

Regular Meeting of the Village of Sundridge Council

Wednesday, November, 26, 2025 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/81251490459?pwd=Gssr2z1DCKMnZ3DUUs233HHNHQR266a.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 November 26, 2025 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 – November 26, 2025

7 (E.2) The Township of Joly Resolution #2025-00330 – SDMCC Facility
Manager Contract

7 (E.3) Federation of Northern Ontario Municipalities – FONOM Welcomes
Northern Commitments in Ontario's Fall Economic Statement

7 (E.4) Ministry of Municipal Affairs and Housing – "Fighting Delays, Building
Faster Act, 2025 (Bill 60)

7 (E.5) Ministry of Municipal Affairs and Housing – 2025 Northern Municipal
Council Workshop – Virtual Learning Series

7 (E.6) Town of Kingsville Resolution – Opposition to Consolidation of
Conservation Authorities

8) **APPROVAL OF CONSENT ITEMS**

Moved By: Choose an item.

Seconded By:

THAT Items listed as Consent Items for November 26, 2025 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. 2026 Council Meeting Dates (including Townhall Sessions)

Moved By: Choose an item.

Seconded By:

THAT the Council for the Corporation of The Village of Sundridge receives and approves of the proposed 2026 Council Meeting Dates.

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

9.2. Council Remuneration

Moved By: Choose an item.

Seconded By:

THAT Council review the current remuneration by-law for elected officials

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

9.3. Holiday Bonus

Moved By: Choose an item.

Seconded By:

WHEREAS at the May 29th, 2025 Tri-Council Meeting, Strong Mayor Tim Bryson, Strong Councillor Marianne Stickland and Sundridge Councillor Sharon Smith agreed to form a task force to explore the matter of end of year bonuses for staff of all three municipalities (Joly, Strong and Sundridge) as well as for staff of the shared services of the municipalities.

AND WHEREAS the task force has met and determined that the matter of staff bonuses is currently inconsistent. To create a system that is consistent, fair, equitable and reflects the value of each staff person, regardless of his/her employment position, the following is recommended:

- That each staff member of each of the three municipalities as well as the staff of the Fire Department (2 staff), Library (2 staff), Arena (4 staff), Medical Centre (1 staff) and CEMC (1 staff) receive a \$100.00

Foodland/Sobeys/Freshco gift card as a token of Councils' appreciation for dedication and support during the 2025 calendar year.

AND FURTHER THAT this Motion also covers disbursement of gift cards to take place for the final year of this term of council (2026).

AND THAT the By-law Enforcement staff and Building Department staff not be included since they also provide services to several other municipalities and bonuses are determined by each specific Board/Committee.

AND THAT each municipality will purchase and disburse the gift cards to the municipality's staff as well as to the staff of the shared services for which the municipality provides administrative services.

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

- 9.4. The Village of South River – Proportional Use of Joint Building Committee Reserves for Insurance and Legal Costs

[previously discussed as Item 9.7 on the November 12, 2025 agenda]

Moved By: Choose an item.

Seconded By:

THAT the Council for the Corporation of The Village of Sundridge receives the Staff Report as prepared by the Administrator for the Joint Building Department Committee in response to the Village of South River's request for proportional use of JBC Reserves for Insurance and Legal Costs,

AND THAT as per the report details and the terms of the JBC agreement, Council is satisfied that this matter has been resolved.

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) Sunflower Festival – October 15, 2025

10 (A.2) Sundridge & District Medical Centre – October 21, 2025

10 (A.3) Almaguin OPP Board – November 12, 2025

10 (A.4) Sundridge Strong Joly Recreation – November 6, 2025

10 (A.5) Almaguin Highlands Health Council – October 2, 2025

10 (A.6) Joint Building Department – November 21, 2025

10 (B.1) Regular Council Meeting – November 12, 2025

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

11) STAFF REPORTS

11.1. Staff Report S2025-027 Request for Waterfront and Back Door Access

Moved By: Choose an item.

Seconded By:

THAT Staff Report S2025-027, dated November 12, 2025, regarding the request for waterfront and back door access to 105 Main Street, be received,

AND THAT Council direct Staff to proceed with Option # _____.

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

12) BY-LAWS

12.1. By-Law No. 2025-049 HR By-Law

[discussed November 12, 2025]

Moved By: Choose an item.

Seconded By:

THAT By-Law No. 2025-049, being a by-law to set employee wages, salaries and benefits and to rescind By-Law No. 2024-049, 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. 2025-050, being a by-law to confirm the proceedings of Council of the Corporation of the Village of Sundridge at its regular meeting of **November, 26, 2025**, be adopted.

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

16) CONSIDERATION OF A CLOSED SESSION

Moved By: Choose an item.

Seconded By:

THAT Council holds a Closed Session meeting immediately following this regular council meeting by granting an exception to Section (7.1) of the Village of Sundridge Procedural By-law No. 2025-015, and as permitted by the *Municipal Act, 2001*, Section (3.1) A meeting of a council or local board or of a committee of either of them may be closed to the public if the following conditions are both satisfied:

1. The meeting is held for the purpose of educating or training the Members.
2. At the meeting, no member discusses or otherwise deals with any matter in a way that materially advances the business or decision-making of the council, local board or committee. 2006, c. 32, Sched. A, s. 103 (1),

AND to address a second closed session item as per section 239 (2) (b) of the *Municipal Act, 2001*; labour relations or employee negotiations;

- Joint Building Department.

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

17) ADJOURNMENT

Moved By: Choose an item.

Seconded By:

THAT we do now adjourn at p.m. until the Regular Council Meeting on December, 10, 2025, or at the call of the Mayor.

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

**Staff Follow Up
and Report to Council Master List**

Updated November 20 , 2025

COUNCIL DATE	ITEM	RESOLUTION NUMBER	ASSIGNED TO	STATUS *Assigned *In Progress *Complete	DATE EXPECTED TO RETURN TO COUNCIL
08-May-24	<p style="text-align: center;">Intersection of Main & Paget Street</p> <p>THAT the Council for the Corporation for the Village of Sundridge discuss visibility and safety concerns at the intersection of Main and Paget Streets,</p> <p>AND THAT Council would like to discuss these items with the Village Superintendent at a future meeting of Council.</p>	2024-134	Village Superintendent & By-Law Enforcement	Assigned	To Be Confirmed
08-May-24	<p style="text-align: center;">High Street Addressing</p> <p>THAT the Council for the Corporation for the Village of Sundridge discuss possible solutions to concerns raised at the April 24, 2024 Town Hall Session about confusing addresses on High Street,</p> <p>AND THAT Council would like the Village Superintendent to provide his input/suggestions to alleviate the confusion of addressing on High Street</p>	2024-135	Village Superintendent	Assigned	To Be Confirmed

**Staff Follow Up
and Report to Council Master List**

Updated November 20 , 2025

COUNCIL DATE	ITEM	RESOLUTION NUMBER	ASSIGNED TO	STATUS *Assigned *In Progress *Complete	DATE EXPECTED TO RETURN TO COUNCIL
April 23 2025	<p>Employee Recognition Policy WHEREAS the Village of Sundridge values the dedication and long-term commitment of its staff;</p> <p>AND WHEREAS it is important to formally recognize years of service and show appreciation through milestone awards and annual staff events;</p> <p>AND WHEREAS the proposed Employee Recognition Policy outlines recognition at 5, 10, 15, and 20-year milestones, with formal in-person presentations and gifts at key intervals, and includes an annual Christmas luncheon to be organized at the Clerk's discretion and paid for by the Village as part of the staff recognition program;</p> <p>NOW THEREFORE BE IT RESOLVED THAT Council directs staff to develop an Employee Recognition Policy for review and consideration by council at a future regular meeting.</p>	2025-112	Deputy Clerk	<p>In progress</p> <p>Ad Hoc Committee (1 Rep Sundridge, 2 Strong) to be meeting to discuss Staff bonuses including employee recognition for all municipal and shared services employees</p>	10-Dec-25

**Staff Follow Up
and Report to Council Master List**

Updated November 20 , 2025

COUNCIL DATE	ITEM	RESOLUTION NUMBER	ASSIGNED TO	STATUS *Assigned *In Progress *Complete	DATE EXPECTED TO RETURN TO COUNCIL
24-Sep-25	<p style="text-align: center;">Community Safety Zone</p> <p>THAT the Council for The Village of Sundridge has discussed Community Safety on Main Street in the downtown core;</p> <p>AND THAT Council would like to extend the community safety zone so it includes all of Main Street from Albert Street to Union Street,</p> <p>AND THAT continued enforcement of the no parking zones be communicated as a priority,</p> <p>AND FURTHER THAT educational materials be conveyed to the public regarding the following:</p> <ul style="list-style-type: none"> - Use and regulation of enclosed motorized scooters <ul style="list-style-type: none"> -No parking areas - Public parking lots 	2025-035	Village Superintendent	<p style="text-align: center;">In Progress</p> <p>Speed Signs and Community Safety Zone Signs Ordered, installation date: Spring (approx. May) 2026, By-Law Amendment Required.</p>	08-Apr-25



TOWNSHIP OF JOLY

P.O. Box 519 , Sundridge , Ontario , P0A 1Z0
Tel: 705-384-5428

November 12, 2025

RESOLUTION

Resolution # 2025-00330

Agenda Item # 7.2 SDMC Facility Manager Handyman/Cleaning Contract

Moved By : Bill Black

Seconded By : Tom Bryson

NOW THEREFORE BE IT RESOLVED THAT:

Council for the Corporation of the Township of Joly hereby approves the SDMCC Facility Manager Contract and maybe released at a later date.

Carried

Mayor
Township of Joly

FOR IMMEDIATE RELEASE

November 6, 2025

FONOM Welcomes Northern Commitments in Ontario's Fall Economic Statement

Gore Bay, ON – The Federation of Northern Ontario Municipalities (FONOM) acknowledges the Ontario government's 2025 Fall Economic Statement, which highlights several important investments and initiatives that will directly benefit Northern communities. FONOM is encouraged by the Province's commitment to balance its books by 2027-2028 while continuing to invest in key infrastructure and affordability measures. The government's decision to match the federal cut to the HST on new home purchases for first-time buyers, up to \$1 million, will provide meaningful support to Ontarians seeking affordable housing.

For Northern Ontario, several initiatives stand out — including the pilot project to bring ride-sharing services to communities along the Northlander corridor, the commitment to source GO Transit bi-level rail coaches in Thunder Bay, and, as previously mentioned, the investments in road infrastructure such as the Greenstone corridor toward the Ring of Fire.

FONOM also welcomes the increased **Connecting Links program funding to \$45 million**, the rise of the **Ontario Community Infrastructure Program (OCIP) minimum to \$125,000**, and the **\$50 million increase to the Ontario Municipal Partnership Fund (OMPF), now totalling \$600 million**. These measures will provide municipalities with greater capacity to maintain and improve local infrastructure and essential services.

The government's ongoing investment in clean water systems, now totalling \$4 billion, including \$1.6 billion for upgrades, represents a significant step toward long-term sustainability for many Northern communities.

"The increase to the Ontario Municipal Partnership Fund and the higher minimum under the

Ontario Community Infrastructure Program are positive steps for our member communities,” **said Dave Plourde, President of FONOM.** “We’ll continue to advocate on issues that impact Northern municipalities, including the effects of tariffs on local economies. As this is a Fall Economic Statement, FONOM looks forward to continuing our work with the Province to ensure Northern communities can address their current challenges and are prepared to contribute to Ontario’s overall success.”

FONOM also acknowledges the fiscal challenges outlined in the Statement, with Ontario ending last year with a deficit just over \$1 billion and projecting a \$14.5-billion shortfall for 2025-26. Despite these pressures, the Province continues to make important commitments that reflect confidence in the North’s role in driving growth and opportunity.

FONOM will continue to advocate for policies and programs that reflect the unique needs and priorities of Northern municipalities.

Media Contact:

Dave Plourde, President

Federation of Northern Ontario Municipalities (FONOM)

705-335-1615 | fonom.info@gmail.com

234-2025-4857

November 12, 2025

Dear Head of Council,

On October 23, 2025, our government introduced the *Fighting Delays, Building Faster Act, 2025* ([Bill 60](#)). Through this legislation and other changes, we are protecting Ontario's economy and keeping workers on the job by cutting red tape, getting shovels in the ground faster and supporting the construction of homes, roads and infrastructure.

The bill contains bold actions, creating the conditions for building housing and transportation infrastructure faster to support families, attract investments, create good jobs and keep Ontario competitive.

You are invited to review the [Environmental Registry of Ontario](#) and [Regulatory Registry of Ontario](#) posting links provided with this letter and share any feedback you may have.

If you have any questions, please reach out to my Director of Stakeholder and Caucus Relations, Tanner Zelenko, at Tanner.Zelenko@ontario.ca.

In the face of economic uncertainty, we must protect Ontario. I look forward to continued collaboration with you, our municipal partners, to build the more prosperous, resilient and competitive economy that Ontario needs today, tomorrow, and in the decades to come.

Sincerely,



Hon. Robert J. Flack
Minister of Municipal Affairs and Housing

- c. Prabmeet Sarkaria, Minister of Transportation
Doug Downey, Attorney General of Ontario
Todd McCarthy, Minister of the Environment, Conservation and Parks & Acting Minister of Infrastructure
Graydon Smith, Associate Minister of Municipal Affairs and Housing
Robert Dodd, Chief of Staff, Minister's Office
Matthew Rae, Parliamentary Assistant, Municipal Affairs and Housing
Laura Smith, Parliamentary Assistant, Municipal Affairs and Housing
Brian Saunderson, Parliamentary Assistant, Municipal Affairs and Housing
Martha Greenberg, Deputy Minister, Municipal Affairs and Housing
David McLean, Assistant Deputy Minister, Municipal Affairs and Housing
Caspar Hall, Assistant Deputy Minister, Municipal Affairs and Housing
Sean Fraser, Assistant Deputy Minister, Municipal Affairs and Housing
Municipal Chief Administrative Officers

Development Charges Act – Ministry of Municipal Affairs and Housing

Schedule 3 of the Bill would make amendments to the *Development Charges Act, 1997*.

Land Acquisition Costs

A new subsection 7 (3.1) of the *Development Charges Act, 1997* would require development charge-eligible land acquisition costs to be part of a class in a development charge by-law consisting only of those costs. Land acquisition costs would, pursuant to a new section 5.3, be exempted from the historic service level cap, and these costs, for certain services, would be limited to those that relate to the ten-year period after the background study.

A new subsection 35 (1.1) of the Act would provide that money in an existing reserve fund established to pay for growth-related capital costs of eligible services can continue to be used for growth-related land acquisition costs of the applicable service, so long as those costs are not being paid from the reserve fund for the land acquisition class.

Requiring Local Service Policies

A new subsection 59 (2.2) of the Act would require municipalities that levy development charges to establish local service policies for each service to which the by-law relates and for which a part of the service would be provided as a local service.

The local service policy must identify the works or classes of works that are intended to be for the provision of local services. It could also identify works or classes of works that are not intended to be for the provision of local services (e.g. works that would be funded through development charges) or works or classes of works that would only partially be intended to be for the provision of local services.

A municipality could not require a work for the provision of local service to be paid for or constructed as a condition of land division if it is not identified as being intended to be so provided in the local service policy. This rule applies on the earlier of 18 months after Royal Assent or the day on which the local service policy is established.

The municipality would need to send a copy of the local service policy to the Minister of Municipal Affairs and Housing on request, by the date specified in the request.

If a local service policy has been established, it must be reviewed and a resolution passed by council at the same time as a development charge by-law is passed, indicating whether revisions would be needed.

Requiring Treasurer's Statements to be Submitted by a Specific Date

Subsection 43 (1) of the Act is amended to require the municipal treasurer to give council a development charges financial statement (commonly referred to as the treasurer's statement) on or before June 30 annually. Subsection 43 (3) of the Act is amended to require the treasurer to give a copy of the financial statement to the Minister of Municipal Affairs and Housing no later than July 15 of the year in which the statement is provided to council.

Requiring Municipal Documents to be Submitted to the Ministry on Request

A new subsection 10 (5) of the Act would require municipal councils to give a copy of the development charge background study to the Minister of Municipal Affairs and Housing on request, by the deadline specified in the request

A new subsection 13 (5) of the Act, requires municipal councils to give a copy of the development charge by-law passed by the municipality to the Minister on request, by the deadline specified in the request.

You may provide your comments on the proposed changes to the *Development Charges Act, 1997* through the Ontario Regulatory Registry ([25-MMAH018](#)) from October 23, 2025 to November 22, 2025.

Municipal Act – Ministry of Municipal Affairs and Housing

Schedule 7 of the Bill propose changes to the *Municipal Act, 2001*, to transfer jurisdiction over water and wastewater (sewage) services from Peel Region to the lower-tier municipalities of Mississauga and Brampton, and Caledon, effective January 1, 2029, or a different date as prescribed by the Minister. The proposed amendments prevent the transfer of jurisdiction over water and wastewater back from the lower-tier municipalities to Peel Region using existing authority to transfer services in the *Municipal Act, 2001*.

You may provide your comments on the proposed changes to the *Municipal Act, 2001*. through the Environmental Registry of Ontario (ERO) notice and the Ontario Regulatory Registry ([025-1098](#)) from October 23, 2025 to November 22, 2025.

Planning Act – Ministry of Municipal Affairs and Housing

Schedule 10 of the Bill proposes the following amendments to the *Planning Act* that would help create the conditions necessary to support housing and community development. If passed, the proposed changes would:

- Provide authority for the Minister to make regulations that would remove the need for certain minor variances,
- Allow certain official plan amendments modifying the authorized uses of land within a Protected Major Transit Station Areas (PMTSA) to be exempt from Minister's approval,
- Make provincial policy statements inapplicable with respect to all Minister's decisions under the *Planning Act* outside the Greenbelt Area. A transparent and accountable oversight framework would be developed to support implementation,
- Enable all upper-tier municipalities to establish regional Community Improvement Plans (CIPs) without being prescribed, allow municipalities to fund the CIPs of their respective upper- or lower-tier municipalities, and, for upper-tier municipalities without planning responsibilities, to revive CIPs that were in effect on the day before the municipality lost its planning responsibilities, and
- Enable Minister's zoning orders (MZO) to be made by non-regulatory orders and require them to be published on a Government of Ontario website.

We are interested in receiving your comments on these proposed measures. Comments can be made through the Environmental Registry of Ontario and the Ontario Regulatory Registry from October 23, 2025, to November 22, 2025:

- [ERO 025-1097](#) Proposed Planning Act Changes (Schedule 10 of Bill 60 - *Fighting Delays, Building Faster Act*, 2025).

We are also interested in receiving any comments you may have on associated consultation postings:

- [ERO 025-1099](#): Consultation on simplifying and standardizing official plans.
- [ERO 025-1100](#): Consultation to better understand the linkage between minimum lot sizes on urban residential lands and increased housing options and affordability.
- [ERO 025-1101](#): Consultation to understand current municipal practices with respect to green development standards at the lot level (outside of building) in order to assess whether future changes are needed to prohibit mandatory green development standards in order to improve consistency and clarity across Ontario.

The Environmental Registry postings provide additional details regarding the proposed changes.

City of Toronto Act, 2006 – Ministry of Municipal Affairs and Housing

The proposed change would, through a proclamation order, remove the City of Toronto's authority, under the *City of Toronto Act, 2006*, to require green roofs or other alternative roof surfaces on buildings, effective November 3, 2025.

Residential Tenancies Act – Ministry of Municipal Affairs and Housing / Ministry of the Attorney General

Schedule 12 of the Bill amends the *Residential Tenancies Act, 2006* (RTA) to help address delays and support backlog reduction efforts at the Landlord and Tenant Board (LTB) and adjust the balance of landlord and tenant rights and responsibilities. If passed, the proposed changes would:

- Remove the requirement for a landlord to provide compensation to a tenant when evicting for personal use of the rental unit, if the landlord gives at least 120 days' notice of termination, instead of the required 60 days' notice;
- Shorten the notice period a landlord must provide to a fixed-term or month-to-month tenant to evict them for rent arrears from 14 days to 7 days;
- Remove a tenant's ability to raise issues that could otherwise be the subject of a tenant application to the LTB as part of a rent arrears hearing, if the tenant has not paid at least half of the rent arrears claimed in the application filed by the landlord;
- Remove a tenant's ability to raise issues that could otherwise be the subject of a tenant application to the LTB on the day of a rent arrears hearing, if the tenant has not given prior notice in accordance with LTB timelines;
- Specify a 15-day period for a landlord or tenant to request internal review of a final order or decision of the LTB; and

- Create new regulation-making authorities for the government to prescribe:
 - The form of a notice given by a landlord or tenant to terminate a tenancy.
 - Rules and guidelines for determining what qualifies as a “persistent” failure to pay rent / monthly housing charges, when they are due, by a tenant / member of non-profit housing co-operative.
 - Limitations on the LTB’s ability to postpone the enforcement of an eviction order and/or factors the LTB must consider before postponing enforcement.
 - Limitations, conditions, or tests related to a tenant / member of non-profit housing co-operative making a motion to set aside an eviction order that has been issued, without a hearing, when the tenant/member has given notice of termination to a landlord/co-op, or the parties have entered into an agreement to end a tenancy.
 - Limits or conditions on the power of the LTB to review its final decisions and orders.

The proposed amendments would come into force on a day to be named by order of the Lieutenant Governor in Council.

You may provide your comments on the proposed change through the Ontario Regulatory Registry from October 23, 2025, to November 22, 2025 at the links below:

- [RR 25-MMAH019](#): Seeking Feedback on Proposed Amendments to the Rules Related to Tenants Raising New Issues at a Landlord and Tenant Board (LTB) Rent Arrears Hearing
- [RR 25-MMAH024](#): Seeking Feedback on Proposed Amendments to Shorten the Rent Arrears Eviction Notice Period
- [RR 25-MMAH025](#): Seeking Feedback on Proposed Amendments to the Compensation Requirements for Landlord's Own Use Evictions
- [RR 25-MAG017](#): Seeking Feedback on Proposed Amendment to the Residential Tenancies Act, 2006 (RTA) to Shorten the Period of Time Available to Request a Review of an LTB order

Water and Wastewater Public Corporations Act – Ministry of Municipal Affairs and Housing

Schedule 16 of the Bill proposes a new Act which sets out a framework for a new delivery model for water and wastewater services. The new framework will include legislative authority for the Minister to:

- Designate corporations as water and wastewater public corporations by regulation.
- Require prescribed municipalities to deliver water and wastewater exclusively through a water and wastewater public corporation beginning on a date as prescribed.

Under the new framework, the Minister will have regulation-making authority, including the ability to:

- Prescribe duties and responsibilities for the water and wastewater public corporation.
- Govern the transfer, issuance, redemption and purchase of shares and dividends of a water and wastewater public corporation.
- Govern requirements related to the nomination, appointment, election, resignation or removal of members of the board of directors of the corporation.
- Govern powers for the water and wastewater public corporation to impose and collect fees and charges. If required by LGIC regulation, the Minister of Municipal Affairs and Housing would have oversight powers over rate plans (and additional plans that may be prescribed in regulations).
- Provide for additional transitional matters.

Subject to future regulations setting out the share allocation, the first corporation would provide water and wastewater services in Peel Region and would be jointly owned by Mississauga, Brampton and Caledon. A corporation would be incorporated under the *Ontario Business Corporations Act* at the direction of the Minister that the Minister would designate as a water and wastewater public corporation.

The council of a municipality prescribed by the regulations shall, by the date specified in the regulations, make by-laws transferring employees, assets, liabilities, rights and obligations of the municipality to a water and wastewater public corporation for the purpose of providing water and wastewater services.

You may provide your comments on the proposed changes to the *Municipal Act, 2001* through the Environmental Registry of Ontario (ERO) notice and the Ontario Regulatory Registry ([025-1098](#)) from October 23, 2025 to November 22, 2025.

GO Transit Station Funding Act – Ministry of Infrastructure

Schedule 4 of the Bill proposes changes the *GO Transit Station Funding Act, 2023*, to enable Municipalities the flexibility to specify payment of a transit station charge, in respect of any part of a development that consists of residential development, upon occupancy and require financial security to secure the payment of any transit station charge that is required to be paid upon occupancy of residential development.

Additional amendments will provide for the determination of a transit station charge that is payable upon occupancy of residential development.

You may provide your comments on the proposed change to the *GO Transit Station Funding Act, 2023* through the Environmental Registry of Ontario (ERO) notice [025-1182](#) from October 23, 2025 to November 22, 2025.

Toronto Waterfront Revitalization Corporation Act – Ministry of Infrastructure

The proposed amendments to the *Toronto Waterfront Revitalization Corporation Act, 2002* would extend the mandate of Waterfront Toronto from 2028 to 2035, and allow for a further extension up to 2040.

The amendments also include provisions relating to a strategic review of Waterfront Toronto in 2031-32 that may inform the extension, a provision requiring the provincial government to consult with the federal government and City of Toronto prior to winding-up the corporation, and the repeal of provisions in the Act that are no longer applicable.

You may provide your comments on the proposed change to the *Toronto Waterfront Revitalization Corporation Act, 2002* through the Environmental Registry of Ontario (ERO) notice [025-1182](#) from October 23, 2025 to November 22, 2025.

Transit-Oriented Communities Act – Ministry of Infrastructure

Schedule 15 of the Bill proposes to amend the *Transit-Oriented Communities Act, 2020*, which may allow the Minister to establish a Transit-Oriented Communities Advisory Panel. The Minister may appoint up to four individuals to this Advisory Panel and appoint a Chair from among them.

The Transit-Oriented Communities Advisory Panel would advise and make recommendations to the Minister, in respect of such matters as the Minister directs, related to infrastructure, transit-oriented community projects, land designated as transit-oriented community land under the Act, and other related matters.

The amendments will also enable the Minister to make an order requiring an owner of land designated as transit-oriented community land to enter into an agreement with a municipality addressing any matters that the Minister considers necessary for the appropriate development of the transit-oriented community land.

Municipalities will also be required to designate a municipal officer or employee to give to the Minister such information as the Minister requests with respect to the implementation of transit-oriented community projects that are located within that municipality.

You may provide your comments on the proposed change to the *Transit-Oriented Communities Act, 2020* through the Environmental Registry of Ontario (ERO) notice [025-1182](#) from October 23, 2025 to November 22, 2025.

Construction Act - Ministry of the Attorney General

Schedule 2 of the bill proposes the following amendments to the *Construction Act* that would, if passed, refine the new annual release of holdback system that was enacted in 2024 but that is not yet in force:

Section 30 is re-enacted in order to apply with respect to the abandonment or termination of a contract or subcontract, rather than to a circumstance in which a contractor or subcontractor defaults in the performance of a contract or subcontract.

Not-yet-in-force amendments to section 31 that would have been made by section 27 of Schedule 4 to the *Building Ontario For You Act (Budget Measures), 2024* – providing for annual lien expiry – are repealed. Section 31 is amended to retain the provisions of those amendments dealing with notice of termination and its effects. The not-yet-in-force re-enacted version of section 26 (payment of basic holdback) is consequently amended to require the annual release of holdback without the expiry of liens.

Section 87.4 is amended by adding a separate transition rule for alternative financing and procurement arrangements (otherwise known as “public-private partnerships”) and to adjust the transition rules respecting amendments made to section 31.

Transitional regulation-making authority in section 88 is made more generally applicable and is transferred from the Lieutenant Governor in Council to the Minister.

The amendments are to come into force at the same time as related amendments to the Act made by the *Building Ontario For You Act (Budget Measures), 2024*, except for the transitional regulation-making authority which comes into force on Royal Assent.

Ontario Water Resources Act - Ministry of the Environment, Conservation and Parks

Schedule 8 of the bill proposes amendments to the *Ontario Water Resources Act* (OWRA) that would, if enacted, would reduce the time and costs with providing on-site sewage treatment to on-farm worker housing by allowing larger systems (comprised of multiple systems with design capacities no greater than 10,000 L/d each and up to 50,000 L/d total per lot or parcel of land) to be regulated under the Ontario’s Building Code and exempting these systems from existing *Ontario Water Resources Act* requirements for environmental compliance approvals.

You may provide your comments on the proposed change to the *Ontario Water Resources Act* through the Environmental Registry of Ontario (ERO) notice [ERO 025-0900](#) from October 23, 2025 to November 22, 2025. In parallel, the government is also consulting on a policy proposal on how the Ontario Building Code will continue to provide protection to human health, the environment, and neighbouring properties in relation to these on-farm systems. You may provide comments on this supporting policy proposal to the Ontario Building Code through Environmental Registry of Ontario notice [ERO 025-0899](#) from October 24, 2025 to December 7, 2025.

Building Transit Faster Act, 2020 – Ministry of Transportation

Schedule 1 of the bill proposes amendments to the *Building Transit Faster Act, 2020* (BTFA) that, if passed, would remove barriers and streamline processes that may otherwise result in delays to the timely completion of provincial transit projects by:

- Reducing the notice period to property owners from 30 to 15 days for Metrolinx to conduct due diligence work (e.g., carrying out inspections, removing obstructions), extending access to municipal right-of-way and third-party lands to the operation and maintenance of projects, and expanding the application of Minister's access orders to additional infrastructure (e.g., tunnels, life safety systems, buildings, bridges). Amendments will also create Minister's regulation-making authorities to name additional infrastructure and to delegate powers for access orders to Metrolinx or to an MTO official.

You may provide your comments on the proposed change to the BTFA through the Environmental Registry of Ontario notice [ERO 025-1035](#).

Highway Traffic Act – Ministry of Transportation

Schedule 5 of the bill amends the *Highway Traffic Act* (HTA) to require applicants for a Driver's Licence, Photo Card and Registrant Identification Number demonstrate that the person is a resident of Ontario, that the person has legal status in Canada and, with respect to an application for a commercial class driver's licence, that the person is lawfully able to work in Canada.

The Schedule also makes amendments to Part II.1 of the HTA to address concerns about the impact of vehicle lane reductions on traffic flow, congestion, and transportation efficiency. Amendments to s.195.3 would prohibit all municipalities from reducing the number of motor vehicle lanes when installing new bicycle lanes. Regulation-making authority is also proposed that would allow the Minister to expand the prohibition to include other municipal activities or provide exemptions to the prohibition altogether.

Finally, amendments to s. 195.9 would streamline the process for reimbursement regarding the existing bicycle lane provisions.

You may provide your comments on the proposed changes through Environmental Registry of Ontario notice [ERO 025-1071](#) and Regulatory Registry notice [RR 25-MTO019](#).

Local Roads Boards Act – Ministry of Transportation

Schedule 6 of the bill amends the *Local Roads Boards Act* to allow owners of certain tax-exempt lands to make voluntary payments to their local roads boards. If approved by the Minister, the voluntary payments would be eligible for matching provincial government funding. The Minister is provided regulation-making authority to prescribe lands for this purpose, as well as to establish an approvals process for such payments. Other related amendments are made regarding record-keeping.

***Photo Card Act, 2008* – Ministry of Transportation**

Schedule 9 of the bill amends the *Photo Card Act, 2008*, to require that an applicant for a photo card establish that they are a resident of Ontario, and that they are in Canada lawfully.

***Public Transportation and Highway Improvement Act* – Ministry of Transportation**

Schedule 11 of the bill adds a new section to the *Public Transportation and Highway Improvement Act* (PTHIA), stating that various things under the Act do not constitute an expropriation or injurious affection.

This Schedule also repeals and replaces s. 117 of the Act. The Minister of Transportation has existing authority under this section to set mandatory standards for highways, including for municipal roads; however, there is no such regulation currently in place. Proposed amendments would support implementation of common road construction standards across the province by creating new regulation-making authorities to allow the province to prescribe requirements for road construction contracts, establish an exemption process, and set reporting requirements pertaining to road standards. Amendments also allow the Minister to require input from stakeholders regarding standards upon request.

You may provide your comments on the proposed change to the PTHIA related to road construction standards through the Environmental Registry of Ontario notice [ERO 025-1140](#).

***Towing and Storage Safety and Enforcement Act, 2021* – Ministry of Transportation**

Schedule 14 of the bill amends the *Towing and Storage Safety and Enforcement Act, 2021*, such that tow operators and vehicle storage operators are not required to submit their rates to the ministry for a service where a maximum amount for that service has been set by regulation.

You may provide your comments on the proposed changes through Regulatory Registry notice [RR 25-MTO017](#).



SAVE THE DATE

Municipal Services Office - North
Ministry of Municipal Affairs and Housing

2025 Northern Municipal Council Workshop - Virtual Learning Series

Date: Please see schedule below for all virtual learning series.

Location: Microsoft teams

Agenda:

The Municipal Services Office – North is pleased to invite you to a virtual workshop series where members of council from across Northern Ontario will come together to engage with experts and one another on timely and relevant topics. These sessions will offer essential learning opportunities in key areas such as municipal governance and finance. We encourage you to mark your calendar and take part in this valuable series—you won't want to miss it.

Who Should Attend:

All virtual sessions delivered by seasoned speakers will be of interest to both experienced municipal council and staff and those who are newer to municipal governance and operations.

Why attend:

We are arranging an impressive list of guest speakers with significant municipal knowledge and leading practices to share. Participants will engage with and hear about experiences and approaches to common challenges. Attendees will leave the workshop with a greater understanding of how to tackle current municipal issues and govern effectively and democratically.

Virtual series details and registration links:

Note: To facilitate the registration process, please ensure you register for each session individually using the link beside each session. Kindly note that each participant is required to complete the registration on their own behalf.

1. Navigating Complaints and Community Engagement Challenges

Date and time: December 4, 2025, from 4:30 PM to 7:00 PM EST

Agenda:

Time	Presentation	Speakers	Registration
4:30 PM to 4:40 PM	Welcoming Remarks	Brandon Portelance, Municipal Advisor, MMAH, MSO-N Sudbury	Click here to register
4:40 PM to 5:40 PM	Resolution-Ready Councils - Local Complaint Policies and Procedures: Clear complaint policies are key to accountability and trust between councils and residents. This session outlines the importance of effective pathways for managing public concerns and resolving complaints locally.	Lauren Chee-Hing, Counsel, Ontario Ombudsman	
5:40 PM to 6:40 PM	Mitigating Challenges in Citizen Engagement: Hear about the City of Timmins' R-Zone Program and how it can help municipalities manage difficult interactions while safeguarding staff and maintaining respectful, effective communication with ratepayers.	City of Timmins	
6:40 PM to 6:50 PM	Closing Remarks	Leisel Edwards, Municipal Advisor MMAH, MSO-N Sudbury	

2. Social Media Communications and Conducting Effective Council Meetings

Date and time: December 11, 2025, from 4:30 PM to 7:00 PM EST

Agenda:

Time	Presentation	Speakers	Registration
4:30 PM to 4:40 PM	Welcoming Remarks	Sarah Cormier, Municipal Advisor, MMAH, MSO-N Sudbury.	Click here to register
4:40 PM to 5:40 PM	Social Media and Official Communication Policies: Explore how social media and official communication policies intersect with Codes of Conduct, open meeting rules, and council–staff relations, and what this means for effective governance.	Redbrick Communications	
5:40 PM to 6:40 PM	Conducting Effective Council Meetings:	Malcolm White, Consultant, Ironside consulting.	

	<i>The objective of this session is to equip council members with strategies and best practices to ensure meetings are productive, focused on informed deliberation and sound decision-making. Participants will learn how to foster collaboration, maintain order, and create an environment that supports transparent governance.</i>		
6:40 PM to 6:50 PM	Closing Remarks	Ellen Beaudry, Municipal Advisor, MMAH, MSO-N Sudbury	

3. Building Effective Engagement Relationships with Indigenous Communities

Date and time: January 29, 2025, from 4:30 PM to 7:00 PM EST

Agenda:

Time	Presentation	Speakers	Registration
4:30 PM to 4:40 PM	Welcoming Remarks	Sarah Cormier, Senior Municipal Advisor, MMAH, MSO-N Sudbury	Registration details for this series will be shared closer to the date. Please add to your calendars and stay tuned for updates.
4:40 PM to 5:40 PM	Stronger Together: Building First Nation–Municipal Partnerships: <i>Hear about practical tools, resources, and knowledge products that can support collaboration between First Nations and municipalities. The goal is to foster understanding and encourage partnerships that drive mutual economic benefits through learning, capacity building, and shared development.</i>	First Nation-Municipal Community Economic Development Initiative (CEDI)	
5:40 PM to 6:40 PM	Indigenous Voices in Municipal Councils: <i>This panel features Indigenous representatives who serve on municipal councils. They will share their perspectives on strengthening Indigenous–municipal relationships and their experiences representing their communities at the local level.</i>	-Sheryl Fort, Township of Hornepayne, Mayor -Susan Nelson, Township of Cochrane, Councillor -Wendy Landry, Municipality of Shuniah, Mayor	
6:40 PM to 6:45 PM	Closing Remarks	Leisel Edwards, Municipal Advisor, Local Government and Housing, MSO-N Sudbury	

Inquiries:

**Municipal Services Office – North
(Sudbury)**

**Enrique Paraco, Municipal Advisor
Email: enrique.paraco@ontario.ca
Phone: 705-280-0641**

**Municipal Services Office – North
(Thunder Bay)**

**Leisel Edwards, Municipal Advisor
Email: leisel.edwards@ontario.ca
Phone: 249-885-2953**



2021 Division Road North
Kingsville, Ontario N9Y 2Y9
Phone: (519) 733-2305
www.kingsville.ca

November 19, 2025

Honourable Doug Ford, Premier of Ontario
Via Email: premier@ontario.ca

Public Input Coordinator
Via Email: ca.office@ontario.ca

Dear Premier Ford,

Re: Opposition to Proposed Consolidation of Conservation Authorities

Please be advised that at its Regular Meeting held Monday, November 17, 2025, the Council of the Corporation of the Town of Kingsville passed the following resolution respecting the matter referenced in the above subject line:

195-11172025

Moved By: Councillor Neufeld

Seconded By: Councillor Patterson

Whereas the Conservation Authorities Act, 1990 (the "Act"), originally enacted in 1946, was established to allow municipalities to form conservation authorities that are equipped to develop and deliver local, watershed-based conservation, restoration and natural resource management programs on behalf of the province and municipalities;

And whereas there are thirty-six (36) conservation authorities in Ontario, each of which is distinct and reflects the unique environmental, geographic and community needs of its watershed;

And whereas on October 31, 2025, the Minister of the Environment, Conservation and Parks announced the Government's intention to introduce legislation which would amend the Act to create the Ontario Provincial Conservation Agency and consolidate Ontario's 36 conservation authorities into seven (7) regional conservation authorities.

Now therefore be it resolved that the Council of the Corporation of the Town of Kingsville:

- Wishes to formally state that it opposes the consolidation of Ontario's conservation authorities without knowing the full financial and operational impact to municipalities and the conservation authorities; and,

- Directs the Acting Clerk to forward a copy of this resolution to the Honourable Doug Ford, Premier of Ontario, the Honourable Minister of the Environment, Conservation and Parks, Todd McCarthy, the Honourable Rob Flack, Minister of Municipal Affairs and Housing, Anthony Leardi, MPP, Essex, Lisa Gretzky, MPP Windsor West, Andrew Dowie, MPP Windsor-Tecumseh, Trevor Jones, MPP Chatham-Kent-Leamington, AMCTO, AMO and all Ontario Municipalities.

Carried.

Please accept this correspondence as an official confirmation of Council's decision with respect to the same. Any questions may be directed to the undersigned.

Sincerely,



Angela Toole
Acting Manager of Municipal Governance/Clerk
519-733-2305 ext. 223
atoole@kingsville.ca

cc. Honourable Todd McCarthy, Minister of the Environment, Conservation and Parks
Honourable Rob Flack, Minister of Municipal Affairs and Housing
Anthony Leardi, MPP, Essex
Lisa Gretzky, MPP, Windsor West
Andrew Dowie, MPP, Windsor-Tecumseh
Trevor Jones, MPP, Chatham-Kent-Leamington
Essex Region Conservation Authority
Conservation Ontario
AMCTO
AMO
All Ontario Municipalities

2026 COUNCIL MEETING DATES
January 14, 2026
January 28, 2026 at 6:30 p.m. (Town Hall Session at 6:00 p.m.)
February 11, 2026
February 25, 2026
March 11, 2026
March 25, 2026
April 8, 2026
April 22, 2026 at 6:30 p.m. (Town Hall Session at 6:00 p.m.)
May 13, 2026
May 27, 2026
June 10, 2026
June 24, 2026 at 6:30 p.m. (Town Hall Session at 6:00 p.m.)
July 15, 2026
August 19, 2026
September 9, 2026
September 23, 2026
October 14, 2026
October 28, 2026 at 6:30 p.m. (Town Hall Session at 6:00 p.m.)
November 10, 2026 (Tuesday)
November 25, 2026
December 9, 2026

Please be advised Council Meetings will be available to the public by Zoom and in person attendees.

Please Note:

Unless otherwise posted, all meetings are held at the Village of Sundridge Municipal Office, 110 Main Street, Sundridge, starting at 6:00 p.m.

CORPORATION OF THE VILLAGE OF SUNDRIDGE

BY-LAW NO.2025-017

A By-Law to provide for the Remuneration and the Payment of Expenses for Members of Council and Being a By-law to repeal and replace By-Law No. 2019-020

WHEREAS the Municipal Act, S. O., 2001, c.25, as amended, Section 283, provides that a municipality may pay any part of the remuneration and expenses of the members of Council, and local board;

AND WHEREAS the Council of the Corporation of the Village of Sundridge deems it necessary and desirable to enact a by-law to establish the rate of remuneration for the members of Council;

AND WHEREAS despite any Act, a municipality may only pay the expenses of members of its Council if the expenses are of those persons in their capacity as member and actually incurred or, if the expenses actually incurred, a reasonable estimate in the opinion of the Council of the actual expenses that would be incurred; and

NOW THEREFORE THE COUNCIL OF THE CORPORATON OF THE VILLAGE OF SUNDRIDGE ENACTS AS FOLLOWS:

- 1) That the Council Remuneration Policy marked Schedule "A" attached hereto and made part of this By-Law shall constitute a policy of Council for Remuneration and Expenses to be reviewed in the third year of each Council term;
- 2) That this By-Law shall come into force and take effect immediately upon the passage thereof.

PASSED THIS 23rd DAY OF APRIL, 2025.

Justine Leveque, Mayor

Nancy Millar, Clerk Administrator

Schedule "A" to
By-Law No. 2025-017

Section 1: Policy Purpose

The Municipal Act (Section 283) allows for compensation to be made to members of Council for duties performed. It is the intention of Sundridge to provide fair and equitable compensation to members of Council as they carry out their responsibilities. This policy provides guidelines for the provision of remuneration to elected officials.

Section 2: Definitions

- 1.0 "Attendance" means attendance in person or otherwise permitted by the Procedural By-Law, as amended from time to time.
- 2.0 "Clerk Administrator" means the Clerk Administrator for the Village of Sundridge as appointed by by-law of Council.
- 3.0 "Council" or "members of Council" means the duly elected municipal officers of Sundridge.
- 4.0 "Council Meeting Day" means every 2nd and 4th Wednesday starting at 6:00 pm or otherwise permitted by the Procedural By-law, as amended from time to time.
- 5.0 "Sundridge" means the Village of Sundridge in the District of Parry Sound, Province of Ontario.
- 6.0 "Official Capacity" means Council duties determined as per Section 3 (2.1) of this policy.
- 7.0 "Board/Committee" means a Board or Committee established by Council which may include Members of Council and Community Representatives.

Section 3: Guiding Principles

1.0 Council Compensation

- 1.1 Mayor and Council shall act as good stewards of the tax paying dollars and conduct themselves in a manner that maximizes the benefit and value to Sundridge, its residents and businesses; while at the same time, minimizes the financial burden to the same.
- 1.2 The contents of the policy shall be considered when creating Council's annual budget.

2.0 Per Diems and Expense Claims

- 2.1 When deciding if compensation for per diems and expenses is warranted, Mayor and Council must consider the following criteria. If Council can answer yes to the following criteria, duties will be considered as Official Capacity and an expense claim should be paid in accordance with this policy.
- a. The expense must have direct benefit to Sundridge; promote Sundridge's interests; add value to the community; or advance the community's interests.
 - b. The expense must be a result of interaction with a registered third party (i.e. not an individual Council Member, Sundridge Staff, organization or affiliation).
 - c. The expense must be defensible to the tax paying members of the Village of Sundridge and to public scrutiny.
 - d. The expense must be free of bias and conflict of interest.

Section 4: Policy Statements

- 1.0 Members of Council shall receive compensation for their role as elected officials in three different ways – via honorarium, per diem rates, and expenses.
- 2.0 Honorarium
- 2.1 Council will receive monthly honorariums in accordance with their elected seat as per Schedule B of this policy.
- a. Honorarium rates shall increase annually in January in line with Cost of Living Allowance (COLA) and based on the Statistics Canada Consumer Price Index average from November to October. COLA increases above 5% will be subject to Council approval.

Honorarium rates changes not consistent with the Cost of Living Allowance (COLA) shall be approved by a resolution of Council.
 - b. Mayor honorarium rates are higher to compensate for the additional responsibilities required of this position.

- c. As Deputy Mayor, appointments are shared equally amongst the Councillors, Councillor honorarium rates are inclusive of compensation for additional responsibilities of the Deputy Mayor position.
- 2.2 Honorarium shall be paid in accordance with Revenue Canada's provisions for Elected Officers, as amended. As of January 1, 2019, the one-third tax free provisions in the Income Tax Act will be removed.
- 2.3 Honorarium shall be paid to all Members of Council without needing to submit a claim for it.
- 2.4 Honorarium will not be retained if a Member of Council is absent from meetings included in Section 4 (2.5) subsections (b), (d), (e) and (f) unless the absence is approved by Council resolution, or an alternate attends on behalf of the member.
 - a. Notwithstanding Section 4 (2.4) of this policy, Members of Council will be excused for up to four (4) meeting absences per year without approval by Council Resolution.
 - b. In cases where it is determined that honorarium will not be retained due to unapproved absence from meetings in Section 4 (2.5) subsection (b), (d), (e) and (f), deductions will be applied in the amount of one hundred dollars (\$100.00) per unexcused absence.
 - c. Attendance will be evaluated by staff in November of each year for the life of this policy. When determining absences as per Section 2.4 (b), consideration will be given to meetings of Section 2.5 (f) for members who attended additional meetings as an alternate. Any adjustments required to the honorarium as per this section will be made in November or/and December remuneration.
 - d. Notice of meetings under (d) and (e) shall be provided 30 days prior to the meeting. Emergency circumstances will be considered if notice is provided to the Clerk Administrator.
- 2.5 Honorarium is paid to all Members of Council for the following:
 - a. Meetings within the municipal boundary of Sundridge pertaining to Council duties shall fall under honorarium unless otherwise indicated in this policy.
 - b. Attendance at Council meetings.
 - c. Attendance at Special meeting of Council.

- d. Attendance at budget sessions, planning sessions and strategic planning sessions.
- e. Council orientations.
- f. Attendance at internal board and committee meetings.
- g. Administrative meetings and meetings with Sundridge Administration.
- h. Clerk Administrator performance and evaluation meeting, if required by the Mayor.
- i. Public consultations and/or meetings (i.e. open houses, public forums, etc.).
- J. Ceremonial duties including attendance at ceremonies, grand openings, banquets, luncheons, parades, open houses, new equipment arrival, ribbon cuttings, etc., within the geographical area of Sundridge/Strong/Joly.
- k. Attendance or participation at Sundridge social events (i.e. holiday party, staff lunches)
- m. Preparation for Council meetings, Council committee meetings and other items listed under Section 4(2.5) for honorariums.
- n. Cheque and Agreement signing.
- o. Anything not specifically listed under Per Diems (Section 4 {3.0} of this policy).

3.0 Per Diems

- 3.1 Per Diem claims will be approved in accordance with guiding principles of Section 3 (2.0) of this policy.
- 3.2 Council will receive Per Diem rates in accordance with Schedule B of this policy.
- 3.3 Per Diem paid activities shall be compensated for upon submission and approval of a claim form.
 - a. Claim forms must be submitted on a monthly basis, by the 15th of the following month.

- b. The Mayor shall be responsible for approving Councillor's claims and Deputy Mayor responsible for approving Mayor's claims.
- c. A claim that is not approved may be taken to Council to appeal the decision.

3.4 Per diems will not be paid for the following:

- a. Events listed under Honorarium (Section 4 (2.0) of this policy).
- b. Attendance at events that is not in official capacity.
- c. Attendance at social events including but not limited to the ceremonial duties in Section 4 (2.5) (k).
- d. External Board or Committee that pays per diems to the member (or alternate).
- e. Mayor (or Deputy Mayor in absence of the Mayor) attending as Ex-Officio Member of an external board or committee meeting.

3.5 Time calculated for per diem shall not include travel time to and from the activity.

3.6 Attendance at conferences/training (i.e. AMCTO, AMO, FONOM, ROMA, Planning Conference) with content/subject matter directly related to Council appointments.

3.7 Anything not specifically covered by a per diem shall be considered as being compensated for by honorarium.

4.0 Expenses

4.1 Expense claims shall be approved in accordance with guiding principles of Section 3 (2.0) of this policy.

4.2 Expenses incurred shall be reimbursed upon submission and approval of an expense form.

- a. Expense forms must be submitted on a monthly basis, by the 15th of the following month.
- b. The Mayor shall be responsible for approving Councillor expense forms and Deputy Mayor responsible for approving Mayor's expense forms.

- c. An expense form that is not approved may be taken to Council to appeal the decision.

4.3 Expense incurred for the following will NOT be paid or reimbursed.

- a. Expenses incurred for attendance at events that are not in official capacity.
- b. Expenses or mileage for events with Sundridge listed under Honorarium.
- c. Expenses incurred at social events including but not limited to ceremonial duties in Section 4 (2.5) (k).

4.4 Meal Reimbursement will be paid in accordance with Schedule "B" of this policy. Mayor and Council are to submit receipts for meals with expense forms. The Village of Sundridge does not pay for alcoholic beverages at any time.

4.5 Mileage (with travel starting point at the Administration Office or the member's home, whichever is less) will be paid in accordance with Schedule "B" of this policy.

4.6 Additional Expenses

- a. If a Member cannot attend a registered conference, training or ticket, they must make every effort to find an alternate member to attend or they shall reimburse the Village for the expense according to the cancellation policy. Extenuating circumstances will be evaluated as per Section 4 (4.2) (b).
- b. The Village of Sundridge shall not pay for guest expenses associated with Council activities, including travel, accommodation, registrations, meals, tickets and other similar expenses.

4.7 Professional Development

- a. Mayor and Council will determine a professional development plan and budget each year during the annual budget process.
- b. Funds budgeted annually for per diems and expenses related to conferences and training are to be divided between Members as equally as possible.
- c. If attendance at any conference or training will result in the Member being over budget, a resolution of Council is required.

5.0 Benefits

5.1 All Members of Council and external board/committee Members are covered by the Municipal Insurance Policy, as provided as Schedule C of this policy.

5.2 Pregnancy/Parental Rights

- a. All Members of Council and external board/committees shall be entitled to take leave for the member's pregnancy, birth of the member's child or adoption of a child in accordance with Section 270 of the Municipal Act, as amended, without fear of being removed from office.
- b. Members of Council and external board/committee shall be permitted to be absent up to 20 consecutive weeks for the pregnancy, birth of or adoption of a child, in accordance with Section 259 (1.1) of the Municipal Act, as amended.
- c. A Member's pregnancy or parental leave does not require Council approval and the office cannot be declared vacant as a result of the leave. All communications will be sent to the Member as if they were not on leave. A member has the right to participate as an active member of Council or board/committee at any time during their leave.
- d. The Member shall provide written notice to the Clerk Administrator indication expected start and end dates to the leave, or any change to the leave period.
- e. The Member shall continue to receive all remuneration as set out in this policy and Schedule B.
- f. The Mayor may make temporary appointments to any committees and board meetings that are constituted by the Village of Sundridge and where the member is the only member of Council on that body. The temporary appointee shall be paid as per Schedule "B" Per Diem Rate.

5.3 Medical Illness

- a. If a Member of Council or external board/committee is absent from one (1) month's meetings due to illness, they shall provide Council with a note from a qualified medical practitioner. Upon receipt of such medical note, a Member may be absent from meetings for three (3) consecutive months and continue to receive all remuneration as set out in the policy and Schedule "B".
- b. If a Member will be absent longer than three (3) months, Council may consider extending the leave of absence without remuneration by resolution.

Section 5: Effective Date

This policy shall be in effect on the date of passing and shall be reviewed in the third year of each Council term.

Section 6: Review of Policy

A comprehensive review of this policy shall be conducted by the Clerk Administrator with the members of Council in the third year of each council term, in conjunction with the Village of Sundridge Employee Remuneration.

Section 7: Remuneration and Expense Payment Administration

Council remuneration shall be processed on the first pay period of the month following the month in which it was earned and paid by direct deposit. Per Diem and Expense reimbursement shall be processed according to the schedule established by the Village of Sundridge based on a processing cycle or after every second and fourth Wednesday.

Schedule "B" to
By-Law No. 2025-017

Council Remuneration Rates

1.0 Honorarium Rate

Honorarium rates are as follows:

Office	Monthly	Annually
Mayor	\$1,477.25	\$17,727.00
Councillor	\$1,233.10	\$14,797.20

2.0 Per Diem Rate

Per Diem rates are as follows:

Event	Per Diem Rate
Board Committee Public Member	\$53.06/meeting
	\$40/event Rec only
Conference/Training	\$75/day
	\$40/ half day

3.0 Mileage Rate

Standard mileage will be reimbursed at \$.68/km for the first 5000 km and \$.62/km after that from travel starting point at the Administration Office or the member's home, whichever is less.

4.0 Meal Allowance

A maximum meal allowance rate of \$60.00 per day, per Member. If a member is required to travel the day before to attend an out-of-town event, a meal allowance of \$30.00 per Member for that day is permitted. If a member attends a one-day event where a meal is not provided, a meal allowance of \$30.00 per day per Member is permitted. The Village of Sundridge will reimburse tips made on meal purchases at a maximum of 15%.

Amounts that exceed the daily maximum can be brought to Council with an explanation and request for approval at the discretion of the member.

5.0 Travel Allowance

If overnight accommodation is required, the Village of Sundridge will only cover room, tax and parking charges. There will be no payment of incidentals in relation to overnight accommodation. Members shall make reasonable effort to book the lowest possible accommodation price, when possible. Receipts from overnight accommodation must be submitted with the expense report.



The Corporation of the Township of Strong

Report Number: 2025-01-JBC	Date: November 20, 2025
Report Title: Village of South River Correspondence re: JBC	Related Documents: JBC Shared Service Agreement; Letter from JBC Auditor, Baker Tilly;
To: Joint Building Committee	From: Caitlin Haggart, Clerk Administrator - JBC Administration

Recommendation:

Be it resolved that the Joint Building Committee hereby receive and read Staff Report 2025-01-JBC from the Township of Strong, Administering Municipality for the JBC; and

That this report be provided to the Village of South River regarding the Deferred Revenue of the JBC, and also sent to all member municipalities, for their information.

Background:

The Village of South River, one of the seven members of the Joint Building Committee, mailed the attached letter (Appendix A) dated October 18, 2025 to all of the Councils of the member municipalities. The Village of South River's correspondence is requesting "use of accumulated reserves currently being held by the Joint Building Committee" to "utilize a portion of these funds to offset insurance premiums and legal expenses directly related to the operations of the Building Department".

Council for the Township of Strong received the letter at their October 28, 2025 regular meeting:

6.4 Village of South River – Joint Building Committee Reserves

R2025-306

Moved By: Marianne Stickland Seconded by: Jeff McLaren

Be it resolved that the Council for the Township of Strong hereby receive correspondence dated October 18, 2025 regarding Proportional Use of Joint Building Committee Reserves for Insurance and Legal Costs; and

Hereby defer this correspondence to the Joint Building Committee; and

Further direct the administering municipality provide a staff report with this correspondence regarding the deferred revenue of the Joint Building Committee.

Carried

Staff Report # 2025-01-JBC

Date 2025 11 20

Title: Village of South River Correspondence re: JBC

Analysis:

As administrators of the Joint Building Committee, the Township of Strong arranges for a financial audit of the JBC annually. The appointed auditors are currently Baker Tilly LLP. The 2024 JBC Audited Financial Statement was provided to committee on September 18, 2025 and the following resolution was passed:

Resolution #2025-012

Moved By: Robert Brooks

Seconded by: Marianne Stickland

Be it resolved that this committee has hereby received and reviewed the 2024 Draft Audited Financial Statements & Report to Council.

Carried

The statements were then circulated to the Member Municipalities. Per the 2024 Audited Financial Findings report, the following is noted:

7. Deferred Revenues - Obligatory Reserve Funds

A requirement of the Chartered Professional Accountants Canada Public Sector Accounting Handbook, is that obligatory reserve funds be reported as deferred revenues. This requirement is in place as legislation and external agreements restrict how these funds may be used and under certain circumstances these funds may possibly be refunded. The balances in the obligatory reserve funds of the Committee are summarized below:

	Balance as at December 31, 2023	Amounts received during the year	Recognized as revenues during the year	Balance as at December 31, 2024
Building code act	677,040	-	15,481	661,559
Total Deferred Revenues - Obligatory Reserve Funds	\$ 677,040	\$ -	\$ 15,481	\$ 661,559

The comment "This requirement is in place as *legislation* and *external agreements* restrict how these funds may be used and under certain circumstances these funds *may possibly be refunded*"

The relevant legislation is the *Ontario Building Code Act, 1992 (Section 7)* which governs building permit fees and their use; and *Bill 124 (2005 amendments)* which reinforced transparency and cost recovery principles. These sections were provided to the JBC from the Ministry of Municipal Affairs and Housing at the November 16, 2023 meeting, when the Committee had questions on the deferred revenue. They are attached as Appendix B.

The external agreement referred to here is the Joint Building Committee Agreement dated November 29, 2012. Particularly, Part 2 Section 6; Part 3 Section 2(8); Part 4 Section 2 and Schedule A are relevant to the correspondence from the Village of South River:

6. Surplus and Shortfall

- (1) The Committee, shall retain, any surplus in reserve for future expenses, subject to subsection (3).
- (2) Each party, upon request from the Committee, shall pay to the Committee such amounts as are necessary to remedy any real or anticipated shortfall in revenue (the "shortfall payment") during the year. The amounts payable by each municipality shall be based on the municipality's proportionate share of expenses as determined under Schedule C.
- (3) Any surplus, as calculated at the end of year shall first be used to refund or repay any shortfall payments made during the calendar year and prior years, Upon refunding or repaying shortfall payments, any surplus of the annual expenses shall be retained by the Committee to pay future expenses, training, education and wages.

2. Administration and Withdrawal

(1) A party may withdraw from this agreement and the joint enforcement of the Building Code Act in accordance with the following conditions:

- (1) a withdrawal shall be effective on June 30th or December 31st of a calendar year;
- (2) the notice of a withdrawal shall be submitted in writing to the Secretary of the Joint Building Committee stating one of the dates in subsection (a), no later than February 28th (or 29th in a leap year) for a June 30th withdrawal or August 30th for a December 31st withdrawal;
- (3) a withdrawing party shall not be responsible for making any payment which is requested under authority of Part 2, Section 6(2) unless such a request for payment has been made prior to the date upon which the withdrawing party gave notice of its intention to withdraw;
- (4) a withdrawing party shall not be entitled to any potential refund or repayment provided for under Part 2, Section 6(3) for the calendar year (or part thereof) in which its withdrawal is effective but remains eligible for any potential refunds or repayments for a prior calendar year.

(2) Notwithstanding subsection (2) whereupon the parties have unanimously agreed to terminate this agreement, the parties agree that such termination shall be deemed to be effective as at June 30th or December 31st if the agreement to terminate occurred after April 1st in order to allow the committee to calculate all revenue and expenses to the effective date of the termination. Each party agrees that it will submit any cost contribution owing within 30 days of the determination and that such monies shall be distributed to those municipalities by the Administering Municipality which are determined to have "credit" balance concerning shared expenses.

3. The parties hereto shall execute such further assurances as may be reasonably required to carry out the terms thereof.
4. Upon the execution of this Agreement, any existing Agreements amongst the parties, as amended, with respect to the Joint Building Committee shall forthwith become null and void.
5. In the event that any covenant, provision or term of this Agreement should at any time be held by any competent tribunal to be void or unenforceable, then the Agreement shall not fail but the covenant, provision or term shall be deemed to be severable from the remainder of this Agreement which shall remain in full force and effect mutatis mutandis.

Part 3 Section 2(8) re: liability

- (8) That the parties hereto understand and agree that the services as provided by the Joint Building Committee are provided in a manner in that the services provided in the individual municipalities are the responsibility of the individual municipality, and any liability accruing from the provision of these services is applicable to that individual municipality in which the liability may occur.

Legal Fees

Legal fees or engineering fees incurred by the Joint Building Committee relating to specific situations in a member municipality will be at the cost of that member municipality. Legal or Engineering opinions obtained for the benefit of all municipalities shall be jointly shared.

The Agreement in its entirety is Appendix C to this report. Per the agreement, all member municipalities are only entitled to refunds of the deferred revenue to replay a previous budget shortfall contribution. Additionally, all member municipalities are responsible individually for liability and associated legal costs (which would extend to insurance for the purposes of Statements of Claim filed against the municipality).

The Township of Strong requested that Baker Tilly LLP respond to the letter from the Village of South River directly, which is Appendix D to this report.

Options:

1. That Committee receive this report and circulate it, including appendices, to the Village of South River and member municipalities (recommended).
2. That Committee receive the letter from the Village of South River and approve the proportional use of the JBC surplus per their request (not recommended – against legislation and JBC Agreement)
3. Committee provide alternate direction.

Financial Consideration:

Reduction of the deferred revenues could have operational impact to the Joint Building Committee in future years if permit activity slows, and the requested use is contrary to legislated requirements.

Applicable Legislation/Documentation:

[Ontario Building Code Act, 1992](#)
[Bill 124 \(2005 amendments\)](#)

Attachments:

Appendix A – October 18, 2025 Letter from Village of South River
Appendix B – Ontario Building Code relevant sections
Appendix C – Joint Building Committee Agreement
Appendix D – Letter from Baker Tilly LLP

APPENDIX A



The Village of South River
63 Marie Street, P.O. Box 310, South River, Ontario, P0A 1X0
Ph: (705) 386-2573 Fax: (705) 386-0702 e-mail: clerk@southriver.ca

October 18, 2025

Mayor Tim Bryson and Council
Township of Strong
28 Municipal Lane
P.O. Box 1120,
Sundridge, ON
P0A 1Z0

Re: Proportional Use of Joint Building Committee Reserves for Insurance and Legal Costs

Dear Member Community of the Joint Building Committee,

On behalf of the Village of South River, we respectfully submit a recommendation regarding the use of the accumulated reserves currently held by the Joint Building Committee. As you are aware, the Committee has responsibly built a substantial reserve over time, thanks to the careful financial stewardship of both staff and board members.

We believe there is an appropriate opportunity to utilize a portion of these funds to offset insurance premiums and legal expenses directly related to the operations of the Building Department. These costs, while necessary for protecting the Committee's interests and ensuring regulatory compliance, can place an avoidable financial burden on local taxpayers—especially while significant building-related revenues remain unutilized in the reserve. Insurance costs for building inspections is currently \$2825 annually and enforcement and legal costs can vary from \$0 to several thousand depending on the year for the Village of South River.

We propose that up to 50% of the accumulated reserves be designated to help offset these specific expenses, thereby easing pressure on municipal budgets and reinforcing the long-term sustainability of our shared services model.

Recommendation

We strongly encourage the Committee to adopt a policy indicating that any withdrawal from the reserves for insurance or legal expenses is **allocated proportionally among participating municipalities**, based on where the associated building fees were earned. One suggestion is to use a five-year rolling average of building fees collected in each municipality to determine annual contributions. This method would help ensure costs are distributed fairly and accurately.

Supporting Principles

- **Equity:** A proportional allocation ensures that no single municipality bears a disproportionate portion of shared costs relative to their benefit from the service.
- **Transparency:** A clearly defined policy for reserve use promotes openness and strengthens trust among all municipal partners.
- **Sustainability:** A consistent and fair funding approach supports long-term planning while preserving reserve funds for their intended use.

Proposed Next Steps

To move this initiative forward, we propose the member communities encourage the Joint Board Committee to review the current surplus to determine if building inspection related costs such as insurance and enforcement could be an acceptable use of some of those funds.

The Village of South River greatly values the collaborative relationship we maintain through the Joint Building Committee. We believe this proposal is both fiscally prudent and procedurally fair, and we respectfully request that it be considered at an upcoming Committee meeting.

Should further discussion be required, we would welcome the opportunity to speak to this recommendation in more detail.

Thank you for your continued partnership and support.

Sincerely,
Mayor Jim Coleman
Village of South River

A handwritten signature in black ink, appearing to read "Jim Coleman", written over a horizontal line.

APPENDIX B

Hi Kim,

Further to our phone chat today, I'm sending along links that should direct you to the sections you requested in the [Building Code Act, 1992](#).

Under [Section 7](#), subsection (2) you should find requirements related to the collection of fees. Just below, in subsections (6) – (8), you should find requirements for changes in fees, including notice and public meeting requirements.

Additionally, [section 3](#) (3) of the Act, provides for the requirements related to joint enforcement by 2 or more municipalities.

Hopefully that gives you what you need. Let me know if I can help further.

Thanks,

Sarah

Sarah Cormier

A/Municipal Advisor

Municipal Services Office - North

Ministry of Municipal Affairs and Housing

159 Cedar Street, Suite 401

Sudbury, ON P3E 6A5

By-laws, resolutions, regulations

7 (1) The council of a municipality or of an upper-tier municipality that has entered into an agreement under subsection 3 (5) or a board of health prescribed for the purposes of section 3.1 may pass by-laws, a planning board prescribed for the purposes of section 3.1 may pass resolutions and a conservation authority prescribed for the purposes of section 3.1 or the Minister may make regulations, applicable to the matters for which and in the area in which the municipality, upper-tier municipality, board of health, planning board, conservation authority or the Province of Ontario, respectively, has jurisdiction for the enforcement of this Act,

- (a) prescribing classes of permits under this Act, including permits in respect of any stage of construction or demolition;
- (b) providing for applications for permits and requiring the applications to be accompanied by such plans, specifications, documents and other information as is prescribed;
- (b.1) subject to the regulations made under subsection 34 (2.1), establishing and governing a program to enforce standards prescribed under clause 34 (2) (b), in addition to any programs established under subsection 34 (2.2);
- (b.2) subject to the regulations made under subsection 34 (2.2), governing a program established under subsection 34 (2.2);
- (c) requiring the payment of fees and prescribing the amounts of the fees,
 - (i) on application for and on issuance of permits,
 - (ii) for maintenance inspections,
 - (iii) for providing documentation, records or other information under section 15.10.4, and
 - (iv) for providing information under subsection 15.10.6 (2);
- (c.1) requiring the payment of interest and other penalties, including payment of collection costs, when fees are unpaid or are paid after the due date;
- (d) providing for refunds of fees under such circumstances as are prescribed;
- (e) requiring a person specified in the building code to give notice to the chief building official or an inspector or to a registered code agency if one is appointed, of any of the stages of construction specified in the building code, in addition to the stages of construction prescribed under subsection 10.2 (1) and prescribing the period of time after such notice is given during which an inspection may be carried out;
- (f) prescribing forms respecting permits and applications for permits and providing for their use;
- (g) enabling the chief building official to require that a set of plans of a building or any class of buildings as constructed be filed with the chief building official on completion of the construction under such conditions as may be prescribed in the building code;
- (h) providing for the transfer of permits when land changes ownership;
- (i) requiring the person to whom a permit is issued to erect and maintain fences to enclose the site of the construction or demolition within such areas of the municipality as may be prescribed;

- (j) prescribing the height and description of the fences required under clause (i). 1992, c. 23, s. 7; 1997, c. 30, Sched. B, s. 6; 1999, c. 12, Sched. M, s. 3; 2002, c. 9, s. 11 (1); 2002, c. 17, Sched. F, Table; 2006, c. 19, Sched. O, s. 1 (5); 2006, c. 22, s. 112 (3-5); 2017, c. 34, Sched. 2, s. 4 (1); 2020, c. 18, Sched. 1, s. 2.

Fees

(2) The total amount of the fees authorized under clause (1) (c) must not exceed the anticipated reasonable costs of the principal authority to administer and enforce this Act in its area of jurisdiction. 2002, c. 9, s. 11 (2).

Reduction in fees

(3) A regulation, by-law or resolution establishing fees under subclause (1) (c) (i) must provide for reduced fees to be payable in respect of the construction of a building for which a registered code agency is appointed under section 4.2. 2002, c. 9, s. 11 (2); 2017, c. 34, Sched. 2, s. 4 (2).

Report on fees

(4) Every 12 months, each principal authority shall prepare a report that contains such information as may be prescribed about any fees authorized under clause (1) (c) and costs of the principal authority to administer and enforce this Act in its area of jurisdiction. 2002, c. 9, s. 11 (2).

Same

(5) The principal authority shall make its report available to the public in the manner required by regulation. 2002, c. 9, s. 11 (2).

Change in fees

(6) If a principal authority proposes to change any fee imposed under clause (1) (c), the principal authority shall,

- (a) give notice of the proposed changes in fees to such persons as may be prescribed; and
- (b) hold a public meeting concerning the proposed changes. 2002, c. 9, s. 11 (2); 2006, c. 22, s. 112 (6).

Same, notice

(7) The notice of proposed changes in fees must contain the prescribed information, including information about the public meeting, and must be given in the prescribed manner. 2002, c. 9, s. 11 (2).

Same, public meeting

(8) The public meeting concerning proposed changes in fees must be held within the period specified by regulation before the regulation, by-law or resolution to implement the proposed changes is made. 2002, c. 9, s. 11 (2).

ENFORCEMENT AUTHORITIES

Administration

2 (1) The Minister is responsible for the administration of this Act. 1992, c. 23, s. 2 (1).

Director

(2) There shall be a director of the Building and Development Branch of the Ministry of Municipal Affairs and Housing who is appointed by the Lieutenant Governor in Council for the purposes of this Act. 2002, c. 9, s. 5.

Acting director

(3) The director may designate in writing a public servant employed under Part III of the *Public Service of Ontario Act, 2006* who works in the Ministry of Municipal Affairs and Housing to exercise the powers and perform the duties of the director in his or her absence or if he or she is unable to act. 2009, c. 33, Sched. 21, s. 2 (1).

Delegation

(4) The director may delegate in writing any of his or her powers or duties to one or more public servants employed under Part III of the *Public Service of Ontario Act, 2006* who work in the Ministry of Municipal Affairs and Housing, and may impose conditions or restrictions with respect to the delegation. 2009, c. 33, Sched. 21, s. 2 (1).

Section Amendments with date in force (d/m/y)

1993, c. 27, Sched. - 31/12/1991; 1997, c. 24, s. 224 (4) - 17/06/1998

2002, c. 9, s. 4 - 01/07/2005; 2002, c. 9, s. 5 - 01/09/2003

2009, c. 33, Sched. 21, s. 2 (1) - 15/12/2009

Enforcement by municipalities

3 (1) The council of each municipality is responsible for the enforcement of this Act in the municipality, except where otherwise provided by this Act. 2002, c. 9, s. 6 (1).

Chief building official, inspectors

(2) The council of each municipality shall appoint a chief building official and such inspectors as are necessary for the enforcement of this Act in the areas in which the municipality has jurisdiction. 1992, c. 23, s. 3 (2).

(2.1) REPEALED: 2002, c. 9, s. 6 (2).

Joint enforcement

(3) The councils of two or more municipalities may enter into an agreement,

(a) providing for the joint enforcement of this Act within their respective municipalities;

- (b) providing for the sharing of costs incurred in the enforcement of this Act within their respective municipalities; and
- (c) providing for the appointment of a chief building official and inspectors. 1992, c. 23, s. 3 (3).

Joint jurisdiction

(4) If an agreement under subsection (3) is in effect, the municipalities have joint jurisdiction in the area comprising the municipalities. 1992, c. 23, s. 3 (4).

JOINT BUILDING COMMITTEE AGREEMENT

THIS AGREEMENT MADE THIS 29 DAY OF NOVEMBER, 2012

BETWEEN:

THE CORPORATION OF THE VILLAGE OF BURK'S FALLS
(Hereinafter called "Burk's Falls")
OF THE FIRST PART

AND

THE CORPORATION OF THE TOWNSHIP OF JOLY
(hereinafter called "Joly")
OF THE SECOND PART

AND

THE CORPORATION OF THE TOWNSHIP OF MACHAR
(hereinafter called "Machar")
OF THE THIRD PART

AND

THE CORPORATION OF THE MUNICIPALITY OF MAGNETAWAN
(hereinafter called "Magnetawan")
OF THE FOURTH PART

AND

THE CORPORATION OF THE VILLAGE OF SOUTH RIVER
(hereinafter called "South River")
OF THE FIFTH PART

AND

THE CORPORATION OF THE TOWNSHIP OF STRONG
(hereinafter called "Strong")
OF THE SIXTH PART

AND

THE CORPORATION OF THE VILLAGE OF SUNDRIDGE
(hereinafter called "Sundridge")
OF THE SEVENTH PART

AND

THE CORPORATION OF THE TOWNSHIP OF RYERSON
(hereinafter called "Ryerson")
OF THE EIGHTH PART

WHEREAS Section 3(3) of the Building Code Act authorizes municipalities to enter into agreements for the joint enforcement of the Act, the sharing of costs of enforcement and the appointment of a Chief Building Official and Inspectors;

AND WHEREAS the municipalities which are parties to this agreement deem it advisable to enter into an agreement as described herein;

AND WHEREAS the municipalities have agreed to establish a committee to administer this agreement; and

AND WHEREAS the municipalities intend to pay for the costs of enforcing the Act through the fees and charges imposed on building permit applicants;

NOW THEREFORE this Agreement witnesseth that the parties hereto covenant and agree the one with the others as follows:

PART 1: SCOPE

1. Definitions

- (1) "Act" shall mean the Building Code Act S.O. 1992 c. and any Regulation passed thereunder;
- (2) "Chief Building Official" or "CBO" shall mean the chief building official appointed by the participating parties to enforce the Building Code Act within the boundaries of the eight participating municipalities.

- (3) "Committee" shall mean the Joint Building Committee established under Part 3 of this agreement;
- (4) "Inspector" shall have the same meaning ascribed to it in the Act.
- (5) "Administering Municipality" shall mean the municipality that manages the financial and secretarial requirements of the Joint Building Committee (JBC). Currently this is the Township of Strong. In the event of changes in Joint Building Committee Membership, the committee shall appoint a new administering municipality from amongst the remaining members as necessary.
- (6) "Member Municipality" shall mean the municipalities as listed on Page 1 of this agreement.

2. Schedules Attached

The following Schedules are attached to and form part of the Agreement.

Schedule "A" – Administration
Schedule "B" – Financial Administration
Schedule "C" – Cost Sharing Provisions

3. Joint Enforcement

The parties agree to jointly enforce the Act through the appointment of a common Chief Building Official and inspectors as required by the Act.

4. Effective Date

This agreement shall be effective from November 29, 2012 for an indefinite time period.

PART 2: OPERATIONS and FINANCIAL ADMINISTRATION

1. Officials

The Chief Building Official and inspectors shall be employees of the Administering Municipality for remuneration and benefit purposes only.

2. Obligation to Cost Share

- (1) The proportionate share of expenses shall be determined by the Committee in accordance with the procedure/formula set out in Schedule C.

3. Financial Transactions

- (1) The Administering Municipality, on behalf of the Joint Building Committee shall complete the Financial Transactions in accordance with the method as set out in Schedule B on a timely basis.

4. Fees and Fees Collection

- (1) The parties hereby acknowledge and agree that all fees and charges payable pursuant to its respective "Building By-law" and/or any Fees and Charges by-law, are hereby directed to be paid to and or may be collected by the "Joint Building Committee" and the aforementioned by-laws shall be amended, if necessary, to reflect this direction.
- (2) The parties hereby acknowledge and agree to adopt the fee schedule and construction cost guidelines in their respective building by-laws, as periodically amended. The Committee shall review the fees schedule and

make recommendations for an adjustment such that the fees do not produce a continuing surplus that exceeds annual operating expenses.

5. Payment of Obligations

Each party hereby acknowledges and agrees that all fees collected by the Committee pursuant to section 4 shall be used by the Committee to satisfy each municipality's obligations.

6. Surplus and Shortfall

- (1) The Committee, shall retain, any surplus in reserve for future expenses, subject to subsection (3).
- (2) Each party, upon request from the Committee, shall pay to the Committee such amounts as are necessary to remedy any real or anticipated shortfall in revenue (the "shortfall payment") during the year. The amounts payable by each municipality shall be based on the municipality's proportionate share of expenses as determined under Schedule C.
- (3) Any surplus, as calculated at the end of year shall first be used to refund or repay any shortfall payments made during the calendar year and prior years, Upon refunding or repaying shortfall payments, any surplus of the annual expenses shall be retained by the Committee to pay future expenses, training, education and wages.

PART 3: COMMITTEE ADMINISTRATION / ORGANIZATION

1. Establishment and Appointments

- (1) A Joint Building committee, comprising one member of Council of each of the parties, shall be established to administer this agreement.
- (2) Each party shall appoint a second member of Council to act as an alternate representative for the municipality and such member may attend meetings of the Committee in place of the appointed member of Council.

2. Organization and Duties

- (1) The Joint Building committee shall consist of one(1) Elected Council Member from each Council: Burk's Falls; Joly; Machar; Magnetawan; South River; Strong; Sundridge; and Ryerson. The Joint Building Committee shall have the authority to and be responsible for:
 - (1) Electing a Chairperson annually from its members who shall have authority to call special meetings, when necessary;
 - (2) Providing for a Secretary/Treasurer from the Administering Municipality to keep and record minutes of all meetings and proceedings of the Joint Building Committee, receive accounts and present the same for approval and payment;
 - (3) Preparation of necessary annual budgets for recommendation to the Councils of the parties hereto by the end of March;
 - (4) Formulating policies, rules and regulations for and relating to the administration of the Joint Building Committee for consideration by the Councils of the parties;
 - (5) Ensuring that the basic administrative system, as set out in Schedule "A" attached hereto and forming part of this Agreement is followed and that the basic financial administration formula as outlined in Schedule "B" forming part of this Agreement is adhered to;

- (6) One Vote is recorded for each municipality.
- (2) Each municipality is to remit their resolutions within thirty (30) days from the date of the JBC Meeting. Failure to respond would be considered as positive support for the resolution, except as outlined in Part 3,2(7).
- (3) The Joint Building committee shall see that books are kept in accordance with the procedures and principles set out in this agreement and shall furnish such other information at such other times as the Councils of the parties hereto or any of them may from time to time require and shall cause to be produced, all books and records to any person duly authorized by any of the parties hereto, to inspect the same at all reasonable times. The Joint Building Committee shall not incur any liability in excess of the amounts as approved in the annual budget without prior approval thereof to be evidenced by resolution of Councils of each of the parties hereto.
- (4) All matters coming before the Joint Building Committee for decision shall be decided by a majority vote of the member municipalities. Five (5) municipalities shall constitute a majority. No one member shall have veto power but the majority shall rule.
- (5) The Joint Building Committee is to be empowered by a By-law of each municipality: Burk's Falls; Joly; Machar; Magnetawan; South River; Strong; Sundridge and Ryerson; to carry out the duties and obligations assigned to it herein.
- (6) The Joint Building Committee shall provide all inspections and services as required by the Building Code Act and such inspections and services shall include Plumbing Inspections.
- (7) All parties agree to appoint, by by-law authorized under section 3(1) of the Building Code Act, 1992, a Chief Building Official and Inspectors as recommended by the Joint Building Committee. In recognition of majority rules, where a participating municipality fails or refuses to appoint such Chief Building Official or Inspector(s) as recommended by the Committee within 30 days of the date of such recommendation, such failure or refusal shall be deemed to be a notice of withdrawal as contemplated in Part 4, Section 2. Such notice shall be deemed to have been received by the Secretary of the Committee on the 31st day after the date of the aforementioned recommendation. Member municipalities which were not in agreement with the majority must re-submit a supporting resolution, together with a copy of the resolution rescinding their previous motion on the same matter within 30 days of voting results.
- (8) That the parties hereto understand and agree that the services as provided by the Joint Building Committee are provided in a manner in that the services provided in the individual municipalities are the responsibility of the individual municipality, and any liability accruing from the provision of these services is applicable to that individual municipality in which the liability may occur.

3. Procedures

- (1) The Committee shall hold at least 3 Regular Meetings each calendar year at such place and time as may be determined by the Committee.
- (2) In order to constitute a valid meeting of Committee a quorum, being a majority of members, shall be present. Where a quorum of the Committee exists, all business of the Committee shall be decided upon by a simple majority of the members present.
- (3) The Joint Building Committee shall adopt and use the procedural by-law of the Administering Municipality, as that relates to the calling and conduct of Committee meetings, for its meetings.

PART 4: ENFORCEMENT AND LIABILITY

1. Proceedings Under Section 36 or 38 of the Act

- (1) All proceedings under section 36 and 38 shall be commenced in the name of the CBO for the applicable municipality within which the proceeding arose.
- (2) Section 36 POA proceedings – the cost of all proceedings commenced under section 36 shall be shared pursuant to Part 2, section 2 of this agreement. All fines obtained under section 36 shall be revenue that is shared by the Municipality to offset all shared expenses. Each Municipality shall pay the proceeds of all fines obtained under section 36 to the Joint Building Committee remaining after paying any fees due to an enforcement officer (which would not include the CBO or any inspectors) related to such prosecution and retaining a \$50.00 administration fee.
- (3) Each Municipality shall be solely responsible for the costs of any proceedings under section 38 and shall be solely entitled to any award of costs in favour of said municipality in such proceeding.

2. Administration and Withdrawal

- (1) A party may withdraw from this agreement and the joint enforcement of the Building Code Act in accordance with the following conditions:
 - (1) a withdrawal shall be effective on June 30th or December 31st of a calendar year;
 - (2) the notice of a withdrawal shall be submitted in writing to the Secretary of the Joint Building Committee stating one of the dates in subsection (a), no later than February 28th (or 29th in a leap year) for a June 30th withdrawal or August 30th for a December 31st withdrawal;
 - (3) a withdrawing party shall not be responsible for making any payment which is requested under authority of Part 2, Section 6(2) unless such a request for payment has been made prior to the date upon which the withdrawing party gave notice of its intention to withdraw;
 - (4) a withdrawing party shall not be entitled to any potential refund or repayment provided for under Part 2, Section 6(3) for the calendar year (or part thereof) in which its withdrawal is effective but remains eligible for any potential refunds or repayments for a prior calendar year.
 - (2) Notwithstanding subsection (2) whereupon the parties have unanimously agreed to terminate this agreement, the parties agree that such termination shall be deemed to be effective as at June 30th or December 31st if the agreement to terminate occurred after April 1st in order to allow the committee to calculate all revenue and expenses to the effective date of the termination. Each party agrees that it will submit any cost contribution owing within 30 days of the determination and that such monies shall be distributed to those municipalities by the Administering Municipality which are determined to have "credit" balance concerning shared expenses.
3. The parties hereto shall execute such further assurances as may be reasonably required to carry out the terms thereof.
 4. Upon the execution of this Agreement, any existing Agreements amongst the parties, as amended, with respect to the Joint Building Committee shall forthwith become null and void.
 5. In the event that any covenant, provision or term of this Agreement should at any time be held by any competent tribunal to be void or unenforceable, then the

Agreement shall not fail but the covenant, provision or term shall be deemed to be severable from the remainder of this Agreement which shall remain in full force and effect mutatis mutandis.

6. Indemnification

- (1) Each party covenants and agrees with the other participating municipalities, on behalf of itself, its successors and assigns, to indemnify and save harmless the participating municipalities, their servants and agents from and against any and all actions, suits, claims and demands whatsoever which may arise either directly or indirectly by reason or enforcement of the Building Code Act, etc. within the territorial boundaries of the individual municipality in connection with the carrying out of the provisions of this Agreement.
- (2) Each party further covenants and agrees to release and forever discharge the other participating municipalities from and against all claims, demands, causes of action, of every nature and type whatsoever that may arise either as a result of the failure of the Joint Building committee to carry out any of its obligations under this Agreement, provided that such default, failure or neglect was not caused as a result of negligence on the part of the Joint Building Committee, its servants or agents.

IN WITNESS WHEREOF the Parties have hereunto affixed the signatures of their duly authorized officers together with their corporate seals.

By Burk's Falls on the 5 day of November, 2012.

THE CORPORATION OF THE
VILLAGE OF BURK'S FALLS

Per: Cathy Still
Cathy Still, Reeve

Per: Kim Dunnett
Kim Dunnett, Clerk

By Joly on the 26 day of November, 2012.

THE CORPORATION OF THE
TOWNSHIP OF JOLY

Per: Mario Campese
Mario Campese, Mayor

Per: Joanne Griffiths
Joanne Griffiths, Clerk-Administrator-Treasurer

By Machar on the 19th day of Nov., 2012.

THE CORPORATION OF THE
TOWNSHIP OF MACHAR

Per: Doug Maack
Doug Maack, Mayor

Per: Brenda Paul
Brenda Paul, Clerk-Administrator

By Magnetawan on the 24 day of October, 2012.

THE CORPORATION OF THE
MUNICIPALITY OF MAGNETAWAN

Per: [Signature]
Sam Dunnett, Mayor

Per: [Signature]
Roger Labelle, Clerk-Administrator

By South River on the 19 day of November, 2012.

THE CORPORATION OF THE
VILLAGE OF SOUTH RIVER

Per: [Signature]
Jim Coleman, Mayor

Per: [Signature]
Susan Arnold, Clerk-Administrator

By Strong on the 9 day of November, 2012.

THE CORPORATION OF THE
TOWNSHIP OF STRONG

Per: [Signature]
Christine Ellis, Mayor

Per: [Signature]
Linda Maurer, Clerk-Treasurer

By Sundridge on the 13TH day of NOVEMBER, 2012.

THE CORPORATION OF THE
VILLAGE OF SUNDRIDGE

Per: [Signature]
Elgin Schneider, Mayor

Per: [Signature]
Lillian S. Fowler, CAO/Clerk

By Ryerson on the 6th day of November, 2012.

THE CORPORATION OF THE
TOWNSHIP OF RYERSON

Per: [Signature]
Glenn Miller, Reeve

Per: [Signature]
Judy Kosowan, CAO/Clerk-Treasurer

SCHEDULE "A" TO JOINT BUILDING COMMITTEE AGREEMENT
ADMINISTRATION

Chairperson

As required pursuant to section 2.1.1, the Committee shall elect a Chairperson in January from amongst their membership to chair their meetings. The Chairperson has full voting powers at the meetings of the Full Committee.

Tie Votes

A tie vote on any proposed action of the Committee is considered a Defeated Motion.

Record of Proceedings

The Clerk of the Administering Municipality or their designate shall act as Secretary/Treasurer of the Joint Building Committee. A typed copy of the minutes will be forwarded to the Municipal Clerks of the member municipalities; to the Chief Building Official and each committee member.

Joint Building Committee's Authority

The Joint Building Committee is an advisory and administrative body. Any recommendations of the Committee have to be implemented by the individual municipality to have full force and effect as it pertains to that specific municipality.

Day to Day Administration

The Chief Building Official will be responsible for the day to day enforcement of the Ontario Building Code. On behalf of the Joint Building Committee, all dealings of the Committee shall go through the Chair, who serves as the spokesperson.

Secretarial Services

The Joint Building Committee will approve an administration fee to the Administering Municipality for secretarial and bookkeeping services to the Joint Building Committee, to be paid out of Joint Building Committee funds.

Legal Fees

Legal fees or engineering fees incurred by the Joint Building Committee relating to specific situations in a member municipality will be at the cost of that member municipality. Legal or Engineering opinions obtained for the benefit of all municipalities shall be jointly shared.

SCHEDULE "B" TO FINANCIAL ADMINISTRATION

The Joint Building Committee prepares an Annual Budget for the Operating Costs of the Committee.

The Budget is subject to the approval of the majority of the member municipal Councils.

The financial transactions of the Joint Building Committee will be administered by the Administering Municipality. This will include disbursements of expenses, training, salaries and other administrative duties on behalf of the Joint Building Committee.

The accounts of the Joint Building Committee will be audited by the Administering Municipality's Auditor with a copy of the Auditors Report sent to each municipality.

All costs shall be borne by the participating members through collection of building permits, associated fees and shortfall payments as defined in Schedule C.

SCHEDULE "C" TO JOINT BUILDING COMMITTEE AGREEMENT COST SHARING PROVISIONS

FEES AND COST GUIDELINES

Fees are set by the Joint Building Committee yearly, and each municipality must pass a fee by-law.

COST SHARING

Each party's share of costs and expenses for the enforcement of the Building Code Act and its regulations pursuant to this Agreement shall be calculated as follows:

Parties Share = $\frac{\text{Value of Permits Fees Collected for each municipality}}{\text{Total Value of Permits Fees Collected by all participating parties in preceding five (5) years.}}$

Permits include all building permits, excluding permits issued pursuant to Part 8 of the Building Code.

Caitlin Haggart

From: Derek Hnatiuk
Sent: November 4, 2025 8:44 AM
To: Caitlin Haggart
Subject: FW: JBC Withdrawals

Response from the auditor pertaining to the South River's letter regarding the JBC.

Derek Hnatiuk
Treasurer/Tax Collector
Township of Strong
treasurer@strongtownship.com
Phone: 705-384-5819 ext. 215
Fax: 705-384-5892



www.strongtownship.com

Please consider the environment before printing this email.

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From: Jessica Dion <jedion@bakertillysnt.ca>
Sent: October 27, 2025 4:14 PM
To: Derek Hnatiuk <treasurer@Strongtownship.com>; Noel Heffernan <noheffernan@bakertillysnt.ca>
Subject: RE: JBC Withdrawals

Good afternoon Derek,

Regarding the request to access "reserves" this is not permissible under the Act.

Here is a summary of the accounting obligations:

Legislative Basis

- Ontario Building Code Act, 1992 (Section 7) governs building permit fees and their use.
- Bill 124 (2005 amendments) reinforced transparency and cost recovery principles.

Key Requirements

1. Fee Restriction

- Fees collected under Section 7(1)(c) must not exceed the anticipated reasonable costs of administering and enforcing the Act.
- Fees cannot subsidize other municipal services.

2. Segregation of Funds

- Surpluses from building permit fees must be placed in a dedicated Building Code Reserve Fund.

- This fund is considered an obligatory reserve fund because its use is restricted by provincial legislation.

3. Purpose of Reserve Fund

- To manage year-to-year fluctuations in permit activity.
- To cover future costs of enforcement and administration.
- To fund operating deficits in subsequent years without impacting general revenues.

4. Annual Reporting

- Municipalities must prepare an annual report detailing:
- Total fees collected.
- Costs of administering and enforcing the Act.
- Reserve fund transactions and balances.

Compliance Actions

- Track revenues and expenditures separately from general operations.
- Report annually to Council and make the report publicly available.

Also, to further support/clarify:

Excerpt from the Building Code Act, 1992, Chapter 23

Section 7(2) – Use of Fees

“The total amount of fees authorized under clause (1)(c) must not exceed the anticipated reasonable costs of the municipality to administer and enforce this Act in its area of jurisdiction.”

This means fees collected can only be used for Building Code administration and enforcement, not for general municipal purposes.

Section 7(4) – Annual Reporting

“Every principal authority shall prepare an annual report that contains information about fees prescribed for the application and issuance of permits, for maintenance inspections and orders, and the costs of the municipality to administer and enforce the Act.”

This ensures transparency and supports the logic for reserves.

In summary, the Act itself does not explicitly say “you must create a reserve fund,” but municipalities are required to **segregate building permit fee surpluses**. Municipal practice and Ministry guidance interpret this as:

- Surpluses from building permit fees **must be placed in a dedicated Building Code Reserve Fund**.
- This fund is considered an **obligatory reserve fund under provincial legislation** because its use is restricted to Building Code enforcement.

Therefore, in conclusion, you cannot distribute building surplus.

Jess

Jessica Dion, CPA, CA
Partner / Associée



Baker Tilly Client Portal

D: 705-806-8335 | F: 705-494-8783
1850 Bond Unit A, North Bay, Ontario, P1B 4V6



Sunflower Festival Committee

Tuesday October 15, 2025, 6:30 pm – Sundridge Municipal Office

Attendace : Fraser Williamson, Erika Spencer

Zoom : Vicki Withmell, Caitlin Darrah, Candy Niestroy

Absent: Nancy Vanderburgt

1. Call to Order
2. Planning of the 2026 Festival
 - a. Entertainment – going to look at more kids activities instead of music entertainment, have a couple buskers down in the park. Ukelele group and maybe something else? Make a poll on Facebook to see what the public is looking for, for kids entertainment and bring it to our next meeting. Vicki to price out some options and bring to next meeting.
 - b. Potentially move the OPP command unit to the main street in front of public school to eliminate the option of them having to drive through the festival if there is an emergency and need to leave.
3. Projected budget for 2026 – Fraser brought a draft budget for 2026; we will reassess at the next meeting in case we need to make any changes in regard to entertainment.
4. Plans to follow up from debrief of 2025 festival – most of the list has already been taken cared of or already discussed and in the works of.
5. Next meeting Nov 25th - Zoom

SUNDRIDGE AND DISTRICT MEDICAL CENTRE MEETING

REGULAR MEETING MINUTES

TUESDAY OCTOBER 21, 2025 @ 6:00 P.M.

PRESENT: Township of Joly: Tom Bryson, Budd Brown
Township of Strong: Jim Ronholm, Tim Bryson
Village of Sundridge: Shawn Jackson (electronic), Fraser Williamson

STAFF: Christine Hickey (Recording Secretary)

C1 Call to Order

The Chair called the meeting to order at 5:59 p.m.

C2 Approval of Agenda

Motion to amend agenda was introduced

Resolution #2025-104MC

Moved by: Budd Brown

Seconded by: Vicki Whitmell

THAT the October 21, 2025 Sundridge & District Medical Centre Agenda be amended to add Item C7 c) Township of Strong – Request for decision making rational.

Recorded Vote:

Brown, Budd

Bryson, Tim

Jackson, Shawn

Ronholm, Jim

Whitmell, Vicki

Bryson, Tom

CARRIED

For

x

x

x

x

x

x

Against

Abstain

x

Resolution #2025-105MC

Moved by: Budd Brown

Seconded by: Vicki Whitmell

THAT the agenda for the Regular Meeting of the Sundridge & District Medical Centre Committee on October 21, 2025, be approved as amended.

Recorded Vote:	For	Against	Abstain
Brown, Budd	x		
Bryson, Tim	x		
Jackson, Shawn	x		
Ronholm, Jim	x		
Whitmell, Vicki	x		
Bryson, Tom	x		
CARRIED			

C3 Declaration of Pecuniary Interest - None

C4 Deputations - None

C5 Presentations - None

C6 Approval of Minutes

a) Regular Meeting Minutes – September 15, 2025

Resolution #2025-106MC

Moved By: Jim Ronholm

Seconded By: Shawn Jackson

THAT the regular meeting minutes of the September 15, 2025 Sundridge & District Medical Centre Committee Meeting be approved:

Recorded Vote:	For	Against	Abstain
Brown, Budd	x		
Bryson, Tim	x		
Jackson, Shawn	x		
Ronholm, Jim	x		
Whitmell, Vicki	x		
Bryson, Tom	x		
CARRIED			

b) Closed Meeting Minutes – September 15, 2025

Resolution #2025-107MC

Moved By: Jim Ronholm

Seconded By: Budd Brown

THAT the closed meeting minutes of the September 15, 2025 Sundridge & District Medical Centre Committee Meeting be approved:

Recorded Vote:	For	Against	Abstain
Brown, Budd	x		
Bryson, Tim	x		
Jackson, Shawn	x		
Ronholm, Jim	x		

Whitmell, Vicki	x
Bryson, Tom	x
CARRIED	

C7 New Business

- a) Village of Sundridge Resolution – 2025-225
Re: Number of Directors – Not for Profit

Resolution #2025-108MC
Moved By: Budd Brown
Seconded By: Shawn Jackson

THAT the Sundridge and District Medical Centre Committee receive resolution 2025-225 from the Village of Sundridge.

Recorded Vote:	For	Against	Abstain
Brown, Budd	x		
Bryson, Tim	x		
Jackson, Shawn	x		
Ronholm, Jim	x		
Whitmell, Vicki	x		
Bryson, Tom	x		
CARRIED			

- b) Township of Joly Resolution – 2025-00308
Re: Number of Directors – Not for Profit

Resolution #2025-109MC
Moved By: Budd Brown
Seconded By: Tim Bryson

THAT the Sundridge and District Medical Centre Committee receive resolution 2025-00308 from the Township of Joly.

Recorded Vote:	For	Against	Abstain
Brown, Budd	x		
Bryson, Tim	x		
Jackson, Shawn	x		
Ronholm, Jim	x		
Whitmell, Vicki	x		
Bryson, Tom	x		
CARRIED			

- c) Township of Strong – Request for decision making rational.

Resolution #2025-110MC

Moved By: Tom Bryson

Seconded By: Jim Ronholm

THAT the Sundridge and District Medical Centre Committee receive the request from the Township of Strong to discuss the decision making rational for the Board of Directors Members

Recorded Vote:	For	Against	Abstain
Brown, Budd	x		
Bryson, Tim	x		
Jackson, Shawn	x		
Ronholm, Jim	x		
Whitmell, Vicki	x		
Bryson, Tom	x		
CARRIED			

- d) Sundridge and District Medical Centre Committee – Transition to Not for Profit
Re: Draft By-law

Resolution #2025-111MC

Moved By: Jim Ronholm

Seconded By: Budd Brown

THAT the Sundridge and District Medical Centre Committee receive the draft By-Laws;

AND THAT the Articles of Corporation be modified to included 5 directors being 2 for Township of Strong, 2 for Village of Sundridge and 1 for Township of Joly.

Recorded Vote:	For	Against	Abstain
Brown, Budd		x	
Bryson, Tim	x		
Jackson, Shawn		x	
Ronholm, Jim	x		
Whitmell, Vicki			x
Bryson, Tom	x		
DEFEATED			

- e) Village of Sundridge Resolution – 2025-203
Re: Medical Centre Administration Response

Resolution #2025-112MC

Moved By: Budd Brown

Seconded By: Shawn Jackson

THAT the Sundridge and District Medical Centre Committee receive resolution 2025-203 from the Village of Sundridge.

Recorded Vote:	For	Against	Abstain
Brown, Budd	x		
Bryson, Tim	x		
Jackson, Shawn	x		
Ronholm, Jim		x	
Whitmell, Vicki	x		
Bryson, Tom	x		
CARRIED			

- f) SDMC Consolidated Maintenance Listing

Resolution #2025-113MC

Moved By: Jim Ronholm

Seconded By: Vicki Whitmell

THAT the SDMC Consolidated Maintenance Listing dated October 21, 2025 be received.

AND THAT the maintenance listing note who is managing each item or project

Recorded Vote:	For	Against	Abstain
Brown, Budd	x		
Bryson, Tim	x		
Jackson, Shawn	x		
Ronholm, Jim	x		
Whitmell, Vicki	x		
Bryson, Tom	x		
CARRIED			

- g) Sundridge and District Medical Centre – Facility Maintenance

Resolution #2025-114MC

Moved By: Shawn Jackson

Seconded By: Budd Brown

THAT the Sundridge and District Medical Centre Committee discuss the maintenance of the Medical Centre facility.

AND THAT the Committee requests that the Proposal for a Facility Maintenance Position at the Medical Centre as prepared by the Ad Hoc

Committee be sent to the respective Councils for review and approval for possible release at a later date by the Medical Centre Committee

Recorded Vote:	For	Against	Abstain
Brown, Budd	x		
Bryson, Tim	x		
Jackson, Shawn	x		
Ronholm, Jim	x		
Whitmell, Vicki	x		
Bryson, Tom	x		
CARRIED			

C8 Correspondence – None

C9 Budget Summary & Accounts Payable

The Committee requested that the payables include a list of the vendors being paid.

Resolution #2025-115MC

Moved By: Budd Brown

Seconded By: Jim Ronholm

THAT the Sundridge & District Medical Centre Budget Summary Report for the Period of January 1, 2025 to September 30, 2025 be received;

AND THAT the Sundridge & District Medical Centre Accounts Payable for the Period of September 1, 2025 to September 30, 2025 in the amount of \$36,396.14 be approved.

Recorded Vote:	For	Against	Abstain
Brown, Budd	x		
Bryson, Tim	x		
Jackson, Shawn	x		
Ronholm, Jim	x		
Whitmell, Vicki	x		
Bryson, Tom	x		
CARRIED			

C10 Announcements

Township of Strong Members to provide a letter regarding the number of members for directors

C11 Notice of Future Motion - None

C12 Closed Session

Resolution #2025-116MC

Moved By: Jim Ronholm

Seconded By: Vicki Whitmell

THAT the Sundridge & District Medical Centre Committee hold a Closed Session meeting as provided for by Section 239 (2)(d) of the *Municipal Act*, 2001, as amended, and the Village of Sundridge Procedural By-law No. 2020-037 to deal with: labour relations or employee negotiations;

Recorded Vote:	For	Against	Abstain
Brown, Budd	x		
Bryson, Tim	x		
Jackson, Shawn	x		
Ronholm, Jim	x		
Whitmell, Vicki	x		
Bryson, Tom	x		
CARRIED			

Resolution #2025-117MC

Moved By: Jim Ronholm

Seconded By: Budd Brown

THAT the Sundridge & District Medical Centre Committee now resume the regular portion of the meeting open to the public at 8:10 p.m. after having only discussed the matters they were permitted to under the resolution authorizing the public exclusion.

Recorded Vote:	For	Against	Abstain
Brown, Budd	x		
Bryson, Tim	x		
Jackson, Shawn	x		
Ronholm, Jim	x		
Whitmell, Vicki	x		
Bryson, Tom	x		
CARRIED			

C13 Adjournment

Resolution #2025-118MC
Moved By: Budd Brown
Seconded By:

THAT the Sundridge & District Medical Centre Committee now adjourn at 8:11 p.m. until the next regular meeting being November 18, 2025 or at the call of the Chair.

Recorded Vote:	For	Against	Abstain
Brown, Budd	x		
Bryson, Tim	x		
Jackson, Shawn	x		
Ronholm, Jim	x		
Whitmell, Vicki	x		
Bryson, Tom	x		
CARRIED			

Tom Bryson, Chair

Christine Hickey, Recording Secretary



**ALMAGUIN HIGHLANDS OPP DETACHMENT BOARD
CONSEIL DU DÉTACHEMENT D'ALMAGUIN HIGHLANDS
DE LA POLICE PROVINCIALE**

ALMAGUIN HIGHLANDS OPP DETACHMENT
DÉTACHEMENT D'ALMAGUIN HIGHLANDS DE LA POLICE PROVINCIALE

Almaguin Highlands O.P.P. Detachment Board

**Regular Meeting of the Board
Wednesday November 12th, 2025
5:00 p.m.**

**Township of Perry Municipal Office
(1695 Emsdale Road, Emsdale, ON)**

Any and all Minutes are to be considered Draft until approved by the OPP Board at a Regular Meeting.

In Attendance:

Council Chambers:

Robert Sutherland, Chair & Community Representative, Krista Miller, Vice Chair & Community Representative, Board Members Kevin Noaik, Dan Robertson, Joe Lumley and, S/SGT Doug Vincer, Almaguin Highlands OPP Detachment Commander, Kim Seguin, Acting Secretary

Regrets:

Neil Scarlett

Members of the Public:

n/a

Disclosure of Conflict of Interest

Nil

Resolution No. 2025-22

Moved by: Krista Miller

Seconded by: Joe Lumley

Be it resolved that the Almaguin Highlands OPP Detachment Board hereby approves the Regular Board Meeting Minutes dated Wednesday, October 8th, 2025.

Carried

Item 4 Delegations

N/A

Item 5.1 2025 Q3 Opp Detachment Board Report

The board had a brief discussion with S/SGT Vincer on the report presented.

Resolution No. 2025-23

Moved by: Dan Robertson

Seconded by: Kevin Noaik

Be it resolved that the Almaguin Highlands OPP Detachment Board hereby receives the 2025 Q3 OPP Detachment Board Report.

Carried

Item 6.1 Appointment of Acting Secretary

Resolution No. 2025-24

Moved by: Krista Miller

Seconded by: Joe Lumley

Be it resolved that the Almaguin Highlands OPP Detachment Board hereby receives appoints Kim Seguin as Acting Secretary.

Carried

Item 6.2 Detachment Commander Performance Feedback Form33

The Almaguin Highlands OPP Detachment Board deferred the discussion to complete the form until after agenda item 6.4.

Item 6.3 2026 OPP Detachment Board Meeting Schedule

Resolution No. 2025-25

Moved by: Joe Lumley

Seconded by: Dan Robertson

Be it resolved that the Almaguin Highlands OPP Detachment Board hereby establish the 2026 Meeting Dates for the Board as the second Wednesday of the month at 5:00pm on:

- January 14, 2026
- April 8, 2026
- July 8, 2026
- October 14, 2026

Carried

Item 6.4 Community Safety and Well-Being Plan Final

The Board reviewed the information presented for the Community Safety and Well-Being Plan.

S/Sgt Vincer left the meeting at 5:26pm so the board could discuss the performance feedback form.

Revisit Item 6.2 Detachment Commander Performance Feedback Form33

The Board discussed each item on the feedback form and collaboratively developed the feedback. The completed information will be forwarded to S/SGT Vincer by November 14th as requested.

The Meeting adjourned at approximately 5:55 p.m.

Dated this 14th day of January 2026.

Robert Sutherland, *Chair*

Kim Seguin, *Acting Secretary*

Sundridge Strong Joly Recreation Committee Meeting

Minutes for Thursday, November 6, 2025 – 6:00 pm

Township of Strong Office

NOTICE: Zoom Link to attend the virtual meeting is available on the website at <https://calendar.strongtownship.com/default/Month>

Present: Sundridge Council Rep – Fraser Williamson (in person)
Sundridge Council Rep - Sharon Smith (in person)
Sundridge Public Rep - Nicole Therrien (in person - left at 6:44 pm)
Sundridge Public Rep - Absent
Strong Council Rep – Kevin Noaik (in person - alternate)
Strong Council Rep – Tim Bryson (in person)
Strong Public Rep - Katey Brimacombe (in person - left at 6:44 pm)
Strong Public Rep - Diana Cosby (in person - left at 6:44 pm)
Strong Public Rep - Stephen Kissoon (virtual – left at 6:44 pm)
Joly Council Rep – Bill Black (in person)
Joly Council Rep - Brian McCabe (in person)
Joly Public Rep – Monique Therrien (in person - left at 6:44 pm)
Joly Public Rep - Vacant

Absent: Strong Council Rep - Jeff McLaren, Sundridge Public Rep - Harmony McLaren

Staff Present: Recording Secretary - Kim Dunnett (in person)

Guest(s): Gary DePeuter

1. Call to Order

The Sundridge Strong Joly Recreation Committee meeting was called to order at 6:00 pm by the Chair.

2. Declaration of Pecuniary Interest

No Pecuniary Interest was declared by committee members.

3. Approval of Agenda

Resolution # 2025-031

Moved by: Brian McCabe

Seconded by: Bill Black

Be it resolved that this committee does hereby approve the agenda of the regular meeting for November 6, 2025, as presented.

Carried

4. Adoption of Minutes

4.1 Resolution # 2025-032

Moved by: Fraser Williamson

Seconded by: Sharon Smith

Be it resolved that this committee does hereby adopt the minutes of the regular meeting of October 2, 2025, as circulated.

Carried

5. Delegation

5.1 Gary DePeuter - Tree Lighting

Resolution # 2025-033

Moved by: Fraser Williamson

Seconded by: Kevin Noaik

Be it resolved that this committee does hereby receive the delegation by Gary DePeuter for

Sundridge Strong Joly Recreation Committee Meeting

Minutes for Thursday, November 6, 2025 – 6:00 pm

Township of Strong Office

his participation in supporting the Tree Lighting Ceremony, with thanks.

Carried

Resolution # 2025-034

Moved by: Brian McCabe

Seconded by: Bill Black

Be it resolved that this committee does hereby approve an honorarium in the amount of \$250.00 for Gary DePeuter in appreciation for his participation in the Tree Lighting Ceremony.

Carried

6. Financial Report

6.1 Budgetary Control Report

Resolution # 2025-035

Moved by: Sharon Smith

Seconded by: Brian McCabe

Be it resolved that this committee does hereby receive the Financial Report submitted by the Administrator.

Carried

7. Discussion Items

7.1 Family Day

No discussion required.

7.2 Canada Day

A detailed explanation of concerns with the fireworks display was reviewed by the Committee sent by the service provider. The Committee was given an option from another fireworks supplier but decided to stay with the current service provider.

7.3 Tree Lighting

The event planner was reviewed, tasks assigned were acknowledged to be on schedule.

7.4 Preteen Dance

There was a discussion with issues and concerns regarding the dance. Suggestions for changes were as follows; flyers restricted to Sundridge Public School, ages 6-12 allowed, capacity regulated, parent/guardians sign in & out, pre-registration, team meeting before event.

7.5 Physical Activity Night

No discussion required.

7.6 Volunteer Recruitment

No discussion required.

7.7 Sound System – Strong Agricultural Society

Resolution # 2025-036

Moved by: Brian McCabe

Seconded by: Kevin Noaik

Be it resolved that this committee does hereby give the Strong Agricultural Society permission to borrow the sound system for any events at no charge provided if any damages occur, the SAS will be responsible for all repairs or replacement.

Carried

Sundridge Strong Joly Recreation Committee Meeting

Minutes for Thursday, November 6, 2025 – 6:00 pm

Township of Strong Office

7.8 2026 Draft Budget – Budget Prep

The Committee reviewed budgetary control report for prior expenditures and decided no changes at this time will be made to the budget and requested the Secretary to bring a draft budget to the January meeting for consideration.

7.9 January 2026 Meeting Date – Proposed date January 8th

Resolution # 2025-037

Moved by: Fraser Willaimson

Seconded by: Brian McCabe

Be it resolved that this committee does hereby approve the meeting date change to January 8, 2026 because of the January 1, 2026 statutory holiday.

Carried

8. Correspondence

No items submitted.

9. Closed Session

9.1 Section 239(2)(b) personal matters about an identifiable individual, including municipal or local board employees; Pre-teen Dance.

Resolution #2025-038

Moved by: Sharon Smith

Seconded by: Fraser Williamson

Be it resolved that this committee does hereby enter into a Closed Session as per the Municipal Act, C. 25, S.O. 2001 as amended, Section 239(2)(b) personal matters about an identifiable individual, including municipal or local board employees; Pre-teen Dance at 6:45 pm.

Carried

The JBC Committee resumed the regular meeting at 7:02 pm The JBC Chair reported that the committee did discuss the matters they were permitted to under the resolution authorizing the public exclusion.

10. Adjournment

Resolution # 2025-039

Moved by: Kevin Noaik

Seconded by:

Be it resolved that this committee does hereby adjourn at 7:05 pm to meet again on December 4, 2025 at 6:00 pm or at the call of the Chair.

Carried

Kim Dunnett, Recording Secretary

Tim Bryson, Chair



705-382-2900
www.almaguin-health.org

ALMAGUIN HIGHLANDS HEALTH COUNCIL

MINUTES: October 2, 2025, 10:00 am in person at the Township of Perry Municipal Office and via Zoom

Present: Jim Ronholm, Shawn Jackson, Margaret Ann MacPhail, Vickey Roeder-Martin (Vice-Chair), Rod Ward (Chair), Brad Kneller, Delynne Patterson, Cheryl Philip, Sean Cotton, Deb Duce (Secretary)

Regrets: Tom Bryson, Norm Hofstetter

Guests: Cheryl Harrison, Deb Raynard, Courtney Metcalfe, Sandy Zurbrigg, Shelly van den Heuvel, David Gravelle.

Called to order at 10:00 a.m. by Chair R. Ward.

1. **2025-22** Moved by Brad Kneller. Seconded by Delynne Patterson.
THEREFORE BE IT RESOLVED THAT the Almaguin Highlands Health Council adopt the amended agenda for the meeting of October 2, 2025.
2. **2025-23** Moved by Vickey Roeder-Martin. Seconded by Jim Ronholm.
THEREFORE BE IT RESOLVED THAT the Almaguin Highlands Health Council adopt the minutes from the regular meeting of October 2, 2025.
2. **DECLARATION OF PECUNIARY OF INTEREST: None**
3. **DELEGATIONS: None**
4. **RESOLUTIONS TO BE PASSED:**

2025-24: Letter of Support to Burk's Falls | Rural Ontario Development Program Application

2025-25: Support the Partnered Funding for Engineering Study Huston St. Health Centre

5. ITEMS FOR DISCUSSION

a) Progress Report

- i. C. Harrison provided an MAHC update highlighting capital development to date and the \$20 million dollar donation by the Hutcheson Family to support the new hospital as well as annual scholarships.
- ii. D. Raynard shared information on the AHFHT staff, programs, services, and unattached patient waitlist (800), D. Duce will D. Raynard the OH HHC contact information for the region.

b) Community & Clinical Providers Survey Update

Presentation of key points in the feedback from over 300 respondents to the community survey.

Discussion of an agreement and/or contract between an FHT and the municipalities to support the recruitment of primary care providers needed. Current OH criteria sets limits that are tied to funding.

Following discussion, it was agreed that a group will meet in the next week to discuss a possible AHC PCAT submission outside of the OHT. Those interested included S. van den Heuvel, R. Ward, V. Roeder-Martin, D. Patterson, & S. Zurbrigg.

c) Healthcare Services Survey Update

Overview of the data received to date and discussion of sharing on municipal digital spaces.

d) OPRA Recommendation to Ontario Health & Physician Recruitment Update

D. Gravelle presented an overview of the OPRA recommendation to OH/PCAT to provide \$5M over 2 years to support 1. existing community recruiters, 2. shared technology systems, 3. travel, outreach, community engagement activities as well as 4. data and reporting infrastructure to guide evidence-based recruitment and 5. equity subsidies for underfunded and underserved communities.

C. Metcalfe share information on the Rural Community Immigration Pilot (<https://nbrcip.ca/>) funding opportunity.

e) Explore Almaguin Website and the Health Hub webpage [LINK](#)

Council members were asked to review the Health Hub webpage on the Almaguin website and provide feedback to C. Metcalfe.

f) Village of Burk's Falls Letter of Support – Funding Application for Strategic Plan

R. Ward shared background information on the request for a letter of support. The following resolution was put forward.

2025-24 Moved by Brad Kneller. Seconded by Shawn Jackson.

THEREFORE BE IT RESOLVED THAT the Almaguin Highlands Health Council will submit a letter of support to the Village of Burk's Falls for inclusion in their Rural Ontario Development Program Grant Application for development of a comprehensive strategic plan.

g) **Recruiter Funding Renewal Update | Confirmations Received to Date**

An overview of the status of the MAOHT recruiter funding renewal by AH municipalities. An email will be sent to those who have not yet shared information requesting an update.

h) **Engineering Study – Quote**

Sean shared background information, and the following resolution was put forward. The plan summary will be scanned and sent to all AHHC members. The resolution (2025-25) was deferred.

i) Position Hiring N/A

j) Other Business N/A

6. ADJOURNMENT

2025-21 Moved by DeLynne Patterson - Seconded by Vickey Roeder-Martin.

THEREFORE, BE IT RESOLVED THAT the Almaguin Highlands Health Council adjourn at 11:56 a.m. to meet again on October 2, 2025, at 10:00 am at Perry Township. Carried.

JOINT BUILDING COMMITTEE MEETING

Minutes

Thursday, November 20 2025 at 6:00 p.m.
Township of Strong Office

The Zoom Link to attend the virtual meeting is available on the website;

<https://calendar.strongtownship.com/meetings>

Present: Burk's Falls – Ashley Brandt (virtual)
Joly – Budd Brown (in person)
Machar – Neil Scarlett (in person)
Ryerson – Glenn Miller (in person)
South River – Robert Brooks (virtual)
Strong – Marianne Stickland (in person)
Sundridge – Luke Preston (virtual)

Absent:

Staff Present: CBO: Brian Dumas (in person), Secretary: Kim Dunnett (in person)

Guests: No guests attended.

1. Call to Order

The Joint Building Committee meeting was called to order at 6:00 pm by the Chair Budd Brown.

2. Declaration of Pecuniary Interest

No pecuniary interest was declared by the JBC members attending.

3. Approval of Agenda

Resolution # 2025-014

Moved by: Neil Scarlett

Seconded by: Luke Preston

Be it resolved that this committee does hereby approve the agenda of the regular meeting for November 20, 2025 as presented.

Carried

4. Delegation

No requests were submitted.

5. Adoption of Minutes

5.1 September 18, 2025

Resolution # 2025-014

Moved by: Robert Brooks

Seconded by: Marianne Stickland

Be it resolved that this committee does hereby adopt the minutes of September 18, 2025 regular meeting, as circulated.

Carried

6. Approval of Financials

6.1 Financial Report September 2025

6.2 Financial Report October 2025

Resolution # 2025-016

Moved by: Glenn Miller

Seconded by: Ashley Brandt

Be it resolved that this committee does hereby approve the following expenses of;

- September 2025 \$38,672.37

JOINT BUILDING COMMITTEE MEETING

Minutes

Thursday, November 20 2025 at 6:00 p.m.

Township of Strong Office

- October 2025 \$43,816.26

and accepts the Financial Reports for September and October 2025.

Carried

7. Items of Discussion

7.1 2026 Draft Budget Prep

The JBC members and CBO had a brief discussion on the 2026 draft budget, they decided there were no new or capital items to be added to the budget.

7.2 Village of South River Letter – Strong Township Staff Report

The JBC representatives reviewed the Staff Report 2025-01-JBC submitted by Strong Township Clerk Administrator. The Secretary explained further that if decision was made to support the Village of South River's request it would be going against provincial legislation, JBC Agreement and JBC Auditors'. The secretary will circulate the staff report with the minutes to the member municipalities.

8. Staff Reports

No reports submitted.

9. Correspondence

No correspondence received

10. Closed Session

10.1 Section 239(2)(d) labour relations or employee negotiations; Wage Review

Resolution #2025-017

Moved by: Glenn Miller

Seconded by: Marianne Stickland

Be it resolved that this committee does hereby enter into a Closed Session as per the Municipal Act, C. 25, S.O. 2001 as amended, Section 239(2)(d) labour relations or employee negotiations; Wage Review at 6:12 pm.

Carried

The JBC Committee resumed the regular meeting at 6:41 p.m. The JBC Chair reported that the committee did discuss the matters they were permitted to under the resolution authorizing the public exclusion.

Resolution # 2025-018

Moved by: Marianne Stickland

Seconded by: Luke Preston

Be it resolved that this committee does hereby recommend the proposed pay grid presented by the CBO; and the DCBO will be placed at Step 2 effective January 1, 2026; and COLA annually applied. Subject to a positive evaluation by the CBO.

Carried

11. Adjournment

Resolution # 2025-019

Moved by: Glenn Miller

Seconded by: Marianne Stickland

Be it resolved that this committee does hereby adjourn at 6:45 pm to meet again on January 15, 2026 at 6:00 pm or at the call of the Chair.

Carried

Regular Meeting of the Village of Sundridge Council

Wednesday, November, 12, 2025 at 6:00 p.m.

Village of Sundridge Council Chambers

PRESENT: Mayor Shawn Jackson (electronic participation), Deputy Mayor Sharon Smith, Councillor Fraser Williamson, Councillor Vicki Whitmell, Councillor Luke Preston

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

COUNCIL MINUTES

1) CALL TO ORDER

The Chair, Mayor Shawn Jackson called the meeting to order at 6:01pm.

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 #2025-272

Moved By: Fraser Williamson

Seconded By: Sharon Smith

THAT the agenda for the November 12, 2025 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.			

3) **DECLARATION OF PECUNIARY INTEREST** - None

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 – November 12, 2025

7 (E.2) Parry Sound District Social Services – CAO Report for October

7 (E.3) Parry Sound EMS Committee Minutes – October 23, 2025

7 (E.4) Phragmites Working Group Meeting Minutes – October 16, 2025

7 (E.5) Almaguin Community Economic Development Director of Economic Development Report – October 23, 2025

7 (E.6) Sundridge Strong Union Public Library – Librarians Report Oct. 16, 2025

7 (E.7) Township of Stone Mills – Advocacy for funds to effectively manage the Emerald Ash Borer Infestation

7 (E.8) Ministry of Municipal Affairs & Housing – *Development Charges Act, 1997* Update

7 (E.9) Joint Building Committee – October Permits

7 (E.10) Joint Building Committee – Annual Permit Summary as of October 2025

8) **APPROVAL OF CONSENT ITEMS**

Resolution #2025-273

Moved By: Luke Preston

Seconded By: Vicki Whitmell

THAT Items listed as Consent Items for November 12, 2025 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. Municipal Office Closure for Training – December 9, 2025

Resolution #2025-274

Moved By: Fraser Williamson

Seconded By: Sharon Smith

THAT the Council for the Corporation of The Village of Sundridge approves a municipal office closure on Tuesday December 9, 2025 from 8:30am to 11:00am to facilitate staff training on enhancements and upgrades to the MuniSoft General Ledger Interface.

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

9.2. Draft Official Plan

Moved By: Sharon Smith

Seconded By: Fraser Williamson

WHEREAS the Village of Sundridge has begun the process of creating an Official Plan,

AND WHEREAS this process was paused until after the Almaguin Housing Task Force delivered their recommendations for housing,

THEREFORE, BE IT RESOLVED THAT the Council for the Village of Sundridge will now resume the process,

AND FURTHER THAT Council asks the municipal planner to provide a status update memo, along with an outline of the next steps.

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

9.3. Townhall Session – Consideration for Process Update

Moved By: Sharon Smith

Seconded By: Vicki Whitmell

THAT the Council for the Corporation of The Village of Sundridge review and discuss the current process for Town Hall Information Sessions,

AND THAT after the conclusion of the town hall sessions, staff are to provide council with a list of participant questions/comments/concerns at the next regular meeting of council for discussion.

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

9.4. Review of Current Housing Regulations & Council Education Session

Moved By: Luke Preston

Seconded By: Fraser Williamson

WHEREAS Council recognizes the need to diversify the Village of Sundridge's housing supply to support long-term community sustainability; and;

WHEREAS an understanding of the current zoning and regulatory framework is foundational before exploring policy changes or new initiatives;

NOW THEREFORE BE IT RESOLVED THAT:

1. Council direct staff to prepare a summary report outlining the existing housing regulations within the Village's current Zoning By-law, including but not limited to permitted housing forms, minimum dwelling sizes, frontage standards, and accessory dwelling permissions;
2. That a Council **training / education session** be scheduled to review these regulations, with opportunity for questions, clarification, and member discussion;

3. That following this session, an **open public discussion session** be scheduled to allow residents to share input on housing needs and experiences; and
4. That this initiative be identified as **Phase One** of a broader review of housing policy and development regulations for the Village of Sundridge.

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

9.5. Request for Flag Raising – Almaguin Pride

Moved By: Fraser Williamson

Seconded By: Vicki Whitmell

THAT the Council for the Corporation of The Village of Sundridge receive the correspondence from Almaguin Pride,

AND THAT Council will issue a proclamation declaring June as Pride Month,

AND FURTHER THAT the Pride Flag be raised for the month of June 2026 in celebration of Pride Month.

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

9.6. Request for Donation – Almaguin Pride

Moved By: Fraser Williamson

Seconded By: Vicki Whitmell

THAT the Council for the Corporation of The Village of Sundridge receive the request from Almaguin Pride for a \$500.00 donation to go towards their 2026 operational budget,

AND THAT Council support this request by donating the requested amount to the organization.

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

- 9.7. The Village of South River – Proportional Use of Joint Building Committee Reserves for Insurance and Legal Costs

Moved By: Luke Preston

Seconded By: Sharon Smith

WHEREAS The Village of South River has sent correspondence to the Village of Sundridge Council, dated October 18, 2025, requesting support for their recommendation to the Joint Building Committee to adopt a policy indicating that any withdrawal from the reserves for insurance or legal expenses is allocated proportionally among participating municipalities based on where the associated building fees were earned,

AND THAT Mayor Coleman be invited to a future meeting of Council to discuss the Village of South River's request,

AND FURTHER THAT the Joint Building Committee be asked to provide Council with a response to the correspondence from the Village of South River.

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

- 9.8. Community Safety Well Being Plan 2021-2025 Supplemental Report

Moved By: Vicki Whitmell

Seconded By: Sharon Smith

WHEREAS A Community Safety and Well-Being (CSWB) Plan is a collaborative, proactive strategy used by Ontario municipalities to address local social issues and create safer, healthier communities by focusing on prevention and early intervention, mandated by the Community Safety and Policing Act, 2019, these plans require partnerships between municipalities, police, public health, and social service providers,

AND WHEREAS these plans are required to be updated every four years,

THEREFORE, BE IT RESOLVED THAT, the Council for the Corporation of The Village of Sundridge approves of the Supplemental Report for the period of 2026-2030.

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

9.9. Sundridge Strong Union Public Library – Proposed Partnership

Moved By: Vicki Whitmell

Seconded By: Fraser Williamson

WHEREAS The Sundridge Strong Union Public Library Board has expressed interest in a new facility,

AND WHEREAS the municipalities have conveyed their support in principle to a library expansion/enhancement during the May 2025 Tri Council meeting,

AND WHEREAS the library would like to form a working group to gather information and make recommendations to the Sundridge Strong Union Public Library Board, the Sundridge Lions Club, The Village of Sundridge Council and The Township of Strong Council by September 2026,

AND WHEREAS the proposed working group would consist of the following members;

- Sundridge Lions Club (2 members)
- Sundridge Library Board (2 members)
- The Village of Sundridge (1 member)
- The Township of Strong (1 member)

NOW THEREFORE, BE IT RESOLVED THAT the Council for the Corporation of The Village of Sundridge support the gathering of information for this proposal by appointing Fraser Williamson and the Clerk Administrator to be on the working group on behalf of the Village of Sundridge.

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

Mayor Jackson declared a five-minute recess at 7:40pm.

9.10. SDMC Facility Maintenance Contract

Resolution #2025-283

Moved By: Luke Preston

Seconded By: Vicki Whitmell

THAT the Council for the Corporation of The Village of Sundridge receive the Draft Sundridge and District Medical Centre Facility Maintenance Contract,

AND THAT Council approves of the contract as presented,

AND FURTHER THAT the Sundridge & District Medical Centre Committee has Council's approval to release the contract at a future date if other options currently being explored are unable to move forward at this time.

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

9.11. Let's Talk Numbers – 2026 Budget Presentation #1

Moved By: Sharon Smith

Seconded By: Fraser Williamson

THAT the Council for the Corporation of The Village of Sundridge receives the 2026 Budget Presentation,

AND THAT Council directs the Treasurer to prepare a 1st Draft of the 2026 Budget for discussion purposes and for consideration of long-term sustainability of municipal assets.

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

Moved By: Fraser Williamson
Seconded By: Sharon Smith

THAT Items 10 (A.1) to 10 (B.1) be received and discussed.
10 (A.1) Sundridge & District Medical Centre – October 20, 2025
10 (A.2) Sundridge Strong Union Public Library – September 18, 2025
10 (A.3) Sundridge Strong Fire Committee – October 9, 2025
10 (A.4) Sundridge Strong Fire Committee – October 23, 2025
10 (B.1) Regular Council Meeting – October 22, 2025

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 Report S2025-023 Consideration for Expansion for Sanitary Infrastructure and Wastewater Treatment Facility

Resolution #2025-286
Moved By: Luke Preston
Seconded By: Fraser Williamson

THAT Staff Report S2025-023 dated November 12, 2025 regarding consideration for expanding the sanitary infrastructure and wastewater treatment facility;

AND THAT Council will proceed with Option 3; being other direction provided by Council,

AND FURTHER THAT this staff report be shared with the Council for The Township of Strong.

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

11.2. Staff Memo – Fees and Charges By-Law

Moved By: Sharon Smith

Seconded By: Fraser Williamson

THAT the Staff Memo regarding the Fees and Charges By-Law be received.

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

11.3. Staff Report S2025-024 Taxation Billing Update

Moved By: Sharon Smith

Seconded By: Fraser Williamson

THAT Staff Report S2025-024 dated November 12, 2025 regarding Taxation Billing Update be received,

AND THAT Council approve the implementation of four (4) tax installment dates being March 15, May 15, August 15 and October 15;

AND THAT the above change be effective for the 2026 and subsequent taxation years.

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

11.4. Staff Report S2025-025 Preauthorized Payment Plan Process

Moved By: Fraser Williamson
Seconded By: Luke Preston

THAT Staff Report S2025-025 dated November 12, 2025 regarding the Preauthorized Payment Plan Process be received,

AND THAT Council approve the Preauthorized Payment Process as presented and direct Staff to include the policy as part of the preauthorization forms.

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

11.5. Staff Memo – Bear Wise

Moved By: Luke Preston
Seconded By: Fraser Williamson

THAT the Staff Memo regarding being *Bear Wise* be received.

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

11.6. Staff Report S2025-026 HR By-Law Changes and Updates

Moved By: Sharon Smith

Seconded By: Vicki Whitmell

THAT the Staff Report S2025-026, dated November 12, 2025, regarding HR By-Law Changes, be received,

AND THAT staff be directed to make the requested changes to section 12.1 mileage rate, section 8.8 paid vacation time, and meal allowances,

AND FURTHER THAT A revised draft be brought back to council for further consideration.

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. 2025-045 Santa Claus Parade Road Closures

Moved By: Sharon Smith

Seconded By: Fraser Williamson

THAT By-Law No. 2025-045, being a by-law to amend By-Law NO. 2019-048 that regulates traffic and to govern and control the parking of vehicles in The Village of Sundridge, be approved.

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

**12.2. By-Law No. 2025-046 NOHFC Agreement
[Northern Ontario Heritage Fund Corporation Agreement]**

Moved By: Luke Preston
Seconded By: Vicki Whitmell

THAT Council agree to enter into an agreement with the Northern Ontario Heritage Fund Corporation;

AND THAT the agreement be signed by the Mayor or an alternate authorized Council signatory and the Clerk Administrator.

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

12.3. By-Law No. 2025-047 Fees & Charges

Moved By: Fraser Williamson
Seconded By: Vicki Whitmell

THAT By-Law No. 2025-047, being a by-law to provide for fees charged by the Village of Sundridge, be approved.

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

13) **ANNOUCEMENTS**

➤ **Shawn Jackson**

- Mayor Jackson attended a Use of Salt and alternative solutions webinar. Ontario is said to use two to three million tons annually. Alternative solutions encompassed the use of more sand, slowing down/reducing speed, use of winter tires on vehicles, and more strategic plowing methods.

➤ **Sharon Smith**

- Deputy Mayor Smith attended the Royal Canadian Legion, Sundridge Branch Remembrance Day Ceremony and laid the wreath on behalf of the Village of Sundridge.
- Deputy Mayor Smith will also be attending the National Housing Day Information Session on November 27, 2025.

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

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

➤ **Vicki Whitmell**

- Councillor Whitmell attended the Transportation Committee meeting on October 30, 2025. There was no quorum.

➤ **Nancy Millar, Clerk Administrator**

- Winter Operations: As of November 15th, until April 15th, there is no overnight parking permitted on village streets (2am to 7am). Notice has been shared online, on village notice boards, and posted at the municipal office.
- Annual winter public safety tips are intended on being published throughout the winter months.

14) **INTRODUCTION OF FUTURE MOTIONS** - None

15) **CONFIRMING BY-LAW**

Moved By: Sharon Smith

Seconded By: Luke Preston

THAT By-Law No. 2025-048, being a by-law to confirm the proceedings of Council of the Corporation of the Village of Sundridge at its regular meeting of **November, 12, 2025**, 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**

Moved By: Fraser Williamson

Seconded By: Sharon Smith

THAT we do now adjourn at 9:37 p.m. until the Regular Council Meeting on November, 26, 2025, 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



Corporation of the Village of Sundridge

Report Number: S2025-027
Date: November 26, 2025
To: Mayor, Deputy Mayor and Members of Council
From: Clerk Administrator
Report Title: Request for waterfront and backdoor access to 105 Main Street

RECOMMENDATION

THAT Council receive Staff Report S2025-027, dated November 26, 2025 regarding the September 24, 2025 Delegation Before Council request for waterfront and backdoor access to 105 Main Street,

AND THAT Council direct Staff to proceed with Option # _____

BACKGROUND

The landowner of 105 Main Street approached the Village Superintendent last year, in 2024, with a request for temporary access via the unopened road allowance to the back of his property for the purposes of having fill materials hauled in to aid in the shoring up of the back of his property. At that time, the Village Superintendent gave temporary permission to the landowner, and the work was completed.

The landowner approached the Village Superintendent again in the summer of 2025, with a request to have the culvert replaced as it was now impassable. This culvert was compromised the previous year when the heavy truck travelled over top of it to haul in the materials, and it then sustained further damage in the weather events of late summer / early fall when there was significant rainfall. The Village Superintendent advised the landowner that the culvert would not be replaced and that ditching operations would be conducted to ensure the drainage course, that runs along Yonge Street, can continue down to the water's edge.

The landowner subsequently conversed with the administration office with the same request to have the culvert replaced. The Clerk Administrator discussed the matter with the Village Superintendent. The Clerk followed up with the landowner to convey the work plan for ditching.

It is believed that the culvert was originally installed to facilitate the waste collections vehicle to turn around at the end of Yonge Street.

The end of Yonge Street (at the bottom of the hill) is where the village piles the snow during winter operations. This location is approved by the MOE and the municipality adheres to all the applicable regulations. This is the area beside the compromised culvert.

The landowner appeared before Council as a Delegation on September 24, 2025. The general outline of the subject matter was noted as being 'waterfront and backdoor access to 105 Main Street, Sundridge.

ANALYSIS

Water Street is the road allowance that runs adjacent to the shoreline of Lake Bernard. Over time, portions of the road allowance were submerged underwater, portions of the road allowance were stopped up and closed, and portions of the closed road allowance were conveyed to adjacent landowners via a planning process. In 1960, Council stopped up and closed the section of the road allowance that runs from approximately James Street to Yonge Street.

Through this section of the unopened road allowance, there are several encroachment issues. Council denied the applications from the landowners in this area from purchasing the portion of the unopened road allowance that abuts their properties due to the complexity of rectifying the encroachments.

The shore road allowance does not abut these properties and the lake as there is another parcel of land in between which is owned by the municipality. This is the wharf area that was conveyed to the municipality.

These encroachments occurred over a period, approximately 85 years ago. Back then, the landowners received permission from the MNR via a Crown Land Permit to erect a 2nd dwelling on a property, to build a cabin on another property, and to build a storage building on another, et cetera.

The property now known as 105 Main Street was approved via consent in July 1978. At that time, the application asked how the intended new lot was to be accessed, and the response provided was: via public road. As noted above, this property is addressed from Main Street and the lot was created after the Water Street Road Allowance was closed by Council in 1960. The only public road available is Main Street.

It is true that one landowner in this vicinity accesses their property from the unopened road allowance from James Street via a non-municipally maintained laneway, and another does occasionally. According to the records, this laneway appears to have existed before the village incorporated. The next property to the northeast accesses their property via the same laneway. The laneway ends behind 103 Main Street. It does not go directly through to Yonge Street. There is a natural drainage course (a bog) between 101 and 103 Main Street.

There is concern that if the landowner of 105 Main Street is permitted to use the unopened road allowance behind his property, that other vehicular traffic may try to use this area as a way of driving through to the park/waterfront. This is a safety concern due to the bog, and the unintended use of this laneway / area.

The following summary illustrates the encroachment issues and basic details of the privately owned properties 101 through 107 Main Street (James St. to Yonge St.):

4-009 (Property A)

- One dwelling, one on landowner's parcel
- Additional dwelling partially on unopened road allowance and municipal property (originally permitted by crown land permit).

4-010 (Property B)

- Dwelling
- Small cabin, sits on crown lakebed now owned by the municipality
- Garage, sits on portion of unopened road allowance
- In 2015, encroachments had existed for approximately 85 years
- Crown lakebed or shore allowance only available for purchase if the landowner owns the abutting land; however the property abutting this shore bed is a 66' section on water Street (unopened road allowance), and a portion of the crown lake bed was deeded to the municipality (when the wharf was turned over to village)
- Correspondence from the village was sent to landowner dated July 2014; stating council discussed the matter of selling the unopened lakeshore road allowance in this location and determined that council has no plan to set it at this time. It also said the landowner should consider moving the buildings onto the property that is owned by the landowner before completing any repairs/upgrades, as the landowner did not own lakeshore property as there is an unopened lakeshore road allowance and crown lakebed between the property line and the water.

4-011 (Property C) Bryson

- Access via Main Street
- No permission from Council, nor an agreement to use municipal property behind 105 Main Street between the unopened road allowance and the edge of the lake
- Landowner does not own shore road allowance in front of this property
- MPAC Property Code: the commercial property class is not impacted by waterfront variables. To be considered waterfront, the property would either have direct access to a lake, river, etc., or be separated by a right of way, private road, or unopened road. This property does not meet those criteria. It is not assessed as waterfront.

4-013 (Property D)

- Building encroachment onto Yonge Street
- Council discussed landowner application to purchase shore road allowance in 1992, and request was denied. Council decided that this portion of the lakeshore road allowance would not be sold.
- It was also noted in this property file, that some of the buildings located on this road allowance are partially located on other person's properties.

The Village Superintendent has over 20+years of experience working on, managing, budgeting and addressing the needs of the road system here in the village. He considered all pertinent information regarding the drainage course along Yonge Street when he made the decision to ditch this area versus install a new culvert.

The following is a summary of those details considered:

- General Considerations:
 - o Snow pile during winter operations
 - o Opening of this area poses safety concerns and risk for anyone that drives through. There is a natural overland drainage system that runs between 101 and 103 Main Street
- Ditching option:
 - o MOE Permits
 - o Public Works Department Personnel time
 - o Machine Rental
 - o Approximate cost \$ 7,500.00
 - o This work still would not provide access to the unopened road allowance. This area is municipal property and appears to be located below the road allowance but above the lake.
- Culvert Option:
 - o MOE Permits
 - o Public Works Department Personnel time
 - o Purchase of culvert(s)
 - o Machine rental
 - o Approximate cost \$15,000.00

Additionally, should council consider permitting access on Water Street, additional trees will have to be cut down, additional culverts will need to be purchased and installed, and surveying may be required to confirm parcels lot lines, and the unopened road allowance specific location.

OPTIONS

1. Leave all as is (status quo). Water will run over top culvert if need be as it is not a designated access point.
2. Continue ditching as per Village Superintendent original workplan.
3. Converse with municipal solicitor regarding private citizen use of unopened road allowance with focus on current use, and existing encroachments.

FINANCIAL CONSIDERATION

Staff will seek and provide financial figures to Council over and above what has been included in this report if requested and based on Council's decision moving forward for the following:

- Cost of Solicitor to review and prepare advice
- Ditching
- Culverts
- Surveying

Items for which staff will not be able to provide a figure for at this time are liability and precedence.

CONCLUSION

In 1960, Council stopped up and closed this portion of the road allowance known as Water Street. Requests to purchase portions of this road allowance were denied.

Consideration should be given to the complexity of the area.

ATTACHMENT(S)

1. GIS Map of location



THE CORPORATION OF THE VILLAGE OF SUNDRIDGE

BY-LAW NO. 2025-049

Being a By-Law to set employee wages, salaries and benefits
and to rescind By-Law 2024-049.

WHEREAS the Council of the Corporation of the Village of Sundridge deems it necessary that the following employee wages, salaries and benefits are set by by-law;

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

DEFINITIONS

Full-time Employee - Any employee who works 35 hours or more during the regularly scheduled work week.

Part-time Employee - Any employee who works less than the set department hours during the regularly scheduled work week. Part-time employees are, in most cases, ineligible for additional benefits offered by the Village of Sundridge.

Temporary/Seasonal Employee - Any employee who has been hired for any position, whether continuous or for a defined period. Temporary/seasonal employees are, in most cases, ineligible for additional benefits offered by the Village of Sundridge.

Summer Employee - Any employee who has been hired for a summer position and includes a known or approximate start and end date. Summer students are ineligible for additional benefits offered by the Village of Sundridge.

1. GENERAL

1.1 That all Village employees be paid pursuant to the Village of Sundridge Rate Schedule, in accordance with instructions given to the Clerk by Council.

1.2 Rates shall increase annually and be in effect for January 1 each year in line with Cost of Living Allowance (COLA) and based on the Statistics Canada Consumer Price Index average from November to October. COLA increases above 5% will be subject to Council approval.

Rate changes not consistent with the Cost of Living Allowance (COLA) shall be approved by a resolution of Council.

1.3 Step increments are reviewable annually on the employee's anniversary date contingent upon a satisfactory performance review.

1.4 That all temporary/seasonal, summer or part-time employees not indicated in a pay band the rate schedule be paid the rate as set by a resolution of Council.

- 1.5** That the Clerk or designate and any other Staff requested to attend a Council meeting shall receive \$110.00 for each council meeting attended. This rate applies even if the meeting is cancelled the same day.

The Recording Secretary or designate shall receive \$110.00 for each committee or board meeting attended. This rate applies even if the meeting is cancelled the same day.

- 1.6** Any employee not covered under this by-law shall be covered under separate employment contract.
- 1.7** In the event that an employee is unable to submit their timesheet due to illness or vacation, the employee may be paid for their regular working hours for the week in question, and any discrepancies will be rectified in the next pay period (i.e. recording time not worked as sick time or vacation time, as applicable, and correcting any over payment for time not worked).

2. SICK LEAVE BENEFITS

- 2.1** All present full-time employees shall receive the following sick leave benefits:

One (1) day of sick leave at the beginning of each month. Sick leave shall be allowed to accumulate to a maximum of 125 days or pro-rated. One (1) regular day's pay shall be paid for each sick day taken until the accumulation is depleted. There will be no payout on sick days. If an employee requires sick leave, but does not have sufficient allowance, sick time may be advanced at the manager's discretion.

Sick time granted in advance will be deducted from any subsequently earned sick leave credits. If your employment with the Village of Sundridge ends and your advanced sick time leave has not been recovered, the Village will recover the amount equivalent to any unearned leave from any monies owing.

- 2.2** The Village of Sundridge may require an employee who is absent for more than five (5) days to supply evidence that is reasonable under the circumstances. At the Manager's discretion a doctor's certificate may be requested. This certificate shall be a written statement and must state whether or not the employee is physically and/or mentally fit to return to their position and fully able to carry out their duties.
- 2.3** Medical or medical related appointments may be used as sick time, if it is necessary to have such appointment during working hours. Employees should endeavour to schedule appointment times to ensure minimal disruption to the work day.

3. PERSONAL DAYS

- 3.1** Three (3) days shall be allowed each year as personal days and shall be deducted from current year sick days.

4. LTD, AD&D, LIFE AND MUNICIPAL HEALTH BENEFIT

- 4.1** Full-time employees receive LTD, AD&D and Life Insurance through the selected benefit provider under the 2 x Life and 75% LTD package.
- 4.2** The Village of Sundridge considers benefits an important component of total compensation. Full time employees will be entitled to the established group benefits for the Village upon hire, as outlined in the Benefit Policy Booklet.

5. OMERS PENSION

- 5.1** By-Law No. 2008-001 authorizing participation in the OMERS Primary Pension Plan was passed January 8, 2008. Continuous full-time employees hired on or after January 1, 2008 must become members of OMERS on their employment date.
- 5.2** As of January 1, 2023; all OTCFT (Other than continuous full time) employees who work for an OMERS employer, who are currently not OMERS members, shall have the option to join the Plan.

6. BEREAVEMENT

- 6.1** Full-time employees shall receive up to three (3) days leave with pay for the death of one of the following – spouse, father, mother, step parents, father-in-law, mother-in-law, daughter, son, step-children, daughter-in-law, son-in-law, brother, sister, brother-in-law, sister-in-law, grandparents, grandchildren, ward, or guardian.
- 6.2** One day (or part thereof) shall be granted for any other relative or close friend.

7. EMERGENCY SERVICE RESPONDER

- 7.1** Volunteering to be a firefighter who responds to fire and rescue emergencies is an important commitment to the community. As such, an employee who is also a volunteer fire department responder, may be permitted to respond to a 'call-out' during business/operational hours under the discretion of the Department Head. Remuneration for the responder while on a call-out and away from their regular employment will be provided for under the stipend provided by the Fire Department.

8. VACATION

- 8.1** Paid vacation shall be granted on the following basis for permanent full-time employees:

During the first year of employment - three weeks (pro-rated based on start date)

After five years of employment - four weeks

After ten years of employment - five weeks

After fifteen years employment – six weeks

- 8.2** Each year after sixteen years, full-time employees receive the monetary equivalent to one weeks paid vacation. If requested, the monetary equivalent can be provided in the form of a gift card, gift certificate or similar and shall be approved by the Clerk Administrator.

- 8.3** Paid vacation for full-time employees is based on the employee's original starting date of full-time employment. Vacation shall not be accumulated past each calendar year. Unused earned vacation as of December 31 each year will be paid out to employees.

- 8.4** All temporary/seasonal, summer or part-time employees vacation time is paid as earned.

- 8.5** All temporary/seasonal, summer or part-time employees shall receive the following vacation pay earnings:

Less than 5 Years of Service – 4% each pay period

5 Years of Service of More – 6% each pay period

Vacation pay earnings not consistent with the above shall be as per Council resolution.

- 8.6** All vacation requests are to be submitted to the supervisor in a timely manner to allow time for review and scheduling considerations. Vacation requests, once approved, will be maintained as part of the payroll system.

- 8.7** The Clerk Administrator shall be made aware of all scheduled time off in a timely manner for operational purposes.

- 8.8** In order to ensure that employees are taking required time away from work, If an employee has more than half of their allotted time remaining in the last quarter of the year, the Clerk Administrator may schedule vacation time for the employee, even if not requested, in consideration with operational needs.

9. RETIREMENT GRATUITY

- 9.1** The retirement gratuity is grandfathered to only those employees who as of June 1, 2016 were employed by the Village of Sundridge. Upon retirement of eligible employees, a retirement gratuity shall be paid based on the following scale:

10 years	1 month based on regular pay
15 years	2 months based on regular pay
20 years	3 months based on regular pay
25 years	4 months based on regular pay

10. STATUTORY HOLIDAYS/PAID DAYS OFF

- 10.1** The following Statutory Holidays shall be granted with pay, pursuant to applicable legislation:

New Year's Day, Family Day, Good Friday, Easter Monday, Victoria Day, Canada Day, Civic Holiday, Labour Day, National Day for Truth and Reconciliation, Thanksgiving Day, Remembrance Day, Christmas Day and Boxing Day.

11. HOURS OF WORK

- 11.1** It is understood and agreed that a regular working week shall be as follows:

Public Works

- Full-time Public Works Employees – forty (40) hours
- 8:00 a.m. – 4:30 p.m. Monday to Friday (with one half hour for lunch)
- Public works department hours will be managed by the Village Superintendent
- The Village Superintendent shall attend council meetings as requested at the rate noted in Section 1.5
- Winter operations and emergencies may impact the regular work week

Administration

- Full-time Administration Employees – thirty five (35) Hours
- The Municipal Office will be open from 8:30 a.m. to 4:00 p.m. Monday to Friday (with one half hour for lunch)
- Administration staff hours will be managed by the Clerk Administrator
- All other employees – hours as required and shall be covered under separate employment terms.

Fire Department

- Full-time Fire Department Employees – forty (40) hours
- 8:00 a.m. – 4:30 p.m. Monday to Friday (with one half hour for lunch)
- Fire department hours will be managed by the Fire Chief
- The Fire Chief or Designate shall attend council meetings as requested at the rate noted in Section 1.5
- Emergency calls may impact the regular work week

12. MILEAGE/ACCOMODATIONS/MEALS

- 12.1** Mileage for Village business shall be paid at a rate consistent to the Government of Canada Mileage Rate. Mileage claims shall have authorization from the department manager (per trip).
- 12.2** Overnight accommodation must receive prior approval by the Clerk Administrator. There will be no payment of incidentals in relation to overnight accommodation. Reimbursement will be made for single accommodation in a standard room.
- 12.3** Meal expenses may occur when employees are on Municipal business and are away from the office area over a normal meal period or have prior approval for the expense. A maximum meal allowance rate of \$60.00 per day (for a full day) and a maximum meal allowance rate of \$30.00 per day (for a half day). A maximum of 15% gratuity is permitted per meal.

The detailed receipt of the meal must be submitted as part of the expense claim. Please note that alcohol will not be reimbursed as part of an expense and no reimbursement will be made for conferences or training sessions where the meals are provided.

13. OTHER BENEFITS

- 13.1** Full-time Public Works Employees will receive a work uniform, consisting of two pair of pants, two summer (short sleeve) shirts, two winter (long sleeve) shirts, and a winter jacket to a maximum of \$500.00 per annum. Receipts shall be submitted to Finance Department for reimbursement.
- 13.2** Full-time Public Works Employees will receive a \$400.00 boot allowance per annum. Upon submission of a receipt to the Treasurer, the monies will be reimbursed in the next accounts payable processing cycle.
- 13.3** Full-time Public Works Employees shall receive five (5) days annually with pay as compensation for winter maintenance standby time.

- 13.4** Seasonal and part-time Public Works Employees will receive a \$250.00 boot allowance per annum. Upon submission of a receipt to the Treasurer, the monies will be reimbursed in the next accounts payable processing cycle.
- 13.5** Each Crossing Guard will receive a \$300.00 clothing allowance per annum to purchase required outerwear. Upon submission of a receipt to the Treasurer, the monies will be reimbursed in the next accounts payable processing cycle.
- 13.6** Administration Staff will receive a \$150.00 allowance per annum to purchase Village merchandise or work attire.
- 13.7** Administration Staff may occasionally be permitted to work a condensed week and/or day, with the approval of the Clerk Administrator.
- 13.6** The Municipal Office will be closed from Christmas Day to New Year's Day inclusive. Non-statutory days will be considered part of vacation or will be non-paid days, except for those days when an employee may be required to work.
- 14.** By-Law 2024-049 is hereby rescinded by this By-Law.

INTRODUCED AND READ A FIRST, SECOND AND THIRD TIME AND FINALLY
PASSED THIS 26th DAY OF DECEMBER, 2025.

.....
Shawn Jackson, Mayor

.....
Nancy Millar, Clerk Administrator

THE CORPORATION OF THE VILLAGE OF SUNDRIDGE

BY-LAW NO. 2025-050

Being a By-Law to confirm the proceedings of the Council of the Corporation of The Village of Sundridge at its Regular Meeting November 26, 2025.

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

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

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

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

1. That the actions of the Council of the Corporation of The Village of Sundridge in respect of all recommendations in reports and minutes of committee, all motions and resolutions and all actions passed and taken to the Council of the Corporation of The Village of Sundridge, documents and transactions entered into during the November 26, 2025 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 26TH DAY OF NOVEMBER, 2025.

Shawn Jackson, Mayor

Nancy Millar, Clerk Administrator