

**Town Hall Session – January 28, 2026 at 6:00pm**

**Followed by:**

**Regular Meeting of the Village of Sundridge Council**

**Wednesday, January 28, 2026 at 6:30 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/88138332289?pwd=PyKsJESkYTmrEQPADKbbZOG2cZocC>

[1.1](#)

**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 January 28, 2026 regular meeting be approved as circulated.

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

3) **DECLARATION OF PECUNIARY INTEREST**

4) **PLANNING MATTERS**

4 (A.1) Village of Sundridge Official Plan – Revised 2026

**Moved By:** Choose an item.

**Seconded By:**

**THAT** the Council for the Village of Sundridge receives the Memo and revised Official Plan as prepared and presented by Chris Jones of Municipal Planning Services,

**AND THAT** Council directs Staff to circulate a notice of a public meeting for February 25, 2026.

<b>Recorded Vote</b>	<b>For</b>	<b>Against</b>	<b>Abstain</b>
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 – January 28, 2026

7 (E.2) Joint Building Committee 2025 Averages

- 7 (E.3) Joint Building Committee Last 5 years average fees collected
- 7 (E.4) Joint Building Committee 2025 Year End
- 7 (E.5) Joint Building Committee Number of Permits in 2025
- 7 (E.6) Joint Building Committee Sundridge Summary 2025
- 7 (E.7) Joint Building Committee Sundridge 2025 Year End
- 7 (E.8) District Social Services Administration Board – January CAO Report
- 7 (E.9) District Social Services Administration Board (DSSAB) and the Northern Ontario Service Deliverers Association (NOSDA) Media Release – One Year Later, New Data Confirms Homelessness in Northern Ontario is Accelerating Faster Than Systems – and Communities – Can Sustain
- 7 (E.10) Federation of Northern Ontario Municipalities – Homelessness Crisis Accelerating in Northern Ontario, FONOM Urges provincial Action on Mental Health and Addictions
- 7 (E.11) Letter from (OMAFRA) Ministry of Agriculture, Food and Agribusiness
- 7 (E.12) Town of Wasaga Beach – City of Brantford Correspondence Re: Support for Reform to Sentencing, Parole, and Public Access to the Ontario Sex Offender Registry
- 7 (E.13) Ontario Health Update – “Good News for Internationally Trained Physicians in Ontario”
- 7 (E.14) Near North Crime Stoppers – Correspondence Dated Jan.14/2026
- 7 (E.15) Almaguin Community Economic Development Annual Report
- 7 (E.16) Almaguin Community Economic Development Municipal Service Package Staff Report
- 7 (E.17) Almaguin Community Economic Development DRAFT 2026 Workplan

## 8) **APPROVAL OF CONSENT ITEMS**

**Moved By:** Choose an item.

**Seconded By:**

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

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

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

## 9) NEW BUSINESS/ACTION ITEMS

- 9.1. Housing By-Law Modernization Review and Municipal Lands Inventory  
[motion introduced by Luke Preston January 14, 2026]

**Moved By:** Choose an item.

**Seconded By:**

**WHEREAS** the Village of Sundridge is undertaking a broader effort to modernize outdated by-laws and regulatory framework to ensure they reflect current community needs, housing trends, and long-term sustainability goals: and

**WHEREAS** housing affordability, demographic change, and shifting market conditions require municipalities to periodically review zoning, development standards, and regulatory barriers that may unintentionally limit new housing supply or innovative housing forms;

### **NOW THEREFORE BE IT RESOLVED THAT:**

**1.)** Council direct staff to undertake a targeted review of existing housing-related by-laws and regulations, including relevant provisions within the Zoning By-law, to identify potential constraints, gaps, or opportunities for modernization as part of the Village's broader regulatory update exercise;

**2.)** That staff prepare a summary report outlining key housing-related regulatory provisions currently in effect, with high-level observations on where updates or refinements may be warranted to better align with evolving community needs specifically as it relates to more affordable and attainable housing opportunities;

**3.)** That staff also prepare a Municipal Lands Inventory Report identifying municipally owned parcels, including (where available): a.) property size and location b.) current zoning and permitted uses c.) current use of status (active, surplus, reserve), and d.) estimated or approximate market value.



4.) And that the findings from both the housing by-law review and municipal lands inventory be presented to Council in a future meeting for consideration as part of the Village's exercise of phased Housing and Development Modernization and Innovation Framework.

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

9.2. OMERS

**Moved By:** Choose an item.

**Seconded By:**

**WHEREAS** the Ontario Municipal Employees Retirement System (OMERS) Pension Fund serves over 1,000 employers and over half a million employees and retirees from diverse groups including: municipal governments, school boards, libraries, police and fire departments, children's aid societies, and electricity distribution companies; and

**WHEREAS** the long-standing jointly-sponsored governance model with two corporate boards has provided stability, accountability, and fairness for both plan members and employers for more than two decades; and

**WHEREAS** the Government of Ontario has passed legislative changes to OMERS' governance structure through Bill 68; and

**WHEREAS** these changes would replace the current OMERS Sponsors Corporation with a new Sponsors Council that would lose its corporate status and independent resources; and

**WHEREAS** the proposed model could allow pension decisions affecting municipal employers and employees to be made without meaningful municipal oversight, increasing financial risk for municipalities and local taxpayers; and

**WHEREAS** municipalities are already under significant financial strain and cannot absorb additional pension costs without consequences for property taxes or local services;

**THEREFORE BE IT RESOLVED THAT** The Village of Sundridge does not support the legislative changes to the *OMERS Act* contained in Bill 68 and

requests that the Government of Ontario reconsider the advisability of proceeding with these changes;

**FURTHER BE IT RESOLVED THAT** The Village of Sundridge Council supports the Association of Municipalities of Ontario (AMO) in calling on the Government of Ontario to maintain the current OMERS governance model, with two corporate Boards, as the structure that would best deliver on the long-term interests of municipalities, taxpayers, and employees.

**BE IT FURTHER RESOLVED THAT** this resolution be circulated to:

- The Honourable Rob Flack, Minister of Housing and Municipal Affairs;
- The Honourable Peter Bethlenfalvy, Minister of Finance;
- MPP Graydon Smith;
- MP Scott Aitchison; and
- The Association of Municipalities of Ontario (AMO).

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

9.3. Road Salt Use and Reduction  
[Luke Preston introduced this item January 14, 2026]

**Moved By:** Choose an item.

**Seconded By:**

**WHEREAS** road salt is designated as a toxic substance under the *Canadian Environmental Protection Act* due to its potential to cause serious or irreversible harm to the environment and human health; and

**WHEREAS** chloride concentrations in Ontario's groundwater, rivers, and lakes have increased significantly since the 1970s, adversely affecting drinking water sources and aquatic ecosystems; and

**WHEREAS** the Village of Sundridge contains Lake Bernard, a large inland freshwater lake and vital environmental, recreational, and economic asset that is vulnerable to chloride contamination from surrounding land uses and transportation corridors; and

**WHEREAS** the Village of Sundridge has taken proactive steps to minimize salt impacts through the use of sand and low-salt mixtures and other operational practices while maintaining public safety; and

**WHEREAS** there is concern that winter maintenance activities on provincially maintained highways within the Village may contribute to cumulative salt loading in Lake Bernard and local groundwater systems; and

**WHEREAS** despite existing provincial and federal guidelines, voluntary codes of practice, and agreements, road salt pollution continues to increase, in part due to liability pressures that incentivize over-application and create challenges for snow and ice management contractors;

**NOW THEREFORE, BE IT RESOLVED THAT:**

1. The Village of Sundridge urges the Province of Ontario to work with municipalities, industry, insurers, and environmental stakeholders to establish a limited-liability framework for snow and ice management, supported by enforceable contractor training, certification, and a single set of provincially endorsed Best Management Practices;
2. The Province of Ontario be further urged to establish and fund an expert advisory committee to support municipalities in reducing salt impacts and protecting freshwater ecosystems and drinking water sources;
3. The Village of Sundridge reaffirms its commitment to minimizing road salt use wherever feasible while maintaining safety on municipal roads, sidewalks, and parking areas;
4. The Province of Ontario be requested to collaborate with supporting municipalities on data sharing, chloride monitoring, and salt-use reduction measures for provincially maintained highways within environmentally sensitive communities and watersheds; and
5. This resolution be circulated to neighbouring municipalities, the Association of Municipalities of Ontario (AMO), local Members of Provincial Parliament, Conservation Ontario, the Ontario Municipal Water Association, the Minister of the Environment, Conservation and Parks, the Attorney General of Ontario, and the Premier of Ontario.

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

- 9.4. Administration for Shared Services  
[Sharon Smith introduced the motion January 14, 2026]

**Moved By:** Choose an item.

**Seconded By:**

**THAT** the Council for the Corporation of the Village of Sundridge would like the Clerk Administrators for the three municipalities of Sundridge, Strong, and Joly, to work collaboratively on developing a transparent and consistent process for determining the appropriate compensation for the administration of each of the shared services,

**AND THAT** the following services and responsibilities of Human Resources, payroll, accounts payable, accounts receivable, procurement, maintenance, grant applications, and recording secretary duties, be included in the framework along with any other statutory requirements of the administration services being provided,

**AND FURTHER THAT** this process and information gathered be brought to a Tri Council meeting for further consideration.

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

9.5. Market in the Park - Letter of Request

**Moved By:** Choose an item.

**Seconded By:** Choose an item.

**THAT** the correspondence from Stephanie Booth, regarding her request to have a Farmers Market (Market in the Park) in the Village of Sundridge be received;

**AND THAT** the request for a Farmers Market in the Village of Sundridge be approved for 2026, upon the execution of a simple agreement with the Market Organizer;

**AND THAT** the Market Organizer will be responsible to obtain and cover the cost of insurance for the 2026 Farmers Market, at a cost estimated to be \$1,000 to \$1,500 and to have waivers signed from all vendors, volunteers and other participants;

**AND FURTHER THAT** By-Law No. 2012-011, sections 5-12 be waived as this Farmers Market is not a village organized event.

<b>Recorded Vote</b>	<b>For</b>	<b>Against</b>	<b>Abstain</b>
<b>Preston, Luke</b>			

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

9.6. Joint Building Committee 2026 Budget

**Moved By:** Choose an item.

**Seconded By:** Choose an item.

**THAT** The Council for the Corporation of The Village of Sundridge receive the Joint Building Committee's recommendation to adopt the budget as presented,

**AND THAT** Council approves of the 2025 budget in the amount of \$365,000.00.

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

9.7. Emergency Management Program C.E. M.C. Remuneration

**Moved By:** Choose an item.

**Seconded By:** Choose an item.

**WHEREAS** In Ontario, municipalities must comply with the *Emergency Management and Civil Protection Act* and *Ontario Regulation 380/04*,

**AND WHEREAS** municipalities need an emergency management plan to protect residents, property, and the environment by providing a structured, coordinated approach to prevent, prepare for, respond to, and recover from emergencies, ensuring quick mobilization, resource integration, clear responsibilities, and reduced chaos and loss during disasters like floods, fires, or power outages,

**AND WHEREAS** the Village of Sundridge enacted By-Law No. 2024-041 that formalized an emergency management program with the municipalities of the Village of South River, the Township of Joly, and the Township of Strong,

**AND WHEREAS** the intent of this collaborative program was to support any or all four of the municipalities with staffing and resources during an emergency, including a C.E.M.C. position that was to assist in the creation and development of an Emergency Management Program and Plan, and the facilitation of public awareness,

**AND WHEREAS** the development of this plan that encompasses four separate communities and brings their unique characteristics and specific needs into one emergency plan has taken time, dedication, hard work, and commitment by the C.E.M.C.,

**AND WHEREAS** this shared emergency management program has seen success in not only the municipalities obtaining their provincial compliance, but with elected officials and residents being more prepared for an emergency event.

**NOW THEREFORE, BE IT RESOLVED THAT** in recognition of the commitment and dedication shown by the C.E.M.C. the Council for the Corporation of The Village of Sundridge authorize a three (3) dollar per hour wage increase for 2026, effective January 1, 2026, plus an annual cost of living allowance increase as per The Village of Sundridge's Employee Wage By-Law for the years of 2027 and 2028.

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

9.8. Working Budget: Administration – General Government

**Moved By:** Choose an item.

**Seconded By:** Choose an item.

**THAT** Council receives the working budget for Administration and General Government,

**AND THAT** Council will further review and discuss this working budget at a future meeting.

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

## 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) Almaguin Community Economic Development – Nov. 27, 2025

10 (A.2) Joint Building Committee – January 15, 2026

10 (A.3) Sunflower Festival Committee – January 15, 2026

10 (A.4) SSJ Arena & Hall Committee – January 7, 2026

10 (B.1) Regular Council Meeting – January 14, 2026

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

## 11) STAFF REPORTS

### 11.1. Staff Report S2026-001 – AMPS 2025 Reporting

**Moved By:** Choose an item.

**Seconded By:**

**THAT** Council receives Staff Report S2026-001 AMPS – 2025 Reporting.

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

### 11.2. Staff Memo [refer to agenda Item (9.7)]

**Moved By:** Choose an item.

**Seconded By:**

**THAT** Council receives Staff Memo dated January 28, 2026 from the Clerk Administrator as information.

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

**12) BY-LAWS**

12.1. By-Law No. 2026-004 Transfer Payments Ontario (TPON)

**Moved By:** Choose an item.

**Seconded By:**

**THAT** By-Law NO. 2026-004 being a by-Law to enter into an agreement with Transfer Payments Ontario, for the provision of funds from the OFM Grant to the Village of Sundridge on behalf of the Sundridge Strong Fire Department, be approved.

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

12.2. By-Law No. 2026-005 Lease – Sundridge Happy Gang

**Moved By:** Choose an item.

**Seconded By:**

**THAT** By-Law NO. 2026-005 being a by-Law to enter into authorize an agreement between the Sundridge Happy Gang and The Village of Sundridge for the lease of space within the Village of Sundridge municipal building for use as the 'Seniors Room', be approved.

<b>Recorded Vote</b>	<b>For</b>	<b>Against</b>	<b>Abstain</b>
<b>Preston, Luke</b>			
<b>Smith, Sharon</b>			
<b>Whitmell, Vicki</b>			



**Williamson, Fraser**  
**Jackson, Shawn**

12.3. By-Law No. 2026-006 Transfer Payments Ontario (TPON)

**Moved By:** Choose an item.

**Seconded By:**

**THAT** By-Law NO. 2026-006 being a by-Law to enter into an agreement between The Province of Ontario as represented by the Honourable Minister of Transportation for the provision of the Pothole Prevention and Repair Program, be approved.

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

12.4. By-Law No. 2026-007 Property Maintenance Services Agreement

**Moved By:** Choose an item.

**Seconded By:**

**THAT** By-Law NO. 2026-007 being a by-Law to enter into a joint agreement for Property Maintenance/Janitor Services with the Village of Burk's Falls, The Township of Joly, The Township of Strong, and The Village of Sundridge, be approved.

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

13) **ANNOUCEMENTS**

- **Shawn Jackson**
- **Sharon Smith**
- **Luke Preston**

- **Fraser Williamson**
- **Vicki Whitmell**
- **Nancy Millar, Clerk Administrator**

**14) INTRODUCTION OF FUTURE MOTIONS**

**15) CONFIRMING BY-LAW**

**Moved By:** Choose an item.

**Seconded By:**

**THAT** By-Law No. 2026-008, being a by-law to confirm the proceedings of Council of the Corporation of the Village of Sundridge at its regular meeting of **January, 28, 2026**, be adopted.

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

**16) CONSIDERATION OF A CLOSED SESSION**

**Moved By:** Choose an item.

**Seconded By:**

**THAT** Council hold a Closed Session meeting as provided for by Section 239 (2)(b) 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: Labour Relations or Employee Negotiations; Annual Performance Evaluation; Administration Department.

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

17)     **ADJOURNMENT**

**Moved By:** Choose an item.

**Seconded By:**

**THAT** we do now adjourn at     p.m. until the Regular Council Meeting on  
February, 11, 2026, or at the call of the Mayor.

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

**MEMORANDUM**

**To:** Mayor Jackson and Members of Council  
**Copy:** Ms. Nancy Miller, Clerk  
**From:** Chris Jones MCIP, RPP  
**Date:** January 22, 2025  
**Re:** Village of Sundridge Official Plan – Revised 2026

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Further to my memo dated December 5, 2025, attached is a revised draft official plan, which includes minor changes intended to address PPS 2024 consistency matters.

I recommend Council receive this revised draft and direct staff to circulate a notice of public meeting for February 25.

I look forward to meeting with Council on January 28 to discuss the draft Official Plan

Regards,



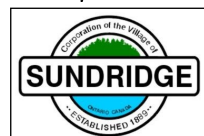
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Chris Jones MCIP, RPP

# VILLAGE OF SUNDRIDGE OFFICIAL PLAN



Prepared by: *Municipal Planning Services Ltd.*



*Revised Draft - January 2026*



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## **LIST OF SCHEDULES**

<b>SCHEDULE A –</b>	<b>LAND USE</b>
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## THE STRUCTURE OF THE PLAN

This Official Plan is divided into five parts, each of which is described below.

**PART A (Vision)** contains the vision of the Plan. This vision was prepared by Council and is based on an understanding of past and future trends and the values of Sundridge citizens. The goals that form the basis of the Plan flow from the vision. These goals establish a basis for policies articulated in the Plan. This section of the Plan also describes how the vision is implemented through a series of land use designations.

**PART B (Land Use Designations)** contains the land use policies that apply to lands in the Village.

**PART C (General Environmental Policies)** contains the policies dealing with natural features throughout the Village. In addition, policies that specify the requirements for water resource and stormwater management reports and environmental impact studies are contained in this section.

**PART D (General Development Policies)** contains policies that deal with land use planning matters such as water and sewer servicing, transportation, cultural heritage resources and the subdivision of land. These policies apply to the whole of the Village.

**PART E (Plan Implementation and Administration)** describes how the policies of the Official Plan will be implemented.



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## PART A – VISION

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### A1 THE VILLAGE VISION

*The Village of Sundridge acknowledges the Williams Treaty and notes that our community is located on lands that are the traditional home of the Anishinabek First Nation. The Village honours the original inhabitants, thanking them for their land stewardship and the community recognizes it is our responsibility to promote the healing of our communities through earnest and sincere application of the Truth and Reconciliation Commission recommendations.*

*The Village of Sundridge is a proud small town and community that serves as a regional service centre in the Almaguin Area.*

*This Plan was prepared during a period when northern communities were experiencing changes and new development pressures resulting from immigration and a heightened demand for housing. Through the policies in this Plan, the Village intends to be prepared for sustained community development to ensure existing and new residents have choice in housing and access to a range of services.*

*Sundridge has more social infrastructure and amenities than many communities twice its size. In addition, the identity and character of Sundridge is inextricably tied to Lake Bernard, a cold water lake whose health is critical to the viability and sustainability of the community. Collectively, these assets contribute to and help maintain a good quality of life for those who call the Village home. Council will protect these assets to the best of their ability through continued cooperation with surrounding communities and the Provincial and Federal government.*

*The goals and policies within this Plan promote and value innovation, accessibility, mental wellness, diversity, partnership, entrepreneurial spirit, and working collectively and cooperatively with our neighbours to achieve and enjoy success as a regional community. Through this Plan, there will be potential and opportunity for sustainable economic and social growth and development in housing, recreation and tourism, industry, culture, skilled trades, education and information technology.*



## **A2 SUSTAINABILITY**

The goals of this Plan are premised on principles of sustainability. This means the Village will try to meet its needs today without unreasonably compromising opportunities for future generations to meet their own needs.

The policies of this Plan are founded on the premise that a sustainable community is composed of the following three principal elements in balance:

- i) The Environment: a connected system of environmental features that support a healthy ecosystem;
- ii) The Economy: a strong, diversified and resilient economy that provides a variety of employment opportunities for citizens and is attractive to commercial and industrial investment; and,
- iii) The Socio-Cultural Fabric: a strong sense of culture and heritage and the provision of affordable public services and amenities.

### **A2.1 ENVIRONMENTAL SUSTAINABILITY**

The history and future of the Village is tied directly to the health of Lake Bernard. The recognition and protection of this waterbody is a key underlying principle in this Plan.

This Plan contains policies that will allow development and redevelopment adjacent to the shoreline of Lake Bernard in a manner that is responsible and sustainable.

Energy conservation and the encouragement of innovative energy supply alternatives are key components of the Village's vision for sustainable development.

### **A2.2 ECONOMIC SUSTAINABILITY**

A sustainable economic future for Sundridge will be made possible by ensuring a stable and sound fiscal position for the Village to support programs and services for citizens.

The need for economic sustainability is strongly articulated through the vision, goals and policies in this Plan that encourage entrepreneurial spirit and diverse employment opportunities based in the provision of services, recreation, tourism and technology. Also critical to economic sustainability is to attract and retain a skilled and adaptable work force through opportunities for higher education and skills training.



### **A2.3 SOCIAL SUSTAINABILITY**

Social sustainability addresses the basic community need for housing, education, health care, employment, food, safety, security and cultural and recreational opportunities. The policies of this Plan intend to foster a good quality of life for all residents through the development of a healthy community and the provision of necessary human services and programs.

Individual needs vary with age, income, ability, skills, background and interests. As communities change and grow, there is additional pressure to provide for these needs and ensure communities remain healthy and that a high quality of life is maintained.

The provision of human services comes from several agencies including the Province (hospitals and health care facilities), school boards (education), while the Village is responsible for fire services, libraries, community facilities, parks, and recreational amenities. In addition, human services are provided by other private sector or quasi-public institutions, such as places of worship, and community service groups. Continued coordination and partnership among all human service providers is essential to the social-cultural health of Sundridge.



## **A3 GOALS**

### **A3.1 THE NATURAL ENVIRONMENT**

1. To protect and maintain Lake Bernard as a cold-water fishery.
2. To protect and, where possible, enhance significant natural heritage features and functions in the Village.
3. To ensure that a thorough understanding of the natural environment, including the values, opportunities, limits and constraints that it provides, guides land use decision-making in the Village.
4. To ensure that land use planning recognizes the importance of groundwater and surface water resources and protects these resources from adverse impacts.
5. To encourage the maintenance of open space, natural linkages and tree canopy in an effort to protect and promote the natural environment for the benefit of residents and visitors as well as the species and ecosystems which depend on these features.

### **A3.2 GROWTH AND SETTLEMENT**

1. To promote Sundridge as a primary growth and employment centre in the District.
2. To facilitate residential infilling, redevelopment and rounding out in the Village.
3. To permit a broad range of housing types and densities to meet the needs of a changing demographic of current and future residents of the Village and District.
4. To reinforce the role and function of Downtown Sundridge as a mixed-use centre featuring services, open space and commerce together with accessory residential uses which do not detract from the role of the downtown.
5. To encourage a strong connection between the Downtown and the waterfront through controlled development and the maintenance of public space.
6. To encourage further use of the lands within the downtown core and to make every effort to improve the economic health of the core by encouraging redevelopment and the broad mix of compatible uses.



### **A3.3 ECONOMIC DEVELOPMENT**

1. To encourage economic growth and to provide opportunities for economic development in a manner which will sustain and improve the quality of life in the Village.
2. To encourage land use that generates employment opportunities and a broad range of commercial and service facilities geared specifically to meet the needs of residents of the Village and the District.
3. To support and maintain existing transportation infrastructure and promote green technology, including charging stations, in the interest of fostering economic growth and investment.
4. To work with neighbouring municipalities to promote economic development in the District.
5. To maintain and promote the use of employment lands for a diverse range of industrial uses that abut the highway and/or the CN rail line.
6. To recognize, protect and, where appropriate, utilize cultural heritage features and resources in conjunction with economic development and tourism initiatives.



## **A4 THE LAND USE CONCEPT**

The following land use designations are designed to reflect major categories of existing or anticipated land use in the Village.

### **A4.1 RESIDENTIAL**

Lands designated *Residential* are the site of primarily existing and planned residential development as well as complementary mixed use and community uses in the Village.

### **A4.2 EMPLOYMENT**

The *Employment* designation applies to lands in the Village which are proposed to be used primarily for industrial uses together with appropriate and compatible commercial and retail uses.

### **A4.3 DOWNTOWN**

Lands designated *Downtown* are the site of primarily commercial uses within the core area of Sundridge.

### **A4.4 OPEN SPACE**

The *Open Space* designation identifies lands which are owned and maintained by the Village for the purpose of providing open space and recreational opportunities.

### **A4.5 MIXED-USE**

The *Mixed-Use* designation identifies lands within the Village abutting Highway 124 (former Highway 11) which are capable of accommodating a broad range of commercial, employment and a mix of residential housing types.

### **A4.6 INSTITUTIONAL**

The *Institutional* designation identifies existing land and buildings utilized for public authorities, agencies and services and also include places of worship.





## **A5 POPULATION, HOUSING AND SERVICING**

### **A5.1 POPULATION**

The population of the Village of Sundridge in 2024 was approximately 1,000 and it is anticipated that over the next 20 years this Official Plan is in effect the population will be sustained or may grow to 1,200 people. However, this Official Plan is not premised upon expectations of sustained population growth, rather this Plan recognizes the important role that Sundridge plays as a regional service centre. Similarly, the Village recognizes it has a role to play in offering housing options to retiring rural residents choosing to relocate from the rural area into a settlement area and that this dynamic will create demands for the development and redevelopment of new housing.

### **A5.2 HOUSING**

This Plan encourages a wide range of housing options to accommodate future needs through land use designations and policies intended to accommodate diversity. Specifically, this Plan provides for housing opportunities through redevelopment in the downtown and Highway 124 areas that will provide opportunities for high quality housing proximate to downtown services as well as parks and the waterfront.

Future infill and re-development along and adjacent to the Lake Bernard shoreline is anticipated but will generally be focussed on lands within the downtown.

This Plan also considers that the vacant land in the north-west area of the settlement provides a prime opportunity to be utilized for new housing. This does not include approximately 100 vacant lots of record located throughout the Village many of which are “shovel-ready” and ready to accommodate new housing. This Plan will also accommodate additional residential units within and ancillary to existing homes. This Plan projects that half of the available housing supply will be affordable and will address housing need for those who require market-based housing in the regional market area.

### **A5.3 INFRASTRUCTURE AND PUBLIC SERVICE FACILITIES**

The Village of Sundridge is a partial service community with all landowners responsible for their own water supply and sewage treatment for the majority of the Village is accommodated by a municipal wastewater treatment system. Partial services create a constraint and limiting factor in the scale and magnitude of development that can be accommodated in the Village as existing and new land uses are dependent on shared groundwater resources.

The Village's Wastewater Treatment System is a Class 1 Wastewater Treatment System and has a design capacity of 1,192 m<sup>3</sup>/day. The sewage system is served by two forcemains which direct effluent to two lagoons located in the Township of Strong, south of Lake Bernard which discharge treated effluent to



Bernard Creek. Each lagoon has a storage capacity of approximately 65,000 m<sup>3</sup>, with one lagoon generally serving as an overlay or backup during occasions when additional storage is required or the primary lagoon is offline for maintenance.

An assessment which was undertaken in 2020 determined that the system as it is presently designed and operates should be able to accommodate 348 additional persons or the equivalent of 139 new residential households before reaching its design capacity. This unreserved capacity is in-line with the population and housing projections of this Plan.

The Village's wastewater treatment system also serves 26 dwellings in the Township of Strong and its capacity will also be impacted by residential and non-residential development. As such, the capacity should be monitored as development occurs within the community. Storm water management will also be an essential component to future development in meeting provincial water quality objectives.

The Village also administers an extensive network of roads within the community. All of the roads are maintained on a year-round basis. Standards for new road construction subscribe to a 20 metre ROW and municipal construction standards. The Village carries out a regular program of maintenance and road improvements.



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## **PART B – LAND USE DESIGNATIONS**

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### **B1 RESIDENTIAL**

#### **B1.1 PURPOSE**

The purpose of the *Residential* designation is to:

- a) recognize the stable and compatible mix of primarily residential land uses located in the settlement area of Sundridge;
- b) encourage the provision of a full range of housing opportunities that are affordable and meet the Village's housing needs;
- c) promote the efficient use of existing and planned infrastructure by creating the opportunity for various forms of residential redevelopment and intensification, where appropriate; and,
- d) accommodate appropriate non-residential uses which are complementary and compatible in a primarily residential area.

#### **B1.2 LOCATION**

The *Residential* designation primarily applies to existing residential areas and neighbourhoods in the settlement area.

#### **B1.3 PERMITTED USES**

Permitted uses in the *Residential* designation include:

- a) single detached dwellings;
- b) accessory residential units subject to Section B1.4;
- c) semi-detached dwellings;
- d) duplex dwellings;
- e) townhouse dwellings subject to Section B1.5;
- f) home occupations subject to Section B1.6;



- g) bed and breakfast establishments in single detached dwellings, subject to Section B1.7;
- h) complementary uses such as residential care facilities, daycare centres and small-scale institutional and open space uses, subject to Sections B1.8 and B 1.9; and,
- i) existing uses and minor expansions thereto.

#### **B1.4 ACCESSORY RESIDENTIAL UNITS**

Accessory residential units are considered to be a form of affordable housing and may be permitted in single detached dwellings **or as a detached accessory building** to a residential dwelling in the *Residential* designation, subject to regulations in the Zoning By-law which will include but not be limited to:

- a) the accessory residential unit will comply with the Ontario Building and Fire Codes as well as applicable provisions of the Village's Zoning By-law;
- b) adequate parking is available on the lot for both dwelling units;
- c) the accessory residential unit can be appropriately serviced with a private water supply and connection to the sanitary sewer can be accommodated in a manner that does not require extensive or intrusive alterations to the street and servicing infrastructure; and,
- d) the lot can be graded to control stormwater runoff onto neighbouring lands and public roads.

As is articulated in Sections A5.3 and D1, the Village is a partial service community with limited capacity available in its waste water treatment system. On this basis, the Zoning By-law may identify preferred areas within the Village where additional residential units can be accommodated based upon the efficiency of connecting to the Village's waste water treatment plant.

#### **B1.5 TOWNHOUSES**

Townhouse dwellings may be permitted in the *Residential* designation, subject to re-zoning. In considering a zoning by-law amendment and a site plan application to permit a new townhouse development, Council shall be satisfied that the proposal:



- a) respects the character of adjacent residential neighbourhoods, in terms of height, bulk and massing;
- b) can be easily integrated with surrounding land uses;
- c) will not cause or create traffic or parking hazards or an unmanageable level of congestion on surrounding roads;
- d) is located in proximity to community facilities, such as parks, schools, open spaces or the downtown;
- e) is located on a site that has adequate land area to incorporate required parking, recreational facilities, landscaping and buffering on-site; and,
- f) can be serviced by a private communal water system as demonstrated by a Hydrogeological Study and can be connected to the municipal water treatment system; and,
- g) can be designed to control or prevent stormwater from impacting surrounding lands.

#### **B1.6 HOME OCCUPATIONS**

Home occupations are typically professional or service-oriented work activities that are carried on within the residential dwelling or accessory building that typically do not involve the retail sale of goods not produced on the premises. Such uses will be permitted as-of-right in the implementing Zoning By-law, subject to certain criteria.

Where a home occupation is proposed on lands that have access to a Provincial highway, the Ministry of Transportation shall be consulted to determine if a land use permit is necessary for access and/or signage.

#### **B1.7 BED AND BREAKFAST ESTABLISHMENTS**

Bed and breakfast establishments are permitted in single detached dwellings, provided the bed and breakfast establishment:

- a) is located within the principal residence of the owner/operator;
- b) preserves the character of the dwelling as a private residence; and,
- c) can provide adequate parking on-site to accommodate the use.



The implementing Zoning By-law shall define a bed and breakfast establishment and may further detail the conditions under which a bed and breakfast establishment may be permitted.

#### **B1.8 DAYCARE CENTRES AND SMALL-SCALE INSTITUTIONAL USES**

Daycare centres and small-scale institutional uses such as a senior's residence which serve the community, may be permitted by a Zoning By-law Amendment provided Council is satisfied that:

- a) the use will not cause or create traffic hazards or an unacceptable level of congestion on surrounding roads;
- b) the scale, massing and siting of the development is compatible and consistent with development on adjoining lands; and,
- c) the use is located on a site that has adequate land area to incorporate required parking, pick-up and drop-off area, recreational facilities (if required), landscaping and buffering on-site.

#### **B1.9 RESIDENTIAL CARE FACILITIES**

Residential care facilities are defined as residential facilities which accommodate residents who have a range of emotional, psychiatric, physical, developmental, or social problems who live in a 24-hour supervised setting, and receive both room and board and assistance with daily living.

There are a variety of residential care facilities which are generally categorized as group homes, second level boarding/lodging homes, or treatment centres, depending upon their program, funding, size, operator, or Provincial licensing as it may apply. The Zoning By-laws shall provide regulation and land use permissions for residential care facilities.

This Plan supports the provision of an adequate regional supply of residential care facilities subject to appropriate funding from senior government agencies, the provision of adequate community services for clients and proper siting of such facilities in accordance with the policies of this Plan.

#### **B1.10 SHORT- TERM ACCOMMODATION**

Short-term accommodation refers to the use of residential land and dwellings for the purpose of short-term rentals primarily catering to the accommodation needs of the recreational and tourism markets. As a first priority, Council encourages the use of lands in the Downtown or Mixed-Use designations for accommodation purposes however, short-term accommodation will be permitted in the Village subject to licensing, zone regulation and/or site plan control with the intention of



ensuring that dwellings utilized for this purpose are properly managed, safe, and compatible with surrounding lands to accommodate this use.

#### **B1.11            IMPLEMENTING ZONING BY-LAW**

All lands in the *Residential* designation shall be placed primarily in Residential zones in the implementing Zoning By-law.



## **B2 EMPLOYMENT**

### **B2.1 PURPOSE**

The purpose of the *Employment* designation is to:

- a) provide lands for the creation of diverse employment opportunities;
- b) improve the economic climate in the Village by making lands available for employment generating uses;
- c) ensure that new industrial development occurs in an orderly and compatible manner; and,
- d) provide areas where entrepreneurs and skilled trades can grow and develop and serve the needs of the regional area.

### **B2.2 LOCATION**

The *Employment* designation as shown on Schedule A to this Plan applies to an existing area of developed and undeveloped land located in the north-east area of the Village.

### **B2.3 PERMITTED USES**

Permitted uses on lands designated *Employment* include manufacturing, assembly, processing, fabrication, storage and/or warehousing uses and research establishments, contractor yards, wholesaling, and similar uses. Accessory retail and office uses are also permitted, provided they occupy a limited amount of the gross floor area are clearly accessory and primarily retail goods produced on-site by the industrial use.

### **B2.4 DEVELOPMENT POLICIES**

The development or redevelopment of uses in the *Employment* designation may be subject to Site Plan Control. In reviewing an application for Site Plan approval, Council shall be satisfied that:

- a) The proposed use is compliant with the Ministry of Environment D-Series Guidelines to ensure the industrial use is compatible with adjacent residential or other sensitive uses which are existing or are planned in accordance with this Official Plan. To address this issue Council may require the proponent to retain a qualified professional to complete an assessment which demonstrates that the proposed use is compliant with the MOE D-Series Guidelines.





- b) The use has access to a municipal road and can be appropriately serviced with a private water supply and private septic system. Where a proposal involves an extension to the municipal waste water treatment system, an amendment to Schedule B of this Plan shall be required which shall be accompanied by a waste water system capacity assessment, the purpose of which is to confirm that the Village's waste water treatment plant is able to sustain the increased demand of the new or expanding use;
- c) Safe and adequate access, parking and loading facilities are provided on the site;
- d) The proposed buildings or structures on unvegetated sites incorporate landscaping to enhance the site and surrounding area;
- e) Outdoor storage areas are substantially screened from view of passing traffic; and,
- f) Where a proposed use abuts or is in close proximity to an existing sensitive land use, fencing, landscaping, berming or a combination of these features are utilized to ensure that there is adequate screening between the uses. It is anticipated that where a D-Series assessment is completed, recommendations for buffering will be required.

## **B2.5                   SERVICING OF EMPLOYMENT USES**

For lands located in the *Employment* designation low water industrial uses are preferred on the basis that the Village does not have a municipal water system and the Village's wastewater treatment system does not extend to lands in the Employment designation. On this basis all development will occur on the basis of a private sewage disposal system and private drinking water system.

The following shall also apply for where new industrial uses are proposed to be development on the basis of a private sewage disposal system:

- a) for industrial uses that have an average daily flow greater than 4,500 litres per day, the Ministry of the Environment, Conservation and Parks B-7 Guideline "Incorporation of the Reasonable Use Concept into Groundwater Management Activities" shall apply; and,
- b) for industrial uses that generate sewage effluent of more than 10,000 litres per day, an Environmental Compliance Approval from the Ministry of the Environment, Conservation and Parks will be required. For uses that generate less than 10,000 litres per day, a permit shall be required from the North-Bay Mattawa Conservation Authority.



## **B2.6 IMPLEMENTING ZONING BY-LAW**

All lands within the *Employment* designation shall be placed in an appropriate Employment Zone in the implementing zoning by-law. Lands in the *Employment* designation may be subject to a Holding provision to ensure technical issues relating to development have been addressed. A Holding provision may also be applied to vacant or dormant industrial lands, the purpose of which is to require the clearance and potential remediation in accordance with Ministry of Environment, Conservation and Parks standards before such lands may be used in accordance with this Plan.



## **B3 DOWNTOWN**

### **B3.1 PURPOSE**

The purpose of the *Downtown* designation is to:

- a) Reinforce the role of Downtown Sundridge as a primary destination for business, commerce and hospitality;
- b) Encourage re-development in the Downtown to foster growth in tourism, service and hospitality sectors;
- c) Encourage re-investment and redevelopment of currently underutilized or vacant buildings;
- d) Create attractive viewscales of the Downtown from Lake Bernard; and,
- e) Encourage the retention and/or re-creation and promotion of cultural heritage attributes in buildings and public spaces in the Downtown.

### **B3.2 THE VISION FOR THE DOWNTOWN**

*Downtown Sundridge will be an accessible, vibrant, service centre to the local and regional population, situated on the shore of Lake Bernard that will support and promote a range of commercial and service uses as well as accessory housing.*

### **B3.3 LOCATION**

The *Downtown* designation as shown on Schedule A-1 applies to the traditional downtown location primarily fronting on Main Street.

### **B3.4 PERMITTED USES**

Permitted uses in the *Downtown* designation include:

- a) Retail uses;
- b) Service uses;
- c) Business offices;
- d) Banks and financial institutions;
- e) Hotels, inns and lodges;



- f) Day care centres;
- g) Places of worship, schools, libraries and other institutional uses;
- h) Health care facilities;
- i) Restaurants and take-out restaurants
- j) Accessory residential apartments;
- k) Block townhouses of up to four units facing any side street;
- l) Funeral homes;
- m) Festivals and open air markets;
- n) Public uses and service utilities and structures;
- o) Museums and art galleries, and;
- p) Existing residential uses and minor expansions thereto.

### **B3.5 DEVELOPMENT POLICIES**

#### **B3.5.1 New Lots Created by Consent**

The creation of new lots by consent to sever may be permitted, provided the consent is in keeping with the objectives of this Plan and does not unduly fragment the land base of the Downtown to make it more difficult to accommodate usable building and parking space. The creation of new lots in the Downtown shall also comply with Section D4 (General Consent Policies).

#### **B3.5.2 New Development and Redevelopment Policies**

The following policies are intended to guide proposals for new development or redevelopment in the *Downtown* designation:

- a) Land assembly is encouraged to create larger, more viable development parcels;
- b) All development proposals shall be required to provide a detailed site plan which will include lot grading and stormwater provisions intended to restrict direct surface flows to Lake Bernard;
- c) Any development proposal abutting Lake Bernard shall be encouraged to maintain an appropriate setback from Lake Bernard and restore or



naturalize the shoreline where it is appropriate and feasible to do so;

- d) All future development shall occur on the basis of partial services and may require the submission of a hydrogeological study depending on the complexity of the proposal;
- e) Parking and traffic shall generally be accommodated on-site, but Council may consider alternate parking proposals or may accept cash-in-lieu of required parking spaces;
- f) Buildings will be limited to two stories in height;
- g) All development proposals requiring a Planning Act approval may be encouraged to restore or enhance their building façade in order to maintain the architectural character and identity of the Downtown.

### **B3.5.3 Residential Uses in the Downtown**

New residential uses in the Downtown area will be subject to the following policies to be implemented by the Zoning By-law and/or to be addressed as part of a complete application for a planning approval:

- a) Parking shall be accommodated on the same lot as the residential use in the manner required by the Zoning By-law but Council may consider alternate parking proposals or may accept cash-in-lieu of required parking spaces;
- b) The residential use can be serviced by a private water supply, which may require the submission of a hydrogeological study and can be serviced by the municipal waste water treatment system in a manner that is satisfactory to the Village;
- c) The proponent shall prepare and submit a site plan and lot grading plan demonstrating how the lot will be graded to control stormwater on-site to the extent feasible;
- d) Proponents may be required to submit a geotechnical soils analysis to demonstrate that new development can be sustained in the location proposed;
- e) Proponents may be required to provide a Phase 1 environmental site assessment to confirm the subject lands are not contaminated; and,



- f) Accessory residential uses are permitted only where the majority of the street-facing ground floor of the building is maintained for commercial use.

#### **B3.5.4 Parking**

In lieu of the provision of on-site parking in accordance with applicable zone requirements, the Village may pass a by-law to accept cash-in-lieu where parking can be reasonably accommodated on the street or off-site in another appropriate location. In determining the cash-in-lieu payment, Council shall have regard to the cost to provide and maintain a parking space in the Downtown.

#### **B3.5.5 TRANSITIONAL RESIDENTIAL POLICY**

Lands located south of Main Street and described legally as Lots 8, 9 and 10, Plan 33 have been designated Commercial but may be zoned to recognize existing residential use or may transition from commercial to residential use without the need for an amendment to this Plan. For the lands subject to this policy, permissible residential uses may include single detached dwellings or multi-unit dwellings and any planning approval shall be subject to Section B3.5.3 with the exception of item f).

#### **B3.6 PUBLIC SPACE IN THE DOWNTOWN**

Public land in the Downtown includes streets, sidewalks, parking lots, parks and administrative or public buildings. It is a policy of this Plan that the Village should partner with stakeholders to maintain public space in a manner that is complementary to the Downtown and is consistent with the objectives of this Plan. Specific projects aimed to revitalize public lands and buildings may include:

- a) Provision of streetscape landscaping such as trees, shrubs and flowers;
- b) Provision of street furniture, lighting, flower planters, art and monuments in strategic, pedestrian oriented locations;
- c) Provision of wayfinding signage;
- d) Integration of vehicle charging stations;
- e) Renovations and/or façade improvements to existing public buildings.

#### **B3.7 IMPLEMENTING ZONING BY-LAW**



All lands that are used for commercial purposes shall be placed in a Downtown Commercial Zone in the implementing Zoning By-law.



## **B4 OPEN SPACE**

### **B4.1 PURPOSE**

The purpose of the *Open Space* designation is to:

- a) identify land holdings in the Village in public ownership and used for parks or open space;
- b) ensure that the residents and visitors have access to a properly planned and accessible parkland system, and;
- c) where applicable, providing safe access to public spaces and shorelines.

### **B4.2 LOCATION**

The *Open Space* designation as shown on the Schedule A to this Plan applies primarily to municipal parks and recreational facilities held in public ownership.

### **B4.3 PERMITTED USES**

Permitted uses in the *Open Space* designation may include parks, playgrounds, recreational trails and uses, sports fields, community facilities, arenas, interpretive centres, museums, cultural heritage uses, banquet facilities and accessory uses such as washrooms, change rooms, administration offices and vending services.

Shoreline lands abutting lands described legally as Lots 12, 13, 14, 15, 16 and 17 Plan 33, are designated as *Open Space* but such lands are not public parkland and the above use permissions shall not be applicable to such lands.

### **B4.4 ZONING BY-LAW IMPLEMENTATION**

All lands in the *Open Space* designation shall be placed in an *Open Space Zone* in the implementing Zoning By-law.





## **B5 MIXED-USE**

### **B5.1 PURPOSE**

The purpose of the *Mixed-Use* designation is to recognize existing commercial lands along Highway 124 and provide policies to ensure future expansion and redevelopment of this area is orderly, safe and compatible with adjacent uses.

### **B5.2 PERMITTED USES**

Permitted uses on lands designated *Mixed-Use* include:

- a) auto service and sales;
- b) restaurants;
- c) accommodation facilities;
- d) service commercial uses;
- e) contracting business;
- f) retail uses;
- g) office uses;
- h) storage and/or warehousing establishments;
- i) residential apartments and residential facilities geared to seniors; and,
- j) institutional uses.

### **B5.3 FORM OF DEVELOPMENT**

It is the intent of this Plan that development within the *Mixed-Use* designation be comprehensively planned to ensure that servicing and access can be adequately addressed.

### **B5.4 DEVELOPMENT POLICIES**

All new or expanding uses shall be subject to Site Plan Control and may require a Zoning By-law Amendment. Prior to considering an application for a Site Plan Agreement, Council shall be satisfied that:

- a) the use is compliant with the Village's Comprehensive Zoning By-law;
- b) adequate parking and loading facilities are provided on the site;



- c) such uses are designed to provide or maintain a desirable gateway to the community;
- d) the submission of a stormwater management plan and/or a lot grading plan;
- e) outdoor storage areas are substantially screened from view from passing traffic;
- f) the type and scale of the use shall be proportionate to the frontage and area of the lot and the use shall be compatible with surrounding land uses;
- g) proponents may be required to provide a Phase 1 environmental site assessment to confirm the subject lands are not contaminated;
- h) the use can be accommodated on partial services which may require an assessment of sewage effluent demands and a hydrogeological study;
- i) all options respecting shared access from the road are reviewed and implemented, if feasible;
- j) parking areas are oriented to the rear or side of the lot so the primary building is prominent; and,
- k) where a proposed use abuts or is in close proximity to an existing residential use, fencing, landscaping, berming or a combination of these design elements will be utilized to ensure that there is adequate screening between the uses.

## **B5.5      SERVICING OF EMPLOYMENT USES**

For lands located in the *Mixed-Use* designation which are not or cannot be connected to the Village's wastewater treatment system, residential uses shall not be permitted and low water or dry uses shall be the primary land use.

## **B5.6      ZONING BY-LAW IMPLEMENTATION**

Lands designated within the *Mixed-Use* designation may not, in their entirety, be suitable or appropriate for the complete range of land uses listed in Section B5.2. All lands within the *Mixed-Use* designation shall be placed in an appropriate Commercial, Residential or a Development Holding Zone in the implementing Zoning By-law to reflect existing uses or preferred uses.



## **B6 INSTITUTIONAL**

### **B6.1 PURPOSE**

The purpose of the *Institutional* designation is to:

- a) recognize institutional uses, land and facilities in the Village which are maintained by government services or agencies; and,
- b) reinforce the Village's role as a primary service centre and a complete community in the District.

### **B6.2 LOCATION**

The *Institutional* designation as shown on Schedule A to this Plan applies to existing institutional uses and facilities in the Village.

### **B6.3 PERMITTED USES**

Permitted uses on lands designated *Institutional* include schools, government offices and works yards, servicing infrastructure and facilities, places of worship, parking lots and like services and facilities.

### **B6.4 FORM OF DEVELOPMENT**

It is the intent of this Plan that development within the *Institutional* designation serve the needs of the local and/or regional communities and are an appropriate use in the context of surrounding land uses. Furthermore, public service facilities should be planned and co-located with one another, along with parks and open space where appropriate to promote cost-effectiveness and facilitate service integration and active transportation.

### **B6.5 DEVELOPMENT POLICIES**

The conversion of lands within the *Institutional* designation to alternate land uses shall require an amendment to the Official Plan, unless the proposed conversion involves the establishment of affordable housing and/or housing geared to the needs of seniors. Prior to considering an application for the conversion of lands in the *Institutional* designation, Council shall be satisfied that:

- a) Adequate parking and loading facilities are provided on the site;
- b) Landscaping will be provided to enhance the site and surrounding area;



- c) Outdoor storage areas are substantially screened from the view of passing traffic;
- d) The proposed use can be serviced with an appropriate water supply which may require confirmation in the form of a hydrogeological study; and,
- e) Where a proposed use abuts or is in proximity to an existing sensitive use, fencing, landscaping, berming or a combination of these features are utilized to ensure that there is adequate screening between the uses.

#### **B6.6 IMPLEMENTING ZONING BY-LAW**

All lands within the *Institutional* designation shall be placed in an appropriate Institutional (I) Zone in the implementing Zoning By-law.



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## **PART C NATURAL HERITAGE and ENVIRONMENTAL POLICIES**

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### **C1 OBJECTIVES**

It is the intent of this Plan to:

- a) understand and mitigate the potential impacts which can be caused by development and site alteration on natural heritage features;
- b) ensure that development does not occur on lands that are unstable or susceptible to flooding;
- c) prevent development from occurring on hazardous slopes;
- d) protect the quality of water available for drinking water purposes;
- e) protect the water quality and overall health of Lake Bernard including the prevention and/or control of invasive species;
- f) identify what is required to support an application for development in an area that is considered to be environmentally sensitive; and,
- g) identify what information is required to support an application that may have an impact on the hydrogeological resources of the Village.

### **C2 NATURAL HERITAGE FEATURES**

#### **C2.1 LAKE BERNARD**

Lake Bernard is a cold-water lake trout lake, at development capacity, with a surface area of approximately 2,000 hectares. Preservation of water quality is a significant consideration in reviewing any development proposal adjacent to Lake Bernard. In part this will be achieved through restrictions on the removal of vegetation and site alteration as well as septic systems, for lands without the ability to connect to the Village wastewater service and in need of replacement, being located at least 30 metres from the shoreline. Lot creation and land use changes on lands which abut the Lake Bernard shoreline which would result in a more intensive use will not be permitted unless new development can be



connected to the municipal waste water treatment system in a manner authorized by the Village.

For the purpose of the above-policy, conversion of a seasonal dwelling to allow permanent use or the creation of an accessory residential unit is not considered to be a land use change. All development and site alteration abutting the Lake Bernard shoreline shall be subject to Site Plan Control.

#### **C2.1.1**

In addition to the Policies of 2.1, Council will require a minimum setback of 30 metres for new development on lands which abut the Lake Bernard shoreline. In cases where this is not achievable, the greatest setback possible will be required. In some cases, it is recognized that landowners may apply to seek relief from the required shoreline setback. Relief from the shoreline setback shall only be considered through a zoning by-law amendment. In reviewing applications for a reduction in the shoreline setback, Council shall be satisfied that the reduction will not adversely impact environmental features or functions, and:

- a) The size and scale of the new development or redevelopment is reasonable and in proportion with the size, width and depth of the lot.
- b) No new encroachment is created that would cause a new or expanding building or structure to be located closer to the water's edge;
- c) The proposed setback is reasonable based on the size, shape and/or topography of the lot; and,
- d) Mitigative measures are implemented through Site Plan Control as a means to restore or remediate the shoreline to a natural state, which shall be guided by Best Management Practices for Lakeshore Development and Stormwater Management as recommended by the Province.

#### **C2.1.2**

In accordance with the vision, objectives and environmental policies of this Plan, Council considers the protection of the Lake Bernard and its environs to be a major priority. As a measure to minimize the impact of recreational use on the lakes, it is a policy of this Plan to control the placement of buildings and structures on lakes. Specifically, this policy is aimed at restricting the construction of boathouses and similar enclosed structures from being built on the lakebed or as a floating structure attached to the shoreline near the water's edge. On this basis, the Municipality will establish zone regulations to restrict development on the lakebed. This policy is not intended to restrict docks that are accessory to a lawful shoreline use, however the zoning by-law will establish regulations to ensure that docks and marine facilities do not dominate the shoreline of a lot.



## **C2.2 WATERCOURSES**

Existing watercourses in the Village may comprise significant wildlife habitat if they:

- a) contain fish habitat areas;
- b) function as corridors for migrating wildlife habitat movement and vegetation dispersal;
- c) serve to maintain the quality and quantity of surface and ground water resources; and,
- d) assist in the improvement of air quality.

It is the intent of this Plan to protect all watercourses from site alteration or development that could negatively impact the function of or natural heritage attributes of the watercourse. In this regard, new development within 120 metres of a watercourse may require a site evaluation and Environmental Impact Study.

## **C2.3 FISH HABITAT**

Fish habitat refers to spawning grounds and nursery, rearing, food supply and migration areas on which fish depend directly or indirectly in order to carry out their life processes. Development shall not be permitted within fish habitat but may be permitted on the adjacent lands if it can be demonstrated through an EIS that such development will have no negative impact on the feature. For the purpose of this section, lands adjacent to fish habitat are defined as being within 120 metres of a fish habitat area.

## **C2.4 AREAS OF SIGNIFICANT WILDLIFE HABITAT**

Significant wildlife habitat area is an area where plants, animals and other organisms live, and find adequate amounts of food, water, shelter and space needed to sustain their populations. In some cases, these areas may be considered significant due to the ecological importance of features, functions, representation or amount, thereby contributing to the quality and diversity of an identifiable geographic area.

Wildlife habitat areas are not specifically identified on the schedules to this Plan but may include migratory staging areas, aquatic feeding areas and nesting sites. It is a policy of this Plan that when such information is made available it be added to this Plan by an Official Plan Amendment.



Where significant wildlife habitat is identified and confirmed by the Ministry of Natural Resources through a development application, such development may be permitted in proximity to the habitat if it can be demonstrated through an EIS that such development will have no negative impact on the feature or its ecological functions.

## **C2.5 OTHER AREAS IDENTIFIED THROUGH A PLANNING PROCESS**

It is anticipated that there will be areas of land where a detailed planning approval process or Provincially initiated study has identified an environmental or topographical feature that should be protected from development in accordance with Provincial Policy requirements. In such instances, Council will integrate such features or areas into the Official Plan through a site-specific amendment or at the time of an Official Plan Update.

## **C3 REQUIREMENTS FOR AN ENVIRONMENTAL IMPACT STUDY**

Where the policies of this Plan require that an Environmental Impact Study (EIS) be prepared, such an EIS shall be prepared in accordance with the requirements of this section.

### **C3.1 PURPOSE OF AN EIS**

The purpose of an EIS is to:

- a) collect and evaluate all the appropriate information in order to have a complete understanding of the boundaries, attributes and functions of relevant environmental feature(s);
- b) to assist Council in making an informed decision as to whether or not a proposed use will have a negative impact on the critical natural features and ecological functions of the Village; and,
- c) evaluate the existing natural heritage features on the property and the effect of the proposed uses on those features.

Where the focus of study is adjacent to lands as defined by this Plan, the EIS shall evaluate the ecological function of the adjacent lands and demonstrate that there will be no negative impacts on natural features or ecological functions.

Any EIS required by this Plan must describe the critical natural features and ecological functions, identify their significance and sensitivities and describe how they could be affected by a proposed use. The EIS should give consideration to





the relevant aspects and inter-relationships of various components of the natural heritage system on and off the site. In addition, the EIS must address how the proposed development will protect, maintain or restore the critical natural features and ecological functions of the natural heritage system.

Any EIS must be approved by Council and any other appropriate agencies, before a planning application that facilitates the development, is subject to the EIS and is accepted by Council.

### **C3.2 CONTENTS OF AN EIS**

The EIS shall include a description of:

- a) the proposed undertaking;
- b) the natural features and ecological functions of the area potentially affected directly and indirectly by the undertaking, and an assessment of their sensitivity to development;
- c) any lands that support environmental attributes and/or functions that may qualify the lands for designation within the *Environmental Protection* designation;
- d) the direct and indirect effects to the ecosystem that might be caused by the undertaking;
- e) any environmental hazards (i.e. slope, flooding contaminants) that need to be addressed as part of the design and how they will be addressed;
- f) any monitoring that may be required to ensure that mitigating measures are achieving the intended goals;
- g) how the proposed use affects the possibility of linking core areas of the natural heritage system by natural corridors that may or may not be identified on the schedules to this Plan; and,
- h) recommendations with respect to how the adverse effects will be avoided or minimized over the construction period and the life of the undertaking. For example, the EIS may recommend limits of buffers and setbacks adjacent to watercourses, waterbodies, valleys, significant wetlands and vegetation to protect the natural feature and its attributes and/or function from the effects of development.

### **C3.3 WHAT AN EIS SHOULD DEMONSTRATE**

The EIS should demonstrate, where applicable, that the proposed use will:



- a) not discharge any substance that could harm air quality, groundwater, surface water and associated plant and animal life;
- b) be supplied by an adequate supply of water and that the groundwater taking associated with the use will not harm existing water supplies, surface water features and associated plant and animal life;
- c) not cause erosion or siltation of watercourses or changes to watercourse morphology;
- d) not interfere with groundwater recharge to the extent that it would adversely affect groundwater supply for any use;
- e) not cause an increase in flood potential on or off the site;
- f) maintain/enhance/restore/rehabilitate the natural condition of affected watercourses, and protect/enhance/restore/rehabilitate aquatic and fish habitats;
- g) not significantly affect the scenic qualities of the area;
- h) not encourage the demand for further development that would negatively affect wetland functions or contiguous wetland areas;
- i) enhance and restore endangered terrestrial, aquatic and fish habitats where appropriate and feasible;
- j) not create noise that will have an adverse impact on the enjoyment of neighbouring properties;
- k) not interfere with the function of existing or potential natural corridors;
- l) not lead to a significant reduction in the forest resource or interior forest habitat in an area; and,
- m) not lead to species loss or negative impacts on endangered, threatened or vulnerable species and/or their habitat.

In addition, the EIS shall demonstrate that there will be no negative impacts resulting from the proposed use on the significant natural features that are identified on Schedule B to this Plan or the ecological functions for which the area is identified.



## **C4 STORMWATER MANAGEMENT**

All proposals for development involving large areas or site alterations that will lead to substantial lot coverage or hard-surfacing should generally be supported by a Stormwater Management (SWM) report. The content and depth of the SWM report shall be determined when the development is proposed.

The SWM Report shall be prepared by a qualified professional to the satisfaction of Council and the appropriate agencies and be prepared in accordance with The Stormwater Management Practices Planning and Design Manual (1994) or its successor and shall:

- a) provide recommendations on a stormwater quantity system which ensures that post-development run-off rates will not be greater than the pre-development run-off rates for storms up to and including the 1:100 year Timmins Flood Event;
- b) document the possible impacts of development on watershed flow regimes including their interconnection with groundwater resources;
- c) provide recommendations on how to maintain pre-development water quality and improve run-off where appropriate;
- d) document the means by which stormwater volume control will be provided; and,
- e) determine and describe the necessary measures required to be undertaken during construction to mitigate the potential negative impact of development.

All proposals for development located adjacent to or in the immediate vicinity of a provincial highway shall submit to the Ministry of Transportation a stormwater management plan or stormwater management report for review and approval when the drainage from such development has the potential to impact a provincial highway.

## **C5 HAZARD LAND POLICIES**

### **C5.1 STEEP SLOPES AND RAVINES**

The following policies shall apply to development proposed in association with steep slopes and ravines.



- a) Development will not be permitted on slopes that are subject to active erosion or historic slope failure.
- b) Development shall be sufficiently setback from the top of bank of slopes greater than 1 in 3. The development setback distance may be determined in consultation with an engineer and/or surveyor subject to the following criteria:
  - i) soil type and groundwater patterns;
  - ii) vegetation type and cover;
  - iii) severity of slope; and,
  - iv) nature of development.
- c) In some instances, where a sufficient development setback cannot be achieved, the proponent will be required to provide a slope stability analysis as a prerequisite to any development. The analysis shall be prepared by a qualified professional to the satisfaction of Council.

## **C5.2 LAKE BERNARD FLOODLINE**

Development will be directed to areas outside of the Lake Bernard minimum flood line elevation of 332.5 Canadian Geodetic Datum (CGD). Expansions to or **alterations** to existing buildings and structures within or partly within this elevation may be permitted subject to a planning approval if the expansion or **alteration** is determined to be minor in nature.

## **C6 CLOSED WASTE DISPOSAL AREAS**

There are two closed waste disposal sites located outside of the Village boundary in the Township of Strong. A 500-metre influence area from each of these landfills is required by the Ministry of Environment, Conservation and Parks and has been illustrated on Schedule B to this Plan.

Any planning approval to establish a new land use or subdivide land in this area shall require an assessment to be completed in accordance with the Ministry D-Series Guideline to determine:

- a) the impact of any potential methane gas migration;
- b) whether the proposed use will be adversely affected by noise, odour, dust or other nuisance factors from the waste disposal site;



- d) whether the proposed use will be adversely affected by ground and surface water contamination by leachate migrating from the waste disposal site; and,
- e) the impact of the proposed use on leachate migration from the landfill site.

The studies required to support a development application within the assessment area shall be prepared by a qualified professional and may be scoped based on the type and/or scale of the development proposed or historic documentation or studies that may be relied upon to resolve the above criteria.

In cases where an amendment to the Official Plan and/or Zoning By-law is required to permit a proposed use, appropriate studies dealing with the matters set out above shall be submitted as part of a complete application.

## **C7 LAND USE COMPATIBILITY**

It is recognized that natural and human uses and processes may be sensitive to the odour, noise, vibration or other emissions associated with highways, and various type of industries in addition to uses adjacent to waste disposal sites or sewage treatment facilities. It is a policy of this Plan that major facilities and sensitive land uses shall be planned and developed to avoid, or if avoidance is not possible, minimize and mitigate any potential adverse effects from odour, noise and other contaminants, minimize risk to public health and safety, and to ensure the long-term operational and economic viability of major facilities in accordance with provincial guidelines, standards and procedures.

Where avoidance is not possible in accordance with the above policy, authorities shall protect the long-term viability of existing or planned industrial, manufacturing or other uses that are vulnerable to encroachment by ensuring that the planning and development of proposed adjacent sensitive land uses are only permitted if potential impacts to industrial, manufacturing, or other major facilities are minimized and mitigated in accordance with Provincial guidelines, standards, and procedures.



## **C8 BROWNFIELD SITES AND CONTAMINATED LANDS**

### **C8.1 DESCRIPTION**

Brownfield sites are sites where the environmental condition of the property and the quality of the soil or groundwater, particularly on former industrial and waste-disposal sites, may have the potential for adverse effects to human health or the natural environment. Council supports the restoration and re-use of brownfield sites, where feasible and where such re-use is aligned with other policies of this Plan.

### **C8.2 POLICIES**

Development on any property suspected of having some form of contamination will be permitted only if a Record of Site Condition is provided by the proponent, prepared by a qualified consultant, in accordance with the Environmental Protection Act. Contaminated sites will be restored as necessary prior to permitting any activity on the site to ensure that there will be no adverse effect.

In considering applications for development, the following procedures shall apply:

- a) The Village will require applicants to document previous uses of a property or properties that are subject of a planning application and/or properties that may be adversely impacting the property that is subject of a planning application in order to assist in the determination of the potential for site contamination.
- b) The Village will require all applications for plans of subdivision to be supported by an affidavit from a qualified person as defined by provincial legislation and regulations, confirming that a Phase 1 Environmental Site Assessment (ESA) has been completed in accordance with Ontario Regulation 153/04, as amended from time to time. A Phase 1 ESA documents the previous uses of the property and provides an assessment of the actual or potential soil or groundwater contamination on the site.
- c) For a property or properties that have been identified through the Village's planning application review process as potentially contaminated:
- d) The Village will require all planning applications submitted under the Planning Act to be supported by an affidavit from a qualified person as defined by provincial legislation and regulations, confirming that a Phase 1 ESA has been completed in accordance with Ontario Regulation 153/04, as amended from time to time;
- e) Where a Phase 1 ESA indicates that the property or properties that are subject of the planning application may be contaminated, the Village will require planning applications to be supported by an affidavit from a qualified person as defined by provincial legislation and regulations,



confirming that a Phase 2 ESA has been completed in accordance with Ontario Regulation 153/04, as amended from time to time. A Phase 2 ESA provides a sampling and analysis of the property to confirm and delineate the presence of soil or groundwater contamination at the site or confirm the absence of contamination at the site;

- f) Where the Village determines that there is a proposed change in land use to a more sensitive use, the Village will require as a condition of planning approval, verification to the satisfaction of the Village from a qualified person as defined by provincial legislation and regulations, that the property or properties in question are suitable or have been made suitable for the proposed use in accordance with provincial legislation and regulations, including where required by the Village, or provincial legislation and/or regulations the filing by the property owner of a Record of Site Condition (RSC) signed by a qualified person in the Environmental Site Registry, the submission to the Village of a Declaration signed by the qualified person acknowledging that the Village may rely on the statements in the RSC and, submission by the property owner to the Town of proof that the Ministry of Environment, Conservation and Parks (MECP) has acknowledged receipt of the RSC;
- g) Establish conditions of planning approval to ensure receipt of satisfactory verification of suitable environmental condition as per this section;
- h) Where applicable, utilize the holding provisions of the Planning Act to ensure receipt of satisfactory verification of suitable environmental condition.
- i) Subject to the requirements of the *Environmental Protection Act* and O. Reg. 153/04, where an RSC has been made a condition of planning approval, a building permit may be issued in regard to a property or properties on a phased basis to allow for site assessment and remediation/risk management.
- j) Where the Village is deeded land for public highways, road widening, parks, stormwater management, easements, or for any other purpose, the Village may require, as a condition of transfer, verification to the satisfaction of the Village from a qualified person as defined by provincial legislation and regulations, that the property or properties in question are suitable or have been made suitable for the proposed use in accordance with provincial legislation and regulations, including where required by the Village or provincial legislation and/or regulations, filing by the property owner of a Record of Site Condition (RSC) signed by a qualified person in the Environmental Site Registry, and submission by the owner to the Village of proof that the MOE has acknowledged receipt of the RSC.
- k) Subject to the requirements of the *Environmental Protection Act* and O. Reg. 153/04, for instances where contamination from a property or properties extends onto a Village right-of way and filing of a RSC in the Environmental Site Registry is not possible, the Village may issue a



building permit in regard to this property or properties on a phased basis contingent on the execution and implementation of an Off-Site Management Agreement or Remedial Action Plan that remediates/manages contamination in the right-of-way to the satisfaction of the Municipality.

- I) Where a gasoline station site is being redeveloped and there is no change in use to a more sensitive use, the Village will require that a letter of continued use from the Technical Standards and Safety Authority be provided. For instances where contamination extends onto a Town right-of-way or road allowance, the Town will require that an Off-Site Management Agreement and Remedial Action Plan be implemented to the satisfaction of the Village prior to issuance of the building permit.

## **C9 NOISE AND VIBRATION**

In residential, commercial, industrial areas or major roads where noise or vibration levels are or may exceed the guidelines established by the Ministry of the Environment Conservation and Parks, a noise impact study may be required by Council, prepared in accordance with MECP *D-Series Guidelines*, the MECP *Environmental Noise Guideline NPC-300* and the *Environmental Protection Act* to determine whether development should be permitted.

## **C10 CLIMATE CHANGE**

Council is aware of the threats that are attributed to a changing climate and will attempt to mitigate the impacts of a changing climate and its associated risks in the administration of this Official Plan and applicable decision-making through approaches that:

- a) Support and maintain the complete community that is the Village of Sundridge;
- b) Incorporate climate change considerations in planning for and the development of infrastructure and public service facilities;
- c) Support energy conservation and efficiency;
- d) Promote green infrastructure, low impact development and active transportations; and,
- e) Take into account consideration any additional approaches that help reduce greenhouse gas emissions and build community resilience to the impacts of a changing climate.





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## **PART D – GENERAL DEVELOPMENT POLICIES**

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### **D1 WATER AND SEWER SERVICING STRATEGY**

#### **D1.1 OBJECTIVES**

It is the intent of this Plan to:

- a) ensure that public health is protected;
- b) ensure that new development is serviced in a manner that respects the environmental policies of this Official Plan;
- c) identify the preferred means of servicing in the Village;
- d) ensure that all servicing options are considered when major new development is proposed; and,
- e) ensure that appropriate agreements are in place before development on private communal services occurs.

#### **D1.2 PREFERRED MEANS OF SERVICING IN SUNDRIDGE**

All development in the Village of Sundridge is intended to be serviced by partial services as the Village owns and maintains a waste water treatment system, however all water is to be obtained from private wells which may include private communal systems.

Schedule 'B' to this Plan identifies the location of existing servicing infrastructure in the Village. The location of the Village's waste water treatment facility is located in the Township of Strong and is not shown on Schedule B to this Official Plan. Council recognizes the importance of this facility to sustain existing and future development.

Council shall require, where feasible, that all new development or redevelopment within the Village to be connected to the existing waste water treatment system. However, proposals that require extensive, intrusive or disruptive alterations to the system or other public infrastructure may not be supported by Council. Calculations of the uncommitted capacity of the waste water treatment system undertaken in 2020, which indicate that the facility has the residual capacity to accommodate approximately 140 additional dwellings is aligned with the 20 year-growth projections for this Official Plan. Where it is determined that a proposed development cannot be accommodated within the current system or municipal services are not available, planned or feasible, such development may proceed



on the basis of private communal sewage and water services. Furthermore, where private communal services are not available, planned or feasible, individual private on-site sewage and water services may be utilized provided that site conditions are suitable for the long-term function of such services and the use of such service is limited to infilling or minor rounding out of the existing settlement. The use of any communal servicing system shall require appropriate securities to be able to be leveraged by the Village to ensure the Village is not exposed to financial hardship or liability in the event of the system malfunctions or the ownership group defaults on its maintenance obligations.

The time line for improvements to the sanitary sewage system is dependent on development and the absorption of available buildings lots in the Village. Servicing improvements to the Village's waste water treatment system will be investigated where feasible and a strategy will be developed to ensure that any limitations on capacity will not unduly restrict future growth and development opportunities. The planning for improvements should be an objective of the next official plan review and shall be cognizant of sustainability within the environment, financial viability, compliance with all regulatory requirements and the protection of human health and the natural environment. Such works may be undertaken and are deemed to conform to this Plan.

Waste water servicing to the areas currently not able to be connected to the Village's waste water treatment system may be permitted on the basis of private septic systems provided it can be demonstrated through a hydrogeological study that such partial services will not negatively impact surface and ground water. Where the servicing infrastructure is proposed to be extended or expanded beyond the manner illustrated on Schedule B, such expansion shall only occur on the basis of an official plan amendment.

### **D1.3                   SERVICING OF DEVELOPMENTS WITH FIVE OR MORE LOTS ON INDIVIDUAL ON-SITE SERVICING**

Proposed development of five or more lots or units on individual on-site sewage services and/or individual on-site water services may be permitted subject to the submission of a servicing options study, as well as a hydrogeological study prepared by a qualified professional in accordance with the Ministry of the Environment D-5-4 Guideline *“Technical Guide for Individual On-Site Sewage Systems: Water Quality Impact Risk Assessment”* and the D-5-5 *“Technical Guideline for Private Wells: Water Supply Assessment”*. All wells must be established in accordance with Ontario Regulation 903 “Wells”. Where such systems require, as a condition of Provincial approval, a Municipal Responsibility Agreement, this policy shall not be interpreted to mean that the Village will or is obliged to enter into such as an Agreement.

### **D1.4                   INSPECTION OF PRIVATE SEPTIC SYSTEMS**

Where funding is available and/or partnerships can be created, Council will encourage the creation of a septic inspection program to build awareness and



ensure landowners and businesses take responsibility for the operation and maintenance of their septic systems.



## **D2 TRANSPORTATION**

### **D2.1 OBJECTIVES**

It is the intent of this Plan to:

- a) facilitate the safe movement of both people and goods to and from the various communities within the Village.
- b) ensure that new development does not create a traffic hazard.
- c) ensure appropriate right-of-way widths for all existing and proposed roads.
- d) restrict development on unopened road allowances or private roads.

### **D2.2 ROADS IN THE VILLAGE**

The responsibility for approving an entrance onto a public road in the Village depends on which of the two levels of government maintains the road. The types of roads described in this section of the Plan are shown on Schedule A.

#### **D2.2.1 Provincial Highway 124 (Former Highway 11)**

Highway 124 is a Provincial highway. All Planning Act applications affecting lands which abut Highway 124 are subject to the corridor control authority of the Ministry of Transportation. New development should maintain a 50-metre noise buffer from the highway, wherever feasible. Land uses proposed within the 50-metre noise buffer shall be subject to noise feasibility and/or detailed noise studies in accordance with the Ministry of the Environment's *"Noise Assessment Criteria in Land Use Planning: Requirements, Procedures and Implementation"*.

#### **D2.2.2 Municipal Roads**

Municipal roads are those roads which are assumed and maintained by the Village of Sundridge. Access to these roads is under the jurisdiction of the local Village.

#### **D2.2.3 Private Roads**

Private roads are those roads which are not owned by the Village and therefore are not assumed and maintained by the Village of Sundridge. Existing land use located on private roads may be placed in a zone category that reflects that the lands do not have access to the same level of municipal service and maintenance as lands which front on a municipal assumed road. Lot creation and



new development on private roads shall not be permitted except by amendment to this Plan.

#### **D2.2.4 Unopened Road Allowances**

There are unopened road allowances in the Village. Unopened road allowances roads will not be improved and maintained by the Village except where the financial benefit of doing so far exceeds annual maintenance costs. Where planning and development approvals are proposed on the basis of access to such roads, the Village may require the proponent to enter into agreements to address cost, access, road maintenance and liability issues.

#### **D2.2.5 Original Shore Road Allowance**

The original shore road allowance is 20 metres in width and is located along the Lake Bernard shoreline. Council will consider the closure and transfer of the shore road to the abutting upland owner subject to any procedure or policy for doing so and further, Council may require existing buildings or structures located on the shore road to be removed or authorized by a zoning by-law amendment.

#### **D2.3 RIGHT OF WAY WIDTHS**

The minimum right-of-way width for all municipal roads shall generally be 20 metres. Every effort will be made to secure this right-of-way width as a condition of Planning Act approvals.

#### **D2.4 TRAFFIC IMPACT STUDIES**

Traffic impact studies may be required by the Province or Council to support a development application. The intent of such a study is to ensure that the proposed development can be designed and sited to ensure that the impacts of the development on the adjacent road network are addressed. The Ministry of Transportation is required to review all studies for development adjacent to, or in close proximity to a provincial highway.

#### **D2.5 CANADIAN NATIONAL (CN) RAIL CORRIDOR**

The location of the Canadian National (CN) Rail Corridor is shown on Schedule B to the Official Plan and is proximate to a number of existing sensitive land uses. In the assessment of changes to, or the introduction of, sensitive land uses proximate to this corridor that require a planning approval Council shall be satisfied that potential impacts to the corridor are minimized and mitigated in accordance with Provincial guidelines, standards, and procedures.



## **D2.6 ACTIVE TRANSPORTATION**

Council recognizes the positive role that active transportation can play in improving mobility as well as the health, well-being and quality of life of members of the community. On this basis, Council supports the development of walking and/or cycling route within the Village. Other potential initiatives that could facilitate and support active transportation include:

- a) Incorporating design features and traffic calming measures to slow traffic in areas of higher pedestrian traffic;
- b) Compile an integrated trails, sidewalk and pathway inventory; or,
- c) Maintain and improve existing sidewalk and trail infrastructure.



## **D3 CULTURAL HERITAGE AND ARCHAEOLOGICAL RESOURCES**

### **D3.1 OBJECTIVES**

It is the intent of this Plan to:

- a) recognize that the maintenance of the Village's heritage resources will contribute to the preservation of the Village's character.
- b) ensure that the nature and location of heritage and archaeological resources are known and considered before land use decisions are made.
- c) prevent the demolition, destruction, inappropriate alteration or use of cultural heritage resources and encourage development which is adjacent to significant cultural heritage resources to be of an appropriate scale and character.
- d) consult and seek the advice of First Nation groups or other established heritage organizations when making decisions regarding the conservation of cultural heritage resources in the Village.

### **D3.2 POLICIES**

#### **D3.2.1 Identification and Recognition of Cultural Heritage Resources**

Council shall recognize and have regard for cultural heritage resources including buildings, sites, and landscapes which give Sundridge its special character including:

- a) The Lake Bernard Shoreline

Additional cultural heritage resources or features will be identified and listed from time to time, particularly through the inventory referred to in Section D3.2.7.

#### **D3.2.2 Conservation of Cultural Heritage Resources**

Council's intention is to:

- a) Undertake a comprehensive review of the Village's list of cultural heritage buildings, as well as maintain and update a comprehensive inventory and evaluation of heritage resources.
- b) Encourage the identification, research, documentation, restoration, protection, maintenance and enhancement of heritage resources.



- c) Protect cultural heritage resources and, where feasible, incorporate and encourage measures for their conservation, however significant cultural heritage resources shall be conserved.
- d) Encourage and support individuals and heritage interest groups in recommending potential heritage resources for inclusion on the Town's heritage list.
- e) Designate individual buildings, structures, sites and landscapes as heritage properties under the *Ontario Heritage Act*.
- f) Ensure that development within the Village is adequately and harmoniously integrated and blended with the heritage resources in such a manner as to preserve and enhance the heritage resources. On lands adjacent to a protected heritage property, development and site alteration shall not be permitted unless it has been demonstrated that the heritage attributes of the protected heritage property will be conserved.
- g) Protect and enhance the distinguishing qualities, features, and character of heritage landscapes, as defined in the Heritage Character Statement of this Plan.
- h) Encourage the retention of yards, gardens, trees, and landscaped grounds of heritage sites.
- i) Identify sites of archaeological potential using provincial screening criteria and guidelines or from a Heritage Resources Master Plan developed in consultation with the Ministry of Heritage, Sport, Tourism and Culture. Further, Council as a condition of any development proposal for a subdivision, major commercial or industrial development, may require an archaeological assessment by a licensed archaeologist (if required by Provincial regulations) and shall facilitate conservation of any archaeological resources and/or the mitigation of possible impacts of any proposed intervention in these sites.
- j) Obtain available archaeological site data from the provincial archaeological database of the Ministry of Culture under the provisions of a municipal-provincial data sharing agreement.

### **D3.2.3 Protection and Improvement of Cultural Heritage Resources**

Council's intention is to:

- a) Encourage owners who wish to protect their property in perpetuity to place a covenant to that effect on the property's title (the Heritage Easement Agreement of the Ontario Heritage Foundation is one example of such a covenant).
- b) Consider implementing a heritage grant program for owners of heritage properties designated under *Part IV* of the *Ontario Heritage Act*.





- c) Consider participating in heritage grant programs or other financial aid programs of other levels of government or of non-governmental organizations.
- d) Enter into heritage easement agreements with owners of designated heritage resources who are recipients of grants.
- e) Undertake public works programs such as tree planting, landscaping, street improvements, and the provision of street furniture, lighting, signage, and other streetscape components, to enhance the surrounding areas of heritage resources.
- f) Utilize other programs administered by the Village of Sundridge, such as heritage tourism, to further Council's heritage objectives.
- g) Require any person who proposes to demolish or alter a designated heritage site to submit plans to Council for approval under the *Ontario Heritage Act*.
- h) Require applicants wishing to demolish properties designated under the *Ontario Heritage Act* to prepare a heritage impact statement to the satisfaction of Town Council.
- i) Designate under the Ontario Heritage Act, one or more heritage conservation districts within the Municipality. Significant cultural heritage landscape features and heritage attributes may be included within a Heritage Conservation District.

#### **D3.2.4 Management of Cultural Heritage Resources**

Council may:

- a) Establish a citizen heritage advisory committee known as the Municipal Heritage Committee (MHC) to advise and assist the Council on heritage matters.
- b) Provide support and encouragement to organizations and individuals who undertake the conservation of heritage resources by private means.
- c) Consult with MHC on all matters and development applications that pertain to heritage resources.
- d) Co-ordinate its heritage planning and programs with other levels of government to avoid duplication of efforts and to reinforce mutual objectives, and to actively pursue demonstration projects from such programs for application in Sundridge.



### **D3.2.5 Cultural Heritage and Archaeological Resources**

It is a policy to manage cultural heritage resources through the pro-active identification, recognition, documentation, protection, conservation and rescue of these resources and to conserve heritage resources when making development and infrastructure decisions which may affect those resources. Heritage resources shall include built heritage resources, cultural heritage landscapes and archaeological resources which are important to the community or area in which they are located or are recognized for their significance at a regional, provincial or national level.

### **D3.2.6 Development Applications and Infrastructure Works (Public Works)**

In reviewing an application for a zoning amendment, a consent for a commercial, industrial or institutional use or residential development, or in the undertaking of new infrastructure works, consideration shall be given to the possible effects and impacts of such works on a known heritage resource or on an area of archaeological potential. Along the lakeshores, waterways and their tributaries, archaeological resources shall be considered where affected by a development proposal.

A 'known' cultural heritage resource is one which has been designated under the *Ontario Heritage Act* by the municipality; is a site or building which has been identified or registered by the Ministry of Tourism, Culture and Sport; identified by the municipality or community as being culturally and historically significant, is a site or building identified or registered by Parks Canada. A heritage impact assessment report shall generally be required for development on or adjacent to a known heritage resource (local, provincial or federal). The report shall identify the characteristics and significance of the heritage resource(s), the development impacts and the measures or options for the conservation, mitigation or removal/rescue of the resource.

Where, through development, a site is identified to contain an unmarked burial site or new archaeological features, Council shall contact the Ministry of Tourism, Culture and Sport. The Ministry of Consumer and Business Relations shall also be contacted with respect to the discovery of burial sites and unmarked cemeteries and matters related to the *Funeral, Burial and Cremation Services Act*.

Council recognizes that there may be a need for archaeological preservation on site or rescue excavation of significant archaeological resources, when such resources are identified through the development process. Council may consider archaeological resource preservation in situ, to ensure that the integrity of the resource is maintained.

Council shall require archaeological assessments to be carried out by consultant archaeologists licensed under the Ontario Heritage Act, as a condition of any development proposal affecting areas containing a known archaeological site or considered to have archaeological potential.



### **D3.2.7 Inventories**

An inventory of all known heritage resources may be established and maintained by the Village to reflect identified resources and provide for their protection through the review of planning applications. This is expected to include the identification and mapping of areas of archaeological potential. The identification and mapping of areas of archaeological potential may occur incrementally (application-by-application basis) or through a comprehensive evaluation e.g. as part of the preparation of a heritage master plan.

### **D3.2.8 Archaeological Management Plan**

Council may prepare an Archaeological Management Plan and/or Cultural Plan which includes but is not limited to:

- a) Comprehensive cultural heritage resource mapping, archaeological potential mapping, and inventories;
- b) Identification and evaluation of cultural heritage resources, cultural facilities, and organizations;
- c) Strategies for conserving and enhancing these identified resources;
- d) Programs to foster interpretation and promotion; and,
- e) Education and public participation in cultural heritage conservation.

### **D3.2.9 Heritage Resources Designation**

Pursuant to the *Ontario Heritage Act*, and in consultation with the Municipal Heritage Committee, Council may, by By-law:

- a) Designate properties to be of cultural heritage value or interest;
- b) Define the Village, or any area within the Village as an area to be examined for designation as a heritage conservation district; and,
- c) Designate the Village, or any area or areas within the Village as a heritage conservation district.

### **D3.2.10 Marine Archaeological Resources**

Council shall require a marine archaeological assessment to be conducted by a licensed marine archaeologist pursuant to the *Ontario Heritage Act* if partially or fully submerged marine features such as ships, boats, vessels, marine artifacts wharfs, fords, dwellings, aircraft and/or other items of cultural heritage value are identified and may be impacted by shoreline or waterfront development. Archaeological assessment reports prepared by a licensed consultant



archaeologist are to be in compliance with the 2011 Standards and Guidelines for Consultant Archaeologists as set out by the Ministry of Culture, Sport and Tourism, as well as the terms and conditions of an archaeological license under the Ontario Heritage Act.

In considering applications for waterfront development, Council shall ensure that cultural heritage resources both on shore and in the water are not adversely affected. When necessary, Council will require satisfactory measures to mitigate any negative impacts on significant cultural heritage resources.

### **D3.2.11 Aboriginal Communities**

It is the intent of the Plan that the Village will listen to and consider the interests of Aboriginal communities in conserving significant cultural heritage and archaeological resources.

### **D3.2.12 Archaeological Assessments**

Council acknowledges that there are archaeological remnants of prehistoric and early historic habitation as well as areas of archaeological potential throughout the Village. Archaeological sites and resources contained within these areas can be adversely affected by any future development.

Council shall therefore require archaeological impact assessments and the preservation in situ or excavation of significant archaeological resources in accordance with Provincial regulations set out by the Ministry of Culture, as well as licensing regulations referenced under the Heritage Act. The need for impact assessments will be determined in conjunction with development applications through the use of provincial screening criteria, qualified mapping or the inventories referenced earlier in the Section. Areas of archaeological potential can be found in areas close to water, current or ancient shorelines, rolling topography, unusual landforms or areas of known historic settlement.

Archeological assessments completed on conjunction with a development application will be referred to the Ministry of Culture, Tourism and Sport for review.

Council shall ensure adequate archaeological assessment and consult appropriate government agencies, including the Ministry of Culture, Tourism and Sport and the Ministry of Consumer and Business Services when an identified historic human cemetery, marked or unmarked human burial is affected by land use development. In these cases, the provision of the Heritage Act and Cemeteries Act shall apply.

Council may also maintain the integrity of archaeological resources by adopting zoning by-laws under Section 34(1) 3.3 of the *Planning Act* to prohibit any land



use activities or the erection of buildings or structures on land which is a site of Significant Archaeological Resources.

### **D3.2.13 Implementation**

Council may protect significant archaeological resources and conserve cultural heritage resources through the passing of an archaeological zoning by-law and by undertaking other measures under the *Planning Act*, the *Municipal Act*, the *Environmental Assessment Act* or the *Public Lands Act*.

## **D4 SUBDIVISION OF LAND**

This section is intended to contain policies that are to be considered with every application for subdivide land in the Village. Regard shall also be had to the specific policies dealing with lot creation in each land use designation.

### **D4.1 PREFERRED MEANS OF LAND DIVISION**

Land division by Plan of Subdivision, rather than by consent, shall generally be deemed necessary if:

- a) the extension of an existing public road or the development of a new public road is required to access the proposed lots; or,
- b) the area that is proposed to be developed is not considered to be infilling; or,
- c) a Plan of Subdivision is required to ensure that the entire land holding or area is developed in an orderly and efficient manner; or,
- d) more than three new lots are being created.

### **D4.2 NEW LOTS BY CONSENT**

#### **D4.2.1 General Criteria**

Prior to considering an application to create a new lot for any purpose, the Council and Planning Board shall be satisfied that the proposed lot:

- a) fronts on and will be directly accessed by a public road that is maintained on a year-round basis;
- b) will not cause a traffic hazard as a result of its location on a curve or a hill;



- c) the severed and retained lots are suitable in lot area for their intended purpose;
- d) can be serviced with an appropriate water supply and can be connected to the Village's waste water treatment system;
- e) will not have a negative impact on the drainage patterns in the area;
- f) will not affect the developability of the remainder of the lands, if they are designated for development by this Plan; and,
- g) will not have a negative impact on the features and functions of any environmentally sensitive feature in the area.

#### **D4.2.2 Boundary Adjustments**

A consent may be permitted for the purpose of correcting conveyances, enlarging existing lots or through acquisition by a public body, provided no new building lot is created. In reviewing an application for such a boundary adjustment, Council shall be satisfied that the boundary adjustment will not affect the viability of the use of the properties affected as intended by this Plan.

#### **D4.2.3 Lots for Utilities**

The creation of new lots for public utilities and water and sewer infrastructure may be permitted, provided:

- a) the area of the proposed lot is minimized and reflects what is required for the use; and,
- b) the implementing zoning by-law, as a condition of Provisional Consent, only permits uses that are related to the utility on the lot.

#### **D4.3 SUBDIVISION/CONDOMINIUM DEVELOPMENT POLICIES**

This section is intended to contain general Plan of Subdivision/Plan of Condominium policies that are to be considered with every application for Plan of Subdivision/Plan of Condominium. Regard should also be had to the specific policies dealing with lot creation in each land use designation.

Prior to the consideration of an application for Plan of Subdivision/Plan of Condominium, Council shall be satisfied that:

- a) the approval of the development is not premature and is in the public interest;



- b) the lands will be appropriately serviced with infrastructure, school, parkland and open space, community facilities and other amenities;
- c) there is sufficient reserve sewage system capacity to accommodate the development;
- d) the density of the development is appropriate for the area;
- e) the subdivision/condominium, when developed, will be integrated with other development in the area;
- f) the subdivision/condominium conforms with the environmental protection and management policies of this Plan;
- g) the proposal conforms to Section 51 (24) of the Planning Act, as amended; and,
- h) where new waterfront development is proposed by Plan of Subdivision or Condominium, the lands must be zoned for shoreline residential purposes.

Prior to the registration of any Plan of Subdivision, a Subdivision Agreement between the landowner and the Village will be required.

#### **D4.3.1 Affordability**

It is a policy of this Plan to ensure existing and new residents have access to diverse and affordable housing choices. In order to fulfill this policy, Council will work with developers, service delivery groups and funding agencies in an effort to create affordable housing opportunities primarily through redevelopment and intensification in the Village.

In the case of new development approved during the life of this Official Plan, at least 50% of such development should be affordable to low and moderate income households as defined in Appendix 1 to this Plan.

#### **D4.3.2 Energy Efficiency and Air Quality**

Council encourages subdivision design that promotes or derives energy efficiency and improved air quality through land use and development patterns which achieve energy conservation through design and which maximize the use of solar energy, and the creation of new vegetation or re-vegetation.



## **D5 PUBLIC PARKLAND**

### **D5.1 OBJECTIVES**

It is the objective of this Plan to:

- a) establish and maintain a system of public open space and parkland areas that meets the needs of present and future residents;
- b) enhance existing parkland areas wherever possible to respond to changing public needs and preferences;
- c) ensure that appropriate amounts and types of parkland are acquired by the Village through the development process;
- d) encourage the dedication and donation of environmentally sensitive lands into public ownership to ensure their continued protection; and,
- e) manage the public open space and parkland areas in a manner that is consistent with the environmental objectives of this Official Plan.

### **D5.2 GENERAL POLICIES APPLYING TO ALL PUBLIC PARKLAND**

#### **D5.2.1 Integration of Other Public Uses with the Public Parkland System**

Where a public parkland area is to be integrated with an educational or recreational facility, it is the intent of this Plan that the two uses complement each other by ensuring that there are no physical barriers between the uses.

#### **D5.2.2 Dedication of Land through the Development Process**

Council will require the dedication of five percent (5%) of the land within a residential Plan of Subdivision to be dedicated to the Village as parkland. Two percent (2%) of the land within a non-residential development shall be dedicated as parkland. In lieu of the above requirements, Council may require cash-in-lieu of parkland instead, as deemed appropriate. In the establishment of a Parkland Dedication By-law, Council may determine value on the basis of either the value of raw land on the day prior to draft approval (Provisional Consent) or on the basis of the value of the new lot(s) prior to issuance of a Building Permit.

All lands dedicated shall be conveyed in a physical condition satisfactory to the Village.





### **D5.2.3 Use of Monies Received Through the Cash-in-Lieu Process**

All monies received under the provisions of Section D4.5.2 should be used for the sole purpose of developing and acquiring public parkland and/or developing recreational facilities in accordance with the Planning Act. This policy shall not prevent Council from acquiring a residential lot in a subdivision which will not be used as parkland but will be held as an asset of the Corporation to fund future parkland objectives.

### **D5.2.4 Parkland Dedication By-law**

A Council may enact a Parkland Dedication By-law that establishes:

- a) the lands to which the by-law is applicable;
- b) the rate of parkland dedication in accordance with Section D5.2.2 of this Plan;
- c) the development applications which are subject to parkland dedication requirements;
- d) land uses which are exempt from parkland dedication requirements; and,
- e) in the case of cash-in-lieu, whether the value of parkland will be determined on the basis of raw land prior to approvals or on the basis of value of the individual lot(s) prior to issues of a building permit.

## **D5.3 PARKLAND DEVELOPMENT POLICIES**

### **D5.3.1 Parkland Siting and Design**

All public parkland should:

- a) have as much street frontage as possible and be open to view on as many sides as possible for safety purposes;
- b) be appropriately lit as is feasible and deemed necessary by Council;
- c) have direct and safe pedestrian access from adjacent residential areas;
- d) be designed to minimize any potential negative impacts on adjacent residential areas through the use of such measures as planting, fencing and the provision of appropriate access and parking;
- e) incorporate natural heritage features wherever possible into the design of the parkland;



- f) be integrated into the fabric of the adjacent neighbourhood; and,
- g) be connected, wherever possible, to trail systems, cycling routes and natural heritage corridors.

## **D6 TELECOMMUNICATION TOWERS**

The approval authority for telecommunications towers is Industry Canada. In accordance with Industry Canada's siting and approval procedures, proponents who wish to establish new telecommunication towers are required to consult with the City. The purpose of this policy is to provide guidance and expectations for the proponents of new or expanding telecommunication towers and infrastructure.

### **D6.1 COMPLETE APPLICATION REQUIREMENTS**

All applications for new telecommunications towers, antenna facilities and modifications to existing towers which require municipal consultation in accordance with Industry Canada's antenna siting and approval procedures shall require the submission of an application to the Village comprised of the following information:

- a) A written submission providing the rationale for the preferred location, which includes an assessment of other non-tower and co-location options. This submission will also address design considerations for the site and identify measures intended to minimize visual impacts caused by the tower;
- b) A site plan drawn to scale identifying the subject property, topographic information including contours, lot lines, existing and proposed buildings and structures, fences, vegetation, access and parking and complete tower specifications; and,
- c) An overlay of the site plan information on an air photo providing sufficient detail on surrounding land use within a minimum radius of 1 kilometre from the proposed tower site.

### **D6.2 PUBLIC CONSULTATION**

Council encourages the proponents of telecommunication towers to provide opportunities for public consultation. The Village will assist proponents in facilitating public consultation by providing a mailing list of property owners in proximity to the proposed tower site. Public consultation can be accomplished through:



- a) Providing a notice of intent to adjacent landowners through regular mail;
- b) Posting a notice of intent in the local newspaper or in appropriate social media; and/or,
- c) Hosting a public information open house.

The Village will require a summary of comments raised through public consultation together with proponent responses.

#### **D6.3 CONSULTATION WITH CITY AND REGIONAL EMERGENCY SERVICE DEPARTMENTS**

Proponents shall be required to contact Village and surrounding municipal Emergency Service departments to determine if their telecommunication system requirements could be improved by the installation of the proposed tower.

#### **D7 TECHNICAL STUDIES AND PEER REVIEWS**

Where a policy in this Plan requires the submission of technical studies or a real estate property report (survey), such studies and documents must be prepared at the applicant's expense by a qualified professional. When technical studies are submitted with a development application, Council may authorize a qualified professional to peer review such studies and provide advice to Council at the applicant's expense.



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## **PART E - PLAN IMPLEMENTATION AND ADMINISTRATION**

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### **E1 PLAN IMPLEMENTATION**

#### **E1.1 ZONING BY-LAWS**

The Village's zoning by-law is the primary means of implementation of this Official Plan and will be updated within three years of the approval of the Official Plan as required by Section 26(9) of the Planning Act.

#### **E1.2 TEMPORARY USE BY-LAWS**

The Village may pass temporary use by-laws for a specific time period up to three years and should be applied where it is considered inappropriate by Council to permit the proposed use on a permanent or continuing basis and where alternatives such as relocation are not practical. A garden suite may be permitted on a property for up to 20 years. However, once the by-law has lapsed, the use must cease or otherwise will be viewed as contravening the implementing Zoning By-law.

Prior to the approval of a temporary use Zoning By-law, Council shall be satisfied that the following principles and criteria are met:

- a) The proposed use should be of a temporary nature and should not entail any major construction or investment on the part of the owner so that the owner will not experience undue hardship in reverting to the original use upon the termination of the temporary use;
- b) The proposed use should be reasonably compatible with adjacent land uses and not be out-of-character with the surrounding neighbourhood;
- c) The proposed use should not require the extension or expansion of existing municipal services;
- d) The proposed use should not create any traffic circulation problems within the area nor shall it adversely affect the volume and/or type of traffic serviced by the area's roads;
- e) Parking facilities required by the proposed use should be provided entirely on-site;



- f) The proposed use should generally be beneficial to the neighbourhood or the community as a whole; and,
- g) The owner has entered into an agreement with the Village and/or posted securities, if necessary, to ensure that structures associated with a temporary use provision can be removed upon expiry of the by-law.

### **E1.3 HOLDING PROVISIONS**

In accordance with the Planning Act, Council may use a Holding (H) symbol in conjunction with the zoning of land to suspend development permissions until specific conditions of the Village have been met. These conditions may be set out in the policies applying to the land use designations in this Plan or may be specified within a site-specific zoning by-law amendment.

### **E1.4 SITE PLAN CONTROL**

All lands within the Village shall be designated as a Site Plan Control area subject to the authority of the Planning Act and its requisite regulations.

### **E1.5 MINOR VARIANCE**

Council may appoint a Committee of Adjustment in accordance with Section 44 of the *Planning Act* to consider and/or grant minor variances to the implementing Zoning By-law. In determining whether to approve an application for a minor variance, Council or the Committee of Adjustment will need to be satisfied that the application meets all of the four tests:

- 1) That the requested variance conforms with the general intent of the Official Plan;
- 2) That the requested variance is in keeping with the spirit and intent of the Village's Zoning By-law;
- 3) That the requested variance is appropriate for the desirable development of the lot; and,
- 4) That the requested variance is minor in nature.

In making a determination of whether a variance is minor as required in item four, Council or the Committee of Adjustment should have greater regard for the degree of impact which could result from the variance and less regard to the magnitude of numeric or absolute relief sought by the applicant. In addition, applicants who request a minor variance should be prepared to demonstrate a need for the requested relief on the basis that the subject zoning provision is not warranted in a particular circumstance, causes undue hardship, or is otherwise impossible or not reasonable to comply with.



## **E1.6 COMMUNITY IMPROVEMENT**

These policies are intended to provide a basis and mechanism for Council to utilize the provisions of Section 28 of the Planning Act to encourage the planning or replanning, design or redesign, resubdivision, clearance, development, or redevelopment, construction, reconstruction and rehabilitation, improvement of energy efficiency, or of any them, of a community improvement project area, and the provision of such residential, commercial, industrial, public, recreational, institutional, religious, charitable or other uses, buildings, structures, works, improvements or facilities, or spaces therefore, as may be appropriate or necessary for specific areas of the Village. It may also include the provision of affordable housing.

Council may undertake Community Improvement Plans (CIP) in order to implement the policies of this Plan as municipal finances and other sources of funding permit. Wherever possible Council will seek funding from senior government sources and other partnerships to assist in community improvement programs after clarifying what components of improvement plans will be eligible for Community Improvement grants and loans as prescribed by Section 28(7) and Section 32 of the *Planning Act*. Council may also include tax assistance programs as prescribed by Section 365.1 of the *Municipal Act*. Through a Community Improvement Plan the Village may also register agreements relating to grants and loans issued to fulfill CIP objectives.

### **E1.6.1 Community Improvement Areas**

All lands located within the Village of Sundridge shall be defined as Community Improvement Area.

### **E1.6.2 Community Improvement Projects**

Community Improvement projects could include, but are not limited to:

- a) the development of seniors housing or forms of affordable housing;
- b) the development of parks, recreational trails and public uses at or near the waterfront;
- c) improvements to sidewalks and road surfaces to enable safe and comfortable travel by pedestrians, bicycles and vehicles;
- d) projects designed to foster accessibility and active transportation in the community;



- e) tree planting and street beautification programs and improvements to private buildings and properties; or,
- f) the construction and improvement of buildings and structures that promote energy efficiency.

## **E1.7 STANDARDS FOR MAINTENANCE AND OCCUPANCY**

Council may pass a By-law to prescribe standards for the maintenance and occupancy of all land within the Village boundary. Such a By-law may require minimum standards for the condition of land and/or buildings and further may restrict or prohibit occupancy to such land and/or buildings.

## **E2 NON-CONFORMING USES**

### **E2.1 INTENT OF OFFICIAL PLAN**

As a general rule, existing uses that do not conform with the policies of this Plan should gradually be phased out so that the affected land use may change to a use which is in conformity with the goals of the Official Plan and the intent of the implementing Zoning By-law. In some instances, where issues of compatibility are not created, it may be necessary and practical to allow the replacement, extension or enlargement of non-conforming uses through the granting of a minor variance or by placing the use in an appropriate zone in the implementing Zoning By-law. In such instances, Council shall have regard for the following principles:

- a) the feasibility of acquiring the property for holding, sale, lease or development by the Village for a more appropriate permitted use; and,
- b) the possibility of relocating the non-conforming use to a more appropriate location.

### **E2.2 ROLE OF THE IMPLEMENTING ZONING BY-LAW**

Existing uses which do not conform with the policies of this Official Plan may be zoned in the implementing Zoning By-law in accordance with their present use, provided that:

- a) the zoning will not permit any change of use or performance standard that may negatively impact adjoining uses;
- b) the use does not constitute a danger to surrounding land uses, humans or animals by virtue of their hazardous nature;



- c) the use does not interfere with the appropriate development of the surrounding lands; and,
- d) when the use is discontinued, re-zoning may only take place in accordance with the policies and intent of this Plan.

### **E3 PRE-CONSULTATION AND COMPLETE APPLICATIONS**

In order to ensure that all the relevant and required supporting information for a planning application is provided at the time of submission and facilitate a timely consultation and decision-making process, Council encourages proponents to submit their proposal for pre-consultation review prior to the submission of a planning application. The intent of a pre-consultation review is not to provide any assurance of approval or support in principle in the absence of requisite justification and public consultation. Subsequent to pre-consultation review, the Village will determine what supporting information (i.e. reports and studies) is required as part of the complete application submission and inform the proponent of these requirements.

The following information, at a minimum, shall be required as part of a complete application:

- a) prescribed application fee;
- b) completed application form together with requisite authorizations, if necessary;
- c) prescribed information and material as required by the Planning Act Regulations;
- d) covering letter, which outlines the nature of the application and details of the pre-consultation meeting (if applicable);
- e) concept plans and/or drawings; and,
- f) any studies identified as necessary through pre-consultation.

Any proponent of a development proposal shall be required to furnish information as required to help inform a pre-consultation discussion. This will include but not be limited to the preparation of a site plan and awareness of the policies of this Official Plan and the Village's Zoning By-law as well as applicable provincial legislation and guidelines.





The following are examples of supporting information that may be required as part of a complete application, to be determined through the pre-consultation review with staff:

- a) Transportation Impact Study;
- b) Functional Servicing Report;
- c) Stormwater Management Plan;
- d) Tree Preservation Report and Plan;
- e) Hydrogeological Assessment;
- f) Watershed or Subwatershed Study;
- g) Floodline Delineation Report;
- h) Architectural/Urban Design Study;
- i) Environmental Site Assessment;
- j) Planning Justification Report;
- k) Ministry of the Environment (MOE) Record of Site Condition (RSC);
- l) Contaminant Management Plan;
- m) Environmental Impact Study;
- n) Lake Impact Study;
- o) Current Real Property Report prepared by an Ontario Land Surveyor;
- p) Archaeological Assessment;
- q) Heritage Impact Assessment;
- r) Wind Study;
- s) Noise Study;
- t) Vibration Study;
- u) Geotechnical Study;
- v) Slope Stability Study;
- w) Market/Retail Impact Study or Analysis;
- x) Viewscape or Shadow Impact Assessment;
- y) Real Property Report, Topographic Survey, Conceptual Site Plan and Building Elevations; or,
- z) Erosion and Sediment Control Plans.

## **E4 MINOR ALTERATIONS TO THE PLAN**

The following types of minor alterations may be made to this Plan without the need for a formal Official Plan Amendment provided the Ministry of Municipal Affairs is provided with a copy of the revised Official Plan referencing the nature of the alteration:

- a) changes to the numbers of sections or the order of sections in the Plan, but does not add or delete sections;
- b) consolidates previously approved Official Plan Amendments in a new document without altering any approved policies or maps;



- c) corrects grammatical or typographical errors in the Plan which do not affect the intent or affect the policies or maps;
- d) translates measurements to different units of measure or changes reference to legislation or changes to legislation where the legislation has changed.

In all other instances, notification of public meetings held by Council shall be given to the residents of the Village in accordance with the procedures of The Planning Act.

## **E5                    INTERPRETATION OF LAND USE DESIGNATION BOUNDARIES**

The boundaries between land use designations on the Schedules to this Plan are approximate except where they meet with roads, railway lines, rivers, pipeline routes, transmission lines, lot lines or other clearly defined physical features and in these cases are not open to flexible interpretation. Where the general intent of the document is maintained, minor adjustments to boundaries will not require an amendment to this Plan.

Where a lot is within more than one designation on the Schedules to this Plan, each portion of the lot shall be used in accordance with the applicable policies of that designation.

## **E6                    DEFINITIONS**

For the purposes of interpretation of this Plan, the definitions in the *Planning Act*, R.S.O. 1990, the Provincial Policy Statement 2020, and other applicable legislation shall apply and are attached hereto as Appendix 1. In all other instances, terms shall be defined in accordance with common usage and if necessary, reference to the **Canadian Oxford Dictionary, 2nd Edition**.

## **E7                    OFFICIAL PLAN REVIEW PROCESS**

The assumptions, objectives and policies of this Plan shall be reviewed and revised no less than every ten years after this Plan comes into effect at a meeting of Council, which shall be advertised in accordance with the Planning Act, as amended. The five-year review shall consist of an assessment of:

- a) the continuing relevance of the vision that forms the basis of all policies found in this Plan;
- b) the degree to which the objectives of this Plan have been achieved;



- c) the degree to which the Plan has responded to economic and social challenges in the community;
- d) Global, National, Provincial and Regional land use and development and their effect on development in Sundridge; and,
- e) the Plan's regard to matters of Provincial Interest; conformity to Provincial Plans; and consistency with Provincial Policy Statements.



## APPENDIX 1

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### GLOSSARY OF TERMS

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**Access standards:** means methods or procedures to ensure safe vehicular and pedestrian movement, and access for the maintenance and repair of protection works, during times of flooding hazards, erosion hazards and/or other water-related hazards.

**Active transportation:** means human-powered travel, including but not limited to, walking, cycling, inline skating and travel with the use of mobility aids, including motorized wheelchairs and other power-assisted devices moving at a comparable speed.

**Additional needs housing:** means any housing, including dedicated facilities, in whole or in part, that is used by people who have specific needs beyond economic needs, including but not limited to, needs such as mobility requirements or support functions required for daily living. Examples of *additional needs housing* may include, but are not limited to long-term care homes, adaptable and accessible housing, and housing for persons with disabilities such as physical, sensory or mental health disabilities, and housing for older persons.

**Adjacent lands:** means

- a) for the purposes of policy 3.3.3, those lands contiguous to existing or planned corridors and transportation facilities where development would have a negative impact on the corridor or facility. The extent of the adjacent lands may be recommended in provincial guidance or based on municipal approaches that achieve the same objectives;
- b) for the purposes of policy 4.1.8, those lands contiguous to a specific natural heritage feature or area where it is likely that development or site alteration would have a negative impact on the feature or area. The extent of the adjacent lands may be recommended by the Province or based on municipal approaches which achieve the same objectives;
- c) for the purposes of policies 4.4.2.2 and 4.5.2.5, those lands contiguous to lands on the surface of known petroleum resources, mineral deposits, or deposits of mineral aggregate resources where it is likely that development would constrain future access to the resources. The extent of the adjacent lands may be recommended by the Province; and
- d) for the purposes of policy 4.6.3, those lands contiguous to a protected heritage property or as otherwise defined in the municipal official plan.

**Adverse effect:** as defined in the Environmental Protection Act, means one or more of:

- a) impairment of the quality of the natural environment for any use that can be made of it;
- b) injury or damage to property or plant or animal life;
- c) harm or material discomfort to any person;
- d) an adverse effect on the health of any person;
- e) impairment of the safety of any person;
- f) rendering any property or plant or animal life unfit for human use;



- g) loss of enjoyment of normal use of property; and
- h) interference with normal conduct of business.

**Affordable:** means

- a) in the case of ownership housing, the least expensive of:
  - 1. housing for which the purchase price results in annual accommodation costs which do not exceed 30 percent of gross annual household income for low and moderate income households; or
  - 2. housing for which the purchase price is at least 10 percent below the average purchase price of a resale unit in the municipality;
- b) in the case of rental housing, the least expensive of:
  - 1. a unit for which the rent does not exceed 30 percent of gross annual household income for low and moderate income households; or
  - 2. a unit for which the rent is at or below the average market rent of a unit in the municipality.

**Alternative energy system:** means a system that uses sources of energy or energy conversion processes to produce power, heat and/or cooling that significantly reduces the amount of harmful emissions to the environment (air, earth and water) when compared to conventional energy systems.

**Archaeological resources:** includes artifacts, archaeological sites and marine archaeological sites, as defined under the Ontario Heritage Act. The identification and evaluation of such resources are based upon archaeological assessments carried out by archaeologists licensed under the Ontario Heritage Act.

**Areas of archaeological potential:** means areas with the likelihood to contain archaeological resources, as evaluated using the processes and criteria that are established under the Ontario Heritage Act.

**Areas of natural and scientific interest:** means areas of land and water containing natural landscapes or features that have been identified as having life science or earth science values related to protection, scientific study or education.

**Brownfield sites:** means undeveloped or previously developed properties that may be contaminated. They are usually, but not exclusively, former industrial or commercial properties that may be underutilized, derelict or vacant.

**Built heritage resource:** means a building, structure, monument, installation or any manufactured or constructed part or remnant that contributes to a property's cultural heritage value or interest as identified by a community, including an Indigenous community.



**Compact built form:** means a land use pattern that encourages the efficient use of land, walkable neighbourhoods, mixed land uses (residential, retail, workplace, and institutional) all within one neighbourhood, proximity to transit and reduced need for infrastructure. Compact built form can include detached and semi-detached houses on small lots as well as townhouses, duplexes, triplexes and walk-up apartments, multi-storey commercial developments, and apartments or offices above retail. Walkable neighbourhoods can be characterized by roads laid out in a well-connected network, destinations that are easily accessible by transit and active transportation, sidewalks with minimal interruptions for vehicle access, and a pedestrian-friendly environment along roads.

**Complete communities:** means places such as mixed-use neighbourhoods or other areas within cities, towns, and settlement areas that offer and support opportunities for equitable access to many necessities for daily living for people of all ages and abilities including an appropriate mix of jobs, a full range of housing, transportation options public service facilities, local stores and services. Complete communities are inclusive and may take different shapes and forms appropriate to their contexts to meet the diverse needs of their populations.

**Conserved:** means the identification, protection, management and use of built heritage resources, cultural heritage landscapes and archaeological resources in a manner that ensures their cultural heritage value or interest is retained. This may be achieved by the implementation of recommendations set out in a conservation plan, archaeological assessment, and/or heritage impact assessment that has been approved, accepted or adopted by the relevant planning authority and/or decision maker. Mitigative measures and/or alternative development approaches should be included in these plans and assessments.

**Cultural heritage landscape:** means a defined geographical area that may have been modified by human activity and is identified as having cultural heritage value or interest by a community, including an Indigenous community. The area may include features such as buildings, structures, spaces, views, archaeological sites or natural elements that are valued together for their interrelationship, meaning or association.

**Designated vulnerable area:** means areas defined as vulnerable, in accordance with provincial standards, by virtue of their importance as a drinking water source.

**Development:** means the creation of a new lot, a change in land use, or the construction of buildings and structures requiring approval under the Planning Act, but does not include:

- a) activities that create or maintain infrastructure authorized under an environmental assessment process or identified in Provincial standards; or,
- b) works subject to the Drainage Act; or,
- c) for the purposes of policy 4.1.4(a), underground or surface mining of minerals or advanced exploration on mining lands in significant areas of mineral potential in Ecoregion 5E, where advanced exploration has the same meaning as under the Mining Act. Instead, those matters shall be subject to policy 4.1.5(a).

**Dynamic beach hazard:** means areas of inherently unstable accumulations of shoreline sediments along the Great Lakes - St. Lawrence River System and large inland lakes, as identified by provincial standards, as amended from time to time. The dynamic beach hazard limit consists of the flooding hazard limit plus a dynamic beach allowance.



**Ecological function:** means the natural processes, products or services that living and non-living environments provide or perform within or between species, ecosystems and landscapes. These may include biological, physical and socio-economic interactions.

**Employment area:** means those areas designated in an official plan for clusters of business and economic activities including, manufacturing, research and development in connection with manufacturing, warehousing, goods movement, associated retail and office, and ancillary facilities. An employment area also includes areas of land described by subsection 1(1.1) of the Planning Act. Uses that are excluded from employment areas are institutional and commercial, including retail and office not associated with the primary employment uses listed above.

**Endangered species:** means a species that is classified as “Endangered Species” on the Species at Risk in Ontario List, as updated and amended from time to time.

**Energy storage system:** means a system or facility that captures energy produced at one time for use at a later time to reduce imbalances between energy demand and energy production, including for example, flywheels, pumped hydro storage, hydrogen storage, fuels storage, compressed air storage, and battery storage.

**Erosion hazard:** means the loss of land, due to human or natural processes, that poses a threat to life and property. The erosion hazard limit is determined using considerations that include the 100 year erosion rate (the average annual rate of recession extended over a one hundred year time span), an allowance for slope stability, and an erosion/erosion access allowance.

**Essential emergency service:** means services which would be impaired during an emergency as a result of flooding, the failure of floodproofing measures and/or protection works, and/or erosion.

**Fish:** means fish, which as defined in the Fisheries Act, includes fish, shellfish, crustaceans, and marine animals, at all stages of their life cycles.

**Fish habitat:** as defined in the Fisheries Act, means water frequently used by fish and any other areas on which fish depend directly or indirectly to carry out their life processes, including spawning grounds and nursery, rearing, food supply, and migration areas.

**Flood fringe:** for river, stream and small inland lake systems, means the outer portion of the flood plain between the floodway and the flooding hazard limit. Depths and velocities of flooding are generally less severe in the flood fringe than those experienced in the floodway.

**Flood plain:** for river, stream and small inland lake systems, means the area, usually low lands adjoining a watercourse, which has been or may be subject to flooding hazards.

**Flooding hazard:** means the inundation, under the conditions specified below, of areas adjacent to a shoreline or a river or stream system and not ordinarily covered by water:



- a) along the shorelines of the Great Lakes - St. Lawrence River System and large inland lakes, the flooding hazard limit is based on the one hundred year flood level plus an allowance for wave effects and other water-related hazards;
- b) along river, stream and small inland lake systems, the flooding hazard limit is the greater of:
  - 1. the flood resulting from the rainfall actually experienced during a major storm such as the Hurricane Hazel storm (1954) or the Timmins storm (1961), transposed over a specific watershed and combined with the local conditions, where evidence suggests that the storm event could have potentially occurred over watersheds in the general area;
  - 2. the one hundred year flood; and
  - 3. a flood which is greater than 1. or 2. which was actually experienced in a particular watershed or portion thereof, for example, as a result of ice jams and which has been approved as the standard for that specific area by the Minister of Natural Resources and Forestry;except where the use of the one hundred year flood or the actually experienced event has been approved by the Minister of Natural Resources and Forestry as the standard for a specific watershed (where the past history of flooding supports the lowering of the standard).

**Floodproofing standard:** means the combination of measures incorporated into the basic design and/or construction of buildings, structures, or properties to reduce or eliminate flooding hazards, wave effects and other water-related hazards along the shorelines of the Great Lakes - St. Lawrence River System and large inland lakes, and flooding hazards along river, stream and small inland lake systems.

**Floodway:** for river, stream and small inland lake systems, means the portion of the flood plain where development and site alteration would cause a danger to public health and safety or property damage.

Where the one zone concept is applied, the floodway is the entire contiguous flood plain.

Where the two zone concept is applied, the floodway is the contiguous inner portion of the flood plain, representing that area required for the safe passage of flood flow and/or that area where flood depths and/or velocities are considered to be such that they pose a potential threat to life and/or property damage. Where the two zone concept applies, the outer portion of the flood plain is called the flood fringe.

**Freight-supportive:** in regard to land use patterns, means transportation systems and facilities that facilitate the movement of goods. This includes policies or programs intended to support efficient freight movement through the planning, design and operation of land use and transportation systems. Approaches may be recommended in Provincial guidance or based on municipal approaches that achieve the same objectives.

**Green infrastructure:** means natural and human-made elements that provide ecological and hydrological functions and processes. Green infrastructure can include components such as





natural heritage features and systems, parklands, stormwater management systems, street trees, urban forests, natural channels, permeable surfaces, and green roofs.

**Ground water feature:** means water-related features in the earth's subsurface, including recharge/discharge areas, water tables, aquifers and unsaturated zones that can be defined by surface and subsurface hydrogeologic investigations.

**Habitat of endangered species and threatened species:** means habitat within the meaning of Section 2 of the Endangered Species Act, 2007.

**Hazardous forest types for wildland fire:** means forest types assessed as being associated with the risk of high to extreme wildland fire using risk assessment tools established by the Ontario Ministry of Natural Resources, as amended from time to time.

**Hazardous lands:** means property or lands that could be unsafe for development due to naturally occurring processes. Along the shorelines of the Great Lakes - St. Lawrence River System, this means the land, including that covered by water, between the international boundary, where applicable, and the furthest landward limit of the flooding hazard, erosion hazard or dynamic beach hazard limits. Along the shorelines of large inland lakes, this means the land, including that covered by water, between a defined offshore distance or depth and the furthest landward limit of the flooding hazard, erosion hazard or dynamic beach hazard limits. Along river, stream and small inland lake systems, this means the land, including that covered by water, to the furthest landward limit of the flooding hazard or erosion hazard limits.

**Hazardous sites:** means property or lands that could be unsafe for development and site alteration due to naturally occurring hazards. These may include unstable soils (sensitive marine clays [leda], organic soils) or unstable bedrock (karst topography).

**Hazardous substances:** means substances which, individually, or in combination with other substances, are normally considered to pose a danger to public health, safety and the environment. These substances generally include a wide array of materials that are toxic, ignitable, corrosive, reactive, radioactive or pathological.

**Heritage attributes:** means, as defined by the Ontario Heritage Act, in relation to real property, and to buildings and structure on the real property, the attributes of the property, buildings and structures that contribute to their cultural heritage value or interest.

**Housing options:** means 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.



**Hydrologic function:** means the functions of the hydrological cycle that include the occurrence, circulation, distribution and chemical and physical properties of water on the surface of the land, in the soil and underlying rocks, and in the atmosphere, and water's interaction with the environment including its relation to living things.

**Impacts of a changing climate:** means the present and future consequences from changes in weather patterns at local and regional levels including extreme weather events and increased climate variability.

**Individual on-site sewage services:** means sewage systems, as defined in O. Reg. 332/12 under the Building Code Act, 1992, that are owned, operated and managed by the owner of the property upon which the system is located.

**Individual on-site water services:** means individual, autonomous water supply systems that are owned, operated and managed by the owner of the property upon which the system is located.

**Infrastructure:** means physical structures (facilities and corridors) that form the foundation for development. Infrastructure includes: sewage and water systems, septage treatment systems, stormwater management systems, waste management systems, electricity generation facilities, electricity transmission and distribution systems, communications/telecommunications including broadband, transit and transportation corridors and facilities, active transportation systems, oil and gas pipelines and associated facilities.

**Institutional use:** for the purposes of policy 5.2.6, means land uses where there is a threat to the safe evacuation of vulnerable populations such as older persons, persons with disabilities, and those who are sick or young, during an emergency as a result of flooding, failure of floodproofing measures or protection works, or erosion.

**Intensification:** means the development of a property, site or area at a higher density than currently exists through:

- a) redevelopment, including the reuse of brownfield sites and underutilized shopping malls and plazas;
- b) the development of vacant and/or underutilized lots within previously developed areas;
- c) infill development; and,
- d) the expansion or conversion of existing buildings.

**Legal or technical reasons:** means severances for purposes such as easements, corrections of deeds, quit claims, and minor boundary adjustments, which do not result in the creation of a new lot.

**Low and moderate income households:** means

- a) in the case of ownership housing, households with incomes in the lowest 60 percent of the income distribution for the municipality; or
- b) in the case of rental housing, household with incomes in the lowest 60 percent of the income distribution for renter households for the municipality.



**Low impact development:** means an approach to stormwater management that seeks to manage rain and other precipitation as close as possible to where it falls to mitigate the impacts of increased runoff and stormwater pollution. It typically includes a set of site design strategies and distributed, small-scale structural practices to mimic the natural hydrology to the greatest extent possible through infiltration, evapotranspiration, harvesting, filtration and detention of stormwater. Low impact development can include, for example: bio-swales, vegetated areas at the edge of paved surfaces, permeable pavement, rain gardens, green roofs, and exfiltration systems.

**Major facilities:** means facilities which may require separation from sensitive land uses, including but not limited to airports, manufacturing uses, transportation infrastructure and corridors, rail facilities, marine facilities, sewage treatment facilities, waste management systems, oil and gas pipelines, industries, energy generation facilities and transmission systems, and resource extraction activities.

**Major goods movement facilities and corridors:** means transportation facilities, corridors and networks associated with the inter- and intraprovincial movement of goods. Examples include: inter-modal facilities, ports, airports, rail facilities, truck terminals, freight corridors, freight facilities, and haul routes, primary transportation corridors used for the movement of goods and those identified in provincial transportation plans. Approaches that are freight supportive may be recommended in Provincial guidance or based on municipal approaches that achieve the same objectives.

**Marine facilities:** means ferries, harbours, ports, ferry terminals, canals and associated uses, including designated lands for future marine facilities.

**Municipal sewage services:** means a sewage works within the meaning of section 1 of the Ontario Water Resources Act that is owned or operated by a municipality.

**Municipal water services:** means a municipal drinking-water system within the meaning of section 2 of the Safe Drinking Water Act, 2002.

**Natural heritage features and areas:** means features and areas, including significant wetlands, significant coastal wetlands, other coastal wetlands in Ecoregions 5E, 6E and 7E, fish habitat, significant woodlands and significant valleylands in Ecoregions 6E and 7E (excluding islands in Lake Huron and the St. Marys River), habitat of endangered species and threatened species, significant wildlife habitat, and significant areas of natural and scientific interest, which are important for their environmental and social values as a legacy of the natural landscapes of an area.

**Natural heritage system:** means a system made up of natural heritage features and areas, and linkages intended to provide connectivity (at the regional or site level) and support natural processes which are necessary to maintain biological and geological diversity, natural functions, viable populations of indigenous species, and ecosystems. These systems can include natural heritage features and areas, federal and provincial parks and conservation reserves, other natural



heritage features, lands that have been restored or have the potential to be restored to a natural state, areas that support hydrologic functions, and working landscapes that enable ecological functions to continue. The Province has a recommended approach for identifying natural heritage systems, but municipal approaches that achieve or exceed the same objective may also be used.

**Negative impacts:** means

- a) in regard to policy 3.6.4 and 3.6.5, potential risks to human health and safety and degradation to the quality and quantity of water, sensitive surface water features and sensitive ground water features, and their related hydrologic functions, due to single, multiple or successive development. Negative impacts should be assessed through environmental studies including hydrogeological or water quality impact assessments, in accordance with provincial standards;
- b) in regard to fish habitat, any harmful alteration, disruption or destruction of fish habitat, except where, an exemption to be prohibition has been authorized under the Fisheries Act;
- c) in regard to other natural heritage features and areas, degradation that threatens the health and integrity of the natural features or ecological functions for which an area is identified due to single, multiple or successive development or site alteration activities.
- d) in regard to policy 4.2, degradation to the quality and quantity of water, sensitive surface water features and sensitive ground water features, and their related hydrologic functions, due to single, multiple or successive development or site alteration activities; and,
- e) in regard to policy 3.3.3, any development or site alteration that would compromise or conflict with the planned or existing function, capacity to accommodate future needs, and cost of implementation of the corridor.

**One hundred year flood:** for river, stream and small inland lake systems, means that flood, based on an analysis of precipitation, snow melt, or a combination thereof, having a return period of 100 years on average, or having a 1% chance of occurring or being exceeded in any given year.

**One hundred year flood level:** means

- a) for the shorelines of the Great Lakes, the peak instantaneous stillwater level, resulting from combinations of mean monthly lake levels and wind setups, which has a 1% chance of being equalled or exceeded in any given year;
- b) in the connecting channels (St. Marys, St. Clair, Detroit, Niagara and St. Lawrence Rivers), the peak instantaneous stillwater level which has a 1% chance of being equalled or exceeded in any given year; and
- c) for large inland lakes, lake levels and wind setups that have a 1% chance of being equalled or exceeded in any given year, except that, where sufficient water level records do not exist, the one hundred year flood level is based on the highest known water level and wind setups.

**Other water-related hazards:** means Water associated phenomena other than flooding hazards and wave effects which act on shorelines. This includes, but is not limited to ship-generated waves, ice piling and ice jamming.



**Partial services:** means

- a) municipal sewage services or private communal sewage services combined with individual on-site water services; or
- b) municipal water services or private communal water services combined with individual on-site sewage services.

**Portable asphalt plant:** means a facility

- a) with equipment designed to heat and dry aggregate and to mix aggregate with bituminous asphalt to produce asphalt paving material, and includes stockpiling and storage of bulk materials used in the process; and
- b) which is not of permanent construction, but which is to be dismantled at the completion of the construction project.

**Portable concrete plant:** means a building or structure

- a) with equipment designed to mix cementing materials, aggregate, water and admixtures to produce concrete, and includes stockpiling and storage of bulk materials used in the process; and
- b) which is not of permanent construction, but which is designed to be dismantled at the completion of the construction project.

**Private communal sewage services:** means a sewage works within the meaning of section 1 of the Ontario Water Resources Act that serves six or more lots or private residences and is not owned by a municipality.

**Private communal water services:** means a non-municipal drinking-water system within the meaning of section 2 of the Safe Drinking Water Act, 2002 that serves six or more lots or private residences.

**Protected heritage property:** means property designated under Parts IV or VI of the Ontario Heritage Act; property included in an area designated as a heritage conservation district under Part V of the Ontario Heritage Act, property subject to a heritage conservation easement or covenant under Parts II or IV of the Ontario Heritage Act; property identified by a provincial ministry or a prescribed public body as a property having cultural heritage value or interest under the Standards and Guidelines for the Conservation of Provincial Heritage Properties; property protected under federal heritage legislation; and UNESCO World Heritage Sites.

**Protection works standards:** means the combination of non-structural or structural works and allowances for slope stability and flooding/erosion to reduce the damage caused by flooding hazards, erosion hazards and other water-related hazards, and to allow access for their maintenance and repair.

**Provincial and federal requirements:** means

- a) in regard to policy 4.1.6, legislation and policies administered by the federal or provincial governments for the purpose of fisheries protection (including fish and fish habitat), and related, scientifically established standards such as water quality criteria for protecting lake trout populations; and



- b) in regard to policy 4.1.7, legislation and policies administered by the provincial government or federal government, where applicable, for the purpose of protecting species at risk and their habitat.

**Public service facilities:** means land, buildings and structures, including but not limited to schools, hospitals and recreation facilities, for the provision of programs and services provided or subsidized by a government or other body, such as social assistance, recreation, police and fire protection, health, child care and educational programs, including elementary, secondary, post secondary, long-term care services, and cultural services. Public service facilities do not include infrastructure.

**Quality and quantity of water:** is measured by indicators associated with hydrologic function such as minimum base flow, depth to water table, aquifer pressure, oxygen levels, suspended solids, temperature, bacteria, nutrients and hazardous contaminants, and hydrologic regime.

**Rail facilities:** means rail corridors, rail sidings, train stations, inter-modal facilities, rail yards and associated uses, including designated lands for future rail facilities.

**Redevelopment:** means the creation of new units, uses or lots on previously developed land in existing communities, including brownfield sites.

**Regional market area:** refers to an area that has a high degree of social and economic interaction. The upper or single-tier municipality, or planning area, will normally serve as the regional market area. However, where a regional market area extends significantly beyond these boundaries, then the regional market area may be based on the larger market area. Where regional market areas are very large and sparsely populated, a smaller area, if defined in an official plan, may be utilized.

**Renewable energy source:** means an energy source that is renewed by natural processes and includes wind, water, biomass, biogas, biofuel, solar energy, geothermal energy and tidal forces.

**Renewable energy system:** means a system that generates electricity, heat and/or cooling from a renewable energy source.

**Reserve sewage system capacity:** means design or planned capacity in a waste water treatment facility, within municipal sewage services or private communal services, which is not yet committed to existing or approved development. For lot creation using private communal sewage services and individual on-site sewage services, reserve sewage system capacity includes approved capacity to treat and land-apply, treat and dispose of, or dispose of, hauled sewage in accordance with applicable legislation but not by land-applying untreated, hauled sewage. Treatment of hauled sewage can include, for example, a sewage treatment plant, anaerobic digestion, composting or other waste processing.

**Reserve water system capacity:** means design or planned capacity in a water treatment facility which is not yet committed to existing or approved development. Reserve water system capacity



applies to municipal water services or private communal water services, and not individual on-site water services.

**River, stream and small inland lake systems:** means all watercourses, rivers, streams, and small inland lakes or waterbodies that have a measurable or predictable response to a single runoff event.

**Sensitive:** in regard to surface water features and ground water features, means features that are particularly susceptible to impacts from activities or events including, but not limited to, water withdrawals, and additions of pollutants.

**Sensitive land uses:** means buildings, amenity areas, or outdoor spaces where routine or normal activities occurring at reasonably expected times would experience one or more adverse effects from contaminant discharges generated by a nearby major facility. Sensitive land uses may be a part of the natural or built environment. Examples may include, but are not limited to: residences, day care centres, and educational and health facilities.

**Settlement areas:** means urban areas and rural settlement areas within municipalities (such as cities, towns, villages and hamlets). Ontario's settlement areas vary significantly in terms of size, density, population, economic activity, diversity, and intensity of land uses, service levels, and types of infrastructure available.

Settlement areas are:

- a) built-up areas where development is concentrated and which have a mix of land uses; and,
- b) lands which have been designated in an official plan for development over the long-term.

**Sewage and water services:** includes municipal sewage services and municipal water services, private communal sewage services and private communal water services, individual on-site sewage services and individual on-site water services, and partial services.

**Significant:** means

- a) in regard to wetlands, coastal wetlands and areas of natural and scientific interest, an area identified as provincially significant by using evaluation procedures established by the Province, as amended from time to time;
- b) in regard to woodlands, an area which is ecologically important in terms of features such as species composition, age of trees and stand history; functionally important due to its contribution to the broader landscape because of its location, size or due to the amount of forest cover in the planning area; or economically important due to site quality, species composition, or past management history. These are to be identified using criteria and procedures established by the Province;
- c) in regard to other features and areas in policy 4.1, ecologically important in terms of features, functions, representation or amount, and contributing to the quality and diversity of an identifiable geographic area or natural heritage system; and,





- d) in regard to mineral potential, an area identified as provincially significant through provincial guidance, as amended from time to time, such as the Provincially Significant Mineral Potential Index; and
- e) in regard to cultural heritage and archaeology, resources that have been determined to have cultural heritage value or interest. Processes and criteria for determining cultural heritage value or interest are established by the Province under the authority of the Ontario Heritage Act.

Criteria for determining significance for the resources identified in sections c) -d) are provided in provincial guidance, but municipal approaches that achieve or exceed the same objective may also be used.

While some significant resources may already be identified and inventoried by official sources, the significance of others can only be determined after evaluation.

**Site alteration:** means activities, such as grading, excavation and the placement of fill that would change the landform and natural vegetative characteristics of a site.

For the purposes of policy 241.4(a), site alteration does not include underground or surface mining of minerals or advanced exploration on mining lands in significant areas of mineral potential in Ecoregion 5E, where advanced exploration has the same meaning as in the Mining Act. Instead, those matters shall be subject to policy 4.1.5(a).

**Special Policy Area:** means an area within a community that has historically existed in the flood plain and where site-specific policies, approved by both the Ministers of Natural Resources and Forestry and Municipal Affairs and Housing, are intended to provide for the continued viability of existing uses (which are generally on a small scale) and address the significant social and economic hardships to the community that would result from strict adherence to provincial policies concerning development. The criteria for designation and procedures for approval are established by the Province.

A Special Policy Area is not intended to allow for new or intensified development and site alteration, if a community has feasible opportunities for development outside the flood plain.

**Surface water feature:** means water-related features on the earth's surface, including headwaters, rivers, permanent and intermittent streams, inland lakes, seepage areas, recharge/discharge areas, springs, wetlands, and associated riparian lands that can be defined by their soil moisture, soil type, vegetation or topographic characteristics.

**Threatened species:** means a species that is classified as "Threatened Species" on the Species at Risk in Ontario List, as updated and amended from time to time.

**Transit-supportive:** in regard to land use patterns, means development that makes transit viable, optimizes investments in transit infrastructure, and improves the quality of the experience of using transit. It often refers to compact, mixed-use development that has a high level of employment and residential densities, including air rights development, in proximity to transit





stations, corridors and associated elements within the transportation system. Approaches may be recommended in guidelines developed by the Province or based on municipal approaches that achieve the same objectives.

**Transportation demand management:** means a set of strategies that result in more efficient use of the transportation system by influencing travel behaviour by mode, time of day, frequency, trip length, regulation, route, or cost.

**Transportation system:** means a system consisting of facilities, corridors and rights-of-way for the movement of people and goods, and associated transportation facilities including transit stops and stations, sidewalks, cycle lanes, bus lanes, high occupancy vehicle lanes, rail facilities, parking facilities, park'n'ride lots, service centres, rest stops, vehicle inspection stations, inter-modal facilities, harbours, airports, marine facilities, ferries, canals and associated facilities such as storage and maintenance.

**Two-zone concept:** means an approach to flood plain management where the flood plain is differentiated in two parts: the floodway and the flood fringe.

**Urban agriculture:** means food production in *settlement areas*, whether it is for personal consumption, commercial sale, education, or therapy. Examples include, but are not limited to, vertical agriculture facilities, community gardens, greenhouses, and rooftop gardens.

**Vulnerable:** means surface and/or ground water that can be easily changed or impacted.

**Waste management system:** means sites and facilities to accommodate solid waste from one or more municipalities and includes recycling facilities, transfer stations, processing sites and disposal sites.

**Watershed:** means an area that is drained by a river and its tributaries.

**Watershed planning:** means planning that provides a framework for establishing comprehensive and integrated goals, objectives, and direction for the protection, enhancement, or restoration of water resources, including the quality and quantity of water, within a watershed and for the assessment of cumulative, cross-jurisdictional, and cross-watershed impacts. Watershed planning evaluates and considers the impacts of a changing climate on water resource systems and is undertaken at many scales. It may inform the identification of water resource systems.

**Water resource systems:** means a system consisting of ground water features and areas, surface water features (including shoreline areas), natural heritage features and areas, and hydrologic functions, which are necessary for the ecological and hydrological integrity of the watershed.

**Wave effects:** means the movement of water up onto a shoreline or structure following the breaking of a wave; including wave uprush, wave set up and water overtopping or spray; the limit of wave effects is the point of furthest landward horizontal movement of water onto the shoreline.



**Wayside pits and quarries:** means a temporary pit or quarry opened and used by or for a public authority solely for the purpose of a particular project or contract of road construction and not located on the road right-of-way.

**Wetlands:** means lands that are seasonally or permanently covered by shallow water, as well as lands where the water table is close to or at the surface. In either case the presence of abundant water has caused the formation of hydric soils and has favoured the dominance of either hydrophytic plants or water tolerant plants. The four major types of wetlands are swamps, marshes, bogs and fens.

Periodically soaked or wetlands being used for agricultural purposes which no longer exhibit wetland characteristics are not considered to be wetlands for the purposes of this definition.

**Wildland fire assessment and mitigation standards:** means the combination of risk assessment tools and environmentally appropriate mitigation measures identified by the Ontario Ministry of Natural Resources to be incorporated into the design, construction and/or modification of buildings, structures, properties and/or communities to reduce the risk to public safety, infrastructure and property from wildland fire.

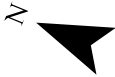
**Wildlife habitat:** means areas where plants, animals and other organisms live, and find adequate amounts of food, water, shelter and space needed to sustain their populations. Specific wildlife habitats of concern may include areas where species concentrate at a vulnerable point in their annual or life cycle; and areas which are important to migratory or nonmigratory species.

**Woodlands:** means treed areas that provide environmental and economic benefits to both the private landowner and the general public, such as erosion prevention, hydrological and nutrient cycling, provision of clean air and the long-term storage of carbon, provision of wildlife habitat, outdoor recreational opportunities, and the sustainable harvest of a wide range of woodland products. Woodlands include treed areas, woodlots or forested areas and vary in their level of significance at the local, regional and provincial levels. Woodlands may be delineated according to the Forestry Act definition or the Province's Ecological Land Classification system definition for "forest".

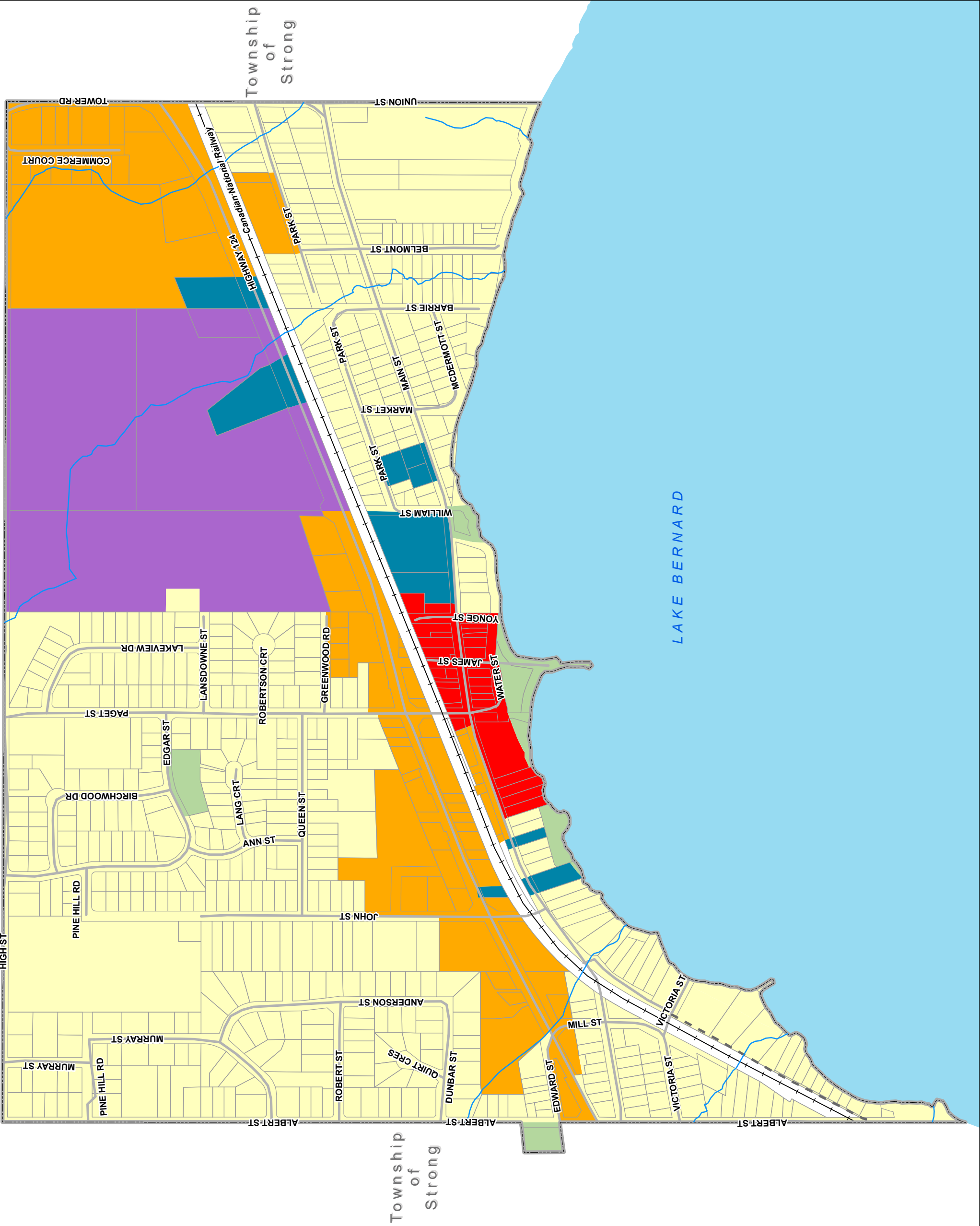


Village of Sundridge  
Official Plan  
Schedule A  
Land Use

- Residential
- Mixed Use
- Downtown
- Institutional
- Employment
- Open Space
- Watercourse
- Municipal Boundary



January 9, 2026





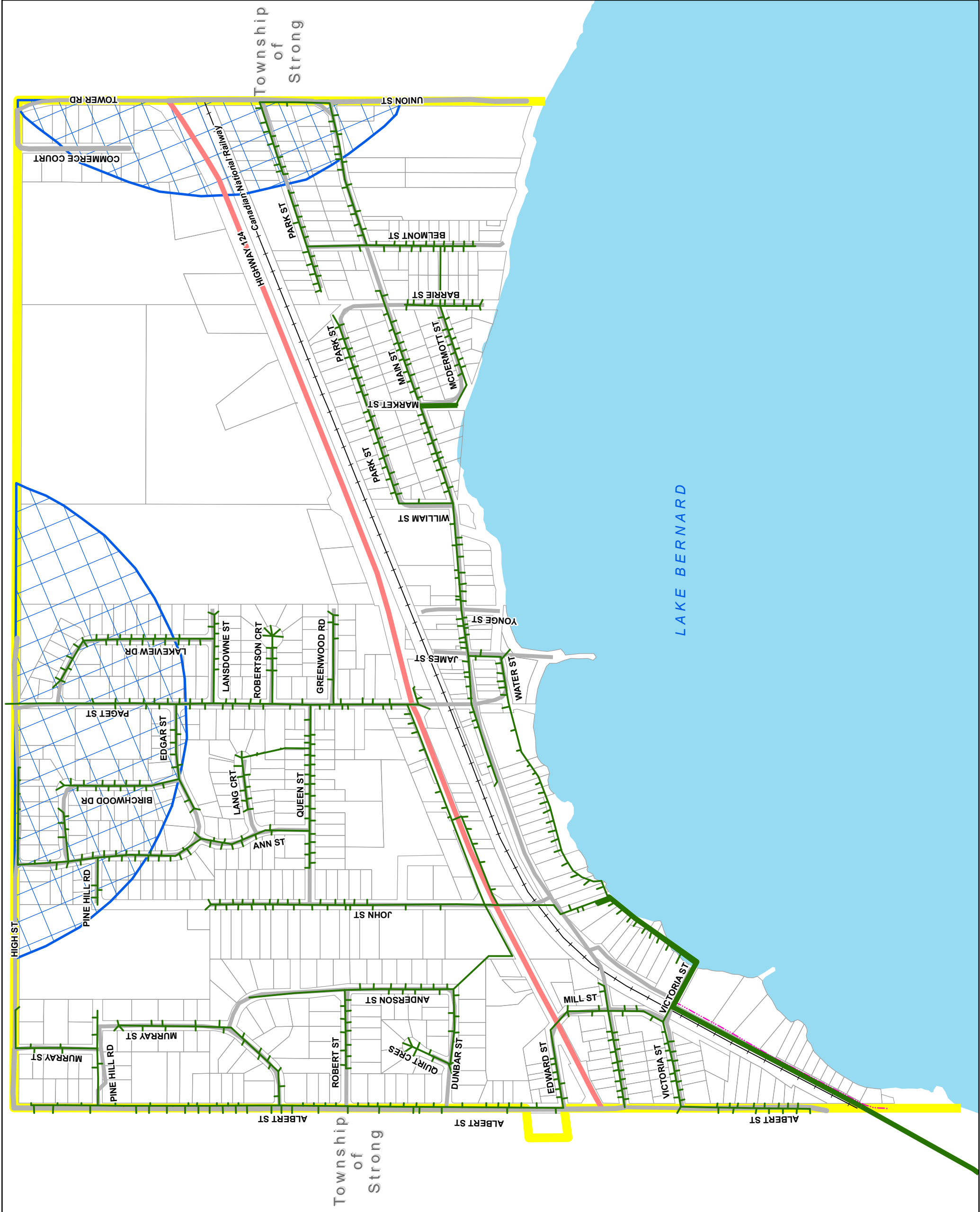
Village of Sundridge  
Official Plan  
Schedule B

Transportation and Services

- Provincial Highway
- Municipal Road
- Private Road
- Railway
- Sanitary - Forcemain
- Sanitary - Gravity Fed
- Influence Area from Closed Landfill Site
- Municipal Boundary



December 7, 2023



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

Updated January 23, 2026

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;"><b>Intersection of Main &amp; Paget Street</b></p> <p><b>THAT</b> 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><b>AND THAT</b> 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	08-Apr-26
08-May-24	<p style="text-align: center;"><b>High Street Addressing</b></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><b>AND THAT</b> 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	In progress  Solutions being investigated	11-Feb-26

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

Updated January 23, 2026

COUNCIL DATE	ITEM	RESOLUTION NUMBER	ASSIGNED TO	STATUS *Assigned *In Progress *Complete	DATE EXPECTED TO RETURN TO COUNCIL
April 23 2025	<p><b>Employee Recognition Policy</b> 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 January 23, 2026

<b>COUNCIL DATE</b>	<b>ITEM</b>	<b>RESOLUTION NUMBER</b>	<b>ASSIGNED TO</b>	<b>STATUS</b> *Assigned *In Progress *Complete	<b>DATE EXPECTED TO RETURN TO COUNCIL</b>
24-Sep-25	<p style="text-align: center;"><b>Community Safety Zone</b></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"> <li>- Use and regulation of enclosed motorized scooters</li> <li>-No parking areas</li> <li>- Public parking lots</li> </ul>	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
14-Jan-26	<p style="text-align: center;">Zion Church - Parking</p> <p>That Council receives the staff memo dated Jan.14/26 regarding the letter from the Zion Church, and that staff are to have an agreement prepared to formalize the snow removal operations being coordinated by the church, and that the church is to have insurance coverage and that the Village Superintendent attend a future meeting to further discuss this matter with regard to future use.</p>	#2026-009	Village Superintendent	Assigned	08-Apr-26



**JOINT BUILDING COMMITTEE**

Serving the municipalities of Burk's Falls, Joly, Machar,  
Ryerson, South River, Strong and Sundridge

**Building Permit Summary 2025**

**PERCENTAGE OF PERMIT FEES COLLECTED PER MUNICIPALITY**

	ACTUAL		ROUNDED UP
BURKS FALLS	19.788%		20%
JOLY	1.818%		2%
SOUTH RIVER	3.730%		4%
MACHAR	31.787%		32%
STRONG	18.524%		18%
RYERSON	17.765%		18%
SUNDRIDGE	6.219%		6%
TOTALS	99.631%		100%





# JOINT BUILDING COMMITTEE

## LAST FIVE YEAR AVERAGES

	2021	2022	2023	2024	2025	Average
BF	# of Permits	20	11	15	4	13
	Permit Value	\$17,430.00	\$27,355.00	\$17,887.95	\$11,800.00	\$67,337.50
	Const. Value	\$1,013,000.00	\$1,474,500.00	\$1,074,497.00	\$760,000.00	\$4,401,500.00
Joly	# of Permits	6	10	13	7	5
	Permit Value	\$10,755.00	\$32,106.25	\$30,148.75	\$9,450.00	\$6,187.50
	Const. Value	\$677,200.00	\$2,072,550.00	\$1,816,208.75	\$590,000.00	\$354,500.00
MAC	# of Permits	32	40	31	30	37
	Permit Value	\$57,418.10	\$102,152.50	\$106,687.00	\$52,477.50	\$108,165.40
	Const. Value	\$3,681,018.00	\$6,493,500.00	\$6,835,800.00	\$3,190,500.00	\$6,849,960.00
SR	# of Permits	21	15	8	8	5
	Permit Value	\$40,159.40	\$38,085.00	\$27,434.26	\$24,560.00	\$12,695.00
	Const. Value	\$2,530,905.00	\$2,264,000.00	\$1,727,284.00	\$1,584,000.00	\$813,000.00
ST	# of Permits	48	33	18	29	27
	Permit Value	\$101,637.75	\$76,917.50	\$31,820.00	\$45,682.50	\$63,036.50
	Const. Value	\$6,380,050.00	\$4,848,700.00	\$1,908,045.00	\$2,687,500.00	\$3,999,600.00
R	# of Permits	27	22	22	22	23
	Permit Value	\$100,601.40	\$76,825.00	\$74,870.00	\$36,181.50	\$60,450.50
	Const. Value	\$6,488,080.00	\$4,948,800.00	\$3,850,400.00	\$2,272,100.00	\$3,876,700.00
SU	# of Permits	13	20	15	14	17
	Permit Value	\$17,732.00	\$63,214.00	\$55,034.50	\$60,575.00	\$22,406.00
	Const. Value	\$1,066,500.00	\$4,083,733.00	\$3,795,300.00	\$3,945,000.00	\$1,380,000.00
JBC	# of Permits	167	151	122	114	127
	Permit Value	\$345,733.45	\$416,655.25	\$343,882.46	\$240,696.50	\$340,278.40
	Const. Value	\$21,836,753.00	\$26,185,783.00	\$21,007,534.75	\$15,029,100.00	\$21,675,260.00

### ROUNDED UP

Burks Falls	8.404%	8%
Joly	5.253%	5%
Machar	25.301%	25%
South River	8.471%	8%
Strong	18.912%	20%
Ryerson	20.680%	21%
Sundridge	12.977%	13%

TOTALS	100.00%	100%
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## **JOINT BUILDING COMMITTEE**

Serving the municipalities of Burk's Falls, Joly, Machar,  
Ryerson, South River, Strong and Sundridge

### **Building Permit Summary 2025**

#### **JOINT BUILDING COMMITTEE**

	Number of Building Permits #	Total Value of Building Permits (Value of Construction) \$	Square Meters of New Construction m2
Residential Properties	29	\$12,985,400.00	5026
Multi-Residential Properties	4	\$3,834,000.00	3196
All other Property Classes	85	\$4,794,460.00	8979

<b>New Construction Total</b>	<b>118</b>	<b>\$21,613,860.00</b>	<b>17201</b>
<b>Demolition Permits</b>	<b>9</b>	<b>\$61,400.00</b>	<b>865</b>

<b>Totals</b>	<b>127</b>	<b>\$21,675,260.00</b>	<b>17201</b>
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#### **Detailed Breakdown**

	Number of Building Permits #	Total Value of Building Permits (Value of Construction) \$	Square Meters of New Construction m2
Single Family Dwellings	23	\$10,320,000.00	3982
Seasonal Dwellings	6	\$2,665,400.00	1044
Boathouses (Storage)	0	\$0.00	0
Garages	15	\$757,860.00	1216
Additions	3	\$330,000.00	143
Guest Cabins	1	\$20,000.00	37
Sheds/Storage Bldg.	12	\$755,500.00	1262
Commercial	4	\$33,000.00	105
Miscellaneous	47	\$2,898,100.00	6264
Multi-Residential	7	\$3,834,000.00	3148

<b>New Construction Total</b>	<b>118</b>	<b>\$21,613,860.00</b>	<b>17201</b>
<b>Demolition Permits</b>	<b>9</b>	<b>\$61,400.00</b>	<b>865</b>

<b>Totals</b>	<b>127</b>	<b>\$21,675,260.00</b>	<b>17201</b>
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<b>Total Permit Fees Collected \$ 340,278.40</b>			
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# NUMBER OF OPEN PERMITS END OF 2025

Year	South River	Burk's Falls	Joly	Ryerson	Sundridge	Strong	Machar	Total
2025	3	8	4	18	13	17	28	91
2024	2	0	2	11	6	10	13	44
2023	2	5	4	10	4	7	11	43
2022	7	4	4	11	6	15	15	62
2021	8	6	3	10	5	14	12	58
2020	0	1	4	11	1	9	10	36
2019	3	5	4	8	9	5	6	40
2018	2	2	4	5	4	8	12	37
2017	2	5	3	3	4	9	12	38
2016	2	1	4	4	0	7	11	29
2015	0	5	1	5	0	6	5	22
2014	2	4	1	4	0	1	4	16
2013	0	0	1	0	3	3	7	14
2012	2	0	1	5	1	5	4	18
2011	3	2	1	3	3	4	4	20
2010	0	2	2	2	0	6	4	16
2009	2	0	2	5	0	5	3	17
2008	1	5	4	2	2	3	4	21
2007	0	0	0	3	0	2	6	11
2006	1	0	0	5	0	4	2	12
2005	1	0	1	5	2	3	4	16
2004	2	0	1	2	0	3	2	10
2003	0	0	0	1	0	2	3	6
2002	0	0	0	1	1	1	0	3
2001	0	0	0	0	0	0	1	1
Total	45	55	51	134	64	149	183	681

NUMBER OF OPEN PERMITS AT THE END OF 2024	773
NUMBER OF ISSUED PERMITS IN 2025	127
TOTAL	900
MINUS NUMBER OF OPEN PERMITS AT END OF 2025	681
TOTAL PERMITS CLOSED IN 2025	219

## **JOINT BUILDING COMMITTEE**

Serving the municipalities of Burk's Falls, Joly, Machar,  
Ryerson, South River, Strong and Sundridge

### **REPORT TO COUNCIL SUNDRIDGE**

#### **2025 Building Permit Report**

	<b>2024</b>	<b>2025</b>	<b>2021 to 2025 Average</b>
<b>Number of Permits Issued</b>	<b>14</b>	<b>17</b>	<b>15.8</b>
<b>Permit Fees Collected</b>	<b>\$ 60,575.00</b>	<b>\$ 22,406.00</b>	<b>\$ 43,792.30</b>
<b>Total Construction Value</b>	<b>\$ 3,945,000.00</b>	<b>\$ 1,380,000.00</b>	<b>\$ 2,854,106.60</b>

Respectfully submitted,

Brian Dumas, CBCO, CRBO  
Manager of Building Services/Chief Building Official  
Joint Building Committee

## **JOINT BUILDING COMMITTEE**

Serving the municipalities of Burk's Falls, Joly, Machar,  
Ryerson, South River, Strong and Sundridge

### **Building Permit Summary 2025**

#### **SUNDRIDGE**

	Number of Building Permits #	Total Value of Building Permits (Value of Construction) \$	Square Meters of New Construction m2
Residential Properties	2	\$572,000.00	327
Multi-Residential Properties	2	\$534,000.00	300
All other Property Classes	12	\$273,000.00	402

<b>New Construction Total</b>	<b>16</b>	<b>\$1,379,000.00</b>	<b>1029</b>
<b>Demolition Permits</b>	<b>1</b>	<b>\$1,000.00</b>	<b>47</b>

<b>Totals</b>	<b>17</b>	<b>\$1,380,000.00</b>	<b>1029</b>
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#### **Detailed Breakdown**

	Number of Building Permits #	Total Value of Building Permits (Value of Construction) \$	Square Meters of New Construction m2
Single Family Dwellings	2	\$572,000.00	327
Seasonal Dwellings	0	\$0.00	0
Boathouses (Storage)	0	\$0.00	0
Garages	3	\$115,000.00	177
Additions	0	\$0.00	0
Guest Cabins	0	\$0.00	0
Sheds / Storage Bldg.	0	\$0.00	0
Commercial	2	\$33,000.00	105
Miscellaneous	7	\$125,000.00	168
Multi-Residential	2	\$534,000.00	300

<b>New Construction Total</b>	<b>16</b>	<b>\$1,379,000.00</b>	<b>1077</b>
<b>Demolition Permits</b>	<b>1</b>	<b>\$1,000.00</b>	<b>47</b>

<b>Totals</b>	<b>17</b>	<b>\$1,380,000.00</b>	<b>1077</b>
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<b>Total Permit Fees Collected \$ 22,406.00</b>
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# **Chief Administrative Officer's Report**

**January 2026**

## **Mission Statement**

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



## ‘Everyday Impact’

This month, we’d like to recognize Jami Steckley, Housing Programs Support Worker, for her outstanding compassion, professionalism, and commitment to supporting our clients and colleagues. Over the past year, Jami has consistently gone above and beyond assisting applicants on the waitlist, guiding tenants through annual reviews, and ensuring everyone receives the information and support they need with patience and kindness.

When recent staffing changes occurred, Jami played a key role in helping manage the transition and ensuring services continued smoothly. She continues to approach each day with positivity, teamwork, and a genuine commitment to helping others.

As one colleague shared, “Jami is always willing to help and takes the time to explain things clearly. Her calm, supportive nature makes a huge difference for both staff and clients.”

Jami’s reliability, empathy, and collaborative spirit make her an invaluable part of the Housing Programs team. Great work Jami!



## Esprit ‘Sponsor a Family’ Holiday Campaign

Esprit’s 2025 Sponsor-A-Family Holiday Campaign was a heartwarming example of what community compassion can achieve. Each elf featured on our campaign poster symbolized a real family supported through Esprit Place Family Resource Centre, either through our Gender-Based Violence Program or our Special Priority Policy (SPP) for Community Housing, which provides survivors of abuse and human trafficking with priority access to Rent-Geared-to-Income (RGI) housing.

We extend our sincere gratitude to the families, individuals, and local groups who generously came together to support this initiative. Because of your kindness, all 18 families identified for support were fully sponsored in 2025, and additional donations were received to assist families who may need help during the holidays or into the new year.

Now in its third year, the Sponsor-A-Family program has experienced remarkable growth—more than tripling in size and supporting more families this year than ever before. Each year, community participation continues to grow, reinforcing the powerful role collective care plays in helping families feel safe, supported, and valued.

We are incredibly thankful for the community that makes this program possible and look forward to building on this momentum to make the campaign even bigger and better next year!





## Human Resources - Quarterly update (Dec 2025)

As the organization approaches year-end, the Human Resources department is particularly busy. Key activities include completing reconciliations for payroll, employee benefits, and the OMERS pension plan. The department also processes OMERS service buy-backs related to leaves of absence and prepares for statutory reporting requirements in the upcoming tax season.

### Recruitment & Staffing

- 20 job postings were managed, including both internal and external opportunities.
- 5 new hires joined the organization
- HR also facilitated orientation for 2 returning employees.
- Year-to-date, we have welcomed 34 new hires in 2025.
- Our current workforce stands at 172 employees, with an average tenure of 9.63 years, reflecting the long-term commitment of our staff.

### Pension & Benefits

In 2025, the Human Resources department continued to oversee the administration of pension and benefit-related matters in support of a growing and evolving workforce.

During the year, 30 employees were enrolled in the OMERS pension plan, reflecting ongoing workforce movement and compliance with statutory pension obligations.

The organization also managed 6 WSIB claims, ensuring timely reporting, coordination, and return-to-work support in alignment with legislative requirements.

In addition, HR administered approximately 50 employee medical leaves and supported 8 workplace accommodations, balancing operational continuity with the organization's duty to accommodate and employee well-being. These activities reflect a sustained focus on compliance, risk mitigation, and responsible benefits administration.

Through these enhancements, the HR department continues to focus on strengthening organizational capacity and supporting a high-performing workforce.

### Performance & Development

During the quarter, the Human Resources department supported key compliance and risk-mitigation activities, including coordinating 31 employee performance reviews and five probationary reviews to ensure effective performance management and supervisory oversight. The department also delivered 10 two-day new employee orientations, one returning staff orientation, and targeted supervisor training to support leadership capacity at Highlands Early Learning & Child Care Centre.

All DSSAB employees completed mandatory Workplace Bullying and Harassment training, reinforcing the organization's commitment to maintaining safe and respectful workplaces. In addition, Winter Driving training was provided to applicable employees to mitigate operational and safety risks during seasonal conditions.

## Human Resources

### Performance & Development, continued:

In preparation for 2026, the performance review framework has been refreshed based on feedback from both employees and supervisors. The revised document clearly identifies core competencies expected of DSSAB employees and better supports the alignment of annual goals with professional development. Through these enhancements, the HR department continues to focus on strengthening organizational capacity and supporting a high-performing workforce.

### Labour Relations

We continue to wait for OPSEU to move forward with Pay Equity.

### WSIB Rebate Program

The Workplace Safety & Insurance Board (WSIB) recently announced a second round of surplus rebates for businesses in Ontario in 2025. The WSIB released the following information regarding the rebates:

*“We’re distributing \$2 billion to eligible Schedule 1 businesses because our insurance fund had a surplus greater than our necessary reserve due to strong operational, financial and investment management.*

*These surplus rebates recognize the important role Ontario businesses play in funding our no-fault work-related injury and illness insurance system, while continuing to protect our ability to help people who have experienced a work-related injury or illness with a safe, timely and lasting recovery and return to work today and into the future.”*

The DSSAB is receiving a rebate in the amount of \$64,837.18.

### Acknowledgment

The progress achieved this quarter reflects the professionalism and sustained commitment of the Human Resources team. Their contributions are integral to building a strong workforce, supporting a positive organizational culture, and promoting employee well-being. As we look ahead to 2026, an increased emphasis will be placed on advancing health and safety initiatives across the agency.

## Licensed Child Care Programs

### Total Children Utilizing Directly Operated Child Care in the District Nov 2025

Age Group	Fairview ELCC	First Steps ELCC	Highlands ELCC	Waubee ELCC	HCCP	Total
Infant (0-18M)	3	1	3	4	12	23
Toddler (18-30M)	6	7	10	23	26	72
Preschool (30M-4Y)	16	15	18	29	48	126
# of Active Children	25	23	31	56	86	221

Highlands ELCCC Playground work started on November 26- We had permeable pavers installed.

First Steps has 4 preschool children, who are sharing 2 spaces, as they were only in need of part time care. They also have 2 toddler children who share 1 space.

The hurdle with reaching capacity in our toddler program at Fairview is the ages of the children on the waitlist. They have an infant starting in Dec, when one of our enrolled children turns 18 months.

### School Age Programs—Nov 2025

Location	Enrollment
Mapleridge After School	26
Mapleridge Before School	10
Home Child Care	24
# of Active Children	60



### Inclusion Support Services - Nov 2025

Age Group	EarlyON	Licensed ELCC's	Monthly Total	YTD Total	Waitlist	New Referrals	Discharges
Infant (0-18M)	0	0	0	3	0	0	0
Toddler (18-30M)	5	12	17	24	0	5	0
Preschool (30M-4Y)	11	38	49	49	0	8	0
School Age (4Y+)	1	13	14	26	0	1	21
Monthly Total	14	61	75		0	0	0
YTD Total	34	77		102	18	55	28

**EarlyON Child and Family Programs— Nov 2025**

EarlyON Child and Family Centre Reporting Month: November 2025		
Activity	Monthly Total Nov	Year to Date
Number of Child Visits	1022	10,186
Number of Unique Children served this month		81
Number of Adult Visits	703	7709
Number of Unique Adults served this month		49
Number of Professionals (New stat of July 1, 2025)	42	137
Number of Virtual Programming Events	10	84
Number of engagements Through social media	337	1,460
Number of views Through social media	14,670	201,446

Staff were fortunate to attend various training events including, Positive Parenting Training, Tilt Towards Connection, Essentials of Family Support: Contemporary Families, Supporting Children and Families with Trauma, Avoiding Burnout: Building a Practice of Self-Compassion, Program evaluation in Family Support Programs and Facilitating Partnerships with local Communities.

The Program Supervisor was invited to attend Grand Rounds with the Family Health Team to speak about the EarlyON programs as well as the support programs for new moms.

Developmental bags have been designed to handout at community events as well as the DSSAB intake offices and staff who visit families in their homes. The bags are intended to inform families who do not attend EarlyON of programming available in the District of Parry Sound as well as educational information regarding child development and parenting. The bags available are for children, birth to 18 months, 18 months to 2 years, 3 years, 4 years and school aged. Our hope is that we can support the families who do not attend or feel comfortable attending traditional child and family programs.

The Program Supervisor attended a Housing event in November and was able to share the idea behind the developmental bags with the staff who attended.

Christmas parties were held in South River and Parry Sound with a special visit from Santa. 13 adults and 13 children attended in South River, and 33 adults and 36 children attended in Parry Sound.

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

Data for November 2025

Number of Unique Children on the Application Portal

786

Children who Identify as Indigenous

83

Children Identifying Francophone Relatives

50

Prenatal Children

51

Unique Children

- includes children waiting for care and those who are placed in care but have applied to other child care centres/programs. (ie: currently in an infant space and have also applied for JK/SK after school program) - Or - includes all children who have completed an application for child care

Unique Children Waiting for Care

415

Waiting for Care

- This number represents the unique children who are currently applied for care. This includes children who may already be placed in a program and have applied to another. This also includes the number of children pre-registered for future care.

Year, Month

Multiple selections

Month

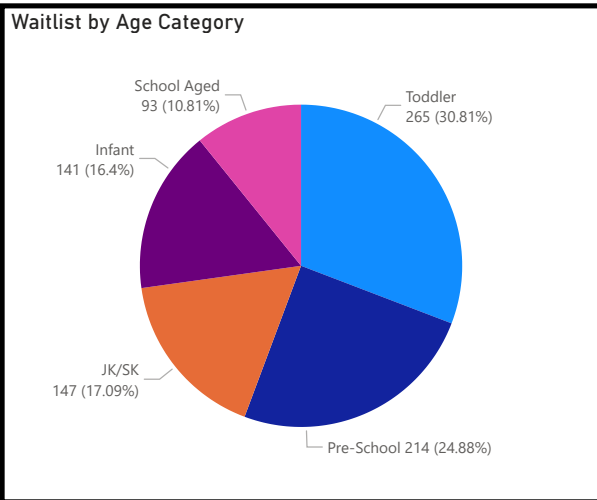
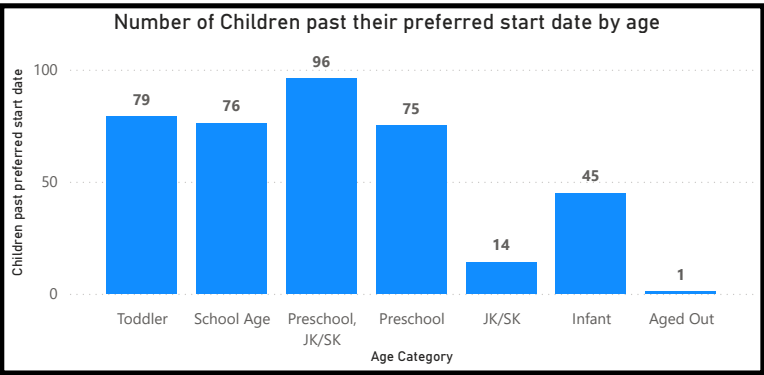
November

Additions to Application Portal

31

Total Number of Children past preferred start date (Unique)

392

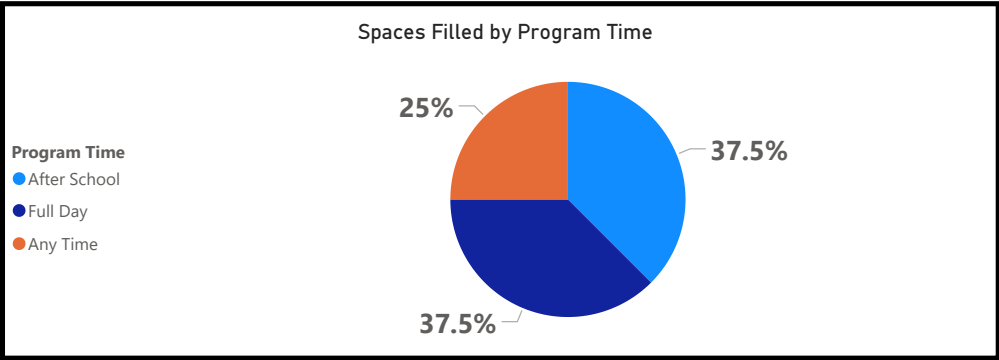
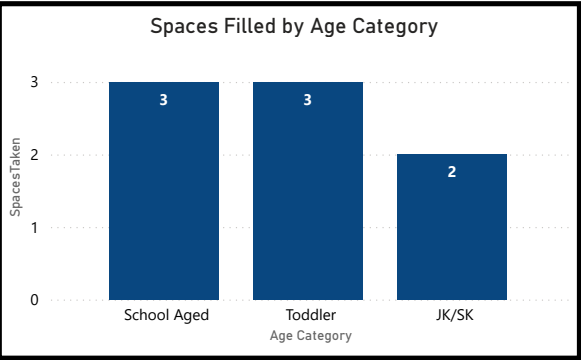


Year

2025

Month

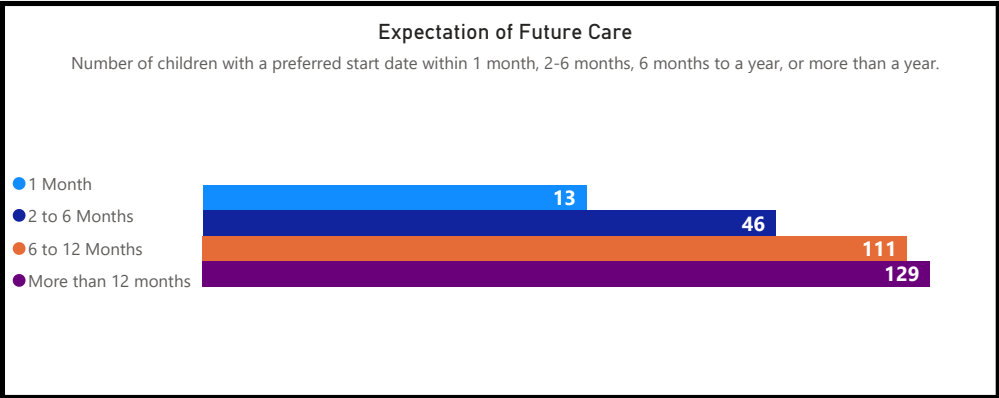
November



Children Placed	Spaces Filled
8	8

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

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



## Funding Sources for District Wide Childcare Spaces - NOV 2025

<b>Funding Source - Active</b>	<b># of Children</b>	<b># of Families</b>
CWELCC*	33	32
CWELCC Full Fee	217	212
Extended Day Fee Subsidy	2	2
Fee Subsidy	16	15
Full Fee	19	18
Ontario Works	2	2
<b>Total</b>	<b>289</b>	<b>281</b>

<b>Funding Source - New</b>	<b># of Children</b>	<b># of Families</b>
CWELCC*		
CWELCC Full Fee	2	2
Extended Day Fee Subsidy		
Fee Subsidy		
Full Fee		
Ontario Works		
<b>Total</b>	<b>2</b>	<b>2</b>

<b>Exits</b>	<b># of Children</b>	<b># of Families</b>
Fee Subsidy	2	2
CWELCC Full Fee		
Extended Day Fee Subsidy		
Fee Subsidy		
Full Fee		
Ontario Works		
<b>Total</b>	<b>2</b>	<b>2</b>



## Quality Assurance—Child Care Service Management—Quarterly Update

On October 24, 2025, a total of 118 Early Childhood Educators gathered at the Bobby Orr Community Centre in Parry Sound for a full-day professional learning session hosted by the Child Care Service Management team. Educators from child care programs across the District of Parry Sound came together to celebrate the importance of the work they do for children and families.

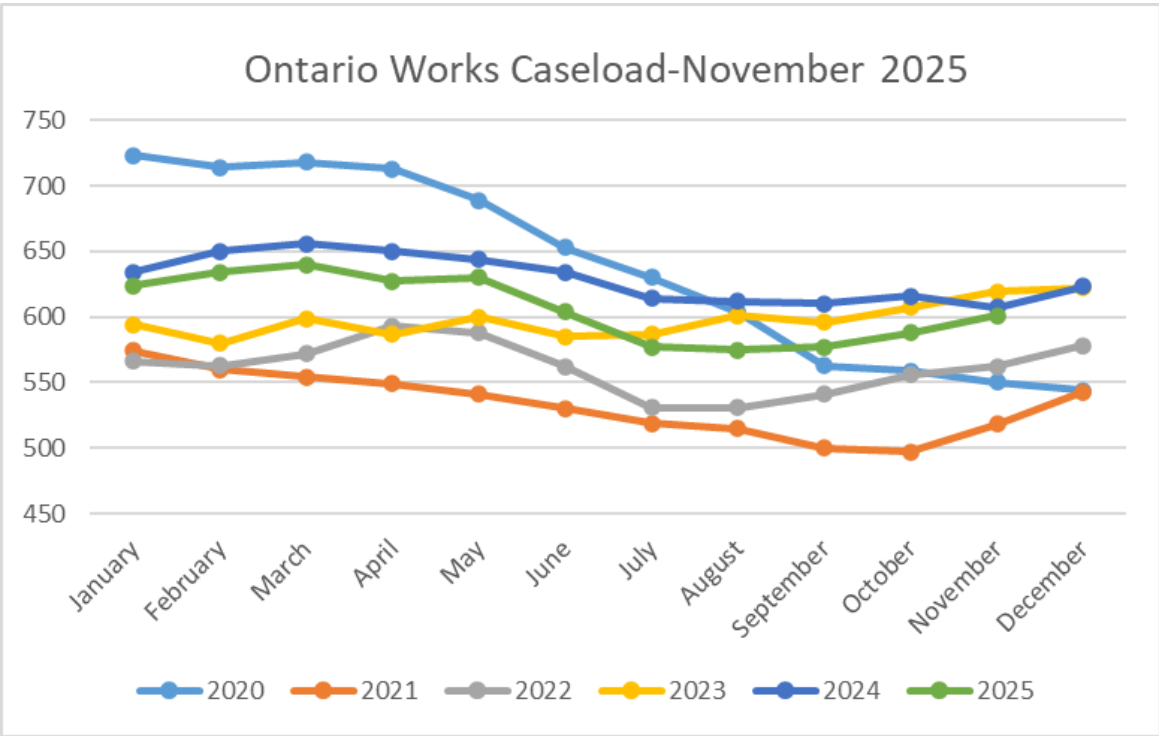
The event was facilitated by Discovery Professional Learning and offered a wide variety of learning opportunities that supported both individual and group pedagogical growth. In a time of high burnout and shifting expectations within the sector, the focus of the day was “Growing the Heart of Our Work.” Keynote speakers explored ways to cultivate passionate, pedagogical, and playful cultures within early learning environments. Throughout the day, educators were encouraged to reflect on and reconnect with their “why,” using meaningful reflection to strengthen their work with children and families.

In addition to the keynote sessions, the day included prize draws, a playful Kahoot activity, opportunities for singing and dancing, and valuable time for networking with peers. Prior to lunch, educators were honoured to observe a drumming circle performed by the Nibi-Kwe-Wug drummers, offering a powerful moment of connection and reflection for the group.

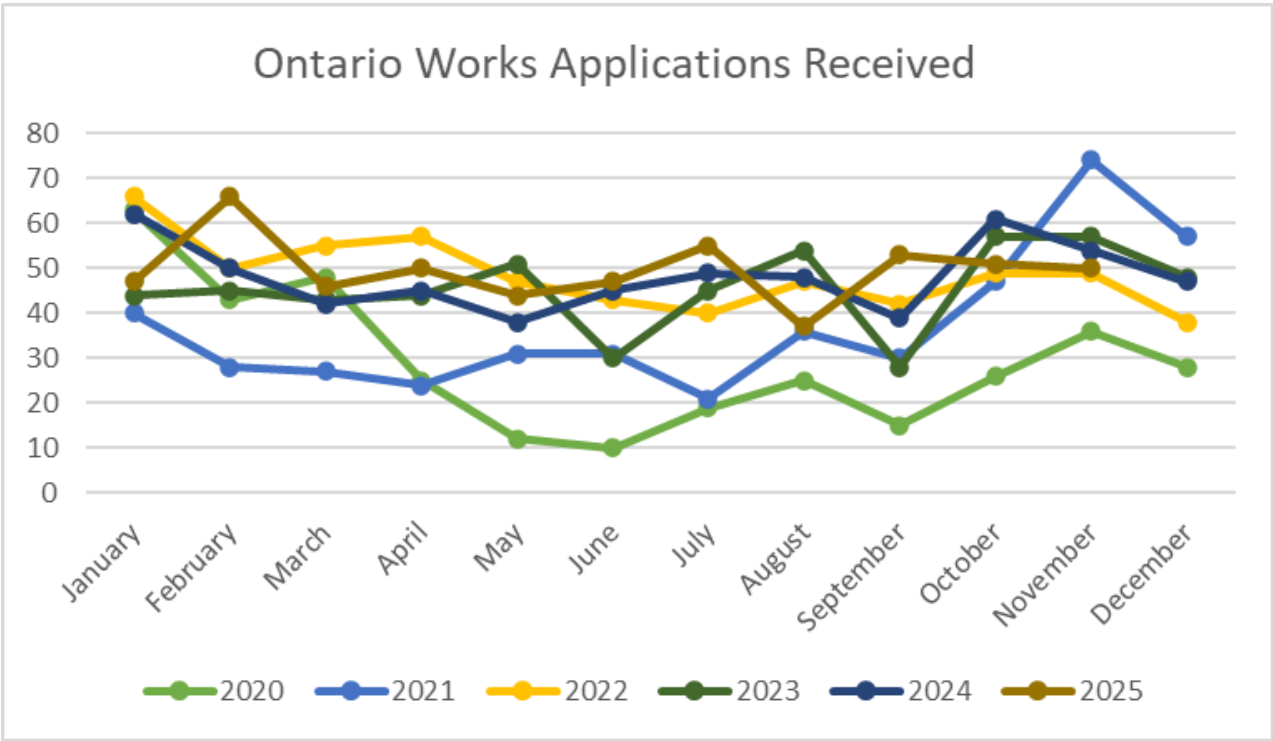
Alongside the focus on meaningful professional learning, there was an emphasis on the importance of self-care. All educators received gift bags in recognition of the value of their work and the vital role they play in supporting children’s growth and development.



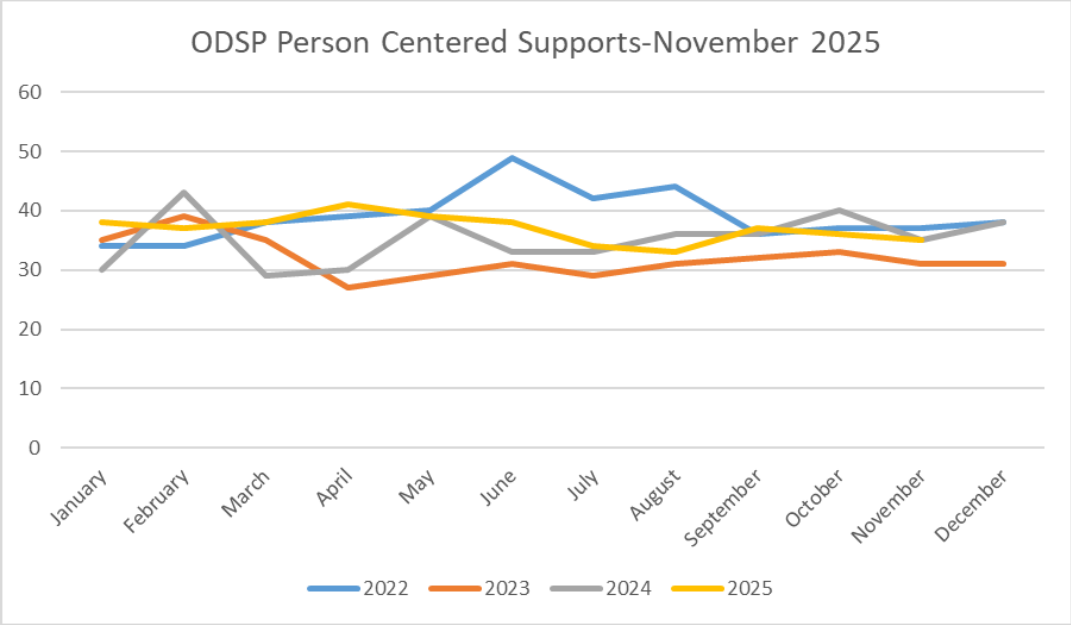




**Ontario Works Intake - Social Assistance Digital Application (SADA) & Local Office  
Ontario Works Applications Received**



**ODSP Participants in Ontario Works Employment Assistance**



The OW Caseload continues to hold steady at **601** cases. We are providing **35** ODSP participants Person-Centred Supports. We also have **58** Temporary Care Assistance cases. **50** applications were received through the province’s Ontario Works Intake Unit (OWIU).

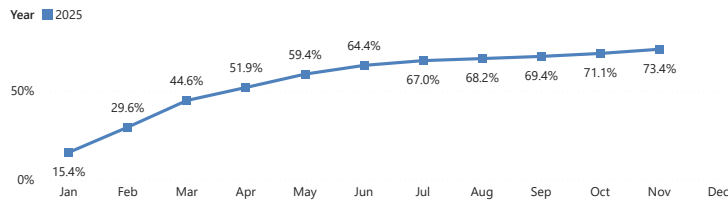
## Ontario Works (OW) Performance Measures

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

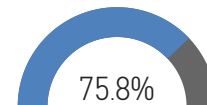
- Crisis & Safety-homelessness, personal safety
- Health-medical, mental health counselling, addiction treatment
- Life Skills-Literacy and Basic Skills such as budgeting, time management
- Community Supports-Housing, transportation and legal support

\*NDA-Non-Disabled Adult

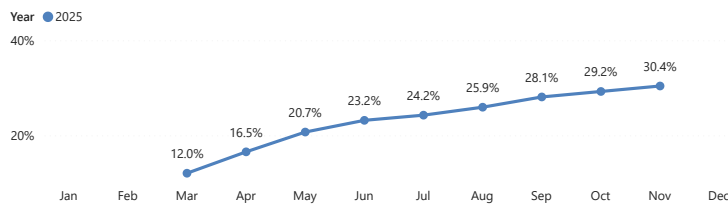
**Percentage of OW + NDA Members with mandatory participation requirements that have created a Social Assistance Action Plan (Cumulative Year-to-Date)\***



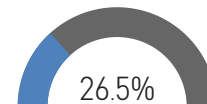
**Provincial Value for Latest Month in Selected Range**



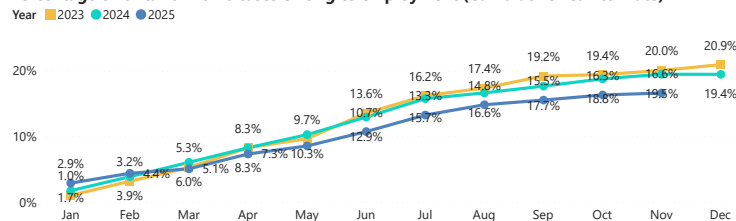
**Percentage of OW + NDA Members with mandatory participation requirements that are referred to EO (Cumulative Year-to-Date)**



**Provincial Value for Latest Month in Selected Range**



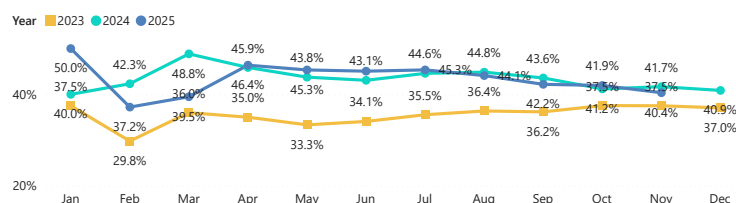
**Percentage of Ontario Works cases exiting to employment (Cumulative Year-to-Date)**



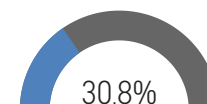
**Provincial Value for Latest Month in Selected Range**



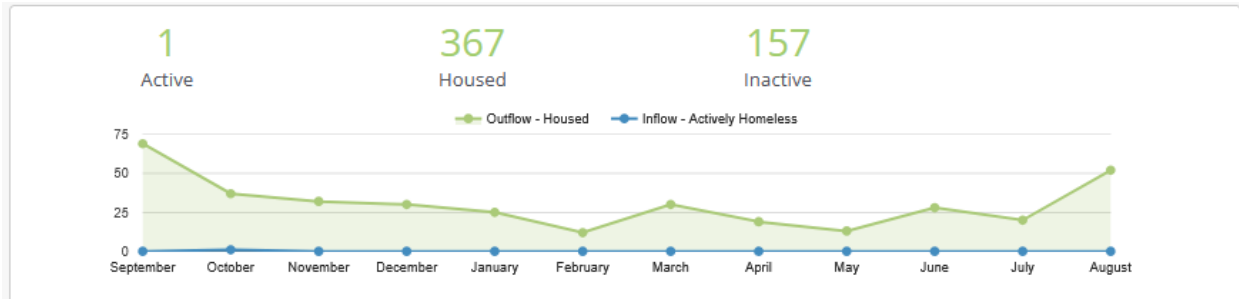
**Percentage of Ontario Works cases who exit the program and return within one year (Cumulative Year-to-Date)**



**Provincial Value for Latest Month in Selected Range**



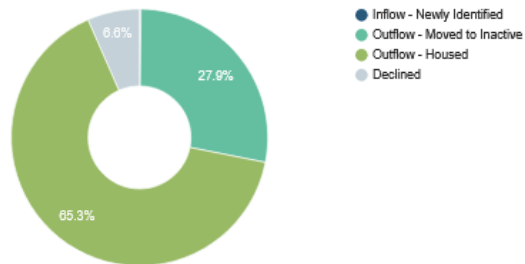
The By Name List is real-time list of all known people who are experiencing homelessness in our community that are willing to participate in being on the list and connecting with our agency for ongoing support to maintain affordable and sustainable housing. The individuals who are connected to this program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



#### BNL INFLOW & OUTFLOW

[Print](#)

Type	Clients
Inflow - Newly Identified	1
Inflow - Returned from Housing	0
Inflow - Returned from Inactive	0
Outflow - Moved to Inactive	157
Outflow - Housed	367
Declined	37



#### ACTIVE CLIENTS BY HOMELESS PRIORITY

[Print](#)

Type	Clients
Chronic	0
Approaching Chronic	0
Temporary	1
N/A	0

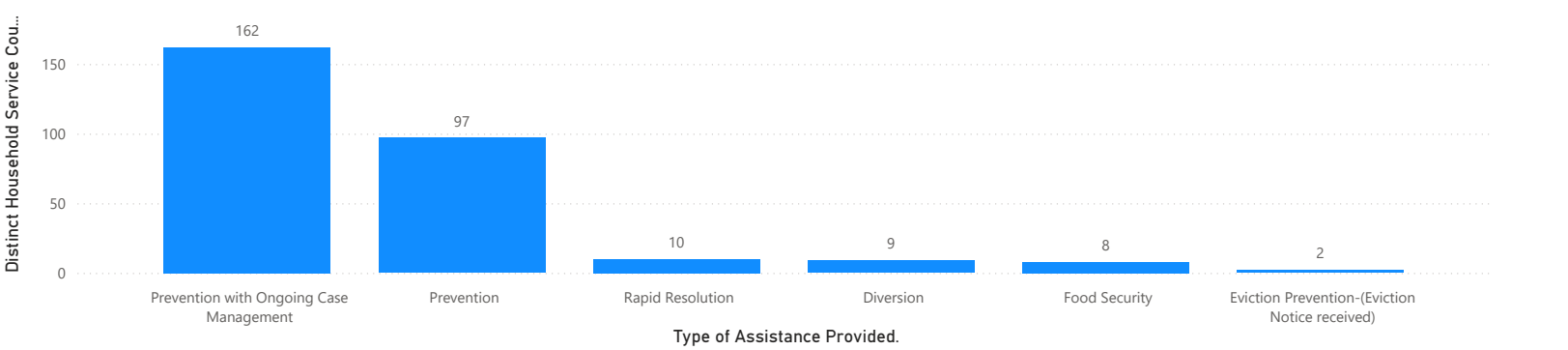


Month

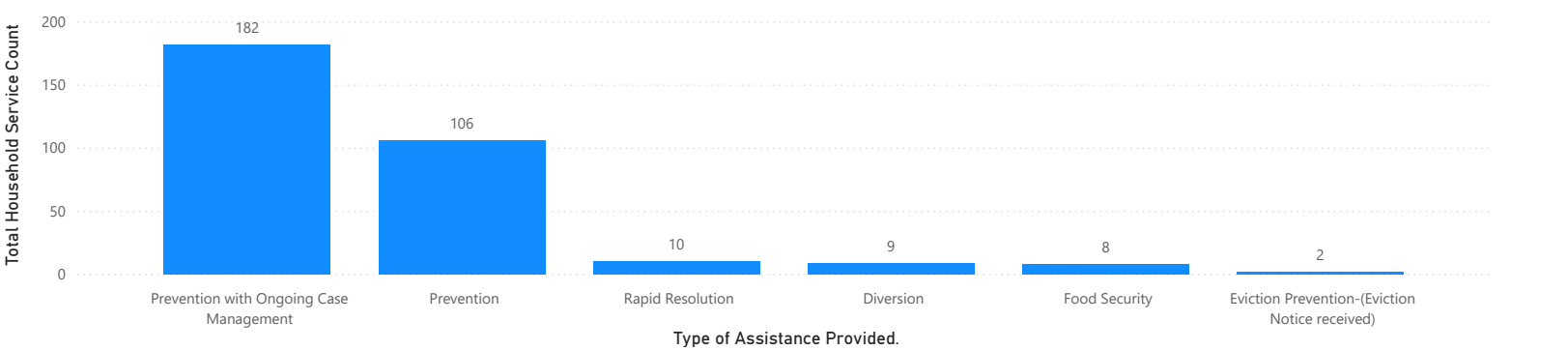
Multiple selections

▼

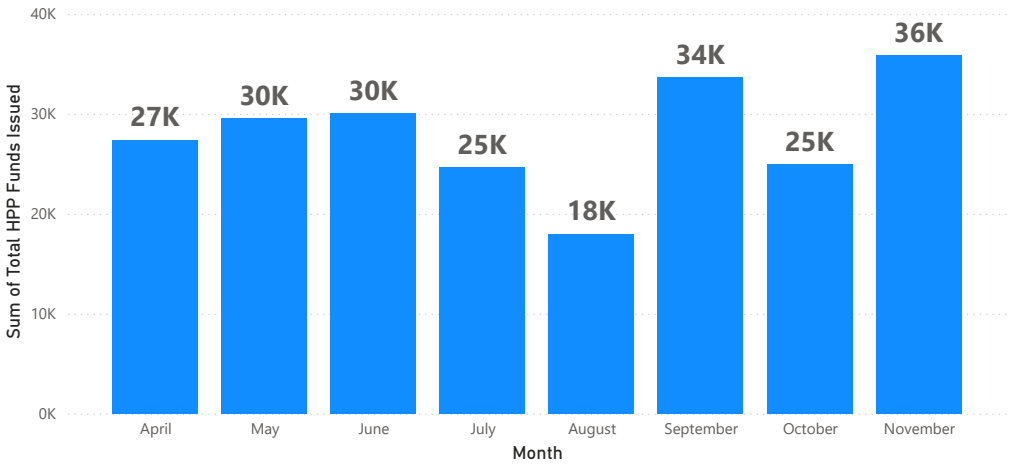
Distinct Household Service Count by Type of Assistance Provided.



Total Household Service Count by Type of Assistance Provided.



Total HPP Funds Issued by Month



Type of Assistance-HPP

All

Month

Multiple selections

\$224,154.57

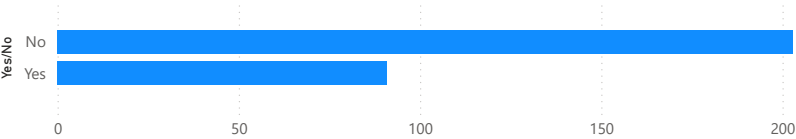
Sum of Total HPP Funds Issued

Provincial Priority Groups	Unique Households Served
Chronic Homelessness	17
Indigenous	10
Transitioning from Provincial Institution	1
Youth aged 16-25	15
Total	43

Income Source	Unique Households Served	Sum of Total HPP Funds Issued
OW	105	93,595.36
ODSP	93	84,583.95
Low Income Senior	30	27,271.40
Low Income	27	18,703.86
Total	248	224,154.57

Housing Status	Unique Households Served
At Risk of Homelessness	215
Experiencing Homelessness (and not currently on BNL)	19
On BNL	19
Total	248

Has the client been issued HPP in the past?



Type of Assistance Provided.	Low Income	Low Income Senior	ODSP	OW	Total
Prevention with Ongoing Case Management	8	11	47	98	162
Prevention	15	20	52	11	97
Rapid Resolution	1	2	2	5	10
Diversion	4		1	4	9
Food Security	1		1	6	8
Eviction Prevention-(Eviction Notice received)	1		1		2
Total	30	33	104	123	287

Month

Multiple selections

▼

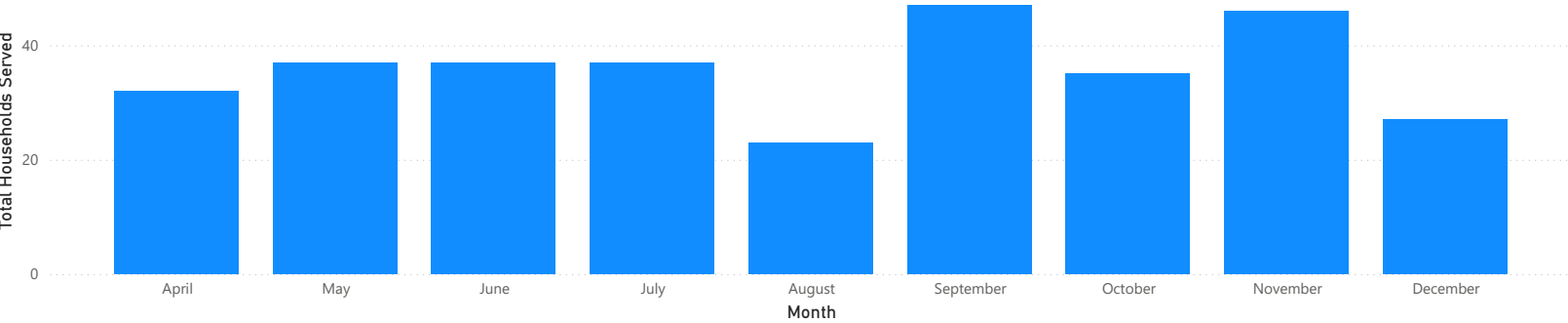
248

Unique Households Served

294

Total Households Served

Total Households Supported through HPP by Month-All



## Income Support & Stability Update (Oct-Dec 2025)

### Stay or Go Training

In October, our program partnered with our VAWCC to host Stay or Go Training, of which our staff attended along with community partners. It is a transformative, trauma-informed training crafted by the Aboriginal Shelters of Ontario (ASOO). Delivered in partnership with ASOO and facilitated by Timmins & Area Women in Crisis (TAWC), this immersive experience helped participants step into the 'moccasins' of those navigating complex barriers and lived realities. Through profound scenarios, the participants gained empathy, practical tools, and a deeper understanding of the systemic barriers survivors face. Rooted in Indigenous history and culture, Stay or Go is a journey of reconciliation, understanding, and mutual respect, providing insight into the challenges individuals face in seeking safety and stability.

### CAEH National Conference

In October the Canadian Alliance to End Homelessness hosted their 12<sup>th</sup> annual National Conference in Montreal which was attend by Director and the Supervisors. This conference is a chance for communities, organizations, front-line workers, advocates, leaders, and people with lived and living experience to learn from one another, find inspiration, and walk away with actionable tools to strengthen their work to end homelessness. There were nearly 2500 attendees at this year's event. Over the three-day conference sessions, we received additional education on bridging the gap between crisis responses, and long-term solutions addressing homelessness. Practical and inspiring stories and ideas are in the process of being implemented into our programming.

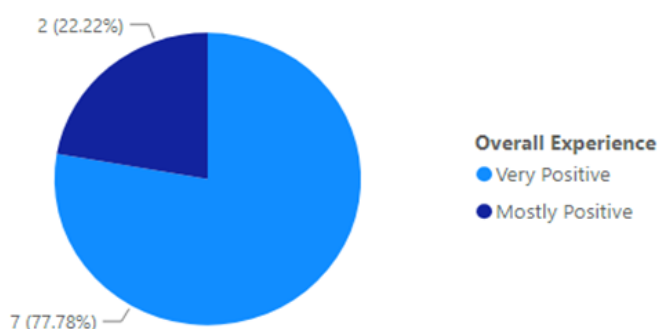


Pictured above: The team with Keynote Speaker Steven Page, formerly of the Barenaked Ladies

### Transitional Housing Program

Our Transitional Housing program is continuing to get results. Participants in the program are being supported with intensive housing case management supports through referrals to community partners and case coordination and navigation. The participants who have graduated from the program remain housed, include many that have been housed for 6+ months.

### Transitional Housing Program-Overall Experience



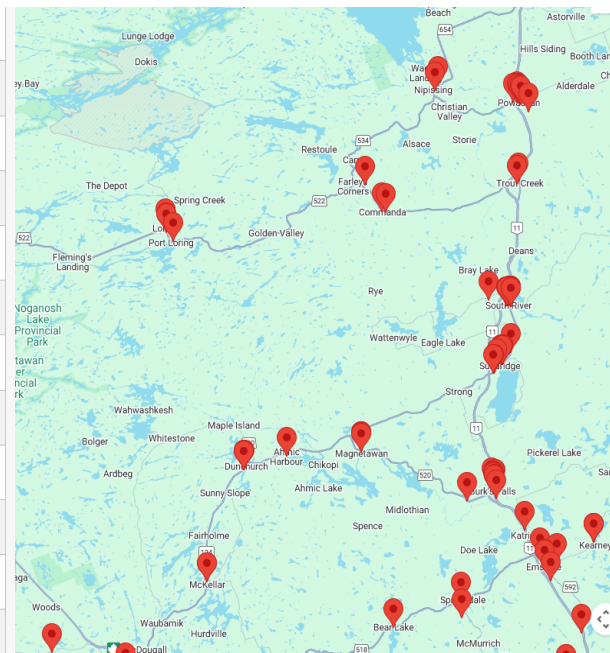


## Income Support & Stability Update (Oct-Dec 2025)...continued

### Case Management System Updates

The program made some changes to our internal Case Management System- FIIT designed by Clark Communications. The changes aligned with the recent program changes for data collection and By Name List triaging and reporting. These changes allow staff to move between tabs with minimal clicking and increased the accuracy of consistent collection. Fields were added to support staff with asking clients additional questions that supports strong case management. We have also entered into a data sharing agreement with 211 to include a data feed to match clients to appropriate life stabilization supports and track it in their client file.

Advocacy Centre for the Elderly	Outside Region	Community Supports	Active	16/10/2025
Advocacy Centre for the Elderly	Outside Region	Community Supports	Active	16/10/2025
Advocis - Simcoe-Muskoka Chapter	Outside Region	Life Skills	Active	16/10/2025
Affiliated Services for Children and Youth - Blind Low Vision Early Intervention Program	Outside Region	Community Supports	Active	16/10/2025
Affiliated Services for Children and Youth - Blind Low Vision Early Intervention Program	Outside Region	Community Supports	Active	16/10/2025
AgeCare Glen Oaks - Long Term Care Residence	Outside Region	Crisis and Safety	Active	16/10/2025
Agilec - Ontario Employment Services Burk's Falls - Integrated Employment Services	Burk's Falls	Community Supports, Life Skills	Active	16/10/2025
Agricorp	Outside Region	Life Skills	Active	16/10/2025
Agriculture Wellness Ontario - Brant, Haldimand & Norfolk - Mental Health Education, Counselling and Support	Outside Region	Crisis and Safety	Active	16/10/2025
Agriculture Wellness Ontario - Farmer Wellness Initiative Helpline	Outside Region	Crisis and Safety	Active	16/10/2025
Agriculture Wellness Ontario - Guardian Network (The) - Suicide Prevention Program	Outside Region	Crisis and Safety	Active	16/10/2025
Agriculture Wellness Ontario - In the Know	Outside Region	Crisis and Safety	Active	16/10/2025



### Pathways to Employment Project

In December some of the Integrated System Navigators participated in a focus group with consultants selected by College Boreal for what is called Pathways to Employment Project. This project aims to explore new opportunities to design and test programs that can improve job readiness outcomes for Ontario Works clients facing persistent barriers or challenges. We are grateful that our staff can provide their expertise to these initiatives. The next part of the project is supporting the completion surveys by OW participants to help build the knowledge base for upcoming programming. With the ability doing these surveys digitally, the ISNs can support the completion of these surveys with clients while completing outreach and in person appointments.

### OMSSA Policy Conference (Dec 3-4, 2025)

The Director of Income Support and Stability attended the Policy Conference held by OMSSA in Toronto December 3-4, 2025. This opportunity provided human service leaders and policy experts to work together with provincial leaders, stakeholder organizations and other subject matter experts with the goal of discussing policy priorities into 2026 and beyond. Sessions attended included Data Analysis, the Employment Services System Transformation and Shifting Narratives.

## Housing Programs Update

### Social Housing Centralized Waitlist Report November 2025

	East Parry Sound	West Parry Sound	Total
Seniors	57	140	197
Families	180	508	688
Individuals	572	177	749
Total	809	825	1634
Total Waitlist Unduplicated			448



SPP = Special Priority Applicant

### Social Housing Centralized Waitlist (CWL) 2024 - 2025 Comparison Applications and Households Housing from the CWL

Month 2024	New App.	New SPP	Cancelled	Housed	SPP Housing	Month 2025	New App.	New SPP	Cancelled	Housed	SPP Housing
Jan	3		2	1		Jan	9	0	0	2	
Feb	5		11	1		Feb	8	0	2	3	
Mar	7		3	3		Mar	9	1	4	1	
Apr	10	1	7			Apr	6	1	10		
May	4	1	5	1		May	11		1	2	
June	1		15	3		June	12	2	1	2	
July	9	1	19			July	14			2	1
Aug	9	1	21			Aug	9	1	1	2	1
Sept	6		16	2		Sept	7	4	1	2	2
Oct	6		9	4		Oct	8		1	1	
Nov	10	1	17	3		Nov	1	1	1		
Dec	11		6	3	2	Dec					
Total	81	5	131	21	2	Total	94	10	22	17	4

## Housing Programs Fourth Quarter Report (Oct—Dec 2025)

Housing Programs entered the final quarter of the year with positive developments: the Canada-Ontario Housing Benefit (COHB) allocation was received from the province. The COHB is a provincial initiative that provides portable monthly rental assistance to support low-income renters in accessing private market housing.

This quarter, Housing Programs assisted twelve households and anticipates supporting additional households in the coming year. Two eligible households with Special Priority Policy (SPP) status on the Rent Geared to Income waitlist were able to remain on the list while securing safe and affordable housing through COHB. The Housing Services Act's Special Priority Policy is intended to enable individuals fleeing domestic abuse or human trafficking to obtain affordable housing expeditiously. This year's changes to eligibility now allow those with SPP status to retain their position on the waitlist while receiving COHB funding.

In 2025, there was an increase in Special Priority applications, resulting in just over ten approved applications. Housing was offered to seven applicants, five of whom accepted; two declined as they had secured affordable housing in other districts.

Rent Geared to Income applications also increased this year, with total approved applications just under one hundred. Twenty-three additional applications were incomplete or ineligible. Sixty affordable housing applications were received, nearly half of which were incomplete or ineligible. The team actively collaborates with applicants to ensure all necessary documentation is submitted for eligibility determination.

Another year of funding from the Ministry of Municipal Affairs and Housing—through the Canada-Ontario Community Housing Initiative (COCHI) and Ontario Priorities Housing Initiative (OPHI)—planning began for projects scheduled in 2026. In 2025, all four district non-profit housing providers received funding. Completed work included improvements to driveways, walkways, parking areas, as well as new windows, roofing, and shingle replacements.

In December Housing Programs hired VINK Consultants to assist with the completion of DSSAB's Housing and Homelessness Plan. The direction to have plan updated, and completed by Mat 29<sup>th</sup>, 2026, comes from the Hon. Robert Flack, Minister of Municipal Affairs and Housing. Through this process, VINK will be hosting public forums, interviews with key community partners, individuals with lived experience along with staff and DSSAB Board Members. Along with the update to the Housing and Homelessness Plan, VINK will also be completing a Housing Needs Assessment across the district. VINK will be actively initiating both projects January 2026.

Two events were planned to recognize National Housing Day in November, one in Parry Sound and another in South River. The Parry Sound event was well-attended by community partners, facilitating valuable information exchange among agencies. Unfortunately, inclement weather resulted in the cancellation of the South River event, but there is optimism about rescheduling and continued collaboration with community partners in the future.



## HOUSING OPERATIONS AND SERVICE MANAGEMENT

### Fourth Quarter Report with November 2025 Statistical Information

#### Activity for Tenant Services

	Current	YTD
Move outs	2	20
Move in (centralized waitlist along with internal transfers)	2	32
L1/L2 hearings	0	13
N4 Delivered to tenant or filed with the LTB– Notice of eviction for non-payment of rent	1	7
N5 Filed with the LTB– notice of eviction disturbing the quiet enjoyment of the other occupants	2	18
N6 Filed with the LTB –notice of eviction for illegal acts or misrepresenting income for RGI housing	0	1
N7 Filed with the LTB – notice of eviction for willful damage to unit	0	1
Repayment agreements NEW (formal & informal)	1	18
No Trespass Order	1	1
Mediation/Negotiation/Referrals	16	222
Tenant Home Visits/Wellness checks	43	434
Tenant Engagements/Education	7	28

## Tenant Services Fourth Quarter Report (Oct—Dec 2025)

Four staff from the Tenant Services Program attended this year's Ontario Non-Profit Housing Association (ONPHA) Conference, October 30<sup>th</sup> to November 1<sup>st</sup>, 2025: *Housing at the Heart*. Staff participated in a variety of sessions from *Modernizing Rent and Leases*, *Getting Housing Built*, *Adapting Community Housing to Extreme Heat*, *Unpacking Policy Shifts and Power Moves for a Thriving Sector*, to *Funding the Future, Built to Belong: Innovations in Supportive Housing*. Staff also had the opportunity to participate in a panel discussion with the Mayor of Parry Sound on the panel. The panel discussion was focussed on “*What can we do with \$38 billion? Leveraging strengths for systems change.*” Mayor McGarvey spoke on how rural communities work together to accomplish more.

During the holiday season, Tenant Services organized events in the apartment buildings to bring people together to foster community and connection among tenants. Also, the Tenant Services team distributed toys, winter boots, and goodie bags to families.

The West side family units were included in the EMS toy drive, therefore 13 families benefitted from toys and winter boots donated by the community and distributed by the local EMS team!



We utilized the Sheriff as directed by the Landlord Tenant Board - eviction enforcement office to carry out 1 eviction in a unit that had been abandoned by the previous tenants. This unit is now being prepared for occupancy for a new family from the Centralized Wait List. Additionally, an agreement-to-leave order has been executed in another unit, which is likewise undergoing readiness for new tenancy. In one other case, a stay order was granted regarding an eviction, requiring the Landlord and Tenant Board to halt enforcement actions: allowing tenants an additional opportunity for a hearing scheduled for early January. We anticipate that, following this process, we will be able to recover the unit for allocation to another waiting family.

Tenant Services views the eviction process as a last resort and remains focused on prevention practices such as working with tenants to resolve issues like arrears through a repayment agreement or connecting tenants with the appropriate support. A “stay” can be granted by the Landlord Tenant Board (LTB) if the LTB feels there are extenuating circumstances that should be heard during an additional hearing. It remains a balancing act between eviction and prevention. As acting landlord in Tenant Services, there must be serious consideration made to the reasonable enjoyment of the other tenants, their safety along with the protection of the asset. In 2025 there were only 2 LTB ordered evictions, as many concerns were mediated by the Tenant Services staff.



## Property Maintenance Fourth Quarter Report (Oct—Dec 2025)

With winter approaching, the maintenance team has been working closely with our snow removal contractors to ensure services are meeting expectations across all properties. This includes proactively addressing tenant concerns and conducting daily monitoring of site conditions.

CRWs and FMTs have also been collaborating with our HVAC contractors as we enter the heating season. This work has included preventative maintenance on all systems, as well as entering gas-heated units to assess system performance and overall equipment condition.

Routine inspections have continued as scheduled. In addition, we have begun working more closely with Fire Prevention Officers in each township. This collaboration includes comprehensive inspections of all units and buildings, as well as the completion of required fire drills with full tenant participation. These efforts ensure ongoing compliance with fire codes and reinforce the maintenance teams' preparedness and response procedures in the event of an emergency.

### November 2025

Pest Control		Monthly pest control inspections were completed at 7 buildings. 42 units were inspected. Of the 42 units, 2 units required treatment.
Vacant Units	5	4 one-bedroom, 1- multiple bedrooms (asbestos abatement, and significant repair contributes to longer vacancy times)
Vacant Units - The Meadow View	1	1 market unit
After Hours Calls	18	monitoring station offline, Bell requiring access, heater repairs required, hot water tank replacement required, toilet not flushing, water leak, partial power outage in unit, toilet seat broken
Work Orders	82	Work orders are created for our staff to complete routine maintenance repairs for all DSSAB/LHC Buildings
Purchase Orders	175	Purchase Orders are for services, and materials required outside of the Housing Operations Department scope of work for the LHC properties
Fire Inspections	8	Annual fire inspection completed and continue
Annual Inspections	0	Annual inspections continue across the district
Inspections (other)	71	Housing keeping, Fire Prevention Officer follow up, and preconstruction/postconstruction
Incident Reports	0	

## Capital Projects Fourth Quarter Report (Oct—Dec 2025)

This quarterly report provides an overview of capital project activities undertaken between October and December 2025. The period focused on year-end project closeout, completion of deferred works from earlier in the construction season, and site stabilization ahead of winter conditions. The following sections summarize key areas of activity, accomplishments, and transition items moving into 2026.

### Hazardous Material Remediation and Water Damage Repairs

Throughout the fourth quarter, hazardous material abatement and associated reinstatement work continued across multiple units. Several projects initiated earlier in the year progressed through clearance, reconstruction, and tenant re-occupancy during this period. Additional attic and interior remediation projects advanced where contractor availability and environmental clearance permitted. All completed work followed required inspection and clearance protocols. Remaining remediation projects were stabilized and scheduled for continuation in early 2026.

### Plumbing, HVAC, and Duct Maintenance

Plumbing and mechanical-related capital works progressed through late fall. Backflow prevention installations and water system upgrades were completed where scheduling allowed, with remaining items deferred due to seasonal or coordination constraints. Emergency boiler replacements were completed to address critical system failures and maintain uninterrupted heating and building operations. Duct insulation upgrades at a community facility were completed, improving system efficiency and performance, and several end-of-life HVAC units were replaced to enhance reliability and support long-term asset sustainability. HVAC-related investigations and corrective works were also advanced to support ongoing building performance and prepare for future capital planning. Mechanical systems were monitored closely through the onset of winter conditions.

### Doors, Siding, Painting, and Cosmetic Upgrades

Exterior and interior building envelope improvements advanced during the quarter. Door installations, siding replacements, and select painting projects reached completion prior to winter shutdown. Remaining cosmetic upgrades were secured or deferred appropriately to ensure building protection through winter months. These improvements continue to enhance durability, appearance, and long-term asset performance.

### Generator and Electrical Work

Electrical upgrades progressed steadily through the quarter. Generator-related projects advanced, including final coordination, inspections, and preparatory work for outstanding components. A generator was installed at a daycare facility. Electrical panel upgrades and related life-safety improvements completed earlier in the year remained fully operational. Planning and procurement activities continued for larger electrical projects transitioning into 2026.

## Capital Projects Fourth Quarter Report (Oct—Dec 2025)...continued

### Roofing and Eavestrough Projects

Roofing and eavestrough projects initiated earlier in the construction season were substantially completed by late fall. Final inspections and closeout activities occurred where conditions permitted. Projects impacted by weather or scheduling limitations were appropriately winterized and deferred to the next construction season. Budget considerations for future roofing phases continue to be monitored.

### Structural Repairs, Infrastructure and Foundation Assessments

Structural and foundation-related projects advanced through phased repairs and ongoing monitoring. Smaller repairs reached completion during the quarter, while larger or more complex structural works continued under active management. Environmental and engineering assessments supported informed decision-making for both current construction and future capital prioritization.

### Security Enhancements

Security upgrades implemented earlier in the year remained in place and operational throughout the quarter. Access control systems, rekeying initiatives, and door improvements continue to support tenant safety and building security. No new security risks were identified during this reporting period.

### Consulting and Engineering Contracts

Consultant-led projects remained active through year-end. Engineering reviews, environmental reporting, and construction oversight continued in support of both active projects and upcoming capital planning. Consultant findings are informing scope development, cost forecasting, and sequencing for the 2026 capital program.

### Completion Highlights (October to December 2025)

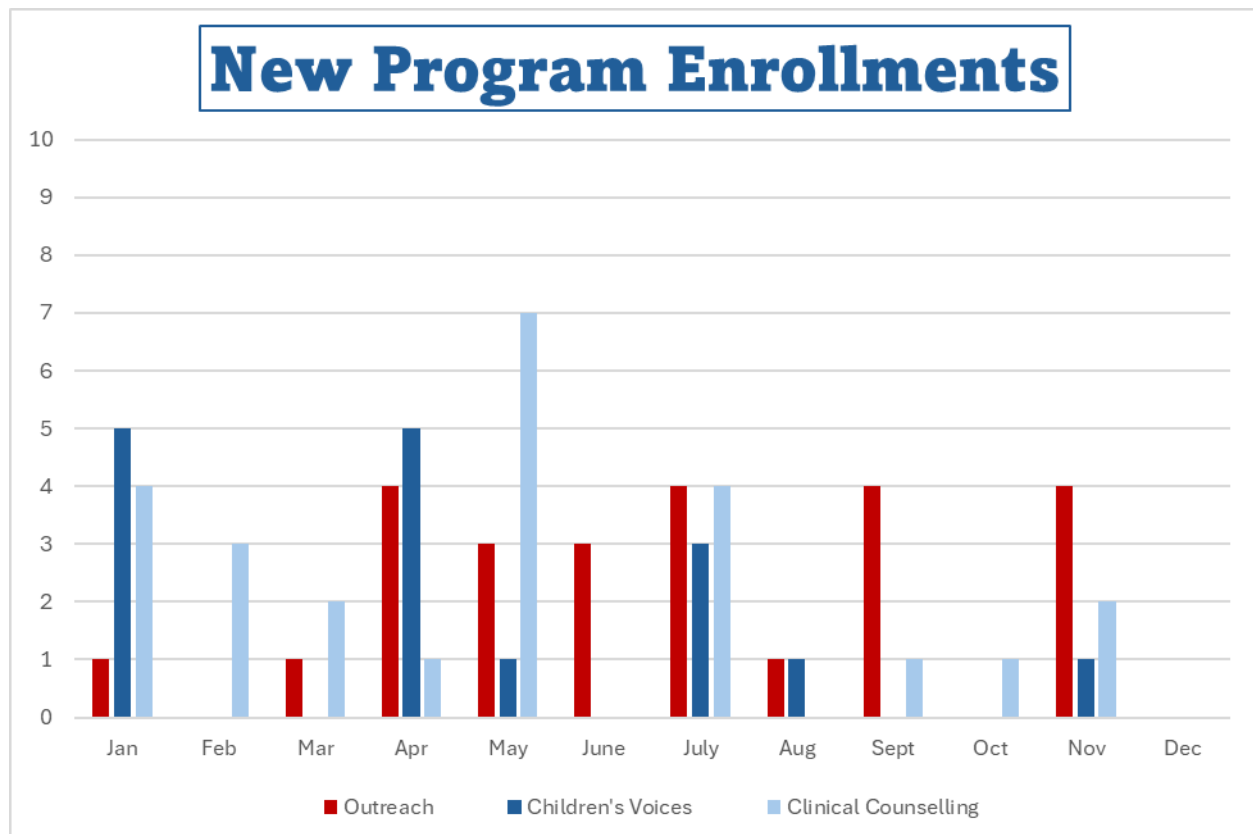
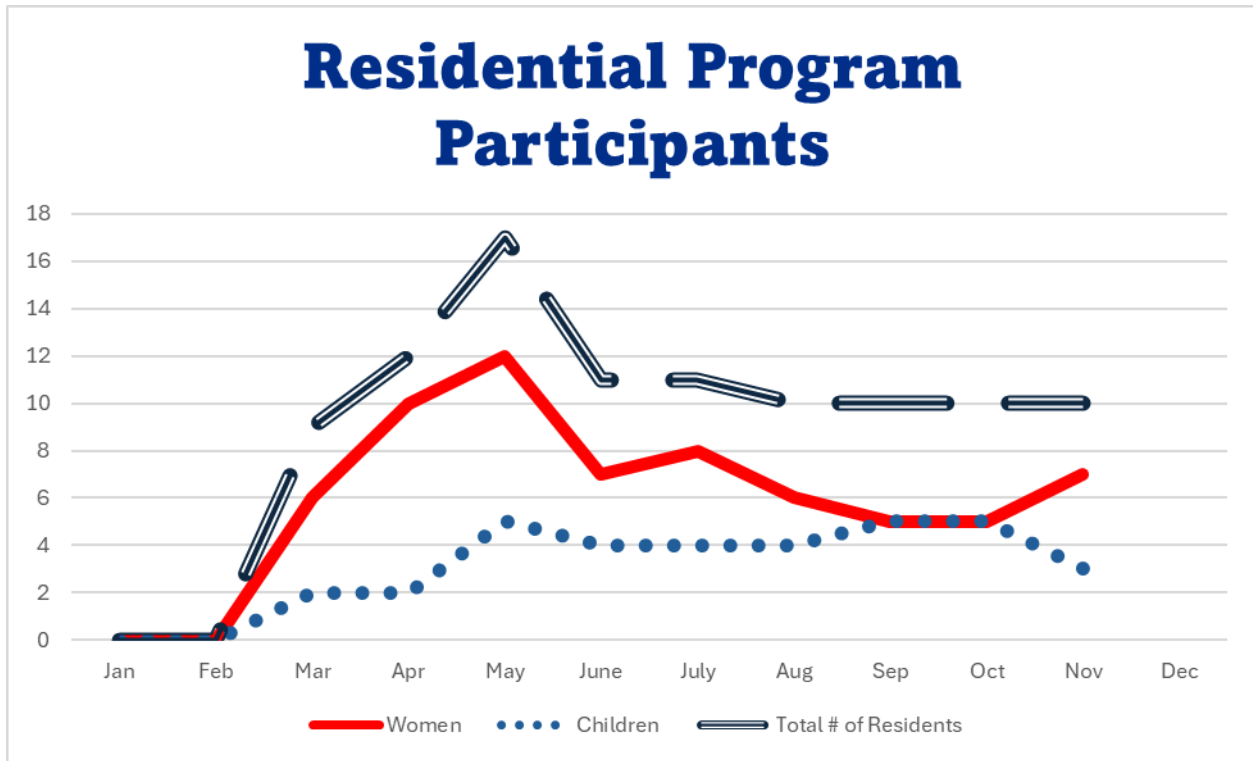
During the fourth quarter, several projects reached completion or substantial completion, including unit remediations, exterior envelope improvements, electrical upgrades, and supporting infrastructure works. These efforts contributed to improved safety, functionality, and asset condition across the portfolio. Projects not finalized by year-end were stabilized and formally transitioned into the 2026 work plan.

Overall, the fourth quarter of 2025 marked a successful close to the construction season, with strong progress achieved across remediation, infrastructure, and building envelope initiatives. Year-end efforts focused on completing priority projects, managing seasonal risks, and preparing remaining works for continuation in 2026. The upcoming quarter will emphasize restarting deferred construction, advancing approved capital projects, and aligning delivery with the 2026 capital budget and planning cycle.



## Esprit Place Family Resource Centre

Update—Nov 2025



## Social Media Stats

<b>Facebook –District of Parry Sound Social Services Administration</b>	<b>JULY 2025</b>	<b>AUG 2025</b>	<b>SEPT 2025</b>	<b>OCT 2025</b>	<b>NOV 2025</b>	<b>DEC 2025</b>
Total Page Followers	749	770	780	786	791	797
Post Reach this Period (# of people who saw post)	11,941	5,904	33,114	18,590	23,572	5332
Post Engagement this Period (# of reactions, comments, shares)	75	37	211	138	178	132

<b>Facebook -Esprit Place Family Resource Centre</b>	<b>JULY 2025</b>	<b>AUG 2025</b>	<b>SEPT 2025</b>	<b>OCT 2025</b>	<b>NOV 2025</b>	<b>DEC 2025</b>
Total Page Followers	225	229	229	229	248	249
Post Reach this Period (# of people who saw post)	815	1,314	424	313	17,684	2136
Post Engagement this Period (# of reactions, comments, shares)	0	27	2	3	189	34

<b>DSSAB LinkedIN Stats</b> <a href="https://bit.ly/2YyFHlE">https://bit.ly/2YyFHlE</a>	<b>JULY 2025</b>	<b>AUG 2025</b>	<b>SEPT 2025</b>	<b>OCT 2025</b>	<b>NOV 2025</b>	<b>DEC 2025</b>
Total Followers	551	558	561	561	579	585
Search Appearances (in last 7 days)	205	132	122	113	170	147
Total Page Views	35	22	26	27	77	23
Post Impressions	660	715	235	1092	2,953	1124
Total Unique Visitors	20	12	14	15	29	16

<b>Instagram - Esprit Place Family Resource Centre</b> <a href="https://www.instagram.com/espritplace/">https://www.instagram.com/espritplace/</a>	<b>JULY 2025</b>	<b>AUG 2025</b>	<b>SEPT 2025</b>	<b>OCT 2025</b>	<b>NOV 2025</b>	<b>DEC 2025</b>
Total Followers	105	107	109	112	115	115
# of accumulated posts	65	66	67	69	81	81



**MEDIA RELEASE  
FOR IMMEDIATE RELEASE**

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## **One Year Later, New Data Confirms Homelessness in Northern Ontario Is Accelerating Faster Than Systems - and Communities - Can Sustain**

***Updated report shows worsening housing pressures, rising costs, and growing economic impacts***

Parry Sound, Ontario – January 13, 2026

The release of [Municipalities Under Pressure: One Year Later](https://www.nosda.net) builds directly on the landmark homelessness report published in January 2025 by NOSDA, the Association of Municipalities of Ontario (AMO), and the Ontario Municipal Social Services Association (OMSSA). The updated findings show that homelessness continues to rise faster than housing supply, prevention, and support systems can respond - with Northern Ontario experiencing the most severe impacts. A link to the report can be found at [www.nosda.net](https://www.nosda.net)

From 2024 to 2025, homelessness in Northern Ontario increased by 37.3 per cent, compared to 7.8 per cent across the province. Since 2021, homelessness in the north has increased by approximately 117.5 per cent, more than double the provincial rate. While Northern Ontario represents five per cent of Ontario's population, it now accounts for nearly ten per cent of all known homelessness in the province.

In just one year, the number of people experiencing homelessness in Northern Ontario rose from 5,930 to 8,142, highlighting the widening gap between need and system capacity.

*"One year after we warned that homelessness would continue to grow without sustained, coordinated action, the data confirms that Northern Ontario is now facing a deepening systems failure - with serious consequences for people, communities, and local economies,"* said Michelle Boileau, Chair of the Northern Ontario Service Deliverers Association (NOSDA).

### **Growing Housing Pressures Are Driving Long-Term Homelessness**

The report confirms that homelessness in Northern Ontario is increasingly shaped by structural housing shortages, not short-term shocks. Limited availability of deeply affordable, supportive, and community housing is restricting exits from homelessness and increasing the number of people remaining unhoused for longer periods.

In 2025, 13,104 households were on community housing waitlists in Northern Ontario, up from 8,467 in 2021 - a more than 50 per cent increase in just four years. These pressures are contributing to longer shelter stays, increased chronic homelessness, and rising system costs across health, emergency, and social services.

*"Here in the District of Parry Sound we have an affordability crisis and are seeing firsthand how quickly homelessness is growing in communities that simply don't have the housing supply or service capacity to keep up,"* said Rick Zanussi, Chair of the District of Parry Sound Social Services Administration Board (DSSAB). *"Our district's rural geography, aging housing stock, and limited rental market make it even harder for people to find and keep stable homes. This data confirms what our frontline workers and*



*community partners have been telling us: without coordinated, housing-led investment, more people will continue to fall through the cracks, and the impacts will be felt across our entire community.”*

The impacts are also deeply inequitable. Indigenous people account for 40.7 per cent of homelessness in Northern Ontario, reflecting long-standing systemic barriers and the need for Indigenous-led, culturally appropriate housing and homelessness solutions developed in partnership with Indigenous communities.

### **Homelessness Is Also an Economic Issue**

Beyond its human toll, homelessness is increasingly undermining community and economic stability across Northern Ontario. Municipalities are absorbing rising costs for emergency shelters, health care, public safety, and encampment responses, while housing shortages make it harder to attract and retain workers, support business growth, and sustain local economic development.

Persistent homelessness reduces labour-market participation, strains municipal budgets, and diverts resources from infrastructure, housing supply, and community-building investments that support long-term economic resilience.

Without changes to current system conditions, the report projects that homelessness in Northern Ontario will continue to rise through 2035 - reaching approximately 16,900 people under steady economic conditions and more than 27,500 people in an economic downturn

### **A Call for Coordinated, Housing-Led Action**

The findings reinforce a key conclusion from last year's report: homelessness is not a temporary crisis, but the result of system-level gaps across housing, income, health, and social services. Managing emergency pressures alone will not reverse the trend.

Addressing homelessness at scale requires a housing-led, prevention-focused, and coordinated approach, with sustained investment in deeply affordable and supportive housing, stronger prevention and housing stability supports, and alignment across all orders of government.

*“If we want to reduce homelessness, strengthen communities, and support economic growth in Northern Ontario, we must move beyond managing crisis conditions and invest in system capacity that delivers long-term housing stability,”* said Michelle Boileau *“The cost of inaction - both human and economic - will only continue to grow.”*

-30-

### **About NOSDA**

The Northern Ontario Service Deliverers Association (NOSDA) represents municipal service managers responsible for housing, homelessness, and social services across Northern Ontario. NOSDA advances evidence-based policy, sustainable funding, and coordinated, housing-led solutions that reflect the unique realities of northern, rural, and remote communities.

**For more information contact [fern.dominelli@nosda.net](mailto:fern.dominelli@nosda.net)**

**FOR IMMEDIATE RELEASE**

January 13, 2026

**Homelessness Crisis Accelerating in Northern Ontario, FONOM Urges Provincial Action on Mental Health and Addictions**

**January 13, 2025 — East Ferris**

The Federation of Northern Ontario Municipalities (FONOM) is raising renewed concern after new provincial data show homelessness is growing fastest—and most severely—in Northern Ontario, outpacing the capacity of local systems and communities to respond.

New figures released today by the Association of Municipalities of Ontario (AMO) show that **more than 85,000 Ontarians experienced homelessness in 2025**, an increase of 8 per cent from the previous year and nearly 50 per cent higher than in 2021. Alarming, homelessness grew by **more than 37 per cent in Northern Ontario in just one year**, compared to 7.8 per cent provincially.

Updated analysis from the Northern Ontario Service Deliverers Association (NOSDA) confirms that Northern Ontario — home to just five per cent of Ontario’s population — now accounts for **nearly ten per cent of all known homelessness in the province**, with the number of people experiencing homelessness rising from **5,930 to 8,142 between 2024 and 2025**.

“This data confirms what Northern communities have been living with every day,” said **Dave Plourde, President of FONOM**. “Homelessness in the north is accelerating faster than our housing supply, health systems, and community supports can keep up with. Municipalities are doing everything they can, but the scale of the crisis now demands decisive leadership and coordinated action from the Province.”

FONOM notes that homelessness in Northern Ontario is increasingly driven by **untreated mental illness and addiction**, particularly substance use disorders involving methamphetamine and opioids. These realities are placing enormous strain on emergency rooms, police services, shelters, and municipal budgets, especially in small, rural, and remote communities with limited service capacity.

“Temporary enforcement measures alone will not solve this crisis,” Plourde added. “Northern municipalities are asking for legislative tools that prioritize safety, health, and dignity, for individuals in crisis and for the broader community.”

**FONOM Reiterates Call for Targeted Legislative Reform**

In light of the worsening data, FONOM is once again calling on the Province of Ontario to work with municipal partners to:

- **Amend the Mental Health Act** to better reflect modern understandings of addiction as a substance use disorder; and

- **Review the Controlled Drugs and Substances Act**, in collaboration with the federal government, to allow for **temporary, health-focused detention — without charge — of individuals found acutely intoxicated by drugs or other substances**, where necessary for their own safety or that of the community.

“This is about compassionate, temporary intervention — not criminalization,” said Plourde. “Frontline police, paramedics, and hospitals are cycling the same individuals through emergency systems with no ability to stabilize them or connect them to care. Northern communities need tools that reflect today’s realities.”

## **Housing Pressures and Economic Impacts Continue to Mount**

NOSDA’s updated report also highlights a sharp rise in housing pressures across Northern Ontario, with **community housing waitlists increasing by more than 50 per cent since 2021**, and Indigenous people now representing **over 40 per cent of those experiencing homelessness in the region**.

Beyond the human cost, homelessness is increasingly undermining local economies, making it harder for northern communities to attract workers, retain businesses, and invest in long-term growth.

“Homelessness is no longer just a social issue; it is an economic and community sustainability issue for Northern Ontario,” Plourde said. “Without sustained, housing-led and prevention-focused investment, the cost of inaction will continue to rise for everyone.”

FONOM supports AMO’s call for long-term provincial and federal investment in deeply affordable and supportive housing, mental health and addictions services, and income supports, and stresses that **municipal property taxes are not a sustainable funding source** for addressing a crisis of this magnitude.

“Northern municipalities are at the breaking point,” Plourde concluded. “We are ready to work with the Province and the federal government on real, practical solutions — but the status quo is no longer acceptable.”

## **About FONOM**

The Federation of Northern Ontario Municipalities represents 110 municipal governments across Northern Ontario. FONOM advocates on behalf of its members to advance policies that support economic development, infrastructure investment, and sustainable communities throughout the region.

## **Media Contact**

Dave Plourde, President,  
Federation of Northern Ontario Municipalities  
705-335-1615 | [fonom.info@gmail.com](mailto:fonom.info@gmail.com)

Ministry of Agriculture,  
Food and Agribusiness

Office of the Minister

77 Grenville Street, 11th Floor  
Toronto, Ontario M7A 1B3  
Tel: 416-326-3074

Ministère de l'Agriculture,  
de l'Alimentation et de l'Agroentreprise

Bureau du ministre

77, rue Grenville, 11<sup>e</sup> étage  
Toronto (Ontario) M7A 1B3  
Tél. : 416 326-3074



January 12, 2026

Nancy Millar  
Clerk Administrator  
Village of Sundridge  
clerk@sundridge.ca

Dear Nancy Millar:

I am pleased to announce that the 2026 Agricultural Impact Assessment (AIA) Guidance Document is now available on Ontario.ca as [Publication 861: Agricultural Impact Assessment \(AIA\) Guidance Document](#) and the [Environmental Registry of Ontario](#). This updated guidance reflects stakeholder input and recent provincial policy changes, and is intended to support municipalities, consultants and interested parties in meeting the agriculture impact assessment requirements of the Provincial Planning Statement, 2024.

Agricultural impact assessments are an important tool for identifying and addressing the potential impacts of non-agricultural development on the agricultural system, promoting compatibility between agricultural and non-agricultural land uses, and supporting thoughtful land use planning and the long-term viability of Ontario's agricultural sector.

Ontario farms contribute significantly to local economies while supporting access to high-quality food both domestically and globally. The agri-food sector employs over 836,000 people and contributed \$48.8 billion to our provincial economy. Our government is committed to supporting the growth of the agriculture and food industry, which is why we released [Grow Ontario: a provincial agri-food strategy](#) to strengthen the agri-food sector, support economic growth, and ensure an efficient, reliable and responsive food supply for Ontarians.

I want to take this opportunity to thank you for your ongoing commitment to supporting the long-term viability of agriculture alongside planning for growth in Ontario. Should you have any questions about the Agricultural Impact Assessment guidance, please contact OMAFA staff at: [www.ontario.ca/page/agricultural-land-use-planning-staff](http://www.ontario.ca/page/agricultural-land-use-planning-staff).

Sincerely,

Trevor Jones  
Minister of Agriculture, Food and Agribusiness



Good things grow in Ontario  
À bonne terre, bons produits

Ministry Headquarters: 1 Stone Road West, Guelph, Ontario N1G 4Y2  
Bureau principal du ministère: 1, rue Stone ouest, Guelph (Ontario) N1G 4Y2



Le 12 janvier 2026

Bonjour,

J'ai le plaisir d'annoncer que le Document d'orientation sur l'évaluation des répercussions sur l'agriculture (ERA) est désormais accessible sur [Ontario.ca](https://ontario.ca) et [le Registre environnemental de l'Ontario](#). Ce document d'orientation actualisé reflète les observations des intervenants ainsi que les changements intervenus récemment dans la politique provinciale. Il vise à appuyer les municipalités, les experts-conseils et les parties intéressées à respecter les exigences d'évaluation des répercussions sur l'agriculture de la Déclaration provinciale sur la planification, 2024.

Les évaluations des répercussions sur l'agriculture sont un outil important pour circonscrire et régler les potentielles répercussions d'un aménagement non agricole sur le système agricole, promouvant la compatibilité entre les utilisations des terres à des fins agricoles et non agricoles, et favorisant la planification réfléchie du territoire et la viabilité à long terme du secteur agricole ontarien.

Les exploitations agricoles de l'Ontario contribuent de façon importante aux économies locales tout en favorisant l'accès à des aliments de qualité supérieure tant à l'échelle nationale qu'à l'échelle mondiale. Le secteur agroalimentaire emploie plus de 836 000 personnes et a contribué à hauteur de 48,8 milliards de dollars à notre économie provinciale. Notre gouvernement est déterminé à soutenir la croissance de l'industrie agricole et alimentaire, raison pour laquelle nous avons publié la [stratégie Cultiver l'Ontario : une stratégie provinciale pour le secteur agroalimentaire](#), afin de renforcer le secteur agroalimentaire, de favoriser la croissance économique et de garantir un approvisionnement alimentaire efficace, fiable et réactif pour la population ontarienne.

Je tiens à profiter de cette occasion pour vous remercier de votre engagement continu à soutenir la viabilité à long terme de l'agriculture parallèlement à la planification de la croissance en Ontario. Si vous avez des questions concernant le Document d'orientation sur l'évaluation des répercussions sur l'agriculture, je vous invite à communiquer avec le personnel du MAAAO : <https://www.ontario.ca/fr/page/personnel-de-lunite-de-la-planification-de-lutilisation-des-terres-agricoles>.

Je vous prie d'agréer nos salutations distinguées.

Le ministre de l'Agriculture, de l'Alimentation et de l'Agroentreprise,



Trevor Jones

**Did you know about the Farmers' Wellness Initiative?**

- Your mental health is important! If you're a farmer or a member of a farm family and in need of mental health support, please call 1-866-267-6255 and arrange to speak with a professional today.
- For additional resources visit: <https://farmerwellnessinitiative.ca/>.





## TOWN OF WASAGA BEACH

30 Lewis Street, Wasaga Beach  
Ontario, Canada L9Z 1A1  
Tel (705) 429-3844  
[mayor@wasagabeach.com](mailto:mayor@wasagabeach.com)

### OFFICE OF THE MAYOR

January 20, 2026

Honourable Mark Carney  
80 Wellington St  
Ottawa, ON, K1A 0A2

#### **BY EMAIL ONLY**

Dear Honourable Mark Carney,

#### **RE: Letter of Support from the Town of Wasaga Beach – City of Brantford Correspondence Re: Support for Reform to Sentencing, Parole, and Public Access to the Ontario Sex Offender Registry**

Please be advised that the Council of the Town of Wasaga Beach, during their January 15, 2026, Council meeting, and at the request of the City of Brantford, passed the following resolution regarding Support for Reform to Sentencing, Parole, and Public Access to the Ontario Sex Offender Registry.

Whereas recent violent crimes have highlighted gaps in Canada's sentencing, parole, and offender-management systems for violent sexual offenders; and

Whereas the City of Brantford and several Niagara municipalities have called for reforms to strengthen sentencing, parole, accountability measures, and requested amendments to Christopher's Law (Sexual Offender Registry), 2000 to allow public access to the Ontario Sex Offender Registry;

Now therefore be it resolved that the Council of the Town of Wasaga Beach supports the calls for reform to sentencing and parole provisions for violent sexual offenders and supports amendments to Christopher's Law to permit public access to the Ontario Sex Offender Registry, subject to appropriate privacy and public safety safeguards; and

Be it further resolved that a copy of this resolution be forwarded to the Prime Minister of Canada, the Premier of Ontario, relevant federal and provincial ministers, local Members of Parliament and Provincial Parliament, AMO, and FCM.

Your favorable consideration of this matter is appreciated.

Should you have any questions, please contact me at [mayor@wasagabeach.com](mailto:mayor@wasagabeach.com) or (705) 429-3844 ext. 2225.

Sincerely,

Brian Smith  
Mayor, Town of Wasaga Beach



## TOWN OF WASAGA BEACH

30 Lewis Street, Wasaga Beach  
Ontario, Canada L9Z 1A1  
Tel (705) 429-3844  
mayor@wasagabeach.com

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## OFFICE OF THE MAYOR

/mps

cc: The Honourable Sean Fraser, Minister of Justice and Attorney General of Canada; - [Sean.Fraser@parl.gc.ca](mailto:Sean.Fraser@parl.gc.ca)  
The Honourable Gary Anandasangaree, Minister of Safety [Gary.Anand@parl.gc.ca](mailto:Gary.Anand@parl.gc.ca)  
The Honourable Doug Ford, Premier of Ontario; - [premier@ontario.ca](mailto:premier@ontario.ca)  
The Honourable Doug Downey, Attorney General of Ontario; - [Doug.Downey@ontario.ca](mailto:Doug.Downey@ontario.ca)  
The Honourable Michael S. Kerzner, Solicitor General of Ontario [michael.kerzner@pc.ola.org](mailto:michael.kerzner@pc.ola.org)  
Member of Parliament for Brantford-Brant, Larry Brock; - [larry.brock@parl.gc.ca](mailto:larry.brock@parl.gc.ca)  
Member of Provincial Parliament for Brantford-Brant, Will Bouma; - [will.bouma@pc.ola.org](mailto:will.bouma@pc.ola.org)  
The Association of the Municipalities of Ontario (AMO) [amo@amo.on.ca](mailto:amo@amo.on.ca)  
The Federation of Canadian Municipalities (FCM) [FCMInfo@fcm.ca](mailto:FCMInfo@fcm.ca)  
All Ontario Municipalities for their information and support

**From:** Access Centre <accesscentre@ontariohealth.ca>  
**Sent:** January 12, 2026 1:34 PM  
**To:** Nancy Millar  
**Subject:** Good News for Internationally Trained Physicians in Ontario

To view this email as a web page, go [here](#).



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## **Good News for Internationally Trained Physicians in Ontario**

Ontario Immigrant Nominee Program (OINP) announced changes to the requirements for physicians who are foreign nationals seeking permanent residence through their provincial nominee program.

In addition to the existing independent and academic licenses, a new provisional licence has been added to the list of credentials eligible for OINP's *Employer Job Offer: Foreign Worker* stream for applicants without a job offer. Under this new provision, a physician who is a foreign national and previously held a "restricted" licence will be eligible to apply for permanent residence.

### **Provisional licence**

The new provisional class of registration was introduced by the College of Physicians and Surgeons of Ontario (CPSO) and took effect on January 1<sup>st</sup>, 2026. This new class captures physicians whose certificates of registration had limitations related solely to registration pathways, including scope of practice limitations or limitations requiring supervised practice during the completion of outstanding certification requirements.

All individuals holding a restricted certificate of registration with no terms, conditions, or limitations relating to either practice concerns or disciplinary actions were automatically transferred into the new provisional class as of January 1<sup>st</sup>, 2026. For eligible physicians, no action was required to transition into a provisional license.

### **Immigration implications**

On January 5<sup>th</sup>, 2026, OINP announced that CPSO's new provisional license holders are now eligible to apply for permanent residence through the *Employer Job Offer: Foreign Worker* stream without a job offer. This change impacts physicians who were previously prevented from applying to the program if they held a "restricted" license, although eligibility to receive payment from publicly funded health services remains a requirement.

To apply, eligible physicians who are foreign nationals must contact the OINP directly to obtain instructions on how to submit their information to the program. [Submitting](#)

information to the OINP is NOT an application for permanent residence, but an indication of interest. Candidates must wait for OINP's invitation to apply (ITA), at which point they are able to submit their permanent residence application. It is at this stage that the permanent residency application process officially starts.

For more information,

**OINP Announcement:** [2026 Ontario Immigrant Nominee Program Updates | ontario.ca](#)

**CPSO Update:** [CPSO to Launch New Provisional Class for Physicians | Dialogue - CPSO's Publication for Ontario Doctors.](#)

If you have any questions, please reach out to the OINP directly, or contact OH's Immigration Advisor, Sally Sak, at [sally.sak@ontariohealth.ca](mailto:sally.sak@ontariohealth.ca)

Enjoy your day!

**Ontario Health, IEHP Integration Team**



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January 2026

Dear Mayor and Councillors,

Every January, Crime Stoppers Month is recognized worldwide for its vital role in community safety. This year's theme, "Safe Streets, Strong Communities.... Together We Can Stop Crime!" David Forster, President of Canadian Crime Stoppers Association states, *"Crime Stoppers assists in building safe neighborhoods by fostering collaboration between the public, law enforcement, and local organizations, empowering every member in our communities to play an active role in preventing and reporting crime. Criminal activity takes many forms, Illicit Goods, Extortion and Sexploitation, Illegal Drug Production and Trafficking, Cybercrime, Vehicle Thefts, Human Trafficking, Wildlife Crimes, and Property Crimes are only a few. Working together we can stop crime."*

Serving the Districts of Nipissing and Parry Sound as a registered Canadian charitable program, Near North Crime Stoppers enhances safety through anonymous tips. We ask for your help amplifying awareness by sharing our messaging in newsletters, on social media, and on community electronic boards using the attached digital images. We invite you to visit our Facebook page and Instagram to view our 2025 statistics.

In 2026, NNCS is extending the campaign to offer a guaranteed \$2,000 reward for tips leading to arrests involving Fentanyl or firearms in drug-related offences. This initiative reflects our commitment to addressing critical safety concerns and is posted publicly across our virtual platforms.

Please feel free to contact us for more information, to arrange a presentation, or to request promotional items and road signs. Thank you for your continued support in making our region a safer place.

Sincerely,

Brandon Fenton  
Chair

Mark Allen  
Director for East Parry Sound Region  
[markallen5642@gmail.com](mailto:markallen5642@gmail.com)  
705-294-1222



# ANNUAL REPORT



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## Introduction

The Almaguin Community Economic Development (ACED) department is pleased to present the 2025 ACED Annual Report for the review and consideration of ACED's members, municipal partners, and regional stakeholders. ACED remains a regionally inclusive economic development services organization, committed to supporting the long-term economic and social prosperity of the Almaguin region. Our work continues to focus on taking strategic action while stewarding strong, collaborative relationships between municipalities, businesses, community organizations, and economic development partners.

Economic development is a broad and evolving matter, shaped by local context, community priorities, and changing economic conditions. ACED recognizes that its definition and application can vary across the region. For this reason, ACED's work in 2025 was guided by evidence-based research, established strategic frameworks, and ongoing input from member municipalities and partners. This approach ensures that initiatives reflect shared priorities and deliver meaningful value at both the regional and local levels.

Each year, ACED staff develop a work plan that outlines key focus areas, performance targets, and strategic rationale for the year ahead. This work plan serves as a foundation for accountability and progress, while allowing flexibility to respond to emerging opportunities and challenges. Throughout 2025, the ACED Board continued to play an active role in guiding this work through regular meetings, discussion periods, and collaborative decision-making.

The 2025 Annual Report highlights the outcomes of this collective effort. It reflects a year of continued service delivery, regional collaboration, and intentional groundwork to support future growth, investment, and community resilience across Almaguin.

## Exiting Director's note

I am writing this final Director's note with a mix of emotions as I reflect not only on the 2025 year, but my history with ACED and BACED over the last thirteen years. The first of which is a profound sense of gratitude for having been afforded the opportunity to work with so many diverse, progressive, and committed community builders throughout my time in my various roles. The second emotion I find myself feeling is a sense of excitement for what the future will bring under a new agreement and new leadership. While it is true that the journey we have walked to date has been full of twists, turns, success, and learning opportunities, I remain steadfast and bold in my confidence that all of Almaguin benefits through enhanced collaboration made possible by strong, productive relationships. 2025 was an opportunity for ACED to reflect on the organization and rethink many facets of how services are delivered, how we ensure equity and equality, and how we ensure that our partners priorities are both reflected and embraced in the work that we do. It has been encouraging to see the ACED Board discuss and deliberate strategies for ensuring the growth and sustainability of ACED. To me, this is a



reflection of a strong common will among communities and individuals who have demonstrated their immense passion for and investment in driving positive economic growth time and time again. It is with that kind of support that mountains get moved. I am confident that with our continued collaborative efforts ACED and its regional impact will continue to grow.

### New Directors Note

As I step into the role of Director at the beginning of 2026, this Annual Report offers a chance to reflect on the work completed in 2025 from my perspective as Economic Development Officer. It was a year defined by steady progress, strong collaboration, and meaningful on-the-ground support for businesses, municipalities, and partners across the region. Much of this work focused on maintaining core services, advancing long-standing regional initiatives, and strengthening relationships that are foundational to economic development success. I am grateful for the leadership and direction provided throughout 2025, and for the trust placed in me to support this work during a period of transition. Looking ahead, 2026 represents both continuity and opportunity. As Director, my focus will be on building upon the strong foundation already in place, ensuring ACED remains responsive to community needs, and advancing strategic initiatives that position the region for long-term resilience, growth, and shared success.

### Guiding Direction

ACED develops their annual plans and initiatives under the direction of the following guiding documents which have been created through comprehensive consultation and using a wealth of data and evidence-based research. These plans are listed below for reference:

[The 2018 RED Plan](#)

[The 2020 Ag Strategy](#)

[The 2021 Brand Strategy](#)

[The 2016 BR&E Report](#)

### Collaborative Foundation

Developing and stewarding strong relationships with economic development stakeholders across the region is a core function of the ACED department. These partnerships strengthen initiatives through shared resources, expertise, and networks, delivering direct benefits to local businesses and communities. They also help reduce costs and improve overall efficiency, with collaboration continuing to serve as a cornerstone of regional economic development success.

2025 project partners include (in no particular order):

Almaguin's Municipalities  
Almaguin Highlands Chamber  
FedNor  
O.M.N.D.  
O.M.A.F.R.A.  
NECO Community Futures

Almaguin Brand Ambassadors  
The Business Centre NPS  
Explorers' Edge / RTO 12  
Explore South River  
Women's Own Resource Centre  
The Labour Market Group

Discovery Routes Trails Org.  
I.I.O.N  
N.O.H.F.C.  
Almaguin Highlands Secondary School  
A.H. Health Council

## Regional Results Report

### Key Performance Indicators

Work Plan Item   KPI Description	2023 Result	2024 Result	2025 Result	Notes
<b>1.0 - Business Support</b>				
<b>A. Core Business Support</b>				
Businesses Supported (Unique)	51	61	46	
Total Interactions	85		58	
Jobs Created	24	13	10	Note 1
Jobs Retained	15	15	12	
Program Referrals	32		36	
<b>B. Business Support Events</b>				
Events Hosted/Supported	6	5	7	
Business Attendees	120	200	190	
<b>C. AHCC Partnerships</b>				
Membership Increase	20%	7%	0%	Note 2
<b>2.0 Community Development</b>				
<b>A. Organization Support</b>				
Organizations Supported	1	3	4	
<b>B. Regional Recreation Support</b>				
Programs / Facilities Supported	4	10	3	
Applications Supported	3	5	1	
<b>3.0 Economic Capacity Building</b>				
<b>A. Long term housing</b>				
Recommendations Made	N/A	12	N/A	Note 3
<b>B. Transportation Development</b>				
Initiatives Supported	2	2	3	
Marketing Initiatives				
<b>C. A.H.S.S. Student Engagement</b>				
Initiatives created / launched	2	3	3	Note 4

Work Plan Item   KPI Description	2023 Result	2024 Result	2025 Result	Notes
<b>4.0 Marketing &amp; Promotion</b>				
<b>A. Brand Strategy Implementation</b>				
Brand Ambassadors Onboarded	41	20	14	
Brand Ambassadors Retained	41	41	60	

Brand ambassador training sessions	1	1	3	
Marketing Partnership Projects	8	NA	1	
Key Brand Assets Created	16	3	0	
Marketing campaign activities (original content)	31	47	192	Note 5
<b>B. Tourism Promotion</b>				
Partnerships Developed/engaged	5		2	
Projects/content marketed	12	19	11	
Business Interactions for Summer Star Party	N/A	N/A	60	
<b>C. Shop in Almaguin Campaigns</b>				
Campaigns Launched	2	2	2	
Business Promoted	81	60	87	
<b>5.0 Special Events &amp; Projects</b>				
<b>B. Red Gala</b>				
Total Attendees	120	120	67	Note 6

#### Notes:

**Note 1:** Job creation and retention statistics reflect data collected locally and data provided by supportive agencies that serve the region. This information is intended as a high level-view of known activity rather than a statement of ACED's contributions to individual businesses. ACED does not directly fund businesses; however, it is assumed that through information sharing and direct referrals that ACED plays a supportive role that supports job creation.

**Note 2:** AHCC experienced both membership growth and attrition during the reporting period. They were left with the same total amount of members from 2024 at the end of the year, accounting for the gains and losses. ACED is not directly responsible for membership increases for the AHCC; rather, through the cooperative relationship with the AHCC, ACED supports events and initiatives both in partnership with, and that benefit, AHCC members. The creation of a staff position for the AHCC has enabled increased

focus on attracting new members, retaining members, and monitoring membership activity.

**Note 3:** The Long-Term Housing Strategy Recommendations were completed in 2024. Quarterly meetings take place to discuss progress and provide updates, but no new recommendations were made in 2025.

**Note 4:** In 2025, 3 initiatives were completed – The Life Skills Workshop, The Longitudinal Study, and The Summer Company Presentations with the Business Centre. Due to scheduling conflicts, The Career Accelerator Event did not take place.

**Note 5:** Explore Almaguin saw a huge uptick in original content being developed daily for Instagram, Facebook and content articles on Explore Almaguin due to the new CMO who was very motivated to create and develop new content.

**Note 6:** Due to weather and timing of the event, we saw a lower attendance for the RED Gala than in previous years. The December event date was selected based on the Keynote speakers' availability.

## 2025 RESULTS HIGHLIGHTS

2025 Highlights Infographic (See below)

### Attachments

Appendix 1 – 2025 AHSS Student Engagement Report

Appendix 2 – Wrap Up Almaguin Shop Local Results

# REGIONAL RESULTS HIGHLIGHTS 2025

The following infographics highlight key accomplishments of the Almaguin Community Economic Development (ACED) department.

## CORE ACTIVITIES



Total Support Interactions



Total Unique Business Clients



Expansions Supported by Staff



Start Ups Supported



Referrals to Agencies



Private Investments\*



Jobs Created\*



Jobs Maintained\*

## 2025 PROGRAMS

### ALMAGUIN SUMMER STAR PARTY



Tickets Sold



Businesses Promoted



Partnership Dollars Accessed



Locations Featured



ACED Contribution



Targeted Content Created

### AHSS ENGAGEMENT

In-Class Presentations



Youth Outmigration Surveys Completed



Student who Completed the Summer Company Program



ACED Contribution

Life Skills Workshop



Workshop Sessions



Student Participants



Support Personnel

### CHAMBER SUPPORTS AND PARTNERSHIPS



Events Hosted or Supported



Total Participants



Partnership Funds Invested

### PUBLIC & COMMUNITY GRANTS

\$ 711K

- Community Economic Development Grants from NECO
- 3 NOHFC Internships Community Infrastructure Funding

### SUPPORTS FROM THE BUSINESS CENTRE



Consultations with Almaguin Entrepreneurs



Between 3 Summer Company Students in Almaguin



Total Business Centre Clients from Almaguin

= 13%

Of Total Client List

### SUPPORT ORGANIZATIONS



Review Boards that ACED sits on

NECO - 5

IION/ SFEP - 6

RNIP - 4

Almaguin Applications Approved

### MUNICIPAL SUPPORT



Municipal In-Office Days



Individual Municipal Projects Supported

\*Figures represent 2025 actual and projected data shared from partner support agencies pertaining to Almaguin business projects. ACED refers business clients to these organizations based on their needs and eligibility.

# REGIONAL RESULTS HIGHLIGHTS 2025

The following infographics highlight key accomplishments of the Almaguin Community Economic Development (ACED) department.

[EXPLOREALMAGUIN.CA](https://explorealmaguin.ca)

## 2025 SHOP LOCAL CAMPAIGNS

### Summer Shop Local (July 2- July 31)



23727  
Views



407  
Engagement



2 Separate Social  
Media Campaigns



\$400 ACED Contribution

### Wrap Up Almaguin Campaign (November 24- December 14, 2025)



37  
Businesses Directly  
Supported



3,234  
Ballots Submitted



\$500 ACED Contribution

## SOCIAL MEDIA STATISTICS

### ACED Facebook



1851  
FB Likes  
3% growth since 2024



45  
Number of  
Original  
Posts



7,015  
Total Views

### Almaguin Tourism Facebook



2929  
FB Likes  
7% growth since 2024



135  
Number of  
Original  
Posts



445,008  
Total Views

### Explore Almaguin Instagram



1,071  
IG Likes  
37% growth since 2024



96  
Number of  
Original  
Posts



168,154  
Total Views



166  
Events Promoted on  
the Website



20  
Articles Written



3  
New Pages Created  
on the Website



77  
Business Directory  
listings enhanced



16  
Tourism Pieces of  
Content Developed



2 Brand Event Hosted

15 Tourism Assets Created

3 Co-Creation Labs Hosted  
with Explorers' Edge

74 Brand Ambassadors  
Registered

Draft

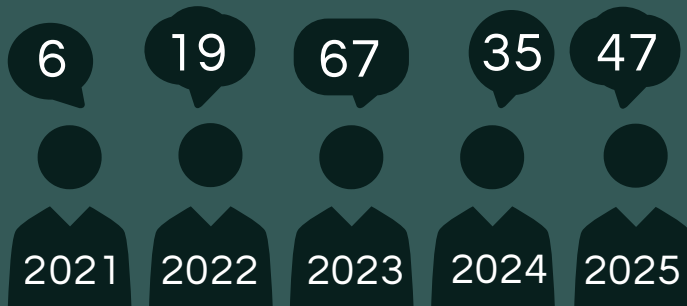
# AHSS Student Engagement Report 2025



# LONGITUDINAL SURVEY RESULTS

March-June 2024

## Number of Completed Surveys



## Length of Time Residing in Almaguin

(Average/Median)



30% of Students in 2025 have moved to the area within the past 5 years.

## How Would You Rate Your Experience Living in Almaguin?

Comments included that they find the communities friendly and the area beautiful, but it also feels isolated with limited opportunities.



0- Very Dissatisfied 1- Dissatisfied 14- Neutral 22- Satisfied 10- Very Satisfied

## Top 5 Activities Enjoyed in the Region



**Spending Time at the Lake**  
75%



**Spending Time with Family and Friends**  
75%



**Events, Festivals and Fairs**  
40%



**Winter Activities**  
49%



**Fishing**  
53%



# LONGITUDINAL SURVEY RESULTS

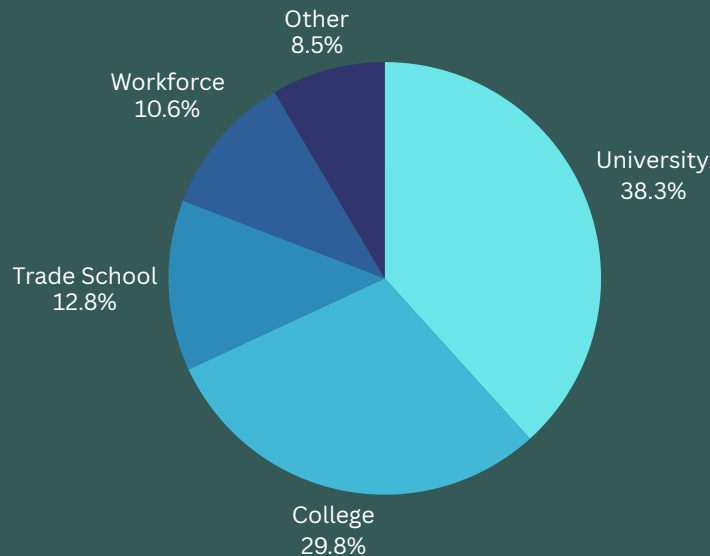
## Top 6 Fields Being Pursued by Students After Graduation

Construction/Trades	15%
Medical/Health Services	11%
Arts & Entertainment	11%
Education or Government	8%
Professional Services - i.e. lawyer, accountant, etc.	8%
Personal Services -i.e. hairstylist, esthetician, massage therapy, etc.	6%



2025 saw a larger variety in career paths, including by-law, media studies, fire fighting, truck driving, and a increase in students interested in the Trades.

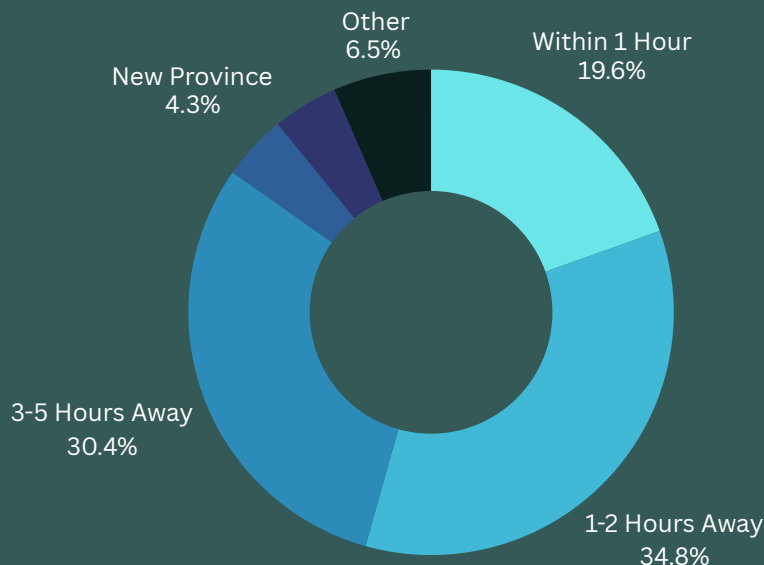
## Post Secondary Plans



Both 2024 and 2025 saw a majority of students choosing University. 2025 saw almost 13% of students choosing to pursue Trade School, compared to 0% in 2024. The 'Other' response was mostly students choosing to take a gap year, with 1 student pursuing the military.

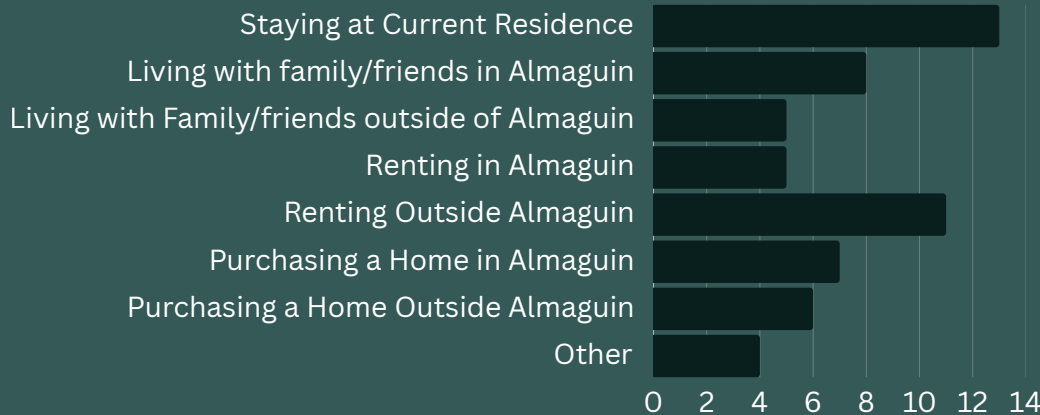
## Commute for Post Secondary Education

Similar to past results, majority of students chose a post-secondary institution within Ontario a few hours away.

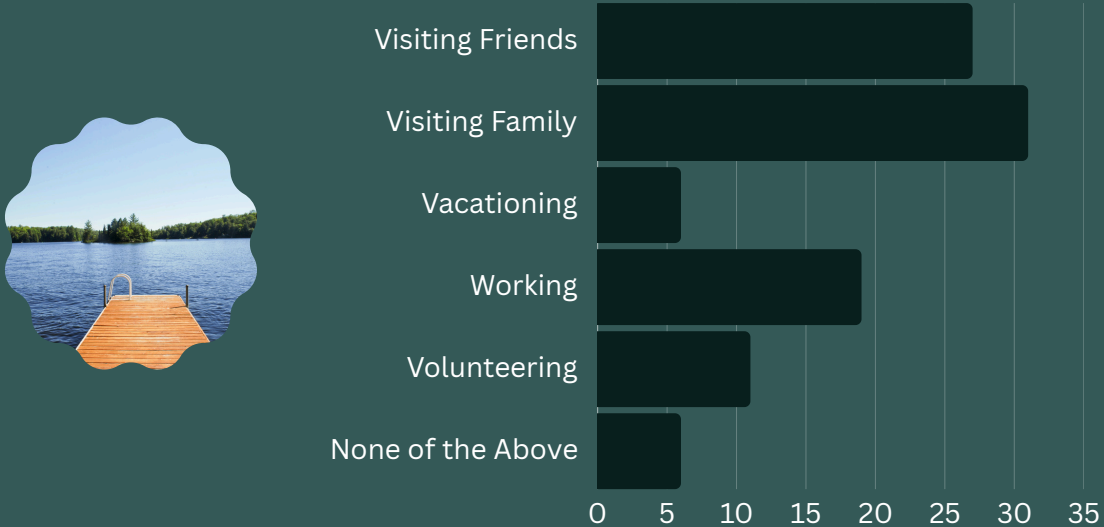


# LONGITUDINAL SURVEY RESULTS

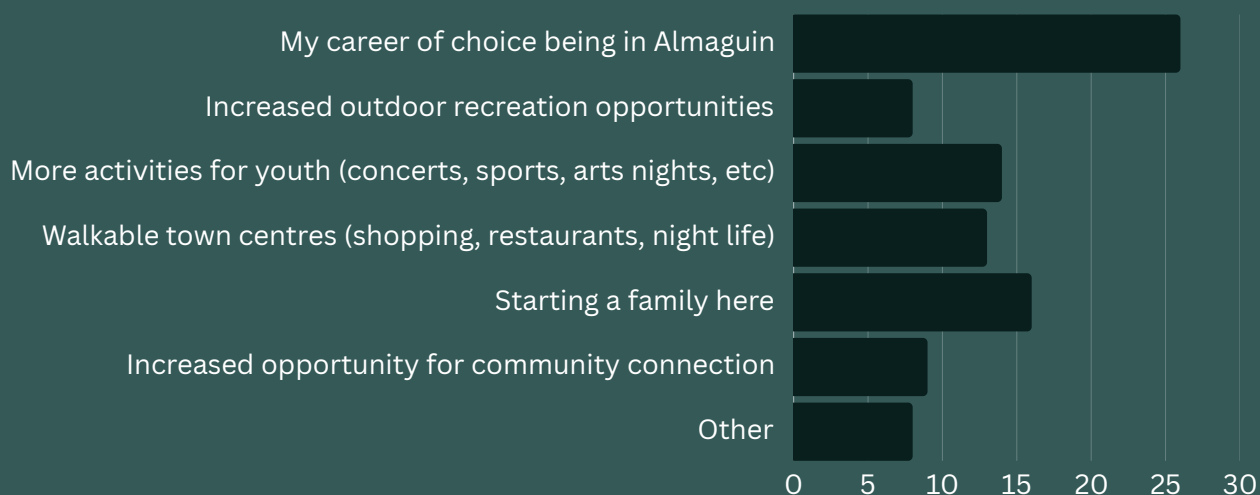
## Planned Living Arrangements After Graduation



## How Do You Plan on Staying Connected with the Region?

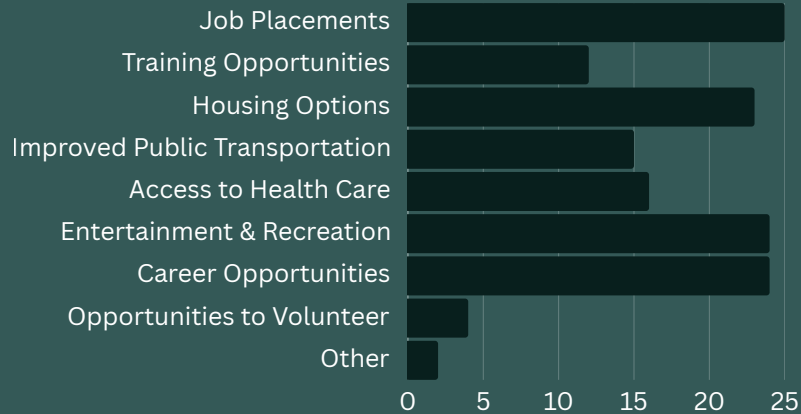


## What Would Encourage You to Stay In the Region?



# LONGITUDINAL SURVEY RESULTS

## What Type of Support Would You Like to See From The Community?



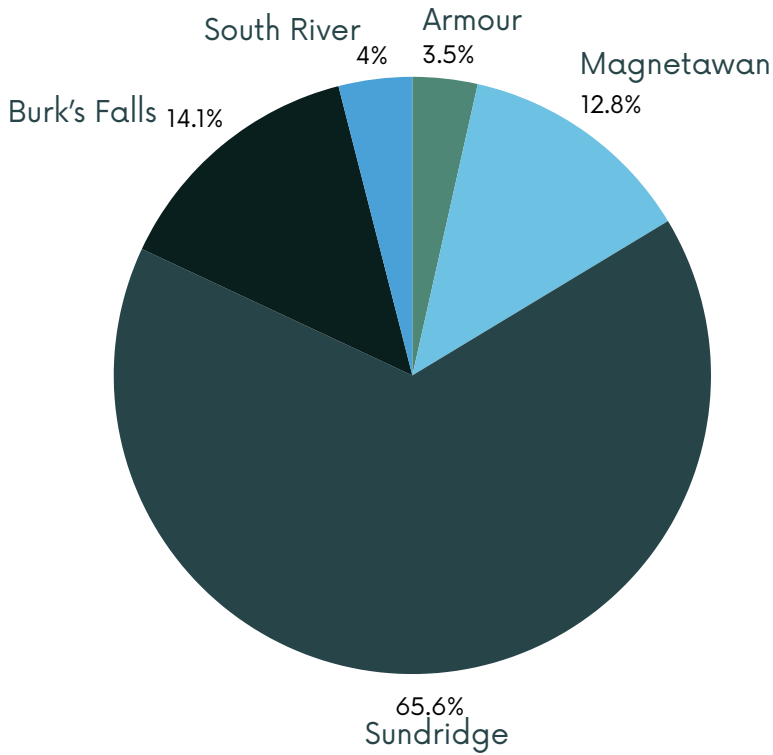
## Observations from the Survey

1. There is a significant number of students who have moved to the area within the last 5 years.
2. Most students enjoy living in Almaguin, and those who don't find that there is a lack of activities and minimal job opportunities for youth in the community.
3. 2025 saw an increase in students interested in pursuing construction/trades, and a greater variety of potential career paths.
4. Most students stated they would stay in Almaguin if their career of choice was available. There also seems to be an increase in young people wanting to buy houses or start families here, and some students feel like Almaguin is a good area for both.
5. Areas for ACED and Municipalities to focus on:
  - Helping students find jobs in the area
  - Attracting job positions in the medical and health fields to Almaguin
  - Encouraging student placements with construction/trades companies
  - Developing recreation or events targeted towards young adults
  - Looking into both increased transportation and housing options for students/recent graduates
  - Life skills workshops to help create financially responsible young people capable of home ownership in the near future.



The following infographics highlight some of the key findings from the Christmas Shop Local Campaign.

## Participation in Each Town



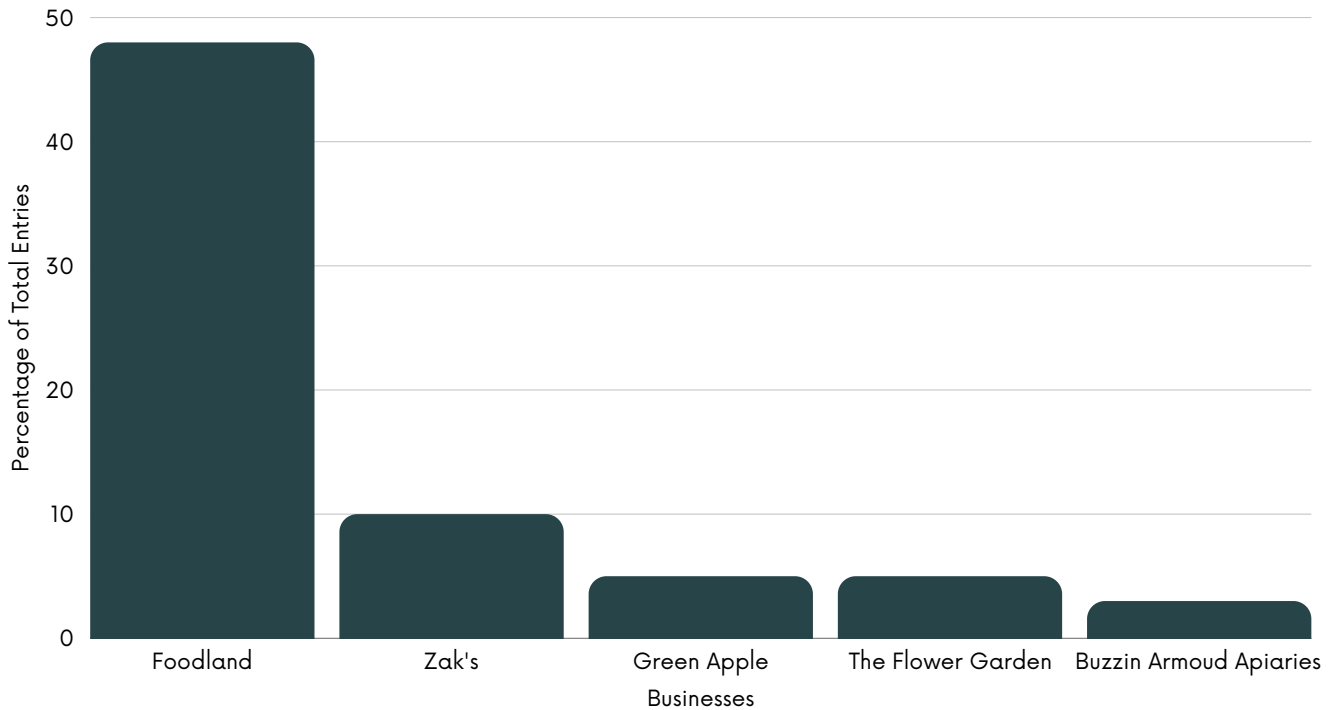
## Total Entries



## New Emails for Newsletter



## Top 5 Businesses Who participated



## **Staff Report: ACED Non-Member Municipal Service Buy-In Packages**

### **Purpose**

The purpose of this report is to present a proposed fee schedule and service buy-in structure for non-member municipalities wishing to access specific Almaguin Community Economic Development (ACED) services. This modular model allows municipalities to select individual service packages based on local needs without entering the full shared-services levy model.

### **Background**

ACED currently provides economic development, business support, tourism marketing, community development, and strategic planning services to its member municipalities under a shared-services agreement. ACED was formed to provide these services throughout the Almaguin Highlands region (primarily in the East Parry Sound District, although some interest in various services has been shown in neighboring regions' communities). At the outset, the goal was to establish partnerships and investment from all municipalities; however, ACED was formed with 10 initial partners as well as generous support from the FedNor CIINO program.

From 2019 to 2023 ACED provided services to all communities under the pretense that the majority of economic activity in the region has the potential to benefit multiple communities. Ex: a manufacturer in one village may, through paid wages, support the local economy in a neighbouring community. Additionally, FedNor's financial contribution along with municipal contributions ensured that ACED was sufficiently resourced. Throughout the initial years, the ACED Board continued to encourage non-member municipalities to consider membership. The Board introduced various fees for service for non-member municipalities as well as businesses within non-member municipalities. These fees for service have generated some incremental income for ACED as well as provided some non-members with opportunities to engage in programs and services of interest, such as shop local campaigns and other marketing efforts.

The packages and fee modifications proposed in this document are intended to provide a more 'solution based' approach to procuring services versus the former 'a la carte' fees for service structure.

### **Managing Expectations**

The fees identified in this report are based on projected time requirements, inbound calls, historical support requests, and average annual workload patterns. These fees represent the cost to secure access to ACED services, not a guaranteed minimum number of hours. Municipalities may use more or fewer hours than estimated depending on the nature and frequency of support requests. ACED will make reasonable efforts to respond to all requests; however, utilization levels vary significantly between municipalities and are not uniform. Additional charges, such as mileage or other travel costs, will apply based on the nature of the services provided.

## Proposed Buy-In Service Packages

### Fee Schedule Overview

Package Name	Estimated Annual Cost	Cost Basis / Breakdown
<b>Website &amp; Regional Presence Package</b>	<u>Tier 1</u> : \$900	Approx. 20 hrs/year of updates & postings at \$45/hr - under 50 businesses on the directory
	<u>Tier 2</u> : \$1,125	Approx. 25 hrs/yr of updates & postings at \$45/hr - over 50 businesses on the directory
<b>2. Tourism &amp; Regional Marketing Package</b>	\$2,025	Approx. 45 hrs/year for content & campaigns at \$45/hr
<b>Shop Local Campaign Inclusion Package</b>	<u>Tier 1</u> : \$1000	Under 20 businesses/year included in campaign + campaign coordination, content development & outreach
	<u>Tier 2</u> : \$1,500	20+ businesses/year included in campaign + campaign coordination, content development & outreach
<b>Business Support Access Package</b>	<u>Tier 1</u> : \$2,250	Access for services to under 50 businesses Approx. 30 hrs/year at \$75/hr
	<u>Tier 2</u> : \$3,000	Access for services for over 50 businesses Approx. 40 hrs/year at \$75/hr
<b>Community &amp; Municipality Support Package</b>	\$2,250	30 hrs /year for grants & development support at \$75/hr

<b>Strategic Planning Participation Package</b>	\$1,875	25 hrs of consultation & planning inclusion, including reporting at \$75/hr
<b>Regional Wayfinding &amp; Signage Package</b>	\$1,500  (buy-in available to the Villages of South River and Burk's Falls)	20 hrs of Admin & design coordination at \$75/hr; capital will be pulled from surplus and funding through grants for 2025 ACED members

## Appendix A: Detailed Cost Formulas

Cost estimates for each package were calculated using ACED's approved hourly service rates:

- \$45/hour – Marketing, communications, administrative updates
- \$75/hour – General business support consultations
- \$75/hour – Funding and grant application support
- \$0.72/km – for mileage associated with services

Formula used:

Estimated Annual Cost = (Estimated Hours Required × Applicable Hourly Rate (includes staff time, professional development, departmental administrative fees))

## Appendix B: Inclusions, Hour Assumptions and Justifications

Hour assumptions were derived from:

- Volume of past inbound support requests
- Historical time tracking by ACED staff
- Industry benchmarks for municipal economic development workload
- Typical annual demand from similarly sized municipalities

### 1. **Website & Regional Presence Package**

*Ensures your municipality is included in all core regional digital infrastructure.*

Includes:

- Inclusion on ExploreAlmaguin.ca community pages
- Municipal event listings
- Community program listings
- Inclusion in the quarterly Seasonal Regional Newsletter
- Access to regional branding assets where applicable

Suggested Fee: \$900 – \$1,200 / year

Justification for the Fee:

- ACED staff currently bill administrative or marketing work at \$38.71/hour (Service Fee Schedule).
  - Maintaining a municipal presence (updates, event uploads, communications, data entry) averages 20–30 hours/year of staff time.
  - Tiers were broken down based on number of businesses within a municipality, and the associated time expected to maintain presence.
  - A flat fee creates predictable budgeting for both ACED and the municipality.
-



## **2. Tourism & Regional Marketing Package**

*For municipalities that want to be included in tourism initiatives but do not require business support or strategic planning.*

Includes:

- Inclusion in regional tourism marketing campaigns
- Social media features on Explore Almaguin platforms
- Tourism asset promotion (trails, beaches, amenities, attractions)
- Participation in tourism initiatives with partner agencies (RTO12, Chambers, etc.)

Suggested Fee: \$2,000– \$3,000 / year

Justification for the Fee:

- Tourism marketing requires content creation, photography, copywriting, and distribution.
  - Average resource commitment: 45–65 hours annually.
  - The upper range supports enhanced regional reach and ensures equity across participating municipalities.
- 

## **3. Shop Local Campaign Inclusion Package**

*A dedicated package for Summer and Christmas Shop Local Campaigns but can also be applied to any shoulder-season shop local campaigns created through ACED.*

Includes:

- Inclusion of municipal businesses in all regional Shop Local campaigns (seasonal, themed, sector-based)
- Campaign-specific municipality spotlights
- Inclusion in print, digital, and video content where applicable
- Opportunity for local businesses to be featured (profiles, highlights, photos)
- Access to branded Shop Local toolkit for distribution to businesses

Suggested Fee: \$1,000-\$1,500/ year

Justification for the Fee:

- Shop Local campaigns require staff time for:
  - business outreach
  - content development
  - campaign coordination
  - graphic design
  - distribution
- Typical staff time per participating municipality: 25–30 hours

- Tiers were broken down based on representation for more businesses, which is typical of Village centres.
- 

#### **4. Business Support Access Package**

*Allows a municipality to buy access for its businesses to ACED's business support services.*

Includes:

- Direct access for all local businesses to ACED's:
  - one-on-one consultations
  - funding application support
  - planning/development guidance
  - referrals and letters of support
- Annual capped allotment of hours (e.g., 30-40 hours)
- Discounted hourly rate for additional hours

Suggested Fee: \$2,200-\$3,000

Justification for the Fee:

- Non-member businesses currently pay:
    - \$68.12/hour for business support
    - \$77.19/hour for funding application support
  - Average business inquiries per municipality: 30–40 hours annually
    - Value = \$1,703–\$3,087 just for consultation hours
  - Funding applications often add 10–20 hours of higher-rate work
    - Value = \$771–\$1,543
  - Municipalities purchasing this package reduce individual business costs and improve economic outcomes.
- 

#### **5. Community & Municipal Support Package**

*A package for municipalities needing ACED's help with grants, community development, and local project support.*

Includes:

- Grant-writing support for municipal projects
- Community development assistance (volunteerism programs, event support guidance)
- Fundraising support for community facilities
- Letters of support + project partner collaboration
- Up to 30 hours of community project work annually
- Additional hours can be billed at \$75/hour

Suggested Fee: \$2,250 / year

Justification for the Fee:

- Community development support often involves:
    - research
    - grant writing
    - project planning
    - stakeholder engagement
  - Grant support requires significant time investment, billed at \$75/hour.
  - Typical annual workload per municipality: 25-35 hours
    - Value = \$1,875-\$2,625
  - This range keeps the cost fair and aligns with ACED's actual staff effort.
- 

#### **6. Regional Wayfinding & Signage Participation Package**

*Optional capital-oriented package – only available to South River or Burk's Falls, as project plans began in 2025 when the Villages were ACED members.*

Includes:

- Eligibility to participate in regional signage projects
- Design support and unified branding
- Participation in purchasing partnerships
- Access to project coordination and procurement

Suggested Fee Structure:

✓ Annual participation fee: \$1,500 based on 20 hours of admin and coordination

✓ Included through grant funding and ACED surplus: project-specific capital cost contributions, based on:

- number of signs
- type of signage
- fabrication + installation costs
- shared procurement cost savings

Justification for the Fee:

- Signage initiatives represent large capital investments.
- Annual fee covers administrative coordination (design, procurement, regional consistency).
- Capital costs are included, as this project began in 2025 through a grant application to FedNor and ROD, and initial budgetary considerations for Burk's Falls and South River were included during the planning phase.

## Appendix C: Municipal Buy-In Agreement Form

This form may be adapted for inclusion in municipal council agendas.

### *ACED NON-MEMBER MUNICIPAL SERVICE BUY-IN AGREEMENT*

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This Agreement is made between the Almaguin Community Economic Development (ACED) Department and the Municipality of \_\_\_\_\_.

The Municipality agrees to purchase the following service packages for the period of January 1 – December 31, 2026:

- Website & Regional Presence Package
  - ☐ Tier 1
  - ☐ Tier 2
- ☐ Tourism & Regional Marketing Package
- Shop Local Campaign Inclusion Package
  - ☐ Tier 1
  - ☐ Tier 2
- Business Support Access Package
  - ☐ Tier 1
  - ☐ Tier 2
- ☐ Community & Municipality Support Package
- ☐ Strategic Planning Participation Package
- ☐ Regional Wayfinding & Signage Package

The Municipality acknowledges that:

- Fees provide access to ACED services, not a guaranteed minimum number of hours.
- Actual service hours used may vary depending on demand and request complexity.
- ACED will make reasonable efforts to fulfill all requests within available staffing capacity.
- ACED will track and report hours of service provided to each municipality, which will allow for potential adjustments in estimated costs for following years.

Authorized Signatures:

_____	_____
Municipal CAO/Clerk	Date

_____	_____
ACED Director	Date

## **Appendix D: Managing Expectations Clause**

ACED provides services to participating municipalities based on staff capacity, inbound request volume, and annual work planning. The purchase of service packages grants municipalities access to programs and expertise; however, it does not guarantee minimum hours of service delivery. Actual utilization may vary significantly from estimates. These estimates are intended only to provide transparency in fee calculations.



## 2026 ACED DEPARTMENT WORK PLAN

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## INTRODUCTION

The 2026 ACED Workplan (the plan) outlines the department's priorities and direction for the year ahead. It reflects a period of new leadership and intentional transition, while ensuring continuity in service delivery and support to member municipalities.

Key objectives for 2026 include maintaining ACED's core services, updating the 2018 Regional Economic Development Strategic Plan, and advancing in-progress regional initiatives. A renewed focus will also be placed on rotational in-office municipal visits, helping to strengthen communication, improve local supports, and ensure ACED's work remains responsive to community needs.

Developed in collaboration with member municipalities and partner organizations, this workplan is grounded in shared priorities and guiding strategies. It provides a clear, focused framework to support stability during transition while positioning the region for long-term economic success.

## DEFINITIONS

ACED	Almaguin Community Economic Development
ACT	Almaguin Community Transportation Committee
AHCC	Almaguin Highlands Chamber of Commerce
AHTF	Almaguin Housing Task Force
Brand Strategy	2020 Almaguin Highlands Regional Brand Strategy
BR&E	Business Retention & Expansion
DoED	Director of Economic Development
ED	Economic Development
EDO	Economic Development Officer
FedNor	Federal Economic Development Agency for Northern Ontario
TBC	The Business Centre Nipissing Parry Sound
RED Plan	2018 Almaguin Highlands Regional Economic Development Strategic Plan



## THE PLAN

All work plan action items have been categorized into five primary themes that represent the objectives and core functions of the ACED Board and Department. Specific action items for each theme have been derived from ongoing efforts and/or evidence-based research as referenced in the following guiding documents:

[The 2018 RED Plan](#)

[The 2020 Ag Strategy](#)

[The 2021 Brand Strategy](#)

[The 2016 BR&E Report](#)

An index of performance targets can be seen in Appendix B.

## 1.0 BUSINESS SUPPORT AND DEVELOPMENT

Business support and development encompass all activities intended to support businesses in any capacity. This includes but is not limited to start up, expansion, general business support, online presence building, networking, and site selection. These services will be marketed throughout the region; however, services will be provided to non-member municipalities using the fee structure that was presented and adopted at the December 2023 ACED meeting.

### A. BUSINESS SUPPORT

TIMELINE: CORE/ONGOING

Supporting businesses and entrepreneurs as they pursue opportunities and navigate challenges has long been a core function of ACED and its predecessor initiatives. That work continues in 2026. ACED will strengthen its local presence by improving the flow of timely, relevant information—such as new businesses and emerging opportunities—through targeted outreach and expanded network development. Key actions include:

- i. Business directory updates (Annual).
- ii. Asset inventory updates (Quarterly).
- iii. Rhythmic organic social media spotlights & mentions including testimonials where available.

### B. BUSINESS SUPPORT EVENTS

COST: \$4,000

TIMELINE: ONGOING

ACED will have three focus areas for business support and networking events in 2026.

- i. Supporting, promoting and cobranding with AHCC-led networking events.
- ii. Continuing to provide Almaguin Brand Ambassador training & workshop sessions based around social media, content writing, and marketing tactics that enhance co-promotion.
- iii. Working in partnership with the AHCC and TBC to provide targeted skills development workshops tailored to the needs of the trades industry.



### C. AHCC PARTNERSHIPS

TIMELINE: CORE

Staff will continue to work with the AHCC Board to implement their core programming and continue to build capacity throughout the region. Specific action items include:

- i. Assist the Chamber when requested, as it aligns with our goals and objectives.
- ii. Providing promotional support for the Chamber's Business Awards initiative and helping administer the nomination and voting process.

### D. PROMOTING BUSINESS SERVICES COST: \$500

TIMELINE: CORE

ACED will prioritize clear, consistent communications that promote core business services and encourage both new and existing businesses to explore available opportunities. This focus continues in 2026, with an emphasis on targeted, paid promotional advertising to increase awareness and reach.

- i. Developing additional ACED content that highlights services available to businesses and community organizations.
- ii. Leveraging municipal in-office days to encourage one-on-one business meetings and main street walk-throughs to engage directly with local businesses.
- iii. Delivering monthly business-focused email newsletters featuring programs, funding opportunities, and ACED services, alongside an annual survey to gather feedback and assess value.

## 2.0 COMMUNITY DEVELOPMENT

Community development activities are organized into two core areas: supporting community and recreation-based organizations and assisting with community and recreation projects led by municipalities and partner organizations.

### A. COMMUNITY ORGANIZATION SUPPORT

TIMELINE: CORE

Since ACED's inception, coordinated, multi-organization initiatives have faced challenges in achieving consistent outcomes. As a result, engagement with community organizations has largely occurred on a case-by-case basis. ACED will continue focus on increasing awareness of the services and supports available to community groups.

- i. Directly connect with each community organization to discuss supports available to them.
- ii. Developing a survey for community organizations to identify needs, priority areas, and volunteer opportunities, with identified roles promoted through ACED's monthly email newsletter and social media channels.

## B. REGIONAL RECREATION & FACILITIES SUPPORT

TIMELINE: CORE

Public-sector funding programs continue to support community facility enhancement projects, including the NOHFC Community and Rural Enhancement streams. ACED staff have successfully supported several projects through targeted grant-writing assistance, and this work will continue in 2026.

At the request of municipalities, ACED will provide grant-writing and application coordination support for community-specific projects. Key supports include:

- i. Providing direct application-writing support for municipal projects, where requested.
- ii. Coordinating application components such as partnership development, supporting documentation, and related requirements.
- iii. Supporting municipal staff with program development, as needed.

## 3.0 ECONOMIC CAPACITY BUILDING

Economic capacity building includes activities designed to strengthen the region's ability to attract investment. While outcomes may not be immediately tangible, these initiatives lay critical groundwork—improving investment readiness, supporting future initiatives, and positioning the region for long-term growth.

### A. ALMAGUIN HOUSING TASK FORCE

TIMELINE: ONGOING

In 2025, the Almaguin Housing Task Force transitioned its function to include implementation, monitoring, and advocacy. Through 2026, the AHTF's focus will be to continue monitoring local, provincial and federal trends to ensure that regional stakeholders remain up to date on housing related initiatives and information. Additionally, the AHTF will encourage and support the implementation of the recommendations set out in the Recommendations and Summary report. This will be achieved through executing the following action items:

- i. Growing and maintaining communication within the AHTF stakeholder network.
- ii. Establish a situational scanning framework and rhythm.
- iii. Monitoring and evaluating local initiatives related to development and recommendation adoption.

### B. TRANSPORTATION

TIMELINE: 2026

Staff will continue to support regional transportation initiatives developed over the past few years, including Carpool Almaguin, the Community Bus Partnership, and the return of Ontario Northland's Northlander train service.

- i. Promoting Carpool Almaguin lots as regional assets that support ridesharing and related activities through targeted digital marketing and creative content.
- ii. Support the Almaguin Community Transportation (ACT) Committee. Through 2025, the Committee was established to investigate matters related to local transportation enhancement and strategy development. Through 2026, ACED's focus will be to continue supporting the Committees functions while solidifying a lead municipality/organization and encouraging enhanced stakeholder participation. Moving forward, partner/stakeholder engagement will be required to implement ACT initiatives. Specifically, ACED will assist with:
  - a. Establishing a lead municipality which will enable access to funding opportunities. This includes supporting partner/stakeholder coordination for joint projects of mutual benefit.
  - b. Serving as secretary for the ACT group and assisting with stakeholder communications and record/information keeping.
  - c. Coordinate procurement of professional services for feasibility studies and other research projects where required.
  - d. Assisting with identifying funding opportunities and application coordination.
- iii. Encouraging public- and private-sector initiatives that leverage economic opportunities associated with the return of the Northlander train service by:
  - a. Engaging the brand ambassador network and business community to explore product development opportunities.
  - b. Creating, sharing, and disseminating content related to the return of train service and associated initiatives.
  - c. Developing a marketing plan to encourage travel to Almaguin via the Ontario Northland train

#### C. AHSS STUDENT ENGAGEMENT

COST: \$200

TIMELINE: Q1 AND Q4

Building on the strong relationship developed with AHSS staff and faculty, ACED will continue its presence in the school to support entrepreneurial learning, civic engagement, and ongoing participation in the longitudinal study launched in 2021. Staff will also collaborate with partner organizations to promote and deliver relevant programs and opportunities for students. Specific objectives include:

- i. Promoting and supporting student participation in the Business Centre's Summer Company program.
- ii. Continuing the graduating class exit interview process to identify opportunities to retain or re-attract youth.

- iii. Exploring opportunities for a regular in-school presence through presentations on entrepreneurship, volunteerism, and topics aligned with curriculum needs.
- iv. Working with students to highlight and promote volunteer opportunities within local organizations.
- v. Delivering a “Life Skills” workshop series covering topics such as taxes, mortgages, credit scores, and money management.
- vi. Collaborating with local skilled trades to host a job fair highlighting trades and construction career opportunities in Almaguin.

#### D. ALMAGUIN R.E.D. STRATEGIC PLAN UPDATE COST: \$2,000 TIMELINE: 2026-2027

By the end of 2024, most recommendations identified in the 2018 Regional Economic Development (RED) Plan had been addressed through ACED’s activities. In 2025, progress toward a formal update was intentionally paused due to organizational transitions. In 2026, ACED will refocus efforts on establishing a new strategic direction and pursuing funding opportunities to support the engagement of a consultant to lead the strategic planning update. Key actions include:

- i. Designing and undertaking a comprehensive community consultation process, including public surveys, key informant interviews, and targeted focus groups.
- ii. Preparing an updated economic situational analysis, building on the framework established in the 2018 RED Plan.
- iii. Leading the development of a renewed regional economic development strategy that reflects the priorities of the ACED Board, member municipalities, and residents, with consultant support where feasible.

## 4.0 MARKETING AND PROMOTION

Marketing and promotion activities support the visibility of the region and its economic assets. This includes tourism promotion, business and shop-local initiatives, digital storytelling, website and content development, and coordinated regional marketing efforts.

#### A. BRAND STRATEGY IMPLEMENTATION COST: TBD TIMELINE: ONGOING 2026

With external funding agreements concluded in 2024, ACED will continue to advance brand implementation using existing assets and partnerships, with a focus on practical, high-impact applications.

Key actions include:

- i. Continuing to organize and deliver Brand Ambassador training to support consistent regional messaging.
- ii. Refreshing and repurposing existing brand content, including seasonal video and visual assets, for targeted digital campaigns.
- iii. Advancing physical brand implementation and wayfinding initiatives, as outlined in Workplan Item 5B.
- iv. Expanding the use of local storytelling by featuring business owners, residents, and community champions across digital platforms.

## B. TOURISM PROMOTION

COST: \$2,000\*

TIMELINE: CORE

\*BRAND STRATEGY COST CATEGORY: Brand Awareness & Regional Asset Development

In 2026, tourism promotion will focus on growing audience engagement, improving content consistency, and strengthening partnerships that amplify regional reach. Priority will remain on four-season experiences, with increased emphasis on trip planning, storytelling, and niche markets.

Key actions include:

- i. Partnering with local businesses to develop experience-based itineraries, short-form video content, and feature articles that encourage longer stays and regional spending.
- ii. Coordinating with ATV clubs, snowmobile clubs, trail organizations, and event hosts to improve the accuracy, visibility, and volume of tourism offerings.
- iii. Leveraging existing Spotlight Almaguin photography and B-roll footage to create refreshed digital content and targeted campaigns.
- iv. Collaborating with Explorers' Edge, Discovery Routes, and Northern Ontario Tourism on product development, non-traditional tourism experiences, and joint marketing initiatives.
- v. Focusing on Almaguin's natural assets, such as dark sky viewing areas, as a means to promote low-cost or individual travel experiences. ACED will seek partnership opportunities to co-host small, intimate events focused on these niche areas.
- vi. Introducing themed micro-campaigns (e.g., shoulder-season travel, rail-based travel tied to the Northlander, or culinary and craft experiences) to test new markets and audiences.

## C. SHOP IN ALMAGUIN CAMPAIGNS

COST: \$1,000

TIMELINE: SUMMER/WINTER

ACED will continue to promote local shopping and dining through coordinated “Shop in Almaguin” campaigns, with a stronger focus on storytelling and business collaboration.

Key actions include:

- i. Delivering seasonal shop-local campaigns that highlight multiple businesses through shared promotions and digital content.
- ii. Piloting short-term promotional tools such as digital shop-local guides, themed shopping weekends, or interactive social media features.
- iii. Aligning shop-local messaging with municipal events, tourism promotions, and regional marketing efforts to maximize reach and impact.

## 5.0 SPECIAL EVENTS & PROJECTS

Special events and projects are designed to showcase regional assets and strengthen awareness of Almaguin’s economic and community strengths. In 2026, the focus will balance signature event delivery with the promotion of safe, accessible, and well-coordinated initiatives across the region.

### A. RED GALA

COST: \$3,000

TIMELINE: Q4

ACED will continue to deliver the RED Gala as a signature economic development showcase event. The event will bring together regional stakeholders to promote the Almaguin brand, celebrate economic and community development successes, and support meaningful networking. Financial, planning, and marketing support from regional partner organizations will continue to be pursued to enhance event delivery.

### B. PHYSICAL BRAND ROLL-OUT

COST: \$200,000\*

TIMELINE: 2026

ACED has applied for funding through FedNor’s Northern Ontario Development Program and the Province’s Rural Ontario Development (ROD) funding stream to support the physical rollout of the Almaguin brand across the region. Preliminary planning, including a regional signage audit, was completed in 2024, and draft signage concepts and an installation framework were presented to the ACED Board in late 2024.

Pending funding approval, 2026 activities will include:

- i. Issuing a Request for Proposals (RFP) to engage qualified companies for the design, fabrication, and installation of signage and branded fixtures.

- ii. Working with local municipalities to refine signage locations, priorities, and community-specific needs.
- iii. Coordinating with municipal roads crews to support efficient and safe installation where appropriate.

*\* Project contingent on the approval of funding.*

DRAFT





# OMERS Governance Changes & Bill 68



Association of  
Municipalities  
of Ontario



# Contents

- OMERS: Current Governance Model
- OMERS Sponsors Organizations
- What happened?
- What does this matter?
- Why municipalities need to care?
- What can we do?

# OMERS: Current Governance Model

- Prior to 2006, OMERS was fully controlled by the provincial government, as its sole sponsor: decisions regarding pension benefits and contributions were the responsibility of the provincial government
- In 2006, the provincial government removed itself from plan oversight and devolved the plan's sponsorship to the employers and employees who contribute to the plan.
- Now, OMERS is a defined benefit jointly sponsored pension plan where employee and employer sponsors are jointly responsible for funding the plan and making decisions around plan design.
- OMERS is governed by two corporate boards, each made up of members appointed by employee and employer sponsor groups:
  - The **Sponsors Corporation** determines plan design, contribution rates, and appointments to the Administration Corporation Board.
  - The **Administration Corporation** is responsible for the overall administration of the Plan, including making investment decisions and paying pension benefits to retirees.

***The current OMERS governance model of two corporate boards with distinct responsibilities works because it balances independence, accountability, and fairness across the many different employers and employees.***

# OMERS: Sponsor Organizations

Employer Sponsors	Employee Sponsors
Association of Municipalities of Ontario	CUPE Ontario CUPE 416/79
City of Toronto	OPSEU
Ontario Public School Boards Association & Ontario Catholic School Trustees Association	Police Association of Ontario
Ontario Association of Police Services Boards	Ontario Professional Fire Fighters Association
Ontario Association of Children's Aid Societies	Ontario Secondary School Teachers' Federation
Electricity Distributors Association	Retirees Group

\*Sponsor organizations currently appoint members to the Sponsors Corporation and *nominate* members to the Administration Corporation (Sponsors Corporation reviews nominations and appoints to AC).

# What happened?

- In 2024, the OMERS Sponsors Corporation conducted a regular review of contribution rates
  - Identified that lower-paid plan members were in effect subsidizing the retirement benefits of higher-paid plan members; adjusted rates to reallocate the financial burden in a more equitable way
- Following the release of this decision, the Police Association of Ontario, Ontario Professional Fire Fighters Association, and Metrolinx wrote to the Premier requesting a governance review
  - The government launched a review in 2024
- AMO/MEPCO has consistently stated that the current OMERS governance structure functions well and does not require structural change.
- In November 2025, the government:
  - Released the Report of the Special Advisor, containing recommendations for significant governance change
  - One day later, tabled legislative changes to the *OMERS Act* as part of Fall Economic Statement omnibus legislation
  - Passed legislation in early December

# Why does this matter?

Report recommendations and legislation mean significant changes to OMERS governance that:

- Shifts from a stewardship model focused on long-term sustainability and affordability to one focused more on advocacy and interest-based bargaining
- Weakens sponsor and municipal employer oversight by shifting power to the administrator (Administration Corporation) with respect to appointments and resources
- Provides significant authority to the Minister to prescribe rules and regulations related to Sponsors Council business, which risk interference in the plan design and potential new costs without the say of sponsors, employers, or employees

***This is another example of provincial overreach into areas of municipal responsibility without a clear rationale or a full understanding of impacts.***

# Why municipalities need to care?

- Municipalities have less of a voice in the pension plan that we fund
- Province will be able to make decisions about the plan through regulation, and municipalities and employees will have to cover any new costs
- An interest-based approach to benefits and contributions decisions creates greater financial risks for municipalities (e.g. decisions that could lead to higher contribution rates or lower benefits)
- Less sponsor control over the Administration Corporation makes it harder to hold administrators responsible for plan performance

***Ultimately, municipal governments are the default funder of the pension plan. This new model creates a greater risk of funding shortfalls, which will need to be covered by municipal taxpayers.***

# What can we do?

- Tell government and local MPPs that pension governance matters, and that municipalities should have control over their own plan by:
  - Passing a resolution
  - Sending a letter
  - Meeting with your local MPP
  - Raising this issue in delegations at ROMA (key messages on next slide)



# Key messages

- The OMERS pension plan is important to municipalities: it is a recruitment and retention tool and a valuable benefit for our employees.
- We are concerned about the OMERS governance changes because:
  - Municipalities have less of a voice in the pension plan that we fund and rely on
  - These changes could lead to higher costs for municipalities. We cannot afford new costs without increasing taxes or cutting services.
- We believe that the current OMERS structure with two corporate boards is working; it provides predictability and stability.
- Pensions need to stay independent and accountable. They cannot be politicized.
- We are asking you to work with AMO and the other plan sponsors to chart a path forward that limits major changes and protects the long-term interests of municipalities, taxpayers, and employees.



# Appendix

# Poirier Report Summary

	Recommendations
<b>Sponsors Council</b>	<ul style="list-style-type: none"><li>• Wind down Sponsors Corporation and replace with a Sponsors Council</li><li>• Maintain current composition with the addition of five (5) non-voting members</li><li>• Re-establish employer/employee co-chair model and employer/employee sponsor caucuses</li></ul>
<b>Appointments</b>	<ul style="list-style-type: none"><li>• Extend current Independent Board Chair term for three (3) years</li><li>• Sponsors to directly appoint members to Administration Corporation Board</li><li>• Give Administration Corporation Board veto (2/3 majority vote) over sponsor appointments</li></ul>
<b>Resources</b>	<ul style="list-style-type: none"><li>• End corporate structure for Sponsors Corporation and access to independent resources</li><li>• Administration Corporation to reimburse Sponsors Council for “reasonable costs”</li><li>• Costs of arbitration be borne exclusively by sponsor organizations</li></ul>
<b>Other</b>	<ul style="list-style-type: none"><li>• Legislate normal retirement age (NRA) 60/65 flexibility within plan text</li></ul>

# Bill 68 Summary

- As part of Fall Economic Statement, Government introduced Bill 68 legislation to enact several (but not all recommendations)
- Provides authority to the Minister of Municipal Affairs & Housing to:
  - Dissolve Sponsors Corporation at a date determined by Ministerial order
  - Establish a Sponsors Council, subject to any rules Minister deems appropriate
  - Make regulations governing any elements of the Sponsors Council by-laws
  - Approve Sponsors Council by-laws, as established initially by the Administration Corporation
- Prohibits Sponsors from appointing:
  - to the Sponsors Council anyone who has been a member of the Administration Corporation Board or the Sponsors Corporation Board
  - to the AC anyone who has been a member of the Sponsors Corporation Board or the Sponsors Council

Monday January 12, 2026

Dear Village of Sundridge Council

My name is Stephanie Booth and I am looking to take over the management of the Sundridge Market In The Park Friday night market series.

From my understanding, I require permission from the Village of Sundridge to hold the Friday night markets in Lions Park at 19 Water Street. I am seeking that permission, to hold "Sundridge Market In The Park" on the following dates and times: every Friday night from June 19 to July 31, from 5:00 pm to 8:00 pm.

I would also like the option to extend the market for the remaining Friday nights in August, after the Sunflower Festival, which would be August 14 to August 28. This extension would be dependant on vendor and customer interest.

Once I have council approval, I will then submit the Emergency Plan and Special Event Form required from the CEMC office. I will also obtain private insurance for those Friday dates and ensure the Village of Sundridge is listed as a second insurer on the policy.

My goal is to keep the idea and purpose of the Sundridge Market In The Park the same, with local musical talent playing at the Gazebo, and interested artisans and small businesses vending the market. I will be seeking sponsors to assist in paying for the music and insurance costs.

If I have missed any requirements the Village of Sundridge, or the council, needs or requests, please let me know as I want to ensure the market can start in June and have a successful year under new management.

If the council has any questions or concerns, I am available to answer them, in person or by phone, at the council's request.

Stephanie Booth

705.384.9791  
sundridgemarket@gmail.com

## 2026 Budget Worksheet

		2025 Last Year Budget	2025 Last Year Actual	2025 Variance	2026 Budget
18-10000	Permits Burk's Falls	18,964.00	61,907.50	42,943.50	29,041.00
18-10600	Plans & Admin Fees Burk's Falls	-	446.00	446.00	450.00
18-10700	Permit Maintenance Fee Burk's Falls	-	250.00	250.00	750.00
18-10510	Operating Burk's Falls	-	-	-	-
18-20000	Permits Joly	19,045.00	6,742.50	(12,302.50)	17,680.00
18-20600	Plans & Admin Fees Joly	-	150.00	150.00	150.00
18-20700	Permit Maintenance Fee Joly	-	250.00	250.00	750.00
18-20510	Operating Joly	-	-	-	-
18-30000	Permits Machar	75,253.00	106,551.90	31,298.90	85,900.00
18-30600	Plans & Admin Fees Machar	-	1,116.76	1,116.76	1,115.00
18-30700	Permit Maintenance Fee Machar	-	500.00	500.00	2,000.00
18-30510	Operating Machar	-	-	-	-
18-50000	Permits Ryerson	67,275.00	44,055.50	(23,219.50)	66,597.00
18-50600	Plans & Admin Fees Ryerson	-	208.00	208.00	200.00
18-50700	Permit Maintenance Fee Ryerson	-	500.00	500.00	1,000.00
18-50510	Operating Ryerson	-	-	-	-
18-60000	Permits South River	31,354.00	8,650.00	(22,704.00)	28,939.00
18-60600	Plans & Admin Fees South River	-	12.00	12.00	10.00
18-60700	Permit Maintenance Fee South River	-	-	-	1,000.00
18-60510	Operating South River	-	-	-	-
18-70000	Permits Strong	70,594.00	51,041.50	(19,552.50)	70,509.00
18-70600	Plans & Admin Fees Strong	-	448.00	448.00	450.00
18-70700	Permit Maintenance Fee Strong	-	1,250.00	1,250.00	1,250.00
18-70510	Operating Strong	-	-	-	-
18-80000	Permits Sundridge	41,080.00	21,895.00	(19,185.00)	42,157.00
18-80600	Plans & Admin Fees Sundridge	-	412.11	412.11	400.00
18-80700	Permit Maintenance Fee Sundridge	-	-	-	-
18-80510	Operating Sundridge	-	-	-	-
18-90000	Gain(Loss) on disposal of assets	-	-	-	-
18-90001	Contra proceeds of disposition	-	-	-	-
18-91000	Miscellaneous Revenue	-	-	-	-
18-92000	Net Income from (to) Deferred	11,285.00	-	(11,285.00)	352.00
18-99999	Interest Income	25,000.00	14,896.88	(10,103.12)	15,000.00
		359,850.00	321,283.65	(38,566.35)	365,700.00
19-00100	Salaries	266,000.00	262,909.89	3,090.11	285,000.00
19-00200	Employee Health Benefits (BT)	13,800.00	13,491.34	308.66	14,000.00
19-00210	Employee Assist Program (EAP)	160.00	125.37	34.63	200.00
19-00250	Health & Safety	500.00	-	500.00	800.00
19-00300	WSIB	600.00	569.26	30.74	700.00
19-10000	Clerical	1,200.00	300.00	900.00	1,200.00
19-10500	Administration	10,000.00	10,000.00	-	10,000.00
19-28000	Telephone	2,500.00	1,362.73	1,137.27	2,000.00
19-29000	Bank Charges	300.00	100.04	199.96	300.00
19-31000	Vehicle Fuel	4,000.00	2,919.98	1,080.02	3,500.00
19-31500	Vehicle Insurance	2,100.00	2,032.00	68.00	2,100.00
19-32000	Vehicle Maintenance	3,000.00	1,798.82	1,201.18	2,000.00
19-33000	Memberships	900.00	916.91	(16.91)	950.00
19-34000	Forms	500.00	391.27	108.73	500.00
19-35000	Computer Hardware/Equipment	1,000.00	-	1,000.00	1,000.00
19-35500	Computer Software	11,000.00	8,088.45	2,911.55	12,000.00
19-36000	Audit/Consulting	6,500.00	5,433.98	1,066.02	6,000.00
19-37000	Education/Courses	6,000.00	1,055.46	4,944.54	6,000.00
19-38000	Certification	300.00	128.00	172.00	300.00
19-39000	Office Supplies/Copies	3,500.00	2,373.63	1,126.37	4,000.00
19-40000	Mileage	100.00	-	100.00	100.00
19-41000	Postage	1,000.00	396.49	603.51	700.00
19-42000	Advertising	600.00	-	600.00	500.00
19-43000	Business Cards	240.00	177.57	62.43	-
19-44000	Legal	3,000.00	152.94	2,847.06	3,000.00
19-45000	Rent	7,700.00	7,835.52	(135.52)	8,000.00
19-46000	Publication	650.00	-	650.00	650.00
19-50000	Miscellaneous	200.00	-	200.00	200.00
19-91000	Capital Purchases - vehicle	-	-	-	-
19-92000	Capital Purchases - website	-	-	-	-
19-93000	Capital - computer system	6,500.00	2,932.11	3,567.89	-
19-94000	Capital - large scale printer	6,000.00	2,769.87	3,230.13	-
		359,850.00	328,261.63	31,588.37	365,700.00

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

**RESOLUTION**

---

Date: January 15, 2026

Resolution #2026 - 006

Moved by ..... Luke Preston .....

Seconded by ..... Marianne Stickland .....

Be it resolved that this committee does hereby recommend the 2026 JBC Budget as presented in the amount of \$ 365,700.00.

.....  
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: \_\_\_\_\_

Date Printed  
2026-01-23 11:29 AM

**Village of Sundridge  
Working Budget**  
2026-0001 - 2026 Budget - Draft 1

1

Account # / Description Notes	2025 Cash Budget	2025 Actual	2026 Cash Budget	Change	% Change
G-190-075-0801 - TAX CERTIFICATES	100.00	2,152.00	1,000.00	(1,152.00)	(53.53)
G-190-075-0802 - BURIAL PERMIT FEES	600.00	900.00	700.00	(200.00)	(22.22)
G-190-075-0805 - BUSINESS LICENCES	1,000.00	1,000.00	1,000.00	0.00	0.00
G-190-075-0806 - LOTTERIES	250.00	360.00	200.00	(160.00)	(44.44)
G-190-075-0809 - ZONING CERTIFICATES	250.00	700.00	600.00	(100.00)	(14.29)
G-190-075-0814 - ADMINISTRATION JOINT SERVICES	25,120.00	23,520.00	24,720.00	1,200.00	5.10
G-190-075-0822 - TRAILER/SEWER PERMITS	1,000.00	400.00	500.00	100.00	25.00
<b>Revenue Totals:</b>	<b>28,320.00</b>	<b>29,032.00</b>	<b>28,720.00</b>	<b>(312.00)</b>	
G-200-121-1110 - Admin - SALARIES AND WAGES	330,000.00	293,914.65	340,000.00	46,085.35	15.68
G-200-121-1210 - Admin - EMPLOYER COSTS	90,000.00	82,942.50	90,000.00	7,057.50	8.51
G-200-121-1220 - Admin - ACCRUED EMP BENEFIT EXP	0.00	0.00	(1,500.00)	(1,500.00)	0.00
G-200-121-1410 - Admin - DISTRIBUTED WAGES	(1,425.00)	0.00	0.00	0.00	0.00
G-200-121-1440 - Admin - MATERIALS AND SUPPLIES	10,000.00	4,924.16	6,200.00	1,275.84	25.91
G-200-121-1445 - Admin - IT SERVICES	15,000.00	12,075.90	15,000.00	2,924.10	24.21
G-200-121-1450 - Admin - CONTRACTED SERVICES	30,000.00	36,217.38	30,000.00	(6,217.38)	(17.17)
G-200-121-1451 - Admin - ACCESSIBILITY COST	100.00	0.00	100.00	100.00	0.00
G-200-121-1510 - Admin - STATIONERY & SUPPLIES	2,500.00	2,000.31	2,000.00	(0.31)	(0.02)
G-200-121-1511 - Admin - OFFICE EQUIPMENT	8,200.00	9,233.48	6,000.00	(3,233.48)	(35.02)
G-200-121-1515 - Admin - POSTAGE	5,000.00	2,831.01	3,000.00	168.99	5.97
G-200-121-1525 - Admin - HEAT/HYDRO	8,500.00	9,599.93	10,000.00	400.07	4.17
G-200-121-1535 - Admin - TELEPHONE	4,500.00	4,253.73	4,500.00	246.27	5.79
G-200-121-1538 - Admin - VILLAGE WEBSITE	1,500.00	641.09	600.00	(41.09)	(6.41)
G-200-121-1540 - Admin - TRAVEL/MEALS	0.00	22.59	0.00	(22.59)	(100.00)
G-200-121-1545 - Admin - MEMBERSHIP FEES	3,500.00	3,195.12	3,500.00	304.88	9.54
G-200-121-1546 - Admin - TRAINING COURSES	7,000.00	7,347.50	6,000.00	(1,347.50)	(18.34)
G-200-121-1548 - Admin - TAX SALE FEES	0.00	0.00	0.00	0.00	0.00
G-200-121-1550 - Admin - ADVERTISING	250.00	281.37	250.00	(31.37)	(11.15)
G-200-121-1555 - Admin - OTHER SERVICES	1,000.00	272.50	500.00	227.50	83.49
G-200-121-1565 - Admin - WATER TESTING	350.00	279.67	300.00	20.33	7.27
G-200-121-1569 - Admin - RESERVE TRANSFER	15,000.00	15,000.00	0.00	(15,000.00)	(100.00)
G-200-121-1606 - Admin - CAPITAL ASSET PLANNING COSTS	0.00	0.00	0.00	0.00	0.00
G-200-121-1610 - Admin - AUDIT & LEGAL	45,000.00	10,558.13	47,000.00	36,441.87	345.15
G-200-121-1612 - Admin - INSURANCE DEDUCTIBLE - LEGAL	1,000.00	0.00	1,000.00	1,000.00	0.00
G-200-121-1614 - Admin - TAXES	3,000.00	2,874.28	3,100.00	225.72	7.85
G-200-121-1615 - Admin - INSURANCE	63,000.00	61,936.92	63,500.00	1,563.08	2.52
G-200-121-1635 - Admin - CAPITAL EXPENDITURE	30,000.00	31,905.15	32,000.00	94.85	0.30



Date Printed  
2026-01-23 11:29 AM

**Village of Sundridge**  
**Working Budget**  
2026-0001 - 2026 Budget - Draft 1

2

Account # / Description Notes	2025 Cash Budget	2025 Actual	2026 Cash Budget	Change	% Change
G-200-121-1715 - Admin - REPAIRS & MAINTENANCE	9,000.00	3,478.59	5,000.00	1,521.41	43.74
<b>Expenditure Totals:</b>	<u>681,975.00</u>	<u>595,785.96</u>	<u>668,050.00</u>	<u>72,264.04</u>	

Accounts Printed: 36

Date Printed  
2026-01-23 11:21 AM

**Village of Sundridge  
Working Budget**  
2026-0001 - 2026 Budget - Draft 1

General Government - Draft Budget

1

Account # / Description Notes	2025 Cash Budget	2025 Actual	2026 Cash Budget	Change	% Change
G-151-000-0768 - INTEREST TAX ARREARS REVENUE	36,000.00	41,279.08	26,000.00	(15,279.08)	(37.01)
G-190-074-0841 - BANK/INVESTMENT INTEREST	54,000.00	28,402.81	30,000.00	1,597.19	5.62
G-190-074-0848 - DIVIDEND,LAKELAND POWER	73,200.00	73,200.00	0.00	(73,200.00)	(100.00)
G-190-075-0105 - PENNY ROUNDING ACCOUNT	0.00	(0.06)	0.00	0.06	(100.00)
G-190-075-0800 - MISC REVENUE	2,000.00	12,697.19	2,000.00	(10,697.19)	(84.25)
G-190-075-0807 - SUNDRIDGE FIRE PERMITS	1,600.00	1,920.00	0.00	(1,920.00)	(100.00)
G-190-075-0811 - BANK CHARGES NSF CHQS-OTHERS	70.00	190.00	200.00	10.00	5.26
G-190-075-0817 - SALE SUNDRIDGE PRODUCT	15.00	8.85	15.00	6.15	69.49
G-190-075-0878 - LIONS DONATION TO MESSAGE BOARD	240.00	240.00	240.00	0.00	0.00
G-191-081-0210 - PROVINCIAL OMPF FUNDING	530,600.00	530,600.00	597,200.00	66,600.00	12.55
G-250-087-0910 - TRANSFER FROM FIRE RESERVE	367,668.00	367,668.00	0.00	(367,668.00)	(100.00)
G-710-077-0873 - SENIORS ROOM RENTAL	7,671.00	7,671.00	8,438.00	767.00	10.00
G-710-077-0874 - LIBRARY ROOM RENTAL	8,438.10	8,438.16	9,281.00	842.84	9.99
G-990-999-9000 - OPENING SURPLUS (for budget only)	104,951.20	0.00	100,000.00	100,000.00	0.00
<b>Revenue Totals:</b>	<b>1,186,453.30</b>	<b>1,072,315.03</b>	<b>773,374.00</b>	<b>(298,941.03)</b>	
G-200-121-1625 - Admin - FINANCIAL EXPENSES-BK.SER.CHG.	4,700.00	3,980.74	4,500.00	519.26	13.04
G-200-121-1632 - RBC Loan Interest	5,559.00	4,763.92	2,682.00	(2,081.92)	(43.70)
G-200-121-1633 - RBC Loan Principal	52,846.00	53,640.66	55,722.00	2,081.34	3.88
G-200-121-1645 - Admin - OTHER TRANSFERS AND DONATIONS	2,500.00	6,177.74	5,700.00	(477.74)	(7.73)
G-200-121-1740 - Admin - H & S - MATERIALS & SUPPLIES	500.00	0.00	500.00	500.00	0.00
G-200-121-1746 - Admin - H & S - TRAINING	500.00	0.00	500.00	500.00	0.00
<b>Total Admin:</b>	<b>66,605.00</b>	<b>68,563.06</b>	<b>69,604.00</b>	<b>1,040.94</b>	
G-260-121-1450 - 911 CONTRACTED SERVICES	500.00	526.22	550.00	23.78	4.52
G-282-121-1555 - Sundridge only-Emerg Meas Mat&Supplies	0.00	2,096.74	2,100.00	3.26	0.16
G-390-121-1110 - Crossing Guard - SALARIES AND WAGES	17,500.00	15,962.51	18,000.00	2,037.49	12.76
G-390-121-1210 - Crossing Guard - EMPLOYER COSTS	1,820.00	1,714.38	1,900.00	185.62	10.83
G-390-121-1440 - Crossing Guard - MATERIALS AND SUPPLIES	500.00	549.48	700.00	150.52	27.39
<b>Total 911:</b>	<b>20,320.00</b>	<b>20,849.33</b>	<b>23,250.00</b>	<b>2,400.67</b>	
G-610-442-1440 - Seniors Grant	1,800.00	1,800.00	1,800.00	0.00	0.00
<b>Total Seniors:</b>	<b>1,800.00</b>	<b>1,800.00</b>	<b>1,800.00</b>	<b>0.00</b>	

Date Printed  
2026-01-23 11:21 AM

**Village of Sundridge  
Working Budget**  
2026-0001 - 2026 Budget - Draft 1

2

Account # / Description Notes	2025 Cash Budget	2025 Actual	2026 Cash Budget	Change	% Change
G-710-581-1110 - Library Committee Members	700.00	955.08	950.00	(5.08)	(0.53)
G-910-584-1661 - GIS BLUE SKY	9,000.00	8,962.53	9,100.00	137.47	1.53
Total Community Centre:	9,700.00	9,917.61	10,050.00	132.39	
<b>Expenditure Totals:</b>	<b>98,425.00</b>	<b>101,130.00</b>	<b>104,704.00</b>	<b>3,574.00</b>	

Accounts Printed: 28

**Village of Sundridge  
Working Budget  
2026-0001 - 2026 Budget - Draft 1**

Council - Draft Budget

Date Printed  
2026-01-23 11:31 AM

1

Account # / Description Notes	2025 Cash Budget	2025 Actual	2026 Cash Budget	Change	% Change
<b>Council</b>					
G-200-111-1110 - Council - SALARIES AND WAGES	76,080.00	65,980.06	83,324.00	17,343.94	26.29
G-200-111-1210 - Council - EMPLOYER COSTS	4,500.00	4,311.95	5,500.00	1,188.05	27.55
G-200-111-1410 - Council - DISTRIBUTED WAGES	0.00	0.00	0.00	0.00	0.00
G-200-111-1540 - Council - TRAVEL	300.00	489.89	500.00	10.11	2.06
G-200-111-1546 - Council - TRAINING/CONFERENCES/MEALS	1,500.00	4,522.29	5,000.00	477.71	10.56
G-200-111-1555 - Council - OTHER SERVICES	27,309.00	5,557.41	25,000.00	19,442.59	349.85
G-200-111-1563 - Transfer to Election Reserve	2,000.00	2,000.00	0.00	(2,000.00)	(100.00)
G-200-111-1615 - Council - INSURANCE	1,800.00	1,927.80	1,927.00	(0.80)	(0.04)
Total Council:	<u>113,489.00</u>	<u>84,789.40</u>	<u>121,251.00</u>	<u>36,461.60</u>	
<b>Expenditure Totals:</b>	<b>113,489.00</b>	<b>84,789.40</b>	<b>121,251.00</b>	<b>36,461.60</b>	

Accounts Printed: 8



# **ALMAGUIN COMMUNITY ECONOMIC DEVELOPMENT (ACED)**

## **MINUTES November 27, 2025**

A regular meeting of the ACED Board was held at the Strong Township and virtually on November 27<sup>th</sup>, 2025 at 6:00 pm.

Present: Vicky Roeder-Martin, Township of McMurrich/Monteith  
Sheri Norman, AHCC Representative  
Margaret Ann MacPhail, Township of Perry  
Luke Preston, Village of Sundridge  
Rod Ward, Township of Armour  
Robert Brooks, Village of South River  
Marianne Stickland, Township of Strong  
Dan Roberston, Township of Ryerson  
Trista Porter, MND  
Noel Walker, FedNor

Regrets: Chris Hope, Village of Burk's Falls  
Tim Bryson, Township of Strong  
Chris Nicolson, Township of Joly  
Wendy Whitwell, Township of Armour

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.

### **Minutes**

The minutes of the meeting of Thursday, October 23<sup>rd</sup>, 2025 were adopted as presented.

Round table introductions took place.

### **FedNor Update**

Updates on the regional tariff response program and the regional economic development program took place.

Spoke to enjoying working with inter-industry/collaborative projects and how they support different sectors and how getting creative on how to solve problems can lead to shared and strategic solutions.

## **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. Wrap Up Almaguin – the shop in Almaguin campaign launched on November 24<sup>th</sup>, and so far has had great engagement and participation from businesses.
  - b. RED Gala – the Gala takes place Tuesday, December 9<sup>th</sup> at the Sprucedale Community Centre.
  - c. ONR Brand Ambassador Session – Brand Ambassadors received a presentation from Ontario Northland regarding the return of passenger rail and marketing opportunities through their various platforms.
  - d. 2 Year Agreement Invitation – and update on which municipalities have signed resolutions in support, and which have declined the invitation, was provided to the board.
3. The Board moved into closed session.

## **Resolutions**

1. 2025-34– Moved by Rod Ward; Seconded by Margaret Ann MacPhail  
Be it resolved that the Almaguin Community Economic Development Board approve October 23, 2025, meeting minutes, as circulated. Carried
2. 2025-35 – Moved by Marianne Stickland; Seconded by Rod Ward  
Be it resolved that the Almaguin Community Economic Development Board move in to closed session at 7:14 p.m. under section 239(2) of the municipal act to discuss personal matters about an identifiable individual, including municipal or local board employees. Carried
3. 2025-36 – Moved by Sheri Norman; Seconded by Luke Preston  
Be it resolved that the Almaguin Community Economic Development Board hereby move out of closed session at 7:27 p.m. Carried
4. 2025-37 – Moved by Marianne Stickland; Seconded by Luke Preston  
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. Carried

## Adjournment

5. 2025 - 38 – Moved by Rod Ward

Be it resolved that the Almaguin Community Economic Development Board adjourn the November 27<sup>th</sup>, 2025 ACED meeting at 7:32 p.m. Carried

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



# JOINT BUILDING COMMITTEE MEETING

## Minutes

Thursday, January 15, 2026 at 6:00 p.m.

Township of Strong Office

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

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

**Present:** Burk's Falls – Ashley Brandt (virtual – joined at 6:19 pm)  
Joly – Budd Brown (in person)  
Machar – Absent  
Ryerson – Glenn Miller (in person)  
South River – Robert Brooks (virtual)  
Strong – Marianne Stickland (in person)  
Sundridge – Luke Preston (in person)

**Absent:** Machar – Neil Scarlett

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

**Guests:** No guests attended.

### 1. Call to Order

The Joint Building Committee meeting was called to order at 6:00 pm by the JBC Secretary.

### 2. Appoint Chair and Vice Chair for 2026 Term

The Secretary opened the floor for nominations for Chair.

#### 2.1 Appoint JBC Chair

**Resolution: 2026-001**

**Moved by: Glenn Miller**

**Seconded by: Marianne Stickland**

Be it resolved that this committee does hereby appoint Budd Brown, as Chair for the 2026 term.

**Carried**

**The meeting was turned over to the newly appointed Chair.**

#### 2.2 Appoint JBC Vice Chair

The Chair opened the floor for nominations for Vice Chair.

**Resolution: 2026-002**

**Moved by: Marianne Stickland**

**Seconded by: Luke Preston**

Be it resolved that this committee does hereby appoint Glenn Miller, as Vice Chair for the 2026 term.

**Carried**

### 3. Declaration of Pecuniary Interest

No pecuniary interest was declared by the JBC members attending.

### 4. Approval of Agenda

**Resolution # 2026-003**

**Moved by: Robert Brooks**

**Seconded by: Luke Preston**

Be it resolved that this committee does hereby approve the agenda of the regular meeting for January 15, 2026 as amended to allow for the following item:

9.1 CBO Report – 9.1.1 Open/Closed Permits End of 2025.

**Carried**

# JOINT BUILDING COMMITTEE MEETING

## Minutes

Thursday, January 15, 2026 at 6:00 p.m.

Township of Strong Office

### 5. Delegation

No requests submitted.

### 6. Adoption of Minutes

6.1 November 20, 2025

Resolution # 2026-004

Moved by: Robert Brooks

Seconded by: Marianne Stickland

Be it resolved that this committee does hereby adopt the minutes of November 20, 2025 regular meeting, as circulated.

**Carried**

### 7. Approval of Financials

7.1 Financial Report November 2025

7.2 Financial Report December 2025

Resolution # 2026-005

Moved by: Luke Preston

Seconded by: Glenn Miller

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

- November 2025 \$16,652.92
- December 2025 \$24,607.68

and accepts the Financial Reports for November and December 2025.

**Carried**

### 8. Items of Discussion

2026 Draft Budget was presented by the JBC Secretary and reviewed with the representatives by each GL account.

8.1 2026 Draft Budget

Resolution # 2026-006

Moved by: Luke Preston

Seconded by: Marianne Stickland

Be it resolved that this committee does hereby recommend the 2026 JBC Budget as presented in the amount of \$365,700.00.

**Carried**

8.2 Authorization for Administrators to Pay Accounts

Resolution # 2026-007

Moved by: Glenn Miller

Seconded by: Robert Brooks

Be it resolved that this committee is hereby aware that the JBC receives some invoices that must be paid prior to committee meetings because of penalties for late payments; and

The committee is also aware that the Administrator pays invoices bi-monthly and employee's wages bi-weekly; and that

The JBC authorizes the Township of Strong to issue payments for the above as and when required throughout 2026.

**Carried**

### 9. Staff Reports

9.1 CBO Report

9.1.1 Open/Closed Permits End of 2025

Resolution # 2026-008

Moved by: Marianne Stickland

Seconded by: Luke Preston

Be it resolved that this committee does hereby receive the CBO Report for open/closed permits for end of 2025 with thanks.

**Carried**

# JOINT BUILDING COMMITTEE MEETING

## Minutes

Thursday, January 15, 2026 at 6:00 p.m.

Township of Strong Office

### 10. Correspondence

10.1 Burk's Falls – DCBO Wages R2025-379

**Received**

10.2 Sundridge – DCBO Wages R2025-315

**Received**

10.3 Strong – DCBO Wages R2025-363

**Received**

10.4 Machar - DCBO Wages R2025

**Received**

10.5 South River – DCBO Wages R31-2025

**Received**

### 11. Closed Session

No items required.

### 12. Adjournment

**Resolution # 2026-009**

**Moved by: Glenn Miller**

**Seconded by: Luke Preston**

Be it resolved that this committee does hereby adjourn at 7:00 pm to meet again on May 21, 2026 at 6:00 pm or at the call of the Chair.

***Carried***

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Kim Dunnett, Secretary

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Budd Brown, Chair



## **Sundridge Sunflower Festival Meeting**

**Thursday January 15, 2026, 6:30 pm. Village Office**

### **Minutes**

**Present: Erika Spencer, Vicki Whitmell, Candy Niestroy, Nancy Vandeburgt, Fraser Williamson (Zoom)**

**Absent: Caitlin Darrah**

- 1. Call to Order** – 6:32 pm
- 2. Financials** – Have spent \$168.03 so far this festival year. Budget seems to be on track for what we have planned
- 3. Entertainment** –

Muskoka Goats (they will supply all their own fencing and make sure that they clean up after the goats before departing the festival).

Facepainting – Will book Janice from last year. Only going to go with one face painter as we are offering other services.

Buskers – Lynn Blunt and Gord Reid will figure out where to place them as we get closer to the festival and working on the map.

Moonwalk Entertainment – Two-piece fun house obstacle course with slide, Ferris wheel bouncer, ballon twisting, airbrush body tattoos, and baby Spinosaurus encounter, and a generator for them to use for the inflatables. Moonwalk entertainment is to send staff to supervise the inflatables. Contract signed and Fraser to send deposit.

**4. Vendors** –

Food vendor application is available - \$130 for food vendors this year.

Normal vendors – instead of just registering like last year, vendors will submit an application. They will need to submit their photos and a link to their social media account. Candy will go through the applications and will let each vendor know if they have been accepted or if they will be placed on the wait list. 200 applications will be available. Vendors will be asked to provide proof of insurance, a duuo insurance link will be provided to vendors for them to obtain.

5. **Mapping** – will move the OPP Command unit to Main Street just in front of the school, need to remove beer garden. Will bring map to our next meeting to see what else needs to be updated.
6. **Sponsors** – Sponsorship packages are available. Nancy is hoping to start getting some rolling in soon. Nancy has access to the sponsorship email address.
7. **Billboard** – Sunflower Festival Committee discussed the billboard and renting out the other half as we have previously. Upon discussion, the committee has decided to keep the billboard for the Sunflower Festival only and not rent out the other half. Once the MTO renewal comes in, the Sunflower Festival Committee will pay the whole bill. Sign craft has quoted us just under \$3000 for brand new billboard installed & designed by them. Nancy may have an alternative for the designing and will let us know in the next couple of weeks.

Erika has emailed Century 21 to let them know that we will not be renewing their lease on Feb 12, 2026.

8. **CEMC/Emergency Planning** – Erika has talked with Mark and as of now there are no concerns. Informed Mark that we would be moving OPP by the school. Mark thought it was also a great idea in case of an emergency, and they have to leave as there would be less foot traffic for them to get out and easier to contain.
9. **Dog Show** – Katelyn has decided to not do the dog show this year as she was accepted to college. If we decide to do the dog show this year we will need to find someone to run it. Options could be Mia, Pet Rescue, see if George has anyone in mind, post on Facebook, a local pet business, or maybe we don't have a dog show this year and utilize the space for something else (buskers/seating for people to eat/food vendor). To be discussed at next meeting or via email between now and then if something arises.
10. **Volunteer Coordinator – need to find one** - Erika has had a couple of people reach out already about volunteering for the day of. Hopefully we can find a new member to join that will be interested in doing this job on the day of.
11. **Secretary – need to find one** – Still looking for a secretary. Erika will keep doing the role till we find someone.

Need to send letter to the agricultural society about potentially using their bleachers for the festival as a place for people to sit.

**12. Other –**

- \*If anyone knows of anyone who would like to join please invite them to our next meeting.
- \* Removed Amie from the Facebook page: Erika, Fraser, Candy and Vicki now all have access should anything need to be posted/dealt with.

13. **Next Meeting** - March 18, 2026, 6:30 pm at the Village Office.



## SUNDRIDGE STRONG JOLY ARENA AND HALL

The arena meeting was held Wednesday January 7, 2026 @ 6:00 p.m. at the Strong Township Office and by Zoom

**Present:** Jeff McLaren, Jim Ronholm, Bill Black, Brian McCabe, Sharon Smith, Vicki Whitmell  
*Arena Manager:* Adam Clarke  
*Recording secretary:* Tera Minor

**Zoom:**

**Absent:**

**Guest:**

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

1. **Approve Agenda**

**Resolution #26-01: Brian McCabe – Jim Ronholm**

Be it resolved that we the committee approve the amended agenda for the January 7, 2026 meeting.

*Carried*

2. **Declaration of Pecuniary Interest and General Nature Thereof:**

None

3. **Approve the Minutes**

**Resolution #26-02: Jeff McLaren – Jim Ronholm**

Be it resolved that we the Committee approve the minutes of the December 3, 2025 meeting, correction.

*Carried*

4. **Approve the accounts**

**Resolution #26-03: Brian McCabe – Vicki Whitmell**

Be it resolved that we the Committee approve the accounts payable in the amount of \$15,366.80 for the month of December 2025.

*Carried*

5. **Delegation**

None

**6. Staff Reports**

**6.1 Overbudget Invoices SSJ-2026-001 and SSJ-2026-001B**

**Resolution #26-04: Jeff McLaren – Sharon Smith**

Be it resolved that the SSJ Arena Committee hereby receive and read Staff Report SSJ-2026-001 and SSJ-2026-001B regarding over budget invoices and hereby direct the Administering Municipality to proceed with paying the following over budget invoices: Kidd's HH \$223.63, Black & McDonald \$2106.04, \$286.74, \$1018.41, Kidds HH \$18.63, ORKIN \$118.80, Near North Laboratories Inc. \$25.88 and Adam Clarke \$101.80.

***Carried***

**7. Managers Report**

**7.1 Areana Board Advertising SSJ-2026-002**

**Resolution #26-05: Jeff McLaren – Jim Ronholm**

Be it resolved that the SSJ Arena Committee hereby receive and read Staff Report SSJ-2026-002.

***Carried***

**8. Correspondence**

**8.1 Budgetary Control – December (up to December 19, 2025)**

**8.2 Strong Resolution – Admin increase**

**Resolution #26-06: Sharon Smith – Brian McCabe**

Be it resolved that we the committee receive and read correspondence as below:

**8.1 Budgetary Control – December (up to December 19, 2025)**

**8.2 Strong Resolution – Admin increase**

***Carried***

**9. New Business**

**9.1 Need a date between January 14-30 for a budget meeting**

- January 21, 2026 @ 4:00 p.m.

**9.2 Yearly invoice/payroll resolution**

**Resolution #26-07: Jim Ronholm – Vicki Whitmell**

The SSJ Committee is aware that the arena receives some invoices that must be paid prior to Committee meetings because of penalties for late payments.

The Committee is also aware that the Township of Strong pays invoices and employee's wages bi-weekly.

The SSJ Committee authorizes the Township of Strong to issue payments for the above as and when required throughout the year.

***Carried***

**10. Closed Session**

**None**

**11. Next Regular Meeting Date**

Wednesday February 4, 2026

**12. Adjournment**

**Resolution #25-08: Jim Ronholm**

Be it resolved that we now adjourn at 6:36 p.m. until the next meeting February 4, 2026 or at the call of the Chair.

***Carried***

---

Chairperson



## **Regular Meeting of the Village of Sundridge Council**

**Wednesday, January, 14, 2026 at 6:00 p.m.**

**Village of Sundridge Council Chambers**

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

**STAFF:** Clerk Administrator, Nancy Millar

### **COUNCIL MINUTES**

#### **1) CALL TO ORDER**

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

#### **LAND ACKNOWLEDGEMENT**

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

#### **2) APPROVAL OF AGENDA**

**Resolution #2026-001**

**Moved By: Fraser Williamson**

**Seconded By: Sharon Smith**

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

<b>Recorded Vote</b>	<b>For</b>	<b>Against</b>	<b>Abstain</b>
<b>Preston, Luke</b>	<b>Y</b>		
<b>Smith, Sharon</b>	<b>Y</b>		
<b>Whitmell, Vicki</b>	<b>Y</b>		
<b>Williamson, Fraser</b>	<b>Y</b>		
<b>Jackson, Shawn</b>	<b>Y</b>		
<b>Carried.</b>			

**3) DECLARATION OF PECUNIARY INTEREST**

Councillor Fraser Williamson

I, Fraser Williamson, declare a pecuniary interest in Item (9.2) on the January 14, 2026 Council agenda. I am making this declaration because my wife Revered Sandra Jenkinson is employed by Zion United Church.

Councillor Fraser Williamson

I, Fraser Williamson, declare a pecuniary interest in Item (9.3) on the January 14, 2026 Council agenda. I am making this declaration because I am the membership Chair of the Happy Gang.

Deputy Mayor Sharon Smith

I, Sharon Smith, declare a pecuniary interest in Item (9.2) on the January 14, 2026 Council agenda. I am making this declaration because I am a member of the Happy Gang.

**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 – January 14, 2026

7 (E.2) Township of Joly Resolution #2025-00367 – Holiday Bonuses

7 (E.3) Township of Joly Resolution #2025-00368 – SDMC Resolutions

7 (E.4) District Social Services Administration Board – December CAO Report

7 (E.5) OPP 2026 Annual Billing Statement - January 1 to December 31, 2026

7 (E.6) Ministry of Emergency Preparedness and Response – Bill 25

7 (E.7) Joint Building Committee Permit Summary – December 2025

7 (E.8) Joint Building Committee Sundridge Permit Summary – December 2025

7 (E.9) Sundridge By-Law Enforcement Officers – 2025 Year End Report

7 (E.10) OPP Detachment Q4 Report (Statistical Data)

7 (E.11) SSJ Recreation Committee Resolution #R2026-006 – 2026 Budget

**8) APPROVAL OF CONSENT ITEMS**

**Resolution #2026-002**

**Moved By: Luke Preston**

**Seconded By: Vicki Whitmell**

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

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

<b>Recorded Vote</b>	<b>For</b>	<b>Against</b>	<b>Abstain</b>
<b>Preston, Luke</b>	<b>Y</b>		
<b>Smith, Sharon</b>	<b>Y</b>		
<b>Whitmell, Vicki</b>	<b>Y</b>		
<b>Williamson, Fraser</b>	<b>Y</b>		
<b>Jackson, Shawn</b>	<b>Y</b>		
<b>Carried.</b>			

**9) NEW BUSINESS/ACTION ITEMS**

9.1. Canada Post's free and reduced distribution of library books

**Resolution #2026-003**

**Moved By: Vicki Whitmell**

**Seconded By: Fraser Williamson**

**THAT** The Village of Sundridge Council expresses its concerns with the amendment to the Canada Post Corporations Act within Bill C-15 that could result in the disappearance of a reduced rate of postage for library materials lent by a library to a borrower, including by means of an interlibrary loan,

**AND THAT** Interlibrary loans are an essential part of how libraries operate and they provide access to material for the millions of library users in Canada.

**AND THAT** as a small rural library, the Sundridge Strong Union Public Library depends on loans from other libraries to supplement its collection and relies on Canada Post to deliver those materials at a reduced rate.

**AND FURTHER THAT** if Canada Post is allowed to increase the postal rate that supports this service without oversight from Parliament or the Government of Canada, there could be a devastating effect, putting a strain on already tight library budgets and threatening the ability of libraries to offer this essential service that ensures access, equity and literacy for all.

**NOW THEREFORE, BE IT RESOLVED THAT,** The Village of Sundridge Council encourages other municipal councils to contact their local MP and the Honourable Joël Lightbound, Minister of Government Transformation,

Public Works and Procurement to strongly urge the government to ensure that Canada Post continues to provide a library postal rate so that library services remain accessible for all of Canada through interlibrary loans.

<b>Recorded Vote</b>	<b>For</b>	<b>Against</b>	<b>Abstain</b>
<b>Preston, Luke</b>	<b>Y</b>		
<b>Smith, Sharon</b>	<b>Y</b>		
<b>Whitmell, Vicki</b>	<b>Y</b>		
<b>Williamson, Fraser</b>	<b>Y</b>		
<b>Jackson, Shawn</b>	<b>Y</b>		
<b>Carried.</b>			

9.2. Letter of Request – Zion Church

**Resolution #2026-004**

**Moved By: Luke Preston**

**Seconded By: Vicki Whitmell**

**THAT** the Council for the Corporation of The Village of Sundridge receives the correspondence from the Zion Church.

<b>Recorded Vote</b>	<b>For</b>	<b>Against</b>	<b>Abstain</b>
<b>Preston, Luke</b>	<b>Y</b>		
<b>Smith, Sharon</b>	<b>Y</b>		
<b>Whitmell, Vicki</b>	<b>Y</b>		
<b>Williamson, Fraser</b>	<b>Pecuniary Interest</b>		
<b>Jackson, Shawn</b>	<b>Y</b>		
<b>Carried.</b>			

9.3. Sundridge Happy Gang Lease

**Resolution #2026-005**

**Moved By: Luke Preston**

**Seconded By: Vicki Whitmell**

**THAT** the Council for the Corporation of The Village of Sundridge receives a copy of the lease For the Happy Gang's use of the room in the lower portion of the municipal building,

**AND THAT** as the terms of the lease expired on of December 31, 2025,

**AND FURTHER THAT** Council will consider entering a new lease for a period of 3 years (2026, 2027, 2028 plus CPI/cola rent increase to the third year),

**NOW THEREFORE, BE IT RESOLVED THAT** Council directs Staff to draft a new lease and bring it back to a future meeting of Council for further discussion.

<b>Recorded Vote</b>	<b>For</b>	<b>Against</b>	<b>Abstain</b>
<b>Preston, Luke</b>	<b>Y</b>		
<b>Smith, Sharon</b>	<b>Pecuniary Interest</b>		
<b>Whitmell, Vicki</b>	<b>Y</b>		
<b>Williamson, Fraser</b>	<b>Pecuniary Interest</b>		
<b>Jackson, Shawn</b>	<b>Y</b>		
<b>Carried.</b>			

9.4. January 29, 2026 Tri Council Agenda Items

**Resolution #2026-006**

**Moved By: Sharon Smith**

**Seconded By: Fraser Williamson**

**THAT** the Council for the Corporation of The Village of Sundridge will be taking part in the upcoming Tri Council Meeting, being held on January 29, 2026, with the Township of Joly as host municipality,

**AND THAT** Council would like to have the following item(s) added to the agenda:

- Volunteer Recruitment
- Update on the SSJ Restructuring Committee

<b>Recorded Vote</b>	<b>For</b>	<b>Against</b>	<b>Abstain</b>
<b>Preston, Luke</b>	<b>Y</b>		
<b>Smith, Sharon</b>	<b>Y</b>		
<b>Whitmell, Vicki</b>	<b>Y</b>		
<b>Williamson, Fraser</b>	<b>Y</b>		
<b>Jackson, Shawn</b>	<b>Y</b>		
<b>Carried.</b>			

9.5. SSJ Recreation Committee 2026 Budget

**Resolution #2026-007**

**Moved By: Fraser Williamson**

**Seconded By: Sharon Smith**

**THAT** the Council for the Corporation of the Village of Sundridge receive the recommendation resolution from the SSJ Recreation Committee,

**AND THAT** Council approves of the 2026 Budget in the amount of \$34,200, with the Villages' share being \$12,688.00.

<b>Recorded Vote</b>	<b>For</b>	<b>Against</b>	<b>Abstain</b>
<b>Preston, Luke</b>	<b>Y</b>		
<b>Smith, Sharon</b>	<b>Y</b>		
<b>Whitmell, Vicki</b>	<b>Y</b>		
<b>Williamson, Fraser</b>	<b>Y</b>		
<b>Jackson, Shawn</b>	<b>Y</b>		
<b>Carried.</b>			

## **10) COMMITTEE REPORTS/MINUTES**

**Resolution #2026-008**

**Moved By: Vicki Whitmell**

**Seconded By: Luke Preston**

**THAT** Items 10 (A.1) to 10 (B.4) be received and discussed.

10 (A.1) Almaguin Highlands Heath Council – November 6, 2025

10 (A.2) SSJ Recreation Committee – December 4, 2025

10 (A.3) Sundridge Strong Fire Committee – December 11, 2025

10 (A.4) Sundridge & District Medical Centre – December 17, 2025

10 (A.5) Sunflower Festival Committee – December 1, 2025

10 (A.6) SSJ Restructuring Committee – December 15, 2025

10 (A.7) SSJ Recreation Committee – January 8, 2026

10 (B.1) Regular Council Closed Session #1 – November 26, 2025

10 (B.2) Regular Council Closed Session #2 – November 26, 2025

10 (B.3) Regular Council Meeting - December 10, 2025

10 (B.4) Regular Council Closed Session – December 10, 2025

<b>Recorded Vote</b>	<b>For</b>	<b>Against</b>	<b>Abstain</b>
<b>Preston, Luke</b>	<b>Y</b>		
<b>Smith, Sharon</b>	<b>Y</b>		
<b>Whitmell, Vicki</b>	<b>Y</b>		
<b>Williamson, Fraser</b>	<b>Y</b>		
<b>Jackson, Shawn</b>	<b>Y</b>		
<b>Carried.</b>			

## **11) STAFF REPORTS**

### **11.1. Staff Memo – Zion United Church Letter of Request**

**Resolution #2026-009**

**Moved By: Luke Preston**

**Seconded By: Vicki Whitmell**

**THAT** the Council for Corporation of The Village of Sundridge receives the Staff Memo dated January 14, 2026 regarding the correspondence from the Zion Church dated January 4, 2026,

**AND THAT** staff be directed to have an agreement (for the 2026 winter season) prepared to formalize the snow removal operations being coordinated by the church,

**AND THAT** the Church is to have insurance coverage naming the village as an additional insured if advised by the village solicitor and attainable by the church,

**AND FURTHER THAT** the Village Superintendent attend a future meeting of Council to further discuss this matter with regards to future use.

<b>Recorded Vote</b>	<b>For</b>	<b>Against</b>	<b>Abstain</b>
<b>Preston, Luke</b>	<b>Y</b>		
<b>Smith, Sharon</b>	<b>Y</b>		
<b>Whitmell, Vicki</b>	<b>Y</b>		
<b>Williamson, Fraser</b>	<b>Y</b>		
<b>Jackson, Shawn</b>	<b>Y</b>		
<b>Carried.</b>			

**12) BY-LAWS**

**12.1 By-Law No. 2026-001 Temporary Borrowing**

**Resolution #2026-010**

**Moved By: Sharon Smith**

**Seconded By: Fraser Williamson**

**THAT** By-Law No. 2026-001, being a by-law to authorize temporary borrowing from time to time to meet current expenditures during the fiscal year ending December 31, 2026, be approved.

<b>Recorded Vote</b>	<b>For</b>	<b>Against</b>	<b>Abstain</b>
<b>Preston, Luke</b>	<b>Y</b>		
<b>Smith, Sharon</b>	<b>Y</b>		
<b>Whitmell, Vicki</b>	<b>Y</b>		
<b>Williamson, Fraser</b>	<b>Y</b>		
<b>Jackson, Shawn</b>	<b>Y</b>		
<b>Carried.</b>			

## 12.2 By-Law No. 2026-002 Interim Tax Levy

### **Resolution #2026-011**

**Moved By: Luke Preston**

**Seconded By: Vicki Whitmell**

**THAT** By-Law No. 2026-002, being a by-law to provide for an Interim Tax Levy and the Payment of Interim Taxes for the Year 2026, be approved.

<b>Recorded Vote</b>	<b>For</b>	<b>Against</b>	<b>Abstain</b>
<b>Preston, Luke</b>	<b>Y</b>		
<b>Smith, Sharon</b>	<b>Y</b>		
<b>Whitmell, Vicki</b>	<b>Y</b>		
<b>Williamson, Fraser</b>	<b>Y</b>		
<b>Jackson, Shawn</b>	<b>Y</b>		
<b>Carried.</b>			

### **13) ANNOUCEMENTS**

#### **➤ Shawn Jackson**

- Dr. Kistemaker has given notice to the Sundridge & District Medical Centre that she will be leaving in March 2026. Recruitment activities are in motion. The Healthcare Practitioners at the medical centre will continue to provide care to those that were rostered with Dr. Kistemkaer.

#### **➤ Sharon Smith – Nothing at this time.**

#### **➤ Luke Preston**

- Councillor Preston will be attending the ROMA Conference this coming weekend (January 18 to January 20, 2026 in Toronto)

#### **➤ Vicki Whitmell**

- Councillor Whitmell will be attending the ROMA Conference this coming weekend (January 18 to January 20, 2026 in Toronto)

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

#### **➤ Nancy Millar, Clerk Administrator**

- Phoenix Building Components is hosting their Grand Opening Friday January 16, 2026 from 9:30am to 3pm
- With the upcoming 2026 municipal election Residents can ensure that their name is on the voters list by visiting the



website electionsontario.ca. If anyone in the village requires assistance to confirm their name on the voters list, they can call or come into the municipal office and staff would be please to assist.

**14) INTRODUCTION OF FUTURE MOTIONS**

Councillor Luke Preston will introduce a motion regarding housing and a review of the applicable by-laws and regulations.

Councillor Luke Preston will introduce a motion regarding road salt use and reduction as requested by the Lake Bernard Property Owners Association.

Deputy Mayor Sharon Smith will introduce a motion regarding Administration for Shared Services.

**15) CONFIRMING BY-LAW**

**Resolution #2026-012**

**Moved By: Sharon Smith**

**Seconded By: Vicki Whitmell**

**THAT** By-Law No. 2026-003, being a by-law to confirm the proceedings of Council of the Corporation of the Village of Sundridge at its regular meeting of **January, 14, 2026**, be adopted.

<b>Recorded Vote</b>	<b>For</b>	<b>Against</b>	<b>Abstain</b>
<b>Preston, Luke</b>	<b>Y</b>		
<b>Smith, Sharon</b>	<b>Y</b>		
<b>Whitmell, Vicki</b>	<b>Y</b>		
<b>Williamson, Fraser</b>	<b>Y</b>		
<b>Jackson, Shawn</b>	<b>Y</b>		
<b>Carried.</b>			

**16) CONSIDERATION OF A CLOSED SESSION - None**

**17) ADJOURNMENT**

**Resolution #2026-013**

**Moved By: Fraser Williamson**

**Seconded By: Luke Preston**

**THAT** we do now adjourn at 7:23p.m. until the Regular Council Meeting on January, 28, 2026, or at the call of the Mayor.

<b>Recorded Vote</b>	<b>For</b>	<b>Against</b>	<b>Abstain</b>
<b>Preston, Luke</b>	<b>Y</b>		
<b>Smith, Sharon</b>	<b>Y</b>		
<b>Whitmell, Vicki</b>	<b>Y</b>		
<b>Williamson, Fraser</b>	<b>Y</b>		
<b>Jackson, Shawn</b>	<b>Y</b>		
<b>Carried.</b>			

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Shawn Jackson, Mayor

---

Nancy Millar, Clerk Administrator



## Corporation of the Village of Sundridge

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**Report Number:** S2026-001  
**Date:** January 28, 2026  
**To:** Mayor, Deputy Mayor and Members of Council  
**From:** Robyn Ferrante, Deputy Clerk/Deputy Treasurer  
**Report Title:** AMPS – 2025 Reporting

### RECOMMENDATION

THAT Council receives Staff Report S2026-001 AMPS – 2025 Reporting.

### BACKGROUND

In September of 2024, the Village of Sundridge adopted the Administrative Monetary Penalty System (AMPS) By-Law which provided the authority for staff to issue penalty notices rather than tickets for By-Law non-compliance.

As part of AMPS, staff are required to present Council with an annual report to provide data from the previous year. These reports are for Council's information only, and no action is required.

### ANALYSIS/OPTIONS

#### 2025 – **By-Law Enforcement**

AMPS Penalty Notices Issued: 1

Revenue Collected: \$300.00

#### 2025 – **Fire Department**

AMPS Penalty Notices Issued: 6

Revenue Collected: \$1800.00

## **FINANCIAL CONSIDERATION**

AMPS has resulted in a combined \$2100.00 for By-Law non-compliance in 2025.

It should be noted that this system's primary financial benefit is the reduction of staff time spent in the court system.

AMPS also alleviates pressure on the court system, which provincially results in cost savings.

While the above are beneficial, the ultimate goal of AMPS is by-law compliance in the Village. In most cases, warnings are issued prior to penalty notices.

## **CONCLUSION**

The Village has now completed our first full year utilizing AMPS as a tool for By-Law Compliance.

Department heads have reported favourable experiences using the system and enhanced compliance with municipal regulations. Staff will provide Council with another update in early 2027 based on 2026 data.

## **ATTACHMENTS**

N/A



**MEMO TO:** Mayor, Deputy Mayor, and Council

**FROM:** Clerk Administrator(s)

**DATE:** January 28, 2026

**SUBJECT:** Emergency Management Program C.E.M.C. Remuneration

In 2023, the shared emergency management program and shared C.E.M.C. concept was brought forth to Council for consideration. In September of the same year, all four municipalities passed resolutions in support of working together.

The C.E.M.C. was appointed by by-law for each municipality in October of 2023. The work was now underway to create and develop one emergency plan that could be used by all four municipalities collectively during an emergency event.

This shared service originally came to Council with a \$20,000 budget (including wages), that was to be shared equally amongst the members. There has been zero increase to the annual budget or the wages for this shared service since its inception.

Recently, after the Emergency Management Program Committee on January 22, 2026, the Clerk Administrators got together to discuss an increase to the remuneration for the C.E.M.C. position. A rate increase schedule for future planning purposes was also discussed.

The resolution placed before council on the agenda reflects the discussion between the clerks on the success of this shared service program and of the recruitment of such a valuable resource and team member.

The increase being recommended should not impact the budget in 2026, based on previous years (2024 / 2025) for hours worked.

# THE CORPORATION OF THE VILLAGE OF SUNDRIDGE

## BY-LAW NO. 2026-004

Being a By-Law to enter into an Agreement between  
The Province of Ontario as represented by the Office of the Fire Marshal,  
and the Corporation of The Village of Sundridge.

**WHEREAS** The Province as represented by the Office of the Fire Marshal, is responsible for the provision of the OFM Grant,

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

- 1) That the Corporation of the Village of Sundridge does hereby enter into an Agreement with The Province of Ontario and as a recipient will undertake activities as set out in the Agreement in order to receive the Transfer of funds under the OFM funding allocation.
- 2) That the Corporation of the Village of Sundridge authorizes the Mayor and the Clerk Administrator to sign the agreement

PASSED THIS 28<sup>th</sup> DAY OF JANUARY, 2026

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Shawn Jackson, Mayor

---

Nancy Millar, Clerk Administrator

## ONTARIO FIRE PROTECTION GRANT TRANSFER PAYMENT AGREEMENT

THE AGREEMENT, effective as of the

(The “Effective Date”)

B E T W E E N:

**His Majesty the King in right of Ontario  
as represented by the Solicitor General**

(referred to as the “Province”)

- and -

The Corporation of the Village of Sundridge

(the “Recipient”)

### CONSIDERATION

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

#### 1.0 ENTIRE AGREEMENT

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

Schedule “A” -	General Terms and Conditions
Schedule “B” -	Project Specific Information and Additional Provisions
Schedule “C” -	Project
Schedule “D” -	Budget
Schedule “E” -	Payment Plan
Schedule “F” -	Reports

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

#### 2.0 CONFLICT OR INCONSISTENCY

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

- (a) the Parties will interpret any Additional Provisions in so far as possible, in a way that preserves the intention of the Parties as expressed in Schedule “A”; and
- (b) where it is not possible to interpret the Additional Provisions in a way that is consistent with the provisions in Schedule “A”, the Additional Provisions will prevail over the provisions in Schedule “A” to the extent of the inconsistency.

### **3.0 COUNTERPARTS**

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

### **4.0 AMENDING THE AGREEMENT**

- 4.1 This Agreement may be amended upon the agreement of all Parties, which shall be executed in writing.

### **5.0 ACKNOWLEDGEMENT**

- 5.1 The Recipient acknowledges that:

- (a) by receiving Funds, it may become subject to legislation applicable to organizations that receive funding from the Government of Ontario;
- (b) His Majesty the King in right of Ontario has issued expenses, perquisites, and procurement directives and guidelines pursuant to the *Broader Public Sector Accountability Act*, 2010 (Ontario);
- (c) the Funds are:
  - (i) to assist the Recipient to carry out the Project and not to provide goods or services to the Province;
  - (ii) funding for the purposes of the *Public Sector Salary Disclosure Act*, 1996 (Ontario);
- (d) the Province is not responsible for carrying out the Project;
- (e) the Province is bound by the Freedom of Information and Protection of Privacy Act (Ontario) and that any information provided to the Province in connection with the Project or otherwise in connection with the Agreement may be subject to disclosure in accordance with that Act; and



- (f) the Province is bound by the Financial Administration Act (Ontario) ("FAA") and, pursuant to subsection 11.3(2) of the FAA, payment by the Province of Funds under the Agreement will be subject to,
  - (i) an appropriation, as that term is defined in subsection 1(1) of the FAA, to which that payment can be charged being available in the Funding Year in which the payment becomes due; or
  - (ii) the payment having been charged to an appropriation for a previous fiscal year.

**SIGNATURE PAGE FOLLOWS**

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

**HIS MAJESTY THE KING IN RIGHT OF ONTARIO  
as represented by the Solicitor General**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Name:** Carrie Clark

**Title:** Deputy Fire Marshal

The Corporation of the Village of Sundridge

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Name:**

\_\_\_\_\_  
**Title:**

I have authority to bind the Recipient

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Name:**

\_\_\_\_\_  
**Title:**

I have authority to bind the Recipient

**SCHEDULE “A”**  
**GENERAL TERMS AND CONDITIONS**

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**A1.0 INTERPRETATION AND DEFINITIONS**

**A1.1 Interpretation.** For the purposes of interpretation:

- (a) words in the singular include the plural and vice-versa;
- (b) words in one gender include all genders;
- (c) the headings do not form part of the Agreement; they are for reference only and will not affect the interpretation of the Agreement;
- (d) any reference to dollars or currency will be in Canadian dollars and currency; and
- (e) “include”, “includes” and “including” denote that the subsequent list is not exhaustive.

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

**“Additional Provisions”** means terms and conditions set out in Schedule “B”.

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

**“Budget”** means the budget attached to the Agreement as Schedule “D”.

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

**“Effective Date”** means the date set out at the top of the Agreement.

**“Event of Default”** has the meaning ascribed to it in section A12.1.

**“Expiry Date”** means the expiry date set out in Schedule “B”.

**“Funding Year”** means.

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

period commencing on April 1 following the end of the previous Funding Year and ending on the following March 31 or the Expiry Date, whichever is first.

**“Funds”** means the money the Province provides to the Recipient pursuant to the Agreement.

**“Indemnified Parties”** means His Majesty the King in right of Ontario, His ministers, agents, appointees, and employees.

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

**“Maximum Funds”** means the maximum set out in Schedule “B”.

**“Notice”** means any communication given or required to be given pursuant to the Agreement.

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

**“Parties”** means the Province and the Recipient.

**“Party”** means either the Province or the Recipient.

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

**“Project”** means the undertaking described in Schedule “C” and as may be amended from time to time.

**“Records Review”** means any assessment the Province conducts pursuant to section A7.4.

**“Reports”** means the reports described in Schedule “F”.

## **A2.0 REPRESENTATIONS, WARRANTIES AND COVENANTS**

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

- (a) it is, and will continue to be a validly existing legal entity with full power to fulfill its obligations under the Agreement;
- (b) it has, and will continue to have, the experience and expertise necessary to carry out the Project;
- (c) it is in compliance with, and will continue to comply with, all federal and

provincial laws and regulations, all municipal by-laws, and any other orders, rules, and by-laws related to any aspect of the Project, the Funds, or both; and

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

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

- (a) the full power and capacity to enter into the Agreement; and
- (b) taken all necessary actions to authorize the execution of the Agreement.

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

- (a) procedures to enable the Recipient's ongoing effective functioning;
- (b) decision-making mechanisms for the Recipient;
- (c) procedures to enable the Recipient to manage Funds prudently and effectively;
- (d) procedures to enable the Recipient to complete the Project successfully;
- (e) procedures to enable the Recipient to identify risks to the completion of the Project and strategies to address the identified risks, all in a timely manner;
- (f) procedures to enable the preparation and submission of all Reports required pursuant to Article A7.0; and
- (g) procedures to enable the Recipient to address such other matters as the Recipient considers necessary to enable the Recipient to carry out its obligations under the Agreement.

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

**A3.0 TERM OF THE AGREEMENT**

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

#### **A4.0 FUNDS AND CARRYING OUT THE PROJECT**

##### **A4.1 Funds Provided.** The Province will:

- (a) provide the Recipient with Funds up to the Maximum Funds for the purpose of carrying out the Project;
- (b) provide the Funds to the Recipient in accordance with the payment plan attached to the Agreement as Schedule “E”; and
- (c) deposit the Funds into an account designated by the Recipient provided that the account:
  - (i) resides at a Canadian financial institution;
  - (ii) is in the name of the Recipient; and
  - (iii) is registered in TPON.

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

- (a) the Province is not obligated to provide any Funds to the Recipient until the Recipient provides the certificates of insurance or other proof required pursuant to section A10.2;
- (b) the Province is not obligated to provide instalments of Funds until it is satisfied with the progress of the Project; and
- (c) the Province may adjust the amount of Funds it provides to the Recipient based upon the Province’s assessment of the information the Recipient provides to the Province pursuant to section A7.2.

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

- (a) carry out the Project in accordance with the Agreement;
- (b) use the Funds only for the purpose of carrying out the Project;
- (c) spend the Funds only in accordance with the Budget;
- (d) not use the Funds to cover any cost that has been or will be funded or reimbursed by one or more of any third party, ministry, agency, or organization of the Government of Ontario.

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

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

- (a) deduct an amount equal to the interest from any further instalments of Funds;
- (b) demand from the Recipient the payment of an amount equal to the interest.

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

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

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

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

#### **A6.0 CONFLICT OF INTEREST**

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

- (a) the Recipient; or
- (b) any person who has the capacity to influence the Recipient's decisions, has outside commitments, relationships, or financial interests that could, or could be seen by a reasonable person to, interfere with the Recipient's objective, unbiased, and impartial judgment relating to the Project, the use of the Funds, or both.

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

- (a) the Recipient:
  - (i) provides Notice to the Province disclosing the details of the actual, potential, or perceived conflict of interest; and
  - (ii) requests the consent of the Province to carry out the Project with

an actual, potential, or perceived conflict of interest;

- (b) the Province provides its consent to the Recipient carrying out the Project with an actual, potential, or perceived conflict of interest; and
- (c) the Recipient complies with any terms and conditions the Province may prescribe in its consent.

## **A7.0 REPORTING, ACCOUNTING AND REVIEW**

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

**A7.2 Preparation and Submission.** The Recipient will:

- (a) submit to the Province at the address set out in Schedule “B”:
  - (i) all Reports in accordance with the timelines and content requirements set out in Schedule “F”;
  - (ii) any other reports in accordance with any timelines and content requirements the Province may specify from time to time;
- (b) ensure that all Reports and other reports are:
  - (i) completed to the satisfaction of the Province; and
  - (ii) signed by an authorized signing officer of the Recipient.

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

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

**A7.4 Records Review.** The Province may, at its own expense, upon twenty-four hours’ Notice to the Recipient and during normal business hours, enter upon the Recipient’s premises to conduct an audit or investigation of the Recipient regarding the Recipient’s compliance with the Agreement, including assessing



any of the following:

- (a) the truth of any of the Recipient's representations and warranties;
- (b) the progress of the Project;
- (c) the Recipient's allocation and expenditure of the Funds.

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

- (a) inspect and copy any records and documents referred to in section A7.3; and
- (b) remove any copies the Province makes pursuant to section A7.5(a).

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

- (a) ensuring that the Province has access to the records and documents wherever they are located;
- (b) assisting the Province to copy records and documents;
- (c) providing to the Province, in the form the Province specifies, any information the Province identifies; and
- (d) carrying out any other activities the Province requests.

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

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

## **A8.0 COMMUNICATIONS REQUIREMENTS**

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

- (a) acknowledge the support of the Province for the Project;
- (b) ensure that any acknowledgement is in a form and manner as the Province directs;

- (c) indicate that the views expressed in the publication are the views of the Recipient and do not necessarily reflect those of the Province; and
- (d) obtain prior written approval from the Province before using any logo or symbol of the Government of Ontario, the Ministry of the Solicitor General or the Office of the Fire Marshal in any communications including press releases, published reports, radio and television programs and public or private meetings, or in any other type of promotional material, relating to the Project or this Agreement.

**A8.2 Notice of Project-Related Communications.** Unless the Province directs the Recipient to do otherwise, the Recipient will provide written notice to the Province a minimum of 14 Business Days in advance of all Project-related publications, whether written, oral, or visual, including public announcements or communications.

## **A9.0 INDEMNITY**

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

## **A10.0 INSURANCE**

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

- (a) the Indemnified Parties as additional insureds with respect to liability arising in the course of performance of the Recipient's obligations under, or otherwise in connection with, the Agreement;
- (b) a cross-liability clause;
- (c) contractual liability coverage; and
- (d) at least 30 days' written notice of cancellation.

**A10.2 Proof of Insurance.** The Recipient will,

- (a) provide to the Province, either,
  - (i) certificates of insurance that confirm the insurance coverage required by section A10.1; or
  - (ii) other proof that confirms the insurance coverage required by section A10.1; and
- (b) in the event of a Proceeding, and upon the Province's request, the Recipient will provide to the Province a copy of any of the Recipient's insurance policies that relate to the Project or otherwise to the Agreement, or both.

**A11.0 TERMINATION ON NOTICE**

**A11.1 Termination on Notice.** This Agreement may be terminated by the Province at any time without liability, penalty, or costs upon giving at least thirty (30) days prior written Notice to the Recipient.

**A11.2 When Termination Effective.** Termination under Article A11.1 will take effect as provided for in the Notice.

**A11.3 Consequences of Termination on Notice by the Province.** If the Province terminates the Agreement pursuant to section A11.1, the Province may take one or more of the following actions:

- (a) cancel further installments of Funds;
- (b) demand from the Recipient the payment of any Funds remaining in the possession or under the control of the Recipient; and
- (c) determine the reasonable costs for the Recipient to wind down the Project, and do the following:
  - (i) permit the Recipient to offset such costs against the amount the Recipient owes pursuant to section A11.2(b);
  - (ii) subject to section A4.1(a), provide Funds to the Recipient to cover such costs.

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

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

- (a) in the opinion of the Province, the Recipient breaches any representation, warranty, covenant, or other term of the Agreement, including failing to do any of the following in accordance with the terms and conditions of the Agreement:
  - (i) carry out the Project;
  - (ii) use or spend Funds; or
  - (iii) provide, in accordance with section A7.2, Reports or such other reports as the Province may have requested pursuant to section A7.2(a)(ii);
- (b) the Recipient's operations, its financial condition, its organizational structure or its control changes such that it no longer meets one or more of the eligibility requirements of the program under which the Province provides the Funds;
- (c) the Recipient makes an assignment, proposal, compromise, or arrangement for the benefit of creditors, or a creditor makes an application for an order adjudging the Recipient bankrupt, or applies for the appointment of a receiver;
- (d) the Recipient ceases to operate.

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

- (a) initiate any action the Province considers necessary in order to facilitate the successful continuation or completion of the Project;
- (b) provide the Recipient with an opportunity to remedy the Event of Default;
- (c) suspend the payment of Funds for such period as the Province determines appropriate;
- (d) reduce the amount of the Funds;
- (e) cancel further instalments of Funds;
- (f) demand from the Recipient the payment of any Funds remaining in the

possession or under the control of the Recipient;

- (g) demand from the Recipient the payment of an amount equal to any Funds the Recipient used, but did not use in accordance with the Agreement;
- (h) demand from the Recipient the payment of an amount equal to any Funds the Province provided to the Recipient;
- (i) demand from the Recipient the payment of an amount equal to the costs the Province incurred or incurs to enforce its rights under the Agreement, including the costs of any Records Review and the costs it incurs to collect any amounts the Recipient owes to the Province; and
- (j) upon giving Notice to the Recipient, terminate the Agreement at any time, including immediately, without liability, penalty or costs to the Province.

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

- (a) the particulars of the Event of Default; and
- (b) the Notice Period.

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

- (a) the Recipient does not remedy the Event of Default within the Notice Period;
- (b) it becomes apparent to the Province that the Recipient cannot completely remedy the Event of Default within the Notice Period; or
- (c) the Recipient is not proceeding to remedy the Event of Default in a way that is satisfactory to the Province,

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

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

## **A13.0 FUNDS AT THE END OF A FUNDING YEAR**

**A13.1 Funds at the End of a Funding Year.** Without limiting any rights of the Province under Article A12.0, if, by the end of a Funding Year, the Recipient has not spent all of the Funds allocated for that Funding Year as provided for in

the Budget, the Province may take one or both of the following actions:

- (a) demand from the Recipient payment of the unspent Funds;
- (b) adjust the amount of any further instalments of Funds accordingly.

#### **A14.0 FUNDS UPON EXPIRY**

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

#### **A15.0 DEBT DUE AND PAYMENT**

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

- (a) deduct an amount equal to the excess Funds from any further instalments of Funds; or
- (b) demand that the Recipient pay to the Province an amount equal to the excess Funds.

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

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

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

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

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

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

## **A16.0 NOTICE**

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

- (a) in writing;
- (b) delivered by email, postage-prepaid mail, personal delivery, courier or fax; and
- (c) addressed to the Province or the Recipient as set out in Schedule “B”, or as either Party later designates to the other by Notice.

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

- (a) in the case of postage-prepaid mail, five Business Days after the Notice is mailed; or
- (b) in the case of fax, one Business Day after the Notice is delivered; and
- (c) in the case of email, personal delivery or courier on the date on which the Notice is delivered.

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

- (a) Notice by postage-prepaid mail will not be deemed to be given; and
- (b) the Party giving Notice will give Notice by email, personal delivery, courier or fax.

## **A17.0 CONSENT BY PROVINCE AND COMPLIANCE BY RECIPIENT**

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

- (a) it will do so by Notice;
- (b) it may attach any terms and conditions to the consent; and
- (c) the Recipient may rely on the consent only if the Recipient complies with

any terms and conditions the Province may have attached to the consent.

#### **A18.0 SEVERABILITY OF PROVISIONS**

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

#### **A19.0 WAIVER**

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

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

#### **A20.0 INDEPENDENT PARTIES**

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

#### **A21.0 ASSIGNMENT OF AGREEMENT OR FUNDS**

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

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

- (a) the Recipient's heirs, executors, administrators, successors, and permitted assigns; and
- (b) the successors to His Majesty the King in right of Ontario.

#### **A22.0 GOVERNING LAW**

**A22.1 Governing Law.** The Agreement and the rights, obligations and relations of the



Parties will be governed by and construed in accordance with the laws of the Province of Ontario and the applicable federal laws of Canada. Any actions or proceedings arising in connection with the Agreement will be conducted in the courts of Ontario, which will have exclusive jurisdiction over such proceedings.

## **A23.0 FURTHER ASSURANCES**

### **A23.1 Agreement into Effect.** The Recipient will:

- (a) provide such further assurances as the Province may request from time to time with respect to any matter to which the Agreement pertains; and
- (b) do or cause to be done all acts or things necessary to implement and carry into effect the terms and conditions of the Agreement to their full extent.

## **A24.0 JOINT AND SEVERAL LIABILITY**

### **A24.1 Joint and Several Liability.** Where the Recipient comprises more than one entity, each entity will be jointly and severally liable to the Province for the fulfillment of the obligations of the Recipient under the Agreement.

## **A25.0 RIGHTS AND REMEDIES CUMULATIVE**

### **A25.1 Rights and Remedies Cumulative.** The rights and remedies of the Province under the Agreement are cumulative and are in addition to, and not in substitution for, any of its rights and remedies provided by law or in equity.

## **A26.0 FAILURE TO COMPLY WITH OTHER AGREEMENTS**

### **A26.1 Other Agreements.** If the Recipient:

- (a) has failed to comply with any term, condition, or obligation under any other agreement with His Majesty the King in right of Ontario or one of His agencies (a “**Failure**”);
- (b) has been provided with notice of such Failure in accordance with the requirements of such other agreement;
- (c) has, if applicable, failed to rectify such Failure in accordance with the requirements of such other agreement; and
- (d) such Failure is continuing,

the Province may suspend the payment of Funds for such period as the Province determines appropriate.

## **A27.0 SURVIVAL**

**A27.1 Survival.** The following Articles and sections, and all applicable cross-referenced Articles, sections and schedules, will continue in full force and effect for a period of seven years from the date of expiry or termination of the Agreement: Article 1.0, Article 2.0, Article A1.0 and any other applicable definitions, section A2.1(a), sections A4.4, A4.5, A4.6, section A5.2, section A7.1, section A7.2 (to the extent that the Recipient has not provided the Reports or other reports as the Province may have requested and to the satisfaction of the Province), sections A7.3, A7.4, A7.5, A7.6, A7.7, A.8, Article A8.0, Article A9.0, Article A10.0, section A11.2, sections A12.1, sections A12.2(d), (e), (f), (g), (h), (i), and (j), Article A13.0, Article A14.0, Article A15.0, Article A16.0, Article A18.0, section A21.2, Article A22.0, Article A24.0, Article A25.0, and Article A27.0.

**-- END OF GENERAL TERMS AND CONDITIONS --**

**SCHEDULE “B”**  
**PROJECT SPECIFIC INFORMATION AND ADDITIONAL PROVISIONS**

<b>Maximum Funds</b>	<b>\$16,000</b>
<b>Expiry Date</b>	<b>March 31, 2026</b>
<b>Amount for the purposes of section A5.2 (Disposal) of Schedule “A”</b>	<b>\$ 5,000</b>
<b>Insurance</b>	<b>\$ 2,000,000</b>
<b>Contact information for the purposes of Notice to the Province</b>	<p><b>Name:</b> Program Development &amp; Analytics Unit, Office of the Fire Marshal, Public Safety Division Ministry of the Solicitor General</p> <p><b>Attention:</b> Katrina Nedeljkovich, Operations Manager</p> <p><b>Address:</b> 2284 Nursery Road, Midhurst, ON L0L 1N0</p> <p><b>Fax:</b> (705) 305-4595</p> <p><b>Email:</b> <a href="mailto:Katrina.nedeljkovich@Ontario.ca">Katrina.nedeljkovich@Ontario.ca</a> / <a href="mailto:OFMGrants@ontario.ca">OFMGrants@ontario.ca</a></p>
<b>Contact information for the purposes of Notice to the Recipient</b>	<p><b>Name:</b> Andrew Torrance</p> <p><b>Position:</b> Fire Chief</p> <p><b>Address:</b> , , ,</p> <p><b>Phone:</b> 705-384-7378</p> <p><b>Email:</b> firechief@sundridge.ca</p>
<b>Contact information for the senior financial person in the Recipient organization (e.g., CFO, CAO) – to respond as required to requests from the Province related to the Agreement</b>	<p><b>Name:</b> Christine Hickey</p> <p><b>Position:</b> Treasurer</p> <p><b>Address:</b> , , ,</p> <p><b>Phone:</b> 705-384-5316</p> <p><b>Email:</b> chickey@sundridge.ca</p>

**Additional Provisions:**

**None**

## **SCHEDULE “C” PROJECT**

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The Ministry of the Solicitor General, Office of the Fire Marshal received Treasury Board (TB) approval to support the municipal fire service in acquiring critical equipment and other needs (health and safety, minor infrastructure and specialized tools) to improve and enhance the level of fire protection service being provided. These approved funds are provided through what is known as the Fire Protection Grant.

Year two of the Fire Protection Grant focuses on firefighter health and safety (specifically, cancer prevention measures) minor infrastructure updates and support for Lithium-Ion Incident Responses. These themes were chosen based on feedback from fire stakeholders across Ontario about the challenges and risks firefighters face in performing their duties.

The Ministry has identified five categories of eligibility:

- Cancer Prevention – Equipment and Supplies (such as exhaust extraction systems in the fire station or washing machines for firefighting gear to remove contaminants, etc.)
- Cancer Prevention - Personal Protective Equipment (such as facepieces, balaclavas, etc.)
- Cancer Prevention – Minor Infrastructure (such as showers in the fire station, etc.)
- Technology – Minor Infrastructure (such as bringing internet to fire stations that do not currently have access to improve connectivity and training opportunities, etc.)
- Lithium-Ion Incident Response – Equipment and Supplies (such as extinguishing agents, fire decontamination systems and safety solutions)

The grant application window opened August 13, 2025 and closed September 30, 2025.

The Corporation of the Village of Sundridge is approved for \$16,000

Funding to support the purchase of Grants funds to be used towards the purchase of: one (1) AirMATION Industrial Air Cleaner..

## **SCHEDULE “D” BUDGET**

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Funding will be provided to The Corporation of the Village of Sundridge upon execution of this Agreement.

Funding will be provided to The Corporation of the Village of Sundridge explicitly for the purchase of one, or a combination of, the items prescribed within the listed summary in Schedule “C”. Copies of all invoices and receipts for said items will be provided to the Office of The Fire Marshal as part of the Report Back described in Schedule “F” that forms part of this agreement.

The funds must be committed to the project as approved by March 31st, 2026. Subsequently, the funds must be spent by the municipality by the end of Provincial Financial Quarter Three (Q3) (December 31, 2026).

## **SCHEDULE “E” PAYMENT PLAN**

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### **E.1 MAXIMUM FUNDS**

The Maximum Funds to be provided by the Province to the Recipient under this Agreement is set out in Schedule “B”.

### **E.2 PAYMENT SCHEDULE**

The Funds will be provided to the Recipient for the Funding Year subject to the Agreement having been signed by the Province.

## **SCHEDULE “F” REPORTS**

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As a condition of the Fire Protection Grant, a report back to the Office of the Fire Marshal must be received, through the Transfer Payment Ontario or as otherwise directed, by the end of Provincial Financial Quarter, Q3, to outline how the grant funding was utilized, and the benefit(s) seen at the department level.

As part of the report back, the municipality is required to provide copies of all invoices and receipts for the items purchased for the approved project(s) as noted in Schedule “C”.



## **THE CORPORATION OF THE VILLAGE OF SUNDRIDGE**

### **BY-LAW NO. 2026-005**

Being a by-law to authorize an agreement between the Sundridge Happy Gang and The Village of Sundridge for the lease of space within the Village of Sundridge Municipal Building for use as the 'Seniors Room'.

**WHEREAS** the Village of Sundridge wishes to enter into an agreement to permit the use of a designated space within the Village of Sundridge Municipal Building for use by the Sundridge Happy Gang to use as a gathering place for Seniors;

**NOW THEREFORE**, the Council for the Village of Sundridge, a municipal corporation pursuant to the Municipal Act, 2001, hereby enacts as follows:

1. That Schedule 'A' shall form part of this by-law.
2. That this by-law shall be deemed to be in effect as of January 1, 2026 on the date of its passing.
3. That this by-law and Schedule 'A' shall replace By-Law No. 2023-045 and its Schedule 'A'.
4. That the Mayor or his designate and the Clerk Administrator are hereby authorized to execute this lease agreement between the Sundridge Happy Gang and the Village of Sundridge, as described in Schedule 'A' attached hereto.

**PASSED ON THIS 28<sup>TH</sup> DAY OF JANUARY, 2026**

---

Shawn Jackson, Mayor

---

Nancy Millar, Clerk Administrator

SCHEDULE 'A' TO BY-LAW NO. 2026-xxx

THIS INDENTURE made the 28th day of January 2026

BETWEEN                      THE CORPORATION OF THE VILLAGE OF  
SUNDRIDGE District of Parry Sound, Province  
of Ontario (hereinafter called the Lessor) and  
THE HAPPY GANG (Sundridge Senior Citizens Organization)  
(hereinafter called the Lessee)

1.     WITNESSETH THAT in consideration of the rents, covenants and agreements hereinafter respectively reserved and contained on the part of the said Lessee, his heirs, executors, administrator, and assigns to be respectively paid, observed and performed, the said Lessor doth grant to the Lessee the privilege of the use of the one large room downstairs in the Village of Sundridge Municipal Building from January 1, 2026 to December 31, 2028. A total period of 3 years.
2.     THE LESSEE COVENANTS AND AGREES to pay rent for the premises in the amount determined by way of council resolution each month, which shall be payable on the first of January 2026 and each month thereafter until December 1, 2028.
3.     THE PARTIES AGREE that any other facilities arranged in the Village of Sundridge Municipal Building in addition to the above will be paid by the Lessee at the rate as set out by the Lessor.
4.     THE LESSEE COVENANTS AND AGREES that they will return the premises of the Lessor at the end of the term herein fixed in good repair and condition with reasonable wear and tear and damage by fire, lightning and tempest accepted. The Lessee will replace any broken, damaged or missing items unless caused by fire, lightning or tempest or will in lieu thereof pay a fair compensation for such damage.
5.     THE LESSOR COVENANTS AND AGREES to provide the Lessee with a key to the front entrance, and the one room so that the LESSEE may come and go as desired. The Lessee shall be responsible for the security of the premises on leaving the building.
6.     THE PARTIES AGREE that the Lessee shall pay for the hydro and heat.
7.     THE LESSEE COVENANTS AND AGREES to secure public liability insurance in any amount and form satisfactory to the Lessor's solicitors covering all liabilities that may arise out of the use of the above mentioned room by the Happy Gang and the person's use of the above-mentioned room

by the Happy Gang and the persons who might attend the room during its usage by the Happy Gang.

8. IT IS FURTHER UNDERSTOOD AND AGREED between the parties hereto that the Lessee or Lessor shall have the right, without penalty, to terminate this contract. The Lessee or Lessor must provide a written notice 90 days before termination, with a clear end date specified for either party.
9. The Lessee shall not permit, nor rent out, nor allow, the leased spaced to be used by any other organization, group, or users, without the express written permission of the Council for the Village of Sundridge.

THIS INDENTURE shall inure to the benefit of and be binding upon the executors and administrators of the Lessee and the successor and assign of the Lessor.

IN WITNESS WHEREOF the parties hereto have affixed their signature and seals.

SIGNED, SEALED AND DELIVERED

THE CORPORATION OF THE VILLAGE OF SUNDRIDGE

LESSOR

PER \_\_\_\_\_  
Mayor Shawn Jackson

PER \_\_\_\_\_  
Clerk Administrator Nancy Millar

LESSEE

PER \_\_\_\_\_  
President Lawrie Vincer

**THE CORPORATION OF THE VILLAGE OF SUNDRIDGE**

**BY-LAW NO. 2026-006**

Being a by-law to enter into an agreement between The Province of Ontario as represented by the Honourable Minister of Transportation and the Corporation of The Village of Sundridge.

**WHEREAS**, the Province as represented by the Honourable Minister of Transportation for the provision of the Pothole Prevention and Repair Program,

**NOW THEREFORE**, The Corporation of The Village of Sundridge enacts as follows:

1. That the Corporation of The Village of Sundridge does hereby enter into an agreement with the Province of Ontario and as a recipient will undertake activities as set out in the agreement to receive the transfer of funds under the funding allocation.
2. That the Corporation of The Village of Sundridge authorizes the Mayor or his designate and the Clerk Administrator to sign the agreement.

**PASSED THIS 28<sup>TH</sup> DAY OF JANUARY 2026**

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Shawn Jackson, Mayor

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Nancy Millar, Clerk Administrator

**ONTARIO TRANSFER PAYMENT AGREEMENT  
POTHOLE PREVENTION AND REPAIR PROGRAM**

**THE AGREEMENT** is effective as of the 30<sup>th</sup> day of January 2026.

**BETWEEN:**

**His Majesty the King in right of Ontario  
as represented by Hon. Minister of Transportation  
  
(the “Province”)**

**- and -**

**The Corporation of the Village of Sundridge  
  
(the “Recipient”)**

**WHEREAS** the Recipient has requested funding from the Province for the Project (as defined in section A.1.2) and the Province has agreed to provide such funding to the Recipient subject to certain terms and conditions;

**AND WHEREAS** the Agreement sets out the terms and conditions upon which the Province has agreed to provide funds, up to the Maximum Funds (as defined in section A1.2) to the Recipient for the purpose of carrying out the Project, and upon which the Recipient has agreed to carry out the Project.

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

**1.0 ENTIRE AGREEMENT**

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

Schedule “A” -	General Terms and Conditions
Schedule “B” -	Project Specific Information
Schedule “C” -	Project Description and Timelines

Schedule "D" - Eligible Expenditures and Ineligible Expenditures  
Schedule "E" - Payment Plan  
Schedule "F" - Reporting and Compliance Audit  
Sub-Schedule F1 - Project Reports

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

## **2.0 CONFLICT OR INCONSISTENCY**

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

- (a) the Parties will interpret any Additional Provisions in so far as possible, in a way that preserves the intention of the Parties as expressed in Schedule "A"; and
- (b) where it is not possible to interpret the Additional Provisions in a way that is consistent with the provisions in Schedule "A", the Additional Provisions will prevail over the provisions in Schedule "A" to the extent of the inconsistency.

## **3.0 COUNTERPARTS**

**3.1 One and the Same Agreement.** The Agreement may be executed in any number of counterparts, with the same effect as if the Parties had signed the same document, each of which will be deemed an original, but all of which together will constitute one and the same instrument.

## **4.0 AMENDING THE AGREEMENT**

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

## **5.0 ACKNOWLEDGEMENT**

**5.1 Acknowledgement.** The Recipient acknowledges that:

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

*General Act* (Ontario);

- (b) His Majesty the King in right of Ontario has issued expenses, perquisites, and procurement directives and guidelines pursuant to the *Broader Public Sector Accountability Act, 2010* (Ontario);
- (c) the Funds are:
  - (i) to assist the Recipient to carry out the Project and not to provide goods or services to the Province;
  - (ii) funding for the purposes of the *Public Sector Salary Disclosure Act, 1996* (Ontario);
- (d) the Province is not responsible for carrying out the Project;
- (e) the Province is bound by the *Freedom of Information and Protection of Privacy Act* (Ontario) and that any information provided to the Province in connection with the Project or otherwise in connection with the Agreement may be subject to disclosure in accordance with that Act; and
- (f) the Province is bound by the *Financial Administration Act* (Ontario) ("FAA") and, pursuant to subsection 11.3(2) of the FAA, payment by the Province of Funds under the Agreement will be subject to:
  - (i) an appropriation, as that term is defined in subsection 1(1) of the FAA, to which that payment can be charged being available in the Funding Year in which the payment becomes due; or
  - (ii) the payment having been charged to an appropriation for a previous fiscal year.

**- SIGNATURE PAGE FOLLOWS -**

**IN WITNESS WHEREOF** the Parties have executed the Agreement on the dates set out below.

**HIS MAJESTY THE KING IN RIGHT OF ONTARIO**  
as represented by the Minister of Transportation

Date

Name: Prabmeet Sarkaria

Title: Minister

**The Corporation of the Village of Sundridge**

Date

Name: Christine Hickey

Title: Treasurer

I have authority to bind the Recipient

Date

Name:

Title:

I have authority to bind the Recipient



## **SCHEDULE “A” GENERAL TERMS AND CONDITIONS**

### **A1.0 INTERPRETATION AND DEFINITIONS**

#### **A1.1 Interpretation.** For the purposes of interpretation:

- (a) words in the singular include the plural and vice-versa;
- (b) words in one gender include all genders;
- (c) the headings do not form part of the Agreement; they are for reference only and will not affect the interpretation of the Agreement;
- (d) any reference to dollars or currency will be in Canadian dollars and currency; and
- (e) “include”, “includes” and “including” denote that the subsequent list is not exhaustive.
- (f) all accounting terms not otherwise defined in the Agreement have their ordinary meanings.

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

**“Additional Provisions”** means the terms and conditions set out in Schedule “B”.

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

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

**“Effective Date”** means the date set out at the top of the Agreement.

**“Eligible Expenditures”** means the costs of the Project that are eligible for funding by the Province under the Agreement and that are further described in Scheduled D.

**“Event of Default”** has the meaning ascribed to it in section A12.1.

**“Expiry Date”** means the expiry date set out in Schedule “B”.

**“Final Report”** means the report described in Schedule “F”.

**“Funding Year”** means in the case, the period commencing on the Effective Date and ending on the following March 31.

**“Funds”** means the money the Province provides to the Recipient pursuant to the Agreement.

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

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

**“Materials”** means material, machinery, equipment and fixtures forming part of the Project.

**“Maximum Funds”** means the maximum set out in Schedule “B”.

**“Notice”** means any communication given or required to be given pursuant to the Agreement.

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

**“Parties”** means the Province and the Recipient.

**“Party”** means either the Province or the Recipient.

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

**“Project”** means the undertaking described in Schedule “C”.

**“Records Review”** means any assessment the Province conducts pursuant to section A7.4.

**“Reports”** means the reports described in Schedule “F” and Sub-schedule “F1”.

**“Requirements of Law”** means all applicable requirements, laws, statutes, codes, acts, ordinances, approvals, orders, decrees, injunctions, by laws, rules,

regulations, official plans, permits, licenses, authorizations, directions and agreements with all authorities.

**“Substantial Performance”** means when the Work or a substantial part thereof has passed inspection and testing and is ready for use or is being used for intended purposes.

**A1.3 References** This Agreement refers to the following standards, specifications or publications:

**Ontario Provincial Standard Specifications, Construction**

OPSS PROV 127

OPSS MUNI 301

OPSS MUNI 303

OPSS MUNI 304

OPSS MUNI 310

OPSS MUNI 336

OPSS MUNI 337

OPSS MUNI 341

OPSS MUNI 369

**A2.0 REPRESENTATIONS, WARRANTIES, AND COVENANTS**

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

- (a) it is, and will continue to be, a validly existing legal entity with full power to fulfill its obligations under the Agreement;
- (b) it has, and will continue to have, the experience and expertise necessary to carry out the Project;
- (c) it is in compliance with, and will continue to comply with, all federal and provincial laws and regulations, all municipal by-laws, and any other orders, rules, and by-laws related to any aspect of the Project, the Funds, or both; and
- (d) that, unless otherwise provided for in the Agreement, any information the Recipient provided to the Province in support of its request for funds (including information relating to any eligibility requirements) was true and complete at the time the Recipient provided it and will continue to be true and complete.

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

- (a) the full power and capacity to enter into the Agreement; and
- (b) taken all necessary actions to authorize the execution of the Agreement.

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

- (a) a code of conduct and ethical responsibilities for all persons at all levels of the Recipient's organization;
- (b) procedures to enable the Recipient's ongoing effective functioning;
- (c) decision-making mechanisms for the Recipient;
- (d) procedures to enable the Recipient to manage Funds prudently and effectively;
- (e) procedures to enable the Recipient to complete the Project successfully;
- (f) procedures to enable the Recipient to identify risks to the completion of the Project and strategies to address the identified risks, all in a timely manner;
- (g) procedures to enable the preparation and submission of all Reports required pursuant to Article A7.0; and
- (h) procedures to enable the Recipient to address such other matters as the Recipient considers necessary to enable the Recipient to carry out its obligations under the Agreement.

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

### **A3.0 TERM OF THE AGREEMENT**

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

### **A4.0 FUNDS AND CARRYING OUT THE PROJECT**

**A4.1 Funds Provided.** The Province will:

- (a) provide the Recipient with \$38,000 in Funds for the purpose of carrying out the Project;
- (b) provide the Funds to the Recipient in accordance with the payment plan attached to the Agreement as Schedule "E" ; and

- (c) deposit the Funds into an account the Recipient designates provided that the account:
  - (i) resides at a Canadian financial institution; and
  - (ii) is in the name of the Recipient.

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

- (a) the Province is not obligated to provide any Funds to the Recipient until the Recipient provides the certificates of insurance or other proof required pursuant to section A10.2 ;
- (b) the Province may adjust the amount of Funds it provides to the Recipient for any Funding Year based upon the Province's assessment of the information the Recipient provides to the Province pursuant to section A7.2.

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

- (a) carry out the Project in accordance with the Agreement;
- (b) use the Funds only for the purpose of carrying out the Project;
- (c) spend the Funds only in accordance with the maximum funds set out in Schedule B.”;
- (d) not use the Funds to cover any cost that has been or will be funded or reimbursed by any other funding program or source. .

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

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

- (a) deduct an amount equal to the interest from any further instalments of Funds;
- (b) demand from the Recipient the payment of an amount equal to the interest.

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

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

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

**A5.2 Disposal.** The Recipient will not, without the Province's prior consent, sell, lease, or otherwise dispose off any asset purchased or created with the Funds or for which the Funds were provided.

**A6.0 CONFLICT OF INTEREST**

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

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

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

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

- (a) the Recipient:
  - (i) provides Notice to the Province disclosing the details of the actual, potential, or perceived conflict of interest; and
  - (ii) requests the consent of the Province to carry out the Project with an actual, potential, or perceived conflict of interest;
- (b) the Province provides its consent to the Recipient carrying out the Project with an actual, potential, or perceived conflict of interest; and
- (c) the Recipient complies with any terms and conditions the Province may prescribe in its consent.

## **A7.0 REPORTS, ACCOUNTING, AND REVIEW**

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

**A7.2 Preparation and Submission.** The Recipient will:

- (a) submit to the Province at the address set out in Schedule “B”:
  - (i) all Reports in accordance with the timelines and content requirements set out in Schedule “F”;
  - (ii) any other reports in accordance with any timelines and content requirements the Province may specify from time to time;
- (b) ensure that all Reports and other reports are:
  - (i) completed to the satisfaction of the Province; and
  - (i) signed by an authorized signing officer of the Recipient.

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

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

**A7.4 Records Review.** The Province may, at its own expense, upon twenty-four hours’ Notice to the Recipient and during normal business hours enter upon the Recipient’s premises to conduct an audit or investigation of the Recipient regarding the Recipient’s compliance with the Agreement, including assessing any of the following:

- (a) the truth of any of the Recipient’s representations and warranties;
- (b) the progress of the Project;
- (c) the Recipient’s allocation and expenditure of the Funds.

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

- (a) inspect and copy any records and documents referred to in section A7.3;
- (b) remove any copies the Province makes pursuant to section A7.5(a).

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

- (a) ensuring that the Province has access to the records and documents wherever they are located;
- (b) assisting the Province to copy records and documents;
- (c) providing to the Province, in the form the Province specifies, any information the Province identifies; and
- (d) carrying out any other activities the Province requests.

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

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

## **A8.0 COMMUNICATIONS REQUIREMENTS**

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

- (a) acknowledge the support of the Province for the Project;
- (b) ensure that any acknowledgement is in a form and manner as the Province directs; and
- (c) indicate that the views expressed in the publication are the views of the Recipient and do not necessarily reflect those of the Province.

## **A9.0 INDEMNITY**

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

## **A10.0 INSURANCE**



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

- (a) the Indemnified Parties as additional insureds with respect to liability arising in the course of performance of the Recipient’s obligations under, or otherwise in connection with, the Agreement;
- (b) a cross-liability clause;
- (c) contractual liability coverage; and
- (d) at least 30 days’ written notice of cancellation.

**A10.2 Proof of Insurance.** The Recipient will:

- (a) provide to the Province, either:
  - (i) certificates of insurance that confirm the insurance coverage required by section A10.1; or
  - (ii) other proof that confirms the insurance coverage required by section A10.1; and
- (b) in the event of a Proceeding, and upon the Province’s request, the Recipient will provide to the Province a copy of any of the Recipient’s insurance policies that relate to the Project or otherwise to the Agreement, or both.

**A10.3 Subcontractor insurance.** The Recipient will ensure that any subcontractors retained to perform any part or parts of the Project will obtain and maintain all the necessary and appropriate insurance that a prudent person in the business of the subcontractor would obtain and maintain.

## **A11.0 TERMINATION ON NOTICE**

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

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

- (a) cancel further instalments of Funds;
- (b) demand from the Recipient the payment of any Funds remaining in the possession or under the control of the Recipient; and
- (c) determine the reasonable costs for the Recipient to wind down the Project, and do either or both of the following:
  - (i) permit the Recipient to offset such costs against the amount the Recipient owes pursuant to section A11.2(b); and
  - (ii) subject to section A4.1(a), provide Funds to the Recipient to cover such costs.

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

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

- (a) in the opinion of the Province, the Recipient breaches any representation, warranty, covenant, or other term of the Agreement, including failing to do any of the following in accordance with the terms and conditions of the Agreement:
  - (i) carry out the Project;
  - (ii) use or spend Funds; or
  - (iii) provide, in accordance with section A7.2, Reports or such other reports as the Province may have requested pursuant to section A7.2(a)(ii);
- (b) the Recipient's operations, its financial condition, its organizational structure or its control changes such that it no longer meets one or more of the eligibility requirements of the program under which the Province provides the Funds;
- (c) the Recipient makes an assignment, proposal, compromise, or arrangement for the benefit of creditors, or a creditor makes an application for an order adjudging the Recipient bankrupt, or applies for the appointment of a receiver;
- (d) the Recipient ceases to operate.

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

- (a) initiate any action the Province considers necessary in order to facilitate the successful continuation or completion of the Project;
- (b) provide the Recipient with an opportunity to remedy the Event of Default;
- (c) suspend the payment of Funds for such period as the Province determines appropriate;
- (d) reduce the amount of the Funds;
- (e) cancel further instalments of Funds;
- (f) demand from the Recipient the payment of any Funds remaining in the possession or under the control of the Recipient;
- (g) demand from the Recipient the payment of an amount equal to any Funds the Recipient used, but did not use in accordance with the Agreement;
- (h) demand from the Recipient the payment of an amount equal to any Funds the Province provided to the Recipient;
- (i) demand from the Recipient the payment of an amount equal to the costs the Province incurred or incurs to enforce its rights under the Agreement, including the costs of any Records Review and the costs it incurs to collect any amounts the Recipient owes to the Province; and
- (j) upon giving Notice to the Recipient, terminate the Agreement at any time, including immediately, without liability, penalty or costs to the Province.

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

- (a) the particulars of the Event of Default; and
- (b) the Notice Period.

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

- (a) the Recipient does not remedy the Event of Default within the Notice Period;
- (b) it becomes apparent to the Province that the Recipient cannot completely remedy the Event of Default within the Notice Period; or
- (c) the Recipient is not proceeding to remedy the Event of Default in a way that is satisfactory to the Province,

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

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

### **A13.0 FUNDS AT THE END OF A FUNDING YEAR**

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

- (a) demand from the Recipient payment of the unspent Funds;
- (b) adjust the amount of any further instalments of Funds accordingly.

### **A14.0 FUNDS UPON EXPIRY**

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

### **A15.0 DEBT DUE AND PAYMENT**

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

- (a) deduct an amount equal to the excess Funds from any further instalments of Funds; or
- (b) demand that the Recipient pay to the Province an amount equal to the excess Funds.

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

- (a) the Province demands from the Recipient the payment of any Funds, an

amount equal to any Funds or any other amounts owing under the Agreement; or

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

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

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

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

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

## **A16.0 NOTICE**

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

- (a) in writing;
- (b) delivered by email, postage-prepaid mail, personal delivery, or courier; and
- (c) addressed to the Province or the Recipient as set out in Schedule “B”, or as either Party later designates to the other by Notice.

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

- (a) in the case of postage-prepaid mail, five Business Days after the Notice is mailed; or
- (b) in the case of email, personal delivery or courier on the date on which the Notice is delivered.

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

disruption:

- (a) Notice by postage-prepaid mail will not be deemed to be given; and
- (b) the Party giving Notice will give Notice by email, personal delivery, or courier.

#### **A17.0 CONSENT BY PROVINCE AND COMPLIANCE BY RECIPIENT**

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

- (a) it will do so by Notice;
- (b) it may attach any terms and conditions to the consent; and
- (c) the Recipient may rely on the consent only if the Recipient complies with any terms and conditions the Province may have attached to the consent.

#### **A18.0 SEVERABILITY OF PROVISIONS**

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

#### **A19.0 WAIVER**

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

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

#### **A20.0 INDEPENDENT PARTIES**

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

## **A21.0 ASSIGNMENT OF AGREEMENT OR FUNDS**

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

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

- (a) the Recipient's heirs, executors, administrators, successors, and permitted assigns; and
- (b) the successors to His Majesty the King in right of Ontario.

## **A22.0 GOVERNING LAW**

**A22.1 Governing Law.** The Agreement and the rights, obligations, and relations of the Parties will be governed by and construed in accordance with the laws of the Province of Ontario and the applicable federal laws of Canada. Any actions or proceedings arising in connection with the Agreement will be conducted in the courts of Ontario, which will have exclusive jurisdiction over such proceedings.

## **A23.0 FURTHER ASSURANCES**

**A23.1 Agreement into Effect.** The Recipient will:

- (a) provide such further assurances as the Province may request from time to time with respect to any matter to which the Agreement pertains; and
- (b) do or cause to be done all acts or things necessary to implement and carry into effect the terms and conditions of the Agreement to their full extent.

## **A24.0 JOINT AND SEVERAL LIABILITY**

**A24.1 Joint and Several Liability.** Where the Recipient comprises more than one entity, each entity will be jointly and severally liable to the Province for the fulfillment of the obligations of the Recipient under the Agreement.

## **A25.0 RIGHTS AND REMEDIES CUMULATIVE**

**A25.1 Rights and Remedies Cumulative.** The rights and remedies of the Province under the Agreement are cumulative and are in addition to, and not in substitution for, any of its rights and remedies provided by law or in equity.

## **A26.0 FAILURE TO COMPLY WITH OTHER AGREEMENTS**

### **A26.1 Other Agreements.** If the Recipient:

- (a) has failed to comply with any term, condition, or obligation under any other agreement with His Majesty the King in right of Ontario or one of His agencies (a "Failure");
- (b) has been provided with notice of such Failure in accordance with the requirements of such other agreement;
- (c) has, if applicable, failed to rectify such Failure in accordance with the requirements of such other agreement; and
- (d) such Failure is continuing,

the Province may suspend the payment of Funds for such period as the Province determines appropriate.

## **A27.0 SURVIVAL**

**A27.1 Survival.** The following Articles and sections, and all applicable cross-referenced Articles, sections and schedules, will continue in full force and effect for a period of seven years from the date of expiry or termination of the Agreement: Article 1.0, Article 2.0, Article A1.0 and any other applicable definitions, section A2.1(a), sections A4.4, A4.5, A4.6, section A5.2, section A7.1, section A7.2 (to the extent that the Recipient has not provided the Reports or other reports as the Province may have requested and to the satisfaction of the Province), sections A7.3, A7.4, A7.5, A7.6, A7.7, A7.8, Article A8.0, Article A9.0, section A11.2, section A12.1, sections A12.2(d), (e), (f), (g), (h), (i) and (j), Article A13.0, Article A14.0, Article A15.0, Article A16.0, Article A18.0, section A21.2, Article A22.0, Article A24.0, Article A25.0 and Article A27.0.

## **A28.0 ELECTRONIC SIGNATURE**

**A28.1 Electronic Signature.** The Province and the Recipient agree that the Agreement may be validly executed electronically, and that their respective electronic signature is the legal equivalent of a manual signature. An electronic signature of an authorized signing representative may be evidenced by (i) a manual signature, (ii) a digital signature including the name of the authorized signing representative in the respective signature line of the Agreement, (iii) an image of a manual signature, (iv) an Adobe signature, or (v) any other digital signature with the prior written consent of both Parties, placed in the respective signature line of the Agreement and the Agreement delivered by electronic means to the other Party, including by email.



**END OF GENERAL TERMS AND CONDITIONS**

**SCHEDULE “B”  
PROJECT SPECIFIC INFORMATION**

<b>Maximum Funds</b>	\$38,000
<b>Program Title</b>	Pothole Prevention and Repair Program
<b>Expiry Date</b>	June 30, 2026
<b>Insurance</b>	\$ 5,000,000
<b>Contact information for the purposes of Notice to the Province</b>	<p>Position: James Flanders, Team Lead, Special Highway Operations Initiatives Highway Operations Management Branch, Operations Division</p> <p>Address: 2<sup>nd</sup> Floor 301 St. Paul Street St. Catharines, Ontario L2R 7R4</p> <p>Email: PPRP@ontario.ca</p>
<b>Contact information for the purposes of Notice to the Recipient</b>	<p>Position:</p> <p>Address:</p> <p>Fax:</p> <p>Email:</p>
<b>Contact information for the senior financial person in the Recipient organization (e.g., CFO, CAO) – to respond as required to requests from the Province related to the Agreement</b>	<p>Position:</p> <p>Address:</p> <p>Fax:</p> <p>Email:</p>

**Additional Provisions:**

None

## **SCHEDULE “C” PROJECT DESCRIPTION AND TIMELINES**

### **C1.0 PROJECT DESCRIPTION**

**C1.1 Project Details.** The Project will use the pothole prevention and repair measures set out in section C1.2, C1.3 and C1.4 on road(s) under the jurisdiction of the Recipient. The Project will deploy one or a combination of the methods set out in this Schedule “C”.

### **C1.2 Pothole Prevention Strategies**

- (a) Rout and Seal, means routing, cleaning and sealing cracks using hot poured rubberized asphalt sealant compound as per OPSS MUNI 341.
- (b) Microsurfacing means applying a thin lift of polymer modified asphalt emulsion mix to distressed pavement.as per OPSS MUNI 336.
- (c) Slurry Seal means applying a homogeneous mixture of emulsified asphalt, fine aggregates, water, mineral filler, and, if required, additive in a cold fluid state on a prepared bituminous surface as per OPSS.MUNI 337.
- (d) Single Surface Treatment means a single application of bituminous binder followed by a single application of Class 1, Class 2, Class 3, Class 4, Class 5, or Class 6 aggregate as per OPSS.MUNI 304
- (e) Double Chip Seal means two successive single chip seals with different aggregate gradations as per OPSS.MUNI 303.and
- (f) Granular In-Fill and Grading, Drainage and Stabilization of Unpaved Roadways means surfaces that are typically existing granular but may include sub grade soil surfaces as per OPSS.MUNI 301.

### **C1.3 Pothole Repair Strategies**

- (a) Hot Mix Asphalt (HMA) Patching of Flexible Pavement means resurfacing localized areas of distressed pavement using Hot Mix Asphalt as per OPSS MUNI 310.
- (b) Scarification and Grading of Unpaved Roadways means uniform loosening of the roadway surface to remove damaged areas such as raveling and potholes as per OPSS.MUNI 301.
- (c) Concrete – Pavement and Joint Seal Repairs means sawcutting, cleaning and sealing or resealing cracks in concrete pavement and concrete base as per OPSS MUNI 369.

### **C1.4 Other**

- (a) Project design works related to pothole preservation and repair works that will be completed between April 1, 2025 and March 31, 2026.

## **C2.0 PROJECT TIMELINES**

**C2.1 Project Timelines.** The Recipient will begin the Project by April 1, 2025, and will achieve Substantial Performance of the Project by March 31, 2026.

## **SCHEDULE “D”**

### **ELIGIBLE AND INELIGIBLE EXPENDITURES**

#### **D1.0 ELIGIBLE EXPENDITURES**

**D1.1 Eligible Expenditures.** Subject to Article D2.0, Eligible Expenditures include the direct costs incurred and paid by the Recipient between April 1, 2025, and March 31, 2026 and that, in the opinion and at the sole discretion of the Province, are considered to have been properly and reasonably incurred and are necessary for the successful implementation of the Project, and include:

- (a) Purchase and delivery of materials required for the Project;
- (b) Project design related to preservation and repair works that will be completed between the period of April 1, 2025, and March 31, 2026;
- (c) Labour for contracted construction and repairs if used for Eligible Expenditures;
- (d) Recipient-owned equipment to be reimbursed at OPSS 127 Rates if used for Eligible Expenditures;
- (e) Updating Road Condition Reports if prepared by an external consultant;
- (f) Any other costs, as determined by the Province from time to time and at its sole discretion.

**D1.2 Required Documentation.** Eligible Expenditures must be documented through paid invoices or original receipts, or both, satisfactory to the Province.

#### **D2.0 INELIGIBLE EXPENDITURES**

**D2.1 Ineligible Expenditures.** Without limitation, the following costs, unless they have received the prior written approval of the Province, will be considered Ineligible Expenditures:

- (a) Costs not associated with the Project;
- (b) Costs incurred before April 1, 2025, or after March 31, 2026;
- (c) Costs associated with feasibility studies and design work that will not be completed between April 1, 2025 and March 31, 2026;
- (d) Any costs related to a project that has already received funding for eligible expenses from another funding source;
- (e) Administrative costs;
- (f) Audit and financial reporting costs;
- (g) Any other costs, as determined by the Province from time to time and at its sole discretion.

**SCHEDULE “E”  
PAYMENT PLAN**

<b>Project Milestones</b>	<b>Required Reports/ Documents</b>	<b>Date</b>	<b>Payment</b>
<b># 1 TPA Dually Executed</b>		January 30, 2026 to February 27, 2026	100% of Maximum Funds
<b># 2 Compliance Reporting</b>	<ul style="list-style-type: none"> <li>As per F1.1</li> </ul>	January 30, 2026	
<b># 3 Final Reporting</b>	<ul style="list-style-type: none"> <li>As per F2.1</li> </ul>	April 17, 2026	

## **SCHEDULE “F” REPORTING AND COMPLIANCE AUDIT**

### **F1.0 DEFINITION**

**F1.1 Definition.** In this Schedule “F”:

**“Generally Accepted Auditing Standards”** means Canadian Generally Accepted Auditing Standards as adopted by the Chartered Professional Accountants of Canada or the Public Sector Accounting Board applicable as of the date on which such a record is kept or required to be kept in accordance with such standards.

### **F2.0 REPORTS, DOCUMENTS AND SUBMISSION DATES**

**F2.1 Description and Submission Dates** The Recipient will submit to the Province, at the email address [pprp@ontario.ca](mailto:pprp@ontario.ca), the Reports and other documents described as requested that are further described in Sub-schedule “F1” and section A.10.2 by their respective submission dates.

### **F3.0 COMPLIANCE AUDIT**

**F3.1 Compliance Audit.** The Province may, at its sole discretion and within timelines set out by the Province, request that the Recipient carry out a Project compliance audit in accordance with Generally Accepted Auditing Standards and delivers the corresponding compliance audit report(s) within the timelines set out by the Province.

**F3.2 Compliance Audit Requirements.** If the Province requests a Project compliance audit pursuant to section F3.1, the Recipient will retain at the Recipient’s expense and within the timelines set out by the Province, an accredited external independent auditor(s) to carry out the audit and will deliver any compliance audit reports(s) from such audit to the province within seven Business Days of the Recipient’s receipt of the report.

**F3.3 Compliance Audit Objectives.** The key objectives of the compliance audit(s) are to:

- (a) determine whether Funds were expended for the purposes intended and with due regard to the economy, efficiency and effectiveness;
- (b) determine compliance with the Agreement;

- (c) ensure that the Project, Reports and other reports, and financial information are complete, timely, accurate, in accordance with the terms and conditions of the Agreement;
- (d) ensure that information and monitoring processes and systems are sufficient for the identification, capture, validation and monitoring of the service performance measures;
- (e) assess the overall management and administration of the Project;
- (f) provide recommendations for improvement or redress; and
- (g) ensure that prompt and timely corrective action is taken on audit findings.



## **SUB SCHEDULE “F1” PROJECT REPORTS**

### **F1.0. COMPLIANCE REPORT**

**F1.1.** The Recipient shall submit the following to the Province by January 30<sup>th</sup>, 2026:

- (a) a copy of the Recipient’s 2022 Asset Management Plan or current;
- (b) a copy of the Recipient’s most recent Pavement/Road Condition Reports;
- (c) a confirmation of submission of the Recipient’s 2024 Financial Information Return to Ministry of Municipal Affairs and Housing;
- (d) the number of pothole complaints received by the Recipient in the 2024 and 2025 calendar years, as available;
- (e) additional information requested by the Province.

### **F1.2.0 FINAL REPORT**

**F1.2.1 Description and Submission Date.** The Recipient shall submit to the Province a description of the activities completed and certify the completion of the Project as per the Agreement. The reporting period for the Projects and information that pertains to them is April 1, 2025 to March 31, 2026. The deadline to submit required reporting is April 17, 2026.

The final report will include the following:

- (a) Quantitative data on road maintenance supported by the Program, that the Recipient carried out, including the number of kilometres maintained;
- (b) Project details of activities and/or materials related to the use of the Funds.  
Examples of accepted documentation include: invoices and payment certificates, post construction report, purchase and delivery of assets or supplies;
- (c) Other activities that achieved the Project’s objectives.

**F1.2.2 Reporting Failure.** The Province requires submission of the program reports to inform future development of the Program, ensure effective administration and monitor performance of the Program. Any failure by the Recipient to provide Reports to the Province as set out in this Agreement may result in an Event of Default by the Recipient under Section A12.1.

## **THE CORPORATION OF THE VILLAGE OF SUNDRIDGE**

### **BY-LAW NO. 2026-007**

Being a by-law to enter into a joint agreement for Property Maintenance/Janitor services with The Village of Burk's Falls, The Township of Joly, The Township of Strong, and The Village of Sundridge.

**WHEREAS** under the Municipal Act, R.S.O. c. 25, s. 20(1) a municipality may enter into an agreement with one or more municipalities or local bodies, as defined in section 19, or a combination of both to jointly provide, for their joint benefit, any matter which all of them have the power to provide within their own boundaries.

**AND WHEREAS** the Property Maintenance/Janitor shall be an employee of the Village of Burk's Falls,

**AND WHEREAS** The Village of Sundridge, as one third of the parties to the Sundridge and District Medical Centre Committee, agrees to pay (through the Sundridge and District Medical Centre's annual budget) the Village of Burk's Falls their share of the costs involved in retaining the services of a Property Maintenance/Janitor as per the terms of the agreement specified in the attached Appendix "A".

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

1. THAT the Mayor or his designate and the Clerk Administrator are authorized to sign the agreement.

**PASSED THIS 28<sup>TH</sup> DAY OF JANUARY 2026**

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Shawn Jackson, Mayor

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Nancy Millar, Clerk Administrator

**SERVICE AGREEMENT**

**BETWEEN**

**THE MUNICIPAL CORPORATION OF THE VILLAGE OF BURK’S FALLS**

**AND**

**THE VILLAGE OF SUNDRIDGE, THE TOWNSHIP OF JOLY,  
THE TOWNSHIP OF STRONG  
(For the Sundridge & District Medical Centre Committee)**

**WHEREAS** the Village of Burk’s Falls has hired a Property Maintenance/Janitor to provide services as described in the job description attached as Schedule “A” to this by-law;

**AND WHEREAS** the Village of Burk’s Falls agrees to share the services of Property Maintenance/Janitor with the Sundridge and District Medical Centre Committee;

**AND WHEREAS** the Village of Burk’s Falls and the Sundridge and District Medical Centre Committee agree that the Property Maintenance/Janitor shall be an employee of the Village of Burk’s Falls;

**AND WHEREAS** the Sundridge and District Medical Centre Committee agrees to pay the Village of Burk’s Falls for the costs involved in retaining the services of a Property Maintenance/Janitor, as per the terms of this agreement;

**NOW THEREFORE** the Village of Burk’s Falls and the Sundridge and District Medical Centre Committee agree as follows:

Definitions:

Urgent Call Out – means a matter that arises outside of regular hours which must be dealt with immediately as the consequences would result in a negative impact to the condition of the facility or to patient care.

1. THAT the Sundridge and District Medical Centre Committee shall use the services of the Property Maintenance/Janitor for 260 hours a year (average of 5 hours per week) during the term of this agreement. Every effort shall be made to ensure the availability of the Property Maintenance/Janitor as per the availability of staff members between the hours of 7:00 am to 5:00 pm, but it is recognized that the hours must remain flexible.
2. THAT the Sundridge and District Medical Centre Committee shall pay the Village of Burk’s Falls based on an annual budget of \$19,257.71, plus mileage of approximately \$3,414.52. Increases to annual rate as per Village of Burk’s Falls Pay Grid to be provided to the Sundridge and District Medical Centre Committee.
3. THAT the Sundridge and District Medical Centre Committee shall pay for any urgent call-outs, agree to compensate the Village of Burk’s Falls for a minimum of 2.67 hours of work.
4. THAT the Sundridge and District Medical Centre Committee shall reimburse the Property Maintenance/Janitor for business-related mileage incurred in the performance of duties for the Committee, at a rate of seventy-two cents (\$0.72) per kilometre, in accordance with Canada Revenue Agency (CRA) guidelines. Mileage claims shall be supported by a daily vehicle log maintained by the Property Maintenance/Janitor. Reimbursable mileage shall commence from the point of departure at the Village of Burk’s Falls Municipal Office, located at 172 Ontario Street, Burk’s Falls, Ontario. The mileage reimbursement rate may be amended from time to time by resolution of the Council of the Village of Burk’s Falls. Upon written notice of such amendment, the revised rate shall automatically apply and shall be deemed to amend this article.
5. THAT the Committee agrees to provide administrative assistance through the Adminstrating Municipality during onboarding process and historical maintenance information as required.

- 6. THAT in the event of prosecution by or against the Property Maintenance/Janitor in the territorial jurisdiction of each of the parties, each party shall be responsible for any costs arising from such legal proceedings, as well as legal representation of their own choosing.
- 7. THAT the Sundridge and District Medical Centre Committee agree to maintain an insurance policy and covering the Property Maintenance/Janitor and his/her related performance or non-performance of services, within its jurisdiction, for the entire term of this agreement. Proof of such insurance policy must be forwarded to the Village of Burk’s Falls.
- 8. THAT any dispute arising from the administration of this agreement shall be resolved by the CAO-Clerk of the Village of Burk’s Falls and the Sundridge and District Medical Centre Committee Chair. If the decision is not satisfactory to one of the parties, the matter can be referred to the Council of the Village of Burk’s Falls from the CAO Clerk or the Sundridge and District Medical Centre Committee from the Chair. If any dispute arises out of or relates to this Agreement, or a breach thereof, and if the dispute cannot be settled through direct discussions between the parties, the parties agree to first endeavor to settle the dispute in an amicable manner by mediation selected by mutual agreement of the parties.
- 9. THAT this agreement shall be in place from February 1<sup>st</sup>, 2026, to December 31<sup>st</sup>, 2027. Thereafter, it may be renewed by the parties on whatever mutually acceptable basis is determined.
- 10. THAT on the first anniversary of the contract start date, February 1st, 2027, both parties will have the opportunity to make amendments to the Agreement. Any changes must be agreed to by both parties.
- 11. Any party may cancel their participation in this agreement by serving the other parties, written notice of their intention, one hundred and eighty (180) days in advance of the date of termination.
- 12. This agreement constitutes the entire agreement between the parties.

**IN WITNESS THEREOF THE MUNICIPAL CORPORATION OF THE MUNICIPALITY OF THE VILLAGE OF BURK’S FALLS HAS HEREUNTO AFFIXED ITS CORPORATE SEAL ATTESTED BY THE HAND OF ITS PROPER SIGNING OFFICERS.**

Dated at the Village of Burk’s Falls  
\_\_\_\_\_  
MAYOR

this \_\_\_\_ day of January 2026  
\_\_\_\_\_  
CAO - CLERK

**IN WITNESS THEREOF THE CORPORATION OF THE VILLAGE OF SUNDRIDGE HAS HEREUNTO AFFIXED ITS CORPORATE SEAL ATTESTED BY THE HAND OF ITS PROPER SIGNING OFFICERS.**

Dated at the Village of Sundridge  
\_\_\_\_\_  
MAYOR

this \_\_\_\_ day of January 2026  
\_\_\_\_\_  
CLERK ADMINISTRATOR

**IN WITNESS THEREOF** THE CORPORATION OF THE TOWNSHIP OF JOLY HAS  
HEREUNTO AFFIXED ITS CORPORATE SEAL ATTESTED BY THE HAND OF ITS  
PROPER SIGNING OFFICERS.

Dated at the Township of Joly

\_\_\_\_\_  
MAYOR

this \_\_\_\_ day of January 2026

\_\_\_\_\_  
MUNICIPAL ADMINISTRATOR

**IN WITNESS THEREOF** THE CORPORATION OF THE TOWNSHIP OF STRONG HAS  
HEREUNTO AFFIXED ITS CORPORATE SEAL ATTESTED BY THE HAND OF ITS  
PROPER SIGNING OFFICERS.

Dated at the Township of Strong

\_\_\_\_\_  
MAYOR

this \_\_\_\_ day of January 2026

\_\_\_\_\_  
CLERK ADMINISTRATOR

**POSITION DESCRIPTION**  
**Property Maintenance/Janitor**  
**October 2025**

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**REPORTS TO:**

Village of Burk's Falls Public Works Foreman

**POSITION PURPOSE:**

Under the direction of the Public Works Foreman, the Property Maintenance - Janitor is responsible for the general cleaning and maintenance of the Village of Burk's Falls Health Centre and Medical Building, as well as the maintenance of the Village of Sundridge & District Medical Centre.

**MAJOR DUTIES & RESPONSIBILITIES:**

1. Responsible for minor repairs and maintenance (painting, minor plumbing, basic mechanical/electrical, drywall, doors, and locks).
2. Perform inspections; ensuring cleaning and preventative maintenance service is done on a scheduled basis to various building components.
3. Responsible for conducting annual unit inspections and performing the work identified during the inspection in a timely basis.
4. Maintain records of maintenance performed.
5. Knowledge of building operating systems including heating, hot water, H/VAC, electrical, safety, fire control, energy management, and elevator system.
6. Manage tenant requests for repairs, including follow up to ensure satisfaction and completion, and generally work to promote good tenant-landlord relations.
7. Knowledge of all corporation and relevant government policies regarding maintenance requirements and all other applicable legislation (WHMIS, RTA, etc.).
8. Ensuring all work is conducted safely and in accordance with the Occupational Health and Safety Act;
9. Prepare ongoing and annual unit inspection reports.
10. Monitor the performance of service contractors and assist with entry to areas of the building (e.g. pest control, elevator).
11. Obtain quotes and provide coordination for special projects.
12. Maintain required inventory.
13. See the work setting as a team environment (be prepared to help where necessary) and have an understanding of other stakeholder requirements.
14. Respond to tenant emergencies as they occur
15. Glass cleaning
16. Maintain and update Fire Safety Plan as required

**JANITORIAL BURK'S FALLS ONLY**

17. Sweeping and mopping of floors as needed
18. Sanitize surfaces
19. Vacuum carpeted areas
20. Waste removal from common areas as needed
21. Cleaning of public washrooms
22. Additional cleaning may be requested by the public works foreman

**WASTE MANAGEMENT**

23. Weekly collection and removal of waste and recycling for curbside collection
24. Cleaning of waste and recycling receptacles to reduce odorless and prevent vermin
25. Proper sorting of recyclables as per municipal curbside requirements

**Schedule “A”– Property Maintenance/Janitor Agreement – Page 2 of 2**

**POSITION DESCRIPTION**  
**Property Maintenance/Janitor**  
**October 2025**

**YARD MAINTENANCE**

- 26. Grass Cutting and trimming as needed (Burk’s Falls Only)
- 27. Snow removal of entrance /exits and sidewalks
- 28. Additional duties may be assigned by the public works foreman

**EQUIPMENT MAINTENANCE/REPAIR:**

- 29. Generator Monthly Maintenance

**EDUCATION / EXPERIENCE / SKILLS:**

- 30. Completion of High School
- 31. Minimum 5 years related experience.
- 32. Attention to detail
- 33. Effective time management skills
- 34. Ability to utilize machinery
- 35. Understanding of applicable standards especially health and safety

**Judgement**

Solutions or required actions are guided by established procedures and precedents. Problems typically have obvious solutions with limited alternatives or can be escalated to others. Minimal independent judgment or decision-making is needed.

**Mental Effort**

Tasks are generally routine with occasional interruptions.

**Physical Effort**

Tasks are typically outside with frequent sitting and walking throughout the day.

**Accountability**

Actions could result in a minor loss of time or resources and could affect the work of others.

**Safety of Others**

A requirement of the position is to ensure the safety of residents, peers and employees.

**Supervision**

Supervisory responsibility is not normally part of the job requirement but there may be a requirement to show others how to perform tasks or duties.

**Contacts**

Contacts are primarily within the organization requiring common courtesy, effective listening and comprehension skills, and the ability to work cooperatively with others.

**Working Conditions**

The position works typically on an 7:00am – 4:00pm schedule during weekdays with the occasional call for service outside of these operating hours. Typical conditions are such that a minor to moderate risk of injury, harm or illness to the incumbent could occur.

*The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.*

# **THE CORPORATION OF THE VILLAGE OF SUNDRIDGE**

## **BY-LAW NO. 2026-008**

Being a By-Law to confirm the proceedings of the Council of the Corporation of The Village of Sundridge at its Regular Meeting January 28, 2026

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

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

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

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

1. That the actions of the Council of the Corporation of The Village of Sundridge in respect of all recommendations in reports and minutes of committee, all motions and resolutions and all actions passed and taken to the Council of the Corporation of The Village of Sundridge, documents and transactions entered into during the January 28, 2026 meeting of council, are hereby adopted and confirmed, as if the same were expressly embodied in this by-law.
2. That the Mayor and proper officials of the Corporation of The Village of Sundridge are hereby authorized and directed to do all the things necessary to give effect to the action of the Council of the Corporation of The Village of Sundridge during the said meeting referred to in paragraph 1 of this by-law.
3. That the Mayor and the Clerk Administrator are hereby authorized and directed to execute all documents necessary to carry out the action taken by this council as described in Section 1 of this by-law and to affix the Corporate Seal of the Corporation of the Village of Sundridge to those documents requiring the Corporate Seal referred to in said paragraph 1.

PASSED THIS 28TH DAY OF JANUARY, 2026.

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Shawn Jackson, Mayor

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Nancy Millar, Clerk Administrator