Regular Meeting of the Village of Sundridge Council

Wednesday, October, 28, 2026 at 6:00 p.m.

Village of Sundridge Council Chambers

Council 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, a recording of the meeting will be made available. The minutes will remain the official record of the meeting.

Join Zoom Meeting

https://us02web.zoom.us/j/89467369976?pwd=akeOwdwCCG5AxA1EhaRo5lZIsW5zvN.1

COUNCIL AGENDA

1) CALL TO ORDER

The Chair, Mayor Shawn Jackson called the meeting to order at

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) APPROVAL OF AGENDA

Moved By: Choose an item.
Seconded By:

THAT the agenda for the October 28, 2026 regular meeting be approved as circulated.

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

3) DECLARATION OF PECUNIARY INTEREST

4) PLANNING MATTERS - None

5) DELEGATIONS - None

6) PRESENTATIONS - None

7) CONSENT ITEMS

[Items from the Consent List may be moved by members to be discussed under Section 9 – New Business/Action Items]

7 (E.1) Follow Up List – n/a
7 (E.2) Labour Market Group – September 2026 Report
7 (E.3) Labour Market Group – August Jobs Report
7 (E.4) District of Parry Sound – CAO Report October
7 (E.5) Township of South Algonquin Resolution #26-720
7 (E.6) The Municipality of Wawa – Resolution RC26178 – Policing Costs
7 (E.7) ACED Director of Economic Development Report October 22, 2026
7 (E.8) ACED Economic Development – Financials
7 (E.9) The Town of Gananoque - Declaration Against Religious Violence

8) APPROVAL OF CONSENT ITEMS

Moved By: Choose an item.
Seconded By:

THAT Items listed as Consent Items for October 28, 2026 and the recommendations contained therein be received;

AND THAT any Items for which pecuniary interest has been declared are deemed not to have been voted on or discussed by the individual making the declaration.

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

9) NEW BUSINESS/ACTION ITEMS

9.1. Provincial Support for Rideshare Services in Rural Northern Ontario

[motion introduced by Luke Preston October 14, 2026]

Moved By: Luke Preston
Seconded By:

WHEREAS residents of rural Northern Ontario municipalities face transportation barriers that affect access to employment, healthcare, education and essential services;

AND WHEREAS rideshare services have the potential to improve local transportation and provide first- and last-mile connections to regional transportation services, including the Northlander;

AND WHEREAS low population density, long travel distances, and limited driver availability present challenges to delivering reliable, affordable, and accessible rideshare services in rural communities;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Village of Sundridge direct staff to prepare and send a letter to the Minister of Transportation expressing concern that a provincial rideshare framework alone may not adequately address these rural transportation challenges;

AND THAT the letter request that the Ministry work with rural Northern Ontario municipalities, transportation providers and community partners to:

a) Identify funding and implementation supports to address rural service viability, driver recruitment and retention, affordability, and accessibility, including access for residents unable to use app-based booking;

b) Encourage a coordinated regional transportation approach that connects rideshare with existing community transportation and regional bus and rail services, reduces duplication, and supports access to employment and essential services; and

c) Engage participating municipalities in evaluating the Northlander rideshare pilot and developing a clear transition plan before its conclusion, with the objective of maintaining and improving transportation access in rural communities;

AND FURTHER THAT the letter be circulated to the local Member of Provincial Parliament, the Almaguin Community Transportation Committee and ACED (Almaguin Community Economic Development), neighbouring Almaguin municipalities, the Almaguin Highlands Chamber of Commerce, Northern Ontario Chambers of Commerce, the Rural Ontario Municipal Association (ROMA), and the Federation of Northern Ontario Municipalities (FONOM) for their information and consideration of support.

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

Preston, Luke
Smith, Sharon
Whitmell, Vicki
Williamson, Fraser
Jackson, Shawn

9.2. In Memoriam

Moved By: Choose an item.
Seconded By:

On behalf of The Corporation of The Village of Sundridge, we wish to express our deepest condolences on the passing of Mac Bain. Mac will be remembered fondly, and his advocacy for Northern Ontario municipalities has left a legacy to be proud of. His absence will be profoundly felt. Our thoughts are with his family and all those who had the privilege of knowing him.

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

10) COMMITTEE REPORTS/MINUTES

Moved By: Choose an item.
Seconded By:

THAT Items 10 (A.1) to 10 (B.1) be received and discussed.
10 (A.1) Central Almaguin Planning Board – August 5, 2026
10 (A.2) Central Almaguin Planning Board – September 2, 2026
10 (A.3) SSJ Restructuring – September 21, 2026
10 (A.4) Almaguin Community Economic Development – Sept. 24, 2026
10 (A.5) SSJ Restructuring – October 19, 2026
10 (A.6) SSJ Restructuring October 19, 2026 Committee Resolution
10 (B.1) Regular Council – October 14, 2026

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

11) STAFF REPORT/MEMO

(11.1) Memo: Waste Collection Diversion Costs

Moved By: Choose an item.
Seconded By:

THAT the Council for the Corporation of The Village of Sundridge receives the Memo on Waste Collection Diversion Costs

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

12) BY-LAWS

12.1. NORDS AGREEMENT

Moved By: Choose an item.
Seconded By:

THAT By-Law No. 2026-042, being a by-law to enter into an agreement between His Majesty the King in Right of Ontario, as presented by the Minister of Northern Economic Development and Growth and the Corporation of the Village of Sundridge, be approved.

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

12.2. PROCUREMENT POLICY BYLAW

Moved By: Choose an item.
Seconded By:

THAT By-Law No. 2026-043, being a by-law to adopt an updated Procurement Policy, be approved.

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

13) ANNOUCEMENTS

- **Shawn Jackson**
- **Sharon Smith**
- **Luke Preston**
- **Fraser Williamson**
- **Vicki Whitmell**
- **Nancy Millar, Clerk Administrator**

14) INTRODUCTION OF FUTURE MOTIONS

15) CONFIRMING BY-LAW

Moved By: Choose an item.
Seconded By:

THAT By-Law No. 2026-044, being a by-law to confirm the proceedings of Council of the Corporation of the Village of Sundridge at its regular meeting of **October, 28, 2026**, be adopted.

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

16) CONSIDERATION OF A CLOSED SESSION

17) ADJOURNMENT

Moved By: Choose an item.
Seconded By:

THAT we do now adjourn at p.m. until the Regular Council Meeting on November, 10, 2026, or at the call of the Mayor.

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

August 2026

LABOURFOCUS

The Labour Market Group

JOBS REPORT AUGUST 2026

TOTAL NUMBER OF JOB POSTINGS

860 NIPISSING
21 from July

241 PARRY SOUND
40 from July

TOP INDUSTRY WITH VACANCIES

NIPISSING
Health Care & Social Assistance (26.3%)

PARRY SOUND
Health Care & Social Assistance (20.3%)

To view the full report, visit our website
www.thelabourmarketgroup.ca
readysethired.ca

Questions or concerns?
Feel free to contact us at
info@thelabourmarketgroup.ca

T. 705.478.9713

150 First Ave. West
Suite 103, North Bay, ON
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The Labour Market Group is funded by:

Ontario

YOUTH EMPLOYMENT

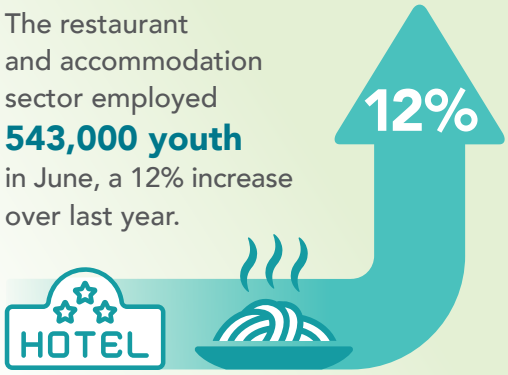
In The Restaurant And Accommodation Industry Soars

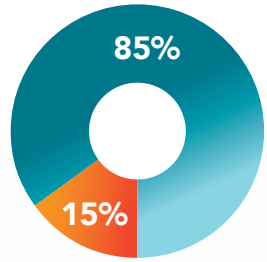
The restaurant and accommodation industry has been the biggest net youth jobs creator of any sector since the start of the year, says Restaurants Canada.



While most other industries have been cutting youth jobs, the restaurant industry employed an average of **52,770 more youth** during the first half of 2026 than during the same period in 2025, according to the latest Statistics Canada Labour Force survey recently released, said the organization.

The restaurant and accommodation sector employed **543,000 youth** in June, a 12% increase over last year.

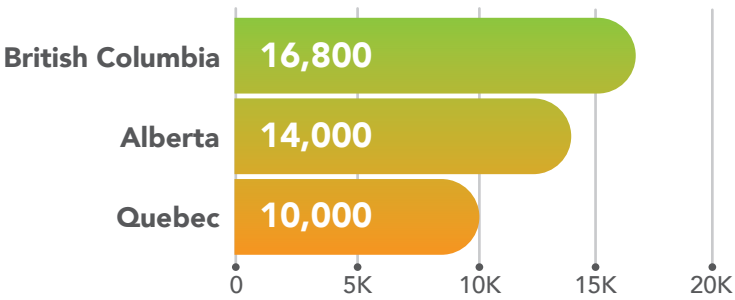




Restaurants account for **85%** of employment in the sector.

British Columbia saw the biggest increase

of youth restaurant jobs, followed by Alberta and Quebec.





Source: Restaurants Canada – www.restaurantscanada.org

MORE FROM THE AUGUST JOBS REPORT:

TOP OCCUPATIONS

NIPISSING

Sales & Service (26.3%)

Education, Law and Social, Community and Government Services (16.2%)

Trades, Transportation, and Equipment Operators (15.9%)

PARRY SOUND

Sales & Service (19.9%)

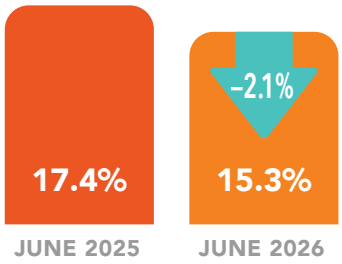
Education, Law and Social, Community and Government Services (15.3%)

Trades, Transportation, and Equipment Operators (13.7%)

To view the full report, visit our website
www.thelabourmarketgroup.ca
readysethired.ca

Youth Unemployment Down

The unemployment rate for returning students aged 15 to 24 was 15.3% in June, down 2.1 percentage points from June 2025 (17.4%) (not seasonally adjusted). However, this remained higher than the pre-pandemic average of 13.0% for the month of June during the period from 2017 to 2019.



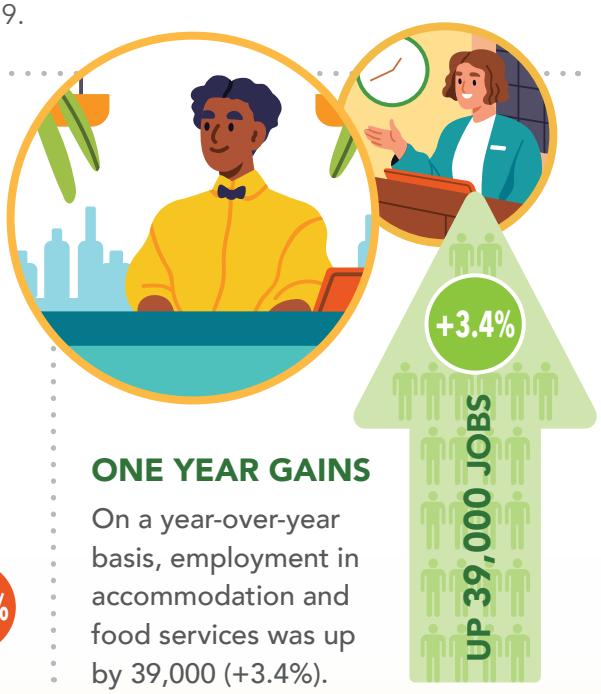
POSITIVITY IN JUNE

Employment in accommodation and food services rose by 15,000 (+1.2%) in June, the **third consecutive monthly increase**. Gains in June were concentrated in Quebec and Ontario.

GAINS IN JUNE 2026:

Quebec +11,000 jobs **+4.3%**

Ontario +9,800 jobs **+2.3%**



ONE YEAR GAINS

On a year-over-year basis, employment in accommodation and food services was up by 39,000 (+3.4%).



Source: Restaurants Canada – www.restaurantscanada.org

Questions or concerns?
Feel free to contact us at
info@thelabourmarketgroup.ca

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The Labour Market Group is funded by:

Ontario



MONTHLY JOBS REPORT

August 2026

The Labour Market Group
Guiding partners to workforce solutions.

NIPISSING DISTRICT

There were 860 job postings recorded in August for the Nipissing District, representing a 2.5% increase (+21 postings) compared to July and a 75.9% increase over August 2025 (+371). This is the highest August total recorded in the study. Employer participation moved in the opposite direction, with 320 unique employers active in the market, an 8.0% decrease (-28) from July, though still 33.9% above August 2025 (+81).

860 TOTAL NUMBER OF JOB POSTINGS

↑ **21** from July

OF THE **860** JOB POSTINGS

320 unique employers posted jobs.

12.6% (108) Requiring a bilingual individual.

22.8% (196) Criminal Record Check.

For postings that listed an annual salary.

$76,209.55/year AVERAGE

$30.15 HOURLY WAGE

The average hourly wage in July for those postings which listed one.

Of the 488 postings which listed an hourly wage **0.4%** (2) were listed at the **provincial minimum wage of $17.20/hour.**

PARRY SOUND DISTRICT

There were 241 job postings recorded in August for the Parry Sound District, representing a 19.9% increase (+40 postings) compared to July and a 97.5% increase over August 2025 (+119). This is the highest August total recorded in the study. Employer participation moved in the opposite direction, with 105 unique employers active in the market, a 7.1% decrease (-8) from July, though still 47.9% above August 2025 (+34).

241 TOTAL NUMBER OF JOB POSTINGS

↑ **40** from July

OF THE **201** JOB POSTINGS

105 unique employers posted jobs.

1.7% (4) Requiring a bilingual individual.

12.4% (30) Criminal Record Check.

For postings that listed an annual salary.

$74,094.06/year AVERAGE

$27.15 HOURLY WAGE

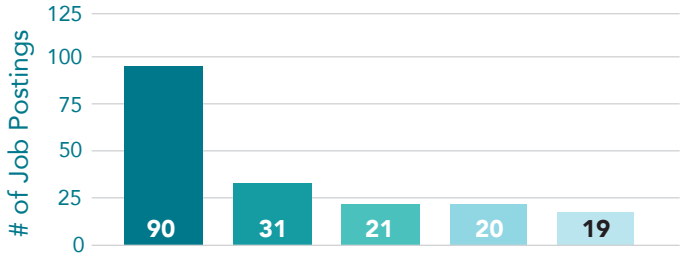
The average hourly wage in June for those postings which listed one.

Of the 159 postings which listed an hourly wage **0.6%** (1) were listed at the **provincial minimum wage of $17.20/hour.**

* North American Industry Classification System (NAICS) is the system utilized by the governments of Canada, Unites States and Mexico in order to classify companies based on their primary functions/objectives.

TOP 5 EMPLOYERS POSTING JOBS

- North Bay Regional Health Centre
- Near North District School Board
- Conseil scolaire catholique Franco-Nord
- Ontario Northland
- West Nipissing General Hospital



TOP 5 INDUSTRIES HIRING (NAICS)

1 **26.3%** of all job postings — **Health Care & Social Assistance** (NAIC 62)

226 jobs posted

Top 5 Positions :

- Registered Nurse
- Licensed practical nurses
- Home support workers
- Social and community service workers
- Store Clerk

2 **15.6%** Retail Trade (NAICS 44–45)

3 **12.6%** Educational Services (NAICS 61)

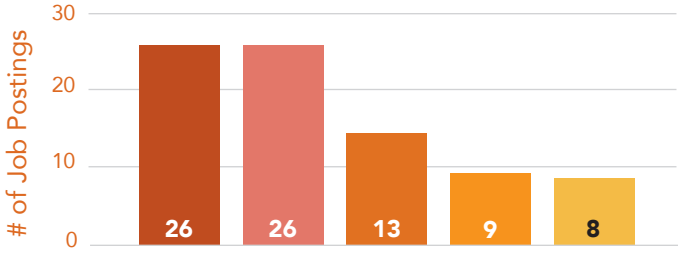
4 **7.3%** Transportation and Warehousing (NAICS 48–49)

5 **7.2%** Accommodation and Food Services (NAICS 72)

The Health Care and Social Assistance (NAICS 62) sector remained the largest contributor in July, accounting for 31.8% (267) of all postings. It also recorded the largest month-over-month increase in market share, up 4.3 points (+66 postings). Professional, Scientific and Technical Services (NAICS 54) rose 2.0 points (+23 postings), and Arts, Entertainment and Recreation (NAICS 71) rose 1.2 points (+11 postings). The largest decrease in market share occurred in Educational Services (NAICS 61), down 4.4 points (-25 postings), followed by Manufacturing (NAICS 31-33), down 1.0 points (-3 postings).

TOP 5 EMPLOYERS POSTING JOBS

- Shawanaga First Nation
- Near North District School Board
- West Parry Sound Health Centre
- Home Depot
- Walmart



TOP 5 INDUSTRIES HIRING (NAICS)

1 **20.3%** of all job postings — **Health Care & Social Assistance** (NAIC 62)

49 jobs posted

Top 5 Positions :

- Social and community service workers
- Licensed practical nurses
- Home support workers, caregivers and related occupations
- Registered nurses and registered psychiatric nurses
- Early childhood educators and assistants

2 **19.9%** Retail Trade (NAICS 44–45)

3 **14.1%** Educational Services (NAICS 61)

4 **13.7%** Public Administration (NAICS 91)

5 **9.1%** Accommodation and Food Services (NAICS 72)

The Health Care and Social Assistance (NAICS 62) sector remained the largest contributor in August, accounting for 20.3% (49) of all postings, though it also recorded the largest decrease in market share, down 6.5 points (-5 postings). Retail Trade (NAICS 44-45) followed closely at 19.9% (48). The largest month-over-month increase in market share occurred in Educational Services (NAICS 61), up 12.6 points (+31 postings), followed by Public Administration (NAICS 91), up 9.2 points (+24 postings).

* National Occupation Classification (NOC) is the system utilized by the Government of Canada to organize occupations based on the primary job requirements and skill level.

TOP 3 OCCUPATIONAL CATEGORIES (NOC)

1 **26.3%** **Sales & Service** (NOC 6)



- Retail Salesperson
- Store shelf stockers
- Food Counter Attendants
- Retail and wholesale trade managers
- Cooks

2 **16.2%** **Education, Law and Social, Community and Government Services** (NOC 4)

- Secondary school teachers **(36)**
- Social and community service workers **(22)**
- Home support workers, caregivers and related occupations **(16)**
- Early childhood educators and assistants **(14)**
- Elementary school and kindergarten teachers **(13)**

3 **15.9%** **Trades, Transportation, and Equipment Operators** (NOC 7)

- Transport truck drivers **(17)**
- Automotive service technicians **(15)**
- Construction trades helpers and labourers **(13)**
- General building maintenance workers **(12)**
- Machinists **(8)**

Sales and Service (NOC 6) remained the dominant occupational group, making up 28.6% (246) of postings. Education, Law and Social, Community and Government Services (NOC 4) followed at 16.2% (139), and Trades, Transport and Equipment Operators (NOC 7) at 15.9% (137). NOC 4 recorded the largest increase in market share, up 3.5 points (+33 postings), while the largest decrease was Health Occupations (NOC 3), down 3.2 points (-24 postings). 76 managerial positions were advertised in August, with the highest concentrations in sales and service management (33) and business and finance management (14). Two senior manager roles were posted, one in Professional, Scientific and Technical Services and one in Health Care and Social Assistance.

TOP 3 OCCUPATIONAL CATEGORIES (NOC)

1 **19.9%** **Sales & Service** (NOC 6)



- Store shelf stockers, clerks and order fillers
- Retail salespersons and visual merchandisers
- Cooks
- Light duty cleaners
- Food counter attendants, kitchen helpers and related support occupations

2 **15.3%** **Education, Law and Social, Community and Government Services** (NOC 4)

- Secondary school teachers **(19)**
- Social and community service workers **(13)**
- Elementary school and kindergarten teachers **(10)**
- Early childhood educators and assistants **(8)**
- Home support workers, caregivers and related occupations **(8)**

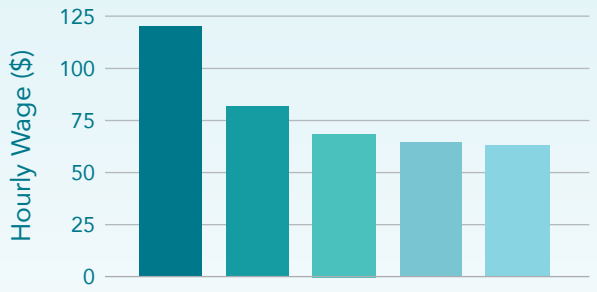
3 **13.7%** **Trades, Transportation, and Equipment Operators** (NOC 7)

- Automotive service technicians, truck and bus mechanics and mechanical repairers **(6)**
- Tied at 4 **(3)**
- Construction trades helpers and labourers **(2)**
- Delivery service drivers and door-to-door distributors **(2)**
- General building maintenance workers and building superintendents **(1)**

Sales and Service (NOC 6) remained the largest occupational group, making up 35.7% (86) of postings. The largest increase in market share was Education, Law and Social, Community and Government Services (NOC 4), up 16.8 points (+45 postings). The largest decrease was Business, Finance and Administration (NOC 1), down 7.9 points (-14 postings). Fifteen managerial positions were advertised in August, with the highest concentration in sales and service management (7). There were no senior manager roles posted this month.

TOP 5 HOURLY WAGE VACANCIES

$120.00 **Veterinarian**
@ VetCare Canada Inc.



$76.14 **Nurse Practitioner - Specialized Geriatric Clinic**
@North Bay Regional Health Centre

$76.02 **After Hours Manager**
@North Bay Regional Health Centre

$70.00 **Certified Athletic Therapist**
@Structure Spine and Sport

$62.28 **Speech Language Pathologist- North & East Region**
@Near North District School Board

TOP 3 ANNUAL SALARY VACANCIES

$175,829.18
Finance And Insurance Manager
@ Volkswagen North Bay

$170,000.00
Dean, Environmental Studies and Health Science
@ Canadore College

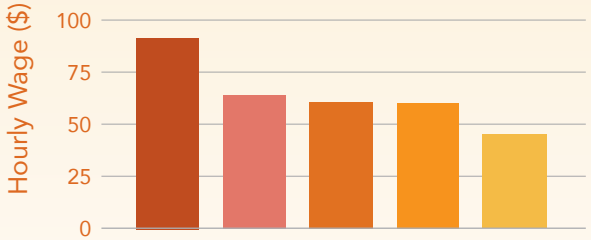
$158,806.00
Registrar - Full-time Administration
@ Canadore College

Lowest Annual Salary **$34,904.23**
Street Outreach Worker
@ AIDS Committee of North Bay and Area

56.7% (488 postings) listed an hourly wage in August, with an average of $30.15/hour. This is $0.44/hour higher (+1.5%) than the 12-month average of $29.71/hour. Two postings (0.4%) were listed at the provincial minimum wage. For postings listing an annual salary, the average was $76,209.55 across 117 postings, which sits $3,437.15 lower (-4.3%) than the 12-month average of $79,646.70.

TOP 5 HOURLY WAGE VACANCIES

$78.31 **Manager - Whitestone Nurse Practitioner Led Clinic**
@ West Parry Sound Health Centre



$67.00 **Pharmacist**
@ Shoppers Drug Mart

$58.98 **Registered Nurse, Regular Part-time, Emergency Department/ Intensive Care Unit**
@ West Parry Sound Health Centre

$55.47 **Chief Building Official**
@ The Township of Armour

$45.00 **Dental Hygienist - Callander Bay Dental**
@ Dental Corp

TOP 3 ANNUAL SALARY VACANCIES

$172,500.00
Director of Product Development
@Crofters Food Ltd.

$122,173.00
Manager Of Operations
@ West Parry Sound Health Centre

$136,921.00
Manager, Administrative and Financial Services
@ Eastholme Home for the Aged

Lowest Annual Salary **$39,500.00**
Retail Store Manager
@ Valu-Mart

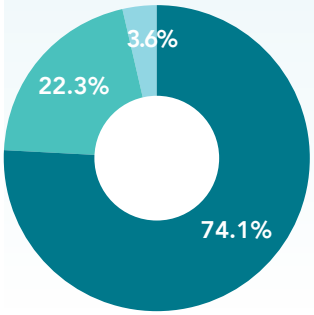
6.0% (159 postings) listed an hourly wage in August, with an average of $27.15/hour. This is $0.53/hour lower (-1.9%) than the 12-month average of $27.68/hour. One posting (0.6%) was listed at the provincial minimum wage. Seventeen postings listed an annual salary, averaging $74,094.06, which sits $2,525.87 lower (-3.3%) than the 12-month average of $76,619.93. These fluctuations remain typical given the small monthly sample size, with only 17 postings specifying an annual salary this month.

FULL-TIME / PART-TIME BREAKDOWN

74.1% of listings in August

2.5% from July

74.1% of job postings (637) in August were for full-time positions, with part-time at 22.3% (192) and casual at 3.6% (31).



- Full-time (35+ Hours)
- Part-time (20-34 Hours)
- Casual (Under 20 Hours)

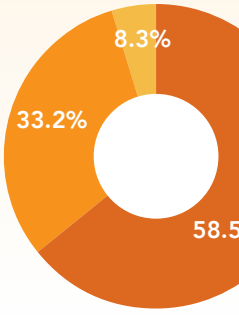
860 Postings listed hours offered **(100%)**

FULL-TIME / PART-TIME BREAKDOWN

58.5% of listings in August

5.7% from July

58.5% of job postings (141) in August were for full-time positions, with part-time at 33.2% (80) and casual at 8.3% (20).



- Full-time (35+ Hours)
- Part-time (20-34 Hours)
- Casual (Under 20 Hours)

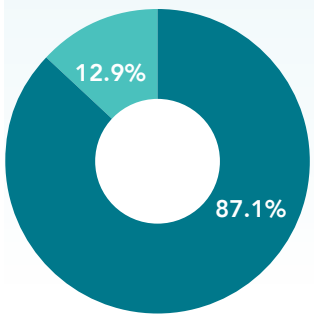
241 Postings listed hours offered **(100%)**

TERM OF EMPLOYMENT

87.1% of listings in August

1.7% from July

88.8% (764) of postings in August were for permanent positions, with the remaining 11.2% split between contract (59) and temporary (37) role.



- Permanent
- Temporary / Contract / Seasonal

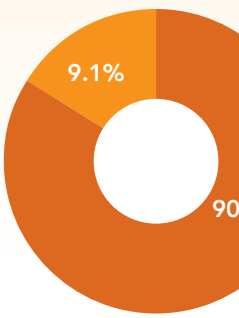
764 Postings listed hours offered **(100%)**

TERM OF EMPLOYMENT

84.1% of listings in August

6.8% from July

90.9% (219) of postings in August were for permanent positions, with the remaining 9.1% split between temporary (15) and contract (7) roles.



- Permanent
- Temporary / Contract / Seasonal

241 Postings listed hours offered **(100%)**

ALL EMPLOYERS WITH POSTINGS IN MONTH

NIPISSING DISTRICT

401 Auto - North Bay Chrysler
A&W Restaurant
AA Cleaning Services
Accident Support Services Ltd.
Aecon Group
AIDS Committee of North Bay and Area
AIM Kenny U-Pull
Algonquin Nursing Home of Mattawa
Alzheimer Society Sudbury-Manitoulin North Bay and Districts
Apex Sanitary Solutions
Aramark Canada Ltd.
Ardene
Au Château
Aziwell Canada
Bath & Body Works
Battano Construction Limited
Bay Roofing and Exteriors Ltd.
Bayland Property Management
Bayshore Health Care
Bdo
Bedard Plumbing of North Bay
Bee-Clean Building Maintenance
Bella Terra Stone
BENEFIT COSMETICS SERVICES
Bentley & Co Ltd
Best Western North Bay Hotel & Conference Centre
Beyond Sushi
Black & McDonald Limited
Blanchfield Roofing Co. Ltd.
Blue Seal Farm
Boart Longyear Inc.
Bourgeois Ford North
Boutique Marie Claire Inc
Caisse Alliance
Callon Dietz
Callon Dietz Inc Ontario Land Surveyors
Calvin Presbyterian Church - North Bay
Campus Living Centres
Canadian Addiction Treatment Pharmacy
Canadian Cancer Society
Canadian Forces Morale and Welfare Services
Canadian Mental Health Association
Canadian Red Cross
Canadian Shield Health Care Services Inc.
Canadian Tire - North Bay
Canadore College
Canine Proficiency Center
CannAmm
Canor Construction
Canpar Express Inc.
CarePartners
CARQUEST Canada
Cascades Casino
Casey's Grill Bar
Cassellholme Home for the Aged
Cementation Canada
Centennial Contracting Ltd.
Chatters
Chucks Roadhouse Bar and Grill
Clemens Eggert Professional Corporation
Colliers Project Leaders | Canada
Columbia Forest Products Ltd
Community Counselling Centre of Nipissing
Community Living North Bay
Conseil scolaire catholique Franco-Nord
Conseil scolaire public du Nord-Est de l'Ontario
Contrans Flatbed Group
Cooper Equipment Rentals
Cosmoprof Canada
Crisis Centre North Bay
CTS Canadian Career College
Dark Wolf Solutions
Days Inn & Suites North Bay
DECO Windshield Repair
Dentistry on Airport
Descon Construction Ltd
Designed Roofing Inc
District of Nipissing Social Services Administration Board
DKI - North Bay
Dollar Tree - Lakeshore Drive
Dollarama L.P.
Dominos Pizza
Dynacare Inc.
Dyno Nobel
Easy Financial
Eclipse Stores Inc
Elevate Athletics
Englobe Corp.
Everest Solutions and Imaging Ltd.
Evergreen Landscaping
Everguard Fire Safety
Eye Specialist of Northern Ontario
Family Enrichment Program
Farquhar Dairies Ltd.
FedEx Express
Feldcamp Equipment Limited
Fire & Flower Inc
First Choice Haircutters
First North Enterprise Inc.
First Onsite
First Student / First Transit
Follett Company
Foundation Health Canada
Fowler Construction
Friends Forever Child Care Centre
G&P Welding and Ironworks
Gardewine
Genuine Parts Company
GeoVerra Inc.
Glen Garry Motel and Cottages
goeasy
Golden Estates Limited
Golden Harvest Cannabis Co.
Green Fox Kitchen
Green Vision
GreenFirst Forest Products Inc.
Groupe Optimum Inc.
Guy's Tire Sales Inc
Hands, TheFamilyHelpNetwork.ca
Haskins Industrial Inc.
Heads Up Tutoring
Holiday Inn Express Suites North Bay
Home Depot
Home Instead
Homewood Suites by Hilton North Bay
Indigo Books & Music
Intelcom | Dragonfly
International Test Pilots School (Canada) Ltd. / ITPS Ltd.
IPC: Industrial Plastics Canada
Ironwood Properties
J.G. Fitzgerald & Sons Ltd.
JT SUSHI
Juice on the Loose - North Bay
Kal Tire
Kaltech Mining Services Ltd.
Kana Leaf
Karis Disability Services (formerly Christian Horizons)
Kenan Courier and Logistics
Kennedy Insurance Brokers Inc.
Kia North Bay
Kitchenuhmaykoosib Education Authority (KEA)
Kognitive Marketing
Kognitive Sales Solutions
Kohltech Windows & Entrance Systems
Kohltech/Seymour Windows
KPMG LLP
Kristin Hodge Dentistry
Krown Rust Control
L Brands
L.G. Home Comfort Inc.
La Voyager Inc
Lake Temiscaming Family Resort
Legal Aid Ontario
Lexia Communications Inc.
LifeLabs
Literacy Nipissing
Little Wings Child Care
Loblaws
Lot 88 Steakhouse and Bar
MacLean Engineering & Marketing Co Limited
Manitoulin Group of Companies
Marigold Unique Flavour
Marina Point Village
Mark's Work Wearhouse Ltd.

Continued on next page

Mark's/L'quipeur
Master Mechanic Sturgeon Falls
MATTAWA FRESH MART
Mattawa Hospital
McDougall Insurance and Financial
Metal Fab Ltd.
MetricAid
Metro
Michaels
Miller Technology Incorporated
Milmine Exteriors
Mincon Canada
Ministry of the Attorney General
Motion Industries
MP Bookkeeping
Mr Seamless Eavestroughing ltd
Mr. Pancho Mexican Food
Municipality of West Nipissing
My Thai Palace
National Diabetes Trust
Near North District School Board
Near North Mobile Media Lab
Neddy's North Bay Hyundai
Neo-Wecare healthcare Services Inc
New York Fries
Next Round Social
NHP Manufacturing
Nipissing Serenity Hospice
Nipissing Transition House
Nipissing University
Nipissing-Parry Sound Catholic District School Board
No Frills - Paul and Nancy's
No Frills - Stacie and Troy's
Nordic Minesteel Technologies Inc.
North Bay Auto Group
North Bay Cardiology
North Bay Cycle and Sports
North Bay Golf & Country Club
North Bay Humane Society
North Bay Indigenous Hub
North Bay Machining Centre Inc.
North Bay Mazda
North Bay Police Service
North Bay Regional Health Centre
North-Tech Stone and Ceramic
Northern Brick
Northern Credit Union
Northern Heights Community
Northern Podology
Northern Shores Pharmacy
Nutrition Club Canada
OCP Construction Supplies
Ojibway Family Lodge
One Kids Place Children's Medical Treatment Center of North East Ontario
Ontario Health
Ontario Ministry of Transportation
Ontario Northland
Oxford Learning Centres, Inc.
Pandora Jewelry
ParaMed Home Health Care
Pavao Contracting Inc
PCL Construction
PepsiCo
PHARA
Pickard Construction
Pickles pumps
Pilot Diamond Tools Ltd.
Premier Mining Products
Professional Respiratory Home Care Service Corp. / ProResp
ProResp, Inc.
Province Electric Supply
Quantum Lifecycle Partners LP
Randstad Canada
Redpath Mining Contractors and Engineers
Reliance Home Comfort
Rexel Canada Electrical Inc.
Riv Chip Stand
Royal Bank of Canada
Royal LePage Real Estate
Sally Beauty Canada
Sandvik
Savers/Value Village
Scotiabank
Seaboard Transport Group
Sephora Canada
Serco Canada Inc.
SHALEM CONSTRUCTION LTD
Sienna Senior Living
Smith and Long Limited
Sobey's Inc.
Sodexo Inc.
Sodexo Operations, LLC
Spectrum Telecom Group Ltd.
Stantec
Staples Canada
Stockfish Automotive Group
Structure Spine and Sport
Sturgeon Falls Auto Sports & Marine
Sturgeon Falls Brush and Contracting Ltd
Sturgeon Falls IDA
Sturgeon Tire Limited
Subway
Sunshine Laundromat O'Brien
Superior Propane
SVR Restaurant Group Inc.
Swick Mining Services (Canada) Inc.
Syl's Neighbourhood Kitchen
Sysco Ontario North
TD Bank
Temagami First Nation
The Boat Doctors
The Body Sculptors
The Brick North Bay
The Cloud Lounge
The Clubhouse - Gateway Golf Ltd.
The Corporation of the City of North Bay
The Erb Group of Companies
The Lodge at Canine Field Co
The Morgan Centre
The Sisters of St. Joseph of Sault Ste. Marie
The Skyline Group of Companies
The TJX Companies
The Urban Cafe
Thermo Coustics Limited
Tim Hortons
Tip Top Tailors
TJX Companies - Homesense
Trans Canada Safety
Travelodge - North Bay
Treasury Board Secretariat
Tulloch Engineering
Twiggs - Cartier St.
Twiggs - Sturgeon Falls
Twiggs Coffee Company Inc
U-NEED-A-CAB
Union of Ontario Indians
Valin Partners
Van's Delivery, Moving and Storage
VetCare Canada Inc.
Victorian Order of Nurses / VON
Volkswagen North Bay
Voyageur Aviation Corp
Voyago
Wacky Wings
Walmart
Wellwise
West Ferris Day Nursery
West Nipissing Eyecare
West Nipissing General Hospital
Wild Predator Vape Shop
Wine Rack - Your Independent Grocer
Winners
WIRELESSWAVE
YM Inc. - Suzy Shier
YMCA of Northeastern Ontario
Your Independent Grocer

PARRY SOUND DISTRICT

Acosta Group
Adams Bros. Construction
Almaguin Highlands Family Health Team
Almex
Bayshore Health Care
Bee-Clean Building Maintenance
Bernard's Bistro On The Lake
Best Buy Express
Black & McDonald Limited
Bourgeois Ford North
Browns Moving
BudsSmoke
Buffed Total Cleaning
Burger King - Lakeshore Drive
Business and Technical Training College
Canada Post
Canadian Mental Health Association
CarePartners
CareQuilt
CDI College
Chucks Roadhouse Bar and Grill

Continued on next page

CIBC
Community Living Parry Sound
Connor Industries
Conseil scolaire public du Nord-Est de l'Ontario
Crofters Food Ltd
Dairy Queen
DBL Air Conditioning and Heating
Dent Bay Baking Company
Dental Corp
District of Parry Sound Social Services Administration Board
Don Cherry's Sports Grill Parry Sound.
Dynacare Inc.
Eastholme Home for the Aged
EDC Custom Contracting Inc.
Food Basics - Ontario
Fowler Construction
Georgian Bay Propane Inc.
Georgian Bay Travel Center
Goat Transport Inc.
Grand Tappattoo Resort
GRTruss
Hands, TheFamilyHelpNetwork.ca
Harveys
Hear Right Canada
Home Depot
Home Instead Senior Care
IDA pharmacy
Industra Construction Corp
Lakeland Long Term Care Services Corporation
Lakeside Cottage Care
Lifemark Health Group
Loblaws
Lofthouse Manufacturing (a Division of Brawo Brassworking Limited)
Log Cabin Inn & Catering
Lulus Bar & Grill
Mac Lang
Magnetawan Grill and Grocery
Maid to Perfection
Mark's/L'quipeur
McDonald's
McDougall Insurance and Financial
Muskoka Lumber and Building Supplies Centre
Nails by Siri
Near North District School Board
Nipissing-Parry Sound Catholic District School Board
No Frills - Stacie and Troy's
Old Dutch Foods
Orrville General Store
ParaMed Home Health Care
Parry Sound Friendship Centre
Parry Sound Inn and Suites
Parry Sound KOA Holiday
Pizzaville
Popeyes Chicken - North Bay
Port Carmen Marina
Royal Bank of Canada
Shannondale Pet Hospital
Shawanaga First Nation
Shoppers Drug Mart
Stacked Pancake and Breakfast House
Subway
Sundridge Laundromat
Sundridge Veterinary Services
Superior Propane
TD Bank
Terrace Suites
The Friends
The Grumpy Veteran Bar and Grill
The Plumbing Doctor
The Township of Armour
Thornton Hardscape Inc.
Town of Parry Sound
Township of Ryerson
Tremblay Chrysler Dodge Jeep Ram
Trestle Brewing Company Limited
Valu-Mart
Victorian Order of Nurses / VON
Walmart
Wasauksing First Nation
Wave Fibre Mill
West Parry Sound Health Centre
Wilson Transportation LTD
YMCA of Simcoe/Muskoka
Your Independent Groce

WHAT IS THE LMG MONTHLY JOBS REPORT?

This Jobs Report is a monthly publication produced by the Labour Market Group. Each month we compile this report based on our job portal **readysethired.ca**. **Readysethired.ca** is an online job portal that provides and collects real time job postings within the districts of Nipissing and Parry Sound. These postings are updated daily and provide job seekers with a one stop shop for local current employment opportunities.

FOR MORE INFORMATION & FURTHER DETAILS ABOUT LOCAL JOBS, PLEASE CONTACT :

The Labour Market Group
readysethired.ca
info@thelabourmarketgroup.ca

The Labour Market Group
Guiding partners to workforce solutions.

District of Parry Sound Social Services Administration Board

Chief Administrative Officer's Report

October 2026

Mission Statement

To foster healthier communities by economically providing caring human services that empower and enable the people we serve to improve their quality of life.

Relationship Protocol with the Parry Sound Friendship Centre – September 10, 2026

September 10th marked a significant day for the District of Parry Sound Social Services Administration Board (DSSAB) and the Parry Sound Friendship Centre, and was an important step forward for Indigenous-led Early Learning and Child Care in our community.

The Parry Sound Friendship Centre and the District of Parry Sound Social Services Administration Board (DSSAB), with support from the Ontario Federation of Indigenous Friendship Centre (OFIFC), came together today to sign a new Relationship Protocol focused on strengthening our collaboration around Indigenous-led Early Learning and Child Care, including the Miigwansag Child Care Centre in the Town of Parry Sound.



This was a monumental day for both organizations, and a first. This is the first Relationship Protocol of this nature to be signed between the Parry Sound Friendship Centre and DSSAB, and one unique to the Province of Ontario, marking an important step forward in how we work together, build relationships and support Indigenous-led services in our community.



The setting for the signing was especially fitting. We gathered at the Parry Sound Friendship Centre, surrounded by their beautiful Regalia display, a space where culture, connection, community come together.

The protocol is grounded in listening, learning, respect and collaboration, with shared commitments to culturally grounded service delivery, respectful communication, coordinated planning and Indigenous data sovereignty.

This event was about recognizing how far we've come, while also looking ahead to the work still to be done. We are proud of this new chapter in the relationship between the Friendship Centre and DSSAB and hopeful that this can be the first of many partnerships of this kind across the province.



A meaningful day, a new beginning, and hopefully the first of many to come.

Media Release - [Media Release - September 10, 2026 - Parry Sound Friendship Centre and Parry Sound DSSAB Sign Relationship Protocol to Strengthen Indigenous-Led Early Learning and Child Care | District of Parry Sound Social Services Administration Board]

Minister's visit to the future YMCA site in Parry Sound



The Honourable Paul Calandra, Minister of Education, visited Parry Sound on September 15 to highlight continued investment in child care services for local families. During the visit, the Minister recognized the planned child care centre that will be operated by the YMCA Simcoe Muskoka and located within the new Parry Sound High School & Francis Pegahmagabow Elementary School building on Isabella Street. The plans also include space for programming by the EarlyON Child and Family Centres operated by the DSSAB.

The new centre will provide 10 infant, 15 toddler, and 24 preschool licensed child care spaces, helping to expand access to high-quality, convenient care for children and families in the community. An opening date has not yet been communicated.





Callander Child Care Centre Groundbreaking Ceremony – September 25, 2026



We were excited to join our partners at the Municipality of Callander on Friday, September 25, to celebrate the groundbreaking for the new YMCA of Northeastern Ontario child care facility. A groundbreaking is about more than construction, it is a commitment to children, parents and caregivers, and to the long-term strength and sustainability of our communities.

The Municipality of Callander the YMCA of Northeastern Ontario have been exceptional partners, championing this project for local residents through the Expression of Interest process launched by Parry Sound DSSAB in 2025. Their strong, community-focused proposal is now becoming a reality thanks to the shared commitment of all those who contributed to the project.

The new facility will add 34 licensed child care spaces, including 10 toddler spaces and 24 preschool spaces, helping more families access affordable, high-quality care closer to home. Our DSSAB is proud to serve as the service system manager for children's services across the District of Parry Sound and to work alongside partners building a stronger future for our families.





Ottawa Commits Additional Funding for Federal Child Care Program in Ontario – September 29, 2026



NOSDA welcomes the agreement between the Government of Canada and the Province of Ontario to provide additional support for the Canada-Wide Early Learning and Child Care (CWELCC) program and maintain reduced child care fees for families across Ontario.

For northern families, maintaining reduced parent fees through at least June 30, 2027 provides important stability and predictability. This is a positive step toward sustaining the child care system families and employers depend on.

However, sustainment alone is not enough. To ensure the long-term success of this critical system, Northern Ontario needs timely decisions and continued investment to expand access to licensed child care spaces, address workforce pressures, and support the unique realities of service delivery in northern communities.

Service managers also need greater flexibility in funding formulas and program requirements so federal and provincial investments can be directed where they will have the greatest impact.

Northern communities face distinct realities, including distance, smaller and dispersed populations, transportation barriers, workforce shortages, and higher delivery costs, that differ from those in much of southern Ontario. Policies and funding models must recognize these differences to ensure equitable access to child care across the province.

NOSDA looks forward to further direction from the Province as we continue this journey together and continues to urge both levels of government to provide the flexibility and long-term funding certainty needed to build a sustainable child care system that works for every northern community in Ontario.

Read the announcement: Ottawa Commits Additional Funding for Federal Child Care Program in Ontario | Ontario Newsroom

‘Everyday Impact’

Paula Collison, Community Relations Worker with the Tenant Services Team, is being recognized with this month’s Everyday Impact Award.



Paula demonstrates care and compassion for tenants every day. She is a trusted listening ear, a kind smile, and a dependable source of support for those who need help navigating referrals to food programs, paperwork, banking concerns, or housekeeping challenges.

Paula goes out of her way to check in with tenants she has not heard from recently, particularly those who may benefit from additional support. As part of her portfolio includes the seniors’ building in Parry Sound, she actively connects with residents and liaises with family members to help ensure aging tenants receive the supports they need as their needs evolve. When a tenant has a need or request, Paula is a strong advocate who works to ensure it is addressed, and often exceeded.

Paula’s attention to detail extends to the move-in experience. She helps new tenants feel welcome and prepared by carefully explaining available resources, services, and supports, including connecting them with helpful neighbours who can make the transition into a new home smoother. If she notices an issue within a unit, she advocates to have it addressed so that each tenant can begin their tenancy in a welcoming, comfortable home.

Paula's tenants see her kind smile from the parking lot, and eagerly await greeting her to chat, something she always takes time to do. You can see in their faces that they truly appreciate her calm, gentle and friendly presence.

Human Resources Quarterly Update

The HR department has organized three OMERS sessions this fall to inform employees about their pension plan and give them an opportunity to ask questions directly to OMERS employees. Topics covered will include:

- How your OMERS pension is calculated
- How the OMERS bridge benefit works
- How your OMERS pension is protected from inflation
- How the OMERS Fund is performing
- How buying or transferring service can increase your future pension and may help you retire sooner
- How Additional Voluntary Contributions (AVCs) work
- How OMERS survivor benefit entitlement is determined
- Determining your retirement date - tips and tricks
- How to set up your myOMERS account

The DSSAB continues to experience significant challenges recruiting and retaining Registered Early Childhood Educators (RECEs) for its licensed childcare programs. These pressures are affecting the organization's ability to fill permanent and temporary vacancies promptly, maintain staffing continuity, and build a stable, qualified workforce.

To date in 2026, DSSAB has had 21 RECE recruitment postings: 11 vacancies and 10 contract opportunities. At the time of reporting, four RECE positions remain actively open and under recruitment: two full-time permanent and two full-time contract positions. Despite sustained recruitment activity, 60% of RECE postings have required at least one reposting, showing that an initial posting often does not generate a sufficiently qualified candidate pool.

Recruitment challenges are also evident at the interview and offer stages. While the offer acceptance rate is 82%, the interview withdrawal rate is 77.6%. Candidates have withdrawn for a range of reasons, including acceptance of competing employment opportunities, geographic and commuting barriers, changed circumstances or interest, work authorization or immigration considerations, and non-response or inability to contact the candidate. Further, the 12-month early turnover rate for RECE hires is 66.67%, indicating that recruitment alone is not resolving the staffing pressure; retention and labour-market competition remain material concerns.

Recent Ontario reporting has linked staffing shortages directly to unfilled or unavailable licensed childcare spaces and family wait-lists. In Northern Ontario, operators and service managers have reported that spaces may be funded and physically available but cannot be opened or fully utilized without sufficient qualified staff. (childcarecanada.org) The federal Job Bank currently rates the Ontario employment outlook for early childhood educators and assistants as "Good" for 2025–2027, citing employment growth and a small pool of unemployed workers with recent experience in the occupation. (jobbank.gc.ca)

In Health & Safety, we are completing Hazard and Risk assessments for all positions across the organization. Employers must conduct hazard and risk assessments for all jobs to identify the physical, psychological, environmental, ergonomic, and operational hazards employees may encounter before an incident occurs. In Ontario, this is a fundamental component of an employer's duty under the Occupational Health and Safety Act to take every precaution reasonable in the circumstances to protect workers. Assessments support informed decisions about safe work procedures, training, supervision, equipment, personal protective equipment, emergency response, and controls needed to eliminate or reduce risk. Regular assessment is particularly important when duties, work locations, equipment, staffing, legislation, or client needs change, as it helps ensure that health and safety measures remain effective and that employees can perform their work safely.

Licensed Child Care Programs

Total Children Utilizing Directly Operated Child Care in the District July 2026						
Age Group	**Fairview ELCC**	**First Steps ELCC**	**Highlands ELCC**	**Waubeek ELCC**	**HCCP**	**Total**
Infant (0-18m)	3	1	0	1	8	13
Toddler (18-30m)	7	8	4	13	20	41
Preschool (30M-4y)	20	17	23	41	43	134
# of Active Children	30	26	27	55	71	209
Total Children Utilizing Directly Operated Child Care in the District August 2026						
Age Group	**Fairview ELCC**	**First Steps ELCC**	**Highlands ELCC**	**Waubeek ELCC**	**HCCP**	**Total**
Infant (0-18m)	3	1	0	1	9	14
Toddler (18-30m)	8	7	4	13	23	55
Preschool (30M-4y)	20	18	23	41	43	145
# of Active Children	31	26	27	55	75	214

School Age Programs

School Age Programs Enrollment		
Location	**July 2026**	**August 2026**
Mapleridge After School	0	0
Mapleridge Before School	0	0
Home Child Care	34	13
Summer Rec	13	34
# of Active Children	47	47



- Smaller waitlist, most families want PT Care, taking FT first.
- Some older families ending care sooner for summer months prior to school enrollment.
- 1 home childcare program closed August 27, 2026

Inclusion Support Services – August 2026

Age Group	EarlyON	Licensed ELCC	Monthly Total	Discharges	Referrals	Waitlist
Infant (0–18 months)	0	1	1	0	0	0
Toddler (18–30 months)	1	2	3	1	0	0
Preschool (30–47 months)	4	35	39	3	0	0
JK/SK (48 months–6 years)	2	22	24	0	1	0
School Age (6 years+)	0	0	0	0	0	0
Monthly Total	7	60	67	4	1	0
Year to Date	***15***	***69***	***85***	***12***	***31***	***0***

Active Caseload: 67 Children

Referrals: 1 *(children may be referred for more than one reason)*



Inclusion Support Services Update

During the third quarter, the Inclusion Support Services team continued to strengthen service delivery, build staff capacity, and support children and families as they prepared for key transitions.

Four Resource Consultants (RCs) and the Program Supervisor completed the Ages & Stages 3 and ASQ SE 2 Questionnaires: Social-Emotional, Second Edition (ASQ3:SE-2) Train-the-Trainer session together. The training was offered by Infant and Early Mental Health Promotion at SickKids. The team is now connecting with program partners to explore how ISS can further support the consistent use of this screening tool across programs. We are fully certified to host training of this tool to both small and large groups.

The ASQ:SE-2 is an important early childhood screening tool that helps identify children who may benefit from additional support related to social-emotional development, including self-regulation, communication, autonomy, affect, and interactions with others. Early identification supports timely conversations with families, appropriate referrals, and coordinated intervention planning before concerns become more significant.

The team also welcomed back its sixth Resource Consultant, who had been supporting another department through a temporary contract. Their return restores additional capacity to the team and supports continued responsiveness to children, families, and program partners.

To improve operational efficiency and service accessibility, the ISS team reviewed current caseloads and began redistributing children among RCs in September. This work was undertaken to better align service hours, geographic locations, and staff capacity while maintaining continuity of support for children and families.

ISS staff continued to actively support children transitioning into full-time school. The team participated in numerous transition-to-school meetings with families, schools, child care providers, and other community partners to help ensure strategies, supports, and relevant information were shared as children moved into the school environment.

The team also participated in several community outreach opportunities during the quarter, including back-to-school evenings and the End of Summer Celebration hosted by Hands the Family Network in Parry Sound. These events provided valuable opportunities to connect with families, promote available services, and strengthen relationships with local community partners.

EarlyON Update

EarlyON Child and Family Centre Reporting Month: August 2026		
Activity	**Monthly Total**	**Year to Date**
Number of Child Visits	674	6657
Number of Unique Children - monthly	243	924
Number of Adult Visits	429	4768
Number of Unique Adults - monthly	165	772
Number of Professionals	13	215
Number of Virtual Programming Events	0	22
Number of engagements - social media	1028	3857
Number of views - social media	32700	190076

During the summer months, EarlyON hosted pop-up events throughout the District, bringing free early years programming directly into communities and increasing access for children and families who may not regularly attend a main EarlyON site. These events provided opportunities for families to connect, participate in play-based learning, access information and supports, and build relationships within their communities. Outdoor programming supports children's early learning and well-being by providing space for movement, exploration, sensory play, creativity, and connection with nature. Time outdoors also creates meaningful opportunities for children and caregivers to learn together through active, responsive, and child-led experiences. Staff have also continued to enhance the outdoor play spaces at the main EarlyON sites. Improvements are intended to create welcoming, engaging, and developmentally appropriate environments that encourage outdoor learning throughout the year.

This summer, EarlyON also began offering afternoon programming. The additional programming option has been well received by families, particularly those with children who may no longer nap and have increased energy and readiness for play and social engagement later in the day. Afternoon programming provides families with greater flexibility and supports continued access to meaningful early learning opportunities.

Our Resource Facilitator – Literacy Specialist has also travelled to child care and EarlyON sites across the District to support early literacy experiences for children, families, and educators. Early literacy is a critical foundation for language development, communication, memory, social-emotional learning, and future school readiness. Through responsive, play-based activities such as shared reading, storytelling, songs, conversation, and fine-motor experiences, the Resource Facilitator helps children build interest and confidence in language and print while supporting educators with resources and strategies tailored to the needs of their individual programs.

August Summary	
Total Visits	15
Total Programs/Centres	12
Total Hours	28
Total Children	157
Total Professionals	29
Total Adults	69
Total Families	43

Child Care Service Management

Total Children by Funding Source

ACTIVE		
Funding Source	**# of Children**	**# of Families**
CWELCC	46	45
CWELCC Full Fee	233	228
Extended Day Fee Subsidy	5	5
Fee Subsidy	55	45
Full Fee	2	2
Ontario Works	2	2
Total Active:	**343**	**327**

NEW		
Funding Source	**# of Children**	**# of Families**
CWELCC	2	1
CWELCC Full Fee	5	4
Extended Day Fee Subsidy	0	0
Fee Subsidy	2	2
Full Fee	0	0
Ontario Works	0	0
Total New:	**9**	**7**

EXITS		
Funding Source	**# of Children**	**# of Families**
CWELCC	0	0
CWELCC Full Fee	2	2
Extended Day Fee Subsidy	1	1
Fee Subsidy	26	23
Full Fee	0	0
Ontario Works	0	0
Total Exits:	**29**	**26**

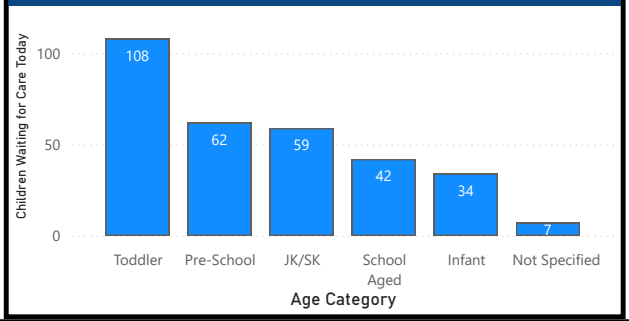
The District of Parry Sound Child Care Application Portal was launched on July 24, 2024. Since implementation, operators and child care service management staff have been working to "clean" the Application Portal by removing duplicates, training staff and assisting families with updating their profiles.

Registry and Waitlist Data August 2026

Children Waiting for Primary Care Today

312

Children Waiting for Primary Care by Age Category



Children Aged 0-4 Waiting for Primary Care Today

204

Children who Identify as Indigenous

78

Children Identifying Francophone Relatives

49

Children Placed - The number of unique children placed in a program.

Spaces Filled - The number of spaces filled by a child. A child may be placed in more than one space, ie: before school space and after school space.

Additions to Application Portal this Month

24

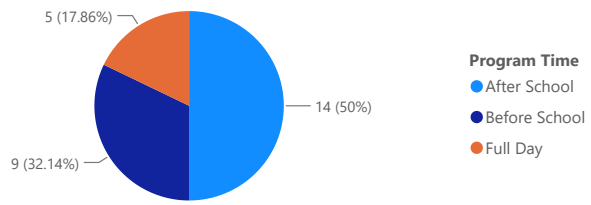
Children Placed

23

Spaces Filled

28

Spaces Filled by Program Time



Child Care Service Management Quarterly Update

As we continue to support educators across the district, we want to place a greater emphasis on the importance of supporting staff in their roles and helping them feel confident and competent in meeting the needs of the children they serve.

We have noticed an increase in educators seeking additional support while working with children, often due to limited experience, lack of formal Early Childhood Studies (ECS/ECE) training, or the ongoing challenges associated with recruiting and retaining qualified Early Childhood Educators. As recruitment and retention continue to be a priority across the sector, we are exploring new ways to support educators in the field.

This fall, we will be offering school-age training sessions dedicated to supporting educators who work with school-age children. These sessions will focus on program planning, managing challenging behaviours, and other topics that will enhance program quality and strengthen educators' skills and confidence.

In addition, we are hosting a Nature-Based Play training at the Bobby Orr Community Centre in October to support educators in understanding the importance of outdoor experiences for children in child care settings. We have invited Bienenstock Natural Playgrounds, whose work focuses on connecting children with nature and encouraging outdoor exploration. This hands-on training opportunity will provide educators with practical experiences, new ideas, and valuable networking opportunities while strengthening their knowledge of planning meaningful experiences for children in natural outdoor environments.

Throughout the summer months, we were also able to support many families in accessing fee subsidy for recreation programs across the district. However, changes in program operations, including requirements for full-time enrollment, have created challenges for some families seeking access to fee subsidy funding. As a team, we continue to explore solutions that will help families access affordable child care and maintain their ability to participate in the workforce.

Over the past nine months, the Early Years Pedagogy Lead has completed 104 visits to school-age programs, licensed child care centres, EarlyON child and family centres, and licensed home child care programs throughout the district, including 15 recreation program visits over the summer where QUEST2 (Quality Experience Scanning Tools) assessment forms were completed. These visits have supported relationship-building with program staff and provided opportunities to observe quality experiences for children. Guidance has been provided in areas such as documentation, children's experiences, self-regulation, programming, and program development goals.

Child care programs receive an observation form based on the four foundations of How Does Learning Happen? — Belonging, Well-Being, Engagement, and Expression. For each foundation, the form identifies an observation, an observed strength, a work in progress, and a key recommendation from the visit. Follow-up occurs during the next scheduled visit to review progress, provide further support, and identify next steps. Additional support was provided to three childcare centres during professional development days and to three home childcare programs as part of the directly operated Professional Development Days.

A regular Early Years newsletter, as well as a school-age newsletter, goes out each quarter that promotes knowledge-sharing by highlighting relevant pedagogical topics, shared Padlet resources, successful practices within local programs, and monthly educator challenges. This approach recognizes program strengths while supporting ongoing reflection and development.

Income Support & Stability Quarterly Update



In August, the Income Support & Stability team initiated our Encampment Response Plan and successfully resolved an encampment site within the district. For the purposes of the District's response, an encampment is identified as two or more tents located together where individuals are experiencing homelessness. Staff applied the skills and approaches developed through OrgCode training and laid out in the Plan. Through consistent outreach and relationship-building, staff worked directly with the individuals at the site to understand their circumstances, identify available options, and connect them with appropriate housing resources. The site was successfully resolved through a housing-focused approach, with the individuals supported in securing housing. This work demonstrates the team's continued focus on engagement, diversion, housing resolution, and a coordinated response to encampments

Effective August 13, 2026, the Ministry amended Ontario Works and ODSP regulations to clarify that individuals without authorization to remain in Canada, as well as those authorized to remain only temporarily, are not eligible for social assistance. The amendments remove ambiguous references to “visitors” and “tourists,” reinforce existing eligibility policy, and eliminate the previous exception for individuals subject to a removal order who were unable to leave Canada for reasons beyond their control, while maintaining distinctions for removal orders that are stayed or where applications to remain in Canada have been made under *the Immigration and Refugee Protection Act*. The Ministry has issued updated service-delivery direction to support timely, consistent administration of these requirements by service manager.

An Ontario Works program update was provided by the Ministry of Children, Community and Social Services (MCCSS). The update highlighted that the Ontario Works program is performing well both in outcomes and service delivery, with several areas showing particularly strong results.

Key highlights include:

1. Meeting All Four Provincial Targets
   The program is currently meeting all four identified provincial targets. Notably, our Exits to Employment results place us within the top five in the province.

2. Employment Verification Process (EVP)
   We are achieving 100% in EVP, which is a significant area of focus for the province. This demonstrates strong compliance and consistency in our employment-related processes.

3. Overpayment (O/P) Recovery Rate
   Our overpayment recovery rate continues to be positive, demonstrating effective follow-up and recovery processes.

4. Deferrals – Significant Improvement
   Deferrals have been an area of significant improvement. Our rate has decreased from 7% to 2%, representing a substantial improvement in service delivery. The current provincial average is 5.8%, placing our program well below the provincial rate.

Overall, the MCCSS feedback recognizes the strong performance of the Ontario Works program, both in achieving provincial targets and in the continued improvement of service delivery outcomes
The Income Support & Stability team continues to work with Built for Zero and our assigned coach to strengthen our local homelessness response and build capacity around housing stability.
We are currently working with our coach to identify and apply for additional funding opportunities while continuing to develop program supports for clients who are at risk of losing their housing.
A key component of this work is the ongoing analysis of our local data. We continue to review trends, outcomes, and client information to better understand where people are experiencing barriers to housing stability and where additional supports may be required. We anticipate achievement of Quality By Name Data later this fall.

IS&S program continued to work with Clark Communications to enhance our FIIT (Flexible, Innovative, Integrated Tool) system.
Ongoing system enhancements will allow the program to capture and analyze additional data points, strengthening our ability to understand client needs, service delivery, and program outcomes. As we continue to focus on improving our data collection, these enhancements will provide greater opportunities to identify trends and use data to inform program planning and decision-making.

The Income Support & Stability Supervisors participated in the planning committees for the upcoming Homelessness and Social Assistance Days for OMSSA's Virtual Forum.
The Income Support & Stability teams will participate in this training opportunity in October, supporting continued professional development and strengthening collaboration across services

In September a Diversion Training session for community partners, facilitated by OrgCode was provided. The session received an overwhelming response, with more than 50 community partners in attendance. The training provided an opportunity to discuss the District's Housing Response Plan and build a shared understanding of homelessness, diversion, and the importance of early intervention.
The session also created valuable opportunities for collaboration and conversation among service providers across the district. By bringing partners together around a common approach, the training helped strengthen relationships and improve understanding of how organizations can work together to support individuals experiencing or at risk of homelessness.
A follow-up training session is planned for the fall. Since the initial training, Income Support and Stability staff have continued to coordinate more closely with community partners and services, helping to create a more connected and unified approach to supporting individuals and families across the district.

September was a busy month for the Income Support & Stability program, with many accomplishments and continued progress across several areas of our work. However, one of the most meaningful moments for the team was being brought together and hearing, for the first time, that our program has been nominated for the Municipal Leadership Award through the Canadian Alliance to End Homelessness.
The nomination was submitted by Nicole Cortese, Senior Associate with OrgCode, who has worked closely with the District on the Housing Loss Prevention Strategy and the Encampment Response Plan.
The Municipal Leadership Award recognizes those who have demonstrated leadership in preventing and ending homelessness through evidence-informed action and measurable progress.
While the nomination is an acknowledgement of the program's work, it is also a reflection of the dedication and commitment of the entire Income Support & Stability team. The work being recognized is the result of staff continuing to challenge existing approaches, build partnerships, use data to inform decisions, and focus on finding housing solutions for people experiencing or at risk of homelessness.

Being able to share this recognition with the team was a particularly meaningful way to close out a very busy and productive month.

"Jeff and the District of Parry Sound DSSAB team demonstrate the type of municipal leadership required to make homelessness rare, brief, and non-recurring. They have shown that strong leadership does not mean having the answer before the work begins. It means being prepared to ask better questions, follow the evidence, bring people together, change course when necessary, and then turn what is learned into action.
For their commitment to evidence-informed decision-making, prevention, collaboration, and measurable progress toward reducing homelessness, Jeff and the District of Parry Sound Social Services Administration Board team are deserving recipients of the Municipal Leadership Award." – Nicole Cortese

These past few months the team continues to participate in community events throughout the district, strengthening partnerships, connecting with community members, and increasing awareness of the supports and services available through Income Support and Stability.
They really enjoy meeting new people and supporting our partners with the events they host. The Parry Sound office has solidified a schedule where staff will be attending the YMCA office every Wednesday and YMCA staff will becoming to their office on Thursdays. This approach has allowed us to meet with clients together to help clients meet their employment goals sooner.







The Income Support and Stability Team has had many wonderful outcomes for clients, but this summary case is one that took the community to come together to support this vulnerable individual.

On August 24, the team received a referral from Burk's Falls OPP regarding a male staying at Tom Thomson Park in South River. Staff located the client in the community and found him visibly unwell, fatigued, and physically weak. He reported having been assessed by ambulance earlier that day but had declined transportation to hospital. The client initially declined assistance but agreed to a follow-up visit and requested support connecting with his brother in Parry Sound.

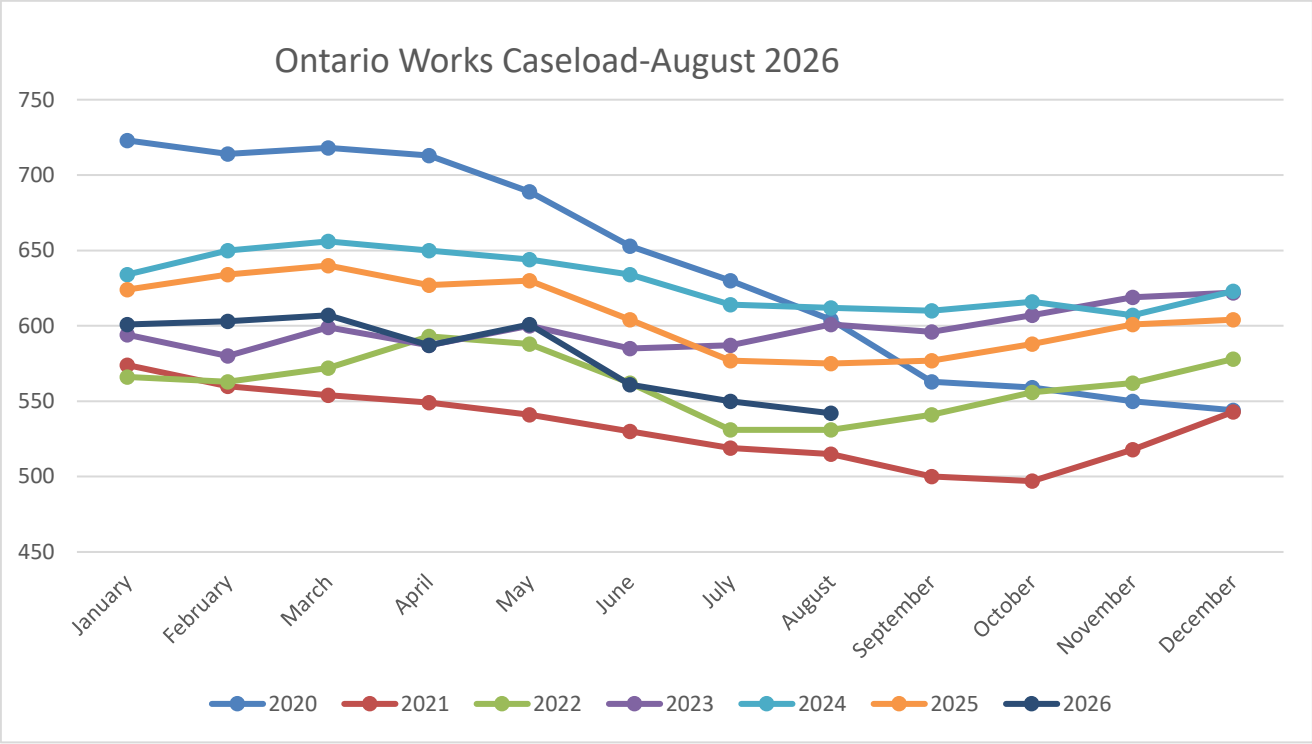
Over the following days, staff maintained regular contact with the client and coordinated with Community Paramedicine, emergency services, By-Law Enforcement, OPP, family members, and the Village of South River. Staff provided food and arranged a wellness assessment, which identified the need for ongoing medical attention. Efforts to secure temporary hotel accommodations were unsuccessful; however, staff were able to reconnect with the client's brother, who agreed to provide accommodation and support if transportation could be arranged. Staff also identified additional personal care needs and worked with the Village of South River to provide access to shower facilities and clean clothing.

Staff coordinated transportation for the client to meet his brother in Barrie, assisted him with packing his belongings, and secured a bus ticket. The Village of South River also agreed to assist with the removal and disposal of the client's remaining belongings at the park. The following morning, the client's brother confirmed that he had arrived safely and was seeking medical assistance. Through strong collaboration across community and emergency services, the client was successfully connected with family support, a safer living environment, and access to ongoing medical care.

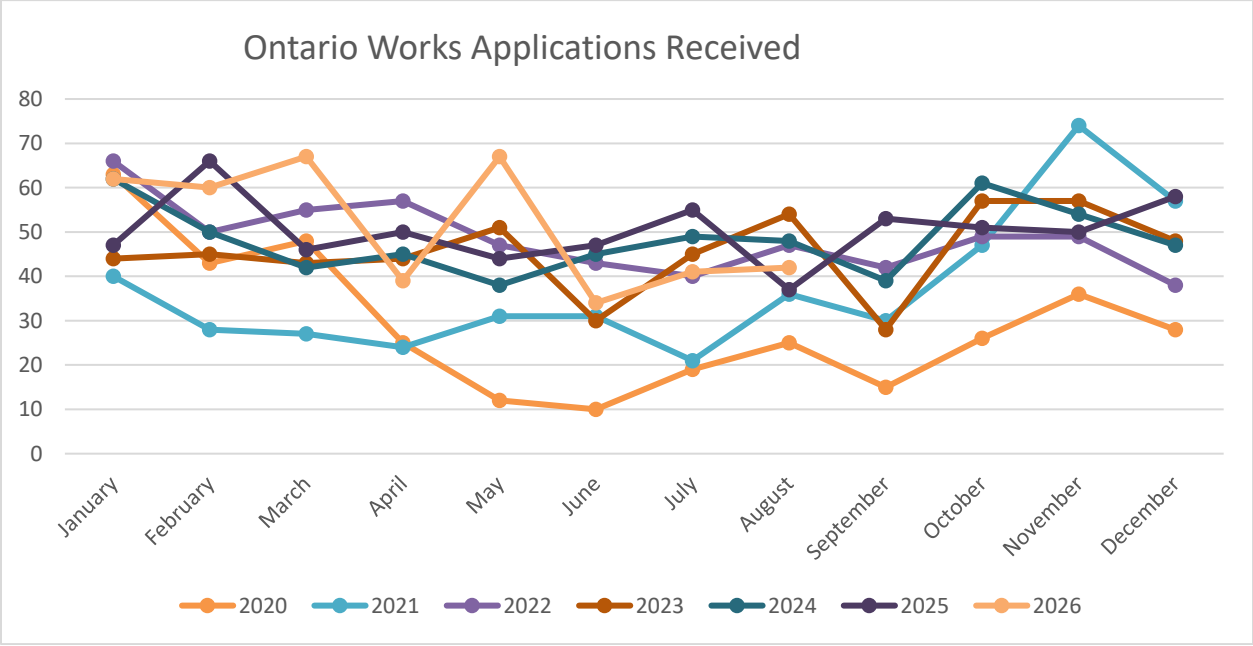
In September, we continued to grow our Transitional Housing program. Through a new partnership with a local landlord in South River, the DSSAB has secured a three-bedroom home, which we will take possession of on October 1, 2026.

We will begin a soft launch of the home with our first move-in planned for late October, with the goal of having the home fully occupied by mid-November. This new unit will expand our ability to provide safe, stable, transitional housing to individuals and families in our district.

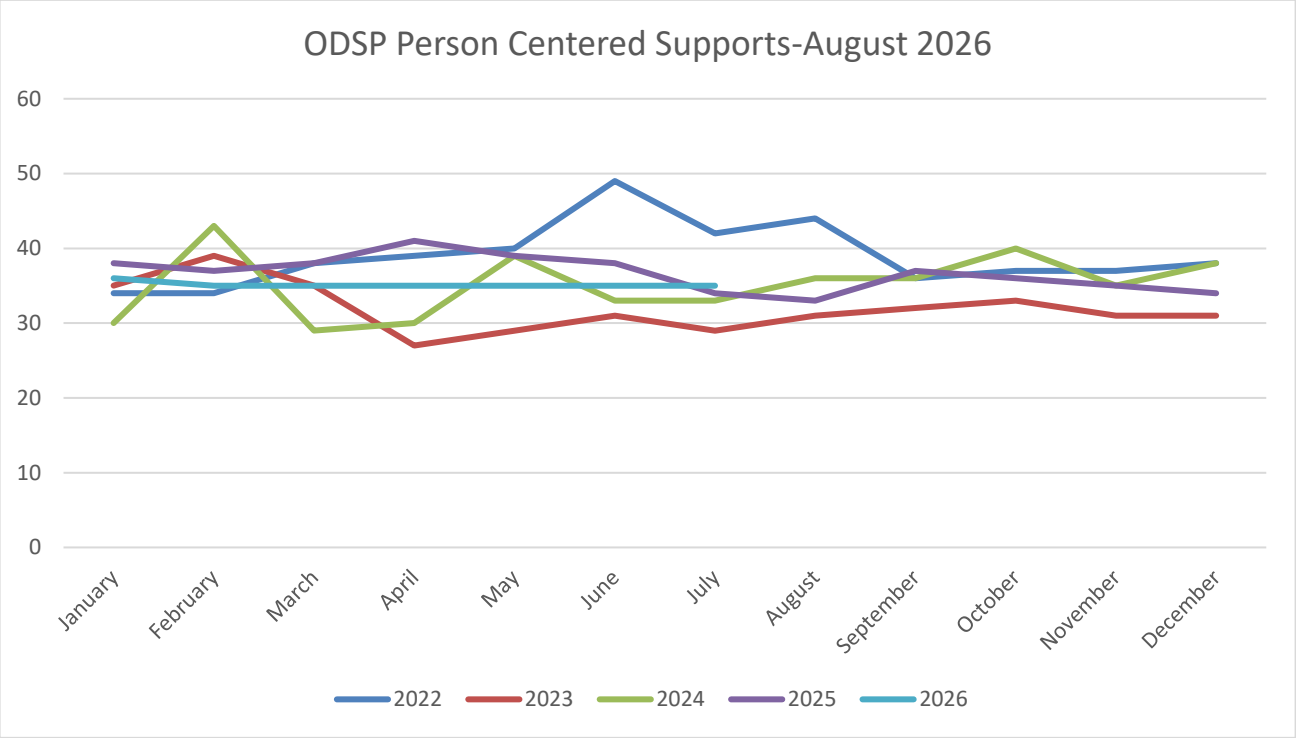
We are excited to share further updates, including photos of the home and the impact of this new partnership, in our next Board narrative.



Ontario Works Intake - Social Assistance Digital Application (SADA) & Local Office Ontario Works Applications Received



ODSP Participants in Ontario Works Employment Assistance



The OW Caseload continue to hold steady at **542** cases. We are providing **35** ODSP participants Person-Centred Supports. We also have **54** Temporary Care Assistance cases. **42** applications were received through the province's Ontario Works Intake Unit (OWIU).

Ministry of Children, Community and Social Services
Integrated Employment Services

Ontario Works (OW) Performance Measures

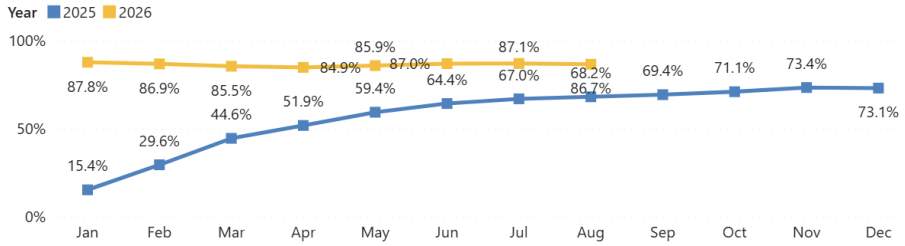
District of Parry Sound Social Services Administration Board

On March 1st, 2025, as part of the province's Employment Services Transformation, we officially entered Integrated Employment Services model (IES) along with our Northeast DSSAB partners with our new Service System Manager College Boreal. This means that employment assistance for Social Assistance recipients now moves under the Employment Ontario umbrella. We are responsible for providing Person Centered Supports to SA Recipients in 4 Support Pillars.

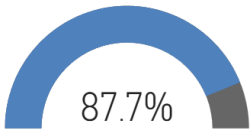
· Crisis & Safety-homelessness, personal safety
· Health-medical, mental health counselling, addiction treatment
· Life Skills-Literacy and Basic Skills such as budgeting, time management
· Community Supports-Housing, transportation and legal support

*NDA-Non-Disabled Adult

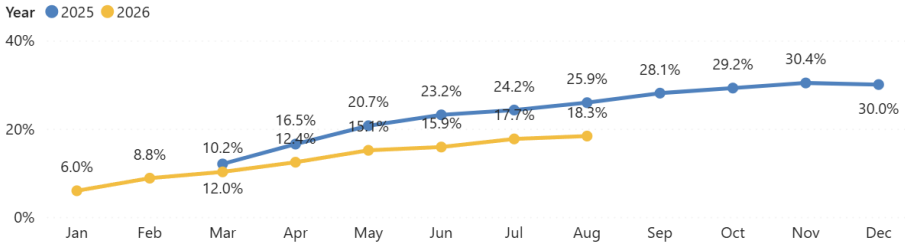
Percentage of OW + NDA Members with mandatory participation requirements that have created a Social Assistance Action Plan (Cumulative Year-to-Date)*



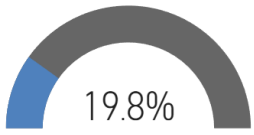
Provincial Value for Latest Month in Selected Range



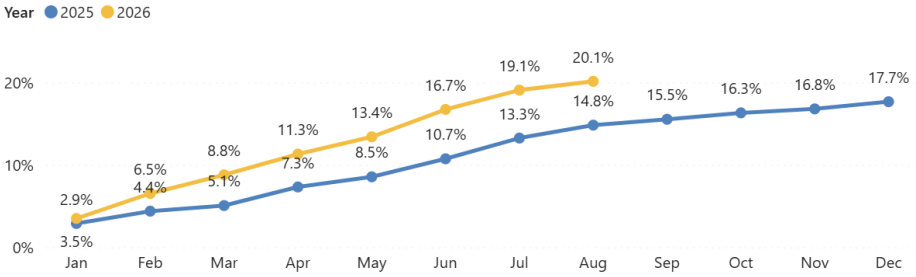
Percentage of OW + NDA Members with mandatory participation requirements that are referred to EO (Cumulative Year-to-Date)



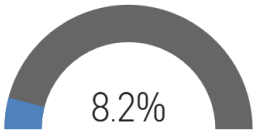
Provincial Value for Latest Month in Selected Range



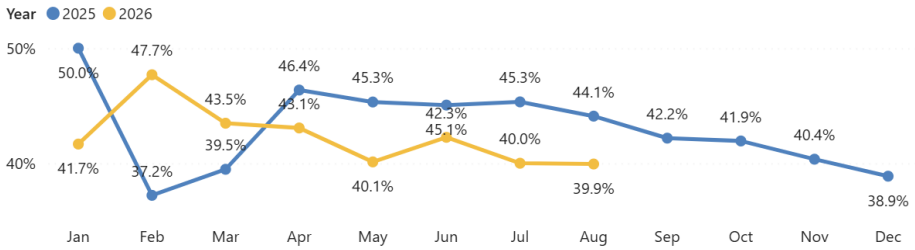
Percentage of Ontario Works cases exiting to employment (Cumulative Year-to-Date)



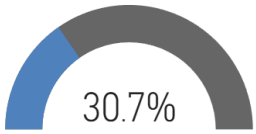
Provincial Value for Latest Month in Selected Range



Percentage of Ontario Works cases who exit the program and return within one year (Cumulative Year-to-Date)

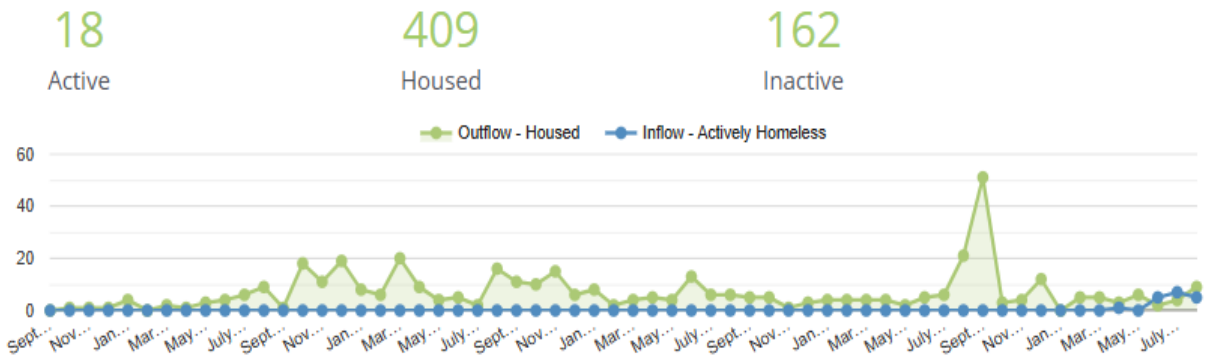


Provincial Value for Latest Month in Selected Range



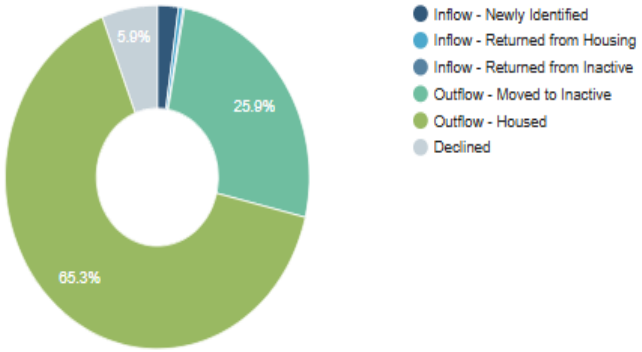
By Name List

The By Name List is real-time list of all known people who are experiencing homelessness in our community that are willing to participate in being on the list and connecting with our agency for ongoing support to obtain affordable and sustainable housing. The individuals who are connected to this program are provided Intense Case Management supports with the foundations from Coordinated Access towards housing focused solutions.



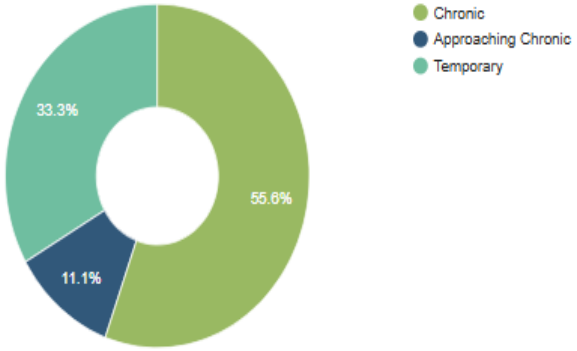
BNL INFLOW & OUTFLOW Print

Type	Clients
Inflow - Newly Identified	14
Inflow - Returned from Housing	3
Inflow - Returned from Inactive	1
Outflow - Moved to Inactive	162
Outflow - Housed	409
Declined	37



ACTIVE CLIENTS BY HOMELESS PRIORITY Print

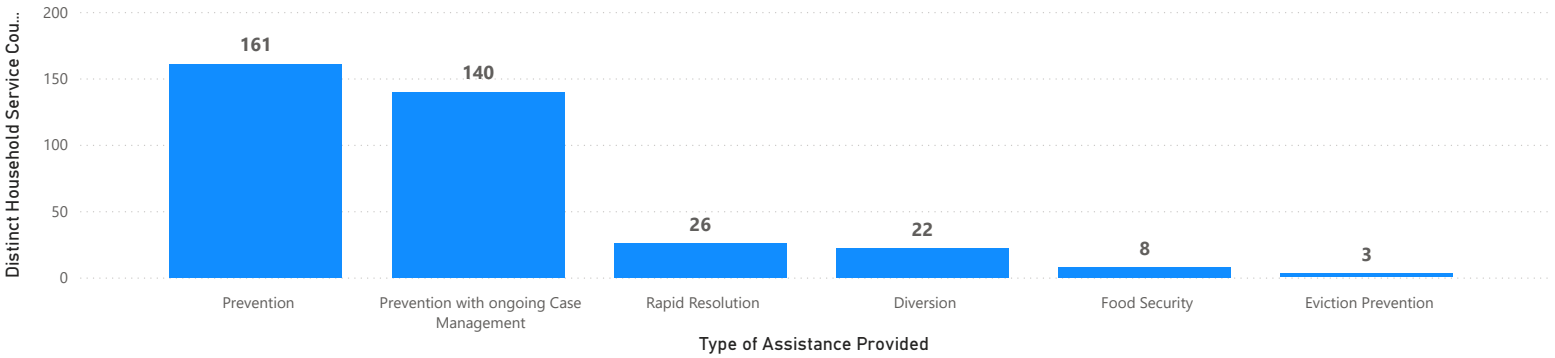
Type	Clients
Chronic	10
Approaching Chronic	2
Temporary	6
N/A	0



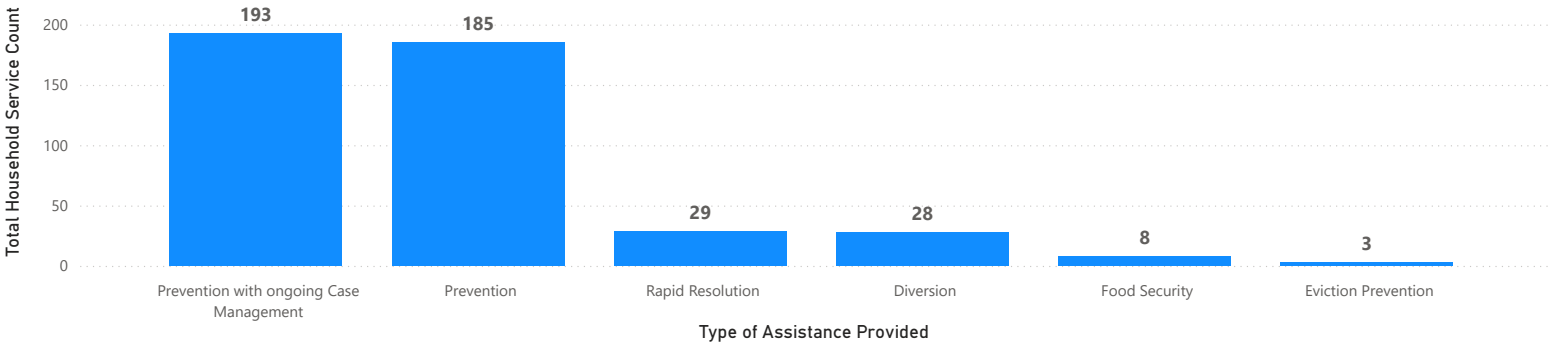
Year, Month

Multiple selections

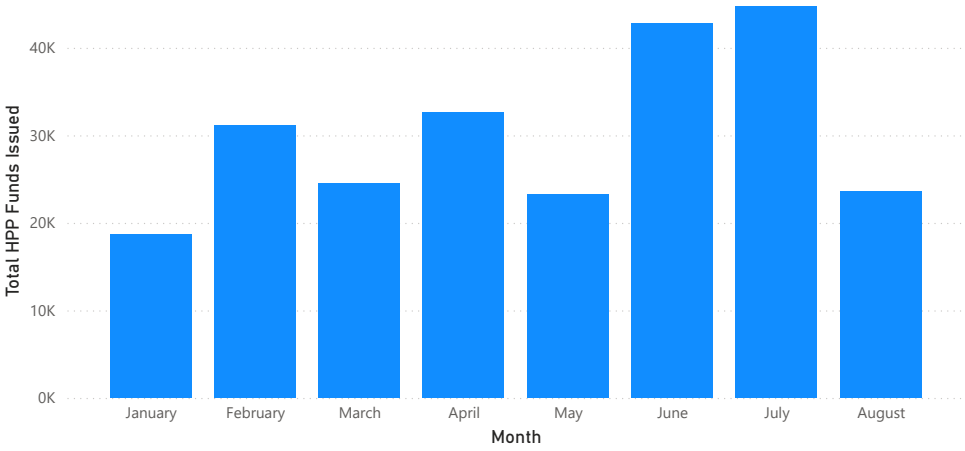
Distinct Household Service Count by Type of Assistance Provided



Total Household Service Count by Type of Assistance Provided



Total HPP Funds Issued by Month



Type of Assistance-HPP

All

Year, Month

Multiple selections

241,242.13

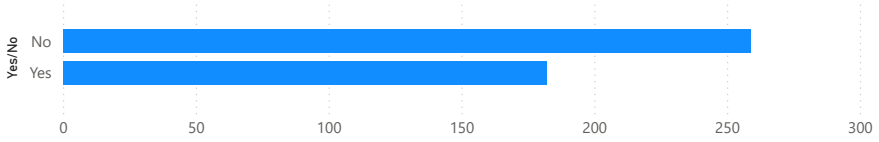
Total HPP Funds Issued

Provincial Priority Groups	Unique Households Served
Chronic Homelessness	20
Indigenous	15
Transitioning from Provincial Institution	4
Youth aged 16-25	20
Total	**57**

Income Source	Unique Households Served	Total HPP Funds Issued
OW	124	115,617.34
ODSP	92	84,057.58
Low Income Non Senior	74	18,265.69
Low Income Senior	45	23,301.52
Total	**323**	**241,242.13**

Housing Status	Unique Households Served
At Risk of Homelessness	290
Experiencing Homelessness (and not currently on BNL)	28
On BNL	20
Total	**323**

Has the client been issued HPP in the past?



Type of Assistance Provided	Low Income Non Senior	Low Income Senior	ODSP	OW	**Total**
Diversion	5	4	7	6	**22**
Eviction Prevention			2	1	**3**
Food Security		2	2	4	**8**
Prevention	45	34	62	22	**161**
Prevention with ongoing Case Management	19	10	22	94	**140**
Rapid Resolution	9		10	7	**26**
Total	**78**	**49**	**105**	**134**	**359**

Year, Month

Multiple selections

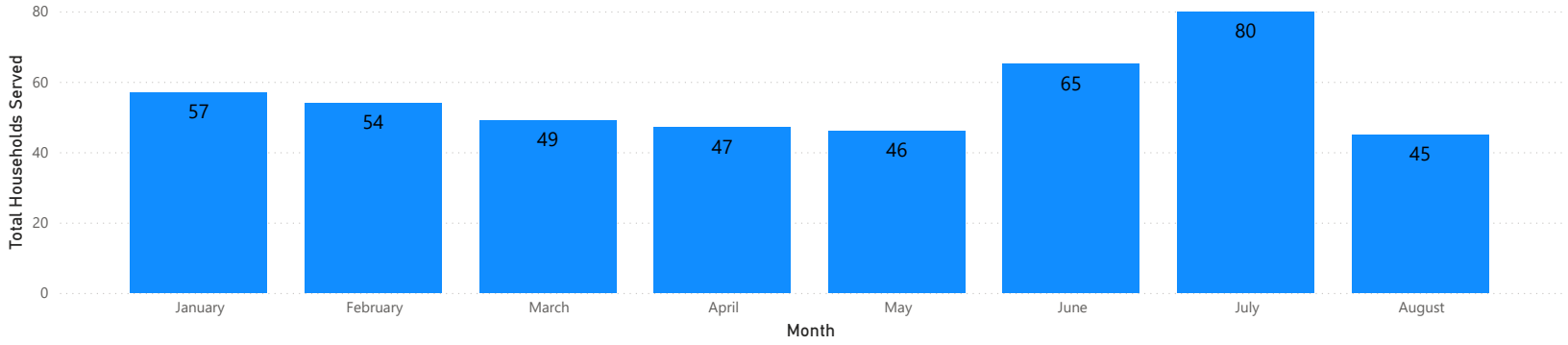
323

Unique Households Served

443

Total Households Served

Total Households Supported through HPP by Month-All



Housing Programs Update—August 2026

Social Housing Centralized Wait List Report			
	East	West	TOTAL
April 2026	Parry Sound	Parry Sound	
Seniors	58	157	**215**
Families	189	513	**702**
Individuals	706	192	**898**
TOTAL	**953**	**862**	**1815**
Total Wait List Unduplicated			**492**

Social Housing Centralized Wait List (CWL) 2025-2026 Comparison Applications and Households Housed from the CWL											
Month 2025	New APP	New SPP	Cancelled	Housed	SPP Housed	Month 2026	New App	New SPP	Cancelled	Housed	SPP Housed
Jan	9			2		Jan	6	0	9		
Feb	8		2	3		Feb	11	2	5	1	
Mar	9	1	4	1		Mar	9		5	3	1
Apr	6	1	10			Apr	4			1	1
May	11		1	2		May	21	1			
June	12	2	1	2		June	14		8	3	
Jul	14			2	1	Jul	15			4	3
Aug	9	1	1	2	1	Aug	6		2	1	
Sept	7	4	1	2	2	Sept					
Oct	8		1	1		Oct					
Nov	1	1	1			Nov					
Dec	7		5	2	1	Dec					
Total	101	10	27	19	5	Total	86	4	29	13	5
						SPP = Special Priority Placement					

HOUSING PROGRAMS UPDATE (Q3 July, August, September 2026)

Housing Programs continued to focus on the administration of housing assistance, rent supplement delivery, centralized waitlist maintenance, and community-based housing initiatives during Q3.

Key activities included the opening of the Canada-Ontario Housing Benefit (COHB) allocation, ongoing updates to the centralized RGI waitlist, continued creation of rent supplement agreements through Housing and Homelessness Plan (HPP) and Canada-Ontario Community Housing Initiative/Ontario Priorities Housing Initiative (COCHI/OPHI) funding, completion of Ontario Renovates projects, and preliminary planning for National Housing Day activities in November 2026.

Canada-Ontario Housing Benefit (COHB)

The COHB allocation opened during the third quarter. The availability of funding provides an opportunity to support eligible households waiting for housing-related financial assistance.

The 2026 allocation is lower than the prior-year allocation, resulting in fewer available spaces. Housing Programs staff are working with internal departments and community partners to identify eligible households and support applications within the available allocation.

Program efforts remain focused on assisting households to secure and maintain sustainable housing arrangements.

Centralized RGI Waitlist Update
The centralized waitlist update remains in progress. This is a detailed and resource-intensive initiative involving the full Housing Programs team in addition to regular operational responsibilities.
More than half of applicants on the waitlist have now been contacted to update their information and confirm their continued interest and eligibility for Rent-Geared-to-Income (RGI) housing. Work will continue to ensure waitlist records accurately reflect applicant eligibility, household circumstances, and housing needs.

August 2026 Waitlist Activity

Activity	Number	Notes
New eligible RGI applications	6	Added to the centralized waitlist
Ineligible applications	3	Income and/or assets exceeded eligibility limits
Cancelled applications	2	One applicant deceased; one exceeded income threshold following update
Applicants moved to bottom of waitlist	6	Applicants refused an offer of housing but elected to remain on the waitlist
Applicants housed	1	Housed during August
Special Priority applications requested	5	Applications requested during August
Complete Special Priority applications received	2	Received within the month

Several Special Priority applications remain in progress. Staff work with support agencies and, where applicable, applicants obtain the documentation required to complete a thorough eligibility review.

Rent Supplement Program

Homelessness Prevention Program (HPP) funded Rent Supplement

Due to limited availability of HPP rent supplement funding, staff are transitioning eligible existing rent supplement households to maximum shelter calculations. This calculation is also being applied to new rent supplement agreements that meet the applicable criteria. This approach has created capacity within the HPP rent supplement budget while continuing to support existing tenants as market rents increase.

Since July 1, 2025, six new rent supplements have been established through existing HPP funding:

Period	New HPP Rent Supplements
2025/2026	4
2026/2027 to date	2
Total	6

Canada-Ontario Community Housing Initiative/Ontario Priorities Housing Initiative (COCHI/OPHI) funded Rent Supplement

Under COCHI/OPHI Year 7, the National Housing Strategy target was to establish six additional rent supplements. COCHI/OPHI Year 8 includes a further target of six rent supplements, for a combined target of 12 new agreements across the two investment plans.

Using a combination of HPP and COCHI funding, Housing Programs has established 13 new rent supplements, exceeding the combined target.

Funding / Target Area	New Agreements
HPP-funded rent supplements since July 1, 2025	6
COCHI-funded agreements in 2025/2026	2
COCHI-funded agreements in 2026/2027 to date	5
Total new rent supplements	**13**
Combined COCHI/OPHI target, Years 7 and 8	12

COCHI funding is restricted to rent supplements in non-profit housing buildings. Limited market-rent unit availability within the non-profit housing portfolio remains a constraint. DSSAB's non-profit housing partners have worked collaboratively with Housing Programs staff to identify suitable units and support progress toward program targets.

Ontario Renovates

Three Ontario Renovates Home Repair projects were completed under OPHI Year 7 funding.
Eligible repairs included:

- Window and door replacements
- Roof replacement
- Installation of new HVAC systems
- These investments support homeowners to maintain safe, functional housing and remain in their homes.

National Housing Day Planning

Preliminary planning is underway for National Housing Day activities in November 2026. Staff are considering a full-day event, bringing together community partners to promote local housing services, available resources, and collaboration across the district.

Feedback from the November 2025 event was positive, particularly regarding opportunities for agencies to connect and build awareness of services available throughout the district. Winter weather prevented the planned east-side event from proceeding in 2025.

To reduce weather-related risk, staff are aiming to schedule 2026 activities earlier in November and are working toward events on both the east and west sides of the district.

Next Steps

Housing Programs will continue to:

- Administer the available COHB allocation and support eligible households.
- Complete the centralized RGI waitlist update.
- Monitor rent supplement funding capacity and establish additional agreements where eligible units and funding permit.
- Work with non-profit housing providers to identify market-rent units suitable for COCHI-funded rent supplements.
- Advance planning and partner engagement for National Housing Day activities.

HOUSING OPERATIONS AND SERVICE MANAGEMENT

August 2026 Statistical Information

Activity for Tenant Services

	CURRENT MONTH	YEAR TO DATE
Move-Outs	1	21
Move In (Centralized Waitlist along with Internal transfers)	3	17
L1/L2 Hearings	1	6
N4 Delivered to tenant or filed with the LTB– Notice of eviction for non-payment of rent	0	5
N5 Filed with the LTB– notice of eviction disturbing the quiet enjoyment of the other occupants	0	15
N6 Filed with the LTB –notice of eviction for illegal acts or misrepresenting income for RGI housing	0	1
N7 Filed with the LTB – notice of eviction for willful damage to unit	0	0
Repayment Agreements (new) (Formal & informal)	2	8
No Trespass Order	0	0
Mediation/Negotiation/Referrals	28	274
Tenant Home Visits/Wellness checks	34	453
Tenant Engagements/Education	15	84

TENANT SERVICES UPDATE (Q3 July, August, September 2026)

Tenant Services hosted several community BBQ events during the third quarter, providing opportunities for tenant engagement and connection. Feedback from attendees was highly positive. The West Side BBQ, originally scheduled for July, was postponed due to poor air-quality conditions and rescheduled for August. The rescheduled event achieved the highest attendance recorded for a Tenant Services BBQ.

Events included food, wellness and education stations, children's activities such as face painting and crafts, and candy jar prize draws. The Parry Sound Fire Department supported the event through a fire extinguisher training session and supervised water-play activities using a fire truck. Community partners, including CMHA, EarlyON and the Friendship Centre, participated by providing information and resources to tenants.

In July, Tenant Services implemented the Case Manager module within Yardi. Staff have begun progressively adding case types and related content, with the module performing as intended. The module is expected to become a regular operational tool for recording applicable tenant matters, communicating relevant information among staff, and tracking case progress.

The implementation supports more coordinated work between Tenant Services and Maintenance in areas including housekeeping and hoarding concerns, pest control, tenant complaints and eviction-related actions.





Activity for Property Maintenance – August 2026

Pest Control		Monthly pest control inspections were completed at 8 buildings. 35 units were inspected. Of the 35 units, 2 units required treatment.
Vacant LHC units	13	Vacancy includes units requiring capital repairs
Vacant units: TMV	5	
After Hours Calls	9	monitoring station offline, no power in unit, no hot water, pests in the unit, smoke detector
Work Orders Purchase Orders	134 158	Work orders are created for our staff to complete routine maintenance repairs for all DSSAB/LHC Buildings Purchase Orders are for services, and materials required outside of the Housing Operations Department scope of work for the LHC/DSSAB properties
Fire Inspections	2	9 Fire inspections completed on properties in August with Huronia Alarms/FPO's. Monthly inspections continue at every building.
Annual Inspections	1	Annual inspections completed in August.
Inspections (Other)	20	Housing keeping, Fire Prevention Officer follow up, pests, and preconstruction/postconstruction
Incident Reports	0	

PROPERTY MAINTENANCE UPDATE (Q3 July, August, September 2026)

Over recent months, the Maintenance Department has been completing annual inspections throughout the district. The inspections include visits to buildings and tenant units to review general housekeeping conditions, identify potential pest activity, and document maintenance issues that may not have been reported through the regular work-order process.

This work provides current, first-hand information on the condition of tenant units and common areas. Early identification of concerns supports timely repairs, coordinated pest-management measures where needed, and proactive property maintenance.

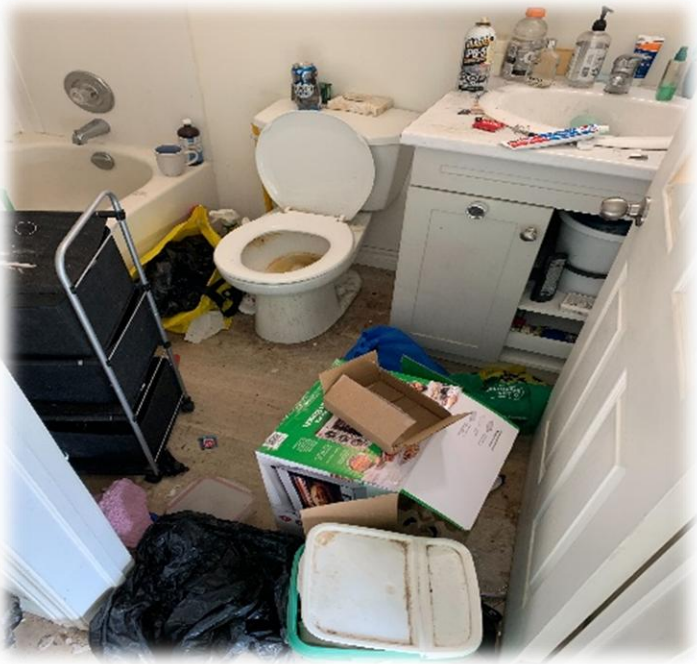
The inspection process also creates an opportunity for Maintenance staff to connect directly with tenants. These visits help tenants become familiar with the staff who respond to maintenance requests and general inquiries, while supporting clear communication and positive working relationships within the housing communities.

During September, the Maintenance team has continued to address work orders identified through the inspection process and coordinate contractors for specialized repairs. In parallel, staff have continued renovating vacant units to support their timely return to service and facilitate placements from the housing wait list.

(Unit turn over: before and after)









CAPITAL PROJECTS UPDATE (Q3 July, August, September 2026)

This quarterly report provides an overview of capital project activities undertaken between July and September 2026, as of September 29, 2026. The quarter focused on field delivery and close-out of the approved 2026 capital program, while advancing larger building-envelope procurement, structural renewal planning, and preparation of the 2027 capital budget. Work progressed across hazardous-material remediation, mechanical repairs, siding and sealant replacement, paving and concrete work, site-feature repairs, generator close-out, roofing and eavestrough follow-up, commercial window installation, and consultant and engineering coordination. The quarter marked a substantial shift from quotation, scope review, and early construction activity into broad implementation and completion at multiple locations, while several active items remained dependent on technical assessment, tender evaluation, contractor scheduling, approvals, or final close-out.

Hazardous Material Remediation and Water Damage Repairs

Remediation and water-damage-related activity progressed through active scope review, abatement, repair coordination, completion, and start-up of additional work. In July, several items remained subject to budget review, quotation, roofing coordination, repair scope confirmation, or final direction, including interior ceiling and flooring removals, attic remediation, restoration work, exterior wall repair, and kitchen replacement priorities. During August and September, four remediation scopes were reported complete and five additional scopes were initiated. Active work will continue to require coordination among investigation, abatement, construction repair, maintenance turnover, and final close-out requirements. Attic-related remediation remains linked to outstanding roofing review, including confirmation of decking and re-shingling requirements before the associated repair path can be finalized.

Plumbing, HVAC, and Duct Maintenance

Plumbing and mechanical work advanced through completion, award-stage coordination, replacement activity, and close-out tracking during the quarter. One domestic hot water heater replacement had been completed by July, while another scope progressed through quotation and award coordination and remained subject to scheduling and close-out requirements. In August, a boiler was replaced at an administrative building to address a key building-service need; any required commissioning, documentation, and close-out activities will continue to be monitored. No material plumbing, HVAC, or duct-maintenance update was reported in September. Previously completed and active mechanical items will continue to be tracked through inspection, deficiency correction, documentation, and final close-out as applicable.

Doors, Siding, Painting, and Cosmetic Upgrades

Exterior finish-related scopes advanced substantially through construction, completion, quotation, award, and follow-up during the quarter. In July, one siding phase was completed subject to deficiency verification, a subsequent phase commenced, and other exterior items remained pending quotation, re-pricing, or final direction. During August, multiple siding replacement jobs were completed and multiple sealant replacement scopes were initiated. One siding scope was delayed after deteriorated conditions were

identified during removal of the existing siding; further assessment, scope confirmation, and repair coordination are required before that work proceeds. In September, siding and sealant replacement work was completed at multiple locations, and four additional siding projects were awarded. These activities support continued renewal of exterior building-envelope components and will remain subject to site coordination, quality review, scheduling, and close-out requirements.

Generator and Electrical Work

Generator and electrical activity progressed primarily through completion, final inspection tracking, and close-out coordination. A generator repair scope was completed on July 7, 2026, following prior inspection and deficiency follow-up. A separate backup-generator connection remained operational and continued through final inspection and close-out tracking. No material generator or electrical work update was reported in August or September. Previously completed and active generator and electrical items will continue to be monitored through inspection, deficiency correction, quotation, approval, and final close-out requirements as applicable.

Roofing and Eavestrough Projects

Roofing and eavestrough activity remained focused on quotation, re-quotation, technical review, and coordination with remediation and exterior-renewal work. During July, attic remediation continued to require roofing review before related decking and re-shingling requirements could be confirmed. Shed shingling remained pending quotation, and eavestrough work remained subject to revised and emergency pricing, including budget and contractor-capacity considerations. No significant roofing or eavestrough milestone was reported in August or September. These priorities remain connected to broader building-envelope planning where drainage, remediation, exterior renewal, budget availability, and contractor scheduling overlap.

Structural Repairs, Infrastructure and Foundation Assessments

Structural and site infrastructure work advanced materially during the quarter through deficiency review, quotation recommendation, construction, completion, technical assessment, and continued repair coordination. In July, a site meeting was held to review deficiencies on a large driveway and concrete scope, and several asphalt and concrete quote recommendations were prepared for submission. In August, numerous asphalt paving jobs began across the district, with several completed and others underway, while concrete driveway installations reached approximately 90% completion. Repairs to sheds, fencing, and other site features also progressed. An engineer was retained to inspect a deteriorated structural column at an administrative building. In September, numerous paving and concrete driveway and parking-lot projects were completed, site-feature repairs continued, and pricing was received for the structural column replacement. The column pricing will support scope evaluation, budget confirmation, approvals, and implementation planning.

Security Enhancements

No new security enhancement projects were undertaken during the quarter. Existing measures remained in place and operational, with ongoing monitoring continuing to support building safety and access control across the portfolio. Any future security-related work will continue to be coordinated through the approved capital plan and reported as procurement, scheduling, or implementation milestones occur.

Consulting and Engineering Contracts

Consultant, contractor, and engineering coordination remained a significant component of the capital program throughout the quarter. In July, quotation review, recommendation preparation, and site review supported asphalt, concrete, driveway, siding, eavestrough, roofing, remediation, exterior door, fencing, lighting, and ceiling-related work. In August, an architect prepared a recommendation report and continued specifications for a large building-envelope renewal project, while a large commercial window replacement project was coordinated. The structural column inspection was also initiated through engineering support. In September, the building-envelope renewal tender was posted and its mandatory site meeting was completed. Commercial window installation continued and is targeted for completion by the end of October 2026. Pricing for the structural column replacement was received. These activities support procurement readiness, delivery sequencing, budget validation, technical due diligence, and appropriate approvals for major capital work.

Completion Highlights (July-September 2026)

The third quarter of 2026 was defined by broad field delivery, completion of multiple active scopes, and advancement of major procurement and 2027 planning activities. Key accomplishments included completion of a generator repair scope; replacement of a boiler at an administrative building; completion of one siding phase and start-up of another; completion of multiple siding and sealant replacement jobs; award of four further siding projects; commencement and completion of numerous paving and concrete driveway and parking-lot projects; approximately 90% completion of concrete driveway installations by August; continued repairs to sheds, fencing, and other site features; completion of four remediation scopes and initiation of five additional scopes; posting of the large building-envelope renewal tender and completion of its mandatory site meeting; continued commercial window installation; structural inspection and receipt of replacement pricing for a deteriorated administrative-building column; and completion of draft 2027 capital budgets. The quarter also identified items requiring continued technical review, pricing, scope confirmation, contractor scheduling, approval, or final close-out, including the delayed siding scope, attic remediation and associated roofing work, shed shingling, eavestrough items, active remediation scopes, generator final inspection, and structural column replacement planning.
In summary, the quarter demonstrated substantial delivery of the approved 2026 capital program while advancing larger procurement, structural renewal planning, and the 2027 budget cycle. The remaining priorities for the next reporting period are to evaluate building-envelope tender submissions after tender closing and complete applicable approvals; progress commercial window installation toward the end-of-October 2026 target; confirm the implementation plan for the structural column replacement; advance and close out active remediation work; schedule the four awarded siding projects and resolve the delayed siding scope following condition assessment; complete outstanding paving, concrete, site-feature, mechanical, generator, and exterior-work close-out requirements; and carry the completed draft 2027 capital budgets through the required review and approval process.

Esprit Place Family Resource Centre Update (Q3 July, August, September 2026)

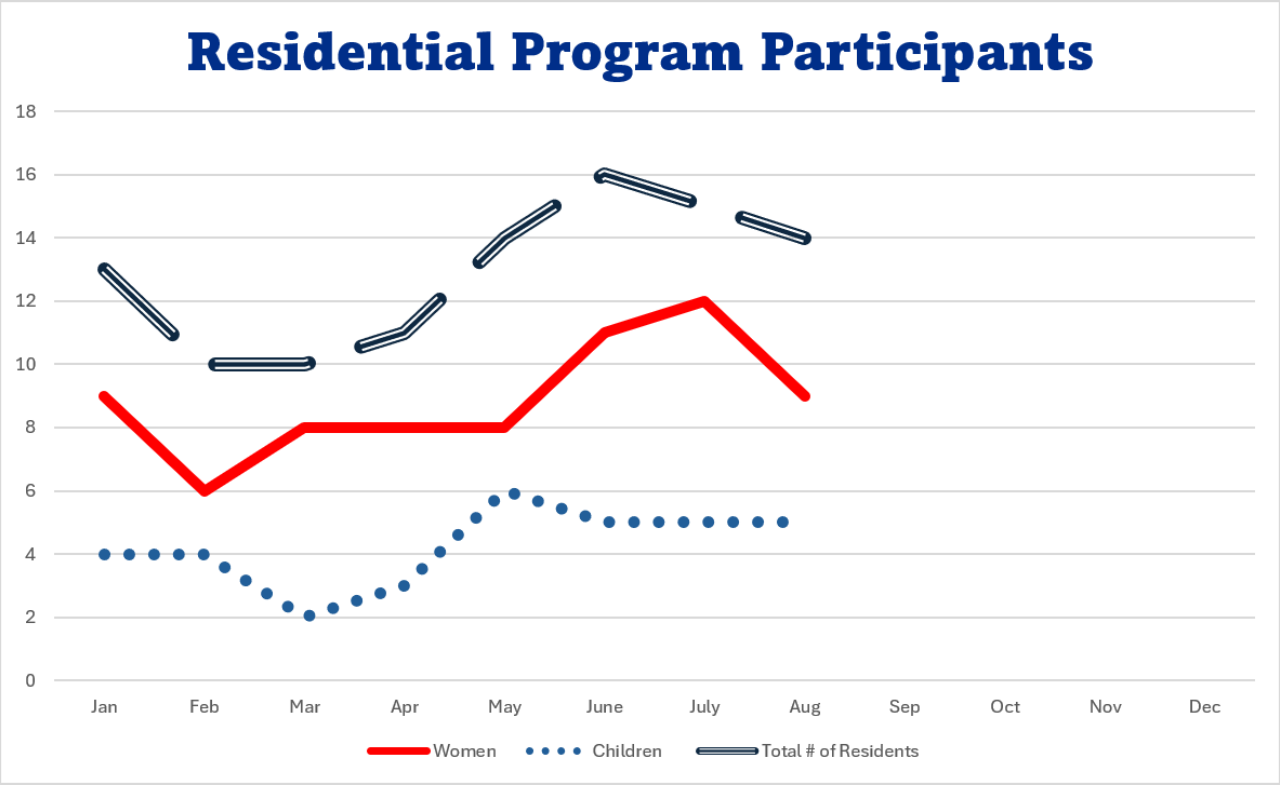
The last three months at Esprit Place have been very busy! The shelter has been at almost full capacity during the last three months.

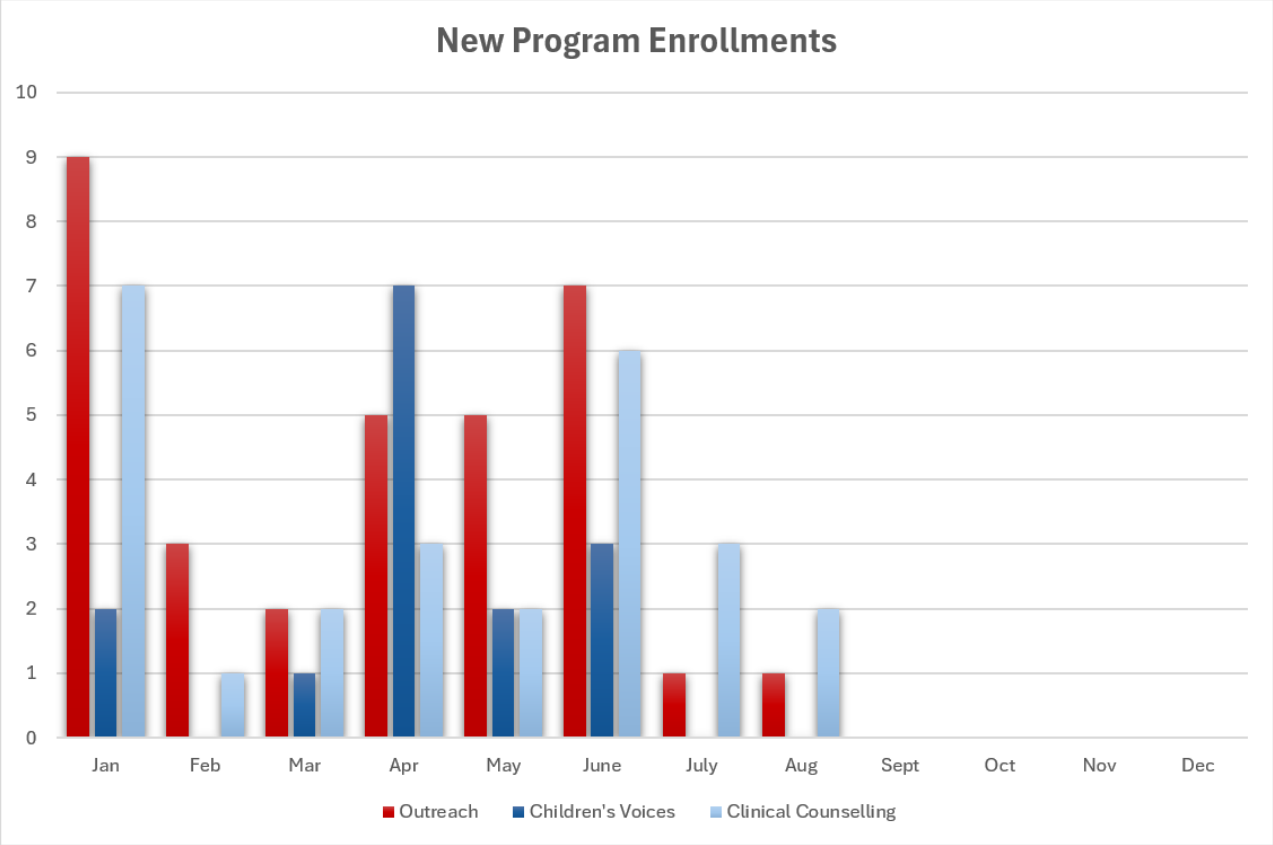
Four residents have secured housing. Housing supports continue to be provided by the ISS Department or through SPP submissions to our Housing Program. Wrap around supports continue to be provided to these clients in the community.

Our Community Gardens have been very generous over the summer months providing the shelter with fresh homegrown vegetables. Harvest Share has also been wonderful in supplying the shelter with fresh produce and other items allowing the residents to enjoy the taste of summer.

Hope Pregnancy attended the shelter to provide the Active Parenting Course to our residents with children. This is a six-week Parenting Course that was presented to mothers at the shelter who activity participated in the course, learning practical communication skills, problem solving and discipline tools to help strengthen and support them while transitioning forward on their path.

Everyday is a new experience at the shelter bringing new triumphs and challenges and we look forward to the upcoming months.




New Program Enrollments
10
9
8
7
6
5
4
3
2
1
0
Jan
Feb
Mar
Apr
May
June
July
Aug
Sept
Oct
Nov
Dec
Outreach
Children's Voices
Clinical Counselling

Social Media Stats

Facebook –District of Parry Sound Social Services Administration	MAR 2026	APR 2026	MAY 2026	JUN 2026	JULY 2026	AUG 2026
Total Page Followers	841	849	865	884	893	917
Views this Period	16,807	9473	10,273	9353	10,827	25,527
Post Engagement this Period (# of reactions, comments, shares)	847	261	743	391	383	2,920

Facebook -Esprit Place Family Resource Centre	MAR 2026	APR 2026	MAY 2026	JUN 2026	JUL 2026	AUG 2026
Total Page Followers	251	251	252	252	253	256
Post Views this period	1972	275	354	186	706	383

DSSAB LinkedIN Stats https://bit.ly/2YyFHlE	MAR 2026	APR 2026	MAY 2026	JUNE 2026	JULY 2026	AUG 2026
Total Followers	601	604	609	612	612	615
Search Appearances (in last 7 days)	60	35	51	37	17	25
Total Page Views	33	9	32	31	5	20
Post Impressions	1465	666	1282	1024	677	396
Total Unique Visitors	16	7	12	20	4	15

Instagram - Esprit Place Family Resource Centre https://www.instagram.com/espritplace/	MAR 2026	APR 2026	MAY 2026	JUN 2026	JULY 2026	AUG 2026
Total Followers	122	122	123	124	125	125
# of accumulated posts	82	82	83	84	85	86

THE TOWNSHIP OF
SOUTH ALGONQUIN

7 Third Avenue • PO Box 217 • Whitney, Ontario, K0J 2M0
Tel: 613-637-2650 or 1-888-307-3187 • Fax: 613-637-5368
info@southalgonquin.ca • **www.southalgonquin.ca**

October 14, 2026

Re: Pertaining to the Request to amend the Public Sector Salary Disclosure Act

Please be advised that at the Regular Council Meeting held on October 7, 2026, Council passed the following resolution:

October 7, 2026
Moved by: Councillor Kuiack Seconded by: Councillor Siydock Res # 26-720
THAT: Council for the Corporation of the Township of South Algonquin supports the resolution from the Corporation of the Village of Sundridge pertaining to the request to amend the Public Sector Salary Disclosure Act;
AND THAT this resolution along with the resolution from the Corporation of the Village of Sundridge be forwarded to Premier Doug Ford; Ministry of Municipal Affairs and Housing; Billy Denault, MPP for Renfrew-Nipissing-Pembroke; and the Association of Municipalities of Ontario (AMO).
-Carried-

If you have any questions regarding the above resolution, please do not hesitate to contact Tracy Cannon by phone 613-637-2650 ext. 202 or email at tcannon@southalgonquin.ca.

Sincerely,
Christine Tessier

Administrative Assistant/Accounts Receivable Clerk
7 Third Avenue, P.O. Box 217
Whitney, ON
K0J 2M0
613-637-2650 Ext. 200

The Corporation of the Municipality of Wawa

REGULAR COUNCIL MEETING

RESOLUTION

Tuesday, October 6, 2026

Resolution # RC26178	Meeting Order: 5
Moved by: Cathy Cannon	Seconded by:

WHEREAS The Corporation of the Municipality of Wawa is policed by the Ontario Provincial Police (OPP) through the Superior East OPP Detachment; and

WHEREAS OPP policing costs represent a significant expenditure within the Municipality of Wawa's annual operating budget, and the Municipality has experienced increasing policing costs, including an 11% increase identified as a financial pressure in the Municipality's 2026 budget; and

WHEREAS the Municipality has been advised by the Province of Ontario that, for the 2027 calendar year, no OPP-policed municipality will experience an increase of more than 11% in its total amount payable for OPP policing compared with 2026, excluding services separately acquired through an agreement with the OPP; and

WHEREAS an increase of up to 11% in municipal policing costs represents a significant financial pressure for small and rural municipalities such as Wawa and ultimately places additional pressure on the municipal property tax levy; and

WHEREAS municipalities must balance legislated infrastructure, service-delivery, affordability and fiscal-responsibility obligations while having limited revenue tools and a primary reliance on property taxation;

NOW THEREFORE BE IT RESOLVED THAT the Council of The Corporation of the Municipality of Wawa:

1. Acknowledges the Province of Ontario's action to limit the 2027 OPP municipal policing cost increase to no more than 11%;
2. Expresses concern that an increase of up to 11% in a single year remains significant for small, rural and northern municipalities and is not, by itself, a sustainable long-term solution;
3. Requests that the Province of Ontario establish a permanent, transparent and sustainable multi-year framework for OPP municipal policing costs that:

Page 2...

The Corporation of the Municipality of Wawa

REGULAR COUNCIL MEETING

RESOLUTION

- includes a reasonable and predictable maximum annual increase in municipal OPP policing costs, taking into consideration municipal revenue growth, inflation, assessment growth, population growth, fiscal capacity and affordability impacts on local property taxpayers, including cost-of-living pressures;

- provides municipalities with a clear and itemized annual explanation of changes to their OPP policing costs, including, where applicable, changes attributable to staffing levels, salaries, benefits, calls for service, time standards, fleet, accommodation, support services, detachment administration and other provincial cost allocations;

- recognizes the limited fiscal capacity of small, rural, northern and OPP-policed municipalities and ensures that municipal policing cost increases do not disproportionately affect property taxpayers or compromise municipalities' ability to deliver other essential services and infrastructure; and

- recognizes that municipalities have limited ability to control policing costs arising from provincial legislation, regulation, staffing, compensation, collective bargaining, operational or policy decisions, and provides appropriate provincial funding or cost-sharing where significant policing cost pressures arise primarily from such provincial decisions.

AND FURTHER THAT a copy of this resolution be circulated to the Premier of Ontario; the Solicitor General; the Minister of Municipal Affairs and Housing; the Member of Provincial Parliament for Algoma–Manitoulin; the Association of Municipalities of Ontario (AMO); the Rural Ontario Municipal Association (ROMA); the Federation of Northern Ontario Municipalities (FONOM); all Ontario municipalities policed by the Ontario Provincial Police; and the Superior East OPP Detachment Board.

RESOLUTION RESULT	RECORDED VOTE		
☑ CARRIED	MAYOR AND COUNCIL	YES	NO
☐ DEFEATED	Mitch Hatfield		
☐ TABLED	Cathy Cannon		
☐ RECORDED VOTE (SEE RIGHT)	Melanie Pilon		
☐ PECUNIARY INTEREST DECLARED	Jim Hoffmann		
☐ WITHDRAWN	Joseph Opato		

Disclosure of Pecuniary Interest and the general nature thereof.

☐ Disclosed the pecuniary interest and general name thereof and abstained from the discussion, vote and influence.

Clerk:_____

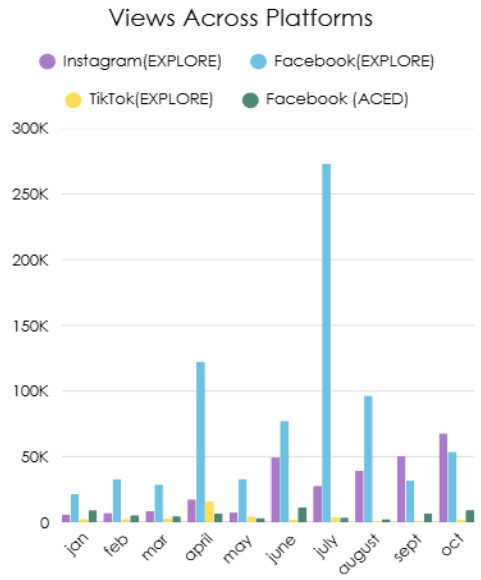
MAYOR – MELANIE PILON	CLERK – MAURY O'NEILL
M. Pilon	Maury O'Neill

This document is available in alternate formats.

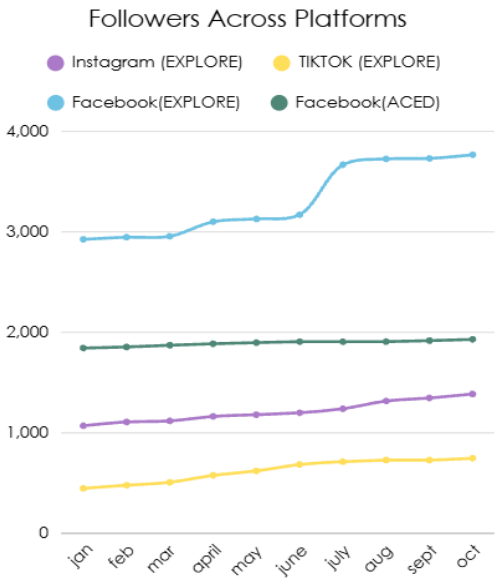
Director of Economic Development (DoED) Report
October 22, 2026

Core Activity Tracking – (Since last report)

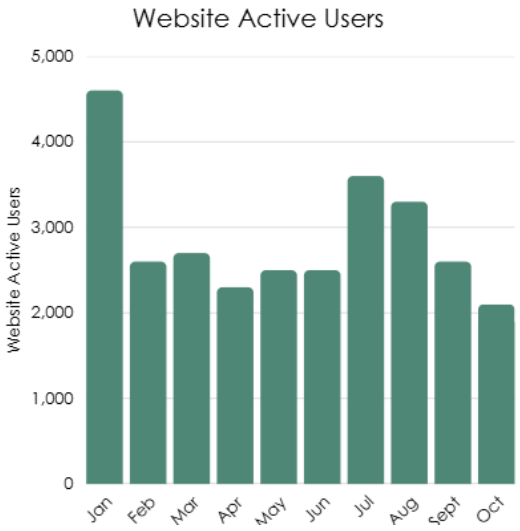
Activity:	Interactions	Description
Business Assistance		
Start Up Files	2	Armour, Lount
Expansion Files/ Funding Application Support	1	Sundridge
Developer Files		
General Support		
Brand Ambassador	1	Lount
Business Visits		
Program Referrals	3	RTO12 (1)
Non-Member Requests	2	Kearney (2)
Marketing		
ACED Website Updates	37	Events, Tourism & Lifestyle News, Business Directory Business News, Lease & Investment Properties,
Social Media Posting	12	(EXPLORE) 17 (ACED) 4
Facebook/Instagram Reach	26.1k	(EXPLORE) 16.9k (ACED)9.2k
Facebook/Instagram Views	62.7k	(EXPLORE) 53.5k (ACED) 9.2k
Facebook/Instagram Likes/Followers	7831	(EXPLORE FB) 3767 (EXPLORE Instagram) 1387 (EXPLORE TikTok) 747 (ACED Facebook) 1930
Website Tracking		
Total Users / Views	2.1k	
Most viewed pages (besides the landing page)		Events, Screaming Heads, Business Directory,
Communications		
Email Blasts	3	business monthly, Almaguin Star Party Thank You, Shop Local Business Callout
Organization Meetings	5	RCIP, SFEP, AHHC, NECO, AHCC
Partnership Projects	1	Almaguin Business Expo
Municipal Visits	6	Perry, Armour, Sundridge, McMurrich/Monteith, Strong, Joly
Member Interactions / Support Requests	1	Strong



Facebook and Instagram (EXPLORE) generated the strongest view counts, with notable spikes in July due to Star Party content. Consistent audience engagement continues across all platforms.



Audiences across social media platforms have grown steadily throughout the year, with Explore Facebook leading the way with 3767 followers in October reflecting consistent audience growth and engagement.



Website activity peaked in January at approximately 4,600 active users, with a secondary increase in July and a gradual decline through October to around 2,100 active users.

Current Files & Projects

Project 1A – Business Support

Almaguin Business Expo

Planning for the Almaguin Business Expo continues to progress, with all Leadership Team partners working on their respective responsibilities. The CMO is developing event marketing materials, and Community Living has confirmed the budget for the carnival and family entertainment component, allowing ACED to establish a preliminary working event budget.

The next Leadership Team meeting is scheduled for October 23 to review and finalize the event direction. Pending partner approval, marketing and registration for participating businesses and organizations will launch the week of October 26.

Project 1C- AHCC Partnerships

The DoED attended the Almaguin Highlands Chamber of Commerce (AHCC) Board meeting on October 7 to present five opportunities for strengthening collaboration between ACED and the Chamber, aligning with recommendations in the updated Regional Economic Development Strategic Plan.

Discussions focused on expanding shared programming and business outreach, exploring a jointly funded NOHFC intern in 2027, establishing Chamber membership as an alternative pathway for businesses in non-member municipalities to access ACED support services, and reviewing the Chamber's annual ACED membership contribution.

The Chamber Board passed motions supporting two key proposals:

- Shared NOHFC Intern: Agreement to explore a shared intern position in 2027, with the remaining employment costs, following a potential NOHFC contribution, to be shared equally between ACED and the Chamber.
- Revised Membership Fee: Agreement to establish the Chamber's annual ACED membership contribution at 10% of the previous year's membership fee revenue, estimated at approximately $2,700 annually, compared to the standard $10,000 contribution.

ACED also proposed presenting the updated Strategic Plan at the Chamber's November 19 AGM to introduce the proposed regional business-support model and future collaboration opportunities to Chamber members.

Project 2A- Community Organization Support

Np Updates at this time.

Project 2B – Regional Recreation & Municipal Support

Strong Township support

Strong Township has invited ACED to participate in a post-election facility tour scheduled for November 13, as part of the orientation and training for newly elected municipal officials from the three participating Councils. The DoED and CMO have been asked to provide an introduction to ACED, outlining the department's role, services, and ongoing economic development initiatives. This will provide an opportunity to familiarize incoming Councillors with ACED and its regional economic development efforts.

Project 3C - Transportation

The Almaguin Community Transportation Committee (ACT) met on October 14 to explore regional transportation solutions, including presentations from MoveMobility on community bus models and Maple Canada Technologies on rideshare services, as well as discussions regarding IntoDash.

Discussions emphasized the need for a combined transportation approach, regional municipal collaboration, and first-mile/last-mile connections to the upcoming Northlander service. The Committee also reviewed the Provincial Rideshare Framework, raising concerns about application costs and approval requirements creating barriers for smaller providers entering rural markets.

Municipal letters of support were recommended to encourage potential rideshare providers to establish services in Almaguin. The Committee will reconvene in the new year to continue exploring opportunities and next steps.

Project 3D Almaguin RED Strategic Plan Update

Following feedback received at the September Board meeting, all recommended edits and revisions have been incorporated into the full 2027 RED Strategic Plan Update.

A new 10-page Executive Summary has also been prepared and is attached for Board review. This condensed document highlights the Plan's key themes, strategic priorities, and next steps, providing a high-level overview without the extensive background and supporting context included in the full report.

Both the full Strategic Plan Update and Executive Summary will be circulated to member municipalities and made publicly available on the Explore Almaguin website.

Project 4A – Brand Strategy Implementation

Social Media/Explore Almaguin Website/Email Marketing/Content

This month, social media and content creation focused on promoting the Almaguin Star Party and fall tourism. Star Party content included business features and two dedicated event posts, generating over 30,000 views across platforms. Additional seasonal content across social media, video, and the Explore Almaguin website highlighted local businesses, trails, and destinations. A new content approach was also introduced to

showcase ACED's visits to member municipalities, featuring local businesses and attractions along the way.

As Explore Almaguin's brand and social media reach continue to grow, we are seeing an increase in content creator engagement, including tagging and collaborative posts. This month, Explore Almaguin was tagged as a collaborator on four posts, helping expand our reach, increase visibility, and showcase Almaguin through additional voices and perspectives.

Email marketing included the monthly ACED Business newsletter, a thank-you email to Almaguin Star Party attendees, and initial business outreach for the 2026 Christmas Shop Local Campaign. Website maintenance continued, with increased event listings for Halloween and early Christmas activities, a review of the lease and investment page, and routine business directory updates.

Postmedia Marketing Campaign

The ACED Team has participated in several meetings with Postmedia, a national media organization representing major publications, including the National Post. Following initial outreach to several Almaguin municipalities, Postmedia was referred to ACED to explore a coordinated regional marketing initiative.

Postmedia has submitted a preliminary proposal for a large-scale Explore Almaguin marketing campaign aimed at increasing regional awareness and attracting visitors from the GTA and surrounding markets. The proposed campaign includes sponsored articles through the National Post, targeted digital advertising, social media promotion, and geographic tracking to help measure visitor engagement and tourism impact.

The proposed budget is based on ACED's previous large-scale marketing investment with Metroland but is flexible and can be adjusted to available resources. ACED is also exploring opportunities to offset costs through partnerships with non-member municipalities, advertising contributions from local Brand Ambassadors, and potential funding opportunities to support a broader regional brand relaunch and marketing campaign.

The proposal remains exploratory, with further consideration required regarding budget, partnerships, and potential implementation.

Project 4B – Tourism Promotion

Almaguin Star Party

The 2026 Almaguin Star Party was successfully held on September 26 at the Screaming Heads property, showcasing the region's dark skies through an evening of astronomy, culture, music, and community engagement. The event sold 98 tickets and welcomed 102 individuals, including 20 volunteers and supporting personnel, with an 82% attendance rate among ticket purchasers.

The event demonstrated strong tourism potential, with 58% of attendees travelling from outside the local area and 31% reporting an overnight stay. Visitors travelled from

communities across Ontario, including Toronto, Barrie, North Bay, and Timmins, highlighting the event's ability to attract visitors beyond the Almaguin region.

Marketing efforts were also highly successful, generating over 257,000 social media views across platforms with a modest $200 marketing budget. Local business partnerships helped enhance the visitor experience while encouraging spending within the region.

An Event Wrap Report has been prepared, highlighting attendance, visitor demographics, marketing reach, and tourism impact. Overall, the event demonstrated the potential for dark-sky tourism to support regional visitation, promote local businesses, and strengthen Almaguin Highlands' identity as a unique tourism destination.

Project 4C Shop in Almaguin Campaigns

ACED is in the planning stages of its 2026 Christmas Shop Local Campaign, with initial business outreach underway. Taking a new digital approach, the campaign will feature an Almaguin Holiday Gift Guide highlighting local businesses, holiday events, markets, and seasonal attractions across the region. This approach aims to balance meaningful business promotion with staff capacity, while a separate giveaway featuring ballot boxes at Almaguin craft and vendor markets will further support community markets and encourage attendance.

ACED Advocacy Efforts

As part of ACED's ongoing advocacy efforts to highlight the value of regional economic development and collaboration, the CMO developed two articles outlining the importance of economic development and the benefits of working together across the Almaguin region. Both articles were published on the Explore Almaguin website, supported by social media posts, and featured in *The Great North Arrow* to help raise awareness of ACED's role and the value of regional collaboration.

- The Value of Economic Development in Almaguin
- The Power of Working Together: Regional Collaboration in Almaguin

FedNor CIINO Agreement – Amendment Request

An amendment request was formally submitted to FedNor on October 8, seeking an extension of ACED's current three-year CIINO funding agreement, scheduled to expire on March 15, 2027.

The proposed amendment would allow ACED to extend the agreement and maximize the use of the remaining funding to support ongoing economic development activities. ACED is currently awaiting a response from FedNor.

A Note from the Director

With municipal elections taking place next week, I would like to take this opportunity to extend my sincere appreciation to each of our Board members for their dedication and support over the past four years.

As we approach a new term of Council, I want to personally recognize each of you for your commitment to regional collaboration, your advocacy for economic development, and your continued support of ACED and the work we do throughout Almaguin.

Economic development is a long-term investment, and the progress we have made would not be possible without municipal leaders who recognize the value of working together for the benefit of our communities.

Regardless of what the next term brings, I want to thank each of you for your contributions, your willingness to collaborate, and your commitment to strengthening our region. It has been a pleasure working alongside you, and I am truly grateful for the support, trust, and encouragement you have shown our team.

RESOLUTION

2026-29

Be it resolved that the Almaguin Community Economic Development Board approve the September 24, 2026 ACED meeting minutes as: (please circle).

CIRCULATED **AMENDED**

MOVED BY: _____

SECONDED BY: _____

CARRIED: Yes No

Comments:

RESOLUTION

2026-30

Be it resolved that the Almaguin Community Economic Development Board approve the proposed amendment to the Almaguin Highlands Chamber of Commerce's annual ACED membership fee, establishing the full membership contribution at 10% of the Chamber's total revenue from the previous fiscal year, effective January 1, 2027.

CIRCULATED **AMENDED**

MOVED BY: _____

SECONDED BY: _____

CARRIED: Yes No

Comments:

RESOLUTION

2026-31

Be it resolved that the Almaguin Community Economic Development Board adjourn the October 22nd, 2026 ACED Meeting at _____

CIRCULATED **AMENDED**

MOVED BY: _____

SECONDED BY: _____

CARRIED: Yes No

Comments:

RESOLUTION

2026-___

_____

_____

_____

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_____

CIRCULATED **AMENDED**

MOVED BY: _____

SECONDED BY: _____

CARRIED: Yes No

Comments:

Township of Armour
Budgetary Control - Fund EDC - ECONOMIC DEVELOPMENT
For the Period 2026-01-01 - 2026-12-31

Cash Budget

Account #/Description	Current	Year to Date	Budget	Variance	%
15-370-000 - EDC - Municipal & Chamber Contributions	0.00	97,883.50	141,300.00	-43,416.50	-30.73
15-370-001 - EDC - Contribution from ACED surplus	0.00	11,448.02	0.00	11,448.02	0.00
15-370-008 - EDC - ACED Service Fees	0.00	25.00	0.00	25.00	0.00
15-371-000 - EDC - CIINO Funding	0.00	51,788.00	100,000.00	-48,212.00	-48.21
Revenue Totals:	0.00	161,144.52	241,300.00	-80,155.48	-33.22
16-801-000 - EDC - Salaries & Benefits	0.00	129,761.09	196,000.00	66,238.91	33.80
16-804-001 - EDC - Office Supplies	0.00	2,237.87	3,000.00	762.13	25.40
16-804-002 - EDC - Signage	0.00	770.00	2,000.00	1,230.00	61.50
16-804-005 - EDC - Audit & Accountant Fees	0.00	0.00	4,800.00	4,800.00	100.00
16-804-010 - EDC - Advertising & Promotion	0.00	2,128.99	6,000.00	3,871.01	64.52
16-804-020 - EDC - Telephone	0.00	996.49	2,000.00	1,003.51	50.18
16-804-025 - EDC - Website & Digital Tools	0.00	1,660.07	2,300.00	639.93	27.82
16-804-030 - EDC - Events & Seminars	0.00	1,795.07	4,000.00	2,204.93	55.12
16-804-040 - EDC - Training & Workshops	0.00	2,488.63	4,500.00	2,011.37	44.70
16-804-050 - EDC - Travel Expenses	0.00	3,758.89	6,400.00	2,641.11	41.27
16-804-065 - EDC - Regional Projects	0.00	22,411.47	10,300.00	-12,111.47	-117.59
Expenditure Totals:	0.00	168,008.57	241,300.00	73,291.43	30.37
Net Surplus/Deficit:	0.00	-6,864.05	0.00	-6,864.05	0.00

Accounts Printed: 15

Total Revenues:	0.00	161,144.52	241,300.00	-80,155.48	-33.22
Total Expenditures:	0.00	168,008.57	241,300.00	73,291.43	-30.37
Total Net Surplus/Deficit:	0.00	-6,864.05	0.00	-6,864.05	0.00

THE CORPORATION OF THE TOWN OF

GANANOQUE

Canadian Gateway to the 1000 Islands

Declaration

In light of, and having reflected on the tragic trend of religiously based violence in Canada over the last few years in which people of many faiths and their places worship have been targeted, I am writing today as the Mayor of Gananoque to publicly articulate a simple message of what I believe we stand for in our Town, and what we stand against.

Here in Gananoque we stand for community, understanding, communication, caring, supporting our neighbours, courtesy, kindness, the value of hard work, the fact that respect must be earned by the way we comport ourselves and conduct our lives as individuals and a simple and unshakable belief that a stranger is a friend you haven't met yet.

We believe that all people share, at core, the same hopes and aspirations. We all want our children to be able to attend school, move freely, live, play and congregate without fear or concern. We want our children to have the same opportunities or better ones than we had to grow, learn, love, laugh, experience, travel, work and succeed on their own terms and as they define success. We all want security of place, security from hunger, security of our persons and security of our property. We believe in building bridges, not fences. We believe in the power of debate, that facts matter, and of understanding. We believe in providing help to those who need it and in doing our best to ensure that everyone has a place to find help, warmth and hope when they need it, without judgement.

We believe that faith is a personal choice and that the individual and collective quest for truth brings hope and light into a world which need them very badly.

We assert and we will stand and defend the fundamental principle that all persons are equal and share the same fundamental rights and dignity as persons.

The other side of the coin. Here is what Gananoque stands against.

We stand against "othering". We stand against the objectification of people. We stand against any person or group that denies that all persons are equal in rights, dignity and freedoms. We stand against any person or group that seeks to use or that uses violence or intimidation as tools to target persons or groups or to try to change our society, our way of life and who we are as Canadians.

Here in Gananoque when a neighbour's house is on fire, we run towards the flames and not away. This will not change.

Hate has no home here.

Signed and dated this 7th day of October, 2026.

John S. Beddows, Mayor

Central Almaguin Planning Board
MINUTES
Wednesday, August 5 2026
At the Village of South River Municipal Office located at
63 Marie Street, South River

Chair Machar Member Lynda Carleton
Vice Chair Sundridge Member Fraser Williamson
South River Member Jim Coleman
Provincial Member John MacLachlan
Joly Member Chris Nicholson
Strong Member Tim Bryson (electronic)

Secretary-Treasurer: Christine Hickey

Public: Dave McAllister, Sheri Brandt, Ted Williams
(there may have been other public members in attendance electronically, not able to identify name)

1. Call to order

   The chair called the meeting to order at 5:32 p.m.

2. Approval of Agenda

   Resolution #1
   Moved by: Jim Coleman
   Seconded by: Fraser Williamson

   BE IT RESOLVED THAT this Board does hereby approve the August 5, 2026 Agenda as amended to add item ii to the Closed Session. **CARRIED**

3. Declaration of Pecuniary Interests - None

4. Minutes – July 8, 2026 Meeting

   Resolution #2
   Moved by: John MacLachlan
   Seconded by: Jim Coleman

   BE IT RESOLVED THAT this Board does hereby adopt the minutes of Wednesday, July 8 2026; as written **CARRIED**

5. Payment of August Accounts:
(Payment method will be Cheque or electronically based on payee)

Resolution #3
Moved by: Fraser Williamson
Seconded by: Tim Bryson

BE IT RESOLVED THAT this Board does hereby approve payment of the August accounts:

Village of South River – Rent for August 2026 - $371.42 (E)
Christine Hickey – Wages (July 1, 2026 – July 31, 2026 – 24.5 hours) (E)

Online CRA Payments for July ($461.00)
Online Visa Payment for August ($39.55) **CARRIED**

6. Public Meetings/Decisions on the following Files

6.1 B006-26 Machar – Concession 9, Lot 13 – 324 Simpson's Hill Road

The meeting time for this application was approximately 5:34 p.m. to 5:40 p.m.

The Secretary-Treasurer confirmed that the required circulation was completed and that no written or electronic comments were received. The Chair confirmed if there were any questions or comments from those attending electronically or in person, there were no further comments received. Discussion ensued on the entrance requirements for the subject lands, as per attached resolution the applicant is to obtain an entrance permit from the Township.

Resolution #4
Moved by: John MacLachlan
Seconded by: Chris Nicholson

BE IT RESOLVED THAT this Board does hereby approve File B006/26 Machar;

THAT this approval applies to create one (1) new lot which will have:

172m (+/-) Frontage on Simpson's Hill Road, with a depth of 178m (+/-) and an area of 3.5ha (+/-).
Retained Lot will be 35.5ha (+/-).

THE SUBJECT LANDS ARE LOCATED at Concession 9, Lot 13, with a municipal address of 324 Simpson's Hill Road, Township of Machar, District of Parry Sound.

THE Board requires that all conditions of draft approval from the Central Almaguin Planning Board and Township of Machar be met before the deeds can be stamped and final approval given. **CARRIED**

6.2 B007-26 South River – Registered Plan 134, Lot 73, 74 and Pt 75 - 36 Ena Avenue

The meeting time for this application was approximately 5:40 p.m. to 5:42 p.m.

The Secretary-Treasurer confirmed that the required circulation was completed and that no written or electronic comments were received. The Chair confirmed if there were any questions or comments from those attending electronically or in person, there were no further comments received.

Resolution #5
Moved by: John MacLachlan
Seconded by: Chris Nicholson

BE IT RESOLVED THAT this Board does hereby approve File B007/26 South River;

THAT this approval applies to create one (1) new lot which will have:

71.03m (+/-) Frontage on Ena Avenue, with a depth of 40.24m (+/-) and an area of .286ha (+/-).
Retained Lot will be .081ha (+/-).

THE SUBJECT LANDS ARE LOCATED at Registered Plan 134, Lot 73, 74 and Pt 75, with a municipal address of 36 Ena Avenue, Village of South River, District of Parry Sound.

THE Board requires that all conditions of draft approval from the Central Almaguin Planning Board and Village of South River be met before the deeds can be stamped and final approval given. **CARRIED**

7. New/Direction Files

7.1 B008-26 Joly – Concession 10, Lot 3 – 871 Forest Lake Road

Discussion ensued on the frontage noted in the application, it was noted in the resolution from the Township of Joly that a Minor Variance would be required. Further discussion on the location of subject lands. It was noted that the original owner built 2 homes on the lot and that the township building was originally part of the lands. The application has been reviewed by the planner for the Township of Joly.

Secretary-Treasurer directed to proceed with a Notice of Public Meeting

7.2 B009-26 Strong – Concession 6, Lot 11 & 12 – 385 Muskoka Road

Secretary-Treasurer advised that a Scoped Environmental Impact Study – Deer Wintering Habitat Assessment was completed and it was indicated in the report that the subject property does not contain specialized Stratum I habitat for white-tailed deer based on the in-person assessment completed.

Secretary-Treasurer directed to proceed with Notice of Public Meeting

8. Follow-up/New Items

8.1 Zoom Membership Renewal

Resolution #6
Moved by: Chris Nicholson
Seconded by: Jim Coleman

THAT the Zoom Membership be renewed at a cost of $229.90

CARRIED

9. Correspondence/Updates

9.1 Proposed Regulation on Complete Application Requirements
Re: Proposed Regulations– Complete Application | Environmental Registry of Ontario

10. By-Laws – None

11. Closed Session

Resolution #7
Moved by: Fraser Williamson
Seconded by: Chris Nicholson

BE IT RESOLVED THAT the Central Almaguin Planning Board hold a Closed Session at 5:53 p.m., as provided for by the Municipal Act, 2001 as amended to deal with:

i) Section 239, 3 (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;
ii) Section 239 (b), Advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

Resolution #8
Moved by: Fraser Williamson
Seconded by: Jim Coleman

BE IT RESOLVED THAT the Central Almaguin Planning Board does hereby return to open session at 6:29 p.m. having only discussed the matters permitted. **CARRIED**

12. Adjournment

Resolution #9
Moved by: Chris Nicholson
Seconded by: John MacLachlan

BE IT RESOLVED THAT the Central Almaguin Planning Board adjourn at 6:30p.m. until Wednesday September 2, 2026 or at the call of the Chair. **CARRIED**

_____ _____

Lynda Carleton, Chair Christine Hickey, Secretary-Treasurer

Central Almaguin Planning Board
MINUTES
Wednesday, September 2, 2026
At the Village of South River Municipal Office located at
63 Marie Street, South River

Chair Machar Member Lynda Carleton
Vice Chair Sundridge Member Fraser Williamson
South River Member Jim Coleman
Provincial Member John MacLachlan
Joly Member Chris Nicholson

Regrets: Strong Member Tim Bryson

Secretary-Treasurer: Christine Hickey

Public: Peter Benninger, Dave McAlister, Allan Wade, John Gallagher, Jessica Dion
(there may have been other public members in attendance electronically, not able to identify name)

1. Call to order at 5:30 p.m.

   The chair called the meeting to order at 5:30 p.m.

2. Approval of Agenda

   Resolution #1
   Moved by: Chris Nicholson
   Seconded by: John MacLachlan

   BE IT RESOLVED THAT this Board does hereby approve the September 2, 2026 Agenda.
   CARRIED

3. Declaration of Pecuniary Interests - None

4. Minutes

   Resolution #2
   Moved by: Jim Coleman
   Seconded by: Fraser Williamson

   BE IT RESOLVED THAT this Board does hereby adopt the minutes of Wednesday, August 5, 2026; as written
   CARRIED

5. Payment of September Accounts:
(Payment method will be Cheque or electronically based on payee)

Resolution #3
Moved by: Fraser Williamson
Seconded by: John MacLachlan

BE IT RESOLVED THAT this Board does hereby approve payment of the September accounts:

Village of South River – Rent for September 2026 - $371.42 (E)
Christine Hickey – Wages (August 1, 2026 – August 31, 2026 – 25 hours) (E)
McDougall Insurance Brokers Limited – Invoice CENTALM-01 - $1902.74 (E)
Russell Christie LLP – Invoice 90-145-007 - $2457.24 (E)

Online CRA Payments for August ($470.13)
Online Visa Payment for August ($39.55) **CARRIED**

6. Public Meetings/Decisions on the following Files

6.1 B008-26 Joly – Concession 10, Lot 3 – 871 Forest Lake Road

The meeting time for this application was approximately 5:34 p.m. to 5:36 p.m.

The Secretary-Treasurer confirmed that the required circulation was completed and that no written or electronic comments were received. The Chair confirmed if there were any questions or comments from those attending electronically or in person, there were no further comments.

Resolution #4
Moved by: Chris Nicholson
Seconded by: Jim Coleman

BE IT RESOLVED THAT this Board does hereby approve File B008/26 Joly;

THAT this approval applies to create one (1) new lot which will have:

26.5m (+/-) Frontage on Forest Lake Road, with a depth of 304.8m (+/-) and an area of 0.80ha (+/-).
Retained Lot will be 8.90ha (+/-).

THE SUBJECT LANDS ARE LOCATED at Concession 10, Lot 3, with a municipal address of 861 Forest Lake Road, Township of Joly, District of Parry Sound.

THE Board requires that all conditions of draft approval from the Central Almaguin Planning Board and Township of Joly be met before the deeds can be stamped and final approval given.

CARRIED

6.2 B009-26 Strong – Concession 6, Lot 11 & 12 – 385 Muskoka Road

The meeting time for this application was approximately 5:36 p.m. to 5:40 p.m.

The Secretary-Treasurer confirmed that the required circulation was completed and that no written or electronic comments were received. The Chair confirmed if there were any questions or comments from those attending electronically or in person, there were no further comments.

Resolution #5
Moved by: Fraser Williamson
Seconded by: John MacLachlan

BE IT RESOLVED THAT this Board does hereby approve File B009/26 Strong;

THAT this approval applies to create one (1) new lot which will have:

245m (+/-) Frontage on Muskoka Road, with a depth of 153m (+/-) and an area of 1.6ha (+/-). Retained Lot will be 6.8ha (+/-).

THE SUBJECT LANDS ARE LOCATED at Concession 6, Lots 11 & 12, with a municipal address of 385 Muskoka Road, Township of Strong, District of Parry Sound.

THE Board requires that all conditions of draft approval from the Central Almaguin Planning Board and Township of Strong be met before the deeds can be stamped and final approval given.

CARRIED

7. New/Direction Files

7.1 B010-26 Joly – Concession 11, Lot 7 – 1152 Forest Lake Road

The Secretary-Treasurer be directed to proceed with a Notice of Public Meeting.

8. Follow-up/New Items

The Board agreed to move Item 8.2 prior to 8.1, as the Auditor had not joined the meeting at this time.

8.2 Letter to Ministry Municipal Affairs – Draft
Re: Request for Increased Funding

Resolution #6
Moved by: Fraser Williamson
Seconded by: Chris Nicholson

BE IT RESOLVED THAT the Secretary-Treasurer send the letter as presented to the Ministry of Municipal Affairs and Housing to request an increase in funding,

AND THAT a copy of the letter be sent to all municipalities of the Planning Board, North Almaguin Planning Board and the South Almaguin Planning Board **CARRIED**

8.1 2025 Audit – Draft Financial Statements

Jessica Dion from Bakertilly attended electronically and provided a summary to the board of the 2025 financial statements.

Resolution #7
Moved by: Jim Coleman
Seconded by: Chris Nicholson

BE IT RESOLVED THAT the Central Almaguin Planning Board receive the 2025 Draft Audit Documents prepared by Baker Tilly;

AND THAT the Chair and Secretary-Treasurer be authorized to sign the required documents to complete the 2025 audit process. **CARRIED**

9. Correspondence/Updates

9.1 Township of Strong - Draft Official Plan (MMAH File 49-OP-250136**)**
Re: MMAH Email dated Comments to Ministry

9.2 CAPB Office Closure – Wednesday September 16, 2026

Resolution #8
Moved by: John MacLachlan
Seconded by: Chris Nicholson

BE IT RESOLVED THAT the Central Almaguin Planning Board Office be closed on Wednesday September 16, 2026.

10. By-Laws – None

11. Closed Session - None

12. Adjournment – Next Meeting Date: Wednesday, October 7, 2026 at 5:30 p.m.

Resolution #9
Moved by: John MacLachlan
Seconded by: Chris Nicholson

BE IT RESOLVED THAT the Central Almaguin Planning Board adjourn at 6:07 p.m. until Wednesday October 7, 2026 or at the call of the Chair. **CARRIED**

_____ _____

Lynda Carleton, Chair Christine Hickey, Secretary-Treasurer

Sundridge Strong Joly Restructuring Committee Meeting

Minutes

Monday, September 21, 2026 – 6:00 pm

Township of Strong Office

NOTICE: Zoom Link to attend the virtual meeting is available on the website at https://events.strongtownship.com/meetings

Present: Sundridge Council Rep – Luke Preston
Sundridge Council Rep – Sharon Smith (alternate)
Sundridge Staff Rep – Nancy Millar
Strong Council Rep - Tim Bryson
Strong Council Rep – Jim Ronholm
Joly Council Rep - Budd Brown
Joly Council Rep – Chris Nicholson
Joly Staff Rep – Katey Brimacombe
MMAH Rep - Sarah Cormier (virtual)

Absent: Sundridge Council Rep – Vicky Whitmell

Staff Present: Derek Hnatiuk, Treasurer for Township of Strong

Guests Present: "Samsung SM-S2731W" (connected at 6:03PM)

1.0 Meeting Declared Open at 6:00 PM by Chair Tim Bryson

2.0 Pecuniary Interest Declared

None

3.0 Adoption of Agenda

R2026-037R
Moved by: Jim Ronholm **Seconded: Budd Brown**
Be it resolved that the SSJ Restructuring Committee approve the September 21, 2026 regular meeting agenda, as circulated.
Carried

4.0 Adoption of Minutes

4.1 R2026-038R
Moved by: Jim Ronholm **Seconded by: Luke Preston**
Be it resolved that the SSJ Restructuring Committee hereby adopt the minutes of the August 10, 2026 regular meeting, as circulated.
Carried

5.0 Delegation

None

6.0 Public Engagement #2 Debrief

The Committee tabled this item until after discussion of Item 7.0.
R2026-040R
Moved By: Budd Brown **Seconded by: Sharon Smith**

Sundridge Strong Joly Restructuring Committee Meeting

Minutes

Monday, September 21, 2026 – 6:00 pm

Township of Strong Office

That the SSJ Restructuring Committee receive Staff Report 2026-007SSJR regarding the Public Engagement #2 Debrief; and
That these questions be vetted and brought back to October's Committee meeting.
Carried

7.0 Harmonization Review – Derek Hnatiuk, Township of Strong Treasurer

R2026-039R
Moved By: Luke Preston **Seconded by: Jim Ronholm**
That the SSJ Restructuring Committee receive Staff Report 2026-008SSJR regarding the Tax Harmonization Review.
Carried

8.0 Work Plan Update

R2026-041
Moved By: Jim Ronholm **Seconded by: Chris Nicholson**
Be it resolved that the SSJ Restructuring Committee hereby review the Work Plan; and
Add an October Meeting to discuss a report to be available for future Councils.
Carried

9.0 Correspondence

None

10.0 New Business

10.1 Next Meeting Date: October 19

11.0 Adjournment

R2026-042R
Moved By: Jim Ronholm **Seconded by:**
Be it resolved that the SSJ Restructuring Committee does hereby adjourn at 6:44 p.m. to meet again on October 19, 2026 at 6:00 p.m. or at the call of the Chair.
Carried

_____ _____

Caitlin Haggart, Secretary Tim Bryson, Chair

ALMAGUIN COMMUNITY ECONOMIC DEVELOPMENT (ACED)

MINUTES
September 24, 2026

A regular meeting of the ACED Board was held at the Strong Township on September 24th, 2026 at 6:00 pm.

Present: Chris Nicholson, Township of Joly
Vicki Roeder-Martin, Township of McMurrich/Monteith
Margaret Ann MacPhail, Township of Perry
Luke Preston, Village of Sundridge
Wendy Whitwell, Township of Armour
Marianne Stickland, Township of Strong
Dan Robertson, Ryerson Township
Rod Ward, Township of Armour
Sheri Norman, AHCC Representative
Noel Walker, FedNor
Trista Porter, MND

Regrets: Tim Byrson, Township of Strong

Staff: Courtney Metcalf, Director of Economic Development
Megan Yemm, Communications and Marketing Officer
Dave Gray, CAO Armour Township

Call to Order
The meeting was called to order at 6:04 pm.

Minutes

The minutes of the meeting of Thursday, August 27, 2026 were adopted as presented.

Video Recording Disclaimer:
Participants were informed that the meeting will be recorded to provide a record of discussions and agreements held within the meeting. By staying in the meeting, virtually or in-person, participants consented to being recorded.

FedNor Update
FedNor shared updates on their current funding programs including the Regional Tarriff Response Initiative.

MND Update
No formal updates at this time.

Director's Report

ACED Staff covered the following items from the report:

1. An update on core activity tracking, which lists what the department has done over the past month. These included business assistance, organization meetings, marketing, ACED website updates, social media activities, and communications.
2. Some of the updates in the report included:
   A. Regional Expo update – The event date has been set and Community Living has confirmed they would like to partner on the event and is eager to collaborate. Capacity limits allow for approximately 50 exhibitor tables. Discussion of a soft survey may be circulated to gather information from participating businesses, including hiring challenges and skills needs.
   B. Strategic Plan update – KJCO provided a completed draft plan that was a broad stroke framework, with the direction for ACED to reach out to non-member municipalities in a consultant-style approach with individualized plans to potentially re-engage them over time.
   A key focus of the plan is to define ACED's role across initiatives; when to lead, collaborate and partner.
   The plan also recommends that ACED refers to itself outwardly as Almaguin Economic Development to strengthen clarity and regional recognition.
   The completed plan will be shared on the Explore Almaguin website and ACED's social media channels, with a boosted post planned to help increase public reach.
   C. Capacity and Partnership Planning Update: Due to capacity limits, implementing the new strategic plan as recommended by KJCO would require an additional staff member. There was discussion around a potential shared NOHFC intern between ACED and the AHCC, with a split role supporting both organizations. The DoED will attend the next Chamber meeting to discuss partnership opportunities.
   D. Star Party Update: Planning is complete with all event partners. Weather conditions look very favourable, and tickets are fully sold out.

Resolutions

1. 2026-25– Be it resolved that the Almaguin Community Economic Development Board approve the August 27th 2026 ACED meeting minutes as circulated.
   Moved by Vicki Roeder-Martin; Seconded by Wendy Whitwell
   Carried

2. 2026-26 – Be it resolved that the Almaguin Community Economic Development Board has received and approves the recommendation from Karen Jones Consulting to visually enhance the Regional Economic Development Strategic Plan Update, along with the $5,000 fee associated with enhancements.

Moved by Wendy Whitwell ; Seconded by Luke Preston
Carried

3. 2026-27 - Be it resolved that the Almaguin Community Economic Development (ACED) Board receives and reviews the Draft Regional Economic Development Strategic Plan Update and approves the Plan as amended.

   Furthermore, be it resolved that the approved Regional Economic Development Strategic Plan be circulated to all municipalities within the Almaguin region for their information and consideration.
   Moved by Vicki Roeder-Martin ; Seconded by Mary A Strickland
   Carried

Adjournment

4. 2026-28- Be it resolved that the Almaguin Community Economic Development Board adjourn the August 27th ACED Meeting at 7:33pm.
   Moved by Luke Preston Seconded by Sherri Norman
   Carried.

The next meeting will be Oct 22nd , 2026, at 6:00 p.m. at the Strong Township Office. If this changes, members will be advised.

Sundridge Strong Joly Restructuring Committee Meeting

Minutes

Monday, October 19, 2026 – 6:00 pm

Township of Strong Office

NOTICE: Zoom Link to attend the virtual meeting is available on the website at https://events.strongtownship.com/meetings

Present: Sundridge Council Rep – Sharon Smith (alternate)
Sundridge Staff Rep – Nancy Millar
Strong Council Rep - Tim Bryson
Strong Council Rep – Jim Ronholm
Joly Council Rep - Budd Brown
Joly Council Rep – Chris Nicholson
Joly Staff Rep – Katey Brimacombe

Absent: Sundridge Council Rep – Vicky Whitmell; Sundridge Council Rep – Luke Preston; MMAH Rep - Sarah Cormier

Guests Present: "Samsung SM-X200" (virtual – connected at 6:01PM)

1.0 Meeting Declared Open at 6:00 PM by Chair Tim Bryson

2.0 Pecuniary Interest Declared

None

3.0 Adoption of Agenda

R2026-043R
Moved by: Jim Ronholm **Seconded: Budd Brown**
Be it resolved that the SSJ Restructuring Committee approve the October 19, 2026 regular meeting agenda, as circulated.
Carried

4.0 Adoption of Minutes

4.1 R2026-044R
Moved by: Jim Ronholm **Seconded by: Chris Nicholson**
Be it resolved that the SSJ Restructuring Committee hereby adopt the minutes of the September 21, 2026 regular meeting, as circulated.
Carried

5.0 Delegation

None

6.0 Public Engagement #2 Questions to Answer

R2026-045R
Moved By: Sharon Smith **Seconded by: Jim Ronholm**
That the SSJ Restructuring Committee have reviewed the vetted list of questions from Public Engagement #2 on August 15, 2026; and
That the Committee direct staff to provide committee responses to the new Councils in a report.
Carried

Sundridge Strong Joly Restructuring Committee Meeting

Minutes

Monday, October 19, 2026 – 6:00 pm

Township of Strong Office

7.0 Work Plan Update

R2026-046

Moved By: Jim Ronholm **Seconded by: Chris Nicholson**

Be it resolved that the SSJ Restructuring Committee hereby review the Work Plan and have discussed a report to be available for future Councils; and

The questions from the second engagement and the Committee responses be added to the list of "Items for Councils" listed at the bottom of the Work Plan and encourage future Councils to form a Community Services Committee to review and continue study.

Carried

8.0 Correspondence

None

9.0 New Business

9.1 Next Meeting Date: TBD

10.0 Adjournment

R2026-047R

Moved By: Sharon Smith **Seconded by:**

Be it resolved that the SSJ Restructuring Committee does hereby adjourn at 7:03 p.m. to meet again at the call of the Chair.

Carried

_____ _____

Caitlin Haggart, Secretary Tim Bryson, Chair

P.O. Box 1120, Sundridge, Ontario P0A 1Z0
705-384-5819 Fax 705-384-5892
www.strongtownship.com

SSJ Restructuring Resolution
October 16, 2026 Committee Meeting
7.0 Work Plan Update

7.0 Work Plan Update
R2026-046
Moved By: Jim Ronholm **Seconded by: Chris Nicholson**
Be it resolved that the SSJ Restructuring Committee hereby review the Work Plan and have discussed a report to be available for future Councils; and

The questions from the second engagement and the Committee responses be added to the list of “Items for Councils” listed at the bottom of the Work Plan and encourage future Councils to form a Community Services Committee to review and continue study.
Carried

Regular Meeting of the Village of Sundridge Council

Wednesday, October, 14, 2026 at 6:00 p.m.

Village of Sundridge Council Chambers

Present: Mayor Shawn Jackson, Deputy Mayor Sharon Smith, Councillor Luke Preston, Councillor Vicki Whitmell, Councillor Fraser Williamson

Staff: Nancy Millar; Clerk Administrator, Christine Hickey; Treasurer

Guest: Paul Dyrda; Sr. Operations Manager at Ontario Clean Water Agency

COUNCIL MINUTES

1) CALL TO ORDER

The Chair, Mayor Shawn Jackson called the meeting to order at 6:00p.m.

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) APPROVAL OF AGENDA

Resolution #2026-231
Moved By: Sharon Smith
Seconded By: Vicki Whitmell

THAT the agenda for the October 14, 2026 regular meeting be approved as circulated.

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

CARRIED.

DRAFT

3) DECLARATION OF PECUNIARY INTEREST - None

4) PLANNING MATTERS

4 (A.1) Zoning By-Law Amendment Application – 10362 Hwy 124

Resolution #2026-232
Moved By: Fraser Williamson
Seconded By: Luke Preston

THAT he Council for the Corporation of The Village of Sundridge receives the Memorandum dated October 8, 2026, from Chris Jones, MCIP, RPP of Municipal Planning Services regarding the proposed zoning by-law amendment for Part Lot 75 Registers Compiled Plan 333,

AND THAT the zoning by-law amendment be approved.

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

CARRIED.

5) DELEGATIONS - None

6) PRESENTATIONS - None

7) CONSENT ITEMS

[Items from the Consent List may be moved by members to be discussed under Section 9 – New Business/Action Items]

7 (E.1) Follow Up List – n/a
7 (E.2) Sundridge Strong Union Public Library – Librarian's Report Sept. 17, 2026
7 (E.3) Town of Parry Sound Resolution 2026-105 – Regulatory Framework E-Scooters
7 (E.4) Town of Parry Sound Resolution 2026-110 – Producer Responsibility Propane Cylinders
7 (E.5) ***Moved into Committee of the Whole by Vicki Whitmell***
7 (E.6) JBC Annual Summary as of September 2026
7 (E.7) Almaguin Community Economic Development Letter of Support for Phoenix Building Components expansion and funding applications

8) APPROVAL OF CONSENT ITEMS

Resolution #2026-233
Moved By: Fraser Williamson

DRAFT

Seconded By: Sharon Smith

THAT Items listed as Consent Items for October 14, 2026 and the recommendations contained therein be received;

AND THAT any Items for which pecuniary interest has been declared are deemed not to have been voted on or discussed by the individual making the declaration.

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

CARRIED.

9) NEW BUSINESS/ACTION ITEMS

9.1. Wastewater Treatment Facility – Status Update

Resolution #2026-234
Moved By: Luke Preston
Seconded By: Vicki Whitmell

THAT the Council for the Village of Sundridge receives the Wastewater treatment facility status update,

AND THAT council approve of the following next steps:

- Manhole inspections in the spring of 2027 (OCWA)
- Sewer camera inspections at areas of concern identified by manhole inspections
- Plan for sanitary repairs identified by sewer camera and manhole inspections
- Purchase a new spare ultrasonic algae control device (2027).
- Consideration for the trial of a new coagulant for improved phosphorous removal

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

CARRIED.

DRAFT

9.2. Housing Transition Report

Resolution #2026-235
Moved By: Luke Preston
Seconded By: Vicki Whitmell

THAT the Council for the Corporation of The Village of Sundridge discusses a Housing Transition Report**,**

AND THAT Councillor Preston work with staff to prepare a draft housing transition report,

AND THAT this report be brought back to a future meeting of council For further discussion**.**

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

CARRIED.

9.3. Declaring certain municipal property (vehicle) as surplus and authorizing its disposal

Resolution #2026-236
Moved By: Fraser Williamson
Seconded By: Sharon Smith

WHEREAS, the Village of Sundridge owns and operates a vehicle which was deemed to be past its useful life during the Phase 3 Asset Management Review completed by Watson and Associates in 2023; and

WHEREAS it was determined the vehicle could remain in use for so long as it was cost-effective to maintain; and

WHEREAS the vehicle is no longer cost-effective to maintain, with replacement/repair required for the brakes, coolant system, cab corners, rocker panels, front fender, tires, rims, drivers seat, trailer hitch, tailgate handle, and door hinges; and

WHEREAS, the vehicle proposed for disposal is described as follows:

- Make: Chevrolet
- Model: Silverado 1500
- Year: 2008

DRAFT

- VIN: 1GCEC14XX82249309
- Mileage: 155,505 as of October 8, 2026

WHEREAS, it is in the best financial interest of the Village of Sundridge to declare this vehicle as surplus property and dispose of it in accordance with applicable laws and policies;

NOW, THEREFORE, BE IT RESOLVED by the Village of Sundridge as follows:

1. Declaration of Surplus: The vehicle described above is hereby officially declared surplus property.
2. Authorization of Disposal: The Village Superintendent is authorized to dispose of said vehicle through scrap.
3. Execution of Documents: The Village Superintendent is authorized to execute any and all documents necessary to transfer ownership of the vehicle if required.
4. Allocation of Proceeds: Any proceeds realized from the sale of this vehicle shall be deposited into a public works reserve fund.

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

CARRIED.

9.4. Letter of Support – Phoenix Upgrade and Expansion

Resolution #2026-237
Moved By: Fraser Williamson
Seconded By: Sharon Smith

THAT the Council for the Corporation of the Village receives the correspondence from Phoenix Building Components regarding their ask for a support letter to accompany their funding applications,

AND THAT Council approves of the draft letter of support included in the agenda package.

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

CARRIED.

DRAFT

9.5. Santa Claus Parade Committee

Resolution #2026-238
Moved By: Fraser Williamson
Seconded By: Sharon Smith

THAT the Council for the Corporation of The Village of Sundridge receives the letter from the Santa Claus Parade Committee,

AND THAT Council approve of the following event details:

- Date of the parade as being Saturday November 28, 2026
- Parade route: starting at 118 Main Street (elementary school) proceeding down Main Street towards Albert Street, then over to SSJ Arena at 14 Albert Street
- Parade commencing at 5:00pm
- Road Closures in effect from 4:30pm to 6:00pm
- Adequate number of competent volunteers to assist in supervising the road closures for the event
- Use of village barricades for road closure purposes (additional barricades required will be the responsibility of the parade committee to source)
- Cost for the certificate of insurance to be reimbursed to village at the conclusion of the event;

AND FURTHER THAT Staff are to prepare the required road closure by-law for the next regular meeting of council.

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

CARRIED.

9.6. Ministry of Natural Resources Request for Village of Sundridge Road Data

Resolution #2026-239
Moved By: Vicki Whitmell
Seconded By: Sharon Smith

THAT Council receives a request from the Ministry of Natural Resources regarding access to Village of Sundridge Road Data;

DRAFT

AND THAT Council authorizes the Clerk Administrator to sign the Memorandum of Understanding allowing the Province of Ontario access to the Village of Sundridge Road Data for purposes of mapping.

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

CARRIED.

9.7. Procurement By-Law Update - DRAFT

Resolution #2026-240
Moved By: Sharon Smith
Seconded By: Luke Preston

THAT Council discuss the Draft Procurement By-Law update;

AND THAT an updated draft reflecting the changes council asked for be brought to the next regular meeting of council for further review.

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

CARRIED.

Mayor Jackson called a brief five (5) minute recess at 7:25pm

Mayor Jackson resumed the meeting at 7:30pm

9.8. Budgetary Control Report

Resolution #2026-241
Moved By: Sharon Smith
Seconded By: Fraser Williamson

THAT Council receive the Budgetary Control Report dated October 9, 2026.

DRAFT

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

CARRIED.

9.9. Landfill Gate

Resolution #2026-242
Moved By: Fraser Williamson
Seconded By: Luke Preston

THAT Council for the Village of Sundridge discusses the Township of Strong landfill gate item

AND THAT Council would like to ask the Township of Strong to take part in a special meeting, preferably before next Wednesday October 21, 2026 to collectively discuss this matter and a solution to move forward.

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

CARRIED.

ITEMS MOVED FROM CONSENT LITS INTO COMMITTEE OF THE WHOLE

7 (E.5) Village of Burk's Falls Resolution 2026-256 – Provincial Library Funding

Resolution #2026-243
Moved By: Vicki Whitmell
Seconded By: Fraser Williamson

THAT Council for the Village of Sundridge discusses the Village of Burk's Falls Resolution regarding Provincial Library Funding

And THAT council direct staff to prepare a letter in support of the Village of Burk's Falls resolution on the increase in the provincial funding for public libraries,

AND THAT the support letter be sent to parties referenced in the Village of Burks Falls letter**.**

DRAFT

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

CARRIED.

10) COMMITTEE REPORTS/MINUTES

Resolution #2026-244
Moved By: Fraser Williamson
Seconded By: Sharon Smith

THAT Items 10 (A.1) to 10 (B.4) be received and discussed.
10 (A.1) Sundridge Strong Joly Recreation Committee – October 1, 2026
10 (A.2) Sundridge Strong Union Public Library Board – June 18, 2026
10 (A.3) Sundridge Strong Joly Arena Committee – October 7, 2026
10 (B.1) Regular Council – September 23, 2026
10 (B.2) Regular Council Closed Session – September 23, 2026
10 (B.3) Special Bi-Council September 29, 2026
10 (B.4) Special Tri-Council September 29, 2026

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

CARRIED.

11) STAFF REPORTS

11.1. Staff Memo - Rideshare Update

Resolution #2026-245
Moved By: Luke Preston
Seconded By: Vicki Whitmell

THAT Council receives the staff memo dated October 14, 2026 regarding Provincial Rideshare Updates.

Recorded Vote	For	Against	Abstain
Preston, Luke	Y		

DRAFT

Smith, Sharon	**Y**
Whitmell, Vicki	**Y**
Williamson, Fraser	**Y**
Jackson, Shawn	**Y**

CARRIED.

11.2. Staff Report – S2026-009 AMP Annual Progress Review

Resolution #2026-246
Moved By: Sharon Smith
Seconded By: Fraser Williamson

THAT Council receive Staff Report S2026-009, dated October 14, 2026 regarding the Asset Management Plan – Annual Progress Review,

AND THAT the asset management plan be placed on a future agenda early in the new year to assist the new term of council to familiarize themselves on the contents of the document.

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

CARRIED.

12) BY-LAWS

12.1 By-Law No. 2026-040 Zoning By-Law Amendment (10362 Hwy 124)

Resolution #2026-247
Moved By: Luke Preston
Seconded By: Fraser Williamson

THAT By-Law No. 2026-040, being a by-law to amend By-Law No. 89-002, be approved.

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

CARRIED.

DRAFT

13) ANNOUCEMENTS

- **Shawn Jackson** – Nothing at this time.

- **Sharon Smith**
  - Deputy Mayor Smith attended Camp Molly this past weekend, and said a few words at the closing of the camp. This was a fire services four day camp for women. It was a great event!
  - The District Social Services Administration Board is holding another Housing Day event at the South River Arena in November. Date to be confirmed.
  - NOSDA has 11 DSSAB's in the North. There is a Federal/Provincial/NOSDA partnership that is going to see 609 houses built across the north. Parry Sound is one of the selected areas. The rent will be 'reasonable market value'.

- **Luke Preston** – Nothing at this time.

- **Fraser Williamson** – Nothing at this time.

- **Vicki Whitmell** – Nothing at this time.

- **Nancy Millar, Clerk Administrator**
  - The spiral slide at Lion's Park was installed at the beginning of October. There are multiple deficiencies with the installation, and the supplier is working with the village to rectify this matter.
  - The 2026 municipal election vote by mail kits have been sent out to eligible electors. If someone has not received a kit and would like to vote, they can come into the village office and staff will assist them in the registration process. Eligible voters can be registered and cast their vote Monday through Friday 8:30am to 4;00pm, and 8:30am to 8:00pm on October 26, 2026 (Election Day)

14) INTRODUCTION OF FUTURE MOTIONS

Luke Preston will introduce a motion pertaining to the Ministry of Transportation with a letter of concern for rideshare as it relates to rural northern Ontario municipalities

DRAFT

15) CONFIRMING BY-LAW

Resolution #2026-248
Moved By: Sharon Smith
Seconded By: Fraser Williamson

THAT By-Law No. 2026-041, being a by-law to confirm the proceedings of Council of the Corporation of the Village of Sundridge at its regular meeting of **October, 14, 2026** be adopted.

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

CARRIED.

16) CONSIDERATION OF A CLOSED SESSION - None

17) ADJOURNMENT

Resolution #2026-249
Moved By: Fraser Williamson
Seconded By:

THAT we do now adjourn at 845 p.m. until the Regular Council Meeting on October, 28, 2026, or at the call of the Mayor.

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

CARRIED.

_____

Shawn Jackson, Mayor

_____

Nancy Millar, Clerk Administrator

DRAFT

MEMO TO: Mayor, Deputy Mayor, and Council

FROM: Clerk Administrator; Nancy Millar

DATE: October 28, 2026

SUBJECT: **Waste Collection Diversion Costs**

Collection Date	Garbage transferred to Service Providers' facility	Tonnes Collected (Transferred at a cost of $165.00/tone	Cost to the Village of Sundridge
September 16, 2026	Yes	3.59	592.35 +HST = **669.35**
September 23, 2026	Yes	3.31	546.15 +HST = **617.15**
September 30, 2026	Yes	3.43	565.95 +HST = **639.53**
October 7, 2026	Yes		
October 14, 2026	Yes		
October 21, 2026	Yes		

THE CORPORATION OF THE VILLAGE OF SUNDRIDGE

BY-LAW NO. 2026-042

Being a By-Law to enter into an Agreement between His Majesty the King in Right of Ontario as represented by the Minister of Northern Economic Development and Growth and the Corporation of The Village of Sundridge.

WHEREAS the Minister of Northern Economic Development and Growth carrying out the fund administration and coordination role for the transfer of funds for the NORDS Funding allocation.

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

1) That the Corporation of the Village of Sundridge does hereby enter into an Agreement with the Minister of Northern Economic Development and Growth as a recipient will undertake activities as set out in the Agreement in order to receive the Transfer of funds under NORDS funding allocation.

2) That the Corporation of the Village of Sundridge authorizes the Mayor or Designate and the Clerk Administrator to sign the agreement

PASSED THIS 28th DAY OF OCTOBER, 2026.

_____
Shawn Jackson, Mayor

_____
Nancy Millar, Clerk Administrator

ONTARIO TRANSFER PAYMENT AGREEMENT

THE AGREEMENT is effective as of the date of execution by the Province

BETWEEN:

His Majesty the King in right of Ontario as represented by the Minister of Northern Economic Development and Growth

(the "Province")

- and -

CORPORATION OF VILLAGE OF SUNDRIDGE

(the "Recipient")

CONSIDERATION

In consideration of the mutual covenants and agreements contained in the Agreement and for other good and valuable consideration, the receipt and sufficiency of which are expressly acknowledged, the Province and the Recipient agree as follows:

1.0 1.0 ENTIRE AGREEMENT

1.0 1.0 ENTIRE AGREEMENT

1.1 Schedules to the Agreement. The following schedules form part of the Agreement:

Schedule "A" - General Terms and Conditions
Schedule "B" - Project Specific Information and Additional Provisions
Schedule "C" - Project and Budget

Schedule "D" - (LEFT INTENTIONALLY BLANK)
Schedule "E" - Payment Plan
Schedule "F" - Reports.

1.2 Entire Agreement. The Agreement constitutes the entire agreement between the Parties with respect to the subject matter contained in the Agreement and supersedes all prior oral or written representations and agreements.

2.0 2.0 CONFLICT OR INCONSISTENCY

2.1 Conflict or Inconsistency. In the event of a conflict or inconsistency between the Additional Provisions and the provisions in Schedule "A", the following rules will apply:

(a) the Parties will interpret any Additional Provisions in so far as possible, in a way that preserves the intention of the Parties as expressed in Schedule "A"; and

(b) where it is not possible to interpret the Additional Provisions in a way that is consistent with the provisions in Schedule "A", the Additional Provisions will prevail over the provisions in Schedule "A" to the extent of the inconsistency.

3.0 3.0 COUNTERPARTS

3.1 One and the Same Agreement. The Agreement may be executed in any number of counterparts, each of which will be deemed an original, but all of which together will constitute one and the same instrument.

4.0 4.0 AMENDING THE AGREEMENT

4.1 Amending the Agreement. The Agreement may only be amended by a written agreement duly executed by the Parties.

5.0 5.0 ACKNOWLEDGEMENT

5.1 Acknowledgement. The Recipient acknowledges that:

(a) by receiving Funds it may become subject to legislation applicable to organizations that receive funding from the Government of Ontario, including the *Buy Ontario Act (Public Sector Procurement), 2025* (Ontario), *Broader Public Sector Accountability Act, 2010* (Ontario), the *Public Sector Salary Disclosure Act, 1996* (Ontario), and the *Auditor General Act* (Ontario);

(b) His Majesty the King in right of Ontario has issued expenses, perquisites, and procurement directives and guidelines pursuant to the *Broader Public Sector Accountability Act, 2010* (Ontario) and the *Buy Ontario Act (Public Sector Procurement), 2025* (Ontario);

(c) the Funds are:

(i) to assist the Recipient to carry out the Project and not to provide goods or services to the Province;

(ii) funding for the purposes of the *Public Sector Salary Disclosure Act, 1996* (Ontario);

(d) the Province is not responsible for carrying out the Project;

(e) the Province is bound by the *Freedom of Information and Protection of Privacy Act* (Ontario) and that any information provided to the Province in connection with the Project or otherwise in connection with the Agreement may be subject to disclosure in accordance with that Act; and

(f) the Province is bound by the *Financial Administration Act* (Ontario) ("FAA") and, pursuant to subsection 11.3(2) of the FAA, payment by the Province of Funds under the Agreement will be subject to,

(i) an appropriation, as that term is defined in subsection 1(1) of the FAA, to which that payment can be charged being available in the Funding Year in which the payment becomes due; or

(ii) the payment having been charged to an appropriation for a previous fiscal year.

SIGNATURE PAGE FOLLOWS

The Parties have executed the Agreement on the dates set out below.

HIS MAJESTY THE KING IN RIGHT OF ONTARIO
as represented by the Minister of Northern Economic Development and Growth

_____
Date

_____
Name: Tracey Dawson-Kinnonen

Title: Director

CORPORATION OF VILLAGE OF SUNDRIDGE

_____
Date

_____
Name: Christine Hickey

Title: Treasurer

_____
Date

_____
Name: Nancy Millar

Title: Clerk Administrator

I have authority to bind the Recipient

SCHEDULE "A"
GENERAL TERMS AND CONDITIONS

A1.0 INTERPRETATION AND DEFINITIONS

A1.1 Interpretation. For the purposes of interpretation:

(a) words in the singular include the plural and vice-versa;

(b) words in one gender include all genders;

(c) the headings do not form part of the Agreement; they are for reference only and will not affect the interpretation of the Agreement;

(d) any reference to dollars or currency will be in Canadian dollars and currency; and

(e) "include", "includes" and "including" denote that the subsequent list is not exhaustive.

A1.2 Definitions. In the Agreement, the following terms will have the following meanings:

"Additional Provisions" means the terms and conditions set out in Schedule "B".

"Agreement" means this agreement entered into between the Province and the Recipient, all of the schedules listed in section 1.1, and any amending agreement entered into pursuant to section 4.1.

"Budget" means the budget attached to the Agreement as Schedule "D".

"Business Day" means any working day, Monday to Friday inclusive, excluding statutory and other holidays, namely: New Year's Day; Family Day; Good Friday; Easter Monday; Victoria Day; Canada Day; Civic Holiday; Labour Day; Thanksgiving Day; Remembrance Day; Christmas Day; Boxing Day and any other day on which the Province has elected to be closed for business.

"Effective Date" means the date set out at the top of the Agreement.

"Event of Default" has the meaning ascribed to it in section A12.1.

"Expiry Date" means the expiry date set out in Schedule "B".

"Funding Year" means:

(a) in the case of the first Funding Year, the period commencing on the Effective Date and ending on the following March 31; and

(b) in the case of Funding Years subsequent to the first Funding Year, the period commencing on April 1 following the end of the previous Funding Year and ending on the following March 31 or the Expiry Date, whichever is first.

"Funds" means the money the Province provides to the Recipient pursuant to the Agreement.

"Indemnified Parties" means His Majesty the King in right of Ontario, and includes His ministers, agents, appointees, and employees.

"Loss" means any cause of action, liability, loss, cost, damage, or expense (including legal, expert and consultant fees) that anyone incurs or sustains as a result of or in connection with the Project or any other part of the Agreement.

"Maximum Funds" means the maximum set out in Schedule "B".

"Notice" means any communication given or required to be given pursuant to the Agreement.

"Notice Period" means the period of time within which the Recipient is required to remedy an Event of Default pursuant to section A12.3(b), and includes any such period or periods of time by which the Province extends that time pursuant to section A12.4.

"Parties" means the Province and the Recipient.

"Party" means either the Province or the Recipient.

"Proceeding" means any action, claim, demand, lawsuit, or other proceeding that anyone makes, brings or prosecutes as a result of or in connection with the Project or with any other part of the Agreement.

"Project" means the undertaking described in Schedule "C".

"Records Review" means any assessment the Province conducts pursuant to section A7.4.

"Reports" means the reports described in Schedule "F".

A2.0 REPRESENTATIONS, WARRANTIES, AND COVENANTS

A2.1 General. The Recipient represents, warrants, and covenants that:

(a) it is, and will continue to be, a validly existing legal entity with full power to fulfill its obligations under the Agreement;

(b) it has, and will continue to have, the experience and expertise necessary to carry out the Project;

(c) it is in compliance with, and will continue to comply with, all federal and provincial laws and regulations, all municipal by-laws, and any other orders, rules, and by-laws related to any aspect of the Project, the Funds, or both; and

(d) unless otherwise provided for in the Agreement, any information the Recipient provided to the Province in support of its request for funds (including information relating to any eligibility requirements) was true and complete at the time the Recipient provided it and will continue to be true and complete.

A2.2 Execution of Agreement. The Recipient represents and warrants that it has:

(a) the full power and capacity to enter into the Agreement; and

(b) taken all necessary actions to authorize the execution of the Agreement.

A2.3 Governance. The Recipient represents, warrants, and covenants that it has, will maintain in writing, and will follow:

(a) a code of conduct and ethical responsibilities for all persons at all levels of the Recipient's organization;

(b) procedures to enable the Recipient's ongoing effective functioning;

(c) decision-making mechanisms for the Recipient;

(d) procedures to enable the Recipient to manage Funds prudently and effectively;

(e) procedures to enable the Recipient to complete the Project

successfully;

(f) procedures to enable the Recipient to identify risks to the completion of the Project and strategies to address the identified risks, all in a timely manner;

(g) procedures to enable the preparation and submission of all Reports required pursuant to Article A7.0; and

(h) procedures to enable the Recipient to address such other matters as the Recipient considers necessary to enable the Recipient to carry out its obligations under the Agreement.

A2.4 Supporting Proof. Upon the request of the Province, the Recipient will provide the Province with proof of the matters referred to in Article A2.0.

A3.0 TERM OF THE AGREEMENT

A3.1 Term. The term of the Agreement will commence on the Effective Date and will expire on the Expiry Date unless terminated earlier pursuant to Article A11.0 or Article A12.0.

A4.0 FUNDS AND CARRYING OUT THE PROJECT

A4.1 Funds Provided. The Province will:

(a) provide the Recipient with Funds up to the Maximum Funds for the purpose of carrying out the Project;

(b) provide the Funds to the Recipient in accordance with the payment plan attached to the Agreement as Schedule "E"; and

(c) deposit the Funds into an account the Recipient designates provided that the account:

(i) resides at a Canadian financial institution; and

(ii) is in the name of the Recipient.

A4.2 Limitation on Payment of Funds. Despite section A4.1:

(a) the Province is not obligated to provide any Funds to the Recipient until the Recipient provides the certificates of insurance or other proof required pursuant to section A10.2;

(b) the Province is not obligated to provide instalments of Funds until it is satisfied with the progress of the Project; and

(c) the Province may adjust the amount of Funds it provides to the Recipient for any Funding Year based upon the Province's assessment of the information the Recipient provides to the Province pursuant to section A7.2.

A4.3 Use of Funds and Carry Out the Project. The Recipient will do all of the following:

(a) carry out the Project in accordance with the Agreement;

(b) use the Funds only for the purpose of carrying out the Project;

(c) spend the Funds only in accordance with the Budget;

(d) not use the Funds to cover any cost that has been or will be funded or reimbursed by one or more of any third party, ministry, agency, or organization of the Government of Ontario.

A4.4 Interest-Bearing Account. If the Province provides Funds before the Recipient's immediate need for the Funds, the Recipient will place the Funds in an interest-bearing account in the name of the Recipient at a Canadian financial institution.

A4.5 Interest. If the Recipient earns any interest on the Funds, the Province may do either or both of the following:

(a) deduct an amount equal to the interest from any further instalments of Funds;

(b) demand from the Recipient the payment of an amount equal to the interest.

A4.6 Rebates, Credits, and Refunds. The Province will calculate Funds based on the actual costs to the Recipient to carry out the Project, less any costs (including taxes) for which the Recipient has received, will receive, or is eligible to receive, a rebate, credit, or refund.

A5.0 RECIPIENT'S ACQUISITION OF GOODS OR SERVICES, AND DISPOSAL OF ASSETS

A5.1 Acquisition. If the Recipient acquires goods, services, or both with the Funds, it will do so through a process that promotes the best value for money.

A5.2 Disposal. The Recipient will not, without the Province's prior consent, sell, lease, or otherwise dispose of any asset purchased or created with the Funds or for which Funds were provided, the cost of which exceeded the amount as set out in Schedule "B" at the time of purchase.

A6.0 CONFLICT OF INTEREST

A6.1 Conflict of Interest Includes. For the purposes of Article A6.0, a conflict of interest includes any circumstances where:

(a) the Recipient; or

(b) any person who has the capacity to influence the Recipient's decisions,

has outside commitments, relationships, or financial interests that could, or could be seen by a reasonable person to, interfere with the Recipient's objective, unbiased, and impartial judgment relating to the Project, the use of the Funds, or both.

A6.2 No Conflict of Interest. The Recipient will carry out the Project and use the Funds without an actual, potential, or perceived conflict of interest unless:

(a) the Recipient:

(i) provides Notice to the Province disclosing the details of the actual, potential, or perceived conflict of interest; and

(ii) requests the consent of the Province to carry out the Project with an actual, potential, or perceived conflict of interest;

(b) the Province provides its consent to the Recipient carrying out the

Project with an actual, potential, or perceived conflict of interest; and

(c) the Recipient complies with any terms and conditions the Province may prescribe in its consent.

A7.0 REPORTS, ACCOUNTING, AND REVIEW

A7.1 Province Includes. For the purposes of sections A7.4, A7.5 and A7.6, "Province" includes any auditor or representative the Province may identify.

A7.2 Preparation and Submission. The Recipient will:

(a) submit to the Province at the address set out in Schedule "B" :

(i) all Reports in accordance with the timelines and content requirements set out in Schedule "F";

(ii) any other reports in accordance with any timelines and content requirements the Province may specify from time to time;

(b) ensure that all Reports and other reports are:

(i) completed to the satisfaction of the Province; and

(ii) signed by an authorized signing officer of the Recipient.

A7.3 Record Maintenance. The Recipient will keep and maintain for a period of seven years from their creation:

(a) all financial records (including invoices and evidence of payment) relating to the Funds or otherwise to the Project in a manner consistent with either international financial reporting standards or generally accepted accounting principles or any comparable accounting standards that apply to the Recipient; and

(b) all non-financial records and documents relating to the Funds or otherwise to the Project.

A7.4 Records Review. The Province may, at its own expense, upon twenty-four hours' Notice to the Recipient and during normal business hours enter

upon the Recipient's premises to conduct an audit or investigation of the Recipient regarding the Recipient's compliance with the Agreement, including assessing any of the following:

(a) the truth of any of the Recipient's representations and warranties;

(b) the progress of the Project;

(c) the Recipient's allocation and expenditure of the Funds.

A7.5 Inspection and Removal. For the purposes of any Records Review, the Province may take one or both of the following actions:

(a) inspect and copy any records and documents referred to in section A7.3;

(b) remove any copies the Province makes pursuant to section A7.5(a).

A7.6 Cooperation. To assist the Province in respect of its rights provided for in section A7.5, the Recipient will cooperate with the Province by:

(a) ensuring that the Province has access to the records and documents wherever they are located;

(b) assisting the Province to copy records and documents;

(c) providing to the Province, in the form the Province specifies, any information the Province identifies; and

(d) carrying out any other activities the Province requests.

A7.7 No Control of Records. No provision of the Agreement will be construed to give the Province any control whatsoever over any of the Recipient's records.

A7.8 Auditor General. The Province's rights under Article A7.0 are in addition to any rights provided to the Auditor General pursuant to section 9.1 of the *Auditor General Act* (Ontario).

A8.0 COMMUNICATIONS REQUIREMENTS

A8.1 Acknowledge Support. Unless the Province directs the Recipient to do otherwise, the Recipient will in each of its Project-related publications, whether written, oral, or visual:

(a) acknowledge the support of the Province for the Project;

(b) ensure that any acknowledgement is in a form and manner as the Province directs; and

(c) indicate that the views expressed in the publication are the views of the Recipient and do not necessarily reflect those of the Province.

A9.0 INDEMNITY

A9.1 Indemnify. The Recipient will indemnify and hold harmless the Indemnified Parties from and against any Loss and any Proceeding, unless solely caused by the gross negligence or wilful misconduct of the Indemnified Parties.

A10.0 INSURANCE

A10.1 Insurance. The Recipient represents, warrants, and covenants that it has, and will maintain, at its own cost and expense, with insurers having a secure A.M. Best rating of B+ or greater, or the equivalent, all the necessary and appropriate insurance that a prudent person carrying out a project similar to the Project would maintain, including commercial general liability insurance on an occurrence basis for third party bodily injury, personal injury, and property damage, to an inclusive limit of not less than the amount set out in Schedule "B" per occurrence, which commercial general liability insurance policy will include the following:

(a) the Indemnified Parties as additional insureds with respect to liability arising in the course of performance of the Recipient's obligations under, or otherwise in connection with, the Agreement;

(b) a cross-liability clause;

(c) contractual liability coverage; and

(d) at least 30 days' written notice of cancellation.

A10.2 Proof of Insurance. The Recipient will:

(a) provide to the Province, either:

(i) certificates of insurance that confirm the insurance coverage required by section A10.1; or

(ii) other proof that confirms the insurance coverage required by section A10.1; and

(b) in the event of a Proceeding, and upon the Province's request, the Recipient will provide to the Province a copy of any of the Recipient's insurance policies that relate to the Project or otherwise to the Agreement, or both.

A11.0 TERMINATION ON NOTICE

A11.1 Termination on Notice. The Province may terminate the Agreement at any time without liability, penalty, or costs upon giving 30 days' Notice to the Recipient.

A11.2 Consequences of Termination on Notice by the Province. If the Province terminates the Agreement pursuant to section A11.1, the Province may take one or more of the following actions:

(a) cancel further instalments of Funds;

(b) demand from the Recipient the payment of any Funds remaining in the possession or under the control of the Recipient; and

(c) determine the reasonable costs for the Recipient to wind down the Project, and do either or both of the following:

(i) permit the Recipient to offset such costs against the amount the Recipient owes pursuant to section A11.2(b); and

(ii) subject to section A4.1(a), provide Funds to the Recipient to cover such costs.

A12.0 EVENT OF DEFAULT, CORRECTIVE ACTION, AND TERMINATION FOR DEFAULT

A12.1 Events of Default. Each of the following events will constitute an Event of Default:

(a) in the opinion of the Province, the Recipient breaches any representation, warranty, covenant, or other term of the Agreement, including failing to do any of the following in accordance with the terms and conditions of the Agreement:

(i) carry out the Project;

(ii) use or spend Funds; or

(iii) provide, in accordance with section A7.2, Reports or such other reports as the Province may have requested pursuant to section A7.2(a)(ii);

(b) the Recipient's operations, its financial condition, its organizational structure or its control changes such that it no longer meets one or more of the eligibility requirements of the program under which the Province provides the Funds;

(c) the Recipient makes an assignment, proposal, compromise, or arrangement for the benefit of creditors, or a creditor makes an application for an order adjudging the Recipient bankrupt, or applies for the appointment of a receiver;

(d) the Recipient ceases to operate.

A12.2 Consequences of Events of Default and Corrective Action. If an Event of Default occurs, the Province may, at any time, take one or more of the following actions:

(a) initiate any action the Province considers necessary in order to facilitate the successful continuation or completion of the Project;

(b) provide the Recipient with an opportunity to remedy the Event of Default;

(c) suspend the payment of Funds for such period as the Province determines appropriate;

(d) reduce the amount of the Funds;

(e) cancel further instalments of Funds;

(f) demand from the Recipient the payment of any Funds remaining in the possession or under the control of the Recipient;

(g) demand from the Recipient the payment of an amount equal to any Funds the Recipient used, but did not use in accordance with the Agreement;

(h) demand from the Recipient the payment of an amount equal to any

Funds the Province provided to the Recipient;

(i) demand from the Recipient the payment of an amount equal to the costs the Province incurred or incurs to enforce its rights under the Agreement, including the costs of any Records Review and the costs it incurs to collect any amounts the Recipient owes to the Province; and

(j) upon giving Notice to the Recipient, terminate the Agreement at any time, including immediately, without liability, penalty or costs to the Province.

A12.3 Opportunity to Remedy. If, pursuant to section A12.2(b), the Province provides the Recipient with an opportunity to remedy the Event of Default, the Province will give Notice to the Recipient of:

(a) the particulars of the Event of Default; and

(b) the Notice Period.

A12.4 Recipient not Remedying. If the Province provides the Recipient with an opportunity to remedy the Event of Default pursuant to section A12.2(b), and:

(a) the Recipient does not remedy the Event of Default within the Notice Period;

(b) it becomes apparent to the Province that the Recipient cannot completely remedy the Event of Default within the Notice Period; or

(c) the Recipient is not proceeding to remedy the Event of Default in a way that is satisfactory to the Province,

the Province may extend the Notice Period, or initiate any one or more of the actions provided for in sections A12.2(a), (c), (d), (e), (f), (g), (h), (i) and (j).

A12.5 When Termination Effective. Termination under Article A12.0 will take effect as provided for in the Notice.

A13.0 FUNDS AT THE END OF A FUNDING YEAR

A13.1 Funds at the End of a Funding Year. Without limiting any rights of the Province under Article A12.0, if, by the end of a Funding Year, the Recipient has not spent all of the Funds allocated for that Funding Year as provided for in the Budget, the Province may take one or both of the following actions:

(a) demand from the Recipient payment of the unspent Funds;

(b) adjust the amount of any further instalments of Funds accordingly.

A14.0 FUNDS UPON EXPIRY

A14.1 Funds Upon Expiry. Upon expiry of the Agreement, the Recipient will pay to the Province any Funds remaining in its possession, under its control, or both.

A15.0 DEBT DUE AND PAYMENT

A15.1 Payment of Overpayment. If at any time the Province provides Funds in excess of the amount to which the Recipient is entitled under the Agreement, the Province may:

(a) deduct an amount equal to the excess Funds from any further instalments of Funds; or

(b) demand that the Recipient pay to the Province an amount equal to the excess Funds.

A15.2 Debt Due. If, pursuant to the Agreement:

(a) the Province demands from the Recipient the payment of any Funds, an amount equal to any Funds or any other amounts owing under the Agreement; or

(b) the Recipient owes to the Province any Funds, an amount equal to any Funds or any other amounts owing under the Agreement, whether or not the Province has demanded their payment,

such amounts will be deemed to be debts due and owing to the Province by the Recipient, and the Recipient will pay the amounts to the Province immediately, unless the Province directs otherwise.

A15.3 Interest Rate. The Province may charge the Recipient interest on any money owing to the Province by the Recipient under the Agreement at the then current interest rate charged by the Province of Ontario on accounts receivable.

A15.4 Payment of Money to Province. The Recipient will pay any money owing to the Province by cheque payable to the "Ontario Minister of Finance" and delivered to the Province at the address set out in Schedule "B".

A15.5 Fails to Pay. Without limiting the application of section 43 of the *Financial Administration Act* (Ontario), if the Recipient fails to pay any amount owing under the Agreement, His Majesty the King in right of Ontario may deduct any unpaid amount from any money payable to the Recipient by His Majesty the King in right of Ontario.

A16.0 NOTICE

A16.1 Notice in Writing and Addressed. Notice will be:

(a) in writing;

(b) delivered by email, postage-prepaid mail, personal delivery, courier or fax; and

(c) addressed to the Province or the Recipient as set out in Schedule "B", or as either Party later designates to the other by Notice.

A16.2 Notice Given. Notice will be deemed to have been given:

(a) in the case of postage-prepaid mail, five Business Days after the Notice is mailed; or

(b) in the case of fax, one Business Day after the Notice is delivered; and

(c) in the case of email, personal delivery or courier on the date on which the Notice is delivered.

A16.3 Postal Disruption. Despite section A16.2(a), in the event of a postal disruption:

(a) Notice by postage-prepaid mail will not be deemed to be given; and

(b) the Party giving Notice will give Notice by email, personal delivery, courier or fax.

A17.0 CONSENT BY PROVINCE AND COMPLIANCE BY RECIPIENT

A17.1 Consent. When the Province provides its consent pursuant to the Agreement:

(a) it will do so by Notice;

(b) it may attach any terms and conditions to the consent; and

(c) the Recipient may rely on the consent only if the Recipient complies with any terms and conditions the Province may have attached to the consent.

A18.0 SEVERABILITY OF PROVISIONS

A18.1 Invalidity or Unenforceability of Any Provision. The invalidity or unenforceability of any provision of the Agreement will not affect the validity or enforceability of any other provision of the Agreement.

A19.0 WAIVER

A19.1 Condonation not a waiver. Failure or delay by the either Party to exercise any of its rights, powers or remedies under the Agreement will not constitute a waiver of those rights, powers or remedies and the obligations of the Parties with respect to such rights, powers or remedies will continue in full force and effect.

A19.2 Waiver. Either Party may waive any of its rights, powers or remedies under the Agreement by providing Notice to the other Party. A waiver will apply only to the specific rights, powers or remedies identified in the Notice and the Party providing the waiver may attach terms and conditions to the waiver.

A20.0 INDEPENDENT PARTIES

A20.1 Parties Independent. The Recipient is not an agent, joint venturer, partner, or employee of the Province, and the Recipient will not represent itself in any way that might be taken by a reasonable person to suggest that it is or take any actions that could establish or imply such a relationship.

A21.0 ASSIGNMENT OF AGREEMENT OR FUNDS

A21.1 No Assignment. The Recipient will not, without the prior written consent of the Province, assign any of its rights or obligations under the Agreement.

A21.2 Agreement Binding. All rights and obligations contained in the Agreement will extend to and be binding on:

(a) the Recipient's heirs, executors, administrators, successors, and permitted assigns; and

(b) the successors to His Majesty the King in right of Ontario.

A22.0 GOVERNING LAW

A22.1 Governing Law. The Agreement and the rights, obligations, and relations of the Parties will be governed by and construed in accordance with the laws of the Province of Ontario and the applicable federal laws of Canada. Any actions or proceedings arising in connection with the Agreement will be conducted in the courts of Ontario, which will have exclusive jurisdiction over such proceedings.

A23.0 FURTHER ASSURANCES

A23.1 Agreement into Effect. The Recipient will:

(a) provide such further assurances as the Province may request from time to time with respect to any matter to which the Agreement pertains; and

(b) do or cause to be done all acts or things necessary to implement and carry into effect the terms and conditions of the Agreement to their full extent.

A24.0 JOINT AND SEVERAL LIABILITY

A24.1 Joint and Several Liability. Where the Recipient comprises more than one entity, each entity will be jointly and severally liable to the Province for the fulfillment of the obligations of the Recipient under the Agreement.

A25.0 RIGHTS AND REMEDIES CUMULATIVE

A25.1 Rights and Remedies Cumulative. The rights and remedies of the Province under the Agreement are cumulative and are in addition to, and not in substitution for, any of its rights and remedies provided by law or in equity.

A26.0 FAILURE TO COMPLY WITH OTHER AGREEMENTS

A26.1 Other Agreements. If the Recipient:

(a) has failed to comply with any term, condition, or obligation under any other agreement with His Majesty the King in right of Ontario or one of Her agencies (a "Failure");

(b) has been provided with notice of such Failure in accordance with the requirements of such other agreement;

(c) has, if applicable, failed to rectify such Failure in accordance with

the requirements of such other agreement; and

(d) such Failure is continuing,

the Province may suspend the payment of Funds for such period as the Province determines appropriate.

A27.0 SURVIVAL

A27.1 Survival. The following Articles and sections, and all applicable cross-referenced Articles, sections and schedules, will continue in full force and effect for a period of seven years from the date of expiry or termination of the Agreement: Article 1.0, Article 2.0, Article A1.0 and any other applicable definitions, section A2.1(a), sections A4.4, A4.5, A4.6, section A5.2, section A7.1, section A7.2 (to the extent that the Recipient has not provided the Reports or other reports as the Province may have requested and to the satisfaction of the Province), sections A7.3, A7.4, A7.5, A7.6, A7.7, A7.8, Article A8.0, Article A9.0, section A11.2, section A12.1, sections A12.2(d), (e), (f), (g), (h), (i) and (j), Article A13.0, Article A14.0, Article A15.0, Article A16.0, Article A18.0, section A21.2, Article A22.0, Article A24.0, Article A25.0 and Article A27.0.

END OF GENERAL TERMS AND CONDITIONS

SCHEDULE "B"
PROJECT SPECIFIC INFORMATION AND ADDITIONAL PROVISIONS

Maximum Funds	**$342,329.52**
Expiry Date	**August 31, 2031**
Amount for the purposes of section A5.2 (Disposal) of Schedule "A"	**$1,000**
Insurance	**$ 2,000,000**
Contact information for the purposes of Notice to the Province	**Position:** Tracey Dawson-Kinnonen, Director Transportation, Trade and Investment Branch Northern Development Division Ministry of Northern Economic Development and Growth **Fax:** 705-541-2140 **Email**: Tracey.Dawson-Kinnonen@ontario.ca
Contact information for the purposes of Notice to the Recipient	**Position:** Nancy Millar **Address:** , , , , **Fax:** **Email:** clerk@sundridge.ca
Contact information for the senior financial person in the Recipient organization (e.g., CFO, CAO) – to respond as required to requests from the Province related to the Agreement	**Position:** Nancy Millar **Address:** , , , , **Fax:** **Email:** clerk@sundridge.ca

Additional Provisions:

B1: Definitions. The following additional definitions are added to Schedule "A" as follows:

"Eligible Costs" means those eligible expenses set out in the Program Guidelines, as may be amended from time to time, subject to the sole discretion of the Province.

"Funding Period" means the period from April 1, 2026 to March 31, 2031.

"**Program**" means the Northern Ontario Resource Development Support Fund

Program.

"Program Guidelines" means the Northern Ontario Resource Development Support Fund Program Guidelines, as amended from time to time by the Province.

"Project Information Form" means the form attached as Appendix I, as amended from time to time by the Province, submitted to the Province by the Recipient that describes the undertakings being proposed to be undertaken by the Recipient.

B2: Definitions: The definition of "Budget" is deleted and replaced with the following:

"Budget" means all "PIF Budgets" in Schedule "C"

B3: Definitions: The definition of "Project" is deleted and replaced with the following:

"Project" has the meaning set out in Schedule "C".

B4: Section A4.3 is amended by adding the following as A4.3(e):

(e) only use the Funds for Eligible Costs.

B5: Section A7.2(a) is deleted and replaced with the following:

(a) submit to the Province at the address set out in Schedule "B", or through the Transfer Payment Ontario system, as applicable:

(i) all Reports in accordance with the timelines and content requirements set out in Schedule "F";

(ii) any other reports in accordance with any timelines and content requirements the Province may specify from time to time, which for greater certainty may include a report to be submitted by the Recipient from time to time on 30 days notice from the Province;

B6: Section A13.1 is deleted and replaced with the following:

A13.1 **Funds at the End of Funding Period.** Without limiting any rights of the Province under Article A12.0, if the Recipient has not spent all of the Funds allocated for the Funding Period as provided for in the Budget, unspent Funds form a debt due immediately repayable without any further action or demand from the Province.

SCHEDULE "C"
PROJECT AND BUDGET

The Recipient will carry out all undertakings as described in each Project Information Form in accordance with the budget in each such Project Information Form (each a "PIF Budget"), as approved by the Province in its sole discretion, and in accordance with the timelines of Schedule "E" (the "Project"). The Province will only provide Funds towards Eligible Costs in the Budget.

For clarity, the first Project Information Form for Agreement is the Project Information Form submitted with the Recipient's application for funding, provided it has been approved by the Province in its sole discretion.

The submission and approval of the Project Information Form(s) will be through the Transfer Payment Ontario system.

SCHEDULE "D"

LEFT INTENTIONALLY BLANK.

SCHEDULE "E"
PAYMENT PLAN

Payment Schedule:

Milestone	Milestone Due Date	Payment Date	Amount
Agreement fully executed by both Parties	Not applicable	Within 30 days after Agreement fully executed by both Parties	$68,465.90
Delivery of the following: • Project Information Form for 2027-28; and • Annual Report for 2026-27	March 31, 2027	Within 30 days after written approval of the Project Information Form for 2027-28 and Annual Report for 2026-27 by the Province, but no earlier than April 1, 2027	$68,465.90
Delivery of the following: • Project Information Form for 2028-29; and • Annual Report for 2027-28	March 31, 2028	Within 30 days after written approval of the Project Information Form for 2028-29 and Annual Report for 2027-28 by the Province, but no earlier than April 1, 2028	$68,465.90
Delivery of the following: • Project Information Form for 2029-30; and • Annual Report for 2028-29	March 31, 2029	Within 30 days after written approval of the Project Information Form for 2029-30 and Annual Report for 2028-29 by the Province, but no earlier than April 1, 2029	$68,465.90
Delivery of the following: • Project Information Form for 2030-	March 31, 2030	Within 30 days after written approval of the Project Information Form for 2030-31 and Annual	$68,465.90

31; and • Annual Report for 2029-30		Report for 2029-30 by the Province, but no earlier than April 1, 2030	

SCHEDULE "F"
REPORTS

The Recipient will submit Annual Reports by the dates indicated in the Report Schedule chart below.

Report Schedule	
Name of Report	**Due Date**
2026-2027 Annual Report	March 31, 2027
2027-2028 Annual Report	March 31, 2028
2028-2029 Annual Report	March 31, 2029
2029-2030 Annual Report	March 31, 2030
2030-2031 Annual Report	March 31, 2031

Report Details:
Each Annual Report must be submitted in the format attached in Appendix II to this Schedule "F", and will include, but will not be limited to, the following information:

1. Provide an accounting of all Funds used during the Funding Year, including with reference to the Budget;
2. Include a declaration signed by an authorized signing authority of the Recipient confirming current year expenditures; and
3. Include an accounting of any unspent Funds, including any interest earned on those Funds.

The completion, submission and approval of the Project Information Form will be through the Transfer Payment Ontario system, unless otherwise specified by the Province.

Appendix I
Form of Project Information Form

Expand | Validate

Instructions	A - Organization Information	B - Organization Address Information
C - Contact Information	D - Grant Payment Information	E - Project Information Form(s)
F - Certification	G - Declaration and Signing	

E - Project Information Form(s)

For more information and guidance, hover your cursor over each question below. A pop-up box with helpful tips or additional information will appear to assist you in completing the form

Additional projects can be submitted by clicking the "ADD" button below. A new series of fields will appear, allowing you to enter information on your additional project(s).

Add | Remove

Project Name: *

Project Type *

Project Description: *

Resource Development Sector: *

Type of Resource Development Impact

Resource Development Impacts: *

Is the project aligned with an existing municipal planning document? Planning Documents: Check all that apply

Asset Management Plan	Official Plan	Strategic Plan	Other

Project Start Date (mm/dd/yyyy) *

Project End Date (mm/dd/yyyy) *

Partnership Type (Select One) *

If you are the lead partner, please indicate that you own the asset. If you are a supporting municipality, please identify the project lead and confirm the amount of NORDS funding that is to be transferred to the lead municipality.

Note that supporting municipalities must submit a Council resolution confirming your support.

Total Project Costs *

Eligible Project Costs (e.g. capital costs) *

Project Expenditure Forecast

Year	Expenditure Amount	NORDS Allocation(s) to be utilized towards the project
2026-27 - Year 1		
2027-28 – Year 2		

2028-29 – Year 3		
2029-30 – Year 4		
2030-31 – Year 5		
Total		

Other Funding Sources

Identify all other funding sources related to the proposed project.

Funding Source Include:
1. Ontario Community Infrastructure Fund (OCIF)
2. Build Communities Strong Fund (BCSF) Community Stream
3. Investing in Canada Infrastructure Program (ICIP)
4. Connecting Links Program
5. Northern Ontario Heritage Fund Corporation (NOHFC)
6. Municipality,
7. other

Name of Funding Source - 1	Funding Amount - 1	Status - 1
Name of Funding Source - 2	Funding Amount - 2	Status - 2
Name of Funding Source - 3	Funding Amount - 3	Status - 3

Appendix II
Form of Annual Report

Parts A – C: Organization Information

Part D:

NORDS FUNDS TO BE UTILIZED	
Funds from 2026-27 Funding Year unspent	
Funds from 2027-28 Funding Year unspent	
Funds from 2028-29 Funding Year unspent	
Funds from 2029-30 Funding Year unspent	
Funds for 20XX-XX Funding Year	
TOTAL NORDS FUNDS TO BE UTILIZED IN 20XX-XX FUNDING YEAR	
TOTAL OF 20XX-XX NORDS EXPENDITURES FROM PROJECT(S) BELOW	
VARIANCE (CARRY FORWARD TO 20XX-XX FUNDING YEAR)	
INTEREST EARNED	
20XX-XX Funding Year interest earned (at year-end only)	
20XX-XX NORDS FUNDS AMOUNT	

Part E: Project Updates (complete for each approved project)

Project Name

Project Type

Status

Construction Start Date

Construction Completion Date

Project Description (max 4000 characters): *Please describe the key Project activities that were completed and explain in detail how the NORDS Funds were utilized during the Fiscal Year (April 1 to March 31).*

Total Project Costs:

Previous Funding Years expenditures

Year	**Total Project Cost**	**NORDS Funds utilized towards the Project**

2026-27	**$**	**$**
2027-28	**$**	**$**
2028-29	**$**	**$**
2029-30	**$**	**$**

20XX-XX Funding Year expenditures

Year	Total Project Costs	NORDS Funds spent on the Project
20XX-XX	**$**	**$**

Future years expenditure forecast

Year	Total Project Costs	NORDS Funds to be utilized towards the Project
2027-28	**$**	
2028-29	**$**	
2029-30	**$**	
2030-31	**$**	
Total	**$**	**$**

Project Update

1. Provide an update on the progress achieved on the Project during the Funding Year and the remaining activities to be completed.(max 4,000 characters)

Project Outcomes

1. Did the Project extend the service life of a municipal asset(s)? (Click Yes or No)

2. What is the estimated extension of the asset life (checkboxes)
    - < 5 years
    - 5 – 10 years
    - > 10 years

3. Identify municipal documentation to support the estimates (checkboxes)
    - Engineering Assessment
    - Industry Standards

- Other: _____

4. What type of benefit was achieved as a direct result of the Project? (select one option)
    - Mitigated resource development impacts
    - Prepare for future resource development opportunities
    - Other _____

5. How many municipal assets report an improvement in condition or capacity due to the Project? (enter total number of assets)

6. Identify the type of condition or capacity improvements experienced due to the Project?
    - Road or bridge load
    - Traffic volume
    - Water or Wastewater
    - Industrial / Resource Site Access
    - Other _____

7. Indicate specific measurable improvements as a direct result of the Project

Measurable Improvements	Result	Applicable to Project Type
Kilometers of road rehabilitated		**Road Rehabilitation**
Number of bridges improved		**Bridge Improvements**
Number of bridges replaced		**Bridge Replacements**
Square metres (m^2) of bridge deck rehabilitated		**Bridge Improvements & Bridge Replacements**
Linear metres (m) or kilometres (km) of pipe replaced or installed		**Water/Wastewater**
Cubic metres per day		**Water/Wastewater**

(m^3/day) capacity supported		
Number of municipal buildings improved		**Municipal Infrastructure**
Square metres (m^2) of building improved		**Municipal Infrastructure**
Cubic metres (m^3) of landfill capacity constructed		**Landfill**
Square metres (m^2) of runway/taxiway/apron surface improved		**Airport Improvements**
Other measurable improvements		**Available for all project types**

8. Identify municipal documentation to support the improvement estimates (checkboxes)

    - Engineering Assessment
    - Industry Standards
    - Other: _____

Part F: Declaration / Signing

The Recipient hereby certifies that any information provided in this Annual Report is true, correct and complete, including but not limited to:

- the financial data in Section D – NORDS Funds Utilized, and that it agrees with the records of the Recipient,
- that all costs described are Eligible Costs in accordance with the NORDS Fund program guidelines;
- The representations and warranties set out in the Agreement with the Province in connection with this Project are true and correct in all material respects;
- No event of default has occurred and is continuing under the Agreement with the Province in connection with this project; and
- All of the Recipient's obligations to date, as set out in the Agreement, have been satisfied.

Recipient

_____ Date:

_____

Name:_____

Position:

THE CORPORATION OF THE VILLAGE OF SUNDRIDGE

BY-LAW NO. 2026-043

Being a by-law to Adopt a Procurement Policy

WHEREAS Section 8 (1) of the Municipal Act S.O. c. 25, 2001 *as amended* states the powers of a municipality under this or any other Act shall be interpreted broadly so as to confer broad authority on the municipality to enable the municipality to govern its affairs as it considers appropriate and to enhance the municipality's ability to respond to municipal issues. 2006, c. 32, Sched. A, s. 8.

AND WHEREAS Section 10 (2) of the Municipal Act S.O. c. 25, 2001 *as amended* states that a single-tier municipality may pass by-laws respecting the Accountability and transparency of the municipality and its operations and of its local boards and their operations.

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

1. That this By-law shall be entitled the "Procurement Policy By-law".
2. That the Procurement Policy, as set out in Schedule 'A' attached hereto, is hereby adopted for the Village of Sundridge.
3. This by-law shall repeal any previous Procurement Policies enacted by the Village.
4. This By-law shall take effect upon the final date of passing.

PASSED THIS 28th DAY OF OCTOBER, 2026

_____
Shawn Jackson
Mayor

_____
Robyn Ferrante
Deputy Clerk/Deputy Treasurer

Village of Sundridge
Corporate Policy

POLICY: Procurement Policy	**COUNCIL APPROVAL DATE:**
POLICY NUMBER:	**RESOLUTION/BY-LAW NUMBER:**
SUPERCEDES POLICY NUMBER:	**REVISION DATE:**

1. POLICY

This Policy has been Developed to comply with Section 270. (1) of the Municipal Act S.O. 2001, as amended, which provides that all municipalities and local boards shall adopt and maintain policies with respect to the procurement of goods and services.

2. PURPOSE

The purpose of this Policy is to express the Village of Sundridge goals and objectives in relation to the procurement of goods and services and to describe the means by which the Village will ensure an open, transparent and fair procurement process.

3. APPLICATION

- This policy applies to all Village employees, volunteers and elected officials
- This policy applies to all departments of the Village and to any boards/committees the Village administers
- This policy applies to the procurement of all goods and services except for those items set out in Schedule “A”. in addition to the items set out in Schedule “A”, this policy does not apply to the purchase or disposal of real property.

4. DEFINITIONS

Acquisition

The purchase of Goods and/or Services.

Approval Authority

The authority to approve Procurements including the Award and Contract up to the authority levels for the respective positions.

Authorized Delegate

The Individual holding a position which has been delegated by Council an approval authority and included any other individuals further delegated such approval authority in accordance with the Procurement Policy.

Award

The notification to a Bidder/Proponent of acceptance of a proposal, quotation or tender that brings a contract in existence.

Bid

An offer or submission received from a bidder/proponent in response to a call for bid, which is subject to acceptance or rejection.

Bidder

A person or entity who submits a response to request for quote, request for tender or request for standing arrangements.

Call for Bid

A formal or informal request for Bid, on the terms and conditions set forth in the Village's bid documents.

Clerk Administrator

The person appointed to that position as approved by Council and includes their designate(s).

Collusion

An activity undertaken by two or more people for the purpose of dividing the market, setting prices, limiting production, or limiting open competition, by deceiving, misleading, or defrauding others of their legal rights, or to obtain an objective forbidden by law, typically by defrauding or gaining an unfair advantage.

Consulting and Professional Services

Those services requiring the skills of a specialist for a defined service and includes architects, engineers, designers, surveyors, planners, accountants, auditors, management professionals, marketing professionals, software and information technology experts, financial consultants, lawyers, law firms, real estate agents and brokers, environmental planners and engineers, hydro geologists, transportation planners and engineers, communications consultants and any other consulting or professional services required by the Village.

Contract

A legal agreement between two or more parties. Agreements can be in the form of a legal agreement or purchase order.

Contract Change Order

A mutually agreed upon addition to, deletion from, or modification of a Contract between the Village and the Vendor that could not have been reasonably foreseen and thereby included in the call for bid document.

Cooperative Purchasing

The coordination of purchases from other government agencies or public authorities with the Village of Sundridge.

Designate

A person(s) authorized to act on the behalf of an Authorized Delegate

Electronic Tendering

An internet-based process that provides suppliers with online access to information related to open competitive procurements, including advertising, receiving and submitting tender related information.

Emergency Purchase

An Acquisition that does not follow the regular procurement process because of emergency circumstances described in this Policy.

Essential Service

A service rendered by which the interruption would endanger the life, health or personal safety of those receiving the service.

Goods

Moveable property including the costs of installing, operating, maintaining, or manufacturing such moveable property, and any necessary raw materials, products, supplies, equipment and other physical objects of every kind and description whether in solid, liquid, gaseous or electronic form, unless they are procured as part of a Construction Contract.

Irregularity

A deviation between the requirements (terms, conditions, specifications, special instructions) of a bid request and the information provided in a bid response.

Low-Cost Purchase

A purchase of Goods, Services and/or Construction at the thresholds indicated in this Policy.

Negotiation

The action or process of conferring with one or more Vendors with the goal of reaching an agreement on an acquisition made pursuant to this Policy.

Procurement

Purchasing, renting, leasing or otherwise acquiring any goods or services, including the description of requirements, solicitation method, selection of sources, preparation and award of contract and all phases of the contract administration.

Proponent

The entity or person who submits a response to a Request for Proposal or Request for Pre-Qualification.

Public Service

A service provided by the government to people living within its jurisdiction. These services may include but are not limited to roads, bridges, parks, waste management, wastewater, housing and community services.

Request for Expression of Interest (EOI)

A formal, non-binding process where information is requested from suppliers regarding the feasibility and availability of specific goods and/or services in the marketplace and to determine if there are enough suppliers to justify a RFQ, RFP or RFT.

Request for information or RFI

A formal, non-binding process for gathering information from potential suppliers of a good or service during the planning phase of a project when product requirements, specifications or purchase options cannot clearly be identified. An RFI is often used as a precursor to a Call for Bid.

Request for Proposals or RFP

A formal request for prices and details on goods and/or services from suppliers, where the goods and/or services may not be able to be fully defined or specified or when alternate methods are being sought to perform a certain function or service, at the time of the request.

Request for Quotations or RFQ

An informal or formal request for prices for an acquisition where comprehensive technical specifications can be developed and where sealed bids are opened in the public.

Service

The services to be provided under a contract and included labour and Consulting and Professional Services.

Single Service

A non-competitive procurement method used when a purchase is made from one source of supply where others may be available.

Sole Source

A non-competitive procurement process to acquire goods and/or services where there is only one available or known supplier for the source of the particular goods and/or services in the open market or there is only one supplier withing a reasonable proximity to the Village of Sundridge.

Supplier/Vendor

Any individual or organization providing or seeking to provide goods and/or services to the Village of Sundridge.

Unsolicited Proposal

An offer or proposal submitted by a contractor, vendor or consultant, in the absence of a Call for Bid. It may be submitted in response to a perceived need but not in response to a Call for Bid

Unfair Advantage

A risk that the bidder or any of its members had access to information related to the bid solicitation that was not available to other bidders and that would, give or appear to give, the bidder an unfair advantage.

5. PROCUREMENT GOALS AND OBJECTIVES

- Procure goods and/or services in an efficient, timely and cost-effective manner in accordance with legislative requirements, The Village priorities, as well as the directives and expectations of Council, management and the public at large
- Ensure an open and competitive procurement process, treating all suppliers and submissions in an objective and equitable manner
- To obtain the best value for the Village when procuring goods or services by regularly conducting a competitive bid process, where required in this Policy, to ensure the Village is receiving the best possible and current market price.
- to consider all costs and factors over the lifetime of the acquisition costs, installation, disposal value, disposal costs, training costs, maintenance costs, reliability and quality of performance.
- To utilize comprehensive and unbiased specifications.
- To promote respect for and ensure compliance with all applicable trade agreements, laws and regulations.
- To adhere to the highest standards of ethical conduct and avoid any real or perceived conflicts between the interests of the Village and those of the Village employees elected officials and committee members.

6. GENERAL CONDITIONS

No Village staff elected official, or committee member shall purchase or offer to purchase, on behalf of the Village, any goods, Services or Construction except in accordance with this Policy.

Any employee who intentionally and knowingly acquires or disposes of any goods or services for the Village in contravention of this Policy may be subject to disciplinary action.

Exceptions to this Policy are identified in Schedule A

Council approval shall be required where the provisions of the Procurement Policy are being waived

All purchases must have appropriate pre-approved funding and must be authorized prior to the procurement process, unless the purchase is an emergency purchase.

No employee or designated representative for the Village shall prepare, design or otherwise structure a procurement, select a valuation method or divide procurement requirements into two or more parts in order to circumvent any obligation and/or threshold of this Policy.

The Village shall not enter into any contract where there would be the establishment of any employee-employer relationship, except as exempted under Schedule A.

Geographical Location

The Village shall not give preference to suppliers, contractors, or service providers based on geographic location when evaluating, awarding, or administering procurement contracts. All bids and proposals shall be assessed solely on the basis of the evaluation criteria set out in the solicitation documents, in accordance with applicable legislation, the procurement policy and that ensure the best value for the Village.

Records Retention and Access to Information

All procurement activities must be supported by the appropriate documentation and all records relating to a Procurement process must be retained by the issuing department in accordance with the Records Retention By-Law and Schedules, as amended.

The disclosure of information received in relation to a Call to Bid or the Award shall only be made by the appropriate staff in accordance with the provisions of the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56, as amended.

Accessibility

When procuring goods and/or services, the Village will incorporate accessibility criteria and features when applicable and practical as may be required from time to time by applicable legislation.

Legal Claims

The Village reserves the right to neither accept nor award a contract, to any Bidder/Proponent, inclusive of its sub-contractor(s), with whom the Village is in litigation.

Collusion

Collusion will not be tolerated, and Bids may be rejected without further consideration if Collusion is suspected or present. The Village will report any suspected cases of collusion or other bid- rigging offences under the *Competition Act* to the Competition Bureau or to other relevant authorities.

Lobbying Restrictions

Vendors, their staff, or anyone involved in preparing bid shall not engage in any form of political or other lobbying whatsoever or seek to influence the outcomes of the procurement process or subsequent Award. This restriction extends to all of the Villages elected officials committee members and staff.

No elected officials, committee members, or employees shall provide information regarding the Villages need for a specific Acquisition to prospective Vendors where the provision of the knowledge could provide an unfair advantage whether perceived or actual.

The Village may reject any bid by any Bidder/Proponent that engages in lobbying, without further consideration, and may terminate that Bidders/Proponents right to continue in the procurement process.

During a procurement process, all communications shall be made through the Treasurer or any staff member otherwise listed in the bid document. No vendor or person acting on behalf of a vendor or group of Vendors shall contact any elected official, committee member or employee of the Village to attempt to seek information. This restriction extends to all of the Village's elected officials, committee members and staff.

Elected Officials and Committee Members

Elected officials and committee members shall completely separate themselves from the procurement process.

Policy Review

The Treasurer shall review as appropriate, but no later than every five (5) years, the effectiveness of this policy and report to Council recommending any changes to meet the needs and requirements of the Village.

7. RESPONSIBILITES AND AUTHORITES

Procurement activities shall be subject to all applicable Village policies and any specific provisions of the Municipal Act, and all other relevant Federal and Provincial legislation.

Council

- Approve Procurement activities pursuant to policy

Clerk Administrator

- Ensure that all staff adheres to the Procurement Policy and address any non-compliance that the Treasurer has brought to their attention.
- Has the authority to award Emergency Purchases, in collaboration with the Finance Department
- Has the authority to approve additional funding, in collaboration with the Finance Department for new acquisitions or additions to acquisitions that are over budget but that cumulatively, the project cost variance from budget does not exceed fifteen percent (15%) to a maximum of $20,000 and the variance increase will not negatively impact the approved budget.
- Where necessary, the Clerk Administrator is authorized to approve the contracts normally subject to Council approval during the time that regular Council meetings are suspended, provided that a report is submitted to Council as soon as reasonably possible, setting out the details of any contract approved pursuant to this authority.

Treasurer

- Ensure all purchases are performed in accordance with the Procurement Policy
- Addresses all instances of non-compliance to this Policy with the appropriate Department Head and continued non-compliance shall be reported to the Clerk Administrator
- Has the authority to approve additional funding, in collaboration with the Clerk Administrator for new acquisitions or additions to acquisitions that are over budget but cumulatively the project cost variance from the budget does not exceed fifteen percent (15%) to a maximum of $20,000 and the variance increase will not negatively impact the approved budget.
- Any question involving the meaning or application of this Policy is to be submitted to the Treasurer for resolution.
- Responsible for the integrity of the Procurement process.

- Provides Procurement advice and related services that may be required by departments for the purpose of fulfilling the Procurement needs of the Village
- Facilitates the disposal of assets that have been deemed surplus in accordance with applicable policies.
- Acts as the Village's representative with other public agencies.
- Participates in the Bid Review process.
- Where applicable, participate in Negotiations.
- Delegate approval authority to staff within the parameters of the procurement policy.

Department Head

- Ensure that funds are available and approved in the current budget as approved by Council.
- Work with the Finance department on all procurement activities within their department and ensuring they are carried out in accordance with this Policy.
- Monitor all contract expenditures to ensure compliance with financial limits.

8. APPROVAL AUTHORITY

General

Any person with delegated approval authority shall ensure that an approved budget exists for the proposed procurement and that such procurement does not violate any of the Village's policies or any applicable law. Any such procurement shall also satisfy any applicable audit requirements of the Village.

Council must approve any Procurement process in the following circumstances.

- Where the provisions of the Procurement process are being waived
- Where the acquisition was not included in the approval budget
- Any contract prescribed by statue to be authorized by Council.
- Where Council has directed staff to provide a report to Council

APPROVAL AUTHORITY LEVELS

Total Procurement Amount ($)	Delegated Authority Managers
Up to $10,000	Treasurer/Clerk Administrator
Up to $25,000	Treasurer/Clerk Administrator
Over $25,000	Council

*Emergency purchases are excluded from the levels noted

EXECUTION OF AWARD

- The Treasurer or Clerk Administrator (or designates) shall execute such Contracts on behalf of the Village.
-

9. REQUIREMENT OF APPROVED FUNDS

The beginning of the Procurement process commences with the approval by Council of the operating and capital budgets for the Village. Upon approval of these budgets, Staff has the authority to purchase Goods, Services and Construction.

Acquisitions that are deemed by a department head to be necessary but that are not in the budget must be approved by Council or Committee.

Insufficient Budget at Time of Award of Solicitation

In the event that the Bid that is recommended for Award exceeds the approved funds available, the Village may pursue any of the following options.

- Negotiate
- Cancel the Call for Bid or
- Revise the Call for Bid and reissue

Council may add additional funds to the approved budget, provided that there are sufficient funds available to allow the Village to award. Staff are required to submit a report to Council seeking approval of the additional funds, unless the following condition applies:

- The total cost of Acquisition does not exceed the approved budget by more than fifteen percent (15%) to a maximum of $20,000 and the variance increase will not impact the approved Village.

10. METHODS OF PROCUREMENT

General

The dollar values for Procurement limits or thresholds represent the cumulative value spent in one calendar year for a particular good and/or Service.

- For multi-year contracts, it is the estimated total of the procurement value over the term of the contract, including any extensions or renewals that will govern which procurement process applies.
- Sales taxes, excise taxes, goods and services taxes, harmonized sales taxes, duties and shipping shall be excluded in determining the procurement limit and the type of procurement process to be followed.
- Purchases and/or contracts shall not be divided to avoid the requirements of the Procurement Policy or to circumvent prescribed spending authority dollar limits.

SUMMARY OF THRESHOLDS FOR PURCHASING

Procurement Value	Purchase Type	Procurement Method	Approval Authority
$0 - $20,000	Low Cost Purchase	Three (3) written quotes, where in the Village's best interest	Delegated
$20,000	Open Competitive Procurement	Call for Bid issued market	Delegated

STANDARD METHODS OF PROCUREMENT

Low-Cost Purchase (LCP)

Conditions of Use

- The value of the Goods and/or Services is less then $3,000
- The goods and/or services are not covered under any existing contract
- The goods and/or services are required on an item-by-item basis
- Intended for one off or small, multiple purchases with a cumulative value not exceeding the threshold. Not intended to be a repetitive or ongoing need
- An attempt for three (3) written quotes will be made where it is in the Village's best interest or a cost comparison from two (2) to three (3) sources.

Evaluation and Award

- Best value for the Village can be achieved when selection is made on the basis of total lifecycle cost that meets all the requirements
- Purchases may be made by the method satisfactory to all parties. It is the Village preference to be invoiced for all purchases, when possible.

Request for Bid (Quote, Tender, Proposal)

Condition of Use

- The estimated price is between $3,001 and $20,000
- The requirements can be fully defined
- Solicitation will be issued to a minimum of three (3) bidders;
- An open competitive process is encouraged but not required.

Evaluation and Award

- The lowest bidder may not always be the successful bidder
- Best value for the Village can be achieved by an award selection made on the basis of total lifecycle cost that meets all terms, conditions and specifications.
- A signed form and/or agreement will be required.

Request for Tender (RFT)

Conditions of Use

- The estimated price is $20,001 or more
- The requirements can be fully defined
- Solicitation shall be advertised through an electronic tendering method

Evaluation and Award

- The lowest bidder may not always be the successful bidder
- Best value for the Village can be achieved by an award selection made on the basis of total lifecycle cost that meets all terms, conditions and specifications.
- A signed form and/or agreement will be required.

Request for Proposals (RFP)

Conditions of Use

- The estimated price is $20,001 or more
- Comprehensive technical specifications cannot be fully defined or specified
- Alternate methods or innovative solutions are being sought to perform a certain function or service.

Evaluation and Award

- Evaluation will be based on the criterion as outlined in the Call for Bid document of which, price is only one criterion;
- Award of the Contract may not always be the successful bidder
- A signed form and/or agreement will be required.

Request for Standing Arrangements (RFSA)

Conditions of Use

- The same Goods and/or Services will be required on a repetitive basis over a period of time, and the actual demand is not known in advance, or
- A need is anticipated for a range of goods and services for a specific purpose, but the actual demand is not known at the outset, and delivery is to be made when a requirement arises, or
- There is a need for a list of Vendors for their services that will be provided on an “as needed or required” basis.

Evaluation and Award

- More than one Vendor may be selected where it is in the best interests of the Village, and the procurement documentation allows for more than one and
- Selection methodology and evaluation criterion (where required) will be as outlined in the Call for Bid document
- A signed form and/or agreement will be required.

Request for Information (RFI)

Conditions of Use

- There is a need to seek information, clarification, comments, feedback from the marketplace that may assist in compiling a potential future Call for Bid
- Submissions shall be provided at no cost to the Village
- Submissions become the property of the Village of Sundridge

Evaluation and Award

- An RFI submission does not create any contractual obligation between the Village and the respondent. The details provided are for information purposes only.

Request for Expression of Interest (RFEOI)

Conditions of Use

- There is uncertainty regarding the market availability and interest in providing the good or service;
- The submissions received assist with potential future call for bid
- Submissions shall be provided at no cost to the Village
- Submissions become the property of the Village of Sundridge

Evaluation and Award

- An RFEOI submission does not create any contractual obligation between the Village and the respondent

Request for Pre-qualification (RFPQ)

Conditions of Use

- When work is considered to be complex, high risk or there is a need to develop a short list of qualified proponents that have the capabilities to meet the Villages needs.
- Is the initial phase of a two or more-phase solicitation process.

Evaluation and Award

- An RFPQ submission does not create any contractual obligation between the Village and the respondent
- Selection methodology and evaluation criterion will be as outlined in the Call for Bid document
- A subsequent call for Bid document will be issued as outlined in the RFPQ only to the pre-qualified proponents.

11. Alternative Methods of Procurement

Sole Source

The requirements for a competitive bid process may be waived under the authority of the Council with the consent of the Treasurer and Clerk Administrator.

Where a sole source over $20,000 is proposed, department staff will issue a memo to Council outlining the sole source procurement and providing proof of one of the valid reasons below

The procurement may be conducted using a Sole Source process for the following valid reasons:

- Statutory or market-based monopoly
- Competition is precluded due to the application of any Act or legislation or because of the existence of patent rights, copyrights, license, contract restrictions, technical secrets or controls of raw material or
- The complete item, service or system is unique to one supplier and no reasonable and competitive alternative or substitute exists.
- The Village has equipment or services from this supplier and variance to the brand or service may create inefficiencies or have increased costs

Single Source

The requirement for a competitive bid process may be waived under the authority of the Treasurer with the consent of Council and Clerk Administrator. The Procurement may be conducted using a single source process if the Goods and/or Services are available from more than one source, but there are valid and sufficient reasons for selecting one Supplier in particular.

Where a Single Source over $20,000 is proposed, a written report indicating the rationale for a non-competitive selection shall be provided to Council for approval.

The following are valid reasons for a Single Source purchase, Council may approve items or circumstances that are not listed at their discretion:

- An attempt to acquire the required Goods and/or Services by soliciting competitive submissions has been made in good faith but has failed to identify more than one willing and complaint supplier.
- The confidential nature of the requirement is such that it would not be in the public interest to solicit competitive submissions

- Construction, renovations, repairs, maintenance etc. in respect of a lease by the Village a may only be done by the lessor, in accordance with the lease agreement.
- A Good or Service is compatible with an existing Good or Service where a substitute is available, however the warranty, maintenance or service will be affected if the substitute is used
- Standardization on a particular make or model of the required Goods is desirable for the purpose of minimizing inventories of spare parts, minimizing the time and expense associated with operator training, and maximizing operator transferability.
- Where due to abnormal market conditions, the goods, services or construction required are in short supply
- For the Procurement of Goods under exceptionally advantageous circumstances such as bankruptcy or receivership, but not for routine purchase.
- When the Village has a lease with a purchase option and exercising the purchase option would be beneficial.
- When the Village has existing equipment, supplies and purchasing same or similar brand is in the best interest of the Village
- A consultant/supplier has specific knowledge of the project or Village and has undertaken work for which duplication would be required if another firm were to be selected.

12. Emergency Purchases

The Clerk Administrator jointly with the Treasurer and Council may authorize an emergency Purchase up to $20,000 when it is required in one of the following circumstances:

- Prevent or alleviate serious delay
- Maintain or prevent the disruption of essential services
- An unexpected interruption of a public service
- Maintain security and/or order
- Protect public property
- Protect human, animal, or plant life
- A spill of a pollutant
- Comply with the Emergency response plan or respond to a state of emergency

The relevant details surrounding the Emergency Situation shall be included in a report and provided to Council at the next scheduled meeting.

13. Cooperative Purchasing

The Village of Sundridge may participate with other government agencies or public authorities in cooperative acquisition ventures when it is in the best interest of the Village to do so or to utilize buying group contracts in a manner consistent with applicable trade agreements.

The cooperative purchasing process may be conducted in accordance with the procurement policies and procedures of the entity that is responsible for coordinating and leading the process, provided that those policies and procedures are consistent with the Village's obligations under applicable trade agreements and procurement goals and objectives set out in this policy.

Where the Province of Ontario requires the Village to meet a provincial standard and has established a "Vendor of Record" arrangement, the Village may use such arrangement in place of any procurement process otherwise required in the Procurement Policy.

The Village and each government agency or public authority will issue its own purchase order or contact for their respective Goods and/or Services when purchasing through a cooperative arrangement such as

The Village may issue a purchase order or contract on behalf of local area municipalities or agencies for shared services or other joint ventures. Agreements shall be put in place to outline the obligations of all parties involved in these arrangements.

14. Unsolicited Proposals

Unsolicited proposals received by the Village may be reviewed by the Treasurer to determine if there is a need for the goods or services proposed.

15. Negotiated Purchases

Negotiations during the Procurement process may be used under any of the following circumstances:

- When only one submission is received and it exceeds the amount allocated in the budget provided that the vendor is compliant
- When the lowest Compliant Bid received exceeds, the amount allocated in the budget
- when all bids received are noncompliant and it is impractical to reissue the call for bid

- during a Single, Sole or Emergency purchase
- when a competitive bid process has been conducted and an extension of the contract term is available as outlined in the original Call for bid document.
- When a competitive bid process has been conducted and the contract has expired of will expire shortly and unforeseeable circumstances have caused a delay in issuing a new call for bid in such case, the contract extension should not extend beyond a one (1) year term.
- Where a competitive bid process has been conducted and expanded works or coordinated works are appropriate in the circumstances.
- Where a competitive bid process has been conducted the bid documents allow for negotiation.
- Where a competitive bid process has been conducted and the Village deems it beneficial and/or necessary to negotiate.

16. OTHER

Term of a Contract

- The term of a Contract will be determined by the department head and the Treasurer.
- A Contract will not extend past five (5) years without a bid solicitation process being conducted. Contracts may consist of varying initial terms and renewals but must not exceed a total length of five (5) years
- For complex Goods or Services contracts, where the development, implementation, costs and/or risk of the Village is deemed as being significant, the term of the contract may be extended up to ten (10) years with the approval of the Council and Clerk. A contract over five (5) years in length must be approved by the Council and Clerk
- The length of time for each contract will be determined by factors such as ensuring best value for the Village, the nature and complexity of the Procurement, industry, technology advancements, market conditions, competition, sustainability, historical experience and any other factors deemed necessary by the Village
- On an annual basis the Village will complete a review of Contracts currently in place to determine those eligible for renewal and conduct a bid solicitation process where required to establish new contracts.

Exercise of Contract Renewal Options

Where a contract contains an option for renewal, Council may authorize the exercise of such option provided that all of the following apply:

- The supplier's performance in supplying the Goods and/or Services or construction is considered to have met the requirements of the contract
- Any price increases are consistent with the prevailing market conditions for the Goods and/or Services being purchased or were previously included in the Call for Bid document.
- The facts justifying the decision to award this supplier previously are still relevant at the time of contract renewal
- The value of the contract is within departmental spending authority, or the renewal of a Contract has previously been authorized by Committee and Council in an award of contract letter
- Funds are available or will be available in appropriate accounts within the approved budget, including authorized revisions, to meet the proposed expenditure.

Contracts Amendments and Revisions

- No amendment to a contract shall be made unless the amendment is in the best interest of the Village and shall not be made contrary to the provisions of this policy.
- No amendment that changes the price of a contract shall be agreed to without a corresponding change in requirement or scope of work.
- Amendments to contracts are subject to the identification and availability of sufficient funds within approved budgets.
- Department heads may authorize amendments to contracts provided that the total amended value of the contract does not exceed the approved budget.
- Where a contract change order or the cumulative value of the contract change orders plus the original contract price exceeds the council approved budget by fifteen (15%) to a maximum of $20,000 and the variance increase will not negatively impact the approved Village, the department shall obtain the appropriate authorization from the Treasurer.
- Where a contract change order or the cumulative value of the contract change orders plus the original contract price exceeds the Council approved budget by more than fifteen percent (15%), council approval of additional funds is required

- Funding should be in place prior to approving the contract change order and prior to the execution of the work. When it is not possible to complete the change order prior to the execution of the works, it shall be completed as soon as possible after commencement.

Specifications

- Specifications should be clear and concise. They must not be structured to restrict or limit competition due to brand or other similar requirements. They shall allow for potential Vendors to provide alternatives in the event that an equivalent product or method is available. Biasing of specification in favour of, or against a particular Good or Service is prohibited. Nothing in this section restricts the ability to design specifications with existing Goods or Services.

Advertising

- Where only selected potential Suppliers will be eligible to participate in a Procurement process, invitation will be made through the use of an electronic tendering system.
- Where a Procurement process will be open to all, invitation will be made using at least one of the following methods:
    An electronic advertising/tendering system (details on the procurement will also be noted on social media and the village website)
    Village website
    Any other forms of advertising as determined by the Village.

Corporate Purchasing Card

- Acquisitions made with the corporate purchasing card must comply with this Policy.
- No personal purchases may be made with the corporate purchasing cards that are not authorized by Village policy. The Village staff shall not use corporate purchases to gain personal points or other similar benefits in any Vendor reward program.

Evaluation Team

- An Evaluation process is used with some methods to allot points according to the criteria and submission requirements in the Call for Bid. The Village will consist of a minimum of two individuals and where possible, should include a cross section of members from each department.
- The highest scoring submission will be the successful proponent, subject to the terms and conditions of the Call for Bid and this policy.

SCHEDULE "A" – EXCLUSIONS

Goods and Services Not Subject to the Provisions of the Procurement Policy

Competitive bidding processes are not required for the following categories. The listing below is not a comprehensive listing. The Clerk Administrator and Treasurer and Council will, from time to time, review and approve new situations or items to determine if they fall within the purview of this schedule.

Employers General Expenses

1) Payroll deduction remittances
2) Medicals
3) Tax remittances
4) Debt payments
5) Grants and levies
6) Licenses, certificates and other approval required (for example, vehicles, elevators, radios)
7) Insurance claims and adjudications, legal settlements, mediation and arbitration awards
8) Refundable expenses, including cash advances, meal allowances, travel expenses and accommodation
9) Temporary staffing agencies and service
10) Other employee related expenses, such as: Memberships in professional organizations, staff relations, staff development and training, staff attendance of seminars, courses, workshops, conferences, conventions or trade shows. This shall not include any training specifically designed for the Village.
11) Real property payments include land, buildings, leasehold interests, easements, encroachments and licenses, or the like.

Professional Special Services

1) Additional non-recurring Accounting and Auditing Services
2) Public Debenture Sales
3) Group Benefits
4) Committee Fees
5) Realty Services regarding the Lease, Acquisition, Demolition, Sale of Land and Appraisal of Land
6) Appraisers of real property for property insurance assessments
7) Medical Professionals Services
8) Expert Witnesses

Utilities

1) Electricity
2) Postal Services
3) Water
4) Natural Gas
5) Communications, for example: telephone, cable

Government Bodies

1) Federal, Provincial or Municipalities
2) Crown Corporations and Government Legislative Bodies

Other

1) Publications (including news papers, periodicals, magazines or books) CDS, DVDs and all copyrighted material
2) Maintenance of software for systems previously acquired
3) Media advertising

SCHEDULE "B" – SUBMISSION IRREGULARITIES

A bid irregularity is a deviation between the requirements (terms, conditions, specifications, special instructions) of a bid request and the information provided in a bid response.

A **"major irregularity"** is a deviation from the bid request that affects the price, quality, quantity or delivery, and is material to the award. If the deviation is permitted, the Bidder/Proponent could gain an unfair advantage over competitors. The Village shall reject any bid, which contains a major irregularity.

A '**minor irregularity"** is a deviation from the bid request, which affects form, rather than substance. The effect on the price, quality, quantity or delivery is not material to the award. If the deviation is permitted or corrected, the Bidder/Proponent would not gain an unfair advantage over competitors. The Village may permit the Bidder/Proponent to correct a minor irregularity.

MATHEMATICAL ERRORS – RECTIFIED BY STAFF

The Bid review Team shall be responsible for all action taken in dealing with bid irregularities, and acts in accordance with the nature of the irregularity:

✓ major irregularity (automatic rejection)

✓ minor irregularity (Bider/Proponent may rectify)

✓ Mathematical error (additions or extensions) as above

The list of irregularities in this schedule should not be considered all-inclusive. During the Bid Review process, Village Staff will review minor irregularities not listed and acting in consensus shall have authority to waive other irregularities or grant two (2) business days to correct such irregularities, which they jointly consider to be minor.

In the event that the vendor withdraws its bid due to the identification of a major irregularity, the Village may disqualify such vendor from participating in the Village Bid opportunities for a period of up to one year.

Where a vendor has been given notice of a specified time period to correct an irregularity, the vender shall be deemed to be in default of the process and, here applicable, the bid deposit shall be forfeited if the correction is not made. The submission will be given no further consideration for award.

This Bid Irregularity List shall apply where the irregularity is with respect to a stated requirement of a formal call for bid (RFQ,RFP, and RFT) or information gathering Bid (RFEOI,RFI,RFPQ) and where the submission must be received on/before a specified date and time.

GENERAL

ITEM	IRREGULARITY	RESPONSE
1.	Late Submissions	Automatic rejection
2.	Partial Submission (all items not bid on)	Acceptable unless complete submission has been specified in the request
3.	Conditional Submissions (submissions qualified, based on a Bidder's/Proponent's condition or restricted by an appended statement)	Rejection unless, in the opinion of the Bid Review Team, the qualification or restriction is minor and would not adversely affect an award decision and/or the total price.
4.	Submitter has not been previously qualified under a related pre-qualification process, where applicable	Automatic Rejection
5.	Failure to include required documents at time of submission	Automatic Rejection
6.	More than one submission from the same submitter and not identified as an alternative or optional submission or, no written withdrawal notice has been received	The submission package bearing the most recent date/time stamp will be considered the intended submission and the previously date/time stamped submissions will be considered withdrawn.
7.	Other Minor Irregularities	The Bid Review Team shall have the authority to waive irregularities, which are considered minor
8.	Any Irregularity	Despite the provisions herein contained, Council may waive any irregularity where it considers it to be in the best interest of the Village

BID DOUCMENTS

ITEM	IRREGULARITY	RESPONSE
9.	All required sections of the document not completed	Automatic rejection unless, in the consensual opinion of the Bid Review Team, the incomplete nature is trivial or insignificant and does not affect the total price
10.	Un-initialed changes to the request documents which are minor (e.g. the Bidders/Proponents address is amended by overwriting but not initialed	Two (2) business days to correct and initial errors. The Village reserves the right to waive initialing and accept the submission
11.	Incomplete, illegible or obscure submissions or submissions which contain additions not called for, erasures, alternations, or strike-out errors or irregularities of any kind	Automatic rejection; unless the Bid Review team deems the irregularity as immaterial and the irregularity is remedied by the Bidder/Proponent – Two (2) business days to correct
12.	Submissions not completed in English	Automatic Rejection
13.	Failure to acknowledge addenda identified as amending e.g. results in financial implications	Automatic Rejection
14.	Failure to acknowledge addenda identified as information e.g. closing date extended	Two (2) business days to acknowledge
15.	Submissions received on Bids Tenders other than those provided on Bid Forms by the Village	Automatic Rejection
16.	Authority to bind the Bidder/Proponent signature missing	Automatic Rejection
17.	Alternate items provided in whole or in part	Available for further consideration unless specified otherwise in the request
18.	Pages requiring completion of information by Bidder/Proponent are missing	Automatic Rejection

BID DEPOSIT

ITEM	IRREGULARITY	RESPONSE
19.	Bid deposit or bid bond not submitted with submission	Automatic Rejection
20.	Bid deposit or bid bond not in the acceptable form	Automatic Rejection
21.	Certified cheque not certified	Two (2) business days to rectify
22.	Amount on Bid deposit or Bid bond is incorrect and/or insufficient	Two (2) business days to rectify
23.	Effective period of Bid bond is less than the irrevocable period stipulated in the call for bid document	Two (2) business days to rectify

AGREEMENT TO BOND

24.	Agreement to bond with the Village not submitted	Automatic rejection
25.	Agreement to bond amount is incorrect and/or insufficient	Two (2) business days to rectify
26.	Surety provider and/or Bidders/Proponents authorized signature missing from Agreement to Bond	Two (2) business days to rectify

PRICING

ITEM	IRREGULARITY	RESPONSE
27.	Failure to include the Schedule(s) of Items and Prices, Price Form or Price Details, as may be applicable , for inclusion with submission	Automatic Rejection
28.	Pricing or signature pages missing	Automatic Rejection
29.	Submissions containing minor mathematical errors	Two (2) business days to correct and initial errors. The Village reserves the right to waive initialing and accept submission

30.	Conditions placed by the Bidder/Proponent on the total contract price	Automatic Rejection
31.	Unit price has been changed but not initialed and the price extension is consistent with the unit price as amended	Two (2) business days to correct initial errors. The Village reserves the right to waive initialing and accept bid.
32.	Unit price has been changed but not initialed and the price extension is not consistent with the unit price as amended	Automatic Rejection
33.	Unit price extension which is not consistent with the unit price	The Village will correct the extension based on the unit price provided. Unit pricing will govern
34.	Other mathematical errors which are not consistent with the unit prices	Two (2) business days to initial corrections. Unit prices will govern/ the Village reserves the right to waive initialing and accept submission
35.	Pricing appears to be unbalanced to the extent that it would have a significant adverse effect to the Village if awarded	Automatic Rejection

POST AWARD NOTIFICATION

ITEM	IRREGULARITY	RESPONSE
36.	Failure to execute required bonding or financial security within the prescribed time period	Automatic rejection and bid deposit forfeited
37.	Failure to execute a Contract Agreement within the prescribed time period	Automatic rejection and bid deposit forfeited
38.	Failure to provide supporting documents, as specified within the bid document and within the prescribed time period	Automatic rejection and bid deposit forfeited

SCHEDULE "C" – DISPUTE RESOLUTION PROCESS-

COMPETITIVE BID PROCESS

As part of the Alternative Dispute Resolution Process (ADR) directly related to the competitive bid process, any Proponent who has dispute matter shall submit a letter to Council. Council will review the letter and determine the process to be followed.

THE CORPORATION OF THE VILLAGE OF SUNDRIDGE

BY-LAW NO. 2026-044

Being a By-Law to confirm the proceedings of the Council of the Corporation of the Village of Sundridge at its Regular Meeting October 28, 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 October 28, 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 28 DAY OF OCTOBER, 2026

_____
Shawn Jackson, Mayor

_____
Nancy Millar, Clerk Administrator