the passage of this By-law, where such modifications or corrections do not alter the intent of the By-law or its associated schedule.

Read a first, second and third time and finally passed on the 14th day of July, 2026.

Sharon Gadoury-East, Mayor

Malorie Robinson, Clerk



Policy Name: Accountability and Transparency of Town Actions to the Public Policy

Policy No.: CORP-008

Date Approved:

Department: Administration

By-Law No.: 2026/027

Policy Statement

The Town of Latchford is committed to providing efficient, accessible government services to its residents and being accountable and transparent to those it serves in its affairs.

Accountability, transparency and openness are standards of good government that enhance public trust. They are achieved through the Town adopting measures ensuring, to the best of its ability, that all activities and services are undertaken utilizing a process that is open and accessible to its residents. In addition, wherever possible, the Town will engage its residents throughout its decision-making process which will be open, visible and transparent to the public.

Purpose

The Municipal Act, 2001 (the "Act"), requires that all municipalities adopt and maintain a policy with respect to the manner in which the municipality will try to ensure that it is accountable to the public for its actions, and the manner in which the municipality will try to ensure that its actions are transparent to the public.

The purpose of this policy is to provide guidance for the delivery of the Town of Latchford activities and services in accordance with the principles as outlined herein, the Municipal Act, 2001, S.O. 2001, c.25 and any other applicable law.

The principles of accountability and transparency shall apply equally to the political process and decision making and to the administrative management of the Town of Latchford.

Definitions

Act means the Municipal Act, 2001, S.O. 2001, c.25. as amended.

Accountability means the Town of Latchford and its elected Council's commitment, undertaking and duty to answer to those it serves for its actions, inactions and general state of affairs.

Committee means any advisory or other committee, subcommittee or similar entity of which at least 50 percent of the members are also members of one or more Councils or Local Boards.

Corporation means The Corporation of the Town of Latchford.

Council means The Council of the Town of Latchford.

Local Board means a local board established or exercising any power under any Act with respect to the affairs or purposes of one or more municipalities but does not include Latchford

Police Services Board or Latchford Public Library Board, a school board, a hospital board or a conservation authority.

Town means The Corporation of the Town of Latchford.

Transparency means the Corporation and its Council's commitment and undertaking to be open to those it serves in the execution of its offices, duties and activities and its commitment to public participation and input in its decisions and activities.

Application

The Council of the Town of Latchford acknowledges its duty to provide good municipal governance to those it serves. It further acknowledges that good governance is tied to and measured by its commitment to transparency in its affairs.

Accordingly, the Council of the Town of Latchford hereby affirms its commitment to accountability and transparency in its affairs. It intends to achieve these goals by:

- Encouraging and permitting, where appropriate, public access to and participation in its processes, debates and meetings to ensure that its decisions and actions are responsive to the needs of its residents and receptive to their opinions,
- Delivering high quality services to those it serves; and,
- Promoting and monitoring the efficient use and expenditure of public resources

Accountability, transparency and openness are standards of good government that enhance public trust in municipalities and its elected officials. They are achieved through the Town adopting measures ensuring, to the best of its ability, that all activities and services are undertaken utilizing a process that is open and accessible to its stakeholders and compliant with the Act and any other relevant legislation.

The Town will promote accountable and transparent municipal governance guided by the following principles:

- a. Decision-making will be open, fair and transparent;
- b. Municipal operations will be conducted in an ethical and accountable manner;
- c. Financial resources and physical infrastructure shall be managed in an efficient and effective manner;
- d. Municipal information will be accessible so that it is consistent with legislative requirements;
- e. Inquiries, concerns and complaints will be responded to in a timely manner;
- f. Public access and participation will be encouraged to ensure that decision making is responsive to the needs of its constituents and receptive to their opinions;
- g. An open, responsive meeting process will ensure that residents have access to and awareness of the Council/Committee business being discussed;
- h. Every new delegation of power or authority will include appropriate accountability mechanisms;

Wherever possible, the Town will engage those that it serves throughout its decision-making process which will be open, visible and transparent to the public, as follows:

- a. Open Council Sessions: All discussions related to official council business, including policy deliberations, decision-making processes, and relevant matters, shall take place during open council sessions. Closed-door meetings (that are not included on a meeting agenda) among council or committee members are strictly prohibited for official business.
- b. Public Accessibility: Council sessions, committee meetings, and any other gatherings related to official business shall be accessible to the public. Meetings may be live-streamed or recorded to facilitate broader public engagement.
- c. Documentation and Records: Comprehensive records of all council discussions, decisions and supporting documents shall be maintained and made available to the public upon request. This includes meeting minutes, reports, and any other relevant materials.
- d. Notification of Meetings: Advance notice of all Council sessions and Committee meetings, along with the agenda items, shall be provided to the public.
- e. Confidential Matters Exception: While promoting transparency, certain matters may be confidential due to legal, personnel, or sensitive issues. In such cases, closed sessions may be held but the nature of discussions and decisions may be disclosed to the public once the confidentiality concerns are resolved.
- f. Ethical Conduct: Council members are expected to uphold the highest standards of ethical conduct in all interactions related to official business. Any attempt to circumvent the open and transparency process outlined in this policy will be considered a breach of conduct and should be reported to the Council's Integrity Commissioner for investigation.

By adhering to this policy, the Council aims to build public trust, encourage civic participation, and uphold the principles of open and transparent governance.

Procedures

Principles of accountability and transparency apply equally to the political process, exercise of municipal authority and prerogatives and the Corporation's administration.

The Corporation shall meet its duties and responsibilities and prerogatives prescribed in the Act and any other applicable law in the exercise of its affairs and appoint such officials to review its practices as required by the Act.

More specifically, but without limiting the generality of the foregoing, the Council and Corporation shall adhere to the following principles and practices with respect to the following subject matters:

Financial Matters

The Corporation will be open, accountable and transparent to those it serves in its financial dealings as required by the Act and all other applicable law.

Rigor will be applied and achievement will occur through:

1. Regular review of its activities and finances;
2. Reporting of its finances and preparation of relevant financial statements;
3. Long term financial planning;
4. Fees and Charges By-Law;
5. Managing its assets in a fiscally prudent and open manner;
6. Adopting and/or adhering to appropriate purchasing/procurement policies and/or bylaws adopted or amended from time to time;
7. Adopting and/or adhering to appropriate policies with respect to the sale of the Corporation's land; and
8. Forecasting and adhering to established budgets.

Internal Governance

The Corporation's administrative practices and policies ensure specific accountability on the part of its employees through the following initiatives:

1. Appointment and retention of competent leadership, including without limitation a Chief Administrative Officer;
2. Adoption of a Code of Conduct for all the Corporation's employees;
3. Establishment of a fair and consistent performance management and evaluation process;
4. Fair and transparent hiring practices and policies;
5. Adoption of consultative policies and practices; and
6. Adherence to a continuous improvement philosophy in regards to accountability and transparency.

Public Participation and Information Sharing

The Corporation strives to be open, transparent and accountable to those it serves through the implementation of processes outlining how, when and under what rules meetings will take place.

Council and its Committee meetings will be open to the public when and as required under the Act, and members of the public will have an opportunity to make deputations or comments in writing or verbally on specific items at these meetings in accordance with the Corporation's Procedural By-law.

The Town's information shall be readily available to the public subject to the requirements of the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA).

The Corporation welcomes the public's participation in its affairs and commits to providing policies and procedures to assist and support the public to participate. Its communication policies and strategies will ensure timely dissemination of notices, decisions and other matters

concerning the Corporation and its affairs. Such information will be made publicly available through print material, the Corporation's website, social media platforms and the media.

Examples of available materials addressing the Council and Town's commitment to accountability and transparency include, but are not limited to the Corporation's:

1. Procedural bylaw
2. Strategic plan/priorities
3. Deputation rules
4. Records retention policies
5. Appointment of Integrity Commissioner and Closed Meeting Investigator
6. Budget
7. Planning processes
8. Provision of Notice and Manner of Providing Notice to the Public Policy; and
9. Agendas and minutes posted to the Town's website.

Exclusions

This Policy applies to all actions and decisions of the municipality without exclusion or exception, unless otherwise prohibited for by statute.

References and Related Policies

Municipal Act, 2001

Provision of Notice and Manner of Providing Notice to the Public Policy, CORP-009

Sale and Other Disposition of Land Policy, CORP-007

Closed Session Meeting Policy, CORP-010

Hiring of Employees Policy, CORP-004

Procedural By-law 2025-23

Procurement By-law 2025-22

Consequences of Non-Compliance

Non-compliance with the Municipal Act, 2001 and any other Act is subject to the remedies prescribed therein.

Review Cycle

This Policy will be reviewed once per term of Council by the Senior Management Team for report to Council in open session.



THE CORPORATION OF THE TOWN OF LATCHFORD

BY-LAW No.: 2026-028

Being a By-Law to establish a Public Notice Policy.

Whereas Section 270 of the Municipal Act, 2001, S.O. 2001, c.25, as amended, states that a municipality shall adopt and maintain a policy with respect to the circumstances in which the municipality shall provide notice to the public, and if notice is to be provided, the form, manner and times notices shall be given; and

Whereas, sections of the Municipal Act, 2001 require a municipality to give notice to the public generally of its intention to pass certain by-laws, notice of the holding of certain required public meetings, and notice of other matters; and

Whereas, the Corporation of the Town of Latchford deems it advisable to set out reasonable minimum requirements for those actions by the municipality for which the notice requirements are not prescribed under the provisions of the Act or its regulations; and

Whereas, the Council of the Corporation of the Town of Latchford deems it advisable to establish a public notice policy;

Now therefore, the Council of the Corporation of the Town of Latchford hereby enacts as follows:

1. **That**, the Public Notice Policy, attached hereto as Schedule A and forming part of this by-law is hereby adopted.
2. **And Further**, that if a section of this by-law is found invalid by a court of competent jurisdictions, such section shall be deemed severable, and all other sections of this by-law shall remain in force and effect.
3. **And Further**, that this By-law shall come into force and effect upon its passing.
4. **And Finally**, the Clerk for the Corporation of the Town of Latchford is hereby authorized to make minor modifications or corrections of a grammatical or typographical nature to the By-law, after the passage of this By-law, where such modifications or corrections do not alter the intent of the By-law or its associated schedule.

Read a first, second and third time and finally passed on the 14th day of July, 2026.

Sharon Gadoury-East, Mayor

Malorie Robinson, Clerk



**The Corporation of the
Town of Latchford**

Policy Name: Provisions of Notice and Manner of Giving Notice to the Public Policy

Policy No.: CORP-009

Date Approved:

Department: Administration

By-Law No.: 2026-28

Policy

The Town of Latchford will ensure transparent and effective communications between the Town and its residents, businesses, and stakeholders. As per Section 270(1)(4) of the Municipal Act, 2001, the Policy aims to establish clear guidelines and procedures for providing timely and accessible notices regarding Town business. The Notice Policy will facilitate transparent, inclusive, and proactive communication, allowing the Town to inform, engage, and involve its stakeholders in the decisions that affect the Town.

Purpose

As required by Section 270 of the Municipal Act, 2001, the Town of Latchford shall adopt and maintain a policy with respect to the circumstances in which the Town shall provide notice to the public, and if notice is to be provided, the form, manner and times notice shall be given.

The Policy includes procedures for providing formal Public Notice as related to Section 270 of the Municipal Act, 2001, and for general Public Notice as related to the Town's commitment to proactive public engagement.

In addition, this Policy is intended to ensure that Public Notice is provided based on the following principles:

- a. Residents and stakeholders should be aware what, when and where the business of the Municipality is being discussed;
- b. Residents and stakeholders should be aware when the business being discussed will have an impact on them; and
- c. Residents and stakeholders should have adequate time to submit or provide written/verbal comments and/or deputation materials.

Definitions

Act means the Municipal Act, 2001, S.O. 2001, c.25.

Clerk means the Clerk of The Corporation of The Town of Latchford.

Council means the current elected Council for The Corporation of the Town of Latchford.

Day(s) means calendar days, not business days.

Municipality or Town means The Corporation of the Town of Latchford and represent the entirety of Council, Town Staff, and Local Boards as defined in subsection 269(1) of the *Municipal Act, 2001*.

Newspaper means the definition of a newspaper as defined within the Legislation Act, 2006 s. 87.

Notice Period means the duration or length of the Notice provided in advance to the general public or to those persons who may be affected by a proposed action or decision to be undertaken or made by Council.

Policy means the Town of Latchford "Notice Policy".

Public Information Centre means an informal open meeting in which all members of the public are invited to discuss a specific matter. A Public Information Centre may be held to share relevant information, gather feedback from the public, facilitate open communication and ensure transparency in the decision-making process.

Public Meeting means a Public Meeting under the Municipal Act, 2001, as amended, or the Planning Act, or any other statute that requires or permits Council to hold a Public Meeting; and, is a meeting held primarily for the purpose of consulting with the public and hearing representations on a subject matter within the authority or jurisdiction of the Council of the Town of Latchford.

Public Notice or Notice means the circumstance in which Notice will be given as well as the method by which Notice will be given by the Municipality, so as to provide advance knowledge of a proposed action or decision to be undertaken or made by Council, or Staff, to the general public or to those persons who may be affected, so as to increase the accountability and transparency of the municipal decision-making process.

Social Media means the official Social Media accounts for the Town of Latchford.

Staff or Town Staff means the employees of The Corporation of the Town of Latchford.

Town Business means all general business of The Corporation of the Town of Latchford, including but not limited to standard activities and operations.

Website means the official Town of Latchford website (www.latchford.ca).

Application

1. This Policy applies to the actions or decisions to be undertaken or made by the Town of Latchford, including all actions requiring Public Notice undertaken or made by Town Council, Town Staff, Committees of Council and Local Boards as defined in subsection 269.1 of the Municipal Act, 2001, all collectively called the "Town" or "Municipality", for the purpose of providing accountability and transparency in the Town's decision-making process and its actions.
2. This Policy applies to matters outlined within this Policy unless:

- a. The Act or any other legislation requires Notice to be provided otherwise, in which case Notice will be provided as prescribed by that legislation;
 - b. Council directs that some other form and manner of Notice is to be provided, in which case Notice shall be provided as directed by Council resolution.
3. The form, manner and Notice Period as outlined in this Policy shall be considered to be the minimum requirement.
4. Notice provided on the Town Website under this Policy shall be considered sufficient Notice even if the website is not accessible at all times during the Notice Period.
5. Unless otherwise prescribed, where Notice is to be provided to an individual, an agency or other level of government by regular mail, Notice will be considered to be given seven days from the date of mailing.
6. Nothing in this Policy shall prevent the use of more extensive methods of Notice or for providing for a longer Notice Period.
7. Where provisions of this Policy may conflict with provisions of another policy or by-law this Policy shall prevail.
8. Exclusive use of any form of Social Media shall not constitute Public Notice for the purposes of meeting the requirements of this Policy.
9. Where a Public Information Centre is held at the direction of Council or Town Staff, the minimum Notice Period shall be 14 days and advertised following the manners outlined in Class 2 – Defined or Specific Items/Issues.
10. If there are no newspapers that meet the definition of a newspaper as defined within the Legislation Act, 2006 s. 87, then the Town shall, at the discretion of the Town Clerk, advertise the matter in a newspaper that does not meet the definition but has general circulation within the Municipality.
11. Planning and Development projects within the Municipality must meet the minimum requirements of the Planning Act and other applicable legislation. For matters related to planning and development projects that are outside of the public notice requirements of the Planning Act or other applicable legislation, the notice requirements of Class 2 – Defined or Specific Items/Issues of this policy shall be followed.
12. This Policy is not intended to apply to standalone operational notices or other matters of Town business that are deemed at the direction of the Communications Department, to not reach the threshold of requiring formal public notice. Examples may include but are not limited to: Notice of Town Hall Closures for Public Holidays, Seasonal Facility Closures, Community Improvement Plan Applications, Bid Advertising, Volunteer Recognition Award Nominations, etc. In these instances, a topic specific communication plan is created and implemented by the Town's Communications Department to suit the nature and intent of the matter in keeping with the standards and principles of the Town's Communications Strategy.

Procedures

General Guidelines

- a. All references to days are calendar days, not business days;
- b. Direct delivery includes hand delivery, facsimile and email; and
- c. Notice can be provided through multiple channels such as notice on website, newspapers, radio, television, direct mailing, and location signage.

In all instances when issuing a Public Notice, the Town should strive to meet the following guidelines:

- Ensure that Public Notice be provided as soon as possible;
- Ensure that the Public Notice be distributed to the broadest possible audience or the appropriate specific audience that is impacted;
- Ensure that Public Notice is provided in a variety of manners;
- Ensure that Public Notice is provided using easy to understand plain language with the focus of being open, inclusive and respectful to all residents and stakeholders;

Emergency Provision

If a matter or situation arises that, in the opinion of the Chief Administrative Officer or designate, is considered to be of an urgent or time sensitive nature, or could affect the health and well-being of the residents of the Town, or if a state of emergency is declared, or is so directed by a Provincial Ministry, the notice provisions may be waived and best efforts should be made to provide as much notice as is reasonable under the circumstances.

In the event that Public Notice has not been provided in accordance with this policy, the omission of such notice shall not invalidate any actions taken. In the case of an omission, the Town will provide Public Notice through all appropriate channels as soon as possible.

The Town shall not be held responsible for any failure to provide Public Notice if such failure is caused by factors beyond its control, including but not limited to power outages, electronic communication failures, Acts of God, or emergency situations.

Public Notice Format

Public Notice provided under this Policy shall be issued on the approved Town branded template and include the following information (as applicable):

- a. A general description of the matter or summary of the Notice;
- b. Where the matter relates to a defined location, sufficient particulars of the location (i.e., municipal address, legal description, key map, etc.);
- c. The date, time and location of the meeting at which the matter will be discussed;
- d. The purpose of the meeting for which the Public Notice is required;
- e. If applicable, appeal rights under the Planning Act, or any other legislation;
- f. Identification of the authority under which the Public Notice is being given;
- g. Instructions, including contact information for submitting written comments and deadline for the same and meeting details where public input is permitted;
- h. Contact information for obtaining additional information/clarification;

- i. Contact information for obtaining the notice in an accessible manner;
- j. Any additional information deemed appropriate or required.

A standard public notice template will be maintained by the Communications Department to ensure consistency when sharing information with residents and stakeholders.

Principles of the Communications Strategy

The Town's Communications Strategy is intended to be used a resource to support the minimum notification activities and actions as required under this Public Notice Policy.

The Communications Strategy encourages a commitment to engaging and listening to all residents and stakeholders, including full-time, part-time, seasonal, rural and urban, through a respectful, informed and ongoing dialogue. The strategy references that in all instances the Town should endeavour to use a number of communication tools and platforms to meet the diverse needs of residents and stakeholders. The list of tools currently being employed includes but is not limited to:

- Newspaper Advertisements
- Email and Print Newsletters
- Municipal Information Guide
- Tax Bill Newsletter
- Direct Mail
- Digital Advertising
- Hand Delivered Notices
- Press Releases
- Town Hall/Public Meetings
- Town Website
- Public Information Centres
- Social Media
- Surveys and Polls
- Focus Groups and Workshops

Notice Categories

Four notice categories have been established to help group common aspects of Town business and operations. A summary of each class and relevant examples are included in the following chart.

It is important to note that the chart outlines the **minimum** notification requirements related to each Class. In all instances, every project and communications activity will be supported by the Town's Communications Department. Following the principles of the Communications Strategy, all communication efforts will include a varied use of communication tools including online and traditional methods and will strive to maximize public reach and engagement as appropriate.

Class	Description	Examples
Class 1: Meetings of Council and Committees	Refers to notice of scheduled and upcoming Council and Committee meetings	Scheduled Council and Committee meetings
Class 2: Defined or Specific Items/Issues	Refers to notice related to Town business that is associated within a localized geographical area and that impacts a more contained population or a specific user group.	• Localized road works • Temporary/Planned service interruptions • Noise by-law exemptions • Tree clearing activities • Facility specific user surveys

Class 3: Broad Community Items/Issues	Refers to notice related to Town business that has an impact on the broader community.	• Strategic plan and master plans • Public surveys
Class 4: Public Meetings	Refers specifically to notice for matters in which there is a legislative requirement to hold a Public Meeting.	• Public Meetings as required under the Planning Act, Municipal Act, etc.

Class 1 – Meetings of Council and Committees

Class 1 refers specifically to providing notice of regularly scheduled and upcoming Council and Committee meetings.

The foundation for this class is the publication of the annual Council and Committee meeting schedule and updates to the schedule. The meeting schedule shall be posted to the Town website and distributed in electronic or hard copy upon request. The schedule shall show the time and date for each regular Council and Committee meeting and changes to the schedule will be made a minimum of four (4) calendar days in advance.

A minimum of four (4) days notice is required utilizing the following methods:

- Posting of the agenda and supporting information including staff reports to the Town website; and
- Direct delivery of the agenda and supporting information to affected individuals where they have requested to be notified of an upcoming meeting or where the Town is legislatively required to provide notice.

The notice requirements listed above do not apply to revised, consolidated or special meeting agendas.

Class 2 – Defined or Specific Items/Issues

Class 2 refers to notice related to Town business that is associated within a specific geographical area and that impacts a more contained population or a specific user group.

The notice provided within this class shall consider the interest(s) of specific user groups and directly impacted individuals and/or stakeholders. Notice shall be provided through the form of a letter on an approved Town branded template.

Examples related to this class include but are not limited to:

- Controlled access by-laws and amendments;
- Road renaming, highway closing by-laws;
- Localized
- capital infrastructure project where a Class Environmental assessment is not required; and

- Matters related to planning and development projects.

A minimum of 14 days notice is required utilizing the following methods:

- Direct delivery or prepaid mail to affected parties, that may include, but are not limited to affected land owners/occupants, abutting land owners/occupants, license holders, stakeholders;
- Posting of notice on the Town's website;
- Notice provided to any area municipality that would be affected;
- At the discretion of the Department Director, advertised in newspaper that meets the definition of a newspaper as defined within the Legislation Act, 2006 s. 87; and
- At the discretion of the Department Director, signage shall be posted on or near the affected property using an approved Town branded template.

*Despite the specific focus of this class, there may be cases where broad general notice may be suitable and/or required; therefore, discretion and consultation with the Communications Department is required.

Class 3 – Broad Community Items/Issues

Class 3 refers to notice related to Town business that has an impact on the broader community.

The notice provided within this class shall be provided to reach a broad audience and allow for sufficient time for the public to respond to these major items/issues. Refer to Class 4 for matters in which there is a legislative requirement to hold a Public Meeting.

At the direction of Council or Town Staff, a Public Information Centre may be held to receive public input on matters related to this class. For details regarding Public Information Centres, refer to the Application section of this document.

Examples related to this class include but are not limited to:

- The creation, revisions and/or updates to all strategic plans and master plans; and
- Broad public surveys with general interest topics.

A minimum of 21 days notice is required utilizing the following methods:

- Notice shall be posted to the Town website through the form of a press release;
- A dedicated project webpage shall be created on the Town website;
- Information related to the project shall be promoted on Town's social media accounts and included in the monthly e-newsletter;
- Notice shall be advertised in newspaper(s) that meets the definition of a newspaper as defined within the Legislation Act, 2006 s. 87.; and
- At the discretion of the Department Director, signage shall be posted on or near the affected property or area using an approved Town branded template.

In addition to the required communication activities listed above, specific communication campaigns will be developed by the Communications Department in consultation with the

Department Director and/or project lead for all matters within this class. The communication campaigns will follow the principles of the Town's Communications Strategy and endeavour to use a mix and variety of communication tools including online and traditional methods and will strive to maximize public reach and engagement as appropriate.

Class 4 – Public Meetings

Class 4 refers specifically to notice for matters in which there is a legislative requirement to hold a Public Meeting.

If the Public Meeting is held as a legislative requirement, then the provisions of the legislation shall be followed. If the Public Meeting is non-legislative and held at the direction of Town Council or staff, then the notice requirements of this class shall be followed.

The issues associated with this class may have a significant impact on the broader community. Notice shall be provided to reach a broad audience and allow for sufficient time for the public to respond to these major issues.

At the direction of Council or Town Staff, a Public Information Centre may be held to receive public input on matters in advance of the Public Meeting. For details regarding Public Information Centres, refer to the Application section of this document.

Notice provisions will apply to the following:

- Consulting with the public on the development of new and amending Council policies under the *Municipal Act*;
- Consulting with the public on the development of new regulatory by-laws and amendments to those regulatory by-laws that affect general population i.e. amendment to pesticide or smoking by-laws;
- Amendments to procedural by-law;
- Proposed changes to governance structure (e.g. change of municipality name, change in size of Council);
- Approval of fees and charges by-law;
- Sale of land containing buildings or the sale of land where a building permit could be acquired; and
- Approval of the budget and any amendments resulting in an adjustment to the levy.

A minimum of 21 days notice is required utilizing the following methods:

- The Notice of Public Meeting shall be affixed to the "Town Information" bulletin board located in the public lobby at the Town of Latchford Town Hall;
- The Notice of Public Meeting shall be posted to the Town website; and
- The Notice of Public Meeting shall be direct mailed to those that requested to be notified and to neighbouring properties as required by the Planning Act and any other Legislation, Act or Regulation;

- The Notice of Public Meeting shall be advertised in newspaper(s) that meets the definition of a newspaper as defined within the Legislation Act, 2006 s. 87; and
- At the discretion of the Department Director, signage shall be posted on or near the affected property using an approved Town branded template, with signage updated following the Public Meeting stating when the meeting was held.

Exclusions

1. Class Environmental Assessment Process under the Environmental Assessment Act, R.S.O. 1990, Chapter E.18.
The Class Environmental Assessment process is not included in this Policy. The requirements for notice under the Environmental Assessment Act will be followed as it relates to most major road, water and sewer construction projects.
2. CORP-004 Hiring of Employees Policy.

References and Related Policies

The *Municipal Act, 2001*, Planning Act and Town Policies CORP-006 Accountability and Transparency Policy, and the CORP-019 Sale and Other Disposition of Land Policy, as approved.

Consequences of Non-Compliance

Non-compliance with the Municipal Act, 2001 and any other Act is subject to the remedies prescribed therein.

Review Cycle

This Policy will be reviewed once per term of Council by the Senior Management Team for report to Council in open session.



Town of Latchford

THE CORPORATION OF THE TOWN OF LATCHFORD

BY-LAW No.: 2026-029

Being a By-Law to establish a Closed Session Meeting Policy.

Whereas Section 239 of the Municipal Act, 2001, as amended, establishes the parameters under which a municipality, board or committee meeting may be closed to the public;

Whereas, the Council of the Corporation of the Town of Latchford deems it advisable to establish a Closed Session Meeting policy;

Now therefore, the Council of the Corporation of the Town of Latchford hereby enacts as follows:

1. **That**, the Closed Session Meeting Policy, attached hereto as Schedule "A" and forming part of this by-law is hereby adopted.
2. **And Further**, that if a section of this by-law is found invalid by a court of competent jurisdictions, such section shall be deemed severable, and all other sections of this by-law shall remain in force and effect.
3. **And Further**, that this By-law shall come into force and effect upon its passing.
4. **And Finally**, the Clerk for the Corporation of the Town of Latchford is hereby authorized to make minor modifications or corrections of a grammatical or typographical nature to the By-law, after the passage of this By-law, where such modifications or corrections do not alter the intent of the By-law or its associated schedule.

Read a first, second and third time and finally passed on the 14th day of July, 2026.

Sharon Gadoury-East, Mayor

Malorie Robinson, Clerk



**The Corporation of the
Town of Latchford**

Policy Name: Closed Session Meetings

Policy No.: CORP-010

Date Approved:

Department: All

By-Law No.: 2026-029

Policy

The Corporation of the Town of Latchford supports the principles of open and accountable governance. The purpose of this Policy is to provide clarity on when closed meetings are to be held and the processes to be followed.

Purpose

Section 239 of the *Municipal Act, 2001* (the Act) as amended, establishes the parameters under which a municipality, board or committee meeting may be closed to the Public. The Act also requires that minutes be recorded during Closed Session Meetings.

A meeting or part of a meeting may be closed to the public if the subject matter being considered is:

- 239(a). the security of the property of the municipality or local board;
- (b). personal matters about an identifiable individual, including Town or local board employees;
- (c). a proposed or pending acquisition or disposition of land by the municipality or local board;
- (d). labour relations or employee negotiations;
- (e). litigation or potential litigation, including matters before administrative tribunals affecting the municipality or local board;
- (f). advice that is subject to solicitor/client privilege, including communications necessary for that purpose;
- (g). a matter in respect of which a council, board, committee or other body may hold a closed meeting under another Act;

239(3). the consideration of a request under the Municipal Freedom of Information and Protection of Privacy Act if the council, board, commission or other body is the head of an institution for the purposes of that Act.

239(3.1). the educating or training of Council and at the meeting, members will not discuss or otherwise deal with any matter in a way that materially advances the business or decision-making of the Council, Committee or Local Board.

Application

This policy applies to Council, Local Boards and all Committees including *ad-hoc* committees and Staff so as to increase the accountability and transparency of the municipal decision-making process.

Definitions

Agendas: Agendas shall include a section entitled "Closed Session" where deemed to be required for a particular meeting. This will enable Council, a Local Board or Committee the

opportunity to go into Closed Session to discuss all Closed Session items that are before the Council, Local Board or Committee at that particular meeting. Notice of meetings and Agendas is to be given in accordance with the provisions of the Town Procedural By-law. This does not necessarily preclude a councillor or member from requesting the opportunity to go into Closed Session during the discussion of specific reports and recommendations, however, in the interest of accountability and transparency and meeting notice requirements, such requests should be kept to an absolute minimum.

Staff Reports: Staff who are considering labelling a report "Confidential", and is therefore to be considered in Closed Session, should seek advice from the CAO or the Clerk to ensure that the subject matter meets the criteria for a closed meeting discussion.

Resolution to go into Closed Session: A resolution to go into Closed Session should voluntarily disclose as much information in the resolution as possible. The reason must meet the criteria as set out in the Act. If Council or a committee is going into Closed Session, the resolution must also include the general nature of its subject matter and the fact that the meeting is being closed under this specific subsection.

An example follows of the level of detail expected:

1. In the situation that a lawsuit has already been commenced the resolution would read:

THAT Council do now go into closed session to discuss an item which relates to advice subject to solicitor-client privilege with respect to the lawsuit between The Corporation of the Town of Latchford and John and Jane Doe.

In the event that the subject is a matter of a potential lawsuit the resolution would read:

THAT Council do now go into a closed session to discuss an item which relates to advice subject to solicitor-client privilege with respect to a potential lawsuit;

AND THAT the legal advice relating to the potential lawsuit is the issue to be discussed and the particulars of the exact litigation matter are not included in the resolution because to do so might undermine the confidential nature of the advice to be discussed.

2. An example related to personnel is as follows:

THAT Council do now go into a closed session to discuss personal matters about an identifiable individual, including municipal or local board employees and advice that is subject to solicitor-client privilege, including communications necessary for that purpose;

AND THAT the specifics of the matter to be discussed are not being referred to because the release of information related to the individual's name and position would undermine the confidentiality that requires the matter to be dealt with Closed Session.

It is recommended that if staff is aware of an upcoming Closed Session item that they seek advice on the wording of the appropriate resolution from the Clerk or Deputy Clerk.

Discussion and Voting: Voting during Closed Session meetings is restricted to procedural matters or for giving directions or instructions to officers, employees or agents of the municipality or committee of either of them or persons retained by or under a contract with the municipality. Where authorization to proceed on a matter is sought by Staff, any Recommendation to be considered by Council during the closed session shall begin with the phrase "THAT Council directs" or "THAT Council instructs". The Mayor / Chair shall prohibit

discussion of any matter that was not disclosed in the resolution authorizing the closed meeting.

Minutes: Closed Session minutes are taken by the Clerk. In the event the Clerk is excused from the Closed Session portion of the meeting, the CAO will document the proceedings. The CAO has had the authority for the responsibility of minutes delegated to him by the Clerk. The minutes of the open meeting and Closed Session meeting shall reflect the time the Closed Session commenced and the time the Closed Session was completed, as well as who was in attendance. Once back in the open meeting, the Chair shall confirm the topics discussed in Closed Session and this shall be recorded in the minutes.

Approval of Closed Session Minutes: Approval of Closed Session minutes shall be at the next Closed Session meeting of Council or the appropriate committee meeting and shall be voted on in closed session.

Access to Minutes and Background Reports: Closed Session minutes and background reports shall be circulated to the members during the appropriate meeting on orange coloured paper. The minutes and reports shall be collected prior to returning to open session. All Closed Session minutes and background reports shall be held by the Clerk in a secure location. In the event that Councillors wish to view the contents of confidential background reports they may do so by requesting access from the Clerk.

Exclusions

Municipal Act, 2001 as amended

Accountability and Transparency of Town Actions to the Public – CORP-008

Procedural By-law 2025-23

Consequences of Non-Compliance

Non-compliance with the *Municipal Act, 2001* is subject to the remedies prescribed therein.

Review Cycle

This policy will be reviewed annually by the CAO/Clerk-Treasurer and Council in open session.



Town of Latchford

THE CORPORATION OF THE TOWN OF LATCHFORD

BY-LAW No.: 2026-030

Being a By-Law to Confirm the proceedings of the Council of the Corporation of the Town of Latchford.

Whereas Subsection 3 of Section 5 of the Municipal Act provides that municipal powers, including a municipality's capacity, rights, powers and privileges under Section 9, shall be exercised by by-law unless the municipality is specifically authorized to do otherwise;

And Whereas it is deemed expedient and desirable that the proceedings of the Council of the Corporation of the Town of Latchford at this meeting be confirmed and adopted by by-law;

Now therefore, the Council of the Corporation of the Town of Latchford hereby enacts as follows:

1. **That**, the action of the Council of the Town of Latchford at its meeting held on the 14th day of July 2026, in respect to each by-law and resolution and other action passed and taken or direction given by Council at its meeting, is, except where the prior approval of the Ontario Municipal Board is required, hereby adopted, ratified and confirmed as if all such proceedings were expressly embodied in this By-law.
2. **And Further**, the Mayor or in their absence, the Acting Head of Council and the proper officers of the Town of Latchford are hereby authorized and directed to do all things necessary to give effect to the said action or to obtain approvals where required, and, except where otherwise provided, the Mayor and the Clerk are hereby directed to execute all documents necessary in that behalf, and to affix the Corporate Seal of the Town of Latchford to all such documents.
3. **And Finally**, the Clerk for the Corporation of the Town of Latchford is hereby authorized to make minor modifications or corrections of a grammatical or typographical nature to the By-law, after the passage of this By-law, where such modifications or corrections do not alter the intent of the By-law or its associated schedule.

Read a first, second and third time and finally passed on the 14th day of July, 2026.

Sharon Gadoury-East, Mayor

Malorie Robinson, Clerk