

Regular Meeting of the Village of Sundridge Council

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

Village of Sundridge Council Chambers

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

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

COUNCIL MINUTES

1) CALL TO ORDER

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

LAND ACKNOWLEDGEMENT

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

2) APPROVAL OF AGENDA

Resolution #2025-272

Moved By: Fraser Williamson

Seconded By: Sharon Smith

THAT the agenda for the November 12, 2025 regular meeting be approved as circulated.

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

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

4) **PLANNING MATTERS** - None

5) **DELEGATIONS** - None

6) **PRESENTATIONS** - None

7) **CONSENT ITEMS**

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

7 (E.1) Follow Up List – November 12, 2025

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

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

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

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

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

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

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

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

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

8) **APPROVAL OF CONSENT ITEMS**

Resolution #2025-273

Moved By: Luke Preston

Seconded By: Vicki Whitmell

THAT Items listed as Consent Items for November 12, 2025 and the recommendations contained therein be received;

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

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

9) NEW BUSINESS/ACTION ITEMS

9.1. Municipal Office Closure for Training – December 9, 2025

Resolution #2025-274

Moved By: Fraser Williamson

Seconded By: Sharon Smith

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

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

9.2. Draft Official Plan

Resolution #2025-275

Moved By: Sharon Smith

Seconded By: Fraser Williamson

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

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

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

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

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

9.3. Townhall Session – Consideration for Process Update

Resolution #2025-276

Moved By: Sharon Smith

Seconded By: Vicki Whitmell

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

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

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

9.4. Review of Current Housing Regulations & Council Education Session

Resolution #2025-277

Moved By: Luke Preston

Seconded By: Fraser Williamson

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

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

NOW THEREFORE BE IT RESOLVED THAT:

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

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

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

- 9.5. Request for Flag Raising – Almaguin Pride
Resolution #2025-278
Moved By: Fraser Williamson
Seconded By: Vicki Whitmell

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

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

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

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

- 9.6. Request for Donation – Almaguin Pride
Resolution #2025-279
Moved By: Fraser Williamson
Seconded By: Vicki Whitmell

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

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

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

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

Resolution #2025-280

Moved By: Luke Preston

Seconded By: Sharon Smith

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

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

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

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

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

Resolution #2025-281

Moved By: Vicki Whitmell

Seconded By: Sharon Smith

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

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

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

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

9.9. Sundridge Strong Union Public Library – Proposed Partnership

Resolution #2025-282

Moved By: Vicki Whitmell

Seconded By: Fraser Williamson

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

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

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

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

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

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

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

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

9.10. SDMC Facility Maintenance Contract

Resolution #2025-283

Moved By: Luke Preston

Seconded By: Vicki Whitmell

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

AND THAT Council approves of the contract as presented,

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

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

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

Resolution #2025-284

Moved By: Sharon Smith

Seconded By: Fraser Williamson

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

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

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

10) **COMMITTEE REPORTS/MINUTES**

Resolution #2025-285

Moved By: Fraser Williamson

Seconded By: Sharon Smith

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

10 (A.1) Sundridge & District Medical Centre – October 20, 2025

10 (A.2) Sundridge Strong Union Public Library – September 18, 2025

10 (A.3) Sundridge Strong Fire Committee – October 9, 2025

10 (A.4) Sundridge Strong Fire Committee – October 23, 2025

10 (B.1) Regular Council Meeting – October 22, 2025

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

11) **STAFF REPORTS**

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

Resolution #2025-286

Moved By: Luke Preston

Seconded By: Fraser Williamson

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

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

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

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

11.2. Staff Memo – Fees and Charges By-Law

Resolution #2025-287

Moved By: Sharon Smith

Seconded By: Fraser Williamson

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

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

11.3. Staff Report S2025-024 Taxation Billing Update

Resolution #2025-288

Moved By: Sharon Smith

Seconded By: Fraser Williamson

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

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

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

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

11.4. Staff Report S2025-025 Preauthorized Payment Plan Process

Resolution #2025-289

Moved By: Fraser Williamson

Seconded By: Luke Preston

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

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

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

11.5. Staff Memo – Bear Wise

Resolution #2025-290

Moved By: Luke Preston

Seconded By: Fraser Williamson

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

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

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

Resolution #2025-291
Moved By: Sharon Smith
Seconded By: Vicki Whitmell

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

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

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

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

12) BY-LAWS

12.1. By-Law No. 2025-045 Santa Claus Parade Road Closures

Resolution #2025-292
Moved By: Sharon Smith
Seconded By: Fraser Williamson

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

Recorded Vote	For	Against	Abstain
Preston, Luke	Y		
Smith, Sharon	Y		

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

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

Resolution #2025-293
Moved By: Luke Preston
Seconded By: Vicki Whitmell

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

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

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

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

Resolution #2025-294
Moved By: Fraser Williamson
Seconded By: Vicki Whitmell

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

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

13) **ANNOUNCEMENTS**

➤ **Shawn Jackson**

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

➤ **Sharon Smith**

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

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

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

➤ **Vicki Whitmell**

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

➤ **Nancy Millar, Clerk Administrator**

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

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

15) **CONFIRMING BY-LAW**

Resolution #2025-295

Moved By: Sharon Smith

Seconded By: Luke Preston

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

Recorded Vote

For

Against

Abstain

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

16) **CONSIDERATION OF A CLOSED SESSION** - None

17) **ADJOURNMENT**

Resolution #2025-296

Moved By: Fraser Williamson

Seconded By: Sharon Smith

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

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

Shawn Jackson, Mayor

Nancy Millar, Clerk Administrator