

Regular Meeting of the Village of Sundridge Council

Wednesday, December, 10, 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/88096839958?pwd=202xzwOewagYJcKRLlpxysWhL8fP3k.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 December 10, 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**

4(A.1) Planning Memo – Official Plan

Moved By: Choose an item.

Seconded By:

THAT Council receives the Planning Memo from the Municipal Planner, Chris Jones of Municipal Planning Services,

AND THAT a revised draft Official Plan be received by Council in January 2026,

AND THAT a public meeting be scheduled in February 2026,

AND FURTHER THAT Council will consider adopting the plan in the spring of 2026.

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

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 – December 10, 2025

7 (E.2) Joint Building Department Permit Summary – Sundridge Year to Date

7 (E.3) Joint Building Department Permit Summary – Sundridge November 2025

7 (E.4) Almaguin Community Economic Development Directors Report

7 (E.5) Ministry of Natural Resources Fish and Wildlife Policy – Black Bear Harvest Management in Ontario

7 (E.6) Federation of Northern Ontario Municipalities Welcomes Federal Support for Steel and Lumber Sectors

7 (E.7) Township of Calvin Resolution 2025-345 Strengthening Self Defence Protections and Addressing Rising Home Invasions in Ontario

7 (E.8) Ministry of Municipal Affairs and Housing – Bill 17 Update

7 (E.9) Circular Materials Ontario – Ontario's New Blue Box System

7 (E.10) Sundridge Strong Union Public Library Librarians Report – November

7 (E.11) Sundridge Lion's Club Lottery Licence
7 (E.12) FONOM and NOMA (Federation of Northern Ontario Municipalities & Northwestern Ontario Municipal Association) – Brining a unified voice to Ottawa

8) APPROVAL OF CONSENT ITEMS

Moved By: Choose an item.

Seconded By:

THAT Items listed as Consent Items for December 10, 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. DCBO – Wage Increase
Discussed in camera November 26, 2025

Moved By: Choose an item.

Seconded By:

THAT the Council for the Corporation of The Village of Sundridge receives the Joint Building Committee Resolution #2025-018,

AND THAT Council accepts the proposed pay grid as presented by the Chief Building Official,

AND FUTHER THAT Council approves of the Deputy Chief Building Official being advanced to Step 2 of the pay grid effective January 1, 2026.

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

9.2. OCWA Service Agreement

Moved By: Choose an item.

Seconded By:

THAT Council receives the Ontario Clean Water Agency Service Agreement for the operation of the Sundridge Wastewater Treatment Facility,

AND THAT as Council previously accepted the proposal submitted by OCWA at the regular meeting on March 12, 2025,

THEREFORE, BE IT RESOLVED THAT Council authorizes the Mayor and Clerk Administrator to sign and execute the agreement that covers the term of 2025 - 2029.

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

9.3. Sundridge Lion's Club – Request for Donation (Public Restrooms)

Moved By: Choose an item.

Seconded By: Choose an item.

THAT the Council for the Corporation of The Village of Sundridge receives the request from the Sundridge Lion's Club for a financial contribution towards the cost of the cleaning for the washrooms that are used by the public.

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

9.4. Sundridge Strong Fire Committee Meeting Minutes – November 20, 2025

Moved By: Choose an item.

Seconded By:

THAT the Council for the Corporation of The Village of Sundridge receives the minutes from the November 20, 2025 Sundridge Strong Fire Committee,

AND THAT Council has been apprised of the negotiations with The Township of Joly with regard to the Municipal Fire Protection Agreement,

AND FURTHER THAT Council authorizes the Mayor and Clerk Administrator to sign the agreement once all terms have been agreed to.

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

9.5. Local Journalism – Almaguin News

Moved By: Choose an item.

Seconded By: Choose an item.

THAT the Council for the Corporation of The Village of Sundridge receives the communication from Sarah Cooke, Reporter for the Almaguin News,

AND THAT Council supports the efforts for the continuation of the Almaguin News by sending a letter of support conveying the importance of local journalism.

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

9.6. Municipal Budget – 2026 Preliminary

Moved By: Choose an item.

Seconded By: Choose an item.

THAT the Council for the Corporation of The Village of Sundridge receives the preliminary 2026 Budget.

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

10) COMMITTEE REPORTS/MINUTES

Moved By: Choose an item.

Seconded By:

THAT Items 10 (A.1) to 10 (B.1) be received and discussed:

- 10 (A.1) Central Almaguin Planning Board – October 1, 2025
- 10 (A.2) Almaguin Community Economic Development – Oct. 23/25
- 10 (A.3) Sundridge Strong Fire Committee – November 11, 2025
- 10 (A.4) Sundridge and District Medical Centre – November 18, 2025
- 10 (A.5) Sundridge Strong Union Public Library Board – October 16, 2025
- 10 (B.1) Regular Council Meeting – November 26, 2025

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

11) STAFF REPORTS

11.1 Staff Report S2025-028 – 2026 Insurance Renewal Package

Moved By: Choose an item.

Seconded By:

THAT Staff Report S2025-028, dated December 10, 2025, regarding the municipal insurance renewal for the period of 2026 be received,

AND THAT Council authorizes the Clerk Administrator to bind the coverage for a three year period, commencing January 1, 2026.

Recorded Vote	For	Against	Abstain
Preston, Luke			
Smith, Sharon			
Whitmell, Vicki			

Williamson, Fraser
Jackson, Shawn

11.2 Staff Report S2025-029 – Sundridge & District Medical Centre

Moved By: Choose an item.

Seconded By:

THAT Staff Report S2025-029 dated December 10, 2025, regarding the SDMC be received

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

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 repeal By-Law No. 2024-049.

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

12.2. By-Law No. 2025-051 To Appoint an Integrity Commissioner

Moved By: Choose an item.

Seconded By:

THAT By-Law No. 2025-052, being a by-law to appoint an Integrity Commissioner, be approved.

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

12.3 By-Law No. 2025-052 Council Remuneration By-Law

Moved By: Choose an item.

Seconded By:

THAT By-Law No. 2025-052, being 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. 2025-017 and all previous related by-laws.

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. 2025-053, being a by-law to confirm the proceedings of Council of the Corporation of the Village of Sundridge at its regular meeting of **December, 10, 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:

Seconded By:

THAT Council hold a Closed Session meeting as provided for by Section 239 (2)(k) of the Municipal Act, 2001, as amended, and the Village of Sundridge Procedural By-law No. 2021-051, immediately following this council meeting to deal with: a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board. 2001, c.25, s. 239 (2); 2017, c. 10, Sched.1, s.26

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 January, 14, 2026, 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

MEMORANDUM

To: Mayor Jackson and Members of Council
Copy: Ms. Nancy Miller, Clerk
From: Chris Jones MCIP, RPP
Date: December 5, 2025
Re: Village of Sundridge Official Plan – Status Memo

Background

The draft Official Plan was finalized for adoption in December 2023 however adoption of the plan has been deferred. On October 22, 2025 Council directed staff to bring back the Official Plan for Council's consideration and adoption.

The purpose of this memo is to apprise Council of recent changes in Provincial policy and legislation with regard to land use planning that has occurred since the Official Plan was finalized for adoption in 2023 which may precipitate minor changes or modifications to the draft Official Plan.

The New Provincial Planning Statement (PPS 2024)

On October 20, 2024 the Province of Ontario replaced PPS 2020 with a new Provincial Planning Statement. Given that Section 3 of the Planning Act requires an Official Plan to be consistent with policy statements issued by the Minister it is necessary to review the draft Official Plan under the lens of the new PPS to determine if edits or revisions are necessary before proceeding toward adoption.

To this end, the following is a summary of some of the salient changes in new PPS that are applicable to the Village and may require consideration in the Sundridge Official Plan:

1. Under Section 2.1.3 Municipalities now have the discretion to plan projected land needs for a time horizon of at least 20 years, but not more than 30 years. The draft Official Plan was based on a timeline of 20 years which is still considered to be appropriate.
2. Section 2.2.1. b) 2) require planning authorities to provide for an appropriate range and mix of housing options through "*development and redevelopment of underutilized commercial and institutional sites and development of new housing options within previously developed areas*".
3. *Housing Options* is defined by the PPS as:

a range of housing types such as, but not limited to single- detached, semi-detached, rowhouses, townhouses, stacked townhouses, multiplexes, additional residential units, tiny homes, laneway housing, garden suites, rooming houses, and multi-residential buildings, including low- and mid-rise apartments. The term can also refer to a variety of housing arrangements and forms such as, but not limited to, life lease housing, co-ownership housing, co-operative housing, community land trusts, land lease community homes, affordable housing, additional needs housing, multi-generational housing, student housing, farm worker housing, culturally appropriate housing, supportive, community and transitional housing and housing related to employment, educational, or institutional uses, such as long-term care homes.

4. Section 2.3.1 maintains that settlement areas are to be the focus of growth and development and land use patterns are to "optimize existing and planned infrastructure..."
5. Section 2.3.3 requires planning authorities to support general intensification and redevelopment to support the achievement of complete communities, including planning for a range and mix of housing options.
6. Section 2.8.1.1 d) requires planning authorities to encourage "*intensification of employment uses and compatible, compact mixed-use development to support the achievement of complete communities*".
7. Section 2.8.2.3 includes a number of new policies aimed at protecting employment uses including prohibitions on residential uses, commercial uses, public service facilities and institutional uses and further prohibiting retail and office uses that are not associated with the primary employment use.
8. Section 2.9 generally maintains policies focused on climate change. The draft official plan had a policy acknowledging the impacts of a changing climate but this should be updated to more closely reflect the direction of the PPS.
9. Section 3.1.5 is a new policy requiring collaboration with school boards to consider and encourage innovative approaches in the design of schools and associated child care facilities.
10. Section 3.5.2 is a modified policy addressing rail corridors that indicates where sensitive land uses are proposed proximate to a rail corridor, potential adverse effects to the proposed land use and the rail corridor are minimized and mitigated in accordance with Provincial guidelines.

Recent Legislative Changes

Bill 23 – More Homes Built Faster Act

- Received Royal Assent on November 28, 2022
- Official Plans and zoning by-laws to accommodate up to 3 residential units per lot;
- Defined “parcel of urban residential land”; and,
- Removed authority to enter into site plan agreements for residential development less than 10 units.

Bill 97 – Helping Homebuyers, Protecting Tenants Act

- Royal Assent June 8, 2023;
- Created exemptions by regulations for residential uses that may be subject to site plan control;
- Exemptions included lands proximate to shorelines and rail lines;
- Narrowed the definition of an “area of employment” to exclude institutional and commercial uses”;
- Stipulated that only one parking space may be required for accessory residential units; and,
- Changes to notification and appeal timelines associated with interim control by-laws.

Bill 185 – Cutting Red Tape to Build More Homes Act

- Royal Assent June 6, 2024;
- Removed mandatory pre-consultation by by-law;
- Removed refund requirements for decisions not made on planning applications within legislated timeframes;
- Restricted third-party appeals on planning applications;
- Lapsing of a site plan or draft plan of subdivision reduced to 3 years; and;
- Changes to public notice requirements on a municipal website where a local newspaper is not available.

Bill 17 – Protect Ontario by Building Faster and Smarter Act

- Royal Assent June 5, 2025;
- Limitations on what is required to constitute a complete application;
- Municipalities must accept studies from “certified professionals”; and,
- As-of-right exemption for a minor variance where encroachment in less than 10% of setback (implemented by regulation).

Bill 5 – Protect Ontario by Unleashing our Economy Act

- Royal Assent June 5, 2025;
- Repeals to Endangered Species Act and enacts the Species Conservation Act 2025; and,
- Provision for Special Economic Zones which create exemptions from legislation for trusted proponents.

Ministry of Municipal Affairs and Housing

We have discussed the Village's intention to adopt the Official Plan with Ministry staff who have advised that the Village has previously fulfilled the requirement for early consultation under Section 17 (17.1) of the Planning Act and it is at the discretion of the Village if they wish to provide a subsequent draft for Ministry review.

Draft Official Plan and Statutory Public Meeting

The draft Official Plan was the subject of a statutory public meeting on September 28, 2022.

Given that this meeting was held over 3 years ago and that further modifications to the draft Official Plan are anticipated, it is recommended that Council convene a second public meeting in accordance with the requirements of the Planning Act.

It is recommended that a revised draft Official Plan be received by Council in January 2026 and the public meeting be scheduled in February 2026, which will allow Council to consider adopting the plan in the spring of 2026.

Moving Forward

I look forward to meeting with Council on December 10 to discuss memo and to confirm to finalize the Official Plan.

Regards,



Chris Jones MCIP, RPP

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

Updated December 5 , 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 December 5 , 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; AND WHEREAS it is important to formally recognize years of service and show appreciation through milestone awards and annual staff events; 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; 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>	28-Jan-26

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

Updated December 5 , 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 -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-26

**JOINT BUILDING COMMITTEE
ANNUAL PERMIT SUMMARY
2025**

Month	No. of Permits	Permit Fees	Project Values	Size (sq.m)
January	7	\$12,586.00	\$791,900.00	137
February	5	\$19,070.00	\$1,238,000.00	1552
March	10	\$37,040.50	\$2,402,700.00	1321
April	13	\$30,650.00	\$1,952,000.00	1372
May	19	\$51,896.00	\$2,954,772.00	1535
June	15	\$42,825.00	\$2,754,000.00	3016
July	10	\$50,008.00	\$3,267,800.00	2269
August	13	\$25,125.00	\$1,462,000.00	2249
September	8	\$29,605.40	\$1,920,360.00	1195
October	12	\$26,415.00	\$1,681,000.00	1612
November	10	\$13,119.00	\$783,600.00	593
December	0	\$0.00	\$0.00	0
TOTALS	122	\$338,339.90	\$21,208,132.00	New Construction 16851
				Demolitions 298

**JOINT BUILDING COMMITTEE
ANNUAL PERMIT SUMMARY
2025**

SFD'S, Seasonal Dwellings
and Multi-Unit Dwellings

Month	No. of Permits	Permit Fees	Project Values	2024	2025
Burks Falls	13	\$67,337.50	\$4,401,500.00	3	2
Joly	5	\$6,187.50	\$354,500.00	1	1
South River	5	\$12,695.00	\$813,000.00	3	1
Machar	37	\$108,165.40	\$6,478,332.00	8	13
Strong	26	\$62,614.00	\$3,978,100.00	5	4
Ryerson	23	\$60,450.50	\$3,876,700.00	4	3
Sundridge	13	\$20,890.00	\$1,306,000.00	5	4
TOTALS	122	\$338,339.90	\$21,208,132.00		28
Permit activity at end of November 30, 2025					
TOTALS	110	\$229,601.50	\$14,316,100.00	29	
Permit activity at end of November 30, 2024					
TOTALS	12	\$108,738.00	\$6,892,032.00		-1
Difference from previous year					

Nov-25

New Construction	57
Demolitions	0
Demolitions	0



Director of Economic Development (DoED) Report
November

Core Activity Tracking – (Since last report)

Activity:	Interactions	Description
Business Assistance		
Start Up Files	2	(1) Armour, (1) M/M
Expansion Files		
Developer Files	3	(1) Armour (1) Perry (1) Sundridge
General Support	2	(1) Joly, (1) Burk's Falls
Brand Ambassador	11	Brand Ambassador/ONR Event
High Priority		
Business Visits	Shop Local - 35	(10) BF, (1) Armour, (4) Strong, (14) Sundridge, (6) South River
Program Referrals	4	TBC, NECO, AHCC, NOHFC
Marketing*		
ACED Website Updates	4	Events, Tourism & Lifestyle News, Almaguin Community Callendar, Trip Ideas
Social Media Posting	16	(EXPLORE) 9 (ACED) 7
Facebook/Instagram Reach	13.8K	(EXPLORE) 12.2K (ACED) 1.6K
Facebook/Instagram Views	46.7K	(EXPLORE) 41.5K (ACED) 5.2K
Facebook/Instagram Likes/Followers	5,751	(EXPLORE Facebook) 2872 (EXPLORE Instagram) 1037 (ACED Facebook) 1842
Website Tracking		
Total Users / Views		5.4K
Most viewed pages		Events, Business Directory list, screaming heads, business and development/about
(besides landing page)		
Communications		
Email Blasts	4	Brand Ambassador/ONR Event Invite, Invitation to Participate in Shop Local, Tourism/Business Upcoming events update, RED Gala Invitation
Organization Meetings	3	AHHC, RCIP, AHCC AGM,
Partnership Projects	2	RED Gala, Shop Local
Municipal Visits	6	SR, Sundridge, BF, Joly, M/M, Strong (Perry was not visited due to conflicting staff schedules)
Member Interactions / Support Requests	1	BF
Media Comment Requests	1	Almaguin Housing Article

Current Files & Projects

Project 1A – Business Support

RCIP Update

The RCIP Board met on November 6th, with another 58 applications reviewed and approved.

Contractors and Trades Support

The 2025 conversations with Building Centre and Support Agency partners will be reflected as action items in the 2026 draft work plan. *No further significant updates at this time*

Project 1C – AHCC Partnerships

The EDO was asked to be a guest speaker at the November Chamber Annual General Meeting, where an update on ACED services and partnership projects was given. The RED Gala and the Shop Local Campaign were promoted during the presentation.

Project 2A – Community Organization Support

The CMO developed a Facebook post and a website article to promote the new calendar and outline the “how to submit” process for community events.

Project 2B – Regional Recreation & Municipal Support

Village of Sundridge Support

The EDO has been working with the Village of Sundridge and a private business to determine the best options for a new development. A resolution was passed stating their interest in exploring the proposal further, and a survey will take place, giving each Councillor an opportunity to share their opinions and comments on the proposal.

Municipal Supports

No Update at this time.

Project 3A – Almaguin Housing Task Force

The DoED has connected with representatives from the Parry Sound District Social Services Administration Board, who have indicated an interest in participating in the first meeting of 2026.

Project 3B – Transportation

Almaguin Community Transportation Committee

An Almaguin Transportation Committee (ACT) meeting took place on Tuesday, October 30th at the Armour Township office. Quorum was not met, so no decisions were passed, but a presentation from Leslie Price from East Parry Sound Community Support Services did take place at this meeting.

The Return of Passenger Rail Service

The EDO and CMO hosted a Brand Ambassador session in collaboration with Ontario Northland to discuss marketing opportunities and collaboration between businesses as a way to prepare for the return of passenger rail. There were 25 businesses that registered for the event.

Project 4A – Brand Strategy Implementation

Phase 2 – Physical Brand Roll Out

All applications have been submitted. Currently awaiting updates from both funding programs.

Social Media/Explore Almaguin Website/ Email Marketing/Content

The CMO created a social media post / article on the website highlighting Christmas vendor

markets across the region, which received over 10,500 views across platforms and reached more than 6,100 users.

The CMO created a “Winter in Almaguin” trip ideas article for the Explore Almaguin website, along with a supporting Facebook post highlighting local accommodations, experiences, and businesses, which garnered 3,159 views.

The CMO developed a comprehensive Shop Local campaign, including a series of Facebook and Instagram posts and reels, 12 Days of Giveaways content, business highlights, a listicle featuring participating businesses on the Explore Almaguin website, and an article explaining how the Shop Local contest works.

Project 4C Shop in Almaguin Campaigns

The Wrap Up Almaguin Christmas Shop Local has launched. There are 3 components to the campaign including:

- Christmas Market promotion- market attendees can take a picture and share to Explore Almaguin to enter for a chance to win a \$200 gift card. The market-driven campaign is meant to encourage people to share their experiences at the craft markets and to shop with local crafters.
- In-store campaign – customers are invited to enter a draw for a \$200 gift card to any participating business by spending the minimum \$10 in-store and entering through a ballot or QR code. The draw will take place on December 18th. This part of the campaign is focused on encouraging people to think about shopping local in-store for Christmas.
- The 12 Days of Christmas Giveaways – the gift cards that were donated by participating businesses will be given away every day throughout the 12 days through a ‘like, share, follow’ campaign on Facebook, aimed at growing the audience of Explore Almaguin and the businesses.

Project 5A – RED Gala

The RED Invitations have been sent out to ACED members, municipal staff, Brand Ambassadors, Chamber Members, local economic development colleagues and community organizations. Each municipality has 2 seats held until November 27th, at which time remaining seats will be made available to our general business email list and the Women’s Own Resource Centre’s general email list. A toy-drive and cash donations for the food bank will be promoted at the event as well to give back to the community.

Event Details include:

Date – Tuesday, December 9th, 2025

Time – Doors open at 5:30 p.m.

Location – Sprucedale Community Centre

Guest Speaker – Avery Swartz from CampTech on Practical Uses of AI for municipalities and businesses

Caterer – Chef Trevor from Katrine Food

2026 ACED Department Workplan

The 2026 ACED Department Workplan is currently in development. ACED Partner organizations are encouraged to communicate their 2026 priorities to staff either via email or in person during in-office visits. Should there be any questions related to priorities or work planning, please contact the DoED.

ACED Shared Services Agreement, Evolution of Service Delivery, ETC.

Finalizing the Revised Shared Services Agreement & Funding Formula

The DoED has received written correspondence from 9 municipalities to date. There were 6 indicating support of the 2-year agreement and two declinations. A delegation will be made to the Village of Burk's Falls at their November 25, 2025, meeting. The Municipality of Powassan has requested a delegation; however, a date has not been set. Below is a summary of the responses as of November 21, 2025:

Township of Perry	Support	Township of Strong	Support
Township of McMurrich Monteith	Support	Township of Armour	Support
Village of Sundridge	Support	Village of Burks Falls	Delegation
Municipality of Powassan	Delegation	Township of Joly	No Resp.
Town of Kearney	No Resp.	Township of Machar	No Resp
Township of Ryerson	Decline	Municipality of Magnetawan	Decline
Village of South River	No Resp.		

It is anticipated that further updates will be available for the November 27th meeting which will be provided verbally. Once decisions have been received from remaining municipalities a draft budget will be circulated for review.

Replacement of the DoED

Per the direction of the Board and the October 23rd report, the DoED position was posted internally between November 3rd and November 10th, 2025. The position received one application. The DOED will have further updates for the Board at the November 27th meeting. The start date for the role will be January 2nd, 2026.

Future sustainability considerations

Carry Forward

An ACED member has brought forward the prospect of having the Board consider establishing a municipal services corporation (MSC) at the end of the Two Year Interim ACED Agreement. The scope of the MSC would initially be to graduate the ACED Board from a municipally administered board to a stand-alone organization. While ACED would be the first service overseen by the corporation, there could be potential to add other regionally inclusive services to the corporation in the future as the will of partnering municipalities exists.



RESOLUTION

2025-34

Be it resolved that the Almaguin Community Economic Development Board approve the October 23, 2025 ACED meeting minutes as: (please circle).

CIRCULATED

AMENDED

MOVED BY: _____

SECONDED BY: _____

CARRIED: Yes No

Comments:



RESOLUTION

2025-35

Be it resolved that the Almaguin Community Economic Development Board move in to closed session at _____ p.m. under section 239(2) of the municipal act to discuss personal matters about an identifiable individual, including municipal or local board employees.

MOVED BY: _____

SECONDED BY: _____

CARRIED: Yes / No

Comments:



RESOLUTION

2025-36

Be it resolved that the Almaguin Community Economic Development Board hereby move out of closed session at _____ p.m.

MOVED BY: _____

SECONDED BY: _____

CARRIED: Yes / No

Comments:



RESOLUTION

2025-37

Be it resolved that the Almaguin Community Economic Development Board have received a verbal report from the DoED regarding the Internal Job Posting for the Director of Economic Development Role and request that the Township of Armour proceed with extending the letter of offer to the successful candidate.

MOVED BY: _____

SECONDED BY: _____

CARRIED: Yes No

Comments:



RESOLUTION

2025-38

Be it resolved that the Almaguin Community Economic Development Board adjourn November 27th, 2025, ACED Meeting at _____ P.M.

MOVED BY: _____

SECONDED BY: _____

CARRIED: Yes No

Comments:

Nancy Millar

From: MNR Fish and Wildlife Policy Branch <MNR-FishandWildlifePolicyBranch@ontario.ca>
Sent: November 21, 2025 2:43 PM
Cc: Wildlife Policy (MNR)
Subject: Black Bear Harvest Management in Ontario



**Ministry of Natural
Resources**

Stephen Casselman
A/Director

Fish and Wildlife
Policy Branch
300 Water Street
5th Floor N
Peterborough ON K9J 3C7

**ministère des Richesses
naturelles**

Stephen Casselman
Directeur par intérim

Direction des politiques relatives au
poisson et à la faune
300, rue Water
5^e étage Nord
Peterborough (Ontario) K9J 3C7

November 21, 2025

SUBJECT: Black Bear Harvest Management in Ontario

Greetings,

I am writing to inform you that the Ministry of Natural Resources (MNR) is seeking feedback on proposed policy and regulatory changes to black bear management. The proposal has been posted to the Environmental and Regulatory Registries for 45 days for public review and comment, closing on January 5, 2026. You can access the proposal and submit feedback here:

English: [Proposal to update the province's black bear management approach | Environmental Registry of Ontario](#)

French: [Proposition visant à mettre à jour l'approche de gestion de l'ours noir de la province | Registre e...](#)

Summary of Proposed Changes

1. **Black Bear Population Objectives:** Population objectives, described as ranges with defined upper and lower limits, will guide management decisions. Preliminary Population Objective Ranges (PORs) are proposed, based primarily on ecological data. We are seeking public input to help incorporate social, cultural, and economic considerations to refine the final objectives.
2. **Harvest Management Guidelines:** Final PORs will serve as benchmarks for assessing the status of black bear populations and guide harvest management decisions. New adaptive management tools are proposed (e.g., a resident draw to be used in areas of concern), alongside harvest sustainability indicators to support sustainable management. A defined

allocation process will improve transparency and equitability in allocation between harvest sectors.

3. **Regulatory Amendments:** Proposed regulatory changes will extend protections for cubs and females with cubs into the fall and clarify the prohibition on the possession of bear bile to further promote long-term sustainable black bear management.

If the guidelines and final Population Objective Ranges are approved, the ministry has proposed a 5-year province-wide transition plan. During this transition period, harvest management decisions will not be applied based on the final Population Objective Ranges, except as a pilot on the Saugeen Bruce Peninsula, where unique concerns about the small, isolated population require immediate attention. The transition plan will allow the ministry to complete necessary preparations for implementation of the new guidance.

Black bears are an important part of Ontario's ecosystem and natural heritage. These proposed changes aim to support responsible black bear management, taking into account ecological considerations, public interests, and the diverse perspectives of all Ontarians. We encourage all interested individuals and organizations to review the proposal and share your perspectives. Your feedback will help inform decisions and ensure that a wide range of views are considered in the development of black bear management approaches.

We look forward to hearing from you. If you have any questions, or would like to discuss the proposed changes further, please contact wildlifepolicy@ontario.ca.

Thank you,

Stephen Casselman
A/Director, Fish and Wildlife Policy Branch
Ontario Ministry of Natural Resources

Please note: As part of providing accessible customer service, please let me know if you have any accommodation needs or require communication supports or alternate formats.



Taking pride in strengthening Ontario, its places and its people

FOR IMMEDIATE RELEASE

November 26, 2025

FONOM Welcomes Federal Support for Steel and Lumber Sectors Impacted by U.S. Tariffs

Northeastern Ontario – The Federation of Northern Ontario Municipalities (FONOM) welcomes today’s announcement by Prime Minister Mark Carney outlining new federal measures to support Canada’s steel and softwood lumber industries, which continue to face unprecedented challenges due to aggressive U.S. tariff actions.

The federal plan includes strengthened protections for domestic producers, expanded financial supports for companies facing liquidity pressures, and new incentives to increase the use of Canadian steel and lumber in national infrastructure and housing projects. These measures aim to stabilize sectors vital to the economies of many Northern Ontario communities.

Prime Minister Carney announced that Canada will significantly tighten tariff-rate quotas on foreign steel imports, opening an estimated **\$850 million in domestic demand** for Canadian producers. In addition, the federal government is allocating **\$500 million in new financing** for softwood lumber firms, paired with a further **\$500 million expansion** of the Business Development Bank of Canada’s softwood guarantee program.

FONOM is encouraged by the federal government’s recognition of the pressures facing Northern resource-based communities, where steel and lumber operations support thousands of jobs and anchor local economies.

“These measures acknowledge what Northern Ontario has long understood — that our steel and lumber sectors are national economic pillars,” said FONOM President Dave Plourde **“U.S. tariffs continue to destabilize communities across the North, and today’s announcement provides needed tools to help our workers and industries adapt, compete, and grow.”**

FONOM also welcomes the federal commitment to **reduce interprovincial freight rates by 50 per cent** for steel and lumber shipments beginning next spring. Lower transportation costs will help Northern producers access new domestic markets and move product efficiently while north-south trade remains constrained.

As part of the plan, the federal government will also advance the **Buy Canadian Policy**, ensuring that major defence, construction, and infrastructure projects prioritize Canadian steel, aluminum,

and wood products. This aligns strongly with FONOM's longstanding advocacy for procurement policies that support Canadian jobs and supply chains.

“Keeping Canadian dollars working in Canada is essential,” added the President. “These steps will create new demand for made-in-Canada materials while helping stabilize communities affected by unpredictable U.S. trade actions.”

FONOM looks forward to continued collaboration with federal officials to ensure the timely rollout of these programs, and to ensure that Northern Ontario municipalities and industries can fully benefit from the measures announced today.

Media Contact:

Dave Plourde, President

Federation of Northern Ontario Municipalities (FONOM)

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



Corporation of the Municipality of Calvin

Council Resolution

Date: November 26, 2025

Strengthening Self-Defence Protections and Addressing Rising Home Invasions in Ontario

Resolution Number: 2025-345

Moved By: Mayor Gould

Seconded By: Councillor Manson

WHEREAS violent home invasions have increased in several regions of Ontario, creating growing fear and frustration among residents;

AND WHEREAS Ontario homeowners increasingly believe that current self-defence laws do not provide sufficient or clear protection for individuals who lawfully defend themselves and their families during violent intrusions;

AND WHEREAS rural residents often experience police response times that can exceed 30 minutes or more, leaving citizens without immediate protection when confronted with life-threatening emergencies;

AND WHEREAS the absence of "home invasion" as a distinct offence in the national Uniform Crime Reporting system prevents governments from understanding the true scale of this crime and responding appropriately;

AND WHEREAS the Province of Ontario has repeatedly called for strengthened homeowner protections, including consideration of castle-law-style provisions, and for the federal government to act;

AND WHEREAS residents expect all levels of government to take decisive action to address gaps that leave families vulnerable in their own homes;

NOW THEREFORE BE IT RESOLVED THAT:

1. The Municipality of Calvin strongly supports the Province of Ontario's call for strengthened homeowner self-defence protections, including the adoption of clear and robust "castle law"-type provisions to ensure that law-abiding residents can protect themselves without fear of unjust prosecution.
2. Council calls on the Government of Canada to immediately prioritize reforms to the Criminal Code that strengthen and clarify the rights of homeowners who act in legitimate self-defence during violent home invasions.
3. Council demands that the federal government amend the Uniform Crime Reporting system to classify "home invasion" as a distinct criminal offence, allowing for accurate tracking, targeted enforcement, and informed public policy.
4. Council urges the Province of Ontario to take stronger action to monitor, publish, and improve police response times in rural and northern communities, and to ensure that residents are not left unprotected due to resourcing shortages.
5. Council encourages all Ontario municipalities to adopt similar resolutions to demonstrate a unified municipal voice calling for urgent reforms that protect citizens in their homes.

BE IT FURTHER RESOLVED THAT copies of this resolution be forwarded to:
The Prime Minister of Canada, The Minister of Justice and Attorney General of Canada.
The Premier of Ontario, The Attorney General of Ontario, The Solicitor General of Ontario,
MPP Vic Fedeli, and all Ontario municipalities.

Results: Carried

CERTIFIED to be a true copy of
Resolution No. 2025-345 passed by the
Council for the Corporation of the Municipality of Calvin
on the 25th day of November 2025.

A handwritten signature in blue ink, appearing to read 'Trish Araujo', is written over a faint, circular official stamp. The signature is fluid and cursive.

Trish Araujo
Deputy Clerk

Strengthening Self-Defence Protections and Addressing Rising Home Invasions in Ontario

Agenda Item: Resolution – Background Report (Submitted by Mayor Gould)

Ontario Premier Doug Ford has repeatedly called for a review or adoption of "castle laws" in Canada, beginning June 16, 2025, and continuing in August and October of 2025. Premier Ford has emphasized that Ontario families must feel safe in their homes and that law-abiding residents should not face legal uncertainty when legitimately defending themselves from violent intruders.

Several urban and suburban regions, including York and Peel, have experienced a documented rise in violent home invasions and have established dedicated task forces to address this trend. In contrast, rural communities lack reliable statistics because "home invasion" is not recognized as a distinct offence under the national Uniform Crime Reporting (UCR) system. As a result, these incidents are recorded under broader categories such as break-and-enter or assault, making it difficult to assess the true scale of the problem outside major urban centres.

Rural residents face additional vulnerabilities due to limited policing resources and significantly longer emergency response times, which can leave homeowners without immediate protection during life-threatening situations. These conditions highlight the need for clearer legal protections for homeowners, improved crime-tracking practices, and decisive action from both provincial and federal governments to enhance public safety.

Resolution: Strengthening Self-Defence Protections and Addressing Rising Home Invasions in Ontario

WHEREAS violent home invasions have increased in several regions of Ontario, creating growing fear and frustration among residents;

AND WHEREAS Ontario homeowners increasingly believe that current self-defence laws do not provide sufficient or clear protection for individuals who lawfully defend themselves and their families during violent intrusions;

AND WHEREAS rural residents often experience police response times that can exceed 30 minutes or more, leaving citizens without immediate protection when confronted with life-threatening emergencies;

AND WHEREAS the absence of "home invasion" as a distinct offence in the national Uniform Crime Reporting system prevents governments from understanding the true scale of this crime and responding appropriately;

AND WHEREAS the Province of Ontario has repeatedly called for strengthened homeowner protections, including consideration of castle-law-style provisions, and for the federal government to act;

AND WHEREAS residents expect all levels of government to take decisive action to address gaps that leave families vulnerable in their own homes;

NOW THEREFORE BE IT RESOLVED THAT:

1. The Municipality of Calvin strongly supports the Province of Ontario's call for strengthened homeowner self-defence protections, including the adoption of clear and robust "castle law"-type provisions to ensure that law-abiding residents can protect themselves without fear of unjust prosecution.
2. Council calls on the Government of Canada to immediately prioritize reforms to the Criminal Code that strengthen and clarify the rights of homeowners who act in legitimate self-defence during violent home invasions.
3. Council demands that the federal government amend the Uniform Crime Reporting system to classify "home invasion" as a distinct criminal offence, allowing for accurate tracking, targeted enforcement, and informed public policy.
4. Council urges the Province of Ontario to take stronger action to monitor, publish, and improve police response times in rural and northern communities, and to ensure that residents are not left unprotected due to resourcing shortages.

5. Council encourages all Ontario municipalities to adopt similar resolutions to demonstrate a unified municipal voice calling for urgent reforms that protect citizens in their homes.

BE IT FURTHER RESOLVED THAT copies of this resolution be forwarded to:

The Prime Minister of Canada, The Minister of Justice and Attorney General of Canada.

The Premier of Ontario, The Attorney General of Ontario, The Solicitor General of Ontario,
MPP Vic Fedeli, and all Ontario municipalities.

**Ministry of
Municipal Affairs
and Housing**

Office of the Minister

777 Bay Street, 17th Floor
Toronto ON M7A 2J3
Tel.: 416 585-7000

**Ministère des
Affaires municipales
et du Logement**

Bureau du ministre

777, rue Bay, 17^e étage
Toronto (Ontario) M7A 2J3
Tél.: 416 585-7000



Ontario

234-2025-4982

November 25, 2025

Dear Head of Council:

Through the *Protect Ontario by Building Faster and Smarter Act, 2025* ([Bill 17](#)), which received Royal Assent on June 5, 2025, changes were made to the *Planning Act* that will help streamline and standardize municipal development processes.

This includes changes that enable the Minister of Municipal Affairs and Housing, by regulation, to permit variation from a zoning by-law “as of right” if a proposal is within a prescribed percentage of the required setback (the minimum distance a building or structure must be from a property line) on specified lands. This new authority was intended to reduce planning applications for minor variances.

Today, our government announced further action to streamline planning approvals by exercising my authority established under Bill 17 to amend Ontario Regulation 545/06 ([Zoning By-laws, Holding By-laws and Interim Control By-laws](#)) to allow variations to be permitted “as-of-right” if a proposal is within 10% of setback requirements applicable to specified lands. Specified lands include any parcel of urban residential lands outside of the Greenbelt Area, and exclude areas such as hazardous lands, and lands near shorelines and railways. These changes in [Ontario Regulation 257/25](#) were filed on November 21, 2025 and took effect upon filing.

Any variances sought beyond the prescribed percentage of the setback requirement would be subject to the usual minor variance or rezoning approval process and other zoning standards (e.g., height limits, etc.) would continue to apply, helping to mitigate potential land use compatibility issues.

This “as-of-right” permission is intended to remove the need for certain variances that are the most minor in nature, resulting in fewer applications submitted and fewer hearings for minor variances before a municipal committee of adjustment for these proposals.

The proposed regulation works with the [Additional Residential Units regulation](#) (Ontario Regulation 299/19) to help create additional residential units, such as basement suites, by eliminating additional barriers related to setbacks.

We look forward to continued collaboration with our municipal partners as we work together to achieve our goal of building the homes that Ontarians need.

Sincerely,

A handwritten signature in blue ink that reads "Robert J. Flack". The signature is fluid and cursive, with a long horizontal stroke at the end.

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

- c. Robert Dodd, Chief of Staff, Municipal Affairs and Housing (MMAH)
Martha Greenberg, Deputy Minister, MMAH
David McLean, Assistant Deputy Minister, Housing Planning and Policy Division,
MMAH
Municipal Chief Administrative Officer



Ontario's New Blue Box System FAQs

What's happening to Ontario's recycling program?

Starting January 1, 2026, Ontario will complete its transition to an enhanced recycling system where producers – those organizations that supply packaging and paper materials to residents – are 100% responsible for funding and managing the recycling program.

This new system is managed by Circular Materials, the administrator of the common collection system and a not-for profit organization that is committed to building efficient and effective recycling systems.

As part of this new recycling system, residents will be able to recycle more than ever before at the curb. Ontarians will also be able to recycle the same materials no matter where they are across the province – supporting consistency and making the program more accessible.

[Learn more](#) about Ontario's upcoming recycling system.

Why is Ontario's recycling program changing?

Historically, Ontario's blue box recycling programs were managed by communities who were responsible for paying approximately half of the costs, with producers responsible for the other half. Under the Blue Box Regulation, Ontario is introducing a new model where producers are 100% responsible for operating and funding the program.

What new materials can residents recycle?

As of January 2026, residents will be able to recycle more than ever before at the curb, including hot and cold beverage cups, frozen juice containers, ice cream tubs, black plastic containers, deodorant, toothpaste tubes and more. [Learn more](#) about Ontario's new recycling system.



Where can I learn about my local recycling program in 2026?

Residents can visit circularmaterials.ca/recycleontario to learn about their local recycling program, including collection schedules, what can go in their recycling, customer service information, etc. On this page, residents can enter their community and access local recycling information, including customer service numbers and more.

In 2026, Circular Materials will also be releasing a [recycling app](#), making it easy for residents to check their recycling collection schedule, see what materials are accepted, receive service alerts and more.

Who can residents contact for a recycling inquiry?

For general recycling questions, replacement bin requests, accommodation requests or missed collections, residents can contact their local collection contractor. Contact information for each community's collection contractor is listed on their dedicated community webpage at circularmaterials.ca/ON.

Who can residents contact if they would like to escalate their concerns?

If residents have concerns about contractor service, they can contact Circular Materials at customerservice@circularmaterials.ca or 1-877-667-2626.

Who can I contact if my office has any questions related to the new recycling program?

If your office has questions related to the new recycling program, please contact communications@circularmaterials.ca.

Will there be major changes to recycling collection compared to before transition?

Circular Materials aims to maintain and enhance recycling services that were provided prior to transition. Enhancements include residents being able to recycle more materials, and the same materials no matter where they are across Ontario.



Who is Circular Materials?

Circular Materials is the administrator of Ontario's common collection system, and responsible for operating the new recycling system for blue box materials in 2026. This includes enabling innovation, operational efficiencies, increased standard levels and access to materials. For example, last year, Circular Materials **announced** a pilot for the recycling of both hot and cold paper-based and plastic-lined beverage cups at home and other eligible locations in Toronto. This pilot marked the first step towards incorporating these materials in recycling systems across all cities and communities in Ontario by 2026.

Circular Materials is committed to increasing recycling rates across Ontario and ensuring more materials are looped into the circular economy, benefiting both people and the environment.

Who are the other parties involved in Ontario's move to this new recycling system?

Circular Materials, Ryse Solutions, Landbell Canada and EnvironFocus Incorporated are the producer responsibility organizations (PROs) that are operating Ontario's new common collection system.

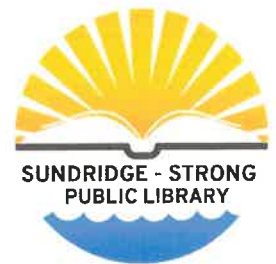
What does extended producer responsibility (EPR) mean?

EPR is a framework in which producers – the businesses that supply paper and packaging to residents – are responsible for managing the end-of-life management of these materials. EPR enables innovation, operational efficiencies, increased standard levels, and access to materials.

Recycling programs founded on the principles of EPR improve recycling rates and encourage the more efficient use of materials. Learn more [here](#).

LIBRARIAN'S REPORT

November 20, 2025 Board Meeting



Statistics:

	OCTOBER - CIRCULATION				
	2021	2022	2023	2024	2025
Library	883	878	892	743	783
Overdrive	200	287	402	371	410
Total	1083	1165	1294	1114	1193

	COMPUTERS USE			WiFi USE		
	2023	2024	2025	2023	2024	2025
OCT.	57	52	59	281	308	180

	KIDS ELECTRONICS			IN LIBRARY LEGO USE		
	2023	2024	2025	2023	2024	2025
OCT.	26	21	31	--	21	33

OCTOBER PROGRAMMING & ATTENDANCE		
Program/Event	Adults	Kids
Book Club	7	
Knitting & Crocheting	21	
Storytime	12	16
Walking Club	29	
Crafternoon	2	5
Halloween Stories & Crafts	6	10
Book Reading & Craft	1	2


The Commonwell has posted the video they made at the library highlighting the LEAF grant they gave to us. It can be viewed on their website at the following link: <https://thecommonwell.ca/impact/>

The strategic plan committee met with a parent and two pre-teens to get feedback on what the library could do to attract more teenagers to the library. Some great ideas were outlined.

The library won a set of ABzilly Book Collection from the International Dyslexia Association - Ontario as part of their Read October giveaway.

Events:

- December 6 at 1:00 pm - Christmas Card Making (no one signed up for the November date so we are trying a different date).
- December 10 at 6:30 pm - Christmas Stories & Crafts


Melinda Kent



Alcohol and
Gaming Commission
of Ontario

Commission des
alcools et des jeux de
l'Ontario

Lottery Licence Licence de loterie

M 812414

Licensee/Titulaire de licence

Address (no. of street, name of street, suite no., city/town, province, postal code)

Adresse (n° de rue, nom de rue, bureau, ville, province, code postal)

Sundridge Lion's Club
P.O. Box 398
Sundridge, ON
P0A 1Z0

PHOTOCOPY

Type of Lottery Scheme
Genre de loterie

Raffle - Elimination Draw

Location/Lieu

SSJ Arena & Hall, 14 Albert Street, Sundridge, ON

Municipality/Municipalité

The Village of Sundridge

Specific date(s) of the lottery event(s) (yyyy/mm/dd)
Date(s) spécifique(s) de la loterie (aaaa/mm/jj)

December 4, 2025 to May 9, 2026

Early Bird Draw - February 14, 2026

May 9, 2026 - Elimination Draws

Specific time(s) of the lottery event(s)
Heure(s) spécifique(s) de la loterie
From/de (HH:MM) To/à (HH:MM)

Dec. 4, 2025
08:00am

May 9, 2026
11:59pm

Total value of all prizes in any lottery conducted under this licence not to exceed \$7,500.00----- in cash, or merchandise or articles at equivalent market value.

La valeur totale des prix d'une loterie organisée en vertu de la présente licence ne doit pas excéder \$ en espèces ou une valeur équivalente en nature.

The licensee must observe all terms and conditions of this licence as agreed to in its application.

The conduct of this lottery scheme is restricted to the dates, hours and limits specified on this licence.

L'organisme autorisé doit se conformer à toutes les modalités dont il a convenu dans la demande de licence. On doit conduire la loterie selon les dates, heures et limites qui y sont indiquées.

Special Terms and Conditions/Modalités spéciales

See applicable AGCO Terms and Conditions.

Charitable donations to approved charitable organizations.

Date of Issue (yyyy/mm/dd)

Date de délivrance de la licence (aaaa/mm/jj)

2025/12/03

Licence Fees/Droits - licence

\$180.00---

\$

Licensing Officer/Agent de délivrance des licences

Nancy Millar

Registrar of Alcohol and Gaming
Registreur des alcools et des jeux

For Immediate Release

Northern Ontario Hill Days: NOMA and FONOM Bring a Unified Northern Voice to Ottawa

Thunder Bay, ON / North Bay, ON — December 3, 2025 — The Northwestern Ontario Municipal Association (NOMA) and the Federation of Northern Ontario Municipalities (FONOM) have concluded two highly productive days of meetings on Parliament Hill as part of **Northern Ontario Hill Days**, a coordinated advocacy mission that brought municipal leaders directly to federal decision-makers to advance the priorities of Northern communities.

Over the two-day mission, representatives from NOMA and FONOM met with **MPs from all parties, Cabinet Ministers, Opposition Leaders, and senior federal officials**, underscoring a shared message: **supporting the North is essential to strengthening Canada's economy, infrastructure, and communities.**

High-Impact Meetings Across Parliament Hill

Throughout the mission, the delegation engaged in focused discussions with:

- **Staff from the Leader of the Official Opposition**
- **MP Marcus Powlowski (Thunder Bay–Rainy River)**
- **MP Pauline Rochfort (Nipissing–Timiskaming)**
- **Finance Minister François-Philippe Champagne**
- **Minister Patty Hajdu**
- **Minister Mélanie Joly**
- **Parliamentary Secretary for Infrastructure and Housing Jennifer McKelvie**
- **Parliamentary Secretary for Immigration Peter Fragiskatos**
- **Housing Critic Scott Aitchison (CPC)**
- **MP Eric Melillo (Kenora / Kiiwetinoong - CPC)**
- **Senior staff in the Prime Minister's Office**

These discussions centred on the urgent needs of Northern communities and the unique role the region plays in national economic growth, resource development, supply chain reliability, and community safety.

Advancing Key Priorities for Northern Communities

NOMA and FONOM presented a coordinated set of priorities, including:

▪ **Strengthening the Trans-Canada Highway System**

Northern Ontario is home to the most vulnerable stretch of the Trans-Canada Highway. The delegation called for federal investment in 2+1 highway models, redundancy around critical pinch points, and long-term resilience planning to ensure the continuity of Canada's national supply chain.

▪ **Addressing Labour Shortages Through Tailored Immigration Pathways**

Municipal leaders emphasized that severe labour shortages are slowing growth across essential services, small businesses, and major industrial projects. The delegation pressed for rural- and Northern-specific immigration solutions to attract and retain workers and to support regional post-secondary institutions facing enrolment pressures.

▪ **Community Safety and Meaningful Bail Reform**

Delegates urged the federal government to take decisive action on chronic reoffending, improve accountability within the bail system, and support measures that restore safety and confidence in Northern communities.

▪ **Unlocking Economic Growth and Critical Minerals Development**

NOMA and FONOM highlighted the global significance of Northern Ontario's critical mineral potential and called for accelerated permitting, strategic infrastructure investments, and continued support for Indigenous-led partnerships.

Quotes:

"Northern Ontario's highways are Canada's highways. The Trans-Canada corridor through our region is the most vulnerable stretch in the entire country, and without real federal investment in redundancy, expansion, and safety upgrades, the national supply chain remains at constant risk. At the same time, our communities are facing historic labour shortages across every sector. We made it clear in Ottawa that Northern Ontario is ready to grow, but we need the workers—and the safe, reliable transportation infrastructure—to support that growth."

— **Rick Dumas, President, Northwestern Ontario Municipal Association (NOMA)**

"Municipalities across Northern Ontario are confronting a community safety crisis driven by chronic and repeat offenders, and we pressed the federal government for meaningful bail reform that protects victims, reinforces accountability, and ensures our communities can feel safe again. At the same time, labour shortages are holding back everything from small businesses to major resource projects. Northern Ontario needs a federal partner committed to real solutions on both fronts if we are going to thrive."

— **Dave Plourde, President, Federation of Northern Ontario Municipalities (FONOM)**

A Strong and Collaborative Presence

Northern Ontario Hill Days showcased unprecedented collaboration between the two regional associations, presenting a united and solutions-focused voice to federal leaders. Together, NOMA and FONOM affirmed that **a strong, growing Northern Ontario is foundational to building a strong and competitive Canada.**

Looking Ahead

NOMA and FONOM expressed their commitment to continuing this momentum through **annual federal engagement**, ensuring that the issues facing Northern communities remain front and centre in national discussions.

Both organizations also extended an invitation to federal leaders, stating that they **look forward to welcoming MPs, Ministers, and the Prime Minister** to their upcoming conferences to continue dialogue, strengthen relationships, and advance shared priorities for Northern Ontario.

—30—

Media Contacts:

Dave Plourde, President, FONOM
705-335-1615 | fonom.info@gmail.com

Rick Dumas, President, NOMA
807-683-6662 | admin@noma.on.ca

JOINT BUILDING COMMITTEE
P.O. BOX 1120
SUNDRIDGE, ON P0A 1Z0
PHONE 705-384-9444 – FAX 705-384-9445

RESOLUTION

Date: November 20, 2025

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 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

.....
Defeated

.....

Chairperson

Recorded Vote:

	For	Against
Ashley Brandt
Robert Brooks
Budd Brown
Glenn Miller
Luke Preston
Neil Scarlett
Marianne Stickland

Conflict of Interest Declared and Seat(s)

Vacated: _____

SERVICES AGREEMENT
BETWEEN
ONTARIO CLEAN WATER AGENCY
A N D
THE CORPORATION OF VILLAGE OF SUNDRIDGE

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SERVICES AGREEMENT

THIS AGREEMENT effective as of the 1st day of January, 2025 (the “Effective Date”),

B E T W E N

ONTARIO CLEAN WATER AGENCY/AGENCE ONTARIENNE DES EAUX, a corporation established under the *Capital Investment Plan Act, 1993*, c.23, Statutes of Ontario.

(“OCWA”)

A N D

THE CORPORATION OF THE VILLAGE OF SUNDRIDGE

(the “Client”)

RECITALS

- (a) OCWA is in the business of providing management, operations and maintenance services for wastewater facilities.
- (b) The Client is the owner of the Sundridge Wastewater Facility and Collection System more particularly described in Schedule A (the “Facility”).
- (c) The Client wishes to retain the services of OCWA to operate and maintain the Facility in accordance with the provisions of this agreement (the “Agreement”).
- (d) The Client and OCWA (collectively, the “Parties” and each a “Party”) are entering this Agreement to set out their respective rights and obligations with respect to the management, operation and maintenance of the Facility.
- (e) The Council of the Client on the ____ day of _____, 20____ passed By-Law No. _____ authorizing the Client to enter into this Agreement.

NOW THEREFORE in consideration of the mutual covenants contained in this Agreement and other good and valuable consideration the receipt and sufficiency of which is hereby irrevocably acknowledged, the Client and OCWA agree as follows:

ARTICLE 1 - INTERPRETATION

Section 1.1 - Definitions

In this Agreement, definitions are set out in Schedule B, or within applicable provisions as indicated.

ARTICLE 2 - RESPONSIBILITIES OF OCWA

Section 2.1 - Retention of OCWA

- (a) The Client retains OCWA to provide management, operation and maintenance services, as described in Schedule C to this Agreement, in respect of the Facility (the “Services”).
- (b) The Client acknowledges and agrees that for the purposes of Section 449 of the *Municipal Act, 2001*, S.O. 2001, c.25, as amended, OCWA is an agent of the Client.

Section 2.2 - Performance of Services

- (a) OCWA shall deliver the Services in compliance with all applicable Environmental Laws, except as described in Paragraphs 2.2(b) and (c) below and in any of the following circumstances:
 - (i) the Client not making the Major Maintenance Expenditures and/or not undertaking the Capital Projects reasonably recommended by OCWA as per Sections 4.4 and 4.5 herein;
 - (ii) failure of the Client to meet its responsibilities specified in this Agreement;
 - (iii) failure of any equipment at the Facility, unless the failure is due to OCWA’s negligence;
 - (iv) the wastewater transmitted to the Facility for treatment does not meet the requirements of the Client’s sewer use by-law or any Environmental Law;
 - (v) the wastewater transmitted to the Facility for treatment contains contaminants or other substances which cannot be treated or removed by the Facility’s treatment processes;
 - (vi) the quantity or quality of wastewater transmitted to the Facility exceeds the Facility’s design or operating capacity;
 - (vii) operational upset conditions caused by the acceptance of septage or leachate.

- (b) OCWA may temporarily cease to provide or reduce the level of provision of Services in the event of an emergency, a breakdown or any Uncontrollable Circumstance. OCWA shall, when practicable, try to give the Client reasonable advance notice of any such occurrence.
- (c) Notwithstanding any other provision of this Agreement, delay in the performance of, or a failure to perform any term of this Agreement by OCWA, shall not constitute default under this Agreement or give rise to any claim for damages suffered by the Client if and to the extent caused by occurrences or circumstances beyond the reasonable control of OCWA (an “Uncontrollable Circumstance”), including but not limited to any circumstances set out in Paragraph 2.2(a), decrees of government, acts of God (including but not limited to hurricanes, tornadoes, floods and other weather disturbances), sabotage, strikes, lockouts and other industrial disturbances, insurrections, war, civil disturbances, pandemics, riots, explosions, fire, supply chain interruptions, global economic turbulence and acts of third parties.
- (d) The Client recognizes that in an emergency situation or where an Uncontrollable Circumstance exists, OCWA’s primary concern will be to use all reasonable efforts to maintain the Facility in compliance with Environmental Laws and that OCWA may be required to correct a deficiency or deal with the emergency situation without obtaining the Client’s prior approval. Should such a situation arise, OCWA will advise the Client as soon as reasonably possible and shall provide as much information as possible to the Client and will work with the Client to ensure the emergency situation is appropriately addressed.

Section 2.3 - OCWA as Independent Contractor

In performing the Services, OCWA shall be acting as an independent contractor and only to the extent and for the specific purposes expressly set forth herein. Neither OCWA nor its employees, agents or subcontractors shall be subject to the direction and control of the Client, except as expressly provided in this Agreement.

Section 2.4 - Authorized Representatives

Each of OCWA and the Client shall be entitled to designate in writing to the other, one or more individuals who shall be authorized to represent it in connection with the day-to-day administration of the provisions of this Agreement (the “Authorized Representative(s)”). Each of the Parties shall be entitled to rely on the acts and approvals given by the other Party’s Authorized Representative until such time as it receives a written notification of change of the other Party’s Authorized Representative.

Section 2.5 - Indemnification of the Client

- (a) OCWA shall exonerate, indemnify and hold harmless the Client, its directors, officers, employees and agents from and against Claims which may be suffered or incurred by, accrue against or be charged to or recoverable from the Client to the extent that such Claim is solely attributed to OCWA's negligence or wilful misconduct when performing the Services, except where such Claim is due to an Uncontrollable Circumstance or to a condition of the Facility which existed prior to OCWA's commencement of the Services (a "Pre-existing Condition"), including but not limited to those listed in Schedule F. Such Pre-existing Conditions shall be the ongoing responsibility of the Client. OCWA, in providing these Services, is not responsible, accountable or liable, in any way, for Pre-existing Conditions, either directly or indirectly.
- (b) The Client shall be deemed to hold the provisions of this Section 2.5 that are for the benefit of the Client's directors, officers, employees and agents in trust for such directors, officers, employees and agents as third party beneficiaries under this Agreement.
- (c) Notwithstanding Paragraph 2.5(a) above, OCWA shall not be liable in respect of any Claim to the extent the Claim is covered by the Insurance.
- (d) Claims by the Client for indemnification from OCWA will follow the Indemnification Process as described in Schedule B.

Section 2.6 - Waiver of Consequential Damages

In no event shall the Parties be liable to each other, and each Party specifically waives as against the other, any and all claims for consequential, incidental, indirect, special or punitive damages resulting in any way from performance or non-performance of this Agreement, whether such damages are characterized as arising under breach of contract or warranty, tort (including negligence), fault, strict liability, indemnity, or other theory of legal liability.

Section 2.7 - Insurance

- (a) OCWA shall maintain, subject to reasonable availability, insurance coverage as described in Schedule E to this Agreement (the "Insurance") and the Client shall be an additional insured under the Commercial General Liability and Contractor's Pollution Liability insurance. The Client acknowledges that, given the unpredictability of the insurance market, deductibles and coverage limits may not be available (or may not be reasonably priced) from year to year. Insurance coverage is reviewed annually and the Client will be notified if there is a change in coverage or a price increase.
- (b) The Client specifically recognizes and agrees that neither OCWA nor the Crown bears any responsibility for the Pre-existing Condition(s) of the Facility. As such, OCWA is not required to obtain insurance for this purpose and the Client has or will obtain its own insurance.

- (c) The Client shall be responsible for securing its own insurance for any other operations with which it is involved that are not part of the Services. The Client acknowledges that OCWA's Commercial General Liability, Professional Liability, Contractor's Pollution Liability insurance and Cybersecurity insurance shall not extend to cover any claims, exposure or liability beyond those directly linked to the provision of Services by OCWA staff. The Client further acknowledges that it will have no recourse under OCWA's Commercial General Liability, Professional Liability, Contractor's Pollution Liability and Cybersecurity insurance for any operations that do not form part of the Services.
- (d) In the event of a claim under the Insurance, the payment of deductibles is as specified in Schedule E.
- (e) The policies of insurance obtained by the Client in subsection 2.7(e) shall be primary, notwithstanding other insurance obtained and maintained by OCWA and a waiver of subrogation shall be added in favour of OCWA, where allowable.

ARTICLE 3 - RESPONSIBILITIES OF THE CLIENT

Section 3.1 - Obligations of the Client

- (a) The Client has the full power and authority to enter into and perform its obligations under this Agreement.
- (b) The Client has passed all necessary By-Laws and has obtained all necessary Authorizations to enable it to enter into and perform its obligations under this Agreement and to operate the Facility, (including, without limitation, any Authorizations required from the Local Planning Appeal Tribunal and the Ministry of the Environment, Conservation and Parks (MECP)), and the Authorizations are in good standing.
- (c) The Client has provided OCWA with a true copy of each of the Authorizations referred to in Paragraph 3.1(b) above prior to the date of this Agreement, including a certified copy of each municipal By-Law required to authorize the Client to enter into and perform its obligations under this Agreement.
- (d) As the owner of the Facility, the Client is fully aware of its responsibilities and obligations regarding the operation and maintenance of the Facility under Applicable Laws, including without limitation its responsibilities under the *Ontario Water Resources Act*, R.S.O. 1990, c. O.40. (the "OWRA") and the *Occupational Health and Safety Act* (the "OHSA") and their regulations.
- (e) The Client confirms that there are no Pre-existing Conditions existing at the Facility which would affect OCWA's ability to operate the Facility in compliance with the terms of this Agreement and Applicable Laws, other than what is listed in Schedule F. The

Client acknowledges and agrees that the Client shall be responsible for addressing such Pre-existing Conditions.

- (f) The Client confirms that as of the date of execution of this Agreement, to the best of the Client's knowledge, the Facility is in compliance with all Applicable Laws.
- (g) The Client is not aware of the presence of any designated substances as defined under the *Occupational Health and Safety Act* (the "OHSA") at the Facility. The Client acknowledges and agrees that it is responsible for dealing with the designated substances (including but not limited to asbestos and lead) in accordance with the OHSA and its regulations and to notify OCWA of the location of any designated substances in the Facility.
- (h) The Client will provide OCWA annually by June 1st of each year the replacement value of the facilities described in Schedule A.
- (i) The Client will maintain its own Cybersecurity insurance policy to cover the Client's SCADA, PLC and related operational technologies and systems.
- (j) The Client shall inform OCWA immediately in writing if the Client's financial system has been compromised through a cyberattack or data breach which may impact OCWA's service account. The Client shall also inform OCWA immediately in writing if the Client's information technologies or operational technologies have been compromised through a cyberattack or other breach which may impact OCWA's assets or operations.

Section 3.2 - Covenants of the Client

The Client hereby covenants the following for the benefit of OCWA:

- (a) The Client agrees to promptly pay all amounts owing to OCWA under this Agreement as they become due, including any interest charges on late payments as determined under Section 4.8.
- (b) The Client agrees to promptly provide OCWA with any information relating to the Facility which could have a bearing on the provision of Services by OCWA, including but not limited to any engineering report prepared in respect of the Facility, any Authorization or amendment to any Authorization, as well as any governmental notice or order relating to the Facility.
- (c) The Client agrees to commit the necessary resources to appropriately address and comply with any such reports, Authorizations, notices or orders.
- (d) The Client shall repair, maintain and keep in a good working state, in accordance with good engineering practices and the standards reasonably applicable to an owner of a like

facility, all wastewater works that belong to or are under the control of the Client and that collect and transmit wastewater to the Facility.

- (e) The Client agrees to promptly commit the necessary resources to appropriately address any health and safety issues identified by OCWA which are the responsibility of the Client.
- (f) The Client shall take reasonable steps to ensure that wastewater transmitted to the Facility complies with the Client's sewer use by-law and any Environmental Laws. If requested by OCWA, the Client shall provide OCWA with copies of the Client's inspection reports (sewer usage, cross-connections, sump pump connections), if available.
- (g) The Client shall inform OCWA if the Facility is to accept septage or leachate. The Client shall provide OCWA with a report of a professional engineer indicating that the Facility is capable of handling such additional Loadings. The Client shall provide OCWA with a list of haulers from which OCWA is to accept septage or leachate at the Facility. OCWA shall not be responsible for any operational impacts caused by the septage or leachate. The Client shall be fully responsible for any additional costs incurred as a result of the acceptance of septage or leachate at the Facility.

Section 3.3 - Exoneration and Indemnification of OCWA

- (a) Subject to Paragraph 3.3(c) below, the Client shall exonerate, indemnify and hold harmless OCWA, its directors, officers, employees and agents and His Majesty the King in Right of Ontario, as represented by the Minister of the Environment, Conservation and Parks and all directors, officers, employees and agents of the Ministry of the Environment, Conservation and Parks (collectively referred to as the "Indemnified Parties") from and against any and all Claims which may be suffered or incurred by, accrue against, or be charged to or recoverable from any one or more of the Indemnified Parties that is solely attributed to the Client's negligence or willful misconduct.
- (b) OCWA shall be deemed to hold the provisions of this Article 3 that are for the benefit of OCWA's directors, officers, employees and agents and the other Indemnified Parties as defined above, in trust for all such Indemnified Parties as third party beneficiaries under this Agreement.
- (c) Claims by OCWA for indemnification from the Client will follow the Indemnification Process as described in Schedule B.
- (d) Notwithstanding Paragraph 3.3(a) above, the Client shall not be liable in respect of any Claim:

- (i) to the extent that such Claim is covered by the Insurance; however, the Client shall be responsible for any deduction or self-insured retention amount in accordance with Schedule E; and
- (ii) to the extent that such Claim is caused solely by OCWA's negligence or wilful misconduct in providing the Services.

ARTICLE 4 - TERM, PAYMENT FOR SERVICES AND OTHER CHARGES

Section 4.1 - Initial Term of Agreement

This Agreement shall start on the January 1, 2025 (Effective Date) and shall continue in effect for an initial term of five (5) years, ending on December 31, 2025 (the "Initial Term") and then may be renewed for successive five (5)-year terms (each a "Renewal Term") subject to mutual agreement between the Parties, subject to Section 6.1 of this Agreement.

Section 4.2 - Operations Estimate

Subject to any adjustments made pursuant to other provisions of this Agreement, the Client shall pay OCWA a price for the Services for each Year of the Initial Term as described in Schedule D.

Section 4.3 - Payment of the Estimate

The Client shall pay OCWA the annual Estimate for each Year of the Initial Term or any Current Term, in twelve (12) equal monthly payments, in advance, on the first day of each month. The first payment shall be due and payable on January 1, 2025. Payment shall be made by the Client by pre-authorized bank debit from a bank account designated by the Client.

Section 4.4 - Major Maintenance Expenditures

- (a) "Major Maintenance Expenditures" means the charges for all non-routine, non-repetitive activities, repair or replacement of machinery or equipment required for the continuity of operations, safety, and operating performance of the Facility that are necessary to prevent or correct a failure of any component of the equipment which is not included as part of Routine Maintenance including labour charges, together with the Service Fee or fixed fee basis.
- (b) No later than October 31st of each Year this Agreement is in force, or a date as the Parties may agree in writing, OCWA will provide the Client with rolling six (6)-year

recommendations for Major Maintenance Expenditures required for the long term operation of the Facility. The Client's written approval of the estimate or revised estimate, in the form set out in Schedule I, authorizes OCWA to incur the Major Maintenance Expenditures included in the estimate (the "Approved Major Maintenance Expenditures").

- (c) OCWA will invoice the Client for the Approved Major Maintenance Expenditures together with supporting documentation and the Client shall pay the invoice within thirty (30) days of the date of invoice.
- (d) OCWA will not be required to obtain the prior approval of the Client for any Major Maintenance item costing less than \$1,000.00.

Section 4.5 - Capital Projects

- (a) "Capital Projects" means changes and improvements to the Facility which include the installation of new technology, improvements to the efficiency, performance and operation of the Facility, replacement of major pieces of equipment, structural modifications to the Facility and the construction and commissioning of new Facilities.
- (b) During the term of this Agreement, the Client may request OCWA to undertake Capital Projects for the Client. The terms and conditions of such Capital Projects including the fee shall be negotiated by OCWA and the Client.
- (c) OCWA will not be required to obtain the prior approval of the Client for any Major Maintenance item costing less than \$1,000.00.

Section 4.6 - Unexpected Expenses

- (a) "Unexpected Expenses" means unanticipated expenditures or additional costs which may include Major Maintenance Expenditures in addition to the Approved Major Maintenance Expenditures, that OCWA reasonably incurs in order to address a Change in Applicable Laws, any Uncontrollable Circumstance, any work required by regulatory order (e.g. MECP or MOL) or identified through an inspection (e.g. ESA, MECP, MOL) that is not solely the result of OCWA's negligence in performing the Services or any other emergency situation, together with the Service Fee.
- (b) In the event that OCWA is required to incur Unexpected Expenses, the prior approval of the Client with respect to those Unexpected Expenses will be required only if time permits. Within ten (10) days of incurring the Unexpected Expenses, OCWA will provide the Client with a report detailing the reasons the Unexpected Expenses were incurred.

- (c) Any Unexpected Expenses will be invoiced to the Client together with appropriate supporting documentation, and the Client should pay the invoice within thirty (30) days of the date of the invoice.
- (d) In the event that OCWA is required to incur Unexpected Expenses, OCWA will not be required to obtain the prior approval of the Client for any Major Maintenance Expenditure item costing less than \$1,000.

Section 4.7 - Interest on Late Payments

- (a) **Monthly Payment of Estimate and Management Fee.** If the Client's monthly payment of the Estimate and Management Fee are not available in its designated bank account on the agreed to date of payment, OCWA will notify the Client that the funds were not available. Interest will be charged to the Client starting from the day after the payment was due in the account. Interest shall be paid at a rate determined by the Minister of Finance, from time to time, as payable on overdue accounts, in accordance with the Lieutenant Governor in Council under s.10(4) of the *Financial Administration Act*, R.S.O. 1990, c.F.12, plus any banking charges and an administrative fee.
- (b) **Other Invoices.** Invoices, other than for the monthly payment set out in Section 4.7(a) above, shall be paid no later than thirty (30) days from the date of the invoice and interest shall begin to accrue one (1) day after the payment is due.

Section 4.8 - Partial Payment of Disputed Invoices

If the Client disputes any portion of an invoice, the Client shall pay to OCWA the undisputed portion of the invoice by the due date set out herein and provide OCWA with written notice of such dispute by the due date. Failure to provide such written notice of any such dispute will act as a waiver of any defence or justification for failing to pay the full amount of the invoice by the due date. Within ten (10) days of resolution of the disputed amount, the Client shall pay to OCWA all amounts determined to be payable to OCWA, plus interest in accordance with section 4.8(a).

Section 4.9 - Hydro Costs/Utility Costs

OCWA is not responsible for paying any Hydro/Utility Costs in respect of the Facility. The Client shall pay all Hydro/Utility Costs.

Section 4.10 - Optional Services

- (a) If requested by the Client, OCWA may provide Optional Services to the Client by Change Order as set out in Schedule H, provided that the Client and OCWA agree in writing to the specific scope of work required.

- (b) Unless otherwise agreed to in writing, fees for Optional Services which OCWA agrees to provide to the Client shall be billed directly to the Client on a time and materials basis as described in Schedule D.
- (c) Once OCWA has agreed to provide Optional Services to the Client, the Optional Services shall be subject to the terms and conditions of this Agreement, with any necessary changes having been made.
- (d) The labour and mileage rates described in Schedule D will be reviewed annually by OCWA and may be subject to change.

Section 4.11 - Changes to the Agreement

- (a) A Change to the Agreement may be carried out after execution of this Agreement by Change Order. A Change Order shall be based upon agreement between the Parties and shall be reflected in a Change Order Form.
- (b) The Parties shall execute a Change Order Form, which shall be substantially in the form found in Schedule H which will state their agreement upon all of the following:
 - (i) the new services to be provided;
 - (ii) fees for the services provided under the Change Order;
 - (iii) the extent of the adjustment to the maintenance and operating schedule, if any;
 - (iv) the extent of any adjustments to the Estimate, if any; and
 - (v) all other effects that the change has on the provisions of this Agreement.

Section 4.12 – Natural Gas Costs

OCWA is not responsible for paying any Natural Gas Costs in respect of the Facility. The Client shall pay all Natural Gas Costs.

Section 4.13 – Chemical Costs

- (a) OCWA's initial Annual Price is calculated based upon an estimate of the annual cost of chemicals used in the operation of the facilities (the "Chemical Costs") in the amount of \$20,000.00 as per Schedule D, Section 7, (the "Current Annual Chemical Cost").
- (b) The calculations for the purpose of this section will take place as soon as it is reasonably possible after OCWA determines the annual Chemical Costs for the year. At the end of each year of this Agreement, OCWA shall deliver an account to the Client. If the Client owes monies to OCWA under this section, then an invoice for that amount will be sent to the Client. If OCWA owes monies to the Client, then a credit will be applied to the Client's account.

Section 4.13 – Adjustments for Tariffs

If any domestic or international government imposes or increases Tariffs on goods or services purchased by OCWA in its provision of services to the Client, before or after the Effective Date of this Agreement, OCWA's fees will be adjusted accordingly.

ARTICLE 5 - DISPUTE RESOLUTION

Section 5.1 - Mediation

- (a) If a dispute arises between the Client and OCWA which cannot be resolved within a reasonable time, then the issue shall be referred to a mediator.
- (b) The fees and expenses of the mediator shall be divided equally between the Parties.
- (c) Involvement in mediation is on a without prejudice basis and does not preclude and is not a bar to either Party pursuing whatever legal remedies may be available, including litigation.

ARTICLE 6 - TERMINATION

Section 6.1 - Termination of Agreement

- (a) At least one (1) calendar year before the expiry of the Current Term, the Client shall notify OCWA in writing whether it wishes to terminate or renew this Agreement at the end of the Current Term. However, OCWA reserves the right to decline to renew the Agreement by notifying the Client in writing of its decision to decline, within thirty (30) days of receipt of the Client's written request to renew.
- (b) During the Initial Term or any Renewal Term, this Agreement may only be terminated by either the Client or OCWA by giving at least thirty (30) days' notice in writing to the other Party if:
 - (i) there has been a material breach of the Agreement;
 - (ii) the Party complaining of the breach has given written notice of the breach to the other Party; and
 - (iii) the other Party does not correct the breach within thirty (30) days of receiving the notice.
- (c) If either Party disputes the existence of a breach or that the breach is material, then the dispute may be referred to mediation under Section 5.1 of this Agreement.

Section 6.2 - Early Termination

If this Agreement is terminated for any reason prior to the expiry of the Current Term, then the Client shall pay OCWA for all Services provided up to the date of termination, as well as any costs relating to the early termination, including but not limited to demobilization and severance costs (in accordance with the collective agreements between OCWA and its employees); the costs associated with the removal of remote monitoring and control systems installed by OCWA; the costs of cancelling agreements with suppliers and subcontractors; as well as any previously incurred Major Maintenance Expenditures, costs related to Capital Projects, Unexpected Expenses and Optional Services.

Section 6.3 - Inventory Count of Consumables/Supplies

OCWA and the Client will conduct an inventory count of consumables/supplies at the Facility on the first day of the Initial Term or as soon as the Parties may agree. If OCWA no longer operates the Facility at termination of this Agreement, OCWA shall either:

- (a) ensure that there is the same amount of consumables/supplies at the Facility on the date of termination as there was on the first day of the Initial Term; or
- (b) reimburse the Client for any shortfall.

If the amount of consumables/supplies at the Facility on the date of termination exceeds the amount on the first day of the Initial term, the Client will either reimburse OCWA for any excess or OCWA may take possession of any excess, as OCWA may determine.

Section 6.4 - Final Settlement

If OCWA ceases to operate and maintain the Facility, there shall be a final settlement of all accounts with respect to the Estimate and any other expenses incurred by OCWA and amounts owing by or to the Client under this Agreement including, but not limited to the outstanding accounts, if any, owed to OCWA, no later than ninety (90) days after OCWA ceases to provide the Services or thirty (30) days after OCWA has provided the Client with a final invoice, whichever comes later.

Section 6.5 - Transfer of Operations

Upon the termination of this Agreement, OCWA will return the following to the Client:

- (a) OCWA will provide electronic pdf records of all electronic logbook entries and any hard copy logbooks based on the applicable record retention requirements.
- (b) The original operations manual(s) that were provided by the Client to OCWA at the commencement of the Services with all updates to the expiry date of the Agreement.

- (c) A list of emergency phone numbers from the contingency plan binders used by OCWA staff in respect of the Facility.
- (d) Maintenance and repair summary at the Facilities in electronic format including the Facility identifier or name, order number, description and log comments.

Section 6.6 - Restrictions on Recruitment of OCWA's Employees

During the term of this Agreement and for one (1) year following the termination of this Agreement, the Client shall not solicit or recruit any employee of OCWA, nor induce any OCWA employee to leave his or her employ to work at the Facility, unless mutually agreed to in writing by the Client and OCWA.

ARTICLE 7 - GENERAL

Section 7.1 - Ownership of Technology

The Client acknowledges and agrees that in providing the Services, OCWA may utilize certain technology developed by or for OCWA, for example, OCWA's WMMS, Outpost 5 and/or PDM (the "Technology"). The Client further agrees that use of the Technology by OCWA with respect to the Facility does not in any way give the Client any ownership or licensing rights in or to the Intellectual Property Rights to the Technology unless otherwise agreed to in writing between the Parties. For greater certainty, nothing in this Section 7.1 shall be interpreted as requiring OCWA to provide the Client with the Technology or other similar technology in respect of the Facility as part of the Estimate.

Section 7.2 - Agreement to Govern

If there is any inconsistency between the main body of this Agreement and any Schedule to this Agreement, then the provision in the main body shall govern.

Section 7.3 - Entire Agreement

This Agreement constitutes the entire agreement between the Client and OCWA with respect to the subject matter hereof and cancels and supersedes any prior understandings, undertakings, representations, warranties, terms, conditions and agreements, whether collateral, express, implied or statutory, between the Client and OCWA with respect thereto.

Section 7.4 - Amendments and Waivers

No amendment to this Agreement will be valid or binding unless it is in writing and duly executed by both of the Parties hereto. No waiver of any breach of any provision of this

Agreement will be effective or binding unless it is in writing and signed by the Party purporting to give such waiver and, unless otherwise provided, will be limited to the specific breach waived.

Section 7.5 - Successors and Assigns

This Agreement shall operate to the benefit of and be binding upon, the Parties hereto and their successors and assigns. This Agreement may be assigned in the discretion of either Party.

Section 7.6 - Survival

All outstanding payment obligations, and the confidentiality obligation under Section 7.11, shall survive indefinitely the termination of this Agreement.

Section 7.7 - Severability

If any provision of this Agreement is determined to be invalid or unenforceable in whole or in part, such invalidity or unenforceability shall attach only to such provision and everything else in this Agreement shall continue in full force and effect.

Section 7.8 - Notices

(a) All notices required or permitted to be given under this Agreement shall be in writing and shall be deemed to be properly given if hand-delivered, sent by email, sent by confirmed facsimile or by registered mail postage prepaid, return receipt requested, or by courier, to the Parties at their respective addresses as set forth below, or to such other addresses as the Parties may advise by like notice. Such notices if sent by email, facsimile, registered mail or courier shall be deemed to have been given when received.

(i) if to the Client:

VILLAGE OF SUNDRIDGE
P.O. Box 129, 110 Main Street
Sundridge ON P0A 1Z0

Telephone: (705) 384-5316
Email: clerk@sundridge.ca
Attention: Clerk-Administrator

(ii) if to OCWA:

THE ONTARIO CLEAN WATER AGENCY
213 Whitewood Ave.
P.O. Box 1495
New Liskeard ON P0J 1P0

Telephone: (705) 493-2290
E-mail: PO'Handley@ocwa.com
Attention: Patti O'Handley – Regional Manager NEO

- (b) A Party to this Agreement may change its address for the purpose of this Section by giving the other Party notice of such change of address in the manner provided in this Section.

Section 7.9 - Counterparts

This Agreement may be executed in counterparts, each of which shall constitute an original and all of which taken together shall constitute one and the same instrument.

Section 7.10 - Freedom of Information

The Parties understand that this Agreement and any materials or information provided to OCWA through the performance of the Services may be subject to disclosure under the *Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c.F.31, as amended, or as otherwise required by law.

Section 7.11 - Confidentiality and Security

The Parties shall strictly maintain confidential and secure all material and information provided, directly or indirectly, by the other Party pursuant to this Agreement. Subject to relevant legislation related to freedom of information or the protection of privacy and any other laws, neither Party shall directly or indirectly disclose to any person, either during or following the term of this Agreement, any such material or information provided to it by the other Party without first obtaining the written consent of the Party who provided such material or information, allowing such disclosure.

Section 7.12 - Change in Circumstance

- (a) In the event that there is a change in circumstances or condition that is not covered under the terms of this Agreement, such as supply chain disruptions, global and national economic turbulence including, without limitation, a Change in Applicable Laws or change in the scope of services provided (a “Change in Circumstance”), then the Party asserting the occurrence of such Change in Circumstance shall give written notice to the other Party, and the written notice shall contain:
- (i) details of the Change in Circumstance;
 - (ii) details of the inadequacy of this Agreement; and
 - (iii) a proposal for an amending agreement to remedy the Change in Circumstance.

- (b) The Parties shall negotiate in good faith any amendments to this Agreement necessary to give effect to or comply with the Change, including any adjustments to the Annual Price or the Services to be provided, which shall be effected as of the date of the Change. If the Parties dispute the existence of a Change, or the recommendation proposed to rectify the Change or the terms and provisions of any amendment to the Agreement, then either Party may refer the dispute to mediation under Article 5, Dispute Resolution.

IN WITNESS WHEREOF the Parties have duly executed this Agreement.

ONTARIO CLEAN WATER AGENCY

Date of Signing

By: _____
(Authorized Signing Officer)

Date of Signing

By: _____
(Authorized Signing Officer)

**THE CORPORATION OF THE VILLAGE OF
SUNDRIDGE**

Date of Signing

By: _____
(Authorized Signing Officer)

Date of Signing

By: _____
(Authorized Signing Officer)

SCHEDULE A - The Facility

Part 1. Description of the Facility

For the purposes of this Agreement, the description of the Facility is set out in the following document(s):

ECA Number [REDACTED]

Wastewater Lagoon Treatment Facility and Collection System (Class II)

Polyaluminum Chloride (PACl) Chamber

A chemical dosing chamber downstream of the existing inlet structure for the addition of PACl for pH adjustment and phosphorus removal and the addition of soda ash for alkalinity adjustment;

Lagoon Cell No. 1

[REDACTED]

Air Blowers

Three (3) air blowers ([REDACTED]), each with a capacity of 1.38 L/s at 37 kPa;

Flow Equalization

Lagoon Cell No. 2 to flow equalization cell, having a storage volume of 71,530 m³ at a minimum 0.6m freeboard, for temporary storage during unexpected high inflows and emergency situations or for maintenance requirements, with content returned to lagoon Cell No. 1 for treatment

Intermediate Pumping Station

[REDACTED]

Disk Cloth Filtration System

- [REDACTED]

Chemical Systems

- [REDACTED]

Effluent Outfall

- [REDACTED]

These works are to be operated with the following previous works in order to provide a Rated Capacity of 1,192 cubic metres per day.

Pumping Station #1

[REDACTED]

Pumping Station #2

[REDACTED]

The sewage collection system consists of 13km of 200mm, 250mm, and 300mm sanitary sewer constructed in 1976 and later. Pipe material for the most part is made of asbestos cement pipe with a few minor repairs made out of PVC pipe.

Part 2. Street Address of the Facility

The street address of the Facility is as follows:

Waste Stabilization Pond:

[REDACTED]

Pumping Station No. 1:

[REDACTED]
Village of Sundridge, District of Parry Sound.

Pumping Station No. 2:

[REDACTED]
Village of Sundridge, District of Parry Sound

SCHEDULE B - Definitions

In this Agreement, the following terms are defined below or in the section in which they first appear:

“Actual Charges” is defined in Section 2 under Schedule D of this Agreement.

“Agreement” means this agreement together with Schedules A, B, C, D, E, F, G, H and I attached hereto and all amendments made hereto by written agreement between OCWA and the Client.

“Applicable Laws” means any and all statutes, by-laws, regulations, permits, approvals, standards, guidelines, certificates of approval, licences, judgments, orders, injunctions, authorizations, directives, whether federal, provincial or municipal including, but not limited to all laws relating to occupational health and safety matters, fire prevention and protection, health protection and promotion, land use planning, environment, Building Code, or workers’ compensation matters and includes Environmental Laws.

“Approved Major Maintenance Expenditures” is defined in Paragraph 4.4(b) of this Agreement.

“Authorizations” means any by-laws, licences, certificates of approval, permits, consents and other authorizations or approvals required under Applicable Laws from time to time in order to operate the Facility.

“Authorized Representative(s)” is defined in Section 2.4 of this Agreement.

“Business Days” means a day other than a Saturday, Sunday or statutory holiday in Ontario.

“Business Hours” means the hours between 8:00 a.m. and 4:00 p.m. on a Business Day.

“Capital Projects” is defined in Paragraph 4.5(a) of this Agreement.

“Change in Applicable Laws” means the enactment, adoption, promulgation, modification, issuance, repeal or amendment of any Applicable Laws that occur after the date this Agreement is executed by both Parties.

“Change Order” means the document shown in Schedule H describing the changes to the Agreement agreed to by both Parties.

“Chemical Costs” is defined in Section 4.13(a).

“Claim” means any claim, fine, penalty, liability, damages, loss and judgments (including but not limited to, costs and expenses incidental thereto).

“CPI Adjustment” means the percentage difference between the Statistics Canada Consumer Price Index, All Items (Ontario) (“CPI”) during July of the previous Year as compared to the CPI of July of the current Year.

“Consolidated Linear Infrastructure” or **“CLI”** means the consolidation of (1) all of a Client’s sewage works into a single ECA or (2) fall of a Client’s stormwater management works into a single ECA.

“Current Annual Chemical Cost” is defined in Section 4.13(a).

“Current Annual Natural Gas Cost” is defined in Section 4.12.

“Current Term” is defined in Paragraph 4(c) under Schedule D of this Agreement.

“Crown” means His Majesty the King in Right of Ontario.

“Effective Date” is defined on Page 1 of this Agreement.

“Environmental Laws” means, any and all statutes, by-laws, regulations, permits, approvals, certificates of approval, licences, judgments, orders, judicial decisions, injunctions, and authorizations related to environmental matters or occupational health and safety and which are applicable to the operation of wastewater treatment facilities.

“ESA” means the Electrical Safety Authority.

“Estimate” is defined in Section 1 under Schedule D of this Agreement.

“Facility” is defined in Paragraph (b) of the Recitals to this Agreement and further described in Schedule A.

“Hydro Costs” means hydroelectricity costs due to the operation and maintenance of the Facility.

“Indemnification Process” means the procedures a Party is required to follow to obtain indemnification:

- (a) upon receipt of a Claim, or notice of claim, the Indemnified Party shall immediately forward such Claim or notice of Claim to the Indemnifying Party;
- (b) if requested by the Indemnifying Party, the Indemnified Party shall provide all documentation relating to the Claim or notice of Claim;
- (c) the Indemnified Party shall take such steps necessary to protect its right to defend such Claim or notice of Claim and shall assign such right to the Indemnifying Party including any subrogation rights;

- (d) the Indemnifying Party shall not settle any Claim, or notice of Claim without the prior written consent of the Indemnified Party; and
- (e) the Indemnified Party shall have the right to take-over the defence of any Claim, or notice of Claim and the Indemnifying Party shall fully co-operate with such action.

“Indemnified Parties” is defined in Paragraph 3.3(a) of this Agreement.

“Indemnifying Party” means the Party responsible for dealing with any Claims and paying out any Claims.

“Initial Term” is defined in Section 4.1 of this Agreement.

“Insurable Value” is the value of the Facility(ies) based on replacement cost as described in Schedule E and submitted by June 1st in advance of the next year.

“Insurance” is defined in Paragraph 2.7 and further described in Schedule E.

“Intellectual Property Rights” means any copyright, trademark, patent, registered design, design right, topography right, service mark, application to register any of the aforementioned rights, trade secret, rights in unpatented know-how, right of confidence and any other intellectual or industrial property rights of any nature whatsoever in any part of the world.

“Locates” means the identification and marking on the ground the location of the Client’s core underground water and wastewater infrastructure at the Facility, made with regard to a proposed excavation or dig and based on a written document containing information respecting the location of Client’s underground infrastructure provided by the Client and relied upon by OCWA. See Schedule D for financial charges.

“Major Maintenance Expenditures” is defined in Paragraph 4.4(a) of this Agreement

“Management Fee” is defined in Paragraph 4(a) under Schedule D of this Agreement.

“MECP” means the (Ontario) Ministry of the Environment, Conservation and Parks.

“MOL” means the (Ontario) Ministry of Labour.

“Natural Gas Costs” is defined Section 4.12.

“OHSA” means the *Occupational Health and Safety Act*, R.S.O. 1990, c. O.1.

“Optional Services” means any services not included in the Estimate that the Client and OCWA agree in writing to designate as “Optional Services” subject to Section 4.10.

“Outpost 5” means a remote monitoring and control system designed and constructed by OCWA and its consultants for the purpose of monitoring and controlling processes at water treatment facilities and their related parts.

“Overall Responsible Operator” means the person who will act as the overall responsible operator pursuant to Section 15 of O. Reg. 129/04 under the *Ontario Water Resources Act*, R.S.O. 1990 (“OWRA”) in respect of the Facility.

“OWRA” means the *Ontario Water Resources Act*, R.S.O. 1990, c. O.40.

“Parties” is defined in Paragraph (d) of the Recitals to the Agreement.

“PDM” or “Process Data Management” means technology that allows process data to be entered into a format that can be viewed, manipulated and retrieved in the form of customized reports.

“Pre-existing Condition” is defined in Section 2.5 of this Agreement.

“Renewal Term” is defined in Section 4.1 of this Agreement.

“Routine Maintenance” means regular and/or repetitive activities recommended by the equipment or facility manufacturer or practices of a prudent operator to maintain the reasonably expected service life of the equipment and components thereof and includes preventive maintenance.

“SCADA” means Supervisory Control and Data Acquisition.

“Service Fee” is defined and described in Schedule D.

“Services” is defined in Section 2.1 of this Agreement.

“Tariffs” means a tax that a country levies on imported goods and services.

“Technology” is defined in Section 7.1 of this Agreement.

“Uncontrollable Circumstance” is defined in Paragraph 2.2(c) of this Agreement.

“Unexpected Expenses” is defined in Paragraph 4.6(a) of this Agreement.

“Utility Costs” means the costs of natural gas used in the operation of the Facility.

“WMMS” or “Work Management Maintenance System” means a computer program used to determine a program of preventive maintenance activities for equipment in a facility based on a risk analysis that considers factors such as equipment life expectancy, present value and replacement cost.

“Year” means the three hundred and sixty-five (365) day period from January 1 to December 31 of the calendar year.

SCHEDULE C - The Services

A – Services for Wastewater Treatment System

Part 1 – Services included in the Estimate

OCWA will provide the following services:

1. **Staffing**

- (a) certified operator(s) to attend at the Facilities as required under normal operating conditions on Business Days and during Business Hours and supply other personnel as may be necessary to operate, maintain and manage the Facilities under normal operating conditions in compliance with the requirements of Applicable Laws, Agreement Terms and Scope of Work (SOW), including management, operation, routine maintenance, administration and reporting;
- (b) supply a certified operator(s), who will be on call 24 hours per day, 365 days per year to respond to emergency conditions in respect of the operation of the Facilities, any such response to be charged to the Client in accordance with Schedule D herein or by way of an annual set amount;
- (c) provide all necessary training and continuing education for staff to ensure the continued operation of the Facilities, in accordance with all Applicable Laws;
- (d) provide an Overall Responsible Operator for the Facilities.

2. **Regulatory Reporting**

- (a) prepare and submit all reports to the Client and the MECP respecting the operation and maintenance of the Facilities as required by the MECP or any other regulatory agency or body having jurisdiction at the time of the Agreement;
- (b) review any inspection reports prepared by the MECP in respect of the Facilities and, subject to any approvals of the Client may correct or negotiate with the MECP amendments to a deficiency;
- (c) report to the Client and the MECP non-compliance with a regulatory requirement.
- (d) a summarized financial report, in the format provided in Schedule G, on a quarterly basis indicating expenditures to date and funds remaining; and
- (e) an annual financial report, in the format provided in Schedule G.

3. **Operations Manuals**

- (a) recommend to the Client, any section in the operating manuals that should be modified/changed to ensure that the operating manuals reflect the actual or revised approach to operating the Facilities, which recommendations may require third party assistance.

4. Initial Inventory

- (a) develop and maintain inventory of the Client's original equipment tools and attractables in place as of the date of the Agreement;

5. Change In Laws

- (a) notify the Client of any modifications or changes to the Services or the Facilities required to comply with any Change in Laws and subject to Client approval make the required modifications or changes at an additional cost.

6. Facility Emergency Preparedness

- (a) prepare and revise, as necessary, an Emergency Plan for the Facilities consistent with the requirements of the Applicable Laws and the Client's Emergency Plans;
- (b) establish procedures for managing foreseeable emergencies or abnormal conditions affecting the Facilities.

7. General

- (a) good housekeeping to maintain a safe work environment;
- (b) provide security at the Facilities by inspecting and locking the existing fences and gates and notifying the Client of the need for any repairs;
- (c) provide mobile communications services.

8. Routine Operations & Maintenance

8.1 Wastewater Treatment

In providing routine operation of the Facilities, OCWA will:

- (a) Ensure that daily operations comply with Environmental Laws;
- (b) Inspect process control equipment to ensure proper operation of bar screen, pumps, blower and aeration systems, filters, disinfection systems, standby power and other chemical feeders;
- (c) OCWA staff will on a routine basis:
 - (i) monitor and adjust dosages of process chemical as required;

- (ii) check filters as required;
- (iii) record and analyze, chemicals used, disinfection, process water and wastewater flow calculations’;
- (iv) collect samples and perform routine wastewater tests in accordance with the Environmental Compliance Approval or legislation;
- (d) Inspect wastewater lagoon routinely to monitor levels and conditions and inspect berms for erosion and rodent control;
- (e) Calculate, record and analyze the amount of wastewater treated, the daily flows and monthly flows, pumping station run hours, and standby equipment running hours;
- (f) Complete OCWA’s internal operational data forms for statistical input into PDM;
- (g) Calibrate equipment in accordance with the Facility’s Environmental Compliance Approval;
- (h) Wet wells minor maintenance.

8.2 Wastewater Collection

In providing routine operation of the Facilities, OCWA will:

- (a) Ensure that daily operations comply with Environmental Laws;
- (b) Inspect equipment at pumping stations and force mains to ensure proper operation of bar screens, pumps and standby power;
- (c) As required, remove maintenance hole covers and inspect maintenance holes for flow through, debris accumulation, structural stability of walls, rungs, infiltration and proper benching;
- (d) Record flow readings on operational forms for computer input;
- (e) Calibrate equipment in accordance with the Facility’s Environmental Compliance Approval;
- (f) Wet wells minor maintenance.

Part 2 – Optional Services (To Be Provided at the Request of the Client)

OCWA may provide additional services to the Client including but not limited to the Optional Services set out below:

1. Operation Related Services

- (a) major operation manual updates;
- (b) maintenance and repair of sewage collection system, including but not limited to, smoke/dye testing, manhole inspections, rodding, CCTV inspections, and tree root removal/treatments;
- (c) sewer system locates as set out by applicable legislation and Ontario One Call;
- (d) new sewer service installation or connection inspection;
- (e) contract repair for sewer line breaks including road restoration;
- (f) inspection of repaired sewer services;
- (g) inspect and flush sanitary collection system, including sewers, manholes and clean outs;
- (h) high pressure sewer flushing;
- (i) acoustic pipe inspection;
- (j) infiltration surveys, sewer camera inspections;
- (k) adjust and leveling manholes;
- (l) biosolids removal from lagoon;
- (m) lagoon depth monitoring;
- (n) odour control system.

2. Capital Projects Plans

- (a) prepare a detailed Capital Projects Plan for the facility(ies).

3. Engineering Services

- (a) engineering services;
- (b) energy audits;
- (c) provide assistance and/or complete applicable funding applications;
- (d) financial plans.

4. Information Technology Services

- (a) SCADA development and maintenance.

SCHEDULE D - The Estimate And Other Charges and Adjustments

1. Operations Estimate

No later than October 31st of each year of the Initial Term or any Renewal Term, OCWA shall prepare and submit to the Client, for its approval, an estimate of the charges associated with the provision of the operational and maintenance Services for the following calendar year. The Client will inform OCWA no later than December 1st whether the estimate is approved or not approved (the approved estimate is referred to as the “Estimate”). If the Client does not provide OCWA with its decision regarding approval by the December 1st date, the Estimate shall be deemed approved. The Estimate shall be OCWA’s authorization to incur the expenditures in the Estimate. The Estimate for the first year of the Initial Term is \$202,565.00.

2. Reconciliation of the Estimate and Actual Charges

At the end of each calendar year, OCWA will determine the actual charges for providing the Services to the Client for that year (the “Actual Charges”) which, as indicated in Paragraph 2.7(a), may include an increase in premium for the Insurance. If the Estimate paid by the Client for the year exceeds the Actual Charges, OCWA will pay the Client the difference within thirty (30) days of OCWA making the determination. If the Actual Charges exceed the Estimate paid by the Client, the Client shall pay OCWA the difference within thirty (30) days of OCWA notifying the Client in writing of the determination.

3. Other Charges

The Estimate, as reconciled with the Actual Charges, includes all charges associated with providing the Services, except for the following:

- (a) OCWA’s Management Fee (as described in Section 4 of Schedule D below);
- (b) Capital Projects (as described in Section 4.5);
- (c) Unexpected Expenses (as described in Section 4.6);
- (d) charges for any Optional Services that are provided by OCWA to the Client (as described in Section 5 of this Schedule D);

4. Management Fee

- (a) In addition to payment of the Estimate, as reconciled, with the Actual Charges, the Client shall also pay OCWA an annual management fee (the “Management Fee”) to provide the management Services, which shall be \$[REDACTED] for the first year of the Initial Term (“Year One”). The Management Fee shall be paid by the Client in twelve (12) equal monthly instalments at the same time and in the same manner as the Estimate. The monthly payment of the Management Fee for Year One of the Initial term shall be \$[REDACTED]

These rates will be reviewed on an annual basis and the client shall be advised of any changes. Vehicle costs are included in this pricing.

- (f) Costs for parts, equipment and supplies, and outside labour charges (i.e., contractors), used by OCWA staff to provide the Optional Services shall be billed to the Client, and the Client will pay such costs together with a Service Fee;

6. Service Fee

“Service Fee” means an additional fee of [REDACTED] charged to the Client when OCWA purchases materials, supplies, equipment, hires contractor’s services or performs any of the above Optional Services on behalf of the Client.

7. Annual Chemical Costs Estimate – Year 1

OCWA will provide an annual chemical cost estimate to the client as per Section 4.13. The estimated chemical costs for Year 1 of the agreement is \$20,000.

SCHEDULE E - Insurance

A summary of the insurance coverage that OCWA will arrange in respect of the facilities is described below:

Property Insurance

Insured Perils:

[REDACTED]

Policy Limits:

[REDACTED]
[REDACTED] \$

Insurable Values:

[REDACTED]
[REDACTED]

Deductibles:

[REDACTED]

[REDACTED]
[REDACTED]

[REDACTED]
[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

All Other Losses:

--	--

The above is subject to change on an annual basis.

Where the Client's property is repaired or replaced, the Client will pay the deductible. Where OCWA's property is repaired or replaced, OCWA will pay the deductible. In cases where both the Client's and OCWA's property is repaired or replaced, the deductible will be paid by both the Client and OCWA *pro rata* in accordance with the total loss.

Property Insured: Property of every kind and description as declared except as excluded under the "Property Excluded" section of the policy.

Boiler & Machinery Insurance

Coverage:

[REDACTED]

Limit:

[REDACTED]

Deductibles: \$

[REDACTED]

■

[REDACTED]

Automobile Insurance

Coverage:

[REDACTED]

Limit:

[REDACTED]

Commercial General Liability Insurance

Coverage:

[REDACTED]

Limit:

[REDACTED]

Deductible:

[REDACTED]

Contractor's Pollution Liability Insurance

Coverage:

[REDACTED]

Limit:

[REDACTED]

Deductible:

[REDACTED]

Professional Liability Insurance

Coverage:

[REDACTED]

Limit:

[REDACTED]

Deductible:

[REDACTED]

Cyber Liability Insurance

[REDACTED]

SCHEDULE F - List of Pre-Existing Conditions

As per Paragraph 3.1(e) of this Agreement, the following Pre-existing Conditions have been identified:

- (a) Lagoons are susceptible to blue green algae blooms which can affect process.
- (b) SAGR bed walls are constructed of poor quality wooden materials susceptible to decomposition.
- (c) Inflow and/or infiltration during wet weather or rainfall events causes capacity concerns.

SCHEDULE G - Format For Financial Reporting**SAMPLE REPORT:**

Village of Sundridge
 Cost Plus Client Report
 For the period Jan 01, 2024 to Dec 31 2024

Location : 5984
 Project # : Summary

	2024 Budget	1st Quarter Jan - Mar	2nd Quarter Apr - Jun	3rd Quarter Jul - Sep	4th Quarter Oct - Dec	YTD Budget	YTD Actuals	Variance Favourable/ (Unfavourable)
OPERATING CHARGES								
Salaries & Benefits	121,637.67	28,453.07	30,306.03	41,541.59	28,590.28	121,637.67	128,890.97	(7253.30)
Chemicals	20,000.00	10.93	6,952.81	0.00	6,345.49	20,000.00	13,309.23	6690.77
Sludge Haulage	2,000.00	0.00	203.52	0.00	203.52	2,000.00	407.04	1592.96
Electricity	66.64	17.10	15.59	19.31	15.91	66.64	67.91	(1.27)
Services	40,448.15	12,468.22	12,890.45	11,490.61	13,296.82	40,448.15	50,146.10	(9697.95)
Supplies & Equipment	10,286.21	2,862.94	2,539.17	2,468.13	2,535.87	10,286.21	10,406.11	(119.90)
TOTAL OPERATING COSTS	194,438.66	43,812.26	52,907.57	55,519.64	50,987.89	194,438.66	203,227.36	(8788.70)
Management Fee	28,981.68	7,245.42	7,245.42	7,245.42	7,245.42	28,981.68	28,981.68	0.00
TOTAL OPERATING CHARGES	223420.34	51057.68	60152.99	62765.06	58233.31	223420.34	232209.04	(8788.70)

Change Order Form

Change Being Requested			
Name of Change:			
Ontario Clean Water Agency (OCWA)	Per: _____ Name: _____ Title: _____	Date (YYYY/MM/DD):	
Client	Per: _____ Name: _____ Title: _____	Date (YYYY/MM/DD):	

Adjustment	
Check Appropriate Type of Change	
Apply (Y/N)	Type of Change:
	Adjustment to Estimate
	Change to Service
	Impact

[illegible][illegible]

Cost Breakdown for Change in Services			
Item		One-time Cost	Annual Cost
	Total Cost:		

SCHEDULE I - Expenditure Request and Approval to Proceed.

Paul Dyrda - Near North Cluster
 26 Main Street, Unit 8
 Callander ON, P0H 1H0
 Phone: 705-303-9767
 Email: pdyrda@ocwa.com

PART 1

Facility Name:			
Project Name:			
Project Number:		Estimated Project Start Date:	
Total Estimated Cost of the Project:	\$	Detailed Quote Attached:	<input type="checkbox"/> Yes <input type="checkbox"/> No

It is recognized that this is a budget estimate and the final price may vary. OCWA will provide additional justification where the final invoice price varies from the estimate by more than 10%

Type of Project:

- ☐ Maintenance Project
 ☐ Out of Scope Work
 ☐ Contingency
 ☐ Emergency
☐ Health & Safety

Description of Project or Expenditure:**Submission Prepared By:**

Name (Print)	Signature	Date

Authorized Representative for the Ontario Clean Water Agency

PART 2**Approval to Proceed:**

☐ Approved
 ☐ Declined
 ☐ Deferred
 Reason if Declined or Deferred

The Ontario Clean Water Agency is authorized to proceed with the project/expenditure according to the description and cost estimate provided above. This may include but not limited to the hiring of sub-contractors, consulting firms, etc. as required. The Municipality agrees to pay OCWA the costs associated with this work upon its completion based on the terms of the Municipality's agreement with OCWA.

Approved By:

Name (Print)	Signature	Date

Authorized Representative for the Municipality

PART 3

OCWA Internal Use Only:			
Client PO / Project #:		Date:	
Project Start Date:		Project Completion Date:	
OCWA Invoice #		Date:	
OCWA Account Code:		OCWA Work Order #	



Lions Clubs International

Sundridge Lions Club P.O. Box 398 Sundridge, ON P0A 1Z0
sundridgelionsclub@gmail.com

Village of Sundridge
110 Main Street
Sundridge, ON
P0A1Z0

November 27, 2025

Re: Lion's Club Cleaning Donation

Hello Council and Clerk Miller;

I am writing today seeking a donation to assist with cleaning The Lion's Building public bathrooms during the summer season looking towards the 2026 season and budget.

As you are most likely aware, The Sundridge Lion's keeps the building restrooms open from May until September for the public to use whilst enjoy the Village's beautiful Lion's Park. We love our building and providing this service to the public and for events such as the Market and Park it, Sunflower Festival and Canada Day activities.

The club has acquisitioned services of a summer student to provide nightly cleaning and restocking of supplies for the public washrooms and the Lion's port-a-potty.

This service comes at great cost to our club, roughly \$3500.00. The way the Lion's Club International allows us to allocate funds raised makes it difficult for the club to fund raise specifically for building up keep and maintenance.

Therefore, we are requesting from Council a donation to the Lion's Club labeled for the Lion's building. In order for the club to continue providing this service to the constituency, visitors, and public events, we require assistance.

Thank you, Council for your time and consideration over this matter and all the hard work that you do for our community.

Sincerely,

Lion's President Steve Johnson

"We Serve"

Serving Sundridge and Area Since 1944

Lions Clubs International

**SUNDRIDGE –STRONG FIRE COMMITTEE
MINUTES
THURSDAY NOVEMBER 20, 2025 at 4:00 P.M.**

PRESENT:

SUNDRIDGE: Shawn Jackson (electronically)
STRONG: Tim Bryson, Jim Ronholm

STAFF PRESENT: Andrew Torrance, Fire Chief
Christine Hickey, Joint Committee Recording Secretary

REGRETS: Luke Preston

C1 Call to order

The Chair called the meeting to order at 4:01 p.m.

C2 Approval of Agenda

Resolution#FC2025-052
Moved By: Tim Bryson
Seconded By: Shawn Jackson

THAT the Agenda for the November 20, 2025 special meeting of the Sundridge-Strong Fire Committee be approved.

	Yea	Nay	Abstain
Tim Bryson	x		
Shawn Jackson	x		
Luke Preston (absent)			
Jim Ronholm	x		

CARRIED

C3 Declaration of Pecuniary Interest - None

C4 Delegations – None

C5 Approval of Previous Committee Minutes - None

C6 Follow Up/New Business

a) Municipal Fire Protection Agreement – Township of Joly

Resolution#FC2025-053
Moved By: Shawn Jackson
Seconded By: Tim Bryson

THAT the Sundridge-Strong Fire Committee receive Township of Joly Resolution 2025-00347 regarding the Draft Municipal Fire Protection Agreement;

AND THAT the draft agreement remain as presented and the annual fee stay at 2026- \$70,000, 2027 - \$80,000, 2028 - \$90,000 and 2029 - \$100 000

	Yea	Nay	Abstain
Tim Bryson	x		
Shawn Jackson	x		
Luke Preston (absent)			
Jim Ronholm	x		

CARRIED

b) Proposal – Township of Joly becoming a Member of Fire Department

Resolution#FC2025-054

Moved By: Tim Bryson

Seconded By: Shawn Jackson

THAT Sundridge-Strong Fire Committee discuss the Township of Joly's request to give consideration to the Township of Joly joining the Sundridge-Strong Fire Department;

AND THAT the Fire Chief and Recording Secretary be authorized to prepare a report on the current assets, operating processes and the impact to service levels, equipment, staffing levels and existing agreements in place.

AND FURTHER THAT staff be authorized to seek professional assistance for legal and asset matters if necessary.

	Yea	Nay	Abstain
Tim Bryson	x		
Shawn Jackson	x		
Luke Preston (absent)			
Jim Ronholm	x		

CARRIED

C7 Closed Session – None

C8 Adjournment

Resolution#FC2025-055

Moved By: Tim Bryson

Seconded By: Shawn Jackson

THAT we do now adjourn at 4:22 p.m. until December 11, 2025, at 6:00 p.m. or at the call of the Chair.

	Yea	Nay	Abstain
Tim Bryson	x		
Shawn Jackson	x		
Luke Preston (absent)			
Jim Ronholm	x		
CARRIED			

Jim Ronholm, Chair

Christine Hickey, Recording Secretary

DRAFT

From: Cooke, Sarah <scooke@metroland.com>

Sent: Tuesday, December 2, 2025 11:47:30 AM

To: Cooke, Sarah <scooke@metroland.com>

Subject: MEDIA REQUEST: Support the renewal of Almaguin News via Local Journalism Initiative

Dec. 2, 2025,

Good morning Almaguin municipalities!

[The Local Journalism Initiative](#) has opened applications for 2026–2027, and our newsroom is applying to continue dedicated civic reporting for the Almaguin region. Letters of support from community members, organizations and municipal leaders make a real difference in the application process.

If you're able, please send a letter of support to my editor at:

Sarah Bissonette – sbissonette@metrolandnorthmedia.com

Deadline: December 15, 2025

You can write in your own words, or use the templates attached and personalize it.

Your support helps ensure that Almaguin continues to have reliable reporting on its councils, committees, and local issues — something that I passionately believe is needed in a region with so many communities.

I'm going to be direct: Almaguin News is at risk of being lost, regardless of who the journalist is. If we don't get this round of funding, I'm not certain what will happen. If we do get this 12-month contract, it allows us the time to figure out how to best way to get civic journalism in front of readers and advocate for continued coverage once funding ends.

For those who don't know, Almaguin doesn't get page views like the larger populations around us. Pageviews and newsletter subscriptions are the metric used to indicate viability. Almaguin News is the only one providing hyperlocal coverage from Novar to Powassan.

I don't want to see Almaguin merged into Muskoka, North Bay or Parry Sound. Our communities are unique, and I believe strongly we deserve original reporting as much as any other community does. But we must act now.

Thank you so much for taking the time to help strengthen local journalism in our communities.

Please don't hesitate to reach out if you have any questions for me!

All the best,

Sarah Cooke

Almaguin News

705-380-8180

Subject: Letter of Support – LJI Application for Almaguin Civic Reporting

[Date]

Dear Sarah Bissonette,

As an elected representative of [Municipality], I am writing in support of [Publication Name]'s application to the Local Journalism Initiative for the 2026–2027 cycle.

Our council's decisions directly affect residents' daily lives, yet ensuring timely and accurate communication is an ongoing challenge for small municipalities. Independent civic reporting is one of the most effective ways to maintain transparency, correct misinformation and help residents engage meaningfully with local governance.

With more than a dozen municipalities across Almaguin, the region's public information needs are significant. Having a dedicated reporter covering our meetings has increased public understanding of local issues, supported accountability, and strengthened democratic participation.

Without continued LJI support, this consistent coverage would be extremely difficult to sustain.

I strongly encourage the LJI to approve Almaguin News' application and ensure the continuation of this essential service.

Sincerely,

[Name]

[Title, Municipality]

[Contact Information]

Department	Proposed Expenses
Administration	\$789,754.00
Public Works	\$1,042,200.00
Levies	\$802,579.00
Protection Services	\$300,000.00
Council	\$133,830.00
Waste Services	\$193,506.00
Reserves	\$117,000.00
Total Expenses	\$3,378,869.00
	Proposed Revenue
	\$1,039,077.76
To be Raised by Taxation - Option A	\$2,339,791.24
To be Raised by Taxation - Option B	\$2,186,791.00
To be Raised by Taxation - Option C	\$2,336,791.00

2026 PROPOSED CAPITAL PROJECTS OR PURCHASES

ADMINISTRATION

Building Access Replacement (FOB System) - \$5,000

Front Entrance Tile Replacement - \$3,000

Window Replacement (Happy Gang Room) - \$15,000

Server Replacement - \$8,000

Approximate Cost of Projects = \$31,000

PUBLIC WORKS

Curb Repairs - Main Street - \$30,000

Culvert & Catch Basin - \$60,000

Slurry Seal Maintenance Program - \$80,000

Replacement of Loader/Tractor - \$125,000

Purchase of Mini Excavator - \$50,000

Replacement of Pick up Truck - \$35,000

Approximate Cost of Projects = \$380,000

2026 PROPOSED CAPITAL PROJECTS OR PURCHASES SHARED SERVICES (known at this time)

ARENA

Approximate Cost of Projects is not known at this time,
working to minimize increases

FIRE

Levy included for Fire does not include
purchase of truck at this time. Further
discussion with the Fire Department and
Committee to determine when the purchase will
take place.

MEDICAL CENTRE

No Capital Projects or Purchases known at this time

2026 PROPOSED CAPITAL PROJECTS OR PURCHASES SHARED SERVICES (known at this time)

Levies

Based on a 2.2 percent increase unless total 2026 levy has been provided.

Council

Includes updates as per the Council Remuneration By-Law

Increased budget amount to training and conferences

Waste Services

Includes costs for 2026 for Waste and Recycle collection and Strong Landfill Fees

Costs associated with Restructuring studies

2026 Election Costs

Reserves

Includes contributions to Fire, Public Works and Administration for known future purchases

2026 Draft Budget Review - Option A

2025 Approved Revenue
to be raised by Taxation

\$2,169,846.00

2026 Proposed Revenue
to be raised by Taxation

\$2,339,791.00

Proposed % Increase to Taxation

7.83%

2026 Draft Budget Review - Option B

2025 Approved Revenue
to be raised by Taxation

\$2,169,846.00

2026 Proposed Revenue
to be raised by Taxation

\$2,129,791.00

Proposed % Increase to Taxation

-1.85%

2026 Draft Budget Review - Option C

2025 Approved Revenue
to be raised by Taxation

\$2,169,846.00

2026 Proposed Revenue
to be raised by Taxation

\$2,279,791.00

Proposed % Increase to Taxation

5.07%

Central Almaguin Planning Board
MINUTES
Wednesday, October 1, 2025
At the Village of South River Municipal Office located at
63 Marie Street, South River

Attending:

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

Secretary-Treasurer: Christine Hickey

Public - Dave McAlister, Katherine Rankin, Marlin Cox, Brenda Cox

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

The Chair called the meeting to order at 5:31 p.m.

2. Approval of Agenda

Resolution #1

Moved by: Fraser Williamson

Seconded by: Lynda Carleton

BE IT RESOLVED THAT this Board does hereby approve the October 1, 2025 agenda as amended. **CARRIED**

3. Declaration of Pecuniary Interests - None
4. Minutes – September 3, 2025 Meeting

Resolution #2

Moved by: John MacLachlan

Seconded by: Chris Nicholson

BE IT RESOLVED THAT this Board does hereby adopt the minutes of Wednesday, September 3, 2025; as written **CARRIED**

5. Payment of October Accounts:

5.1 Payment of Accounts by e-transfer (added item)

Resolution #3

Moved by: Tim Bryson

Seconded by: John MacLachlan

BE IT RESOLVED THAT this Board does hereby authorize the payment of accounts by e-transfer as necessary. **CARRIED**

5.2 Payment of October Accounts

Resolution #4

Moved by: Lynda Carleton

Seconded by: Fraser Williamson

BE IT RESOLVED THAT this Board does hereby approve payment of the October Accounts:

Ch# 667 - Village of South River – Rent for October 2025 - \$363.78

Ch# 668 - Christine Hickey – Wages (September 1, 2025 – September 30, 2025 – 30.5 hours)

Ch# 669 – Client First Canada – Invoice 2763 - \$474.60

Online CRA Payments for September (\$176.67)

Online Visa Payment for September (\$18.65)

CARRIED

6. Public Meetings/Decisions on the following Files

6.1 B015/25 Strong – Concession 4, Lot 32 – 67 Gibbons Road

The meeting time for this application was approximately 5:33 p.m. to 5:35 p.m.

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

Resolution #5

Moved by: Tim Bryson

Seconded by: Jim MacLachlan

BE IT RESOLVED THAT this Board does hereby approve File B015/25 Strong

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

90m (+/-) Frontage on Gibbons Road, with a depth of 445m (+/-) and an area of 4.00ha (+/-).

Retained Lot will be 36ha (+/-).

THE SUBJECT LANDS ARE LOCATED at Concession 4, Lot 32, with a municipal address of 67 Gibbons Road, Township of Strong, District of Parry Sound.

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

CARRIED

7. New Files

7.1 B016/25 Machar – Concession 4, Part Lot 22,23,24 – 2035 Eagle Lake Road

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

7.2 S002/25 Strong – Concession 8, Lot 18 - 151 Sunny Ridge Road

Discussion ensued on the proposed application and the location of the subject lands. The applicant was in attendance and was able to answer questions that the Board had related to the application.

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

Discussion ensued on the posting of the notices for all applications with the pending mail strike, if needed the Secretary-Treasurer can look into the possibility of a courier company to send the notices. Each notice will also be posted on the applicable websites.

8. Follow-up/New Items

8.1 B003/24 and B004/24 Lount – Concession A, Lot 148 and 149 - 977 Rye Road

Discussion ensued on the application, the Secretary-Treasurer to advise the applicant to provide in writing the setback for the pit to each of the development and provide a copy of the aggregate site plan that is readable before a final decision can be made.

- The Secretary-Treasurer was directed to proceed with a Notice of Public Meeting
- 8.2 2025 Estimated Budget

Resolution #6

Moved by: Chris Nicholson

Seconded by: Tim Bryson

BE IT RESOLVED THAT the Central Almaguin Planning Board receive the 2025 estimated budget.

CARRIED

- 8.3 Pahaphill and Associates – 2024 Audit - Revised
Re: 2024 Draft Financial Statements

The Secretary-Treasurer advised that the Auditor is finalizing the draft audit statements. It is anticipated that the files will be brought to the November meeting. The Ministry requests the financial statements as part of the funding agreement, Secretary Treasurer to confirm with the Ministry if November will be satisfactory.

Resolution #7

Moved by: Lynda Carleton

Seconded by: Fraser Williamson

BE IT RESOLVED THAT the Central Almaguin Planning Board discuss the 2024 Draft Audit Documents;

AND THAT the Chair and Secretary-Treasurer be authorized to work with the Ministry to provide to them requested information

AND THAT the 2024 Draft Audit Documents be brought to a future meeting for approval.

CARRIED

- 8.4 Office Closure – Wednesday October 15, 2025

The Secretary-Treasurer requested that the CAPB office be closed on Wednesday October 15 due to training. Staff will ensure that necessary work and follow-up is managed.

Resolution #8

Moved by: John MacLachlan

Seconded by: Lynda Carleton

BE IT RESOLVED THAT the Central Almaguin Planning Board approve the closure of the Office on Wednesday October 15, 2025. Staff will work remotely to ensure work is completed.

CARRIED

9. Correspondence/Updates

The Secretary advised that the Ministry of Municipal Affairs and Housing is holding a Planning Training Session in November, depending on the agenda items, the Secretary-Treasurer requested permission to attend. The Board was in support of the request.

10. By-Laws

Resolution #9

Moved by: Fraser Williamson

Seconded by: John MacLachlan

BE IT RESOLVED THAT the Central Almaguin Planning Board approve By-Law 2025-001 being a By-law to Govern the calling, place and proceedings of meetings of the Central Almaguin Planning Board. **CARRIED**

11. Closed Session - None

12. Adjournment

Resolution #10

Moved by: Tim Bryson

Seconded by: Chris Nicholson

BE IT RESOLVED THAT the Central Almaguin Planning Board adjourn at 6:20 p.m. until Wednesday November 5, 2025 or at the call of the Chair.

CARRIED

Jim Coleman, Chair

Christine Hickey, Secretary-Treasurer

ALMAGUIN COMMUNITY ECONOMIC DEVELOPMENT (ACED)

MINUTES October 23, 2025

A regular meeting of the ACED Board was held at the Strong Township and virtually on October 23rd, 2025 at 6:00 pm.

Present: Chris Nicholson, Township of Joly, Chair
Vicky Roeder-Martin, Township of McMurrich/Monteith
Sheri Norman, AHCC Representative
Margaret Ann MacPhail, Township of Perry
Fraser Williamson, Village of Sundridge
Wendy Whitwell, Township of Armour
Robert Brooks, Village of South River
Trista Porter, MND

Regrets: Dan Robertson, Township of Ryerson
Noel Walker, FedNor
Chris Hope, Village of Burk's Falls
Tim Bryson, Township of Strong

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

Call to Order

The meeting was called to order at 6:00 pm.

Round table introductions took place.

Minutes

The minutes of the meeting of Thursday, September 18th, 2025 were adopted as presented.

Director's Report

The Director covered the following items from the report:

1. An update on core activity tracking, which lists what the department has done over the past month was provided. These included business assistance, marketing, ACED website updates, social media activities, and communications.
2. Some of the updates in the report included:

- a) Contractors and trades support
- b) The Almaguin Housing Task Force
- c) Brand Ambassador/ONR session
- d) Social media updates
- e) Red Gala updates
- f) ACED Shared Service Agreement

Discussions took place regarding the report updates.

Resolutions

1. 2025-32– Moved by Wendy Whitwell; Seconded by Margaret Ann MacPhail
Be it resolved that the Almaguin Community Economic Development Board approve the September 18, 2025, meeting minutes, as circulated. Carried

Adjournment

4. 2025 - 33 – Moved by Robert Brooks; Seconded by Wendy Whitwell
Be it resolved that the Almaguin Community Economic Development Board adjourn the October 23rd, 2025 ACED meeting at 6:47p.m. Carried

The next meeting will be November 27th, 2025, at 6:00 p.m. at the Strong Township Office. If this changes, members will be advised.

**SUNDRIDGE –STRONG FIRE COMMITTEE
MINUTES
THURSDAY NOVEMBER 13, 2025 at 6:00 P.M.**

PRESENT:

SUNDRIDGE: Shawn Jackson (electronically), Luke Preston
STRONG: Tim Bryson, Jim Ronholm

STAFF PRESENT: Andrew Torrance, Fire Chief
Christine Hickey, Joint Committee Recording Secretary

C1 Call to order

The Chair called the meeting to order at 6:02 p.m.

C2 Approval of Agenda

Resolution #FC2025-043
Moved By: Luke Preston
Seconded By: Tim Bryson

THAT the Agenda for the November 13, 2025 regular meeting of the Sundridge-Strong Fire Committee be approved.

	Yea	Nay	Abstain
Tim Bryson	x		
Shawn Jackson	x		
Luke Preston	x		
Jim Ronholm	x		

CARRIED

C3 Declaration of Pecuniary Interest - None

The Chair welcomed the Township of Joly Council members in attendance.

C4 Delegations – None

C5 Approval of Previous Committee Minutes

a) September 11, 2025 – Regular Meeting

Resolution#FC2025-044
Moved By: Shawn Jackson
Seconded By: Tim Bryson

THAT the September 11, 2025 Regular Meeting Minutes of the Sundridge-Strong Fire Committee be approved as circulated.

	Yea	Nay	Abstain
Tim Bryson	x		
Shawn Jackson	x		
Luke Preston	x		
Jim Ronholm	x		

CARRIED

b) October 9, 2025 – Special Meeting

Resolution #FC2025-045

Moved By: Luke Preston

Seconded By: Shawn Jackson

THAT the October 9, 2025 Special Meeting Minutes of the Sundridge-Strong Fire Committee be approved as circulated.

	Yea	Nay	Abstain
Tim Bryson	x		
Shawn Jackson	x		
Luke Preston	x		
Jim Ronholm	x		

CARRIED

c) October 23, 2025 – Special Meeting

Resolution #FC2025-046

Moved By: Tim Bryson

Seconded By: Shawn Jackson

THAT the October 23, 2025 Special Meeting Minutes of the Sundridge-Strong Fire Committee be approved as circulated.

	Yea	Nay	Abstain
Tim Bryson	x		
Shawn Jackson	x		
Luke Preston	x		
Jim Ronholm	x		

CARRIED

C6

Follow Up/New Business

a) Joly – Municipal Fire Protection Agreement – Discussion with Township of Joly
(Request from October 23, 2025 meeting for Township of Joly Member(s) to attend)

Township of Joly Council Members were in attendance to discuss the Municipal Fire Protection Agreement.

Resolution #FC2025-047
Moved By: Tim Bryson
Seconded By: Luke Preston

THAT the Sundridge-Strong Fire Committee discuss the Draft Fire Protection Agreement with the Township of Joly;

AND THAT the draft agreement be amended to reduce the amount of the annual fee to: 2026 - \$70,000, 2027, \$80,000, 2028, \$90,000 and 2029 - \$100,000

AND THAT a clause be added to the agreement permitting termination if the Township of Joly becomes a member of the Sundridge-Strong Fire Department

	Yea	Nay	Abstain
Tim Bryson	x		
Shawn Jackson	x		
Luke Preston	x		
Jim Ronholm	x		

CARRIED

A recess was called at 7:30 p.m., Meeting resumed at 7:37 p.m.

b) Staff Report - Fire Chief's Report

Resolution #FC2025-048
Moved By: Tim Bryson
Seconded By: Shawn Jackson

THAT Fire Chief's Report dated November 13, 2025 be received.

	Yea	Nay	Abstain
Tim Bryson	x		
Shawn Jackson	x		
Luke Preston	x		
Jim Ronholm	x		

CARRIED

c) Staff Report – 2025 Volunteer Firefighter Pension-in-Lieu

Resolution#FC2025-049
Moved By: Luke Preston
Seconded By: Tim Bryson

THAT Pension-in-Lieu for the Volunteer Firefighters be applied at:

Less than 2 Years of Service – 5% of total honourarium
2 Years of Service – to Fully Trained – 7% of total honourarium
Fully Trained – 9% of total honourarium

AND THAT as per the approved budget, the Pension-in-Lieu payments form part of the 2025 honourariums;

AND THAT a letter accompany the amount thanking the volunteer Firefighters for the service to the community and request that the amount form part of their retirement savings.

	Yea	Nay	Abstain
Tim Bryson	x		
Shawn Jackson	x		
Luke Preston	x		
Jim Ronholm	x		

CARRIED

d) 2026 Sundridge-Strong Fire Committee Meeting Dates

The motion for the 2026 meeting dates was deferred to the next meeting.

The Following motion was introduced

Resolution #FC2025-050

Moved By: Shawn Jackson

Seconded By: Tim Bryson

That the 2026 Sundridge-Strong Fire Committee Meeting Dates be deferred to the next meeting.

	Yea	Nay	Abstain
Tim Bryson	x		
Shawn Jackson	x		
Luke Preston	x		
Jim Ronholm	x		

CARRIED

C7 Closed Session – None

C8 Adjournment

Resolution#FC2025-051

Moved By: Shawn Jackson

Seconded By:

THAT we do now adjourn at 7:53 until Thursday December 11, 2025 at 6:00 p.m. or at the call of the Chair.

	Yea	Nay	Abstain
Tim Bryson	x		
Shawn Jackson	x		
Luke Preston	x		
Jim Ronholm	x		

CARRIED

Jim Ronholm, Chair

Christine Hickey, Recording Secretary

DRAFT

SUNDRIDGE AND DISTRICT MEDICAL CENTRE MEETING

REGULAR MEETING MINUTES

TUESDAY NOVEMBER 18, 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), Vicki Whitmell

STAFF: Christine Hickey (Recording Secretary)

C1 Call to Order

The Chair called the meeting to order at 6:00 p.m.

C2 Approval of Agenda

Resolution #2025-119MC
Moved by: Jim Ronholm
Seconded by: Budd Brown

THAT the agenda for the Regular Meeting of the Sundridge & District Medical Centre Committee on November 18, 2025, be approved as amended to remove Item C7 g) Request for Lower Level Storage Space – Dental Office and to include Township of Strong Resolution R2025-313 as part of C7 a)

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) Special Meeting Minutes – October 20, 2025

Resolution #2025-120MC
Moved By: Jim Ronholm
Seconded By: Shawn Jackson

THAT the special meeting minutes of the October 20, 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) Regular Meeting Minutes – October 21, 2025

Resolution #2025-121MC
Moved By: Tim Bryson
Seconded By: Budd Brown

THAT the regular meeting minutes of the October 21, 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			

c) Closed Meeting Minutes – October 21, 2025

Resolution #2025-122MC
Moved By: Jim Ronholm
Seconded By: Shawn Jackson

THAT the closed meeting minutes of the October 21, 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) Township of Strong Letter dated November 17, 2025 (to follow)
Re: Number of Directors – Not for Profit – Decision Making Rational

Resolution #2025-123MC

Moved By: Tim Bryson

Seconded By: Jim Ronholm

THAT the Sundridge and District Medical Centre Committee receive Strong resolution R2025-313 dated October 28, 2025

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) Medical Centre – Additional Parking Lot – Project Update

Resolution #2025-124MC

Moved By: Shawn Jackson

Seconded By: Budd Brown

THAT the Sundridge and District Medical Centre Committee receive the letter dated November 17, 2025 from exp regarding the update of the Additional Parking Lot at the Medical Centre;

AND THAT updates continue to be brought to the Committee as they become available.

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) Medical Centre – PARR103 Program
Re: Ministry Reconciliation of Funding

Resolution #2025-125MC

Moved By: Jim Ronholm

Seconded By: Shawn Jackson

THAT the Sundridge and District Medical Centre Committee receive the report dated November 18, 2025;

AND THAT the Recording Secretary be authorized to work with the Ministry on the PARR103 Program Funding reconciliation;

AND FURTHER THAT the monies requested be taken from the NP Reserve and 2025 Non Reimbursable Committee Contribution.

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) Facility Maintenance Contract
Re: Municipal Resolutions

Resolution #2025-126MC
Moved By: Budd Brown
Seconded By: Jim Ronholm

THAT the Sundridge and District Medical Centre Committee receive the resolutions from the Village of Sundridge, Township of Strong and Township of Joly regarding the release of the Facility Maintenance Contract at a later date, if required.

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

- e) SDMC Consolidated Maintenance Listing

Resolution #2025-127MC
Moved By: Jim Ronholm
Seconded By: Shawn Jackson

THAT the SDMC Consolidated Maintenance Listing dated November 18, 2025 be received.

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) Sundridge and District Medical Centre – Facility Maintenance (verbal)

Resolution #2025-128MC

Moved By: Tim Bryson

Seconded By: Shawn Jackson

THAT the Sundridge and District Medical Centre Committee receive the update on facility maintenance of the Medical Centre.

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

Resolution #2025-129MC

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 October 31, 2025 be received;

AND THAT the Sundridge & District Medical Centre Accounts Payable for the Period of October 1, 2025 to October 31, 2025 in the amount of \$11,375.05 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 - None

C11 Notice of Future Motion

Member Bryson - If by December meeting there is not an acceptable agreement from Burk's Falls that we proceed to release the Contract

C12 Closed Session - None

C13 Adjournment

Resolution #2025-130MC
Moved By: Budd Brown
Seconded By: Jim Ronholm

THAT the Sundridge & District Medical Centre Committee now adjourn at 7:15 p.m. until the next regular meeting being December 16, 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



SUNDRIDGE-STRONG UNION PUBLIC LIBRARY BOARD MEETING

THURSDAY, OCTOBER 16, 2025

PRESENT: Diana Cosby, Brenda Lee, Karen McLaren, Kevin Noaik, Vicki Whitmell (zoom), Fraser Williamson

REGRETS:

STAFF: Melinda Kent, Librarian/CEO

Call to Order - The Chair called the meeting to order at 6:42 p.m.

Discloser of Conflicts of Interest – None

Agenda

10-01	Moved:	Kevin Noaik	Seconded:	Diana Cosby
That the agenda be approved as circulated. Carried.				

Minutes

10-02	Moved:	Karen McLaren	Seconded:	Fraser Williamson
That the minutes of the September 18, 2025 meeting of the Sundridge-Strong Union Public Library Board be adopted as presented. Carried.				

Business Arising

- The updated Union Library Agreement has been approved and signed by both municipalities.
- The librarian/CEO contacted the Village to see if there is a policy regarding investment renewals. The information received back indicated there is no policy and for investment renewals. It is up to each Board or Committee to decide each time what will be done. The librarian/CEO will follow up again with the Village on this matter after further discussion with the board.

Statement of Expenses

10-03	Moved:	Brenda Lee	Seconded:	Fraser Williamson
That the income statement for the Sundridge-Strong Union Public Library for the month of September in the amount of \$-11093.14 be accepted as presented. Carried.				

Librarian's Report

- See attached

- The librarian/CEO reminded the board that our next meeting on November 20 we will be participating in an on-line conference held by OLS that begins at 6:00 p.m.
- The librarian/CEO updated the board on the Commonwealth LEAF grant expenditures.
- The librarian/CEO reminded the board that pay equity is to be reviewed and updated, but the Pay Equity Act does *"not explain what type of compensation practices should be used to maintain pay equity, nor does it describe specific procedures or schedules to follow"*.
- The librarian/CEO let the board know that she has most of her vacation days for this year to take so she will be away more than usual.

Correspondence

- The library just received an email inviting us to participate in 'Trunk or Treat' at the public school on October 31st. The Librarian/CEO is unavailable and wondered if any board member is available to participate. No one is available.
- Correspondence from the Village was received regarding our insurance renewal.

New Business

- The librarian/CEO will bring a draft budget to the November meeting.
- The library will be closed December 24, 25, 26, 27, 31, and Jan. 1.
- Holiday bonus.

Closed Session

10-04	Moved:	Diana Cosby	Seconded:	Brenda Lee
Be it resolved that the Sundridge-Strong Union Public Library Board enter into a closed session as per the Public Library Act at 7:27 p.m. Carried.				

Open Session

10-05	Moved:	Diana Cosby	Seconded:	Karen McLaren
Be it resolved that the portion of the meeting closed to the public is concluded at 7:40 p.m. and the board will continue the meeting open to the public. Carried.				

Strategic Plan Update

- Our next committee meeting will be Tuesday, October 28th.
- On October 28th in the afternoon, we have also scheduled a meeting in which we are hoping teens will come and give us feedback on how to make the library more inviting to teens.

Policies & Procedures

- There was a discussion about police check attestations.

Announcements

Adjournment

10-06	Moved:	Fraser Williamson
	That the Sundridge-Strong Union Public Library Board adjourn at 7:49 p.m. The next regular meeting will be held at 6:00 pm on November 20, 2025 or at the call of the chair. Carried.	


Chair


Recording Secretary

Regular Meeting of the Village of Sundridge Council

Wednesday, November, 26, 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 (electronic participation), Councillor Luke Preston

STAFF: Nancy Millar; Clerk Administrator

GUEST: Tim Bryson, Jon Newman, Barbara Bryson, Tom Bryson, and guest

COUNCIL MINUTES

1) CALL TO ORDER

The Chair, Mayor Shawn Jackson called the meeting to order at 6:04pm.

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 #2025-297 Moved By: Sharon Smith Seconded By: Fraser Williamson

THAT the agenda for the November 26, 2025 regular meeting be approved as amended to reorder item 11.1 to appear after Item 3.

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

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

Moved By: Sharon Smith

Seconded By: Vicki Whitmell

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			

Motion Introduced

(Approved by majority of Council)

Resolution #2025-298

Moved By: Fraser Williamson

Seconded By: Luke Preston

THAT Council permit the landowner of 105 main street an opportunity to ask questions of Council regarding the staff report.

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

CARRIED.

Resolution #2025-299

Moved By: Luke Preston

Seconded By: Fraser Williamson

THAT Council postpones the discussion on Item (11.1) until a legal opinion can be obtained at the cost of the applicant, and the Delegate being Tim Bryson is to bring this information back to a future meeting of Council after the village solicitor has completed a review and provides an opinion at the Villages expense.

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

- 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) *Moved into Committee of the Whole by Mayor Shawn Jackson*

8) **APPROVAL OF CONSENT ITEMS**

Resolution #2025-300

Moved By: Sharon Smith

Seconded By: Fraser Williamson

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	Y		
Smith, Sharon	Y		
Whitmell, Vicki	Y		
Williamson, Fraser	Y		
Jackson, Shawn	Y		
CARRIED.			

9) NEW BUSINESS/ACTION ITEMS

9.1. 2026 Council Meeting Dates (including Townhall Sessions)

Resolution #2025-301

Moved By: Fraser Williamson

Seconded By: Vicki Whitmell

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	Y		
Smith, Sharon	Y		
Whitmell, Vicki	Y		
Williamson, Fraser	Y		
Jackson, Shawn	Y		
CARRIED.			

9.2. Council Remuneration

Resolution #2025-302

Moved By: Luke Preston

Seconded By: Sharon Smith

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

AND THAT due to the length of time since the previous increase, Council is asking staff to prepare a draft council remuneration by-law with a proposed initial increase of 6% plus an annual cost of living increase for a two year term, being effective for the years of 2026, 2027,

AND THAT the 6% increase be retroactive to January 1, 2025,

AND FUTHER THAT the draft by-law be brought back to a future meeting for further discussion.

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

9.3. Holiday Bonus
Resolution #2025-303
Moved By: Sharon Smith
Seconded By: Fraser Williamson

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 plus the 19 fire fighters), 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	Y		
Smith, Sharon	Y		
Whitmell, Vicki	Y		
Williamson, Fraser	Y		
Jackson, Shawn	Y		
CARRIED.			

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]

Resolution #2025-304

Moved By: Luke Preston

Seconded By: Sharon Smith

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	Y		
Smith, Sharon	Y		
Whitmell, Vicki	Y		
Williamson, Fraser	Y		
Jackson, Shawn	Y		
CARRIED.			

ITEMS MOVED INTO COMMITTEE

Deputy Mayor Smith assumed the Chair

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

Resolution #2025-305

Moved By: Shawn Jackson

Seconded By: Fraser Williamson

THAT the Council for the Corporation of The Village of Sundridge receives the correspondence from the Town of Kingsville regarding their opposition to the consolidation of the Conservation Authorities,

AND THAT council support the town of Kingsville in their opposition to the consolidation of the conservation authorities,

AND FURTHER THAT this motion of support be forwarded to the town of Kingsville and the MPP, the MP, the Minister of the environment, conservation and parks, and the leader of the official opposition.

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

Mayor Jackson resumed the chair.

10) COMMITTEE REPORTS/MINUTES

Resolution #2025-306

Moved By: Vicki Whitmell

Seconded By: Sharon Smith

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	Y		
Smith, Sharon	Y		
Whitmell, Vicki	Y		
Williamson, Fraser	Y		
Jackson, Shawn	Y		
CARRIED.			

11) STAFF REPORTS

Item (11.1) reordered by Council to appear after Item (3); Declaration of Pecuniary Interest.

12) BY-LAWS

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

Moved By: Vicki Whitmell

Seconded By: Fraser Williamson

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			

Mayor Jackson called a brief, five-minute recess at 7:55pm.

Motion Introduced

(approved by majority vote)

Resolution #2025-307

Moved By: Luke Preston

Seconded By: Fraser Williamson

THAT Council moved into a closed session at 8:01 pm as permitted under Section 239 (2) (b) personal matters about an identifiable individual, including municipal or local board employees: Staff.

Council returned to the open portion of the regular meeting at 8:05pm after having only discussed the matters permitted under the exclusion.

CARRIED.

Motion to postpone

Resolution #2025-308

Moved By: Fraser Williamson

Seconded By: Luke Preston

THAT Council postpones the discussion on Item (12.1) until after the following amendments are included in the by-law:

- Section 8.8 add “with prior consultation with the employee on preferred timing”
- Section 9.1 retirement gratuity
 - o Change entitlement to 10 yrs – 3 months
 - 15 yrs - 4 months
 - 20 yrs – 5 months
 - 25 yrs – 6 months

- Section 12.3 meal allowance corrected to be \$40 for a half day and \$80 for a full day
- That Remembrance Day and Truth and Reconciliation Day be reflected as commemorative days versus statutory holiday days.

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 – Nothing at this time.
- Sharon Smith
 - Deputy Mayor Smith will be attending the District Social Services Administration Board sponsored Housing Day, tomorrow, November 27th from 1pm to 3pm.
- Luke Preston – Nothing at this time.
- Fraser Williamson – Nothing at this time.
- Vicki Whitmell
 - The Township of Strong has now approved of the municipality's participation in the working group for exploring a new library and now we can get planning for the first meeting in January.
- Nancy Millar, Clerk Administrator
 - The Holiday Contests are up and running. The colouring contest and the holiday light up contest both close December 12, 2025.

14) INTRODUCTION OF FUTURE MOTIONS – None

15) CONFIRMING BY-LAW

Resolution #2025-309

Moved By: Sharon Smith

Seconded By: Vicki Whitmell

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	Y		
Smith, Sharon	Y		
Whitmell, Vicki	Y		
Williamson, Fraser	Y		
Jackson, Shawn	Y		
CARRIED.			

16) CONSIDERATION OF A CLOSED SESSION

Resolution #2025-310

Moved By: Fraser Williamson

Seconded By: Luke Preston

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	Y		
Smith, Sharon	Y		
Whitmell, Vicki	Y		
Williamson, Fraser	Y		
Jackson, Shawn	Y		
CARRIED.			

17) **ADJOURNMENT**
Resolution #2025-311
Moved By: Fraser Williamson
Seconded By: Sharon Smith

THAT we do now adjourn at 8:20 p.m. until the Regular Council Meeting on December, 10, 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: S2025-028
Date: December 10, 2025
To: Mayor, Deputy Mayor and Members of Council
From: Nancy Millar, Clerk Administrator
Report Title: 2026 Insurance Renewal

RECOMMENDATION

THAT Staff Report S2025-028, dated December 10, 2025, regarding the municipal insurance renewal for the period commencing January 1, 2026 be received,

AND THAT Council selects the Limited Term Agreement for a three-year period,

AND FURTHER THAT Council authorizes the Clerk Administrator to bind the coverage commencing January 1, 2026 at a cost of \$131,497.00.

BACKGROUND

Each year the municipality goes through the process of reviewing and updating the various information and schedules contained within the policy.

The financial information provided by MIS / Knox Hutchison, is proprietary information and therefore cannot be publicly distributed. The Clerk Administrator has provided Council with the key points from the information in this report.

ANALYSIS

We have worked with our Broker Tim Hutchison of Municipal Insurance Services (A Division of McDougall Insurance Brokers Limited) and the Insurers to maintain rates as low as possible and we are pleased to report that this renewal premium is up only about \$500.00 over the expiring term.

The Municipal General Liability is seeing a 2.5% premium decrease on the Primary Liability.

A 6% inflationary increase has been applied to our Property, Machinery Breakdown & Crime values. The Insurers have provided us with a 10% rate decrease achieved on the Property, resulting in 3.6% premium decrease to the Property & Boiler premium.

The Automobile portion of the policy is seeing a 3% rate increase applied due to market inflationary conditions.

The Council Accident, Critical Illness, Vol Fire Fighters Accident, Volunteer Accident is at the flat premium (no year over year change).

The Cyber premium is seeing a 9% premium decrease. This is due to the enhanced level of security and encryption applied to our IT equipment, software and processes.

On the general liability portion, the Insurer is offering a three (3) year Limited Term Agreement (LTA) which will allow us to lock in further reductions for the next few renewals, including a \$1,491 reduction this renewal term equal to a 1% reduction in premium this year, over the expiring term; by selecting one of the following options:

- o Year 1: -5% (applicable starting Jan 1, 2026) \$56,669
- o Year 2: -2.5% (\$55,252)
- o Year 3: -2.5% (\$53,871)

Note: Savings of \$1,491 in the first year if LTA is taken.

OPTIONS

With the Insurer offering a three (3) year Limited Term Agreement (LTA) allowing us to lock in further reductions for the next few renewals for the general liability (approximately 45% of the total premium), it would be in the best interest of the municipality to renew for the three years.

FINANCIAL CONSIDERATION

Each year the municipality undertakes a thorough review of all anticipated expenses and revenues. The budgeting process is difficult. The decisions of Council have a significant impact on the residents and businesses within the village.

Given the track record of the village, the insurers are offering the village significant savings.

Council has the opportunity to see a cost reduction for insurance premiums for the next three years. As this coverage is not optional, Council should consider the benefit of the offered savings.

CONCLUSION

The municipality has been presented an offer that sees substantial cost reductions in multiple areas of our insurance policy. These reductions are a result of the due diligence of Council and Staff in performing their duties, by management and operations mitigating risks, by implementing and adhering to a high level of operational standards and by conducting the municipal operations with high ethical standards.



Corporation of the Village of Sundridge

Report Number: S2025-029
Date: December 10, 2025
To: Mayor, Deputy Mayor and Members of Council
From: Christine Hickey, Treasurer
Report Title: SDMC – Review of Number of Directors for Not for Profit

RECOMMENDATION

THAT Staff Report S2025-029 regarding SDMC – Review of Number of Directors for Not for Profit be received.

AND THAT _____

BACKGROUND

At the November 18, 2025 Sundridge and District Medical Centre Committee meeting the following resolution from the Township of Strong was received:

R2025-313

Moved By: Marianne Stickland

Seconded by: Jeff McLaren

Be it resolved that the Council for the Township of Strong hereby receive and read the draft correspondence prepared to be presented to Sundridge & District Medical pursuant to resolution R2025-286; and

If there is no resolution by the SDMC that is acceptable to members on November 18th regular meeting, Strong will pursue arbitration.

ANALYSIS/OPTIONS

This report is to provide Council with background details on this matter. At this time, the discussion on the Not for Profit transition is focusing on the Number of Directors. It is also important to note that a Not for Profit organization is legislated by the Ontario Not-for-Profit Corporations Act, not the Municipal Act.

Currently the Township of Joly and the Village of Sundridge are in agreeance that the number of Directors should remain as 2 for each municipality. The Township of Strong is requesting that this be 2 for Sundridge, 2 for Strong and 1 for Joly.

Currently, where the three municipalities share services all of the Committees and/or boards have 2 members from each municipality and use the 50-40-10 model.. This includes the Arena, Medical Centre and Recreation Committee.

At the May 29, 2025 Tri Council Meeting the following resolution was passed which provided the authorization to look into the process to transition into a Not for Profit Organization:

Resolution #TRI-2025-020

Moved By: Justine Leveque

Seconded By: Luke Preston

THAT the Council for The Village of Sundridge supports the reorganization of the Sundridge and District Medical Centre Committee to a Not for Profit entity,

AND THAT the Recording Secretary (or designate) for the Sundridge and District Medical Centre Committee be directed to work with Larry Crossan, Lexcor Business Lawyers on draft articles of incorporation for Not for Profit and by-laws for discussion and direction by the SDMC Committee;

AND THAT the draft by-laws be based on current structure and agreements for the establishment of the Not-for-Profit entity.

It is important to note that the same resolution was passed by The Township of Strong and the Township of Joly.

At the October 8, 2025 Village of Sundridge Council Meeting, Council was provided with Staff Report S2025-018 – Review of Number of Directors for Not for Profit. This report gave a background to the Medical Centre Committee and details on the shared costs. The reason for this report was to provide Council direction to the medical Centre Committee on how they would like to proceed with the Number of Directors for each municipality.

Council passed the following resolution:

Resolution #2025-255

Moved By: Fraser Williamson

Seconded By: Vicki Whitmell

THAT Council receive Staff Report S2025-018, dated October 8, 2025, regarding SDMC – Review of Number of Directors for Not For Profit be received,

AND THAT Council would like to keep the member voting representation of 2 Strong -2 Sundridge -2 Joly for the number of Directors for the Not for Profit.

At the October 21, 2025 Medical Centre Committee Meeting, the following motion was considered but was defeated:

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.

Key Points

Staff are not able to determine exactly how the contribution percentage was set although when you look at population and household numbers the 50-40-10 split is fairly consistent to this. Currently, where the three municipalities share services all of the Committees and/or boards use the 50-40-10 split with 2 members from each municipality, this includes the Arena, Medical Centre, Recreation Committee.

As with any shared service municipal contributions can be calculated using different approaches. Staff have seen formulas based on total assessment base, population and households (just to name a few). Not often will a shared service be divided equally if not all of the comparables (i.e. population, assessment base) are not equal.

As per the KPMG Review of Shared Services (page 23) one of the reasons that a municipality would consider shared services is for a Mutual Benefit:

The concept of mutual benefit is crucial to the success of any shared service arrangement. At no time during the process, no partner should be able to clearly identify “winners” and “losers” and should be able to point to the benefit of the

partnership. In some cases, one municipality may experience an increase in revenues as a result of sharing with another whereas the other will experience a decrease in operating costs. In the absence of mutual benefit, the relationship/arrangement is exposed to the risk of one side seeking to end it.

The KPMG Review of Shared Services was noted at the recent SDMC meeting as part of the reason the number of votes for each municipality is being discussed, page 28 states:

Review the cost allocation model within each agreement – it would appear all agreements have a cost apportionment model in place. However, it would appear that every agreement has a 50% - Township of Strong; 40% - Village of Sundridge; and 10% - Township of Joly with the exception of Fire Services (50%-50% split between the Village of Sundridge and the Township of Strong). This is not to suggest the allocation is incorrect for the services that the split pertains to but it may serve beneficial for all partners to ensure there is empirical evidence to support it versus a historical approach.

Review the governance model within each agreement – the current approach used within each agreement is decision making is split equally across the partnership. While having an equal number of members promotes equity across the partnership, it may also not be reflective of the financial contributions of each partner. The three municipalities may want to explore altering the governance model to be in line with the financial relationship within each agreement

Staff have looked at the medical centre budget over the last 5 years and provided details based on the current model (50-40-10), an equal contribution and a revised model (40-40-20). Also included is the cost per resident (population) and HH. The information is not intended to be a detailed review; it is only being provided for discussion.

In looking at population and household, the 50-40-10 cost allocation is still consistent with a small variance of five to seven percent.

Based on the tables below, if the total members and contribution amounts are being discussed, time should be taken to review in full and what impacts current and proposed changes will have for each municipality.

2021 Stats Canada Numbers				
	Population	Households	% of Pop.	% of HH
TOS	1566	953	55.99	60.86
VOS	938	458	33.54	29.25
TOJ	293	155	10.48	9.90
	2797	1566		

Year	Cost per Pop TOS	Cost per Pop VOS	Cost per Pop TOJ	Cost per HH TOS	Cost per HH VOS	Cost per HH TOJ
2021	\$37.99	\$50.74	\$40.61	\$62.43	\$103.92	\$76.77
2022	\$50.64	\$67.63	\$54.13	\$83.21	\$138.52	\$102.32
2023	\$49.69	\$66.36	\$53.11	\$81.65	\$135.91	\$100.40
2024	\$52.16	\$69.66	\$55.75	\$85.71	\$142.67	\$105.39
2025	\$53.93	\$72.02	\$57.64	\$88.61	\$147.51	\$108.97
	\$48.88	\$65.28	\$52.25	\$80.32	\$133.71	\$98.77

OPTIONS

This report is to assist Council in the discussion of Township of Strong Resolution R2025-313.

FINANCIAL CONSIDERATION

At this time there are no financial considerations.

ATTACHMENTS

N/A

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. With prior consultation with the employee on preferred timing.

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	3 month based on regular pay
15 years	4 months based on regular pay
20 years	5 months based on regular pay
25 years	6 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, Thanksgiving Day, Christmas Day and Boxing Day.

The following Commemorative Holidays shall be granted with pay, pursuant to applicable legislation:

Remembrance Day, National Day for Truth and Reconciliation

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 \$80.00 per day (for a full day) and a maximum meal allowance rate of \$40.00 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

CORPORATION OF THE VILLAGE OF SUNDRIDGE

BY-LAW NO. 2025-051

Being a By-Law to appoint ADR Chambers
for Integrity Commissioner Services for the Village of Sundridge

WHEREAS Section 223 of the *Municipal Act, 2001, S.O. 2001, c.25*, as amended, authorizes municipalities to appoint an Integrity Commissioner who is responsible for acting in an independent manner to apply the code of conduct of council and local boards and other such duties as may be assigned to them by the municipality; and

WHEREAS the Village of Sundridge participated in a joint request for proposals in 2022 with ten (10) Almaguin Municipalities seeking the services of an Integrity Commissioner; and

WHEREAS, the agreement is set to expire December 31, 2025, and all (10) municipalities would like to renew the service agreement for another three (3) years,

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

1. That ADR Chambers is hereby appointed Integrity Commissioner for the Village of Sundridge for the years 2026, 2027, and 2028;
2. That this By-law, and the attached Schedule 'A' shall form an agreement to purchase services between the Village of Sundridge and ADR Chambers
3. That this By-law shall come into force and effect on January 1, 2026.

PASSED THIS 10th DAY OF DECEMBER 2025

Shawn Jackson, Mayor

Nancy Millar, Clerk Administrator

THIS AGREEMENT FOR PROFESSIONAL SERVICES
made as of the __ th day of December, 2025

BETWEEN:

Village of Sundridge
(hereinafter called “the Village”)

- and -

ADR CHAMBERS INC.
(hereinafter called “ADRC”)

WHEREAS the Village would like to retain the services of Michael Maynard of ADRC as its Integrity Commissioner under the authority of section 223.3(1) of the *Municipal Act, 2001*, S.O. 2001, c. 25 (the “Act”) to perform the Services of this position in accordance with the terms of the Act and the provisions of this Agreement;

NOW THEREFORE, the Village and ADRC for good and valuable consideration hereto covenant and agree as follows:

Services

1. ADRC agrees to provide Integrity Commissioner services with Michael Maynard of ADRC as the appointed Integrity Commissioner (the “Commissioner”), in accordance with the authority for such appointment as prescribed in Section 223.3 (1) of the Act. ADRC will also make available to the Municipality other ADRC support persons, as permitted by this Agreement, including Ellen Fry, Ben Drory, Jeffrey Shapiro and Naomi Bussin as Associate Investigators.
2. ADRC agrees to perform the services (the “Services”) as set out in section 223.3(1) of the Act.
3. Neither ADRC nor the Commissioner will provide legal advice and none of the advice provided in the delivery of the Services should be considered legal advice. Anyone who requires legal advice should seek that advice from a practising lawyer.
4. Services shall be performed in relation to the Village’s Code of Conduct, as amended. A copy of the Village’s current Code is attached to the Agreement as Schedule “A”.

5. The Commissioner is appointed for the purpose of addressing Integrity Commissioner-related issues. The Commissioner's jurisdiction over complaints is established only upon ADRC's receipt of a Formal Complaint. ADRC shall not provide advice to persons who wish to file or are thinking about filing a Formal Complaint to ADRC.
6. The Village may in writing at any time after the execution of the Agreement or the commencement of Services delete, extend, increase, vary, or otherwise alter the Code. The Village and ADRC may jointly agree to alter the services. ADRC shall have the option of terminating this Agreement immediately if the scope of the Services is materially altered without ADRC's consent.
7. (a) The Village may at any time, by giving 60 days' notice in writing to ADRC, suspend or terminate this Agreement and the Services or any portion thereof. This may be done for any reason. If the Village determines or is informed pursuant to this Agreement that ADRC has a conflict of interest, the Village may ask ADRC to make arrangements to ensure Services are provided without a conflict (whether through assignment or otherwise) in a manner satisfactory to the Village, failing which, the Village may terminate this Agreement. Upon receipt of written notice of termination, ADRC shall perform no further Services other than those reasonably necessary to close out the Services. In such an event, ADRC shall be entitled to payment for those Services rendered and disbursements incurred.

(b) Should a conflict of interest arise, ADRC shall disclose such conflict to the Village and shall make arrangements to ensure Services are provided without a conflict (whether through assignment or otherwise) in a manner satisfactory to both the Village and ADRC. If unable to address the conflict to the satisfaction of both the Village and ADRC, ADRC may, at any time by notice in writing to the Village, terminate the Agreement and the Services. Upon ADRC's delivery of written notice to the Village, ADRC shall not, without the consent of the Village's Clerk, perform any further Services other than those reasonably necessary to close out ADRC's Services. In such an event, ADRC shall be entitled to payment for those Services rendered and disbursements incurred.
8. ADRC shall perform the Services, in an independent and consistent manner to meet the requirements of the Village. ADRC shall complete the Services on a flexible and as-needed basis as required by the Village.
9. The Village acknowledges and agrees that ADRC shall make all final reports to Council. These reports to Council will be made using the proper administrative reporting procedures as directed by the Village's Clerk. Notwithstanding anything in this paragraph, ADRC may provide advice to Councillors on a confidential basis.

Term, Termination, and Expiration

10. (a) Subject to the provisions of this Agreement, the initial Term of this Agreement shall be for **three (3) years** and shall commence on the date of execution of the Agreement by both parties (the “Term”).

(b) Upon any termination of this Agreement, ADRC shall provide to the Village’s next Integrity Commissioner all material/documentation related to any investigations underway and such documentation/material shall become the property of the new Integrity Commissioner of the Village. In the event the Village has not contracted the services of a new Integrity Commissioner upon termination of this Agreement, ADRC shall make arrangements with the Village to transfer documentation/material relating to on-going investigations to the Village’s Clerk in a manner that satisfies ADRC’s concerns respecting confidentiality of the records while allowing their use for the purposes for which they were created.

(c) Following termination of the Agreement, ADRC shall retain all records and documentation relating to the Services for seven (7) years (the “Retention Period”). Upon completion of the Retention Period, ADRC shall dispose of the records.

Impartiality

11. ADRC acknowledges that neither ADRC, nor any of its employees or agents providing Services to the Village has any conflicts of interest. Specifically, ADRC acknowledges that neither the Commissioner, nor any other employee or agent of ADRC providing Services are employed by the Village, have any financial interest in matters involving the Village, have any interest in matters before the Village’s Council, or have any interest in any work undertaken by the Village. ADRC further agrees that ADRC, its employees and agents involved in providing Services will not have any involvement in political campaigning/endorsements, or related conflicts of interest, with any current member of the Village’s Council, Committees, Local Boards, or with any current member of a council, committee or local board of a local municipality within the Village preceding or during the Term of the Agreement. ADRC acknowledges that ADRC and the Commissioner shall be and always remain impartial and neutral. ADRC shall perform the Services skilfully, competently, and in accordance with the law.

Compensation

12. (a) The Village shall pay ADRC the following fees and disbursements for services rendered:
 - a. Retainer Fee of \$500 per year + HST, charged annually upfront (includes the preparation of the Annual Report);

- b. The Hourly Rate shall be \$375 + HST for work performed by the Commissioner;
- c. The Hourly Rate shall be \$300 + HST for work performed by the Associate Investigator;
- d. Mileage for reasonable travel at a rate of \$0.60/km. The Village agrees that particulars of travel within the Village shall not be disclosed to the Village by ADRC if believed that doing so may compromise confidentiality of a complainant or participant in an investigation; and
- e. Reasonable disbursements at cost.

(b) Should ADRC require a meeting space in the Village during the course of an investigation, the Village shall provide such space in a Village facility on an as needed and as available basis. In arranging for such space, the Village will be mindful of the importance of confidentiality. For greater certainty, ADRC may request space in another Village facility where the space offered could, in the opinion of ADRC, give rise to confidentiality concerns.

(c) The Village will print ADRC's reports and will provide services with respect to service of summonses or subpoenas, as may be requested by ADRC at the expense of the Village.

(d) The Village shall provide public access to the Code through its website. The Village shall also provide information about the Code, the functions of the Integrity Commissioner, and the complaint process on its website. ADRC's Services do not include development of a website or such information. Review of the website content does not constitute part of ADRC's Services, unless requested.

(e) If the Village Clerk refuses to authorize any of ADRC's fees and expenses contemplated by the Agreement, ADRC is entitled to appeal such decision directly to the Village's Council.

(f) Should fees or expenses that ADRC feels are necessary for the reasonable performance of the Services be refused on appeal to the Village's Council, then the issue shall be resolved by arbitration pursuant to paragraph 30 of this Agreement.

- 13. ADRC shall not assume responsibility for, nor seek reimbursement from, the Village for any costs incurred by ADRC not specifically set out in the Agreement unless such costs are authorized, in writing, by the Village's Clerk (in advance).
- 14. ADRC shall submit an invoice to the Village for all services completed in the immediately preceding month. Interest at the annual rate of 12 percent per annum will be paid on the total outstanding unpaid balance commencing 30 days after the Village has received ADRC's invoice. Any applicable Harmonized Sales Tax shall

be added to each monthly invoice as prescribed by law from time to time and shall be paid to ADRC by the Village. ADRC shall provide its HST Registration Number on all invoices to the Village.

15. ADRC shall provide copies of receipts with respect to any disbursement, for which receipts would normally be available, for which ADRC claims payment under this Agreement.

Insurance and Indemnification

16. (a) Indemnity

ADRC agrees to indemnify and save harmless and shall obtain, maintain, pay for and provide evidence of the following insurance.

- (b) Professional and Commercial General Liability Insurance

ADRC shall obtain, maintain, pay for, and provide evidence of Professional Liability Insurance with limits of not less than \$2 million (\$2,000,000.00), inclusive per claim, covering services or activities by ADRC and ADRC's agents and employees (inclusive of the Commissioner) that are professional in nature and thereby excluded under the Commercial General Liability Policy.

ADRC shall obtain, maintain, pay for, and provide evidence of Commercial General Liability Insurance that includes as an additional insured the Village, with limits of not less than \$5 million (\$5,000,000.00) inclusive per occurrence for bodily and personal injury, death and damage to property including loss of use hereof.

- (c) Workplace Safety and Insurance Board ("WSIB")

ADRC is not required to register with the WSIB and, upon request, can provide a letter from the WSIB attesting to this.

- (d) *Municipal Act, 2001* Indemnity

The Village hereby provides the Integrity Commissioner and any person acting under the Integrity Commissioner's instructions with the indemnity provided for and required in section 223.3(6) of the Municipal Act, 2001, as amended by Bill 68 and effective March 1, 2019.

Representation of ADRC

17. ADRC is appointed under authority of subsection 223.3(1) of the Act and, as such, is responsible for performing the Services in an independent manner. ADRC and the Commissioner may be identified publicly as the Integrity Commissioner appointed by the Village. ADRC shall be an independent contractor and shall not

be considered and shall at no time represent itself or permit any of its employees or agents to represent themselves to be legal counsel, an agent, or an employee of the Village.

Confidentiality

18. The Commissioner is entitled to have access to all books, records, electronic data processing records, reports, files, and all other papers, things or property belonging to or used by the Village or a local board that the Commissioner believes to be necessary for an inquiry.
19. ADRC, the Commissioner, and every person acting under the instructions of either ADRC or the Commissioner shall preserve secrecy with respect to all matters that come to their knowledge in the course of its Services, save and except information that may be disclosed in a criminal proceeding, as required by law or otherwise set out in subsection 223.5(2) of the Act.
20. ADRC shall comply with the confidentiality provisions of the Act and specifically the requirements set out in sections 223.5, 223.6, 223.7, and 223.8 of the Act.
21. Except as may be required by law, ADRC shall not disclose confidential information that was the subject of a closed meeting under section 239 of the Act, or which could identify a person concerned. Nothing herein precludes the ADRC from making public disclosure of information as is permitted by law.
22. In the event the Commissioner believes access is required to files and documents for which solicitor client privilege is claimed, then ADRC shall discuss such request with the Village's solicitor. If, in the opinion of the Village's solicitor, such request needs to be approved by the Village's Council, then the direction of the Village's Council will be sought by the Village's solicitor.
23. Upon receipt of a Formal Complaint pursuant to the Code, the Commissioner may conduct an informal investigation or may elect to exercise the inquiry powers under sections 33 and 34 of the *Public Inquiries Act*, as contemplated by subsection 223.4(2) of the Act.

General Conditions

24. Except as set out herein, neither ADRC, nor any person, firm, or corporation associated or affiliated with or subsidiary to ADRC shall have an interest either directly or indirectly with the business of the Village.
25. ADRC is not permitted to assign this Agreement in whole or in part, subject to paragraphs 26 and 27.

26. ADRC recognizes and agrees that the Commissioner has been selected by the Village to perform the Services based on his or her unique qualifications for the position, combined with the support systems provided by ADRC. In the event of any delegation of the Services by ADRC to an agent, employee, or other person beyond what is expressly set out in this Agreement, ADRC will notify the Village's Clerk of the identity of the proposed designate, as well as his or her qualifications, experience, and expertise necessary to perform the Services to the same standard.
27. Nothing herein shall preclude the Commissioner from delegating his or her authority to individuals referred to in this Agreement or such other individuals who may be agreed to by the Village in accordance with the provisions of the *Municipal Act, 2001*.
28. Powers and Services assigned to ADRC under this Agreement shall apply to ADRC only while in performance of the Services during the Term of this Agreement.
29. This Agreement supersedes all previous agreements, arrangements, or understandings between the parties whether written or oral in connection with or incidental to ADRC's Services.
30. Any dispute, difference or disagreement between the parties hereto in relation to this Agreement may be referred to arbitration. The parties will agree on a suitable arbitrator and if they are unable to do so, an arbitrator will be appointed by the ADR Institute of Ontario. The award of the arbitrator shall be final and binding upon the parties. The provisions of the *Arbitration Act, 1991*, S.O., 1991, as amended shall apply.
31. The headings used in the Agreement are for convenience of reference only and do not limit or otherwise affect the meaning of the terms, provisions, interpretation, or language of the Agreement.
32. This Agreement may be executed in one or more counterparts, each of which is deemed an original, but all of which taken together constitute one and the same instrument.

IN WITNESS THEREOF ADRC has set its corporate seal attested by the hands of its duly authorized officers and the Village has affixed its corporate seal attested by the hands of its duly authorized officers on the day and year first above written.

SIGNED, SEALED AND DELIVERED

The Village of Sundridge

PER:

Name:

Title:

Name:

Title: Clerk

ADR CHAMBERS INC.



Naomi Bussin

Director, Integrity,

Investigation & Resolution

I have authority to bind the
corporation

Schedule “A”
Code of Conduct

**CORPORATION OF VILLAGE OF
SUNDRIDGE**

BY-LAW NUMBER 2012-022

**Being a By-law to adopt a Code of Conduct Policy for
Municipal Councillors
of the Corporation of the
Village of Sundridge**

WHEREAS Section 9 of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, provides that a Municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act;

AND WHEREAS Section 8 (1) of the Municipal Act, 2001, S. O. 2001, c.25, provides that Sections 8 and 10 shall be interpreted broadly so as to confer broad authority on the municipality to enable the municipality to govern its affairs as it considers appropriate and to enhance the municipality's ability to respond to municipal issues;

AND WHEREAS Section 10 of the Municipal Act S.O. 2001, c.25, as amended, authorizes municipalities to pass by-laws regarding Accountability and Transparency of the municipality and its operation and of its local boards and their operations;

AND WHEREAS Part V.1, Accountability and Transparency, Section 223.2(1) of the Municipal Act, 2001, c.25, as amended, authorizes a municipality to establish a code of conduct for members of the Council of the municipality and of local boards of the municipality;

AND WHEREAS the Council of the Corporation of the Village of Sundridge deems it expedient to adopt a Code of Conduct Policy for Council;

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

1. SCHEDULE

THAT the following schedule is attached and forms part of this by-law:

- (a) Schedule "A" - Code of Conduct for Members of Council.

2. SEVERABILITY

In the event that section or sections of this by-law thereof are found by a Court of competent jurisdiction to be invalid or ultra vires, such section, sections or parts thereof shall be deemed to be severable, with all other sections or parts of this by-law remaining in the full force and effect.

3. EFFECTIVE DATE

THAT this By-law shall come into force and take effect upon receiving the final passing thereof.

INTRODUCED AND READ A FIRST, SECOND AND THIRD TIME THIS 22ND DAY OF MAY 2012.

Mayor Elgin Schneider

CAO/Clerk Lillian S. Fowler

**CORPORATION OF THE VILLAGE OF
SUNDRIDGE**

SCHEDULE "A"

TO

BY-LAW 2012-022

COUNCIL CODE OF CONDUCT POLICY

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1. PURPOSE

The purpose and intent of this policy is to establish guidelines for ethical and interpersonal standards of conduct for Members of Council by improving the quality of public administration and governance and by encouraging high standards of conduct on the part of all government officials.

- a) Protect the public interest.
- b) Encourage high ethical standards among Municipal Council Members.
- c) Provide a universal understanding of the fundamental rights, privileges, and obligations of Municipal Council Members.
- d) Provides a means for Municipal Council Members to obtain authorization for some contemplated conduct in circumstances where they are uncertain as to the ethical appropriateness of that conduct.
- e) Set out the means of correcting unethical conduct.
- f) Municipal Council Members hold positions of privilege. Therefore, they must discharge their duties in a manner that recognizes a fundamental commitment to the well-being of the community and regard for the integrity of the Corporation.
- g) The importance of Policy:
 - i. ensures equitable treatment of citizens;
 - ii. ensures equitable treatment of employees;
 - iii. communicating corporate priorities to employees;
 - iv. ensuring compliance with statutory requirements;
 - v. minimize liability risks;
 - vi. ensures accountability at all levels;
 - vii. ensures optimal use of available resources;

2. DUTY OF COUNCIL

This Code of Conduct is a public declaration of the principles of good conduct and ethics (standards of behavior) "that we, the Members of the Sundridge Council have decided its' stakeholders could reasonably expect of us as Members of Council to demonstrate in the performance of our responsibilities as elected community representatives".

Attaining an elected position within one's community is a privilege which carries significant responsibilities and obligations. Members of Council are held to a high standard as leaders of the community and they are expected to become well informed on all aspects of municipal governance, administration, planning and operations. They are also expected to carry out their duties in a fair, impartial, transparent and professional manner. The key stakeholders, although obvious at first, represent a broad base of interests and concerns which require fair and open attention, adjudication and disposition.

These key stakeholders include but are not limited to:

- a) Residents
- b) Ratepayers

- c) Other Members of Council
- d) Staff
- e) Local Boards and Committees
- f) Province of Ontario
- g) School Boards and other Public Agencies
- h) Suppliers
- i) Chambers of Commerce

To assist the Village of Sundridge Council in interacting effectively with all stakeholders, the following obligations are expected of each **Member of Council** :

- a) That they solemnly promise, declare and carry out their responsibilities as prescribed in the oath of office.
- b) That they familiarize themselves with and follow the Procedural By-law for Council and its Committees.
- c) That they follow the provisions of the Municipal Act, as amended, and read and follow the Municipal Conflict of Interest Act. Under E-laws: <http://www.e-laws.gov.on.ca>

3. POLICY STATEMENT

Local Government is an open, accessible, and accountable form of government. The relationship of public trust and mutual respect that has evolved between government and the public requires high standards of ethical conduct by municipal Council Members.

4. DEFINITIONS

- a) **Municipal Council Members** – include the Mayor and Members of Council of the Village of Sundridge.
- b) **Public Comment** – disclosures made in a public speech, lecture, radio or television broadcast, in the press or book form.
- c) **Confidential Information** – while the classification of information as “confidential” is a matter of Council discretion whether labeled as confidential or not, disclosure of information will not constitute a breach of the Code of Conduct unless that information is of an inherently confidential nature such as:
 - i. Personal data of employees or others.
 - ii. Records related to internal policies and practices, which if disclosed, may prejudice the effective performance of a municipal operation.
 - iii. Records of a financial nature reflecting information given or accumulated in confidence.
 - iv. Files prepared in connection with litigation and adjudicative proceedings.
 - v. Reports of consultants, policy drafts and internal communications, which, if disclosed, may prejudice the effective operation of the municipality.
- d) **Municipality** – includes the Corporation of the Village of Sundridge.

5. RESPONSIBILITIES

1. Statement of Commitment

We, the members of the Council of the Corporation of the Village of Sundridge, are committed to discharging our duties conscientiously and to the best of our ability.

In the performance of our community role we will act with honesty and integrity and generally conduct ourselves in a way that both generates community trust and confidence in us as individuals and enhances the role and image of the Council and local government generally.

In addition to all legislative requirements, we the members of the Council of the Corporation of the Village of Sundridge have adopted the requirements of this Code of Conduct and ethics are standards that we will adopt in the performance of our role.

2. Standard of Conduct

- a) Members of Council must not misuse confidential information acquired by virtue of their position as an elected member that could cause a benefit or detriment to the Corporation, members of Council, staff and the public.
- b) Members of Council are to act honestly and with reasonable care and exercise due diligence in the performance and discharge of official functions and duties;
- c) Members of Council shall, at all times, seek to advance the common good of the community which they serve and act in the best interest of the municipality and in such a way that the credibility and integrity of the municipality is not compromised;
- d) Members of Council shall truly, faithfully and impartially exercise the office to the best of their knowledge and ability; and
- e) Members of Council shall perform the functions of office in good faith, honestly and in a transparent manner.

3. Conduct to be observed

a) Statutory Provisions Regulating Conduct

This Code of Conduct is supplemental to the existing statutes governing the conduct of members. Five pieces of legislation govern the conduct of Members of Council.

- i. Municipal Act, 2001, s.223.2(1), as amended;
- ii. Municipal Conflict of Interest Act;
- iii. Municipal Elections Act, 1996, as amended;
- iv. Municipal Freedom of Information and Protection of Privacy Act; and
- v. the Criminal Code of Canada also governs the conduct of Members of Council.

b) Municipal Act 2001, as amended – Legislated Responsibilities

The following are distinct and specialized roles carried out by Council as a whole and by individual Councillors' when performing their other roles. The key requirements of these roles are captured as noted under 3. c).

c) Role of Council

- (a) To represent the public and to consider the well-being and interest of the municipality;
- (b) to develop and evaluate the policies and programs of the municipality;
- (c) to determine which services the municipality provides;
- (d) to ensure that administrative policies, practices and procedures and controllership policies, practices and procedures are in place to implement the decisions of the Council;
- (d.1) to ensure the accountability and transparency of the operations of the municipality, including the activities of the senior management of the municipality;
- (e) to maintain the financial integrity of the municipality; and
- (f) to carry out the duties of council under this or any other Act 2006,c.32,Sch.A,s.99.

Role of Head of Council as noted under Section 225. 2006, c. 32, Sch. A, s. 100

- (a) to act as chief executive officer of the municipality;
- (b) preside over council meetings so that its business can be carried out efficiently and effectively;
- (c) to provide leadership to the Council;
- (c.1) without limiting clause (c), to provide information and recommendations to the Council with respect to the role of council described in 224 (d) and (d.1);
- (d) to represent the municipality at official functions; and
- (e) to carry out the duties of the head of council under this or any other Act 2006,c.32,Sch.A.s.100.

4. Confidentiality

Every municipal Council Member must hold in strict confidence all information of a confidential nature acquired in the course of his or her term with the municipality.

Without restricting the scope of this rule, the following shall be considered breaches of the Code of Conduct:

- a) To use confidential information, which is not available to the general public, and to which Members of Council have access by reason of his/her position with the municipality to further his/her personal interests or the interests of others.
- b) To disclose, either directly or indirectly, release, make public or in any way divulge any such information (verbal or written) or any aspect of the in "Closed Session" deliberations to anyone, unless expressly authorized by Council or required by law to do so.
- c) To disclose to unauthorized persons confidential information to which the Member of Council has access by reason of his/her position as a Member of Council with the municipality.
- d) Council shall comply with the Municipal Freedom of Information and Protection of Privacy Act at all times. Public comments, discussions and disclosures to the media regarding employees or individuals that breach a person's privacy is deemed to be a contravention of this Code of Conduct.

5. Personal Gain

- a) A Member of Council may not use their position, privileges, or confidential information obtained as the Mayor or Councillor for private gain or to improperly benefit another person.
- b) A member of council may not use municipal resources for activities other than for the business of the corporation.
- c) The Mayor or Councillor may not be a party to or beneficiary under a contract for:
 - i. the provision of goods or services to the municipality; or
 - ii. the performance of any work otherwise than as a Councillor for the municipality;
- d) A Member of Council may not obtain a financial interest in any business of the municipality; or
- e) A Member of Council may not appear on behalf of any other person before the Council or a Committee for a fee or other consideration.

6. Respect the Decision Making Process

All Members of Council shall communicate accurately the decision of Council or Committees, in such a manner that shows respect for the decision making process of Council or Committees whether they agree or not.

7. Conduct Respecting Staff

Only Council as a whole, where applicable, has the authority to approve budget, policy, Committee processes and other such matters. Accordingly, Members shall direct requests outside of Council or Committees approved budgets, process or policy to the appropriate Department Head or CAO.

- a) Under the direction of the CAO or designate staff serves the Council as a whole and the combined interests of all members as evidenced through the decisions of Council.
- b) Council shall be respectful of the role of staff to advise based on political fairness, and objectivity, and without due influence from any individual member or group of the Council.
- c) No Member of Council shall maliciously or falsely harm the professional or ethical reputation or the prospects or practice of staff. All Members shall show respect for the professional capacities of the staff of the Village of Sundridge.
- d) No Member of Council shall compel staff to engage in partisan political activities or be subjected to threats or discrimination for refusing such activities.
- e) Council shall not use or attempt to use their authority or influence for the purpose of intimidating, threatening, coercing, commanding or influencing any staff member with the intent of interfering with the person's duties including the duty to disclose improper activity.

No Member of Council shall:

- i. maliciously or falsely injure the professional or ethical reputation by spreading malicious rumours;
- ii. cause persistent, excessive nit-picking, unjustified criticism and constant scrutiny;
- iii. exclude or ignore the target;
- iv. refuse to acknowledge the target or his / her contributions;
- v. undermine the target's efforts by setting impossible goals and deadlines; and
- vi. impede or have influence on an employee's effort in advancing, promotions or transfers.

Bullying is the ongoing health or career endangering mistreatment of an employee, by one or more of their peers or high-ups. This takes the form of psychological harassment.

8. Interpersonal Behaviour of Members of Council

a) Treat Every Person with Dignity, Understanding and Respect

Members of Council shall abide by the provisions of the Human Rights Code and, in doing so, shall treat every person including other Members of Council, Committees, Boards, corporate employees, individuals providing services on a contract basis and the public with dignity, understanding and respect for the right to equality and the right to an environment that is safe and free from harassment and discrimination.

b) Not to Discriminate

In accordance with the Human Rights Code, Members of Council shall not discriminate against anyone on the basis of their race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, record of offences, marital status, same-sex partnership status, family status, or disability. "Age", "disability", "family status", "record of offences", "same sex partnership status" shall be as defined in the Human Rights Code.

c) Not to Engage in Harassment

In accordance with the Human Rights Code, harassment shall mean engaging in a course of vexatious comment or conduct that is known or ought reasonably to be known to be unwelcome.

Without limiting the generality of the foregoing, Members of Council shall not:

- i. make racial, homophobic, sexist or ethnic slurs;
- ii. display pornographic, homophobic, sexist, racist or other offensive or derogatory material;
- iii. make leering (suggestive staring) or other offensive gestures;
- iv. make written or verbal abuse or threats;
- v. vandalize the personal property of others;
- vi. commit physical or sexual assault;
- vii. make unwelcome remarks, jokes, innuendos or taunting statements about a person's physical appearance, racial background, colour, ethnic origin, place of origin, citizenship, ancestry, creed (religion or belief), sex, sexual orientation, age, record of offences, marital status, same-sex partnership status, family status, disability (physical or mental);
- viii. make unwelcome remarks, insulting gestures or jokes which cause embarrassment or awkwardness;
- ix. refuse to converse or interact with anyone because of their racial or ethnic background, colour, creed, sex, sexual orientation, age, record of offences, marital status, same-sex partnership status, family status, or disability;
- x. make unnecessary or unwanted physical contact, including touching, patting, or pinching; and
- xi. demand sexual favours or requests.

9. Gifts, Hospitality and other Benefits

The objective of these policies is to ensure that Councillors make Council decisions based on impartial and objective assessment of each situation free from influence of gifts, favours, hospitality or entertainment.

In this policy, gifts, commission, hospitality, reward, advantage or benefit of any kind, may be interchanged and shall be deemed to include all of the aforementioned.

- a) The stipend paid to each Member of Council is intended to fully remunerate Members of Council for service to the Corporation.
- b) Members of Council are prohibited from soliciting, accepting, offering or agreeing to accept any gifts, commission, hospitality, reward, advantage or benefit of any kind, personally or through a family member or business connection, that is connected directly or indirectly with the performance of duties of office or dealings with the municipality or could reasonably be construed as being given in anticipation of future or recognition of past "special consideration".
- c) The above policy does not preclude Members of Council from accepting:
 - i. Token gifts, souvenirs, mementoes or hospitality received in recognition for service on a committee for speaking at an event or for representing the Corporation at an event;
 - ii. Political contributions that are otherwise offered, accepted and reported in accordance with applicable law;
 - iii. Food and beverages at meetings, banquets, receptions, ceremonies or similar events;
 - iv. Food, lodging, transportation, entertainment provided by other levels of government, by other local governments or by local government boards or commissions;
 - v. A stipend from a board or commission that the Councillor serves on as a result of an appointment by Council;
 - vi. Reimbursement of reasonable expenses incurred in the performance of office;
 - vii. Reimbursement of reasonable expenses incurred and honorariums received in the performance of activities connected with municipal associations;
 - viii. Gifts of a nominal value that are received as an incident of protocol or social obligation that normally and reasonably accompany the responsibility of the office;
 - ix. Services provided without compensation by persons volunteering their time for election campaign.
- d) Where it is not possible to decline unauthorized gifts, hospitality or other benefit, Members of Council shall report the matter to the Chief Administrative Officer. The Chief Administrative Officer may require that the gift be returned to the sender with an acknowledgement of the return and reference to this Code of Conduct or be retained by the Corporation or be disposed for charitable purposes.
- e) Members of Council shall not place themselves in a position of obligation to any person or organization which might reasonably benefit from special consideration or may seek preferential treatment.

6. BREACH OF POLICY

1.

- a) Any member of Council including the Mayor may submit a confidential written allegation of a breach of the Code of Conduct for Council to the Chief Administrative Officer.
- b) The Chief Administrative Officer shall hold the allegation in confidence and shall place the personal matter on the next Regular or Special Meeting of Council Agenda in Closed Session.
- c) When the matter is addressed at the next Council Meeting in Closed Session, the party that is the subject of the allegation may ask to have the matter tabled to allow said party to obtain legal counsel. In such case, a second meeting of Council in Closed Session will be called no sooner than seven (7) days from the date of the above referenced Council Meeting. The Party, so alleged, may then introduce evidence including witnesses and legal counsel to support his or her position.
- d) Should Council determine that a Member has potentially breached a policy of the Code of Conduct, Council shall rise and report that such a determination has been made and pass a resolution as to the outcome and the consequences for such breach.

The breach shall be ratified by resolution in **open session** of Council.

- e) Should Council feel that a breach may have occurred, but is unable to make a determination, Council may pass a resolution requesting a Judge of the Ontario Superior Court of Justice to conduct an investigation of the Member's conduct under Section 274(1) of the Municipal Act. Should the Judge determine that a breach has occurred the consequences for such breach shall be determined in accordance with this Policy.
- f) Should a breach occur consequences for such breach may include, but are not limited to, removal from Committee assignments either permanently or for an interim period, barring the Member from attendance at closed session meetings either permanently or for an interim period, "barring" the Member from being circulated/informed of confidential materials/matters, or demand of an apology.
- g) All breach's under this By-Law will be treated fair and in keeping with the severity of the infraction giving due regard to the individual's previous conduct.
- h) Nothing in this section restricts or attempts to countermand a Councillor's legal right to challenge a decision by Council through established legal channels.

2. Complaints made by Corporate Employees of discrimination or Harassment

Where a corporate employee makes a complaint of harassment or discriminatory treatment by a Member of Council, the Member of Council may participate in the Informal Resolution and/or Mediation processes under the Workplace Harassment/Discrimination Prevention Policy and Complaint Procedure for employees in accordance with the municipal human resources policy as amended.

3. Complaints made by Any Person (Allegations of Activity Other Than in 2. Above)

Any complaint may take the following steps, if applicable, to address prohibited activity by a Member of Council.

- a. A complainant may provide a written report or letter to their supervisor and the Mayor and/or Deputy Mayor.
- b. A complainant may contact the OPP with respect to an investigation under s.122 of the *Criminal Code of Canada*, where the allegation is that a Member of Council, in a matter connected to the duties of office, commits fraud or a breach of trust.
- c. A complainant may contact the OPP with respect to an investigation under s.123 of the *Criminal*

Code of Canada, where the allegation is that a Member of Council, in a matter connected to the duties of office, demands, accepts, or offers or agrees to accept from any person, a loan, reward, advantage or benefit of any kind.

- d. A complainant may advise the Member of Council verbally or in writing that the activity contravenes this by-law.
- e. A complainant may encourage the Member of Council to stop the prohibited activity.
- f. A complainant should keep a written record of the incidents including dates, times, locations, other persons present, and any other relevant information.
- g. A complainant may refer his or her complaint to the Ontario Human Rights Commission where the alleged misconduct involves a violation of the *Human Rights Code*.

PROFESSIONAL DEVELOPMENT

Members of Council shall promote and participate in opportunities for professional development as specifically relates to matters before council or anticipated to come before council in the foreseeable future. Council Members are required to stay updated on issues and trends so that they can be as efficient and effective as possible in the carrying out of their duties and responsibilities.

IMPLEMENTATION

- 1. A Code of Conduct component will be included as part of the orientation workshop for each new council.
- 2. Council Members are expected to formally and informally review their adherence to the provision of the Code on a regular basis.

7. ACKNOWLEDGEMENT

SIGNATURE

The undersigned Member of Council hereby acknowledges receipt of a copy of By-law 2012-022, being the Mayor and Councillors "Code of Conduct By-law".

Signature of Member of Council

Acknowledgement of Receipt of Code of Conduct Policies

Date of Signature

PRINTED NAME

NOTE:

The Member of Council acknowledges that a copy of By-law 2012-022 containing the Code of Conduct Policy for Council was provided to the Member. One signed copy of the "**ACKNOWLEDGMENT**" was returned to the Clerk and the Member of Council retained a complete copy of the By-law.

CORPORATION OF THE VILLAGE OF SUNDRIDGE

BY-LAW NO.2025-052

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. 2025-017 and all previous related by-laws

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 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 10th DAY OF DECEMBER, 2025.

Shawn Jackson, Mayor

Nancy Millar, Clerk Administrator

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 A 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 A 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 Expenses 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 expenses may occur when council members are on Municipal business. A maximum meal allowance rate of \$80.00 per day (for a full day) and a maximum meal allowance rate of \$40.00 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.

- 4.5 Mileage for Village business shall be paid at a rate consistent to the Government of Canada Mileage Rate. The starting point for mileage claims shall be the Administration Office or the member's home, whichever is less).

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

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.
- c. If overnight accommodations are 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 pricing, when possible. Receipts from overnight accommodations must be submitted with the expense report.

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.

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 A.
- 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 A "~~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 A.

- 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.

Schedule "A" to
By-Law No. 2025-051

Council Remuneration Rates

1.0 Honorarium Rate

Office	Monthly	Annually
Mayor	\$1,565.85	\$18,790.26
Councillor	\$1,307.09	\$15,685.03

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

THE CORPORATION OF THE VILLAGE OF SUNDRIDGE

BY-LAW NO. 2025-053

Being a By-Law to confirm the proceedings of the Council of the Corporation of The Village of Sundridge at its Regular Meeting December 10, 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 December 10, 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 10TH DAY OF DECEMBER, 2025.

Shawn Jackson, Mayor

Nancy Millar, Clerk Administrator