Inaugural Meeting of the Village of Sundridge Council

Tuesday, November 16, 2026 – 10:00 a.m.

Village of Sundridge Council Chambers

To ensure the practice of proper social distancing measures, Council Meetings will continue to take place through electronic means with a provision for a limited number of public members be permitted to attend in person. Meetings will be audio recorded and recordings will be posted on the municipal website. If connection is lost during the meeting, it will proceed and if possible, and a recording of the meeting will be made available. The minutes will remain the official record of meetings.

Join Zoom Meeting:
https://us02web.zoom.us/j/81199795338?pwd=hAEnc6URAWqOJXbdA0P9JaOaBoAfdG.1

COUNCIL AGENDA

Please note that the agenda format varies from Section 7 of the Procedural By-Law (2025-015) to accommodate the Inaugural Meeting of Council.

1) CALL TO ORDER

1) a) LAND ACKNOWLEDGEMENT

The Village of Sundridge would like to acknowledge that we are meeting on Williams Treaty Lands and they are the traditional home of the Anishinabek First Nations. We wish to honour the original inhabitants, thanking them for their land stewardship and recognizing our responsibilities to promote the healing of our communities through earnest and sincere application of the Truth and Reconciliation Commission recommendations. Miigwech."

2) WELCOME AND OVERVIEW

(Clerk Administrator)

3) NATIONAL ANTHEM

4) INTRODUCTION OF COUNCIL ELECT

Mayor – Tim Bryson
Councillor – Rebel Kennedy
Councillor – Luke Preston
Councillor – Sharon Smith
Councillor – Candy St. Onge

5) OATH OF OFFICE

Mayor – Tim Bryson
Councillor – Rebel Kennedy
Councillor – Luke Preston
Councillor – Sharon Smith
Councillor – Candy St. Onge

Mayor Bryson will assume the Chair for the remainder of the meeting.

6) NEW BUSINESS

6.1 Deputy Mayor **Appointment**

Moved By:
Seconded By:

THAT _____ be appointed as Deputy Mayor for the term of _____

Recorded Vote **For** **Against**

6.2 **Committees of Council Guide**

Moved By:
Seconded By:

THAT the Committees of Council Guide be received,

AND THAT the following Representatives have been assigned as follows:

- SSJ Recreation Committee (2 Reps)
- SSJ Arena & Hall (2 Reps)
- Sundridge & District Medical Centre (2 Reps)
- High Rock Lookout Park (1 Rep)
- Central Almaguin Planning Board (1 Rep)
- Sundridge Strong Union Public Library Board (1 Reps)
- SSJ Restructuring Committee (2 Reps)
- Emergency Management Program Committee (1 Rep)
- Heritage/Historical Committee (2 Council Reps + 1 Staff)
- Almaguin Highlands Heath Committee (1 Rep)
- SSJ Restructuring Committee (2 Reps)
- Provincial Offences Advisory Committee (1 Rep)
- Roundtable for Lake Health (1 Rep)

Recorded Vote **For** **Against**

Other External Committee or Board Appointments:
(Nominations are to be brought forward, and then supported by majority of municipalities in the designated areas).

- **North Bay Parry Sound District Health Unit Board**
  (Callander, Powassan, Machar, Nipissing, South River, Sundridge)

- **District of Parry Sound Social Services Administration Board**
  (Area 5: South River, Sundridge, Joly, Machar, Strong, Magnetawan)

- **EMS Advisory Committee**
  (Machar, Joly, Strong, Sundridge, South River)

- **Eastholme, Board of Health**
  (Machar, Sundridge, South River)

- **District of Parry Sound Municipal Association**
  (Joly, Machar, Magnetawan, South River, Strong, Sundridge)

6.3 **Appointment of Signing Authority**

Moved By:
Seconded By:

THAT the following member(s) of Council be designated as an authorized signatory for the Village of Sundridge:

- Mayor – Tim Bryson
- Councillor – Rebel Kennedy
- Councillor – Luke Preston
- Councillor – Sharon Smith
- Councillor – Candy St. Onge

Recorded Vote **For** **Against**

7) CONFIRMING BY-LAW

Moved By:
Seconded By:

THAT By-law No. 2026-047 being a by-law to confirm the proceedings of Council of the Corporation of the Village of Sundridge at its Inaugural Meeting of November 16, 2026, be adopted.

Recorded Vote **For** **Against**

8) ADJOURNMENT

Moved By:
Seconded By:

THAT we do now adjourn at _____ p.m. until the regular meeting of Council on Wednesday November 25, 2026 or at the call of the mayor.

Recorded Vote **For** **Against**

Please join us for refreshments at the conclusion of the meeting.

District of Parry Sound
Social Services
Administration Board

October 27, 2026

Nancy Millar, Clerk/Administrator
Village of Sundridge
By email: clerk@sundridge.ca

Dear Mayor and Council:

As your new term of Council begins, please accept our congratulations and best wishes for the next four years.

Under the *District Social Services Administration Boards Act*, the current DSSAB Board term ends on December 31, 2026. To ensure uninterrupted representation and service to the District, Council is asked to appoint two (2) members of Council to represent Area 5 on the DSSAB Board for the new term of January 1, 2027, to December 31, 2030. These two (2) members must be jointly appointed from all 6 councils that make up the municipalities in your Area in order for there to be representation on the DSSAB Board.

Area Five consists of the Village of South River, Village of Sundridge, Township of Joly, Township of Machar, Township of Strong and Township of Magnetawan. This area is currently represented by Teri Brandt (South River) and Sharon Smith (Sundridge).

We would appreciate receiving a resolution from your Council confirming appointments as early as possible following the municipal election. Early appointments will allow DSSAB staff to formally establish new Board members and distribute orientation and training materials in advance of the first Board meeting.

The first Board meeting of the new term is scheduled for Thursday, January 14, 2027, at 6:30 p.m., by virtual meeting. DSSAB Board meetings are normally held virtually on the second Thursday of each month at 6:30 p.m.

Should you have any questions, please do not hesitate to contact me at 705-746-7777 Ext. 5264 or jblower@psdssab.org.

Sincerely,

JJ Blower
Communications & Executive Secretary
District of Parry Sound Social Services Administration Board

District of Parry Sound
Social Services
Administration Board

Information for Municipalities/TWOMOs

Contact Person:	JJ Blower, Communications & Executive Secretary
Address:	1 Beechwood Drive, Parry Sound, ON, P2A 1J2
Phone Number:	705-746-7777 ext. 5264
E-mail:	jblower@psdssab.org
Meeting Schedule:	Second Thursday of each month
Meeting Place:	Virtual - Zoom
Meeting Time:	6:30 P.M.
Number of Members:	15
Payment to Members:	Refer to document “Board Honoraria & Expenses”
Areas Represented:	Refer to document “Naming Board Members”
Terms of Reference:	Refer to document “Procedural Rules”
Term Ending:	December 31st, 2030

District of Parry Sound
Social Services
Administration Board

Naming Board Members

Schedule 4 of O.Regulation 278/98, an amended regulation made under the *District Social Services Administration Boards Act* directs that "the district for the District of Parry Sound Social Services Administration Board is the District of Parry Sound, excluding the area of the jurisdiction of the Corporation of the Municipality of Killarney" and " . . . shall be comprised of 15 members".

The district is represented by areas and membership by area is required as follows:

AREA 1 - **2 members from:**
Corporation of the Township of Seguin

AREA 2 - **3 members jointly appointed from the:**
Corporation of the Township of the Archipelago (1)
Corporation of the Town of Parry Sound (2)
(*Agreement established to rotate membership by term*)

AREA 3 - **2 members, jointly appointed from the:**
Corporation of the Township of Carling
Municipality of Whitestone
Corporation of the Township of McDougall
Corporation of the Township of McKellar

AREA 4 - **2 members, jointly appointed from the:**
Corporation of the Town of Kearney
Corporation of the Village of Burks Falls
Corporation of the Township of Armour
Corporation of the Township of Perry
Corporation of the Township of Ryerson
Corporation of the Township of McMurrich-Monteith

AREA 5 - **2 members, jointly appointed from the:**
Corporation of the Village of South River
Corporation of the Village of Sundridge
Corporation of the Township of Joly
Corporation of the Township of Machar
Corporation of the Township of Strong
Corporation of the Township of Magnetawan

District of Parry Sound
Social Services
Administration Board

Naming Board Members

AREA 6 - **2 members, jointly appointed from the:**
Municipality of Powassan
Municipality of Callander
Corporation of the Township of Nipissing

AREA 7 - **2 members, selected from the territory without municipal organization.**

Members must be Canadian citizens, at least 18 years of age and not employed by the Parry Sound DSSAB.

Resolutions appointing area members should be forwarded to the attention of:

JJ Blower, Communications & Executive Secretary
District of Parry Sound Social Services Administration Board
1 Beechwood Drive
Parry Sound, Ontario
P2A 1J2
E-MAIL: jblower@psdssab.org

BOARD HONORARIA AND EXPENSES

1. PURPOSE

To establish a transparent, fiscally responsible, and service-based framework for compensating members of the District of Parry Sound Social Services Administration Board (DSSAB).

2. POLICY STATEMENT

Board service is a public responsibility carried out on behalf of the municipalities in the District of Parry Sound.

Board members shall be compensated only for attendance at eligible meetings and Board-approved conferences or training events, as set out in this policy.

Board members shall be reimbursed for eligible travel and expenses incurred while attending eligible meetings or approved conferences or training events, subject to this policy.

3. SCOPE

This policy applies to:

- All DSSAB Board members;
- The Chair and Vice-Chair; and
- Board-appointed committee members, where applicable.

4. DEFINITIONS

Eligible meeting. A Board, special Board, Board committee, or other meeting that is formally scheduled or duly called, has quorum where quorum is required, and is approved by the Board or required by statute, regulation, or by-law.

Quorum not established. Where quorum is not established after the 30-minute waiting period set out in the Board's procedural rules, each Board member in attendance shall be paid $50. No other meeting remuneration is payable for that meeting.

Board-approved conference or training event. A conference, training event, or meeting outside regular or special Board meetings.

Community event. A public, ceremonial, promotional, fundraising, stakeholder, or community-attendance activity where a board member is invited, but not required, to attend.

5. REMUNERATION FRAMEWORK

5.1 Honoraria

Honoraria for eligible meetings attended shall be paid as follows:

Role / Meeting Type	Compensation
Chair	$700.00 per month, plus $230.00 per eligible regular or special Board meeting attended.
Vice-Chair	$185.00 per eligible regular or special Board meeting attended.
Board member	$150.00 per eligible meeting attended.
Committee meeting immediately before or after a duly called Board or Board committee meeting	75% of the applicable regular Board member meeting rate.

The Chair and Vice-Chair rates apply only to eligible regular or special Board meetings. Where the Chair or Vice-Chair attends another eligible meeting, the applicable Board member rate applies.

5.2 Board-Approved Conferences and Training Events

Attendance at Board-approved conferences or training events by any member, Chair, or Vice-Chair, is recognized at the applicable regular Board member meeting rate. Attendance and approval shall be documented.

5.3 Non-Compensable Activities

Compensation shall not be paid for:

- Cancelled meetings, including adjourned meetings that do not proceed, except for the $50 payment described under “Quorum not established” above;
- Informal briefings or workshops;
- Reading or preparation time; or
- Community events where participation is not a Board requirement.

6. TRAVEL AND EXPENSE REIMBURSEMENT

6.1 Travel

Board members may be reimbursed for reasonable and necessary expenses incurred while attending eligible meetings or Board-approved conferences or training events, subject to Board authorization and supporting documentation.

- Attendance at meetings on behalf of DSSAB will be reimbursed as authorized by the Board Chair.
- When accommodation is needed for health and safety reasons, including weather conditions or fatigue, it must be in the same location as the meeting, conference, or training event and will be reimbursed upon submission of a receipt.
- Airfare, taxi fares, and parking will be reimbursed upon submission of receipts.
- Mileage will be reimbursed at $0.58 per kilometer.

6.2 Meals

The following meal allowances apply for travel outside the District of Parry Sound:

Meal	Maximum Allowance
Breakfast	$17.00
Lunch	$23.00
Dinner	$45.00

Meal expenses incurred within the District of Parry Sound will be reimbursed upon submission of receipts. Alcohol and entertainment expenses will not be reimbursed.

7. ADMINISTRATION AND REPORTING

Meeting attendance shall be recorded in official minutes or other official attendance records.

Honoraria and expense reimbursements shall be processed by the Board's Executive Secretary & finance department in accordance with this policy and applicable financial controls.

The CAO, or designate, is responsible for administering this policy and ensuring compliance.

8. REVIEW

This policy shall be reviewed every four years, or earlier if required by the Board.

District of Parry Sound
Social Services
Administration Board

Procedural Rules

Procedural rules to govern the proceedings of the District of Parry Sound Social Services Administration Board.

1. Interpretation

In the *Procedural Rules*,

(a) "Board" means the District of Parry Sound Social Services Administration Board.
(b) "Chair" means the Chair of the District of Parry Sound Social Services Administration Board.
(c) "Vice-Chair" means the Vice-Chair of the District of Parry Sound Social Services Administration Board.
(d) "Member" means a Member of the District of Parry Sound Social Services Administration Board.
(e) Committee Chair means the Chair of a Committee of the District of Parry Sound Social Services Administration Board.
(f) Chief Administrative Officer (CAO) means the CAO of the District of Parry Sound Social Services Administration Board.
(g) "Rule of Procedure" means the rules and regulations provided in these *Procedural Rules*.

2. Rules of Procedure Adopted

The proceedings of the District of Parry Sound Social Services Administration Board and all Committees thereof, the conduct of the Members and the calling of meetings shall be governed by the provisions of the *Procedural Rules* and the rules and regulations contained in the *Procedural Rules*, provided that the rules and regulations contained herein may be suspended by a vote of not less than eight members of the Board present and voting, excluding the Chair, and except as provided herein, the rules of parliamentary procedure as contained in *Bourinot's Rules of Order* Current Edition, shall be followed for governing the proceedings of the Board and the conduct of its members.

3. Execution of Documents

Whenever to give effect to any resolution or *Procedural Rules* of the Board or to perform any of the statutory duties of the Board the execution of any document is required, the Chair and the CAO are hereby authorized for and in the name of the Board to execute and to affix the seal of the Board, as needed, to such documents.

4. Recording Equipment

(a) At the meetings of the Board or it's Committees, the use of cameras, electric lighting equipment, flash bulbs, recording equipment, television cameras and any other device of a mechanical, electronic or similar nature used for transcribing or recording proceedings by auditory or visual means by any person other than the Administrative Officer of the meeting including but not limited to, members, representatives of any news media whatsoever or members of the public is prohibited unless authorized in advance by the Chair or Committee Chair as the case may be.

(b) When exercising the discretion to authorize the use of equipment such as described in (a) regard shall be had as to whether the use will be a distraction to the meeting and to whether there is an Administrative Officer of the Board present with the capability of providing a complete record of the meeting.

5. Election of Chair and Vice-Chair

The CAO shall act as Chair and the election shall proceed in the normal manner by resolution of the members present provided that before a vote is taken the person nominated must agree to serve as Chair.

When a Chair has been elected the CAO shall vacate the chair and the Chair shall preside over the election of the Vice-Chair, which shall proceed in a like manner.

6. Chair

The Chair shall be entitled to vote at all meetings of the Board and shall be ex-officio a member of all Standing and other Committees of the Board and entitled to vote at those meetings.

7. Vice-Chair

The Vice-Chair shall be entitled to vote at all meetings of the Board and shall be ex-officio a member of all Standing and other Committees of the Board, when acting in place of the Chair and entitled to vote at those meetings.

8. Duties of Chair

It shall be the duty of the Chair or other presiding officer:

(a) to open the meeting of the Board by taking the Chair and calling the Members to order;
(b) to announce the business before the Board in the order in which it is to be acted upon;
(c) to receive and submit, in the proper manner, all motions presented by the Members of the Board;
(d) to put to vote all questions, which are regularly moved and seconded, or necessarily arise in the course of the proceedings, and to announce the result;
(e) to decline to put to vote, motions which infringe upon the rules of procedure;
(f) to restrain the Members, when engaged in debate, within the rules of order;
(g) to enforce on all occasions, the observance of order and decorum among the Members;
(h) to call by name, any Member persisting in breach of the rules of order of the Board, thereby ordering the member to leave the meeting;
(i) to receive all messages and other communications and announce them to the Board, with the support of the Administrative Officer;
(j) to authenticate by their signature, when necessary, all *Procedural Rules*, and resolutions;
(k) to inform the Board when necessary, or when referred to, for the purpose on a point of order or usage;
(l) to select Members who are to serve on committees when directed to do so by a resolution of the Board;
(m) to adjourn the meeting when the business is concluded;
(n) if they consider it necessary because of grave disorder, the Chair may adjourn the sitting without question put, or suspend the sitting for a time to be named by them.

Board Meetings

9. Place

Meetings of the Board shall be held virtually with in-person meetings being held as required. In-person meetings shall be held at the place designated and used by the Board from time to time for such purposes.

10. Ordinary Meetings

(a) Virtual meetings of the Board shall be held at the hour of 6:30 PM and in-person meetings shall be held at the hour of 7:00 PM on the second Thursday of every month unless otherwise provided by resolution of the Board or unless such a day shall be a public holiday or civic holiday in which case the Board shall meet at the same hour the next day, which is not a public or civic holiday, unless otherwise provided by resolution of the Board.

(b) Notice of all meetings of the Board setting forth the matters to be considered shall be given to all members of the Board by electronic means, not less than ***forty-eight*** hours in advance of the time fixed for the meeting.

11. Special Meetings of the Board

(a) The Chair may at any time summon a special meeting of the Board.

(b) The CAO may at any time summon a special meeting of the Board, in consultation with the Chair.

(c) Notice of all special meetings of the Board setting forth the matters to be considered at such special meetings shall be given to all members of the Board by electronic means, not less than ***forty-eight*** hours in advance of the time fixed for the meeting. The Administrative Officer shall give such other notice of the meeting to the members by telephone or otherwise as best can be done within the circumstances.

Order of Proceedings at Board Meetings

12.

(a) *Presiding Officer:* The Chair shall preside carrying out the duties authorized in Rule 8.

(b) *Calling to Order:* As soon after the hour fixed for the holding of the meeting of the Board and quorum is achieved, the Chair shall take the Chair and call the meeting to order. A quorum shall be 8 Members of the Board representing at least 4 of the 7 Areas.

(c) *Absence of Chair:* In the absence of Chair the Vice-Chair shall call the Members to order and shall preside until the arrival of the Chair and while so presiding the Vice-Chair shall have all the powers of the Chair. In the case of the absence of both, an interim Chair shall be appointed.

Board Member Absences: If a Board member is absent for three (3) consecutive meeting they are considered to have forfeited their membership, unless their absence is authorized by the Board.

13. No Quorum

Lack of a quorum for a Board meeting may be resolved by one of the following procedures:

(a) If no quorum is present to enable a meeting to commence one half hour after the time appointed for a meeting of the Board, the Administrative Officer shall, call the roll and record the names of the members present and the members shall stand discharged from waiting further.

(b) When in the Chair's opinion, a Board meeting should not convene at the scheduled hour because of unforeseen circumstances on the day of a Board meeting that has been properly called then the Chair may:

  i. direct the Administrative Officer to notify the members that the meeting will stand adjourned, not cancelled, at the appointed hour to reconvene at the same time of commencement on the next following day, or at such other time and place as the Chair shall then determine; or

(c) If during the course of a Board meeting a quorum is lost then the Chair may:

  i. declare the meeting stand adjourned, not ended, to reconvene at such time and place as the Chair shall then determine;

(d) The Chair shall give notice of any meeting so adjourned and to be reconvened as best can be done within the time available.

14. Order of Business

The routine order of business for the ordinary meetings of the Board shall be as follows:

- Land Acknowledgement
- Declaration of Pecuniary Interest
- Approval of Agenda
- Minutes of Previous Meeting
- Deputations and Presentations
- Reports
- Outstanding Issues
- New Business
- Correspondence

And all business shall be taken up in the order of routine in which it stands as shown on the agenda unless otherwise decided *by the concurring vote of the majority of the Members* of the Board.

Rules of Debate

15.

(a) Every Member previous to speaking to any question or motion shall address the Chair.

(b) When two or more Members attempt to speak, the Chair shall designate the Member who has the floor who shall be the Member who, in the opinion of the Chair, first spoke.

(c) The Chair may on any question or matter request the CAO to respond or to initiate an appropriate response to the Board.

16.
Every Member present at a meeting of the Board when a question is put shall vote thereon.

17.
When a Recorded Vote is requested by a Member, or is otherwise required, the Administrative Officer shall record the name and vote of every member of any matter or question.

18.
If a Member disagrees with the announcement of the Chair that a question is carried or lost they may, but only immediately after the declaration by the Chair, object to the Chair's declaration and require a Recorded Vote to be taken, without any further comment or discussion.

19.
When a Member is speaking no other member shall pass between the speaker and the Chair or make interruption except to raise a point of order.

20.
Any Member may require the question or motion under discussion to be read at any time during the debate but not so as to interrupt a Member while speaking.

21.
No Member shall speak more than once to the same question without leave of the Board, except that a reply shall be allowed to be made only by a Member of the Board who has presented the motion to the Board, but not by any Member who has moved an amendment or a procedural motion.

22.
No Member, without leave of the Board shall speak to the same question, or in reply, for longer than ten (10) minutes.

23.
(a) A Member may ask a question only for the purpose of obtaining information relating to the matter under discussion and such question must be stated succinctly and asked only of the previous speaker.
(b) Notwithstanding paragraph (a), when a Member has been recognized as the next speaker, then immediately before speaking such Member may ask a question of the Chair or an employee of the Board on the matter under discussion but only for the purpose of obtaining information following which the Member shall speak.
(c) All motions shall be in writing with the mover and seconder recorded.

Points of Order and Privileges

24.
The Chair shall preserve order and decide questions of order.

Conduct of Members at Board Meetings

25.
No member shall disobey the rules of the Board or a decision of the Chair or of the Board on questions of order or practice or upon the interpretation of the rules of the Board; and in case a Member persists in any such disobedience after having been called to order by the Chair, the Chair may forthwith put the question, no amendment, adjournment or debate being allowed, "that such Member be ordered to leave their seat for the duration of the meeting of the Board": but if *that* Member *withdraws their remarks, they shall* be permitted to retake their seat.

26.
Members shall conduct themselves in a respectful, professional and ethical manner including conduct among themselves and towards employees of the DSSAB. Members are responsible for setting a positive example and to behave and communicate in a manner which will not offend, embarrass or humiliate others. A respectful workplace values:

- Diversity and human rights of others related to their race, national or ethic origin, colour, religion, age, sex, marital status, family status, any physical or mental disability and sexual orientation
- The dignity of a person
- Courteous conduct
- Mutual respect, fairness and equality
- Collaborative working relationships

27.
Members shall maintain, at all times the confidentiality of all confidential information and records of the DSSAB concerning matters dealt with In-Camera or that is determined to be confidential by the Chair of the Board. Members shall not make use of or reveal such information or records that are not in the public domain. Members shall comply with the *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)* and the *Personal Information Protection and Electronic Documents Act (PIPEDA)* at all times.

28.
Members must not accept gifts or personal benefits that are connected with their performance of the duties as a Board member of the DSSAB.

29.
Members shall not misappropriate or use the Board's assets for personal use and shall ensure that all Board property assigned to them is maintained in good condition and shall be accountable for such property. No members shall bid on or receive any property that has been offered for sale.

Board Agenda

30. Order of Business

The CAO shall have prepared and printed a list of the items in the order of topics set out as the routine of business in Rule 14 hereof, for the use of each Member at an ordinary meeting.

(a) It shall be the duty of the CAO to ensure that the minutes of the last ordinary meeting, and all Committee meetings held more than five days prior to an ordinary meeting, together with the agenda delivered electronically to each Member not less than forty-eight hours before the hour appointed for the holding of such ordinary meeting.

(b) Such minutes as referred to in clause (a) of this paragraph may be adopted by the Board without having been read at the meeting considering the question of their adoption.

(c) Minutes may be amended by the correcting of the record if necessary for accuracy but not otherwise deleting portions thereof.

31. Committee Reports

No action shall be taken with reference to committee report recommendations, until adopted by the Board.

32. Outstanding Issues

The items listed in the order of the topics set out in the agenda of prior meetings which have not been disposed of by the Board and the date of their first appearance on the agenda shall be noted and repeated on each subsequent agenda until disposed of by the Board, unless removed from the agenda by leave of the Board.

Voting on Motions

33.

(a) *Motion Required*: No discussion shall take place prior to the Chair reading the motion, which has been duly moved and seconded.

(b) *Question Stated:* Immediately preceding the taking of the vote, the Chair may state the question in the form introduced and shall do so if required by a Member.

34. Vote Not Allowed

A Member not present before the result of the vote on a question is declared, shall not be entitled to vote on that question.

35. Unrecorded Vote

The manner of determining the decision of the Board on a motion shall be at the discretion of the Chair and may be by voice, show of hands, or standing.

Proceedings in Board Meetings

36.
The rules governing the procedure of the Board and the conduct of Members shall be observed so far as they are applicable, provided that:

(a) no vote shall be recorded, unless requested by a Member;
(b) the number of times speaking on any question shall not be limited unless a Member moves that the vote be now taken;
(c) no Member shall speak more than once, except to make an explanation until every Member who desires to speak shall have spoken.

37.
The Chair shall be entitled to vote at meetings thereof as a Member but shall not have a second or casting vote in the event of an equality of votes of any question.

Proceedings in In-Camera Meetings

38.
A Board meeting *may* be In-Camera (closed to the public) when the subject matter under consideration involves;

i. the security of the property and services of the Board;
ii. the disclosure of intimate, personal or financial information in respect of a member of the Board or a committee or an employee or prospective employee of the Board;
iii. the acquisition or disposal of property;
iv. a decision in respect of negotiations with employees of the Board;
v. an opinion of the Board's solicitor, disclosure of which would not be in the public interest;
vi. decision concerning negotiations for an agreement or contract between the Board and a third party, or
vii. the consideration of a request under MFIPPA/PIPEDA.

Proceedings in Committee Meetings

39.

(a) The Committee Chair or in their absence, such other Member of the Committee as may be appointed by the concurring vote of a majority of the Members of the Committee present, shall preside at every meeting and may vote on all questions submitted, but in case of an equal division of votes, the Committee Chair shall not have an extra casting vote and the question shall be deemed to have been decided in the negative.
(b) In the absence of the Committee Chair for a period of fifteen (15) minutes after the time appointed for the holding of a meeting of the Committee or if the Committee Chair leaves a meeting in progress, one of the other Members of the Committee, if there be a quorum present, may be appointed as provided in clause (a) of this paragraph and shall discharge

the duties of the Committee Chair during the meeting or until the arrival or return of the Committee Chair.

(c) Upon the arrival or return, the Committee Chair shall have the option of assuming the chair. The option shall be exercised immediately following completion of discussion of the item under (d). If there be no quorum present thirty (30) minutes after the time appointed for the meeting, the meeting shall stand adjourned at the call of the Committee Chair.

(d) A majority of the Members of the Committee is necessary to constitute a quorum.

40.

Where two (2) or more Committees of the Board meet in joint session and a resolution is passed at such a meeting, the resolution shall be deemed to be a resolution or decision of each committee, provided a quorum of each committee is present. The Chair of a joint session shall be chosen by the majority of the members present. When a member including the Chair is a member of more than one of the Committees meeting in joint session, the member may be counted with each Committee when calculating quorum but when voting in a joint session shall have only one vote.

41.

The CAO or their designate shall be the secretary of each committee and shall forward a copy of the minutes of each committee to the Chair and to the members of the Board as soon as available if necessary or with the agenda for the next regular meeting of the Board.

Amendments

42.

(a) This by-law shall not be amended or repealed except by a simple majority vote of the Members of the Board other than the Chair.

(b) No amendment or repeal of the *Procedural Rules* or any part thereof shall be considered at any meeting of the Board unless notice of proposed amendment or repeal has been given at a previous ordinary meeting of the Board and the waiving of this notice by the Board is prohibited.

P.O. Box 129, 110 Main Street, Sundridge, Ontario, P0A 1Z0

Telephone (705) 384-5316
Fax (705) 384-7874
Email: clerk@sundridge.ca

Village of Sundridge Council Resolution
September 23, 2026
Agenda Item (9.1)

Addition of Heritage / Historical Section to village website

Resolution #2026-219
Moved By: Fraser Williamson
Seconded By: Vicki Whitmell

WHEREAS The Village of Sundridge has a rich history and several historians have documented this history.

AND THAT The Village of Sundridge website has a small History and Heritage section.

BE IT RESOLVED THAT the Village of Sundridge set up an ad-hoc committee made up of two members of council and a member of the administration staff to add material to this section of the web page. This committee will then submit materials to be posted to a meeting of council for approval

AND THAT Councillor Fraser Williamson and Vicki Whitmell be members of this committee for the remainder of the 2022-2026 term.

AND FURTHER THAT at the beginning of a new term of council members of this ad-hoc committee be selected.

Recorded Vote	**For**	**Against**	**Abstain**
Preston, Luke	**Y**		
Smith, Sharon	**Y**		
Whitmell, Vicki	**Y**		
Williamson, Fraser	**Y**		
Jackson, Shawn	**Y**		

CARRIED.

www.sundridge.ca

52 Seguin Street, Parry Sound, Ontario P2A 1B4
Tel: (705) 746-2101 • Fax: (705) 746-7461 • www.townofparrysound.com

October 28, 2026

Village of Sundridge
PO Box 129
110 Main Street
Sundridge, Ontario
P0A 1Z0

ATTENTION: Municipal Clerk

RE: Parry Sound District Emergency Medical Service Advisory Committee

With the recent Municipal Elections and the above Committee's term ending, comes the task of new appointments.

Understanding that new Councils are not sworn in until after November 1st, the Town of Parry Sound would like to request your Municipality's representatives be appointed as soon as possible in order to establish a new committee. It would be appreciated if a copy of your resolution could accompany your correspondence indicating your representative. Those Municipalities that share a committee member will need to decide amongst themselves who their one representative will be. Please see the attached Terms of Reference indicating the municipalities sharing a representative.

Currently your Municipality is represented by ***Councillor Pearl Ivens.***

We thank you in advance for dealing with this issue at your earliest convenience and await your response.

Yours truly,

Dave Thompson,
Director of Emergency and Protective Services

Encl. 1) EMS Advisory Committee, Terms of Reference

North Bay Parry Sound District Health Unit
Bureau de santé du district de North Bay-Parry Sound

November 2, 2026 **SENT ELECTRONICALLY**

Nancy Millar
Clerk
Village of Sundridge

Dear Ms. Millar,

RE: Board of Health Appointment – District of Parry Sound / Northeast

This letter is to advise you that term of office for Blair Flower's on the Board of Health for the North Bay Parry Sound District Health Unit will expire November 14, 2026.

In accordance with Ontario Regulation 559, made under the *Health Protection and Promotion Act*, one member (municipal or citizen appointee) shall be jointly appointed to the Board of Health by the municipal councils of the Municipalities of Callander and Powassan, the Villages of South River and Sundridge, and the Townships of Machar and Nipissing.

Please forward the names, term of office, and the contact information for the Board of Health appointees, along with council's resolution prior to Monday, December 14, 2026, to Ashley Lecappelain, Executive Assistant, at ashley.lecappelain@healthunit.ca.

The first meeting of the Board of Health for the 2027 – 2030 term is tentatively scheduled for Wednesday, January 27, 2027, from 5:00 to 7:00 p.m. The regular meeting schedule of the Board of Health for 2027 will be determined at the first meeting. A Board of Health orientation session for new and returning Board members will be scheduled prior to the first meeting.

I look forward to working with you to foster healthy living for the citizens in the Health Unit service area.

Sincerely yours,

Dr. Carol Zimbalatti, CCFP, MPH
Medical Officer of Health/Executive Officer

District of Parry Sound Municipal Association (DPSMA)
2026-2030 Term Appointments

c/o Township of McKellar
701 Highway 124, McKellar, ON P0G 1C0

To: All Member Municipalities

With the new term of Council beginning November 15, 2026, **the District of Parry Sound Municipal Association (DPSMA) is seeking members of Council interested in serving as a member of the Executive for the Association.**

The DPSMA Executive plays an important role in supporting collaboration and advocacy among the 23 Municipalities across the District of Parry Sound. This is an excellent opportunity for Municipal leaders to contribute to regional discussions, strengthen intermunicipal relationships, and help shape the priorities and direction of the Association.

About the DPSMA

The DPSMA was founded in 1936 to create a unified voice for local governments, school boards, and road commissions across the region. For nine decades, the association has served as a vital forum for local leaders to collaborate on shared regional issues and draft collective resolutions. These resolutions are forwarded directly to Provincial Ministries to influence policy and advocate for the District's unique Municipal needs.

The DPSMA hosts semi-annual meetings attended primarily by members of Council and Municipal staff from across the District. These meetings focus on timely Municipal issues and feature presentations from subject matter experts, Provincial and Federal representatives, Municipal partners, and stakeholders.

The Association regularly welcomes participation from the area Member of Provincial Parliament and Member of Parliament, along with organizations and agencies that support Municipalities throughout the Parry Sound District.

In addition to educational and advocacy opportunities, DPSMA meetings provide a valuable forum for networking, collaboration, and the sharing of ideas and best practices among neighbouring Municipalities.

Why Join the Executive?

Serving on the DPSMA Executive offers members the opportunity to:

- Build strong working relationships with Municipal leaders across the region
- Help shape meeting topics and regional advocacy priorities
- Gain broader exposure to Municipal issues affecting the District and Northern Ontario

- Collaborate directly with Provincial and Federal representatives and partner organizations
- Develop leadership experience outside of your local Municipality
- Share your Municipality's perspectives and priorities with the region

Participation on the Executive is both professionally rewarding and personally enriching, providing members with a stronger regional voice and a deeper understanding of issues impacting Municipalities across the District of Parry Sound.

Ward Representation

Ward 1	Township of Seguin
Ward 2	Township of the Archipelago Town of Parry Sound
Ward 3	Township of Carling Township of McDougall Township of McKellar Municipality of Whitestone
Ward 4	Township of Armour Village of Burk's Falls Town of Kearney Township of McMurrich-Monteith Township of Perry Township of Ryerson
Ward 5	Township of Joly Township of Machar Municipality of Magnetawan Village of South River Township of Strong Village of Sundridge
Ward 6	Municipality of Callander Township of Chisholm Township of Nipissing Municipality of Powassan

Time Commitment

The DPSMA hosts two meetings annually:

Spring Meeting	held in May and hosted by an East Parry Sound Municipality
Fall Meeting	held in October and hosted by a West Parry Sound Municipality

The Executive meetings are held prior to each semi-annual meeting to prepare the agenda; other virtual meetings are held throughout the year, as required.

Appointment of a President

The President of the District of Parry Sound Municipal Association is elected. The election is conducted by the attending delegates from the Association's 23 member Municipalities at the first meeting following the Municipal Election, anticipated to be held at the DPSMA Spring 2027 Meeting to be hosted by the Municipality of Magnetawan on May 28, 2027.

Any past Presidents, provided they continue to hold elected Municipal office, may continue to serve as a Past President on the Executive.

Message from the Secretary-Treasurer

On behalf of the District of Parry Sound Municipal Association, I encourage members of Council to consider becoming involved with the DPSMA Executive. The Association provides a valuable opportunity to collaborate with neighbouring Municipalities, learn from industry experts, and help advance regional Municipal priorities.

I am currently the Clerk/Administrator for the Township of McKellar and have been proud to work for Municipalities on both the east and west sides of the District, including the Municipality of Magnetawan, the Town of Parry Sound, and the Township of McKellar.

Being a part of the Association has been a rewarding experience, and I welcome both returning and new members who are interested in contributing to the continued success of the Association.

Please do not hesitate to contact me with any questions you may have.

Karlee Britton
clerk@mckellar.ca
(705) 389-2842 x4

Nominations

Members interested in serving on the Executive are encouraged to circulate their nomination, through resolution of Council, to the member Municipalities within their respective Ward and to the Secretary-Treasurer at clerk@mckellar.ca.

Attachment: *DPSMA Constitution (updated 2026)*

District of Parry Sound Municipal Association
c/o Township of McKellar | 701 Highway 124, McKellar, ON P0G 1C0
Secretary-Treasurer: Karlee Britton | clerk@mckellar.ca | (705) 389-2842 x4

CONSTITUION

Amended 2001, 2006, 2023 and 2026

1. The Association shall be known as the District of Parry Sound Municipal Association.

2. The members of this Association shall be all organized Municipalities and First Nations, in Parry Sound District and part of Nipissing District if they are members in good standing. Good standing means having paid the annual membership.

3. The right to vote shall be given to all elected officials of the said Municipalities, and First Nations, at the Municipal Association Spring and Fall Meetings.

4. The annual membership fee shall be set from time to time by the Association and payable by February 28th of each year.

5. The Executive Committee shall include a delegate, appointed by each of the following Wards in the Parry Sound District:

WARD #1:	Township of Seguin
WARD#2:	Township of the Archipelago Town of Parry Sound
WARD #3:	Township of Carling Township of McDougall Township of McKellar Municipality of Whitestone
WARD #4:	Township of Armour Village of Burk's Falls Town of Kearney Township of McMurrich/Monteith Township of Perry Township of Ryerson
WARD #5:	Township of Joly Township of Machar Municipality of Magnetawan Village of South River Township of Strong Village of Sundridge
WARD #6:	Municipality of Callander Township of Chisholm Township of Nipissing Municipality of Powassan

The Executive Committee shall also include a President and Secretary-Treasurer. The President shall be elected at the first Municipal Meeting following an election. The Committee shall also include past Presidents, if still an elected or appointed official. The President may sit as a delegate of a Ward. A past President may sit as a delegate of a Ward.

6. The President shall receive an honorarium, as set by the Association from time to time.

7. The Executive Committee shall from among its members appoint a Vice-President who shall have the first offer to fill the office of President.

   They shall also appoint a Resolutions Committee of three, one of which shall be the Chairperson.

8. The Secretary-Treasurer shall be appointed by the Association and serve any length of time determined at their own discretion or at the discretion of the Association.

9. The Association will have two members of the Executive, or Association Membership, who are qualified, examine the financial statements and records of the Association and provide an annual review and report.

10. The salary of the Secretary-Treasurer shall be as set from time to time by the Association.

11. All Executive Officers except the Secretary-Treasurer shall serve the same term length as elected Officials. The President may only serve one term in that position.

12. The Secretary-Treasurer and/or the President shall be authorized to sign all cheques.

13. There shall be two regular meets of the Association each year one in the Spring and one in the Fall, dates to be determined by the Executive Committee. (typically, May and October)

14. The Executive Committee shall meet prior to each semi-annual meeting to prepare an agenda. Other Executive Meetings may be called by the President if necessary to deal with a specific item. The President or Vice-President shall Chair all Executive Committee and regular Municipal Association meetings. In the absence of either, a Chairperson may be appointed. The members of the Executive Committee shall be paid dinner expenses and traveling expenses at a rate set by the Association.

15. Fifty percent (50%) of the whole of any Committee shall form a quorum.

16. Every member in good standing, the Parry Sound and Nipissing Provincial and Federal Members of Parliament, and any invited guest shall be allowed to speak at a Municipal Association meeting.

17. The Association shall elect the FONOM Representative at the first Municipal Meeting following an election. Those candidates wishing to run for FONOM Representative shall provide a bio to the Secretary-Treasurer, to be circulated to the Association prior to the First Spring Meeting. The candidates will be provided 3-5 minutes to make presentation during the opening of the meeting. Ballots will be handed out during the first morning coffee break and voting will take place from coffee break until 1:00 pm at the end of lunch. Ballots will be counted after 1:00 pm by the Secretary-Treasurer and the candidate will be appointed during the business portion of the meeting at 2:00 pm.

18. Amendments may be made to the Constitution at either Spring or Fall Association Meetings provided notice of the proposed amendment is presented to the Association at the previous meeting.

PARRY SOUND DISTRICT EMERGENCY MEDICAL SERVICE ADVISORY COMMITTEE
TERMS OF REFERENCE
- 1 -
Date Amended: February 21, 2023

OBJECTIVE

(1) To identify, resolve and convey issues and concerns regarding the District E.M.S. System.

(2) To advise on the operation, and facilitate improvements of the Ambulance Service to meet the needs of the citizens of the District of Parry Sound, per the attached.

1.0 COMMITTEE MEMBERSHIP

1.1 The Ambulance Emergency Medical Service (EMS) Committee is composed of (7) members as follows:

(1) Ryerson, Armour, Perry, Burk's Falls, Kearny, Magnetawan, McMurrich/Montieth,
(1) Machar, Jolly, Strong, Sundridge, South River,
(1) Callander, Nipissing, Powassan.
(1) Carling, McDougall, Whitestone, McKellar
(1) Seguin
(1) Archipelago
(1) **Chair -** As appointed by and representing the Town of Parry Sound

1.2 It is the decision of the local councils to decide who their representative is. Those multiple municipalities which join together to fill one position are recommended to achieve a consensus amongst themselves. If a consensus cannot be achieved Town of Parry Sound Council will consider a majority recommendation on the representative.

1.3 As an advisory body, consensus on matters and recommendations is sought. Landmark recommendations will be voted on and presented to the Town of Parry Sound Council through the R&R process as the designated Delivery Agent, for their consideration.

1.4 The respective appointing municipalities shall be responsible for all costs and expenses of their members for participating in the EMS Advisory Committee. The Committee may make recommendations to the Town Council for expenditures that they would rule to be representative of the entire EMS Advisory Committee.

1.5 All members shall be entitled to write a minority report on any of the issues under the purview of this Committee and present such reports to the Town Council, however, any such report and presentation shall **not** include the collection of petitions, organization of lobbies or demonstrations.

1.6 All members in accepting to serve as members of this EMS Advisory Committee hereby

undertake to comply with the conditions of these Terms of Reference.

2.0 COMMITTEE ADMINISTRATION SUPPORT

2.1 Committee Administrative Support shall be provided by the Town of Parry Sound.

2.2 The Director of Development and Protective Services shall be the Staff Resource person and a full participating non-voting member of the EMS Advisory Committee.

3.0 CHAIRPERSON AND SPOKESPERSON

3.1 The Chairperson is the official spokesperson for the Committee or their designate.

3.2 Section 3.1 does not prevent each of the members of this EMS Advisory Committee from reporting back to and discussing issues with the Municipalities which they represent.

4.0 MEETINGS

4.1 Regular meetings of the EMS Advisory Committee shall be held three times per year.

4.2 Meetings will be cancelled if there is no business to conduct.

4.3 Special meetings will be held upon call of the Chair or upon call of a majority of members of the Committee. In the latter case the meeting shall be called by the Town of Parry Sound Chief Administrative Officer. In the event of an emergency a committee member may contact the chairperson requesting an emergency meeting.

5.0 REPORTING THROUGH THE AMBULANCE EMS ADVISORY COMMITTEE

5.1 The EMS Advisory Committee shall:

a) regularly report to all participating District of Parry Sound Councils through the distribution of its minutes.

b) formally report through the Director of Development and Protective Services to the Council of the Town of Parry Sound, the Town being the Lead Agent for Land Ambulance Operations/Services.

c) provide an annual report to Council outlining definable results.

5.2 The Town of Parry Sound Council’s views will be represented by Town Council membership on the EMS Advisory Committee. This does not prevent Council representatives from seeking

direction and initiative from their Council, or the Town Council from directing specific requests to the EMS Advisory Committee. Any disputes between the participating Councils/members shall be referred to the Town of Parry Sound Council.

5.3.1 Recommendations for decision, shall be brought forward by the EMS Advisory Committee through the Director of Development and Protective Services, to the Council of the Town of Parry Sound through the R&R process. Reports considered by Council shall have prior consideration by the EMS Advisory Committee unless the reason for direct action by Council is clearly communicated, defined and accepted by Council.

5.3.2 Reports and recommendations must be presented to Town Council, through the EMS Advisory Committee for information, consideration and decision at the following landmarks:

Landmark Recommendations:

a) For the approval of these Terms of Reference.
b) For a change in the Terms of Reference.
c) Upon establishment of a protocol for engaging the employees and transferring the ambulance service in-house.
d) Upon establishment of an ambulance service model for the long-term.
e) Any recommendations that will have an annual impact in excess of the approved budget.
f) Change in EMS Advisory Committee membership with R&R to Council.
g) To review and approve the District Land Ambulance Budget and Business Plan.
h) To review and approve Ambulance Station Leases and Rental Agreements.
i) To review and approve funding formulas and cost sharing agreements with other Districts.
j) To review and recommend new funding formulas for District cost sharing.

6.0 PUBLIC INFORMATION

6.1 The public shall be informed of the actions of the EMS Advisory Committee through the following means:

6.1.1 All meetings shall be public unless required to be in camera in accordance with the Town of Parry Sound Procedural By-law.

6.1.2 Through availability of minutes of each meeting via the Town of Parry Sound Web Site and/or upon request of any individual.

6.1.3 Through reports distributed to the participating Councils.

7.0 TERMS OF THIS EMS ADVISORY COMMITTEE

7.1 The responsibilities and mandate of the EMS Advisory Committee shall coincide with Municipal elections, unless its term is extended by the Council of the Town of Parry Sound.

8.0 LONG-TERM RESPONSIBILITIES OF THE EMS ADVISORY COMMITTEE

8.1 The long-term responsibilities of the EMS Advisory Committee shall be to comment and advise on the operation and possible improvement and expansion of the Ambulance Service, including but not limited to the following:

8.1.1 Delivery of the service to comply with legislative standards.

8.1.2 Establishment of a District Oversight Committee to manage and control the service.

8.1.3 To develop a plan and strategy to improve the service through the location of stations, additional resources, addition of advanced life support and training.

8.1.4 To develop Sub Committees and Task Forces as required.

8.1.5 To work with all levels of government to develop strategics to improve service and seek out efficiencies.

8.1.6 To review and approve the District Land Ambulance Operational Budgets.

8.1.7 To review and approve District Land Ambulance Capital Budgets.

8.1.8 To review and approve Ambulance Station Leases and Rental Agreements renewals.

8.1.9 To review and approve funding formulas and cost sharing agreements with other districts.

8.2.0 To approve Land Ambulance Insurance Contracts.

8.2.1 To review and recommend new funding formulas for District cost sharing.

THE CORPORATION OF THE VILLAGE OF SUNDRIDGE

BY-LAW NO. 2026-047

Being a By-Law to confirm the proceedings of the Council of the Corporation of the Village of Sundridge at its Regular Meeting November 16, 2026.

WHEREAS pursuant to Section 5(1) of the Municipal Act, 2001, S.O. 2001, c.25 as amended, the powers of a municipality shall be exercised by its Council; and

WHEREAS pursuant to Section 5(3) of the Municipal Act, 2001, S.O. 2001, c.25 as amended, a municipal power, including a municipality's capacity rights, powers and privileges under Section 9 of the Municipal Act, 2001, S.O. 2001, c.25 as amended, shall be exercised by by-law unless the municipality is specifically authorized to do otherwise; and

WHEREAS it is deemed expedient that the proceedings of the Council of the Corporation of the Village of Sundridge at this session be confirmed and adopted by by- law.

NOW THEREFORE the Council of the Corporation of the Village of Sundridge hereby enacts as follows:

1. That the actions of the Council of the Corporation of the Village of Sundridge in respect of all recommendations in reports and minutes of committee, all motions and resolutions and all actions passed and taken to the Council of the Corporation of the Village of Sundridge, documents and transactions entered into during the November 16, 2026 meeting of council, are hereby adopted and confirmed, as if the same were expressly embodied in this by-law.

2. That the Mayor and proper officials of the Corporation of the Village of Sundridge are hereby authorized and directed to do all the things necessary to give effect to the action of the Council of the Corporation of the Village of Sundridge during the said meeting referred to in paragraph 1 of this by-law.
3. That the Mayor and the Clerk Administrator are hereby authorized and directed to execute all documents necessary to carry out the action taken by this council as described in Section 1 of this by-law and to affix the Corporate Seal of the Corporation of the Village of Sundridge to those documents requiring the Corporate Seal referred to in said paragraph 1.

PASSED THIS 16 DAY OF NOVEMBER, 2026

_____
Tim Bryson, Mayor

_____
Nancy Millar, Clerk Administrator