

Regular Meeting of the Village of Sundridge Council

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

Village of Sundridge Council Chambers

Council Meetings will be audio recorded and recordings will be posted on the municipal website. If connection is lost during the meeting, it will proceed and if possible, a recording of the meeting will be made available. The minutes will remain the official record of the meeting.

Join Zoom Meeting

<https://us02web.zoom.us/j/86063138460?pwd=nb5kTMZgEWgeqWpduO1nOehjnW0Zyd.1>

COUNCIL AGENDA

1) CALL TO ORDER

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

LAND ACKNOWLEDGEMENT

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

2) APPROVAL OF AGENDA

Moved By: Choose an item.

Seconded By:

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

Recorded Vote

For

Against

Abstain

Preston, Luke

Smith, Sharon

Whitmell, Vicki

Williamson, Fraser

Jackson, Shawn

3) **DECLARATION OF PECUNIARY INTEREST**

4) **PLANNING MATTERS** - None

5) **DELEGATIONS** - None

6) **PRESENTATIONS** - None

7) **CONSENT ITEMS**

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

7 (E.1) Follow Up List – November 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**

Moved By: Choose an item.

Seconded By:

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

9) **NEW BUSINESS/ACTION ITEMS**

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

Moved By: Choose an item.

Seconded By:

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

9.2. Draft Official Plan
[motion introduced by Deputy Mayor Smith October 22, 2205]

Moved By: Choose an item.

Seconded By:

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

9.3. Townhall Session – Consideration for Process Update

Moved By: Choose an item.

Seconded By:

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

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

9.4. Review of Current Housing Regulations & Council Education Session
[motion introduced by Luke Preston October 22, 2025]

Moved By: Choose an item.

Seconded By:

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

9.5. Request for Flag Raising – Almaguin Pride

Moved By: Choose an item.

Seconded By: Choose an item.

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

9.6. Request for Donation – Almaguin Pride

Moved By: Choose an item.

Seconded By: Choose an item.

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 _____

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

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

Moved By: Choose an item.

Seconded By: Choose an item.

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 _____

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

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

Moved By: Choose an item.

Seconded By: Choose an item.

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

9.9. Sundridge Strong Union Public Library – Proposed Partnership

Moved By: Choose an item.

Seconded By: Choose an item.

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 _____ to be the Sundridge member of the working group.

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

9.10. SDMC Facility Maintenance Contract

Moved By: Choose an item.

Seconded By: Choose an item.

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

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

Moved By: Choose an item.

Seconded By:

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

10) **COMMITTEE REPORTS/MINUTES**

Moved By: Choose an item.

Seconded By:

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

10 (A.1) 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
Smith, Sharon
Whitmell, Vicki
Williamson, Fraser
Jackson, Shawn

11) STAFF REPORTS

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

Moved By: Choose an item.

Seconded By:

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 _____,

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

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

11.2. Staff Memo – Fees and Charges By-Law
[refer to Item 12.3]

Moved By: Choose an item.

Seconded By:

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

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

11.3. Staff Report S2025-024 Taxation Billing Update

Moved By: Choose an item.

Seconded By:

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

11.4. Staff Report S2025-025 Preauthorized Payment Plan Process

Moved By: Choose an item.

Seconded By:

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 polity as part of the preauthorization forms.

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

11.5. Staff Memo – Bear Wise

Moved By: Choose an item.

Seconded By:

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

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

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

Moved By: Choose an item.

Seconded By:

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

AND THAT

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

12) BY-LAWS

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

Moved By: Choose an item.

Seconded By:

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

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

Moved By: Choose an item.

Seconded By:

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

12.3. By-Law No. 2025-0047 Fees & Charges

Moved By: Choose an item.

Seconded By:

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

13) ANNOUCEMENTS

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

14) INTRODUCTION OF FUTURE MOTIONS

15) CONFIRMING BY-LAW

Moved By: Choose an item.

Seconded By:

THAT By-Law No. 2025-048, 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			
Smith, Sharon			
Whitmell, Vicki			
Williamson, Fraser			
Jackson, Shawn			

16) CONSIDERATION OF A CLOSED SESSION - None

17) ADJOURNMENT

Moved By: Choose an item.

Seconded By:

THAT we do now adjourn at 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			
Smith, Sharon			
Whitmell, Vicki			
Williamson, Fraser			
Jackson, Shawn			

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

Updated November 6 , 2025

COUNCIL DATE	ITEM	RESOLUTION NUMBER	ASSIGNED TO	STATUS *Assigned *In Progress *Complete	DATE EXPECTED TO RETURN TO COUNCIL
08-May-24	Intersection of Main & Paget Street THAT the Council for the Corporation for the Village of Sundridge discuss visibility and safety concerns at the intersection of Main and Paget Streets, AND THAT Council would like to discuss these items with the Village Superintendent at a future meeting of Council.	2024-134	Village Superintendent & By-Law Enforcement	Assigned	To Be Confirmed
08-May-24	High Street Addressing 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, AND THAT Council would like the Village Superintendent to provide his input/suggestions to alleviate the confusion of addressing on High Street	2024-135	Village Superintendent	Assigned	To Be Confirmed

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

Updated November 6 , 2025

COUNCIL DATE	ITEM	RESOLUTION NUMBER	ASSIGNED TO	STATUS *Assigned *In Progress *Complete	DATE EXPECTED TO RETURN TO COUNCIL
12-Mar-25	Enhancing Public Education and Training on Bear Management ... the Village of Sundridge take steps to enhance public awareness & training on bear management by: 1. Investigating opportunities to provide residents with further education on bear behaviour, attractant mgt, and response strategies, incl. distributing informational materials and hosting public workshops or presentations in collaboration with organizations such as Bear With Us and MNRF; 2. Engaging with the Ontario MNRF to seek support for this initiative, incl. requesting in person presentations, guidance on best practices, and potential funding or resources for community outreach; 3. Exploring partnerships with neighbouring municipalities, local conservation groups, & relevant stakeholders to implement joint initiatives that enhance regional bear mgt education efforts; 4. Encourage residents to participate in Bear Wise program and promote the use of MNRF's Bear Wise reporting line (866-514-2327) to ensure effective tracking & response to bear activity within the community; 5. Direct Staff to report back to Council with recommendations on implementing an ongoing bear mgt education initiative, including potential costs, available funding sources, and community engagement strategies.	2025-054	Clerk Administrator	Complete	12-Nov-25

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

Updated November 6 , 2025

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



Chief Administrative Officer's Report

October 2025

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.

A decorative horizontal bar at the bottom of the page, consisting of a solid blue bar with a light blue curved segment on the right side.

District of Parry Sound Municipal Association Meeting



On Friday, September 26th, I attended the District of Parry Sound Municipal Association meeting at the Orrville Community Centre in Seguin Township. There were approximately 100 people in attendance, primarily elected officials, ministries, agencies and municipal staff from all municipalities in the District of Parry Sound. I was pleased to see several members of our board in attendance.



‘Everyday Impact’

We recently received some wonderful feedback from a community partner who had the opportunity to observe our Integrated System Navigator, Kylee, in action, and we couldn’t be more proud to share it!

The community partner wrote:

“I had the pleasure of sitting in on a collaborative meeting with Kylee today. We met with one of Tiffany and Kylee’s mutual clients. The meeting was set to get everyone on the same page, and ensure the client was aware of the expectations of his participation in his job search.

I wanted to let you know, Kylee did a phenomenal job. She had an excellent balance between being directive but showing empathy. She was very clear about the expectations and gave many examples of how to behave/improve the client’s chances of success. She even went as far as using analogies with topics the client is interested in for the examples. The meeting ended well with the client agreeing to participate fully.

Those types of meetings are not easy, and can very quickly lead to escalation of behaviour, but she was able to keep him calm, and listening/participating.

She did a great job, and thought you might appreciate hearing it.”

~ Agilec

Feedback like this speaks volumes about the impact our staff have every day. Kylee’s ability to be both clear and compassionate not only supported the client but also strengthened our partnerships within the community.

Way to go, Kylee!

Human Resources Update

There's no summer slowdown in Human Resources! The HR department experienced a very active and productive summer, supporting both day-to-day operations and longer-term strategic initiatives. Below is a summary of activity and key statistics for the last quarter:

Recruitment & Staffing

- 19 job postings were managed, including both internal and external opportunities.
- 5 new hires joined the organization, each completing two full-day orientation sessions.
- HR also facilitated orientation for 2 returning employees.
- Year-to-date, we have welcomed 29 new hires in 2025.
- Our current workforce stands at 169 employees, with an average tenure of 9.90 years, reflecting the long-term commitment of our staff.

Performance & Development

- HR coordinated and supported 35 performance reviews this quarter.
- In July and August, all employees were given the opportunity to participate in Pronouns 101 Training. This training focused on:
 - The importance of pronouns and inclusive language.
 - Addressing common misconceptions around gender-neutral pronoun usage.
 - How to respectfully ask for someone's pronouns.
 - Best practices when mistakes occur.

'This initiative supports our organizational values of respect and inclusivity, reinforcing a positive and welcoming workplace culture.

- In September, HR facilitated First Aid/CPR recertification for 8 employees, supporting workplace health and safety and licensing requirements.

Labour Relations

We have commenced the required Pay Equity Maintenance and are awaiting engagement from OPSEU to proceed.

Employee Well-Being

With World Mental Health Day approaching on October 10th, it is important to highlight the growing global concern regarding mental health. The World Health Organization has identified an epidemic-level crisis in mental health and well-being, which directly impacts productivity, innovation, work quality, absenteeism, turnover, and disability rates.

We are grateful that our organization continues to prioritize employee well-being through initiatives such as the Employee Assistance Program (EAP) and other mental health supports. These efforts are crucial in ensuring that employees feel valued, supported, and equipped to thrive at work.

Acknowledgment

The achievements of this past quarter were made possible through the hard work, dedication, and commitment of the HR team. Their efforts continue to play a vital role in strengthening our workforce, sustaining our culture, and ensuring the well-being of all employees.

Licensed Child Care Programs

Total Children Utilizing Directly Operated Child Care in the District Aug 2025

Age Group	Fairview ELCC	First Steps ELCC	Highlands ELCC	Waubeek ELCC	HCCP	Total
Infant (0-18M)	1	1	0	5	7	14
Toddler (18-30M)	11	7	5	25	27	75
Preschool (30M-4Y)	16	11	26	23	48	124
# of Active Children	28	19	31	53	82	213

With the graduation of many preschoolers this month and the transition of older toddlers to the preschool spaces, programs were able to bring new children off the wait list. After all the enrollments were confirmed, the Directly Operated Child Care Programs were able to fill all available spaces and keep enrollment steady. The Home Child Care Program now has 19 active homes with the addition of one provider on the east. The program continues to invest in recruitment initiatives focusing on the West Parry Sound municipalities.

School Age Programs Aug 2025

Location	Enrollment
Mapleridge Summer Program	12
Home Child Care	41
# of Active Children	53



The Mapleridge Summer Program had an extremely successful summer, operating at capacity. The staff engaged the children in outdoor learning experiences and community events.

Inclusion Support Services Aug 2025

Age Group	EarlyON	Licensed ELCC's	Monthly Total	YTD Total	Waitlist	New Referrals	Discharges
Infant (0-18M)	0	1	1	3	0	0	0
Toddler (18-30M)	6	12	18	24	0	2	0
Preschool (30M-4Y)	11	40	51	49	3	3	1
School Age (4Y+)	0	14	14	26	0	0	4
Monthly Total	17	65	82		3	0	0
YTD Total	34	77		102	18	37	13

The Resource Consultants have 82 children on the active caseload for the month of August, 17 children are being seen through the EarlyON Child and Family Centres and 65 children are receiving services through their licensed child care programs. There has been a slight increase in referrals as new children are entering child care programs during the month to replace children graduating to the school system.

EarlyON Child and Family Programs— Aug 2025

Activity	May 2025	Jun 2025	Jul 2025	Aug 2025	YTD
Number of Child Visits	1075	864	754	1348	7463
Number of Unique Children Attending			188 YTD		
Number of Adult Visits	831	688	582	951	5774
Number of Unique Adults Attending			132 YTD		
Number of Professionals (NEW stat July 2025)			21	25	46
Number of Virtual Programming Events	6	10	8	10	64
Number of Engagements through Social Media	129	117	102	85	905
Number of Views through Social Media	11,253	14,644	21,627	19,900	148,786

In July EarlyON digital sign in through OneHSN was implemented in the Parry Sound, South River and Burk's Falls locations. Staff were trained during a recent team meeting and were supported by IT as well as the Child Care Service Management team to get families enrolled. This will allow EarlyON to capture a larger variety of stats.

Funding Sources for District Wide Childcare Spaces - Aug 2025

Funding Source - Active	# of Children	# of Families
CWELCC*	31	30
CWELCC Full Fee	214	209
Extended Day Fee Subsidy	2	2
Fee Subsidy	16	14
Full Fee	25	22
Ontario Works	1	1
Total	289	278

Funding Source - New	# of Children	# of Families
CWELCC*	4	4
CWELCC Full Fee	52	51
Extended Day Fee Subsidy	1	1
Fee Subsidy	3	3
Full Fee	18	16
Ontario Works	0	0
Total	78	75

Exits	# of Children	# of Families
Fee Subsidy	2	2
CWELCC Full Fee	0	0
Extended Day Fee Subsidy	0	0
Fee Subsidy	3	3
Full Fee	0	0
Ontario Works	0	0
Total	5	5

Quality Assurance - Child Care Service Management

Over the summer of 2025, the quality assurance supervisor visited more than 15 recreational programs across the District of Parry Sound to examine and evaluate the quality of care, learning experiences, and implementation of policies and procedures. A standardized quality assessment tool was used to review both the physical learning environment and the practices of educators, ensuring children's healthy development and safety. Following each visit, operators received a summary report highlighting strengths and providing recommendations to support reflection and continuous program improvement.

Preparation is underway for a full-day professional development session scheduled for October 24, 2025. Approximately 120 educators from across the district are expected to attend. With the child care sector facing high levels of burnout and staff turnover, the session will place a strong emphasis on self-care and mental wellness. Discovery Professional Learning will facilitate the interactive training, which will focus on building passionate, pedagogical, and playful cultures.

Currently, 23 supervisors along with program team leads in child care programs across the district are participating in a three-part leadership training series. This training is designed to support leaders in balancing compliance and quality demands while inspiring their teams of educators. The series is intended to be transformative, providing participants with clarity, confidence, and connection in their leadership roles.

We also continue to prioritize inclusion for children with special needs in licensed child care and early years programs, with the goal of fostering authentic, caring relationships between children, peers, and educators. To date, Special Needs Resource funding has been approved for seven programs across the district, enabling many children to actively and meaningfully participate in programming.

Fee subsidy remains a vital support system for families in need within our communities. Currently, 278 families in the District of Parry Sound are receiving subsidized child care funding. This demonstrates the continued need for financial support despite the implementation of CWELCC and highlights the importance of strengthening community supports for early learning and child care.

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 August 2025

Number of Unique Children on the Application Portal

707

Children who Identify as Indigenous

74

Children Identifying Francophone Relatives

48

Prenatal Children

107

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

309

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

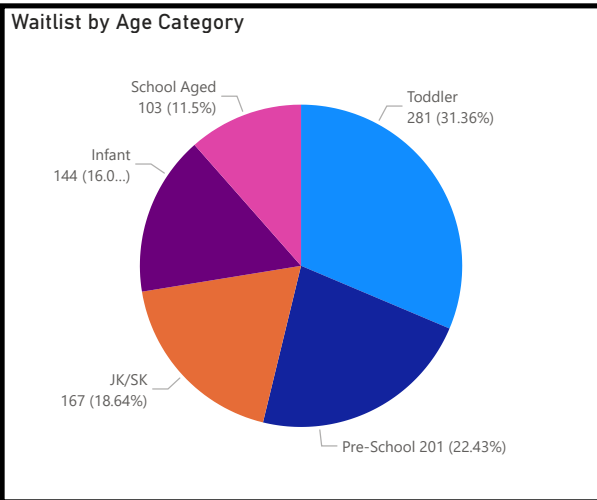
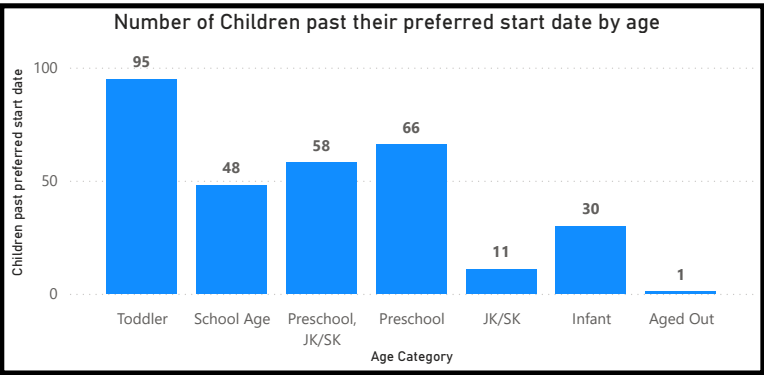
August

Additions to Application Portal

61

Total Number of Children past preferred start date (Unique)

344



Year

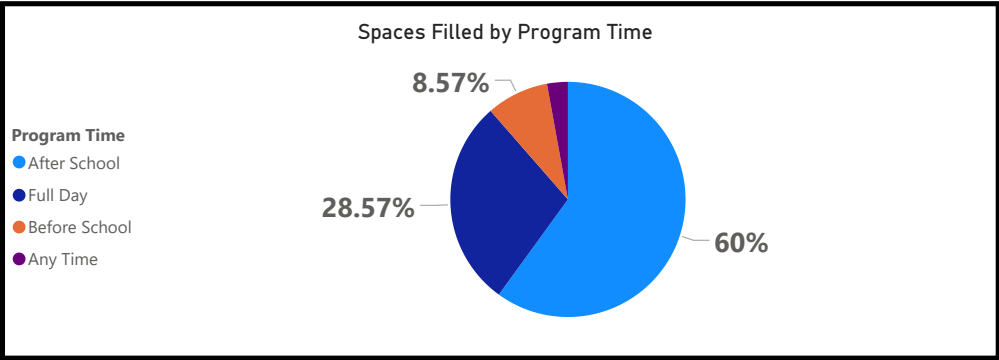
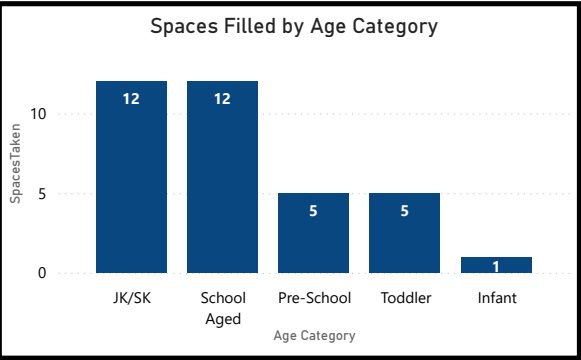
2025

▼

Month

August

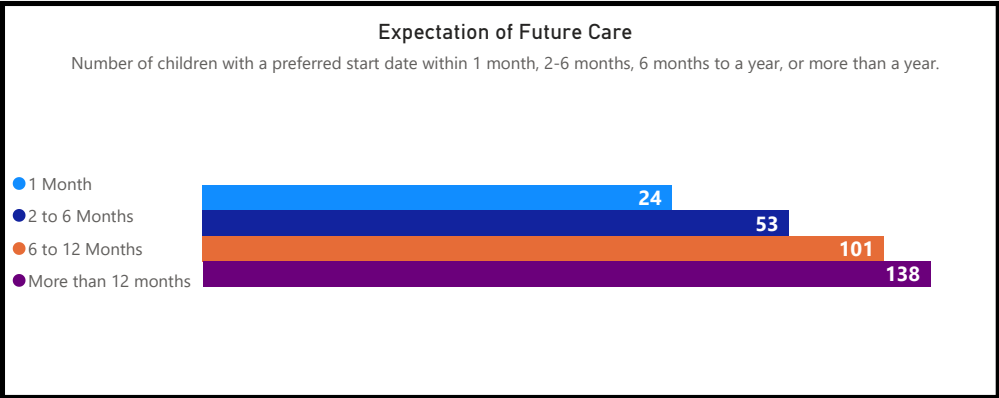
▼

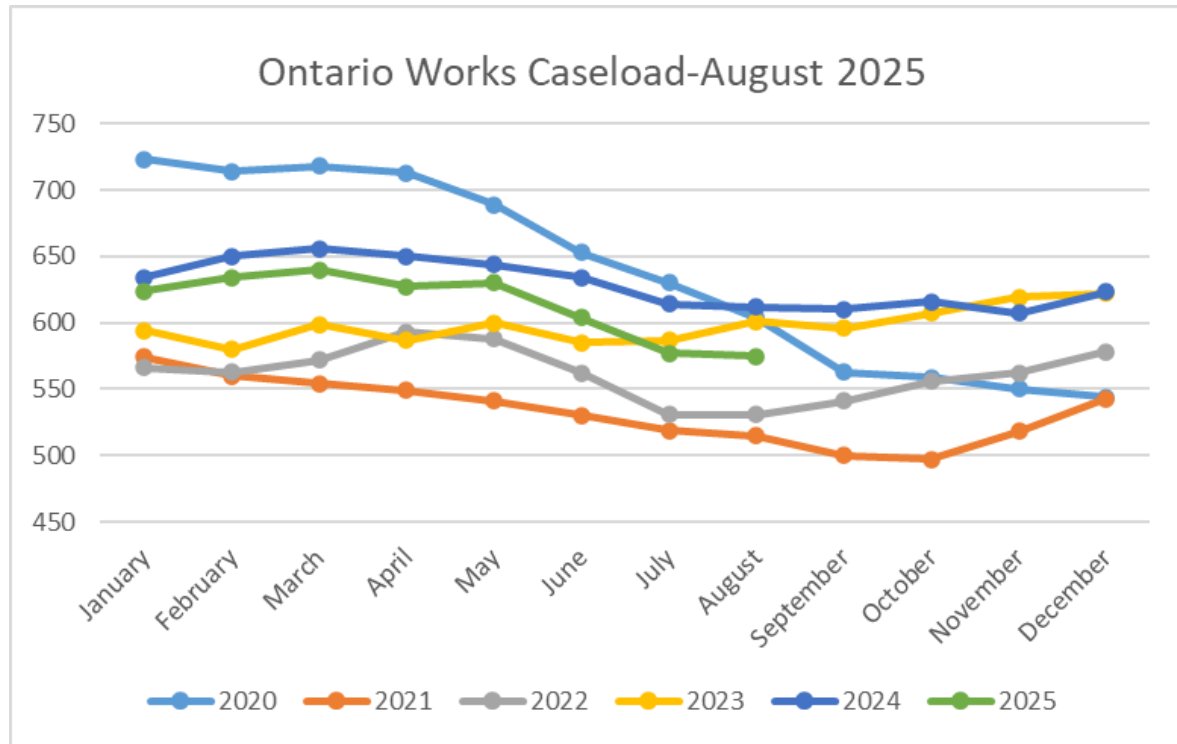


Children Placed	Spaces Filled
35	35

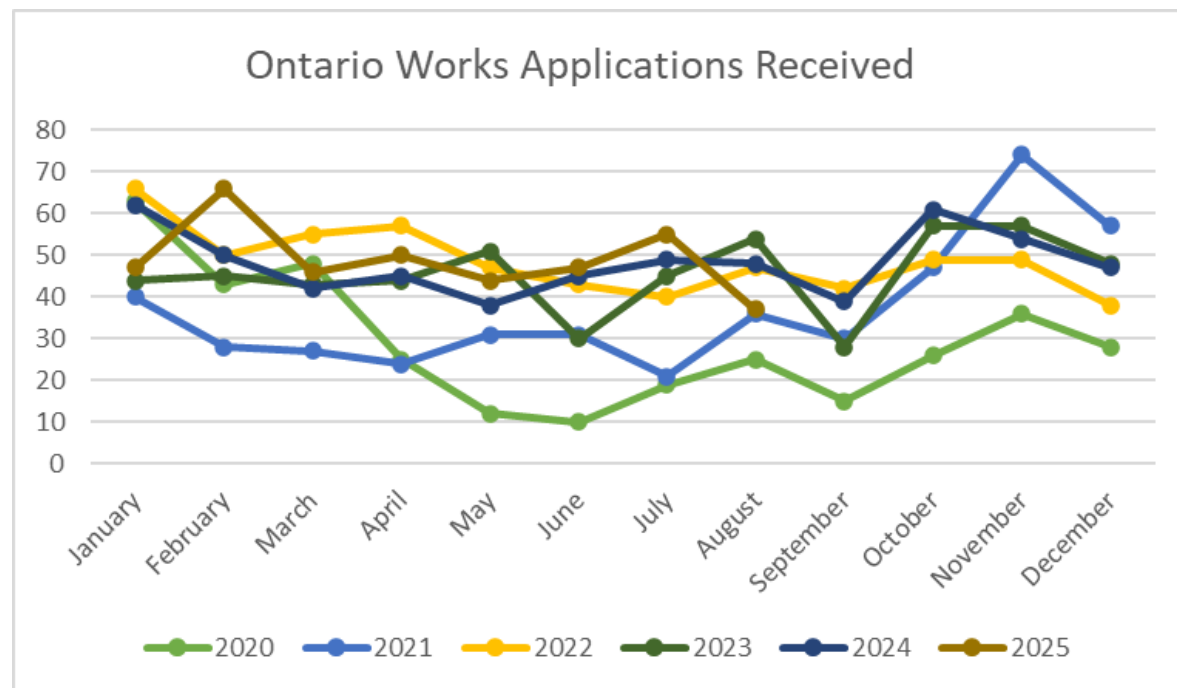
Children Placed - The number of unique children placed in a program.

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.

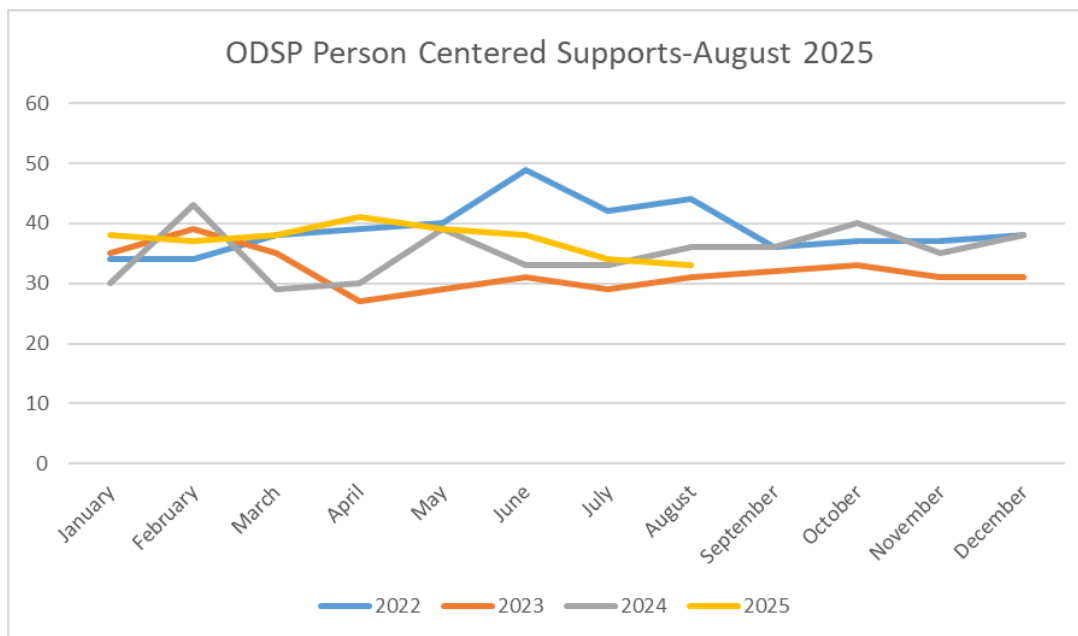




Ontario Works Intake - Social Assistance Digital Application (SADA) & Local Office Ontario Works Applications Received



ODSP Participants in Ontario Works Employment Assistance



The OW Caseload continues to hold steady at **575 cases (878 beneficiaries)**. We are providing **33** ODSP participants Person-Centred Supports. We also have **59** Temporary Care Assistance cases. **37** applications were received through the province's Ontario Works Intake Unit (OWIU).

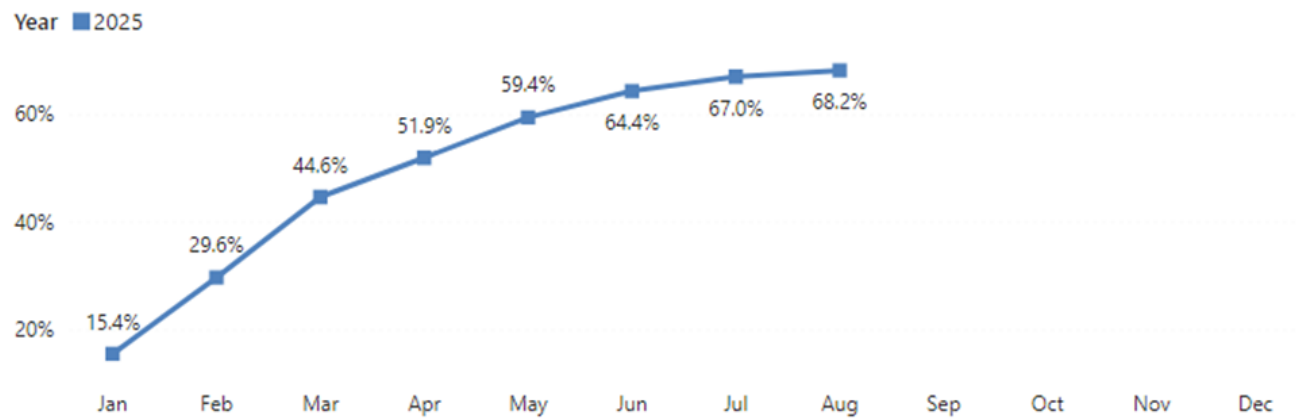
Employment Services Transformation & Performance Outcomes

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

% with an Action Plan created

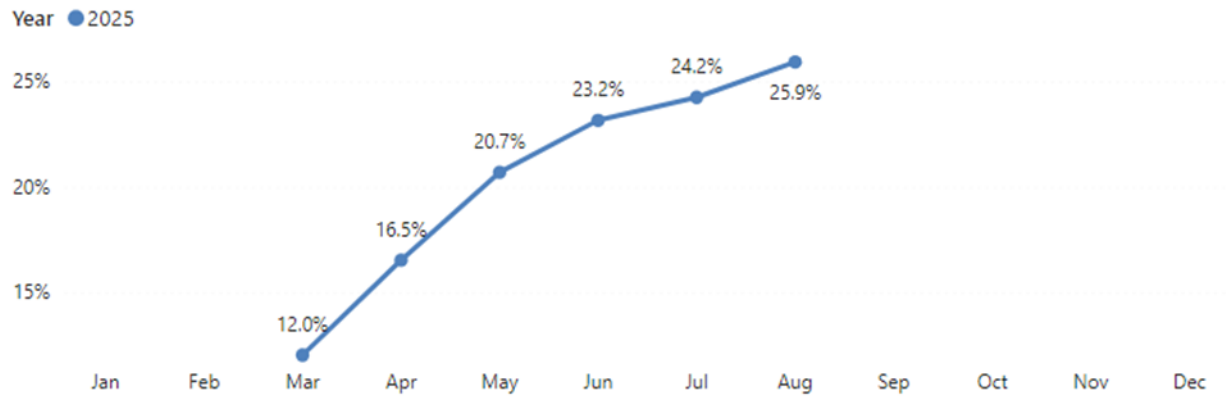
Percentage of OW + NDA Members with mandatory participation requirements...



Provincial Average— 71.5%
Target-100%
**NDA refers to ODSP participants

Referrals to Employment Ontario

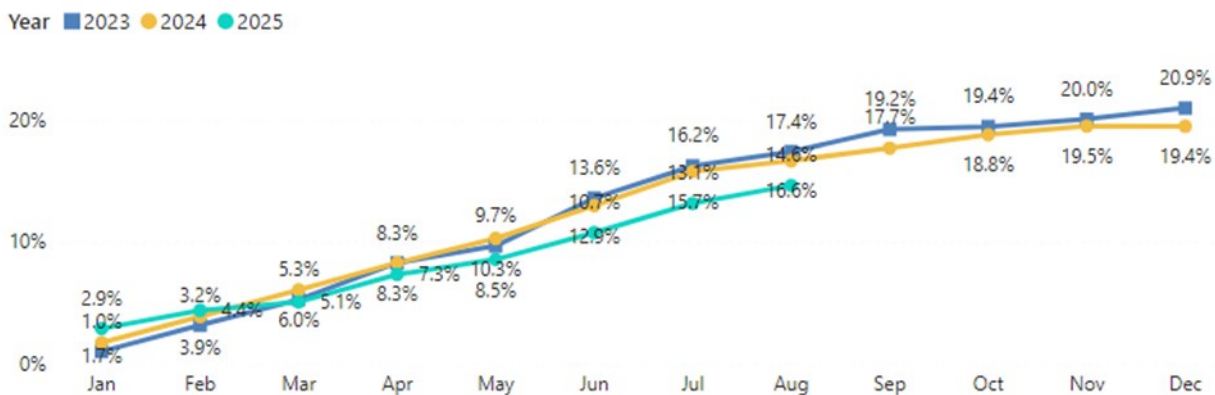
Percentage of OW + NDA Members with mandatory participation requirements...



Provincial Average 22.4%
Target 32%
**NDA refers to ODSP participants

% Exiting to Employment

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



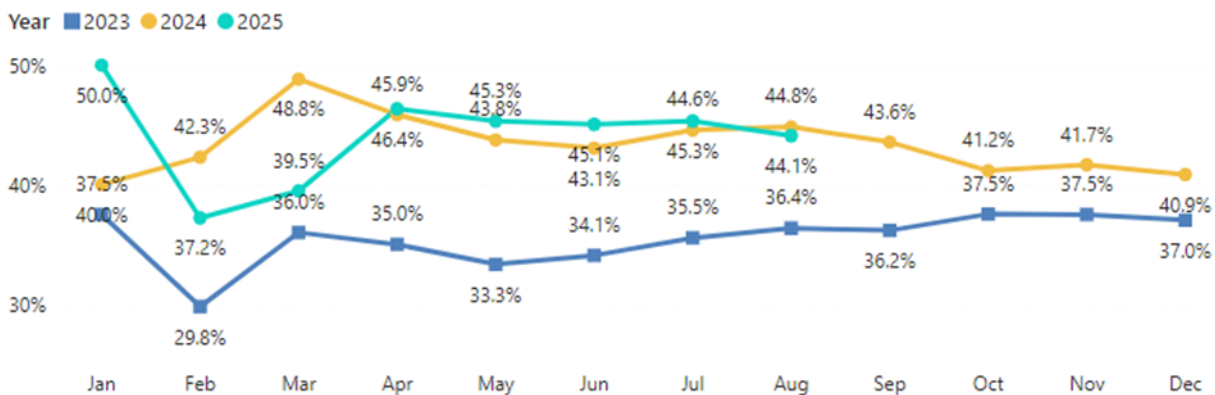
Provincial Average 7.4%

Target 22%

**NDA refers to ODSP participants

% of OW Cases Exit the Program and Return within One Year

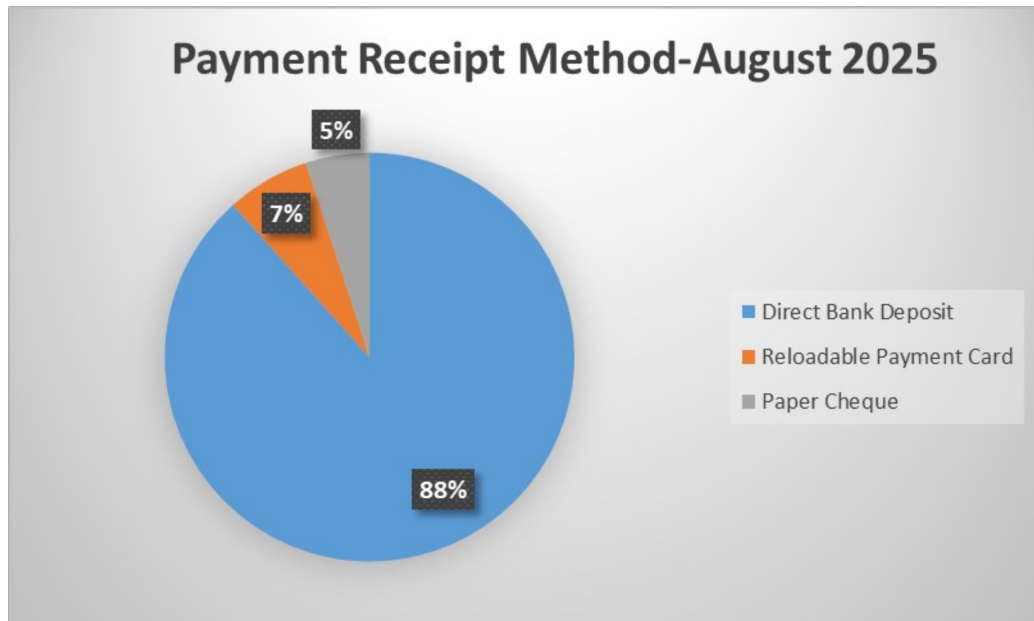
Percentage of Ontario Works cases who exit the program and return within one year



Provincial Average: 31.7%

Target: 35%

DBD Enrollment



Income Support & Stability Update

Our Housing Loss Prevention Strategy involves the coordination of appropriate services and the provision of consistent and on-going weekly or bi-weekly supports, required by the individual to succeed in preventing homelessness and achieving and maintain life stabilization goals. From the period of April

Housing Status

Clients who identify as experiencing homelessness, or at immediate risk of homelessness

2025	August	YTD
Experiencing Homelessness	1	33
At Risk of Homelessness	1	124
On the By Name List	1	20

April 1 – August 30, 2025

Short Term Housing Allowance

Max of \$400 for 6 months

	Active	YTD
Aug	8	34

Provincial Priority Groups

Case Type

Clients working with Income Support and Stability.
New and active files

2025	August	YTD
Chronic Homelessness	2	7
Youth Age 16-25	2	8
Indigenous		2
Provincial Institution	1	2

2025 -August	New Families	Returning Families	Single Person	Returning Single Person
At Risk of Homelessness	2	3	4	13
Experiencing Homelessness			1	
On the By Name List				
YTD	10	31	24	124

Type of Assistance Provided:

2025	AUGUST				YTD
	ODSP	Ontario Works	Low Income Senior	Low Income non-senior	
Prevention interventions before housing loss occurs	9	1		3	69
Prevention with ongoing case management	3	5	1		127
Rapid Resolution			1		5
Diversion					1
Eviction Prevention					
Food Security					2
TOTAL	9	6	2	3	204

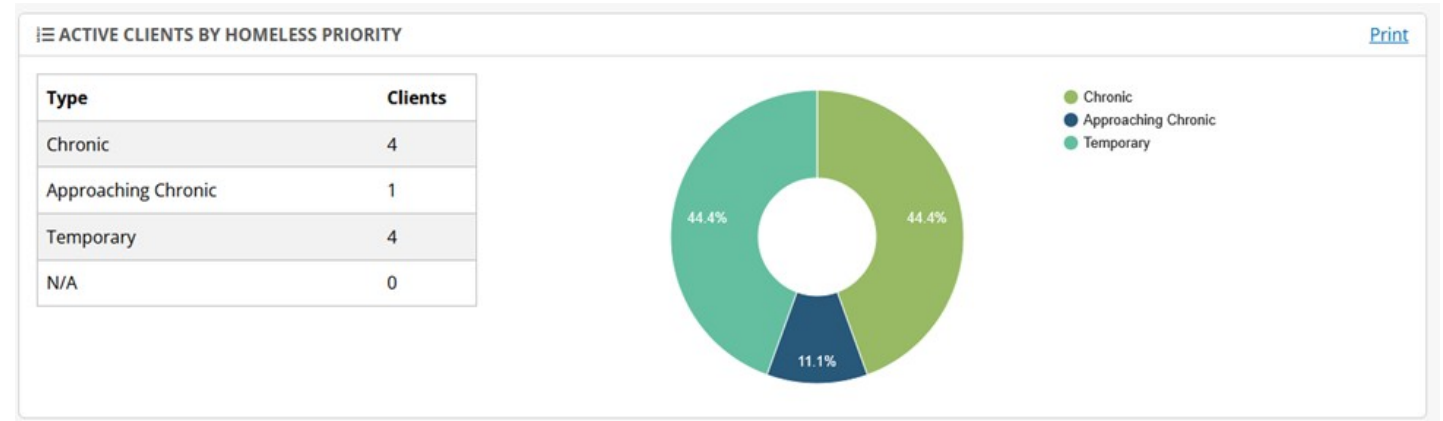
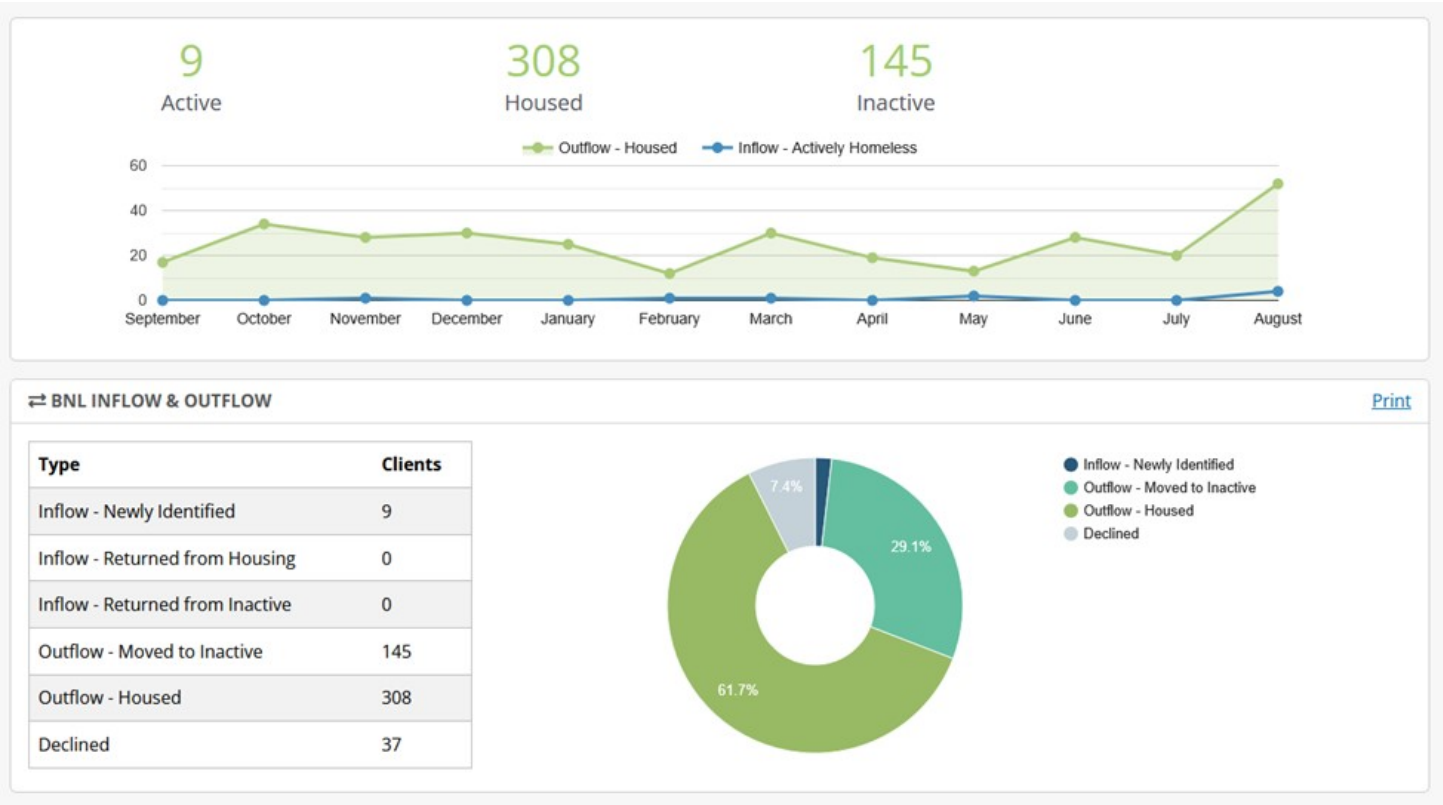
Household Income Sources and Issuance from Homelessness Prevention Programs Funding (HPP)

Reason for Issue	Total	YTD	Income Source	Total	YTD	HPP	YTD
Rental Arrears	\$4,995.00	\$73,899.63	Senior	2	27	\$2,178.00	\$20,470.41
Utilities/Firewood	\$6,719.04	\$48,364.76	ODSP	12	73	\$9,211.85	\$57,852.80
Transportation	\$50.00	\$1686.83	Ontario Works	6	97	\$3,569.77	\$73,026.23
Food/Household/Misc.	\$6,234.30	\$34,004.72	Low Income	3	15	\$3,038.72	\$9,831.97
Emergency Housing		\$3,162.47	TOTAL				\$161,184.41
Total	\$17,998.34	\$161,184.41					

April 1 – August 30, 2025

By-Name List Data (September 1, 2021– August 31, 2025)

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. As we standardize our definition of homelessness across our team and partners, we have been reviewing our By Name List data to ensure consistency. This explains the sharp decrease for this month.



Income Support & Stability Update

Employment Ontario/OW EST Launch Party – To support our transition to Integrated Employment Services, the East Income Support & Stability team spent a morning with our EO partners – AGILEC & Employment North. The morning was spent reviewing the client life cycle from the Employment side through CAMS and the common assessment piece and then a client life cycle from the Ontario Works side through SAMS and the common assessment. We did some team building ice breakers, some time to network and meet new staff and ask questions about what each other does. It was a great morning, and it was decided that we would do something like this again in 6 months.



Income Support & Stability Update

Community Clinics – ISN's in South River started their community clinics in Kearney, South River, Sprucedale, Port Loring, Powassan, Sundridge, Callander, Emsdale, Novar and Magnetawan. The purpose is to bring information and application processes directly to clients in their communities. These clinics encompass all things related to low-income programs such as Ontario Electricity Support Program, Canada Dental Care Plan, LEAP, ID support, Income Tax Prep and Health Care connect for clients without a physician. ISN's will also answer general questions about Ontario Works and Homelessness Prevention Program eligibility. So far, these clinics have started to bring awareness to all community members and dates are already firmed up to do it again in October.



New HPP Application Launch – Income Support and Stability Team implemented a new HPP application through Microsoft forms that is more streamlined and less chance for errors. It will gather all the data we need for homelessness and priority groups for BNL. This data will no longer need manual intervention to collect relevant parts that will align with our work with Org Code to end Chronic Homelessness in the District.



Jeff -College Boreal Conference in Sudbury – The Director of Income Support & Stability attended the College Boreal Conference in Sudbury September 16th and 17th. He was also part of panel with other network catchment partners discussing the transition to Integrated Employment Services and it's impacts on staff and clients.

Housing Programs Update

Social Housing Centralized Waitlist Report august 2025

	East Parry	West Parry	Total
Seniors	53	136	189
Families	170	491	661
Individuals	573	175	748
Total	776	802	1598
Total Waitlist Unduplicated			438



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					
Oct	6		9	4		Oct					
Nov	10	1	17	3		Nov					
Dec	11		6	3	2	Dec					
Total	81	5	131	21	2	Total	78	5	19	14	2

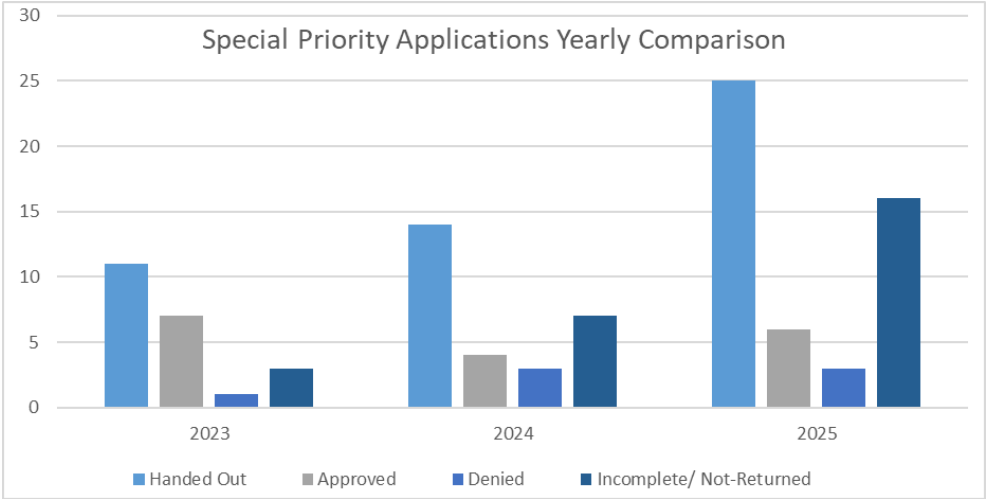
We saw nine approved applications to the centralized waitlist in August. There was one application removed due to arrears with a community housing provider, and two applicants were housed, one being a special priority applicant. There was also one new approved special priority application approved in August.

Housing Programs Update

The third quarter of 2025 has flown by! Housing Programs have been busy preparing for several upcoming events. We continued to work on preparing to go live with the online centralized waitlist for Rent-Geared-to-Income housing. We connected with another service manager in Ontario who has recently gone live with their online waitlist applications, and they have been a great support to us in terms of providing correspondence examples, as well as applicant instruction examples. We also completed re-certification training alongside the Tenant Services team. This training provided the opportunity to see how tenants of our local housing corporation can complete their annual income and asset reviews online through the tenant portal. The next step is to create and implement training sessions for the tenants before going live with this process.

Housing Programs got out on the road to assist some of our rent supplement tenants with completion of their annual income and asset reviews. This is always a great opportunity to continue building relationships with the clients we serve, and we hope to build on this over the next year as we see more rent supplements being established.

Housing Programs has seen a significant increase to all applications and inquiries that we receive. Many people, as well as our community partners, are reaching out to us regularly looking for any kind of housing assistance, whether it be funding to support high market rents, or affordable along with rent-geared-to-income housing. There has been a substantial increase in requests for Special Priority Placement (SPP) applications from those in our district, as well as outside of it, with over half of the requests being made in the third quarter of 2025. The chart below shows a comparison of applications provided, approved, incomplete and denied over the last few years.



Housing Service Manager recently received communication from the Ministry of Municipal Affairs and Housing regarding COHB (Canada Ontario Housing Benefit) allocation. This program offers a financial subsidy to eligible applicants and assists with the cost of their housing needs. The Housing Service Manager’s role is to ensure there is no outstanding Community Housing arrears, and they meet the income testing requirements before forwarding them on to the Ministry of Finance for a final determination of eligibility and processing. This year’s target is to process 20 applications.

The work that the Housing Programs team does can be difficult as we hear accounts of abuse, homelessness and despair daily, but our team always keeps a positive outlook. We are always looking for ways in which we can offer support to those waiting on waitlists whether it be through a referral to an internal program, or a connection to a community partner, or just time spent listening.

Parry Sound District Housing Corporation**August 2025**Activity for Tenant Services

	Current	YTD
Move outs	1	15
Move in (centralized waitlist along with internal transfers)	4	21
L1/L2 hearings	1	11 (correction from last month)
N4 Delivered to tenant or filed with the LTB– Notice of eviction for non-payment of rent	0	5
N5 Filed with the LTB– notice of eviction disturbing the quiet enjoyment of the other occupants	2	7
N6 Filed with the LTB –notice of eviction for illegal acts or misrepresenting income for RGI housing	1	1
N7 Filed with the LTB – notice of eviction for willful damage to unit	1	1
Repayment agreements NEW (formal & informal)	3	15
No Trespass Order	0	0
Tenant Home Visits/Wellness checks	39	340
Mediation/Negotiation/Referrals	28	152
Tenant Engagements/Education	4	21

Tenant Services Update

Summer was a busy time for Tenant Services, as we collaborated with Maintenance on annual unit inspections which went all through spring and summer finishing up in September. This was a very good learning experience for all and TS/Maint. Got together afterward to troubleshoot some of the units of greatest concern for things like tenant damages, hoarding, and housekeeping issues. Out of this meeting we came up with plans of action and have been implementing them since...some LTB notices, some referrals, and some regular and frequent check-ins to monitor progress with cleaning up.

Over the summer Tenant Services hosted 2 tenant BBQs, one East and one West. We had children's crafts and face painting, food, and a fire truck to give tours and talk about fire safety. They were well attended and appreciated by participants.

The fall edition of the Tenant Services Newsletter has been created and is attached to this report.

In partnership with Housing Programs, Tenant Services is planning National Housing Day events in November on each side of the district – we will have community partner booths set up and some food to honour the day and provide information and housing-related resources to the community.

Property Maintenance Update

Over the past couple of months, inspections have been successfully completed on all Parry Sound District Housing facilities, including The Meadowview – NOAH. These inspections have enabled the Maintenance Department to compile an up-to-date database in Maintenance IQ, detailing the current condition of all tenant units and properties. This data is proving invaluable in helping us make more informed decisions regarding work orders and prioritizing maintenance needs.

This initiative has also fostered stronger collaboration between Tenant Services and Maintenance, allowing us to work together more effectively to deliver the best possible outcomes for our tenants.

The Maintenance Department was pleased to support and attend the recent tenant BBQ hosted by the Tenant Services Department. It was a great opportunity to connect with tenants we don't often see and to answer questions about the maintenance request process.

Additionally, all winter grounds tenders for DSSAB's west properties closed at the end of September and will soon be awarded to the successful bidders.

We were also proud to host another joint training session with the Parry Sound Fire Department. This collaborative effort continues to strengthen our emergency preparedness and ensure the highest level of service for our tenants.

Property Maintenance

August 2025

Pest Control		3 Buildings are currently being monitored monthly for bedbugs. There is 1 active unit.
Vacant Units	6	5 one-bedroom, 1- multiple bedrooms (asbestos abatement, and significant repair contributes to longer vacancy times)
Vacant Units - The Meadow View	9	5 market, 4 affordable units available
After Hours Calls	16	Monitoring station offline, smoke alarm battery, plumbing leaks, AC unit condensation, tenant dispute, lost key down elevator shaft, contractor entry lock out, OPP inquiry, septic pump repair
Work Orders	97	Work orders are created for our staff to complete routine maintenance repairs for all DSSAB/LHC Buildings
Purchase Orders	85	Purchase Orders are for services, and materials required outside of the Housing Operations Department scope of work for the LHC properties
Fire Inspections	1	Annual fire suppression inspection completed on a 6-storey senior building
Annual Inspections	50	Annual inspections continue across the district
Incident Reports		

Capital Projects

This summer was marked by significant progress on remediation, structural improvements, and infrastructure upgrades. The following sections highlight major areas of work, key accomplishments, and upcoming priorities.

Hazardous Material Remediation and Water Damage Repairs

Between July and September, several units were remediated for asbestos and mould. Nine units were completed in July, with further abatement projects taking place in August and September. Attic abatement began at additional sites in late September. These projects have resulted in restored and re-occupied units following clearance inspections. Additionally, winter ice damming remediations and scheduled eavestrough replacements across the district are now finalized.

Plumbing, HVAC, and Duct Maintenance

District-wide duct cleaning was successfully completed in August, ensuring healthier living environments. Backflow preventers were installed at several sites. Site meetings were also held to review improvements to water shut-off valves and the potential installation of water meters.

Doors, Siding, Painting, and Cosmetic Upgrades

Progress was made on exterior enhancements this quarter. New doors were manufactured and installed by early September, while siding replacement began in mid-August and was completed in September. Painting projects were carried out at several locations, including exterior balconies and rust remediation. Further cosmetic upgrades are currently under review.

Generator and Electrical Work

Significant electrical work advanced this quarter. Generator repairs were completed and passed inspection, with the final exhaust fabrication at one site pending. Electrical panel upgrades were finalized in July. Options for a new generator installation at a childcare facility are also under review.



View of a completed siding replacement project

Roofing and Eavestrough Projects

Roofing inspections and replacements progressed throughout the district. Major replacement projects at a community facility and an apartment building were completed in August, with minor finishes anticipated for October. Late September also saw attic abatement begin at another site. Budget adjustments continue to be monitored for future phases.



View of a roof replacements being completed a DSSAB and Housing facility

Social Media Stats

Facebook –District of Parry Sound Social Services Administration Board	MAR 2025	APR 2025	MAY 2025	JUNE 2025	JULY 2025	AUG 2025
Total Page Followers	721	731	738	749	749	770
Post Reach this Period (# of people who saw post)	7739	3660	3159	11,121	11,941	5,904
Post Engagement this Period (# of reactions, comments, shares)	788	40	501	77	75	37

Facebook -Esprit Place Family Resource Centre	MAR 2025	APR 2025	MAY 2025	JUNE 2025	JULY 2025	AUG 2025
Total Page Followers	217	220	225	225	225	229
Post Reach this Period (# of people who saw post)	998	1214	100	580	815	1,314
Post Engagement this Period (# of reactions, comments, shares)	65	94	22	10	0	27

DSSAB LinkedIN Stats https://bit.ly/2YyFHIE	MAR 2025	APR 2025	MAY 2025	JUNE 2025	JULY 2025	AUG 2025
Total Followers	525	537	548	551	558	561
Search Appearances (in last 7 days)	131	187	371	205	132	122
Total Page Views	34	37	52	35	22	26
Post Impressions	632	843	650	660	715	235
Total Unique Visitors	19	21	29	20	12	14

Instagram - Esprit Place Family Resource Centre https://www.instagram.com/espritplace/	MAR 2025	APR 2025	MAY 2025	JUNE 2025	JULY 2025	AUG 2025
Total Followers	103	104	104	105	107	109
# of accumulated posts	64	65	65	65	66	69

Nancy Millar

From: Pearl Ivens <pearl.iven@gmail.com>
Sent: October 27, 2025 3:37 PM
To: Katey Brimacombe; Caitlyn Haggart; Nancy Millar; Don McArthur; Angela Loney
Subject: EMS October 23, 2025
Attachments: EMS Advisory_combined OPEN AGENDA_October 23, 2025 (4).pdf

Please find attached the meeting notes from October 23, 2025 including the Directors report, statistics up to the end of August and the 2026 Land Ambulance Budget.

Key takeaways:

-5% wage increase was a challenge for the 2025 budget and will be offset with balanced expenditures, there will be no surplus this year we should close in a neutral position

-Burks Falls new building should be open around Christmas and should come in on budget or very little above budget due to a couple minor extras

-CPLTC has been fully funded at 904,400 / year and has been confirmed to be permanent but no further details yet, we will budget the same for 2026

Reports

- noted Long Distance Transfers are been watched closely with an increase over last year, these transfers take emergency service off the road, if this keeps rising we may look at the utilization of a transfer service

- noted Sudden Cardiac Arrest has increased with an uptick of summer residences, province would like to see a decrease however it is difficult with our diversified population and further drive times for ambulances

Budget

-an increase of 6.5% was passed for 2026, a big reason is because of the arbitrated wage for paramedics for 2025 over 5%, an accrual is set aside each year in the budget but it did not cover the 5%, also summer upstuffs in South River was added for the increase of summer residences

South River Brewery

-last meeting I proposed looking at the South River Brewery as a potential relocation of our current EMS base, board approved Dave Thomson to look into this further with South River.

If you have any questions or need further clarification please let me know.

Pearl Ivens
Township of Machar
Councillor

Town of Parry Sound EMS Advisory Committee

Open Minutes

Date:

October 23, 2025

Time:

7:00pm

Location:

Dunchurch Community Centre, 2199 Hwy 124, Dunchurch, ON

Members Present:

Jamie McGarvey - chairperson, Scott Sheard, Ann MacDiarmid, Joel Constable, Dan Robertson, Pearl Ivens

Regrets:

Shelly Foote

Present:

Dave Thompson, Director of Development and Protective Services

Recording:

Sheri Skinner, Administrative Assistant

Guests:

Matt Thomas, EMS Manager

Land Acknowledgment

Town of Parry Sound EMS Advisory Committee

Open Minutes

1. Agenda

1.1 Additions to Agenda

5.1 Discussion prompted by Councillor Scott Sheard about the AED Foundation Ontario with Matt Thomas to give a summary to the Committee.

1.2 Prioritization of Agenda

1.3 Adoption of Agenda

Moved by Ann MacDiarmid

Seconded by Scott Sheard

That the October 23, 2025 Parry Sound District Emergency Medical Services Committee meeting agenda be approved.

carried

1.4 Disclosure of Pecuniary Interest and the General Nature Thereof

2. Minutes and Matters Arising from Minutes

2.1 Adoption of Minutes

Moved by Pearl Ivens

Seconded by Joel Constable

That the Minutes of the May 22, 2025 meeting of the Parry Sound District Emergency Medical Services Committee be approved as circulated.

Carried

3. Correspondence

4. Deputations

5. Emergency Services Director's Report

Moved by Scott Sheard

Seconded by Dan Robertson

That the Emergency Services Director's Report dated October 23, 2025 be accepted as submitted.

Carried

5.1 AED Foundation Ontario

Matt Thomas provided a description on the AED Foundation Ontario which is a province wide nonprofit organization network to make AED's visible and accessible to the general public. Discussions on what the AED Foundation Ontario hopes to achieve as well as registering personal/private AEDs thru the website aedfoundationontario.ca. The website and database is still being developed but should be live in early 2026.

6. Reports

6.1 EMS Statistical Report - August 2025

6.2 EMS Night Call Statistics - August 2025

6.3 EMS Vehicle Inventory - August 2025

Dave Thompson provided a descriptive overview of the various reports attached.

Resolution

EMS Committee members have received reports 6.1, 6.2, 6.3 as listed above.

Moved by Ann MacDiarmid

Second by Scott Sheard

Carried

Town of Parry Sound EMS Advisory Committee

Open Minutes

7. Ratification of Matters from Closed Agenda

8. Other Business

8.1 DT RR 2026 Land Ambulance Budget-2025

8.1.1 DT ATT#1 2026 Land Ambulance Budget-2025

Resolution

Moved by Joel Constable

Seconded by Dan Robertson

That the EMS Advisory Committee recommends Town of Parry Sound Council approve the 2026 District Land Ambulance Budget in the total amount of \$13,687,699.00 including capital expenditures of \$595,000 from the EMS Capital Reserve.

Carried

8.2 DT RR South River Brewery - 2025

Resolution

Moved by Pearl Ivens

Seconded by Joel Constable

That the EMS Advisory Committee recommends that staff further discuss with South River about the possible relocation of the EMS Base to the former South River Brewery property.

Carried

9. Adjournment @ 7:54pm

Moved by Scott Sheard

Seconded by Dan Robertson

Carried

Minutes Phragmites Working Group Lake Bernard Meeting

DATE: Meeting Thursday October 16, 2025, Zoom Web meeting

TIME: 7:00 – 8:15 pm

Attending: Karin Mertins, Dan Burton, Lois Brisbois, Bob Renaud, Marilee Koenderink

Regrets: Linda Sloka, Jocelyn Palm

1. Discussion Additions/Approval Agenda: Additions: none Approved by: Bob

2. Approval of minutes from September 18, 2025: all

3. Follow up on Action Items/Business Arising/discussion direction:

3.1 Volunteer /Phrag Fighters Cuts 2025 Season and plan for 2026:

- **Power point presentation Karin:** 2025 data presented. Some changes to biomass removed to be made based on the fact that the cut phragmites stalks are now shorter and thinner than before and bundles are not the same mass as originally. Cut phragmites was piled on four sites this season in the “muskrat dens” (domes of cut Phrag that animals overwinter under/that block the sunlight from encouraging regrowth, and that compact and break down over time)– not taken roadside to be picked up. This significantly reduces work for the municipality. Excellent clear and concise representation of the Phrag fighter efforts. Thank you to Karin!
- **Site Management Japanese knotweed:** It is necessary to do a reassessment and second application in 2026. Dead stalks will have to be removed to do the assessment. Have asked Janice when would be best to do stalk removal - might be late fall. Will take pictures soon. May hold on drone shots until cleared.
- **Cranberry trail Phragmites stand in First Nation conservation area:** October 22 is the date for the boat trip with drones and DNA kits to assess with Curtis Avery Nipissing First Nation. Alex Pottekkat Program Coordinator from the invasive species centre knows we will be submitting after the deadline of Oct 10 .
- **Removal events completed:**
678 South Bernard Lake Road – Sept 29 -dead Phrag stalks removed by 8 Phrag fighters, 34 hours of time and the 95 bundles taken to the curb by the owner.
- See the attachment showing costing over the years for consideration of 2026 plans.
From last meeting: Please consider assessing sites according to the following questions when we approach building the work plan for 2026:
 1. Is the site one of the two identified for herbicide in the control plan?
 2. How many seasons have we managed the site?
 3. What methods of management and at what cost (Herbicide, Truxor, Volunteer hours, saws used (hrs and Honorarium)?
 4. Is it working?
 5. What are the options?
 6. Property owner
 7. Budget considerations/can we fund it in 2026/can the owner?

Sites to be considered for herbicide/from September meeting:

1. In water stand at the dam- aqua habitat
2. In water stand around the shore portion of the west end stands- aqua habitat

3. Albert street north and south roadside stands- wet aqua habitat
4. 251 High Rock Road (Robin and Gord Anderson) – both dry and wet
5. 67 High Rock Road (Colleen Andersons) both dry and wet
6. Hubbert's pond Joly Township- wet
7. Strong Joly Line – along Boundary Road – marsh area /aqua habitat by drone? To ensure accuracy?

Others....

Brays – Union Street new home and Commerce Court – private owner – both Phrag and Japanese knotweed /may be on High Street Trail -Village of Sundridge property as well. Willing to pay /no one to do the work currently. How do we get reimbursement/assess contribution?

Discussion/Decision: Committee received the above information and understand this will be forwarded for consideration for the permits, workplan and request through Janice and the MNRF, for 2026.

This will be voted on in the spring meeting to confirm plans for 2026 season.

3.2 Habitat stewardship program – Nest Protector to do. Linda to research on line.

3.3 Budget Report/Funds raised administered by NNEEC

- **Fundraising Account:** Brought forward from 2024: \$9,704.
- **Feb 26 expense before grants:** Sign craft invoice #3030 (99) Grow Me Instead, and Japanese knotweed banner \$1,163.05 - **\$8,541.51** remaining
- Donation Tim Edwards Nov 2024, \$300.00. Donation from Huntsville Nature Club \$100.00, Donation Terry Totten \$250.00, Donation Tim Bryson \$1000.00, Donation Peter Brooke \$50.00, Tim Hortons card Whitestone 20.00, Cane cutter \$30.00, Cash Foodland \$21.95 and purchased T-shirt Penny Stoker Zaks \$30.00, Sunflower Festival donations \$70.00 Donation Wendy Hooker cheque \$100.00. **Donation Tom Edwards October 2025** interact \$250.00
Donations 2025: \$1921.95
- **Total: \$10,463.46.**
Expenses listed below: \$1251.23 and overage above phragmites grant money: \$86.31
(**\$16,500.00 received, \$16,586.31 spent \$86.31 will come out of fundraising money**)
Remaining in fundraising account: \$9,125.92

- **Expenses:** (no saws required for last cut Sept 29 – donated saw time by owner)
Black Motor Sales Saw maintenance, gas oil \$649.75 (covered by grant) and Honorarium to each saw operator (JP, Todd and Paul) \$1,735.00 (covered by grant)
Sign craft -Printing Grow Me Instead June 18 \$311.88,
Walmart- Display boards/pictures April 13, 2025, \$94.80,
Staples -Trifold display board, printer paper ink pencils \$85.07,
Sign craft- Repairs to banners: \$179.39,
Cheque Mason - replacement chest waders/gas: \$300.00,
Kidds Home Hardware -work gloves: \$33.48,
Kidds Home Hardware -Leaf bags and gloves: \$86.25,
Foodland -Pizza Truxor days: \$160.36 (half donated)
Total of above: \$3635.98
***Fundraising Account expenses: \$1251.23**
***Covered by Phrag Grant: \$2384.75 Lead NEEC**

***Note:** Order is placed for large x-large and XXL Adult T shirts as we have none.

* **Do not need to contribute:** \$2,721.00 for students as Federation of Anglers and Hunters Invading Species Awareness program covered 12 weeks one student and 13 weeks the second.

Japanese knotweed application: \$12,290.00 (IPCC invoice \$9,482.96, \$2,290.00 admin fee, \$517.04 remaining- for saw operators in spring to cut down stalks, and drone pictures (Wendy MacCrimmon) May have to prepay for drones at \$350.00, leaving \$167.04 for *some of the saw work.* Marilee will connect with Wendy.

Applications in play:

1. Td FEF – **Application submitted – not successful.**
2. OFAH – Community Conservation Fund – will apply when funding call made in 2026. May apply to OWF again
3. Invasive Species Action Fund – for reassessment and touch up of creek area Japanese knotweed – will apply. Have been told will be a call this fall.

Interim reports for the Ontario Phragmites Action Program one time grant - submitted, and for the Invasive Species

3.4 Education:

1. 2025 displays and presentations

1. Huntsville Nature Club – April 29 – Presbyterian Church Hall – 30 attended
2. Magnetawan Green Fair- June 14 –30 + significant conversations – two new Phrag fighters
3. Local businesses: Hardware July 18- 13 significant conversations,
4. Near North Enviro Education Centre Annual Open House – 22 significant conversations
5. Foodland Display- 15 significant conversations,
6. Schools: Emsdale Monday June 16 – 21 grade 3 students and 4 teachers
7. Sunflower Festival August 9 – 150 significant conversations
8. Powassan Farmers market – July 19, 35 significant conversations
9. Nosbonsing FOAH events –July 20, fishing derby presentation- over 60 attended
10. Powassan Library/with incubator group – June 28 -Wassi Lake Phraggers –12 attended
11. Premier Road Demonstration/education/removal event – July 17 -with STEAM program and Sustainability Canadore – 9 attended (news paper article)
12. Ryerson Township Phrag demonstration/removal – June 23 - 6 attended
13. Whitestone Conservation Association AGM July 5 – 12 attended
14. LBPOA Annual meeting – also July 5 - over 30
15. Kidd's Hardware display – 13 significant conversations.
16. Boat Launch Education Town dock – 10 significant conversations
17. Sunflower Festival – 150 significant conversations
18. Argyle Public School – April 16 – 66 students and 3 teachers
19. Golden Valley/Milton Lake – demonstration/education/removal – two events June 30 and August 13 - 8 participants
20. Dokis Point First Nation – July 17 – Demonstration/education/removal – 20 participants

21. Deer Lake assessment – by float boat August 7
demonstration/assessment/education – 8 attended
22. Nosbonsing Angler and Hunters presentation scheduled for October 29, 22
expected, Karin and Marilee to do.

4. Standing Items

4.1 2025 Work plan: Almost complete/Annual Report to go out to stakeholders. Will need reviewer: will send out to committee members for comments prior to distribution to stakeholders. To include the stats presented today, the student report from Sophie and Mason, and the introductory section similar to last season.

4.2 Applications for funding report: Interim reports sent in October – see correspondence.

- Japanese knotweed - Will need to apply for funding for next year. Not clear at this stage how much will need to be re treated, or how much restoration will be needed. Could remove stalks this fall or next spring.
- Phragmites- Interim report sent. It was “One Time Funding” – may not receive any in 2026
- 2026 Applications — OFAH Community Conservation fund in 2026/and others as they are available. Drafts to be circulated to: Karin, Bob, Dan

5. New Business:

- 5.1 Chinese Mystery snails Jack Lake – discussing with Armour -Marilee to to
- 5.2 Community Builders Trophy: Pictures to go out in final report
- 5.3 Fundraising Donation lead – Marilyn Brimacombe – 2 new ice sleds x2 to replace our sinking patched sleds for 2026
- 5.4 Ontario Invasive Plant Council AGM meeting September 25: New Best Management Practices documents available. There are now 6 updated Technical Bulletins – Japanese knotweed and Phragmites are included. Green Shovels Collaborative contributed to the new Aquatic Invasive Plants BMP. https://www.ontarioinvasiveplants.ca/wp-content/uploads/2025/03/OIPC_BMP_AquaticInvasives_March2025_FINAL_WEB.pdfNew Conference Dec 11-12 “Growing Solutions: Tackling the Horticultural Pathway of Invasive Species”. <https://www.ontarioinvasiveplants.ca/resources/best-management-practices/>
- 5.5 Ontario Invasive Plant Council/Ontario Phragmites Working Group Annual Conference – Jan/Feb – date coming

6. Next Meeting: 2025 meeting are complete. If needed will reach out and call another. Next meeting for 2026: Third Thursday of the month (6-9 to be held as needed)

Thursday April 16, 2026, at 7 pm on zoom OR at the call of the chair

Thank you Phrag fighters – could not do this without you!!!!!!



Director of Economic Development (DoED) Report
October 23, 2025

Core Activity Tracking – (Since last report)

Activity:	Interactions	Description
Business Assistance		
Start Up Files		
Expansion Files		
Developer Files		
General Support	1	Perry
Brand Ambassador	1	Sundridge
High Priority		
Business Visits		
Program Referrals		
Marketing*		
ACED Website Updates	4	Business Directory, Events, Tourism & Lifestyle News, Almaguin Transportation
Social Media Posting	11	17 (EXPLORE) 4 (ACED)
Facebook/Instagram Reach	10.2K	10.2k (EXPLORE) (1.9k ACED)
Facebook/Instagram Views	37.2K	37.2K (EXPLORE) 4458 (ACED)
Facebook/Instagram Likes/Followers		2859 (EXPLORE Facebook) 1017 (EXPLORE Instagram) 1831 (ACED Facebook)
Website Tracking		
Total Users / Views	2.4k	
Most viewed pages		
(besides landing page)	273	Screaming Heads
	248	Fall Colour Crawl
Communications		
Email Blasts	1	ACED Business Updates/Workshops
Organization Meetings	5	RCIP, IION, AHHC, DPSMA, RTO12 Tourism Summit
Partnership Projects	2	Shop Local, RED Gala
Municipal Visits	6	SR, Strong, M/M, Perry, BF, Sundridge
Member Interactions / Support Requests	2	Sundridge, Strong
Media Comment Requests	1	Almaguin News- Fall Colour Tourism Article

Current Files & Projects

Project 1A – Business Support

RCIP Update

The RCIP Board met on September 24th, with another 41 applications reviewed and approved.

Business Directory Update:

The CMO has updated the Sundridge Business Directory and submitted it to the municipal office for review and verification. Cold calls are ongoing to confirm unverified business listings. The CMO has also compiled a regional trades and contractors list, which was shared with Kidd's Home Hardware for cross-referencing with their database. Updates will continue.

Contractors and Trades Support

The EDO and the AHCC Executive Director met with management of Kidd's Home Hardware to discuss opportunities for connecting and providing support to the contractors and trades industry. A plan to connect with their network of contractors and trades will help ACED, the AHCC and other community partners develop programs and workshops based on the needs of the businesses. A trades fair, in partnership with the High School was also discussed as a potential option.

Project 2A – Community Organization Support

The CMO created a Facebook post to encourage community organizations to take advantage of the AVEMP, with a focus on supporting upcoming events such as local Christmas vendor markets. As part of this outreach, the CMO also contacted the Emsdale Agricultural Society regarding their upcoming Christmas Market to see if they would be interested in participating in the program. A response is currently pending.

Project 2B – Regional Recreation & Municipal Support

Village of Sundridge Support

EDO has been working with the Village of Sundridge and a private business to determine the best options for a new development. At this time, the proposal will be taken to Council for their review and consideration.

Municipal Supports

The CMO posted an in-office calendar on Facebook to promote availability to local businesses and stakeholders, facilitating easier scheduling and engagement during designated in-office days.

Project 3A – Almaguin Housing Task Force

The DoED and Chair of the South Almaguin Highlands Planning Board co-presented a 2025 AHTF update at the Fall District of Parry Sound Municipal Association Meeting held in Orrville on Friday, September 26th. The presentation included an overview of the AHTF Summary and Recommendations Report as well as a summary of action items that have been implemented in 2025.

Project 3B – Transportation

Almaguin Community Transportation Committee

The next Almaguin Transportation Committee (ACT) meeting will take place on Thursday, October 30th at 10:00 a.m. The agenda will be sent out by October 22nd.

The Return of Passenger Rail Service

The EDO has connected with Christine Puma from Ontario Northland regarding marketing with Ontario Northland. ACED will host a Brand Ambassador event on November 10th at the Katrine Community Centre. This will focus on marketing opportunities with ONR, collaborative marketing opportunities between businesses, and the direction ACED should take when marketing the Almaguin region.

Transportation Almaguin

The EDO has revised the 'Carpool Almaguin' webpage, and renamed it 'Transportation Almaguin', which, in addition to carpooling, now also highlights other public transportation options including the Northland bus, Zipz Taxi, and East Parry Sound Community Support Services.

Project 4A – Brand Strategy Implementation

Phase 2 – Physical Brand Roll Out

ACED Staff have submitted both the FedNor Phase 2 Application and the ROD Funding Application for the Signage Plan. A notification from FedNor states that FedNor has received the application and has moved to the review and evaluation stage.

Social Media/Explore Almaguin Website/ Email Marketing/Content

The CMO continued fall tourism efforts with targeted Facebook and Instagram posts and reels, achieving strong organic reach. A Hike This, Eat That campaign was launched featuring a website article, social media posts, and a reel promoting pairing up local trails and eateries this fall. The campaign garnered 9,892 views and 6,399 organic reach. Additionally, a Halloween in Almaguin campaign was created, including a website listicle and social media posts highlighting Halloween events taking place in the region.

Project 4B – Tourism Promotion

Almaguin Summer Star Party

The EDO was a guest speaker at the Explorers' Edge/RTO12 Tourism Summit that took place in Parry Sound on October 16th regarding the Almaguin Summer Star Party. The EDO, along with Explorers' Edge, presented on the specifics of Almaguin's Summer event, highlighting the collaboration and partnerships between municipalities, local businesses, and community organizations. With the return of Passenger Rail, niche tourism opportunities, like dark sky viewing, can set Almaguin apart from other destinations, which was a focal point of the presentation.

Project 4C Shop in Almaguin Campaigns

No new updates. Carried from last report: The ACED Team, in collaboration with the Chamber of Commerce, has begun planning the Christmas shop local campaign. Magnetawan Recreation Committee has reached out with a request to collaborate again.

Project 5A – RED Gala

The RED Gala Save-The-Dates have been sent out to ACED board members and municipal staff. The official event invitations will be sent out at the beginning of November to Almaguin municipalities, Almaguin Brand Ambassadors, AHCC members, community organizations, economic development partners in neighbouring communities, and local businesses.

Event Details include:

Date – Tuesday, December 9th, 2025

Time – Doors open at 5:30 p.m.

Location – Sprucedale Community Centre

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

Caterer – Chef Trevor from Katrine Food

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

Finalizing the Revised Shared Services Agreement & Funding Formula

The DoED has circulated the finalized agreement to all Almaguin Municipalities along with the ACED Information Package with a request to consider participating in the 2-year agreement. Along with the circulation was an invitation letter as well as a call to connect with ACED regarding any additional required information or interest in having a delegation from staff and Board members.

Once decisions have been received from all municipalities, the budget will be revised and circulated to all partners.

Replacement of the DoED

During the August meeting, the Board passed resolution 2025-25 in response to the August 28, 2025 Staff Report regarding transitioning to a two-person department. The resolution requested that the Township of Armour proceed with taking the necessary administrative steps to process the transition. This will involve posting the position internally for 1 week, per the Township of Armour's Employment Policy. This will take place between November 3rd and 10th. The start date for the role will be set for January 2nd, 2026.

Future sustainability considerations

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



RESOLUTION

2025-32

Be it resolved that the Almaguin Community Economic Development Board approve the September 18, 2025 ACED meeting minutes as: (please circle).

CIRCULATED

AMENDED

MOVED BY: _____

SECONDED BY: _____

CARRIED: Yes No

Comments:



RESOLUTION

2025-3__

Be it resolved that the Almaguin Community Economic Development Board

MOVED BY: _____

SECONDED BY: _____

CARRIED: Yes No

Comments:



RESOLUTION

2025-33

Be it resolved that the Almaguin Community Economic Development Board adjourn October 23rd, 2025, ACED Meeting at _____ P.M.

MOVED BY: _____

SECONDED BY: _____

CARRIED: Yes No

Comments:

LIBRARIAN'S REPORT

October 16, 2025 Board Meeting



Statistics:

	SEPTEMBER 2025 - CIRCULATION				
	2021	2022	2023	2024	2025
Library	1049	991	835	852	782
Overdrive	164	263	313	480	404
Total	1213	1254	1148	1332	1186

	COMPUTERS USE			WiFi USE		
	2023	2024	2025	2023	2024	2025
Sept.	42	42	62	313	310	202

	KIDS ELECTRONICS			IN LIBRARY LEGO USE		
	2023	2024	2025	2023	2024	2025
Sept.	35	31	22	--	13	27

September Programming & Attendance		
Program/Event	Adults	Kids
Book Club	6	
Knitting & Crocheting	24	
Storytime	7	9
Walking Club	36	

The library participated in the Strong Agricultural Fall Fair on September 13.

The library participated in the Sundridge Centennial Public School's 'Welcome Back BBQ and Community Outreach' evening on September 25th.

October is Public Library Month, and Public Library Week is October 19-25

Events:

- October 20: PA Crafternoon
- October 21: Patron Appreciation Day
- October 24: Presentation by Lynn Remmelgas
- October 28: Teen Voices are Important
- October 29: Halloween Stories and Crafts
- November 13: Christmas Card Making

Melinda Kent

The Corporation of The Township of Stone Mills

4504 County Road 4, Centreville, Ontario K0K 1N0
Tel. (613) 378-2475 Fax. (613) 378-0033
Website: www.stonemills.com



October 22, 2025

Sent Via Email Only

Re: Advocacy for Funds to Effectively Manage the Emerald Ash Borer Infestation

Please be advised that during the regular Council meeting of September 15, 2025, Township of Stone Mills Council passed the following motion,

Resolution 19-695-2025

Whereas the Emerald Ash Borer (EAB) infestation has resulted in a substantial increase in dead ash trees throughout Ontario, resulting in extensive ecological, economic, and public safety challenges;

And Whereas dead ash trees contribute to potential hazards, including falling limbs, compromised power lines, and blocked transportation routes, posing significant threats to public safety;

And Whereas removing and replacing dead ash trees is a costly undertaking that imposes financial burdens on municipalities, private organizations, and individual property owners;

Therefore, Be It Resolved That the Council of the Township of Stone Mills formally requests that the Provincial and Federal governments establish a dedicated fund to assist municipal governments, private organizations, and property owners in effectively managing the removal and replanting of trees, thereby addressing the aftermath of the EAB infestation.

Be It Further Resolved That funding support should encompass:

1. Grants for municipalities to fund community-wide removal and replanting initiatives.
2. Financial assistance for private organizations engaged in environmentally restorative work.
3. Subsidies for individual property owners to safely remove and replace dead ash trees.

And Be It Further Resolved That this request be forwarded to relevant Provincial and Federal ministries and agencies involved in environmental management, forestry, and public safety.

Be It Finally Resolved That a supporting letter be drafted and disseminated to other municipalities across Ontario to encourage regional advocacy and collaboration in addressing this ecological challenge.

Moved By Councillor Fenwick
Seconded By Deputy Woodcock
Carried

If you have any questions, please do not hesitate to contact the undersigned.

Sincerely,



Brandi Teeple
Township Clerk
Township of Stone Mills
4504 County Road 4
Centreville, ON, K0K 1N0
Phone: 613 378-2475 ext. 225
Email: bteeple@stonemills.com

cc. Mark Carney, Prime Minister of Canada
Doug Ford, Premier of Ontario
Mike Harris, Minister of Natural Resources
Todd McCarthy, Minister of the Environment, Conservation and Parks
Rob Flack, Minister of Municipal Affairs and Housing
Julie Dabrusin, Minister of Environment and Climate Change
Marjorie Michel, Minister of Health
Ric Bresee, MPP Hastings-Lennox & Addington-Tyendinaga
Shelby Kramp-Neuman, MP Hastings-Lennox & Addington-Tyendinaga
Quinte Conservation
Canadian Food Inspection Agency
The Association of Municipalities of Ontario
All Ontario Municipalities

**Ministry of
Municipal Affairs
and Housing**

Office of the Minister

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

**Ministère des
Affaires municipales
et du Logement**

Bureau du ministre

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



Ontario

234-2025-4923

October 30, 2025

Dear Head of Council:

I am writing to update you on amendments to the *Development Charges Act, 1997* (DCA) that were made by Bill 17, the *Protect Ontario by Building Faster and Smarter Act, 2025*, and corresponding changes to Ontario's Building Code.

As you recall, our government introduced Bill 17 to help speed up the construction of new homes and infrastructure by streamlining development processes and reducing costs, in partnership with municipalities. Among the changes, the Bill:

- Amended the DCA to provide for payment of development charges (DCs) for non-rental residential developments to be made in full at the earlier of the date an occupancy permit is issued and the date a development is first occupied. This deferral would encourage residential construction activity by enhancing a developer's cashflow flexibility.
- Removed authority for municipalities to charge interest on any legislated DC deferral amounts, except to the extent such interest has accrued prior to these changes coming into force.

The amendments noted above require a commencement order to come into force. Following consultations with municipal and industry experts, the government has issued a commencement order to bring these changes into force on November 3, 2025.

To support the implementation of deferred development charges, I will be amending the Building Code to require that all non-rental residential buildings subject to a deferred development charge will now require an occupancy permit, which can only be issued once these deferred development charges have been paid. These targeted changes will establish a clear, enforceable payment trigger for municipalities while leaving all life-safety requirements for occupancy unchanged. These Building Code amendments will take effect alongside the DCA amendments on November 3, 2025. Municipalities without development charges, and requirements for other buildings, are unaffected.

I look forward to continuing to work together to get shovels in the ground to build more homes that Ontarians can afford. Please accept my best wishes.

Sincerely,

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

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

- c. Municipal Chief Administrative Officer
 Robert Dodd, Chief of Staff
 Martha Greenberg, Deputy Minister
 Caspar Hall, Assistant Deputy Minister, Local Government Division
 David McLean, Assistant Deputy Minister, Housing Policy and Planning Division

Oct-25

[illegible]

JOINT BUILDING COMMITTEE ANNUAL PERMIT SUMMARY 2025

	No. of	Permit	Project		Size
Month	Permits	Fees	Values		(sq.m)
January	7	\$12,586.00	\$791,900.00		137
February	5	\$19,070.00	\$1,238,000.00		1552
March	10	\$37,040.50	\$2,402,700.00		1321
April	13	\$30,650.00	\$1,952,000.00		1372
May	19	\$51,896.00	\$2,954,772.00		1535
June	15	\$42,825.00	\$2,754,000.00		3016
July	10	\$50,008.00	\$3,267,800.00		2269
August	13	\$25,125.00	\$1,462,000.00		2249
September	8	\$29,605.40	\$1,920,360.00		1195
October	12	\$26,415.00	\$1,681,000.00		1612
November	0	\$0.00	\$0.00		0
December	0	\$0.00	\$0.00		0
TOTALS	112	\$325,220.90	\$20,424,532.00	New Construction	16258
				Demolitions	298

JOINT BUILDING COMMITTEE ANNUAL PERMIT SUMMARY 2025

				SFD'S, Seasonal Dwellings and Multi-Unit Dwellings	
Month	No. of Permits	Permit Fees	Project Values	2024	2025
Burks Falls	13	\$67,337.50	\$4,401,500.00	3	2
Joly	2	\$4,827.50	\$308,500.00	0	1
South River	5	\$12,695.00	\$813,000.00	1	1
Machar	33	\$97,075.40	\$5,765,332.00	7	11
Strong	24	\$62,135.00	\$3,959,500.00	4	4
Ryerson	23	\$60,450.50	\$3,876,700.00	4	3
Sundridge	12	\$20,700.00	\$1,300,000.00	3	4
TOTALS	112	\$325,220.90	\$20,424,532.00		26
Permit activity at end of October 31, 2025					
TOTALS	105	\$226,881.50	\$14,168,100.00	24	
Permit activity at end of October 31, 2024					
TOTALS	7	\$98,339.40	\$6,256,432.00		2
Difference from previous year					



Village of Sundridge Town Hall Session Mayor's Speaking Notes

Good Evening, on behalf of the Council of the Village of Sundridge, we would like to thank you for attending this Town Hall Session.

This is a great opportunity to ask questions and provide comments or suggestions on matters that are important to you.

In order to ensure that this and future Town Hall Sessions run smoothly and efficiently, we are asking that everyone, Council and members of the public adhere to the following:

- Town Hall Sessions are to be conducted in the spirit in which they are intended – an open and transparent conversation in an inviting and inclusive atmosphere.
- All participants, including members of Council are responsible for maintaining an orderly Town Hall Session, free from indecent or insulting language, name calling, assigning blame, personal attacks or condemning the motives of others.
- **Members of the public shall be mindful of other members in attendance to allow all those who wish to speak an opportunity to do so.**
- While members of the public may speak on any subject, Council cannot discuss items that reflect an identifiable individual, solicitor- client communications, or any other item dealt with In-Camera
- Council members may discuss Municipal issues however there can be no advance of Municipal business. A Councillor may take an item to a future Council meeting for discussion as new business.

We will now open the floor to questions/comments/suggestions from the public.

Staff will endeavour to monitor comments coming in electronically.

Everyone will be allowed to ask one question before we move on to the next participant. If times permits, we can circle back for additional questions.

Now we will go to the floor for questions.

Is there anyone else that joined the town hall that wishes to ask a question?

Are there any Closing remarks from Members of Council?

Closing Remarks - Chair

Thank you for attending the Town Hall Session, we have been provided with valuable questions, comments and Feedback. We would like to encourage you to attend future Town Hall Sessions, as well as our bi-monthly Council meetings.

Council Meeting Agendas, Minutes are always available on our website -
www.sundridge.ca



October 20, 2025

Village of Sundridge Council

Dear Members of Council,

On behalf of Almaguin Pride, I would like to thank the Village of Sundridge for adopting By-law No. 2024-037, which recognizes the importance of raising public awareness flags to honour and support diverse community groups. In accordance with this by-law, we respectfully request for Council to issue a proclamation declaring June as Pride Month, and that the Pride Flag be raised for the month of June 2026 in celebration of Pride Month.

Almaguin Pride's mission is to foster **representation, acceptance, and connection** within the LGBTQ+ community and its allies across the Almaguin Highlands. The raising of the Pride Flag in Sundridge is more than a symbolic gesture—it affirms that our community values inclusion, safety, and belonging for all residents and visitors. Each year, this visible act of solidarity has encouraged dialogue, strengthened relationships, and reassured individuals who may otherwise feel unseen or isolated.

Pride Month honours the progress made since the first Pride demonstrations in the late 1960s, while recognizing that the work toward equality and understanding continues. The Pride Flag serves as both a celebration of diversity and a reminder that everyone deserves dignity and respect.

We would be pleased to provide a representative to attend or participate in the flag-raising ceremony, should Council choose to host one again.

Thank you for your continued support and leadership in creating an inclusive and welcoming community.

Warm regards,

Karen Hoffman

Volunteer, Almaguin Pride

(705) 349-3245

almaguinpride@gmail.com

SUNDRIDGE DONATION REQUEST APPLICATION - ALMAGUIN PRIDE

Group/Organization Applying: Almaguin Pride Network

Address: , Sprucedale ON P0A 1Y0

Contact Person(s): Claire Burns + Karen Hoffman

Position(s): Organizing Committee Members

Telephone or Email: almaguinpride@gmail.com

What type of donation is being requested: Monetary

Donation value being requested: \$500.00

Please provide a summary of How Funds Will Be Used?

Almaguin Pride is requesting a one-time annual donation of \$500 towards our operational budget for 2026.

We will host three events and one peer support program in 2026. These events include:

- Grease Girl Workshop in March 2026
- 4th Annual Pride Party in June 2026
- Karaoke Night in October 2026

Benefits to rate payers: All of our events have a pay-what-you-can entry fee. We aim to consistently provide no/low barrier entertainment and gathering opportunities for municipal residents. Additionally encouraging pride and celebration of our LGBTQ+ community members leads to a sense of happiness, well being and adjustment- having the potential to decrease isolation, depression and anxiety among participants.

These kinds of events spread joy and self love to individuals of course but it also has a trickle down effect on family, co-workers and friends. It would mean so much to those attending to know that the Village/Township of Sundridge stands behind the LGBTQ+ community.

Is Your Group Based in the Village of Sundridge? Our committee members are based throughout Almaguin and we serve the Village of Sundridge - in fact as part of our strategic goals for 2026 we will build a community outreach committee that includes representatives from all Almaguin municipalities.

If no, how does your group support the residents/businesses of the Village of Sundridge?

All of our events and initiatives are for the wider Almaguin LGBTQ+ Community, in 2025 we hosted an event at the Sundridge local, Northridge Inn and in addition to that we would like to host one of our events in Sundridge this upcoming summer, providing easy access for locals.

Is Your Group Not-For-Profit organization? Not yet but this is a potential goal for 2027.

How Many Years Has Your Group/Organization Been in Operation? We were established in 2022.

What other sources of funding are used by your organization to provide its services? We make these funding requests to all of the Almaguin Municipalities. As well we collect donations at all of our events and apply for grants through various provincial and private applications.



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

October 18, 2025

Mayor Shawn Jackson and Council
Village of Sundridge
110 Main St.
Sundridge, ON
P0A 1Z0

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

Dear Member Community of the Joint Building Committee,

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

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

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

Recommendation

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

Supporting Principles

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

Proposed Next Steps

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

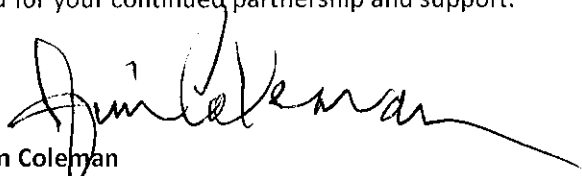
The Village of South River greatly values the collaborative relationship we maintain through the Joint Building Committee. We believe this proposal is both fiscally prudent and procedurally fair, and we respectfully request that it be considered at an upcoming Committee meeting.

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

Thank you for your continued partnership and support.

Sincerely,

Mayor Jim Coleman
Village of South River

A handwritten signature in black ink, appearing to read "Jim Coleman", with a long, sweeping horizontal line extending to the right.

Community Safety and Well Being Plan Update 2026-2030

Almaguin Highlands has a regional Community Safety and Wellbeing (CSWB) plan for 2021 to 2025. A small group from 3 participating municipalities was formed to review the plan by celebrating accomplishments, updating information and offering any new actions as an update for the plan for the next 5 years.

The document is supplemental to the original CSWB plan and in effect until the end of 2030.

COMMUNITY BACKGROUND

The original plan included demographic information from the 2016 Census data. Please find below the updated census data using 2021 Census data.

Municipality	Population (2021)	Median Total Income by Household (2020)	Age % (15 – 64 yrs)
Township of Armour	1459	69,500	31.8 65 yrs +
Village of Burk's Falls	957	54,400	60.2
Township of Joly	293	71,000	55.2
Town of Kearney	974	68,000	60.0
Township of Machar	969	70,000	53.1
Municipality of Magnetawan	1753	67,000	55.0
Township of McMurrich/Monteith	907	62,800	59.1
Township of Perry	2650	72,000	59.8
Municipality of Powassan	3346	79,500	57.2
Township of Ryerson	745	67,000	59.1
Village of South River	1101	61,200	59.1
Township of Strong	1566	70,000	55.9
Village of Sundridge	938	61,200	50.5

The total population for the region grew by approximately 5.1%. Eight municipalities increased their population count with the top three being Magnetawan, Perry and Strong. Five municipalities decreased in population count with the top three being Powassan, Burk's Falls and Sundridge.

When looking at the median total income of households, the income has increased on average over \$12,000 per household across the region from the 2016 Census.

Every municipality saw a reduction in the percentage of adults aged 15-64 in their municipalities.

PRIORITY RISKS

The following 5 risks were identified by survey ranked in order of importance. Below each risk, relevant updates have been summarized.

1. *Physical Health, Access to Healthcare*

- The Sundridge & District Medical Centre's Lead Physician coordinates additional HCP to provide services to patients that are outside of the scope of services the medical centre's HCP offer [ie dietician, social work, etc.]
- Expansion of services for after hours
- The SDMC is a partner of the MAOHT and has representation on the various committees under that umbrella, and the SDMC has a representative that sits on the AHHCC.
- Various communities contribute \$1,000 per year to the MAHC HR Recruiter Position
- South River Machar Medical Centre now partners with the Powassan and Area Family Health Team for expanded services
- Efforts to attract a corporate rideshare service are being made
- Council Representatives sit on the ACED Community Transportation Committee to investigate collaborative transportation options and solutions

2. *Access to Services*

- Carpool Almaguin initiative in place and regularly promoted to support safe ride sharing opportunities
- Employing staff dedicated to economic development both in local and regional capacities that assist with addressing gaps in service delivery/availability
- A new Magnetawan Economic Tourism Committee has been formed to address and react to local needs

3. *Employment Opportunities*

- Municipalities advertise on Indeed and through Employment North and Agilec as required
- Summer students are employed every summer for various municipal roles
- Connections with local high school are improving and providing opportunities for initiatives and programs focused on engaging youth in various capacities

4. *Affordable Housing*

- Some municipalities have lowered minimum building size to accommodate smaller homes (as low as 200 sq. ft.) in all zones except for Shoreline
- ACED Housing Task Force created to promote collaborative approaches to addressing housing challenges in the region. A recommendations summary report has been circulated to all municipalities.

5. *Services to Youth and Education Institutions*

- Regional partners have partnered within the Rural Communities Immigration Program (RCIP) to support the infilling of local employment gaps
- Almaguin Highland Secondary School Engagement Project through ACED
- Burk's Falls based Rural Youth Group Committee is working to establish a rural youth centre and/or youth programs
- Novar based Youth Program primarily aged 13 to 19 providing weekly services including a carpentry program, substance abuse program, community serve program assisting seniors or those requiring assistance in the community and Kingdom Building Projects.

ACTIONS

- | | |
|---|--------------------|
| 1) Identify positions and update contacts that have changed. | All Clerks |
| 2) Make sure the new Police Services Board is aware of the CSWB plan. | Secretary to Board |

CONCLUSION

The Clerks and Treasurers group of the Almaguin Highlands municipalities will present this supplemental document to their respective councils for approval. The group also agrees to review the plan again prior to the end of 2030.



A Proposed Partnership between the Sundridge-Strong Public Library Board, the Sundridge Lions, the Village of Sundridge and the Township of Strong for a New Library, Technology and Community Hub

Step One: Creation of an Information-Gathering Working Group

Vicki Whitmell
September 2025

This proposal presents the idea of creating a partnership between the Sundridge-Strong Public Library Board, the Sundridge Lions Club, the Village of Sundridge and the Township of Strong. Working together we would explore the creation of a technology, information and learning facility that would be attached to the Sundridge Lions Building, making use of its public hall, washrooms and kitchen.

The combined resources of the Library and Lions in an expanded building would create a new accessible community hub for Sundridge, offering library, technology, information services and collections, and expanded training, programming, study and event space. It would be a place for people of all ages to meet, learn and grow and build their community engagement.

Sundridge-Strong Union Public Library

While the Library's facility is centrally located and has adequate parking, it has long outgrown its current space on the lower floor of the Village of Sundridge Municipal Building.

The limitations of the current space include:

- Anyone using a wheelchair or mobile walker is unable to move easily through the library or its stacks and seating
- There is room for only a small number of concurrent users in the library
- There is no privacy for anyone studying or conducting research at either the one six-seater table or one of the three computer workstations
- The heavily-used children's area is restricted to a few users at a time
- The shelves are full with no room for growth of the print collection
- The staff workspace lacks adequate work surfaces, storage, privacy or areas for concentration
- There is only one emergency exit which puts users and staff at risk.

Overall, the current space restricts residents' use of the Library's activities, collection, programming and services and holds the Library back from emerging as a technology, learning and information hub for the community.

The Need for a New Library Facility

In the fall of 2024 the Library conducted a survey on its programs, services and facility. The responses confirmed that the Library is a well-used and valued service. People from all ages use it and more than 78% of its users visit more than once a month.

The Library is ranked well for its location (84%) but poor for its physical size (52%). Survey respondents indicated that the current facility does not meet the community's needs for meeting room space (48%), quiet and focused study areas (40%), physical accessibility (40%), and bringing community members together (33%).

Ninety-three percent (93%) of survey respondents support a new or expanded Library facility.

Requirements for a new facility include:

- A central location with parking and accessible access to the building
- A space to explore and learn new technologies
- A variety of seating and study areas designed for privacy and quiet work with both digital and print resources
- Well-designed spaces that support children, groups, and collaborative work
- Adequate hall space for improved programming, demonstrations and training
- Shelving that provides easy and accessible access to the library's print collection allowing for 10 to 15 year's growth
- Work areas for staff that provide accessible and adequate work surfaces, storage, privacy and areas for concentration
- Compliant with modern building standards for accessibility, safety and security.

Sundridge Lions

Since 1944 the Sundridge Lions Club has been a strong community partner supporting individuals, groups, associations and community endeavours for the betterment of all.

In 1989 the Club built the Lions building adjacent to the waterfront Lions Park. The building is owned by the Club. The site is owned by the Village of Sundridge.

The building is a community resource that offers an accessible, affordable, well-maintained meeting and event space. When not in use by the Club, the hall is available for rent to local groups and individuals for meetings, education and training events, memorial services, family reunions and birthday parties. Its publicly accessible washrooms are open throughout the summer months as a service for families using the government dock, splash pad and playground area. The building houses the Club's extensive medical and mobile device loan service that is provided by donation to members of the community in need.

The Club works with the Village of Sundridge, providing space in the building for the Village's CTV cameras and plumbing for the splash pad. The building is maintained by the Club with some financial support from the Village for the cleaning of public washrooms during the summer months.

The Proposal

The Library Board and staff proposed the idea of a new facility at a combined meeting of Sundridge, Strong and Joly Councils in May 2025. There was positive response and the Board was asked to return with a proposal for a site and a business plan.

An initial review indicates that an expansion of the Lions building could meet the Library's needs. A new extension could house technology, information services, collection, staff and

individual study space and a new basement could provide needed storage space. Through internal egress the Library could make use of the building's washrooms, kitchen and hall. The hall could be booked and used for Library programming, training and events.

Connecting to the Lions building and sharing its infrastructure would reduce the cost of constructing a new facility. Ongoing funding from the Library's budget would help to offset the Lions current maintenance costs. There will be increased use of an under-used facility.

With the Board's approval a proposal to create a working group to investigate the Lion's building as a proposed site could be presented to councils as the next step. The Lions unanimously approved their involvement in this working group on September 11, 2025.

Information Gathering Working Group

The Sundridge-Strong Union Public Library is asked to approve its participation in a working group to gather information and make recommendations to the Sundridge-Strong Union Public Library Board, Sundridge Lions Club, Village of Sundridge Council and Township of Strong Council by September 2026 on a possible partnership for a new technology, information and learning facility.

Specifically, the working group would consider such details as:

- Physical location and size
 - One of the first things to determine is if and how the Lions building could be physically expanded and by how much. This would include architectural/engineering assistance on how best to do it. It will be important to maintain the individual access to and security of both sections of the building while allowing internal egress. Consideration could be given to shared heating and cooling and infrastructure such as plumbing, electricity, etc.
 - The Library could request funding for architectural/engineering assistance in its 2026 fiscal budget.
- Ownership
 - The ownership of the expansion would have to be determined. With the building being owned and maintained separately from the ownership of the land there needs to be discussion about ownership and maintenance of the expansion. It will be important to consider ongoing governance.
- Funding
 - The working group would identify possible grant funding sources from federal/provincial government agencies to build and outfit the extension. Hopefully a joint community partnership like this would be welcomed. Funding would also be sought from private individuals and agencies (the Library is applying for charitable status to support a fundraising effort).
- Community input
 - It will be important to gather community input on the idea of creating a new hub at the waterfront and to generate interest and support for the idea. The working group would liaise with municipal councils, community groups and residents and provide opportunities for input throughout the initial information-gathering stages. This information will be used in making working group recommendations.

The working group would be tasked with ongoing updates to their organizations and the community at large.

- Proposed working group members:
 - Sundridge Lions Club (2 members)
 - Sundridge Library Board (2 members)
 - Village of Sundridge (1 member)
 - Township of Strong (1 member).

Conclusion

One of the priorities of the Sundridge Strong Union Public Library Board is to have an expanded and improved new facility. The possibility of partnering with a well-regarded and committed community group on such facility would bolster our ability to deliver on that goal. A combined facility would be of real benefit to our community, bringing together residents, organizations, and businesses in new and innovative ways, helping to strengthen connections and foster growth throughout Sundridge and the surrounding area.

Sundridge & District Medical Centre Committee
P.O. Box 245
5 Park Street
Sundridge, ON P0A 1Z0

MAINTENANCE & CLEANING CONTRACT

This contract agreement is made between the Sundridge & District Medical Centre Committee and

Insert Contractor Name

Insert Phone Number

Insert Mailing Address

Contractor will maintain the premises with handyman services as outlined in Appendix A and provide custodial services of the highest standards, as outlined in the description of services as outlined in Appendix B.

Contractor is responsible for own insurance and WSIB (Workplace Safety & Insurance Board coverage). Contractor is required to provide proof of same, as required by the Sundridge & District Medical Centre Committee.

A negative results police check must be provided and an Oath of Confidentiality must be signed within 10 days of tender award and is required for all employees and/or alternates. The Medical Centre Committee and the Community Sponsors will not be responsible for any injury or death of the contractor or any of his/her employees while providing service at or for the medical centre.

Contractor cannot transfer or assign this contract to any other contractor.

Either party may terminate this contract by giving 45 days written notice by registered mail, or by hand, to the addresses as indicated in this contract.

Contractor will be paid an annual retainer fee of \$4,000.00. The purpose of the retainer is to ensure a prompt response and action when there is an urgent/emergency call for service(s) from the Facility Tenants/Staff, the Administration, or the Sundridge & District Medical Centre Committee Chairperson or Authorized Representative.

Sundridge & District Medical Centre Committee

P.O. Box 245
5 Park Street
Sundridge, ON P0A 1Z0

The contractor will be subject to a 3 month probationary period (that may be extended at the discretion of the Sundridge & District Medical Centre Committee) and a contract review will be done annually. This contract may be extended for two (2) additional one (1) year terms at the discretion of the Sundridge & District Medical Centre Committee and as agreed to by the Contractor. The contract may be awarded in full or in part.

Contractor agrees to provide the services, as described on **Appendix A** for a fee of \$_____ per hour commencing on _____ and ending on _____.

Contractor agrees to provide the roof snow removal services, for a fee of \$_____ per each occurrence (if applicable).

Contractor agrees to provide the services, as described in **Appendix B** for a fee of \$_____ per hour commencing on _____ and ending on _____.

I will carry out the duties as described on Appendix A & B for the above indicated price.

Signature

Witness

Printed Name

Date

Accepted by the Sundridge & District Medical Centre Committee;

Chairperson

Date

Sundridge & District Medical Centre Committee

P.O. Box 245
5 Park Street
Sundridge, ON P0A 1Z0

*The Contractor is to have their own cell phone, equipment, and transportation to and from the site.

Contractor must be bonded. Contractor is responsible for the monitoring and ordering of facility supplies and cleaning supplies. Supplies and cleaning supplies will be paid for by the Sundridge & District Medical Centre Committee.

The Contractor shall exonerate, indemnify and hold harmless the Village of Sundridge, The Township of Strong, The Township of Joly, and its directors and/or officers from and against Claims which may be suffered or incurred by, against, or be charged to or recoverable from the Village of Sundridge, The Township of Strong, and The Township of Joly to the extent that such Claim is solely attributed to the Contractors negligence or willful misconduct when performing the Services.

The Contractor shall adhere to the health and safety regulations including, the Occupational Health and Safety Act.

The Contractor shall submit proof of insurance to a minimum of \$2,000,000 per occurrence and with the Sundridge & District Medical Centre a named third party insured each year upon renewal of its insurance program.

Confidentiality

The Contractor and its employees may at times inadvertently obtain confidential information related to the operations of any business located within a municipal facility. All information observed, overheard, read, or obtained by any other method shall be held in confidence. Failure of the Contractor or its employees shall result in termination with cause.

Vacation and Sick Time

The contractor is required to arrange for janitorial services to be maintained during any vacation and sick time. Substitute or 'Fill in' must be bondable.

Payment of Invoices

The Contractor is to prepare a report for committee monthly meetings. Reports are to be provided to the Administration by Friday prior to the meeting. The Sundridge & District Medical Centre Committee typically meets on the third Tuesday of each month.

The Contractor is to provide an invoice to the Administration for payment the 1st week

Sundridge & District Medical Centre Committee
P.O. Box 245
5 Park Street
Sundridge, ON P0A 1Z0

of each month, for services rendered in the previous month.

APPENDIX “A”

(services required in “A” are to be coordinated and/or performed outside of the facility/clinic hours)

- Perform routine weekly maintenance inspections,
- Perform monthly inspections such as fire extinguisher checks,
- Management of facility's Fire Safety Plan, and coordination of annual drill
- Respond to calls for plumbing issues, and coordination of service with appropriate technician/service provider,
- Respond to calls for electrical issues, and coordination of service with appropriate technician/service provider,
- Check with tenants to receive a status update on any identified issues,
- Check for any damage to property, or equipment; and assess overall condition of building and fixtures,
- Replace light bulbs as required,
- Sweeping of walkways and vestibule in the spring/summer/fall,
- Window Cleaning [minimum 2x per year: spring & fall]
- General upkeep
- Coordination of Annual Inspections;
 - o Emergency lighting
 - o Fire extinguishers

****Shoveling of the SDMC Roof shall be done as necessary, minimum 1x/year, provided the contractor has a valid working at heights certification. Otherwise, contractor to source and coordinate the required service. Fee for this service to be listed separately on bid form**.**

Perform repairs/address calls for emergency services as needed up to a \$1,500.00 limit. Anything over \$1,500.00, requires approval from the Sundridge & District Medical Centre Committee.

Special Project(s) Oversight & Coordination

- Replacement/installation of new flooring
- Painting/touch ups
- Light fixture replacement(s)
- Electrical Upgrade(s)

Sundridge & District Medical Centre Committee

P.O. Box 245
5 Park Street
Sundridge, ON P0A 1Z0

Special Projects are to be approved by the Sundridge & District Medical Centre Committee prior to commencement.

Seasonal Operations (performed by the Village of Sundridge Public Works Department under the direction of the Village Superintendent and are not considered to be part of this contract):

- Grass cutting
- Snow removal
- Sweeping of parking lot in the spring

APPENDIX "B"

(services required in "B" to be performed outside of facility/clinic hours)

Sundridge and District Medical Centre Janitorial Duties and Responsibilities

Office Areas (Monday through Friday)

- a) Floors and baseboards are free of stains, visible dust, spills and streaks
- b) Walls, ceilings and doors are free of visible dust, gross soil, streaks, spider webs and handprints
- c) All horizontal surfaces are free of visible dust or streaks (includes furniture, window ledges, phones, picture frames, carpets, etc.)
- d) Mirrors and windows are free of dust and streaks
- e) Dispensers are free of dust, soiling and residue and replaced/replenished when empty
- f) Appliances are free of dust, soiling and stains
- g) Waste is disposed of - Replace soiled basket liners as required and remove to designated disposal areas. Wipe spillage from trash can tops.
- h) Items that are broken, torn, cracked or malfunctioning will be brought to the administering municipality's attention.

Clinic Exam Rooms, High touch surfaces, Front Reception and Vestibule (Monday-Friday, excluding days clinic is closed). *In addition to the above Office cleaning routine;*

- i) High-touch surfaces in exam rooms, hall, and waiting room are cleaned and disinfected. High touch surfaces are those that have frequent contact with hands. Examples include doorknobs, telephones, light switches, computer keyboards, monitoring equipment, exam room tables, chairs, desks and counter tops, exam room sinks and faucets, etc.)

Sundridge & District Medical Centre Committee

P.O. Box 245
5 Park Street
Sundridge, ON P0A 1Z0

- j) Sweeping of floors.
- k) Medical equipment is wiped with an approved disinfection wipe (such as BP monitoring equipment, otoscope, etc.)
- l) Sharp containers are NOT to be cleaned. Responsibility of changing sharps containers rests with the Healthcare Practitioners.

Lavatories (Monday-Friday, excluding days clinic is closed)

- m) High-touch surfaces are cleaned and disinfected.
- n) Empty all waste containers. Replace soiled basket liners as required and remove to designated disposal areas. Wipe spillage from trash can tops.
- o) Replenish all paper towel, tissue, sanitizer and hand soap dispensers.
- p) Clean top, bottom and side surfaces, inside and out of all toilets using a disinfectant cleaner
- q) Clean wash basins inside and out
- r) Spot clean mirrors
- s) Spot clean wall areas and fixtures as required
- t) Mop all floors using a disinfectant cleaner

Corridors

- t) Vacuum carpets.
- u) Damp mop all floors with extra attention paid to noticeable marks.
- v) Spot clean wall areas and fixtures as required.

Waste Management and Disposal of Sharps

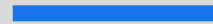
- w) General waste such as dressings, sponges, diapers, incontinent pads, personal protective equipment, disposable drapes, catheters, empty specimen containers, may be disposed of in black garbage bags and placed in waste collection bin(s).
- x) **Sharps will be disposed of by clinical staff only.** * Sharp containers are NOT to be cleaned*

Questions

Interested parties can direct any questions to The Village of Sundridge Administration Office via email to the Clerk Administrator at clerk@sundridge.ca



Let's Talk Numbers



Municipalities must create and adopt a balanced budget as mandated by the Municipal Act, 2001 (the Act). The budget should include estimates for all necessary funds. The budget sets out the estimated revenues to be raised through property taxes. To create a balanced budget, estimated revenues raised through property taxes must cover all expenses and reserve transfers.

The Village uses funding, reserves, user fees and any previous year operating surplus to offset the amount to be raised by taxation.

Certain levies are out of the control of the Village as they are set by the governing agency and legislation or an agreement states how we contribute. These levies include (but not limited to): Policing, Social Services, Land Ambulance, Long Term Care Services

Budgeting is an ongoing process as each year budgets are drafted, revised, reported, presented, approved, adopted and monitored.

The Village of Sundridge budget is comprised of three components:

- Operating budget

- Capital budgets

- Reserve and reserve funds

In addition, it is important to ensure that our Asset Management Plan and Fire Fleet Replacement Policy is an active part of our budgeting process.

GRANTS & FUNDING

The Ontario Municipal Partnership Fund (OMPF) is the Province's main general assistance grant to municipalities. It provides unconditional operating support to 390 municipal governments, primarily targeting small, northern, and rural municipalities. The OMPF aims to recognize the unique challenges these communities face, support areas with limited property assessment, and assist municipalities in adjusting to year-over-year funding changes.

Village of Sundridge 2026 OMPF Funding – \$597,200

The Ontario Community Infrastructure Fund (OCIF) provides funding to help small, rural, and northern communities in Ontario renew and rehabilitate critical infrastructure. Launched in 2014, the OCIF supports projects such as roads, bridges, water, and wastewater systems. The fund uses a formula-based approach and funding helps municipalities address infrastructure needs and supports economic growth and development. Municipalities are permitted to accumulate funds for up to 5 years.

Village of Sundridge 2026 OMPF Funding – \$183,794
Current Amount of Accumulated OCIF Funding – \$45,266

The Gas Tax Fund (CCBF) in Canada provides annual funding to municipalities for a variety of infrastructure projects, including public transit, roads, water systems, and more. This fund delivers over \$2 billion each year to support local communities.

Village of Sundridge 2026 CCBF Funding – \$61,439
Current Amount of Accumulated CCBF Funding – \$144,683

The Northern Ontario Resource Development Support Fund (NORDS) provides annual funding to municipalities for a variety of infrastructure projects, including public transit, roads, water systems, and more. This fund delivers over \$2 billion each year to support local communities.

Village of Sundridge 2026 NORDS Funding – To be announced

The Village submits grant applications each year to receive funding grants to support the municipality's various community improvement initiatives. These grants address specific community needs, enhance the quality of life, and foster sustainable growth.

Village of Sundridge has submitted funding applications for the proposed replacement of
Lions Park Play Equipment.

The Village is waiting for an update on the status of the application.

2026 PROPOSED CAPITAL PROJECTS OR PURCHASES

ADMINISTRATION

Building Access Replacement (FOB System) - \$10,000

Front Entrance Tile Replacement - \$8,000

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

Server Replacement - \$15,000

Approximate Cost of Projects = \$50,000

PUBLIC WORKS

Curb Repairs - Main Street - \$30,000

Culvert & Catch Basin - Water Street - \$15,000

Slurry Seal Maintenance Program - \$80,000

Replacement of Loader/Tractor - \$125,000

Purchase of Mini Excavator - \$50,000

Replacement of Pick up Truck - \$35,000

Approximate Cost of Projects = \$335,000

2025 PROPOSED CAPITAL PROJECTS OR PURCHASES SHARED SERVICES (known at this time)

ARENA

Fire Protection Updates

Facility Doors Replacements

Ceiling Tile Replacement (where required)

Electrical Repair Work

FIRE

Tanker 614 - Replacement - \$550,000

Aire Filtration System Installation- \$30,000

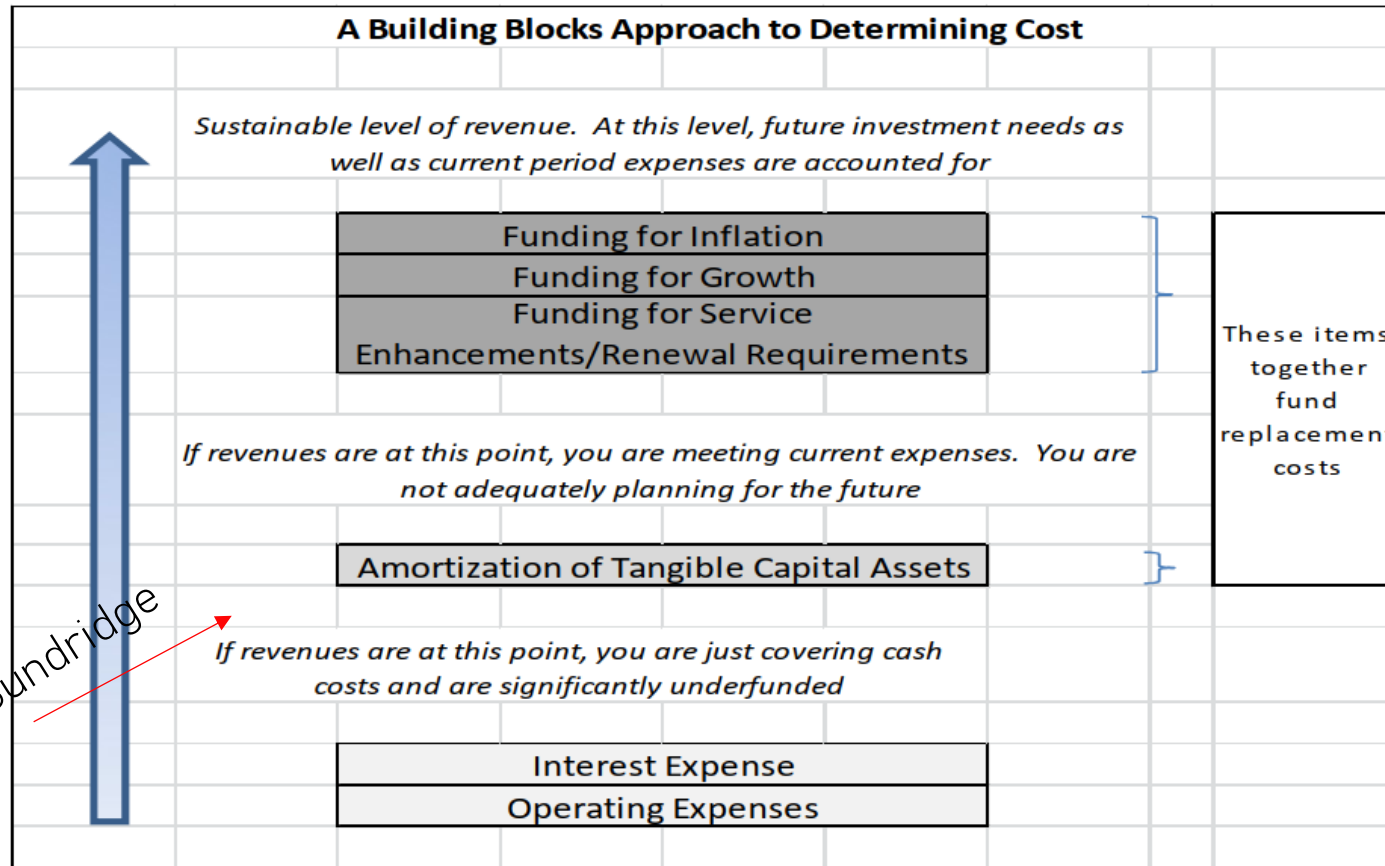
Approximate Cost of Projects = \$580,000
Approximate Cost to Sundridge = \$290,000

Approximate Cost of Projects is not known at this time

MEDICAL CENTRE

No Capital Projects or Purchases known at this time

Village of Sundridge



The sustainable investment, referred to in the Town's Asset Management Plan as the lifecycle funding target, is comprised of **\$1,035,000** for tax-supported assets

	2025
Current year capital acquisitions	958,770
Transfers to reserves for future capital purposes	192,861
Debt principal repayments	144,292
Investment in capital assets	1,295,923
Deduct Other Sources of Capital Asset Financing:	
User payments sewer 30-year principal	(48,918)
Transfers from reserves for capital purposes	(472,523)
OCIF formula-based funding used in year	(167,085)
Gas Tax funding used in year	(26,128)
NORDS funding used in year	(68,465)
Main Street Revitalization/ICIP/Modernization funding used in year	0
Kubota trade-in	0
Lions' donation message board purchase	0
Sundridge general loan proceeds	0
Sundridge share medical centre/arena loan proceeds	0
Sundridge share of other joint board capital revenue	(61,479)
Opening surplus consolidated	(133,897)
Total other capital asset funding	(978,495)
Net operating income available for financing capital	317,428

This indicates that if the Village is to move towards sustainable investment in tangible capital assets, through the taxation and user fee policies adopted in the annual budgets, a sustained effort to increase funds available to finance capital expenditures must be made.

$$317,428 / 1,035,000 = 30\%$$

What would
Council like to
see for the
2026 Budget?



SUNDRIDGE AND DISTRICT MEDICAL CENTRE MEETING

SPECIAL MEETING MINUTES

MONDAY OCTOBER 20, 2025 @ 4:00 P.M.

PRESENT: Township of Joly: Tom Bryson, Budd Brown
Township of Strong: Jim Ronholm, Tim Bryson (arrived at 4:04 p.m.)
Village of Sundridge: Shawn Jackson (electronic), Vicki Whitmell

STAFF: Christine Hickey (Recording Secretary)

C1 Call to Order

The Chair called the meeting to order at 4:02 p.m.

C2 Approval of Agenda

Resolution #2025-101MC

Moved by: Budd Brown

Seconded by: Jim Ronholm

THAT the agenda for the Special Meeting of the Sundridge & District Medical Centre Committee on October 20, 2025, be approved.

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

C3 Declaration of Pecuniary Interest - None

C4 Deputations - None

C5 Presentations - None

C6 Approval of Minutes – None

C7 New Business

a) Draft Service Agreement – Village of Burk’s Falls – Maintenance Person

Resolution #2025-102MC

Moved By: Vicki Whitmell

Seconded By: Jim Ronholm

THAT the Sundridge & District Medical Centre Committee receive the draft Service Agreement with the Village of Burk’s Falls for a Maintenance Person;

AND THAT the Sundridge & District Medical Centre Committee Member Shawn Jackson and the Administrating Municipality provide the requested changes to the Village of Burk’s Falls for further consideration.

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

C8 Correspondence - None

C9 a) Accounts Payable - None

b) Income Statement – None

C10 Announcements - None

C11 Notice of Future Motion

C12 Closed Session - None

C13 Adjournment

Resolution #2025-103MC

Moved By: Jim Ronholm

Seconded By: Budd Brown

THAT the Sundridge & District Medical Centre Committee now adjourn at 5:50 p.m. until the next regular meeting being October 21, 2025 or at the call of the Chair.

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

Tom Bryson, Chair

Christine Hickey, Recording Secretary

DRAFT



SUNDRIDGE-STRONG UNION PUBLIC LIBRARY BOARD MEETING

THURSDAY, SEPTEMBER 18, 2025

PRESENT: Diana Cosby, Brenda Lee, Karen McLaren, Vicki Whitmell (zoom),
Fraser Williamson
REGRETS: Kevin Noaik
STAFF: Melinda Kent, Librarian/CEO

Call to Order - The Chair called the meeting to order at 6:45 p.m.

Discloser of Conflicts of Interest – None

Agenda

09-01	Moved:	Brenda Lee	Seconded:	Karen McLaren
That the agenda be approved as circulated. Carried.				

Minutes

09-02	Moved:	Fraser Williamson	Seconded:	Diana Cosby
That the minutes of the June 19, 2025 meeting of the Sundridge-Strong Union Public Library Board be adopted as presented. Carried.				

Business Arising

- None

Statement of Expenses

09-03	Moved:	Fraser Williamson	Seconded:	Karen McLaren
That the income statements for the Sundridge-Strong Union Public Library for the following months be accepted as presented: • June 2025: \$-5566.02 • July 2025: \$-8852.00 • August 2025: \$21096.45 Carried.				

Librarian's Report

- See attached
- The library will be participating in the Back to School BBQ and Community Outreach Event at the public school next Thursday.

Correspondence

New Business

- Board Chair Whitmell submitted a document to the board proposing a partnership between the Sundridge Lions, the library Board and the municipalities of Sundridge and Strong.

09-04	Moved:	Diana Cosby	Seconded:	Karen McLaren
	That the Sundridge-Strong Union Public Library Board is approving participation in a working group to gather information and make recommendations to the Sundridge Lions Club, Sundridge-Strong Union Public Library, Village of Sundridge Council and Township of Strong Council by September 2026 on a possible partnership for a new library, technology, and information facility. Carried.			

- The last signed amendment to our union library agreement was in 1991. There was an agreement written up in 2016 but there is no record of it ever being signed by either municipality. This unsigned agreement was provided to the board by the Village of Sundridge. The Librarian/CEO and Board Chair slightly revised the 2016 agreement as some information was incorrect and presented it to the board. This agreement will now be forwarded to the municipalities.

09-05	Moved:	Fraser Williamson	Seconded:	Brenda Lee
	That the Sundridge-Strong Union Public Library Board agree to submit the proposed updated Sundridge-Strong Union Public Library board agreement.			

- The library board received a copy of the draft 2024 Auditor's report and financial report from the Village of Sundridge on September 15. The auditing firm gave a presentation to the council on September 10th. The Board would like the opportunity to attend these presentations in the future.
- In reviewing the report Board Member Williamson was able to answer some question since he was present at the council meeting in which the report was presented. There was a brief discussion on the board having a greater role in managing our investments and this will be discussed further at a future meeting.

09-06	Moved:	Fraser Williamson	Seconded:	Diana Cosby
	That the Sundridge-Strong Union Public Library Board requests to be notified when the auditor's report will be presented to council.			

Strategic Plan Update

- Our next committee meeting will be Tuesday, October 28th. We have set our goals and are close to finishing the process of updating the strategic plan.

Policies & Procedures

Announcements

Adjournment

09-07	Moved:	Diana Cosby
	That the Sundridge-Strong Union Public Library Board adjourn at 7:52 p.m. The next regular meeting will be held at 6:45 pm on October 16, 2025 or at the call of the chair. Carried.	


Chair


Recording Secretary

**SUNDRIDGE –STRONG FIRE COMMITTEE
MINUTES
THURSDAY OCTOBER 9, 2025 at 6:00 P.M.**

PRESENT:

SUNDRIDGE: Shawn Jackson (electronically),
Vicki Whitmell (electronically)

STRONG: Tim Bryson, Jim Ronholm

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

C1 Call to order

The Chair called the meeting to order at 6:01 p.m.

C2 Approval of Agenda

Resolution #FC2025-037

Moved by: Shawn Jackson

Seconded by: Tim Bryson

THAT the Agenda for the October 9 2025 special meeting of the Sundridge-Strong Fire Committee be approved.

	Ya	Nay	Abstain
Tim Bryson	x		
Shawn Jackson	x		
Vicki Whitmell	x		
Jim Ronholm	x		

CARRIED

C3 Declaration of Pecuniary Interest - None

C4 Delegations – None

C5 Approval of Previous Committee Minutes - None

C6 Follow Up/New Business

a) Staff Report – Township of Joly - Fire Protection Agreement

Resolution #FC2025-038
Moved by: Tim Bryson
Seconded by: Shawn Jackson

THAT the Sundridge Strong Fire Committee receive the staff report regarding Township of Joly – Fire Protection Agreement;

AND THAT staff be requested to prepare a draft agreement that includes a Cost for annual Service of 15% of the Total Budget for the Fire Department;

AND THAT staff be requested to prepare numbers to provide as a planning document

	Ya	Nay	Abstain
Tim Bryson	x		
Shawn Jackson	x		
Vicki Whitmell	x		
Jim Ronholm	x		

CARRIED

C7 Closed Session – None

C8 Adjournment

Resolution #FC2025-039
Moved by: Shawn Jackson
Seconded by: Tim Bryson

THAT we do now adjourn at 7:18 p.m. until Thursday October 23, 2025 at 6:00 p.m. or at the call of the Chair.

	Ya	Nay	Abstain
Tim Bryson	x		
Shawn Jackson	x		
Vicki Whitmell	x		
Jim Ronholm	x		

CARRIED

Jim Ronholm, Chair

Christine Hickey, Recording Secretary

**SUNDRIDGE –STRONG FIRE COMMITTEE
MINUTES
THURSDAY OCTOBER 23, 2025 at 6:00 P.M.**

PRESENT:

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

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

C1 Call to order

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

C2 Approval of Agenda

Resolution #FC2025-040

Moved By: Tim Bryson

Seconded By: Shawn Jackson

THAT the Agenda for the October 9 2025 special meeting of the Sundridge-Strong Fire Committee be approved.

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

CARRIED

C3 Declaration of Pecuniary Interest

C4 Delegations – None

C5 Approval of Previous Committee Minutes - None

C6 Follow Up/New Business

a) Staff Report – Township of Joly - Fire Protection Agreement

Resolution #FC2025-041

Moved By: Shawn Jackson

Seconded By: Tim Bryson

THAT the Sundridge-Strong Fire Committee receive the Draft Fire Protection Agreement – Township of Joly and supporting documents;

AND THAT the modifications discussed be included in the draft Fire Protection Agreement and provided to the Township of Joly;

AND THAT The Sundrige Strong Fire Committee request the Township of Joly attend the November 13, 2025 Fire Committee meeting for further discussion.

	Yea	Nay	Abstain
Tim Bryson	X		
Shawn Jackson	X		
Luke Preston	X		
Jim Ronholm	X		
CARRIED			

C7 Closed Session – None

C8 Adjournment

Resolution #FC2025-042
Moved By: Luke Preston
Seconded By: Tim Bryson

THAT we do now adjourn at 7:08 until Thursday November 13, 2025 at 6:00 p.m. or at the call of the Chair

	Yea	Nay	Abstain
Tim Bryson	X		
Shawn Jackson	X		
Luke Preston	X		
Jim Ronholm	X		
CARRIED			

Jim Ronholm, Chair

Christine Hickey, Recording Secretary

Regular Meeting of the Village of Sundridge Council

Wednesday, October, 22, 2025 at 6:30 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

COUNCIL MINUTES

1) CALL TO ORDER

The Chair, Mayor Shawn Jackson called the meeting to order at 6:37pm

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 * As Amended*

Resolution #2025-261

Moved By: Fraser Williamson

Seconded By: Sharon Smith

THAT the agenda for the October 22, 2025 regular meeting be approved as amended to add Item (9.3) SSJ Arena & Hall Non-Voting Temporary Community Member.

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 – October 22, 2025

7 (E.2) FONOM elects new leadership

7 (E.3) Township of Stone Mills Resolution 23-696-2025 Re: Electoral Reform

7 (E.4) 2026 Phragmites Management and Costing Year over Year Plan

7 (E.5) Halton Region – Public Safety

7 (E.6) Township of Springwater – Elect Respect Pledge

7 (E.7) Township of Joly Resolution 2025-00308 SDMC - Board of Directors

8) **APPROVAL OF CONSENT ITEMS**

Resolution #2025-262

Moved By: Luke Preston

Seconded By: Fraser Williamson

THAT Items listed as Consent Items for October 22, 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. **ACED – 2 Year Agreement**

Resolution #2025-263

Moved By: Luke Preston

Seconded By: Vicki Whitmell

THAT the Council for the Corporation of The Village of Sundridge receives the Almaguin Community Economic Development 2 Year Agreement Invitation and Draft Joint Services Agreement,

AND THAT Council supports the two-year agreement in principle pending final membership.

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

Deputy Mayor Sharon Smith assumed the Chair

- 9.2. LBPOA Lake Health Roundtable Meetings
Resolution #2025-264
Moved By: Shawn Jackson
Seconded By: Fraser Williamson

THAT the Council for the Corporation of The Village of Sundridge will now include the Lake Bernard Property Owners Association Lake Health Roundtable meeting minutes in the committee reporting section of the council' agenda.

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

Mayor Jackson resumed the Chair

Add-On Item

- 9.3. SSJ Arena & Hall Non-Voting Community Member
Resolution #2025-265
Moved By: Sharon Smith
Seconded By: Vicki Whitmell

THAT the Council for the Corporation of The Village of Sundridge receive Resolution #25-110, dated October 1, 2025 from the SSJ Arena & Hall Committee regarding the participation of a community member,

AND THAT Council grant an exception to the agreement to allow Bob Attwell to participate in committee business as a non-voting member for the months of November and December 2025.

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 #2025-266

Moved By: Sharon Smith

Seconded By: Vicki Whitmell

THAT Items 10 (A.1) to 10 (A.3) be received and discussed.

10 (A.1) SSJ Recreation Committee – October 2, 2025

10 (A.2) Phragmites Working Group – September 18, 2025

10 (A.3) Almaguin Community Economic Development – Sept. 18, 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 S2025-020 Council Polo Shirts

Resolution #2025-267

Moved By: Luke Preston

Seconded By: Fraser Williamson

THAT Council Receive Staff Report S2025-020 dated October 22, 2025, for the production of the Council polo shirts

AND THAT Council direct staff to proceed with Option # 4.

Recorded Vote	For	Against	Abstain
Preston, Luke	Y		

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

CARRIED.

- 11.2.** Staff Report S2025-021 Public Private Partnership
Resolution #2025-268
Moved By: Sharon Smith
Seconded By: Luke Preston

THAT Council Receive Staff Report S2025-021 dated October 22, 2025, regarding a public private partnership opportunity be received,

AND THAT Councillor Preston and Councillor Whitmell are to work with staff, ACED and the private participants to develop a sustainable business model for a potential long-term asset to serve the village of Sundridge and promote new business development and investment attraction.

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 S2025-022 Commission of Documents
Resolution #2025-269
Moved By: Fraser Williamson
Seconded By: Vicki Whitmell

THAT Council Receive Staff Report S2025-022 dated October 22, 2025, Regarding commissioning of documents be received;

AND THAT Council supports the request of Staff to provide commissioning services for the forms outlined in Section A of the report.

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

CARRIED.

12) BY-LAWS – None

13) ANNOUNCEMENTS

- Shawn Jackson – Nothing at this time.
- Sharon Smith – Nothing at this time.
- Luke Preston
 - Attended the District of Parry Sound Municipal Association meeting with Councillor Williamson and Councillor Whitmell. This is a valuable meeting, with great networking opportunities.
 - Interest in attending the Red Gala; being held this year on December 9th, 2025.
- Fraser Williamson – Nothing at this time.
- Vicki Whitmell – Nothing at this time.
- Nancy Millar, Clerk Administrator – Nothing at this time.

14) INTRODUCTION OF FUTURE MOTIONS

Deputy Mayor Smith will introduce a motion regarding proceeding with process to complete the Official Plan

Deputy Mayor Smith will introduce a motion to develop an updated process for townhall sessions.

Councillor Preston will introduce a motion to review current housing regulations permitted in the zoning by-law and to provide council with a training opportunity and a subsequent open session for public discussion.

15) CONFIRMING BY-LAW

Resolution #2025-270

Moved By: Sharon Smith

Seconded By: Luke Preston

THAT By-Law No. 2025-044, being a by-law to confirm the proceedings of Council of the Corporation of the Village of Sundridge at its regular meeting of **October, 22, 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 #2025-271

Moved By: Fraser Williamson

Seconded By: Sharon Smith

THAT we do now adjourn at 7:47 p.m. until the Regular Council Meeting on November, 12, 2025, or at the call of the Mayor.

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

Shawn Jackson, Mayor

Nancy Millar, Clerk Administrator



Corporation of the Village of Sundridge

Report Number: S2025-023
Date: November 12, 2025
To: Mayor, Deputy Mayor and Members of Council
From: Clerk Administrator, Nancy Millar
Report Title: Consideration for expansion of Sanitary Infrastructure and Wastewater Treatment Facility

RECOMMENDATION

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 _____,

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

BACKGROUND

At the September 25, 2025 Bi Council meeting, an agenda item was presented for discussion on Sundridge's plan for expansion of the Sanitary Sewer Infrastructure. The Township of Strong's Mayor referred to private development plans in the township that could possibly benefit from the use of the sanitary infrastructure.

This is not the first time a request of this nature has come before Council. In 2023, the Mayor of Sundridge and the Clerk Administrator were asked to attend a development consultation/meeting with an applicant, the applicant's Planner, the Mayor of the township, the Clerk Administrator for the township, and the township's municipal planner to discuss the potential use of Sundridge's Sanitary System at that time for a specific development.

The applicant/developer said that the project would move forward if the sanitary was provided by the village. If not, the 270+ units would not be financially feasible, and the project would not move forward.

In 2022, Staff contacted the Ministry of the Environment, Conservation and Parks, and spoke with an Inspector in the Environmental Compliance Division regarding the proposed development and what would be required if an expansion was to be considered.

It was also noted to Staff that under the policies in the Township of Strong's Official Plan and given that no municipal sewer and water servicing capacity is available in the township, the preferred means of servicing lands in the township is private, individual, on-site water and sewage systems on each conveyable lot.

Additionally, Village Staff were advised that the ECA does not permit the acceptance of wastewater from outside of our municipality.

ANALYSIS

At the request of Council following the September 25, 2025 Bi Council meeting, Staff once again reached out to the MECP to discuss the potential developments in the neighbouring municipality with respect to an expansion of the village's sewer infrastructure.

Staff were apprised of the same parameters as in 2022, with the addition of the following information:

- The Village cannot have infrastructure that is not within their boundary, but The Township of Strong could submit an application and apply for an ECA to install their own sanitary infrastructure, up to where it would abut the village.
- The village would also have to submit an application for an ECA amendment that would require a capacity study of the existing capacity in conjunction with the proposed units from the Strong developments would need to be completed.
- The approvals branch of the ministry would conduct a review of both applications and advise if both applications could proceed.

The MECP representative provide guidance on the next steps for continued discussion on the possibility of an expansion.

1. The township will need to complete or have the Developer(s) complete an updated reserve capacity study for the proposed development and additional sewage been conducted in accordance with the ministry's Guide D-5-1 Calculating and Reporting Uncommitted Reserve Capacity at Sewage and Water Treatment Plants.
2. The Township of Strong will need to provide the intended location(s) of the development(s).
3. The Township of Strong would need to complete an ECA application.

4. The Village of Sundridge would need to undertake a capacity study.
5. The Village of Sundridge would need to complete an ECA Amendment application.

FINANCIAL CONSIDERATION

Council should consider the following items regarding an expansion and the potential cost:

- What is the benefit to Sundridge?
 - o assessment values are applicable to the township; not the village
- User fees
 - o All properties connected to the sanitary system pay a user fee.
- Administration fee
 - o Will the village charge an administration fee to the township and/or the developer(s) for the time involved to administer?
- Cost for capacity study
 - o who will pay?
- Capital Reserve
 - o Contribution
 - o Infrastructure charge
 - o On going contribution
- Funds for expansion
 - o Federal / Provincial ?
 - o Township of Strong ?
 - o Private Developer ?
 - o Village of Sundridge ?

OPTIONS/ALTERNATIVES

1. Council can continue the conversation with the Township of Strong to discuss the next steps in exploring the potential for expansion.
2. Sundridge can proceed to undertake a capacity study. A cost for this study would need to be determined.
3. Other direction provided by Council.

CONCLUSION

The consideration of an expansion to the sanitary infrastructure is an enormous undertaking. Council should carefully consider the risks, the implications, the potential financial burden and the perceived benefit(s) to Sundridge and the surrounding communities.

The Ontario Clean Water Agency (OCWA), who is contracted by the municipality to manage and operate the WWTF, should be involved in discussion talks on a proposed expansion should Council wish to move forward.

ATTACHMENTS

N/A



MEMO TO: Mayor, Deputy Mayor, and Council
FROM: Robyn Ferrante, Deputy Clerk/Deputy Treasurer
DATE: November 12, 2025
SUBJECT: Fees and Charges By-Law

The Village currently has a Fees and Charges By-Law from 2021 which has been amended several times.

As new By-Laws and procedures have recently been implemented, the Fees and Charges By-Law requires updating again. Rather than completing yet another amendment/consolidated version, staff have brought a new Fees and Charges By-Law to Council for consideration.

The new By-Law contains much of the same fees and charges as the current By-Law. Updates include cost recovery for roads fouling (By-Law passed September 10, 2025), updated fees for recycling bin purchases (costs to purchase have increased), other updates include minor wording changes to better reflect current terminology and practices.



Corporation of the Village of Sundridge

Report Number: S2025-024
Date: November 12, 2025
To: Mayor, Deputy Mayor and Members of Council
From: Christine Hickey, Treasurer
Report Title: Taxation Billing Update

RECOMMENDATION

THAT Council receive Staff Report S2025-024, dated November 12, 2025 regarding Taxation Billing Update;

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

AND THAT the above change be effective for the 2026 taxation year.

BACKGROUND

Section 342 (1) of the Municipal Act, S.O. 2001 c.25 as amended states:

342 (1) A local municipality may pass by-laws providing for,

(a) the payment of taxes in one amount or by instalments and the date or dates in the year for which the taxes are imposed on which the taxes or instalments are due;

At the July 9th meeting council approved staff investigating the implementation of 4 installment dates for tax bills.

Resolution #2025-176

Moved By: Sharon Smith

Seconded By: Luke Preston

THAT Council receive Staff Report S2025-012, dated July 9, 2025 regarding Taxation Billing and Delivery Method Updates;

AND THAT Council approve staff investigating implementing a total of 4 due date installments and provide details at a future meeting for further direction;

AND THAT Council approves the sending of tax bills electronically to property owners that request this delivery method.

ANALYSIS/OPTIONS

Currently the Village of Sundridge sends by mail the Interim Tax Bills in March with full payment due in April and the Final Bill in September with the full payment due in October.

As directed, an electronic survey to gather information regarding the payment structure of tax bills was open to residents, approximately 25 residents provided feedback.

The following questions were asked:

1. Do you prefer a two (2) or four (4) payment structure

68% chose four installments, while **20%** chose two installments.

2. Please select your preferred installment months
(interim and final tax bills sent month prior to first installment date)

March 15 and April 15 – September 15 and October 15

March 15 and May 15 – August 15 and October 15

April 15 and June 15 – September 15 and November 15.

40% selected March 15 to May 15 – August 15 to October 15

30% selected April 15 to June 15 – September 15 to November 15

25% selected March 15 to April 15 – September 15 to October 15

Based on the responses provided, the preferred installments would be March 15 to May 15 and August 15 to October 15.

There was also the opportunity for residents to provide feedback on this matter, most of the comments provided supported the additional payment dates as it makes it more manageable.

Although there were minimal responses, Staff are of the opinion the 4 installment dates is a change that should be made to allow for residents to have more time to make payments and provide a consistent inflow of revenues.

OPTIONS

Option 1

Proceed with 4 installment dates being March 15, May 15, August 15 and October 15

Option 2

Remain with the current option of two installment being May 15 and October 15.

FINANCIAL CONSIDERATION

Financial consideration is minimal, new tax forms will need to be ordered at a cost of approximately \$300. It is important to note that tax bills will need to be ordered for either option.

ATTACHMENTS

N/A



Corporation of the Village of Sundridge

Report Number: S2025-025
Date: November 12, 2025
To: Mayor, Deputy Mayor and Members of Council
From: Christine Hickey
Report Title: Preauthorized Payment Plan Process

RECOMMENDATION

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

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

BACKGROUND

Currently there is an internal process for adding property owners to a preauthorized payment plan. The process also outlines details on nonsufficient funds/returned payments. Staff would like to formalize the process as the number of residents/businesses that utilize this method continues to increase.

ANALYSIS

Staff would like to make changes to the process and make it a formal policy

Twelve Month Payment Plan:

Please note the following, for the Twelve Month Plan you are able to join if **your property tax account is paid in full**. Payments will be withdrawn on the 1st of each month. The Preauthorized Payment amount will be based on the previous year's total taxes for the months of January through July and on the amount owing based on the Final Tax Bill calculation for the months of August through December. **Tax bills sent to you are for your information only.**

Due Date Payment Plan:

Please note the following, for the Due Date Payment plan you are able to join if **your property tax account is paid in full**. Payments will be withdrawn on the due dates that are shown on the tax bill. Your interim and Final Tax Bills will indicate the due dates and the amounts to be withdrawn. **Tax bills sent to you are for your information only.**

NOTES RELATING TO ALL PAYMENT PLANS:

- Property tax accounts actively registered with a Preauthorized Payment Plan will be exempt from all penalties and interest charges if/when account becomes overdue.

Example: If the previous year taxes for a property are \$3,600 and the taxpayer has registered for the Twelve-Month Payment Plan, an amount of \$300 would be deducted from the taxpayer's bank account starting January 1st. The last five monthly payments will be adjusted in July for August to December billing to ensure the correct payments are made and the final tax amount will be paid in full which would have the taxpayer's account at a \$0 balance by December 31.

Here is sample how the taxpayer's account will stand:

January 1st	\$300.00 Payment	\$300.00 Credit Balance
February 1st	\$300.00 Payment	\$600 Credit Balance
February 15th	\$900.00 Levy	\$300 Balance Owing
March 1st	\$300.00 Payment	\$0 Balance Owing
April 1st	\$300.00 Payment	\$300 Balance Credit
April 15th	\$900.00 Levy	\$600 Balance Owing
May 1st	\$300.00 Payment	\$300 Balance Owing
June 1st	\$300.00 Payment	\$0 Balance Owing
July 1st	\$300.00 Payment	\$300 Credit Balance
July 15th	\$1,000.00 Levy	\$700 Balance Owing
August 1st	\$340 Payment	\$360 Balance Owing
September 1st	\$340.00 Payment	\$20 Balance Owing
September 15th	\$1,000 Levy	\$1,020 Balance Owing
October 1st	\$340.00 Payment	\$680 Balance Owing
November 1st	\$340.00 Payment	\$340 Balance Owing
December 1st	\$340.00 Payment	\$0 Balance Owing

- Interim Tax Notice will be sent out in February and due approximately middle of March and May. The Final Tax Notice will be sent out in July and due the middle of August and October.
- A \$75.00 NSF service charge will be added if funds are returned by the bank NSF. It will be the taxpayer's responsibility to provide the Village with a payment (plus NSF fee) prior to the following month's scheduled withdrawal date.
- The PRE-AUTHORIZED PAYMENT PLAN registration may be cancelled after a second occurrence of the funds being returned by the bank NSF within the same fiscal year and the unpaid balance of taxes shall become subject to penalties if overdue and where property owner does not rectify the issue before next withdrawal date
- Pre-Authorized plans cancelled shall become subject to penalty/interest on unpaid balance.
- If the taxpayer's banking information changes, a completed and signed Banking Information Change Form must be received 10 business days prior to the next withdrawal in order to process the next payment.
- If the taxpayer wishes to withdraw from a program at any time, a signed written request must be received 10 business days prior to the withdrawal date.
- An individual has certain recourse rights if any debit does not comply with this agreement. For example, you have the right to receive reimbursement for any debit that is not authorized or is not consistent with the PAP agreement. To obtain more information on your recourse rights, contact your financial institution or visit www.cdnpay.ca.
- If you are moving within the Village of Sundridge, a new PRE-AUTHORIZATION PAYMENT PLAN application form must be fully completed, signed, and re-submitted along with a new void cheque.

OPTIONS/ALTERNATIVES

The preauthorized process has been a payment option for many years with the above process followed. Council could choose not to adopt the policy or make changes to any of the above items.

FINANCIAL CONSIDERATION

There are no financial considerations at this time.

CONCLUSION

Currently there is an internal process for adding property owners to a preauthorized payment plan. The process also outlines details on nonsufficient funds/returned payments. Staff would like to formalize the process as the number of residents/businesses that utilize this method continues to increase.

ATTACHMENTS

N/A



MEMO TO: Mayor, Deputy Mayor, and Council
FROM: Nancy Millar, Clerk Administrator
DATE: November 12, 2025
SUBJECT: Enhancing Public Education and Training on Bear Management

In March of 2025, Council passed a motion to Enhancing Public Education and Training on Bear Management. The Village of Sundridge took steps to enhance public awareness & training on bear management. Residents were educated on bear behaviour, attractant management, and response strategies. Informational materials were distributed in the village's newsletter, on our municipal website and social media page.

The village hosted a Bear Wise Information Session with Mike McIntosh from the Bear With Us Organization. There was minimal public participation. Those who attended, did convey to Mike and to Staff that the presentation was informative.

This past summer saw a collaboration between the municipality, the Bear With Us Organization and the Ministry of Natural Resources and Forestry. A vendor booth at the Sunflower Festival was organized with the intention of fostering and promoting the public's engagement to learn more about being *Bear Wise*. Unfortunately, the Ministry Representative did not show up and this opportunity was lost. Staff will approach the ministry again in the spring to see if a collaboration of efforts is of interest.

Council's resolution was shared with neighbouring municipalities in efforts to try to implement a joint initiative to enhance regional bear mgt education efforts. There was no reciprocal interest at the time.

The most successful communication results appear to have come from the bear wise information being shared in the municipality's newsletter. Staff received numerous positive comments from residents.

It is Staff's recommendation to keep implementing ongoing bear management education initiatives in future newsletters and via website updates. Staff will continue to occasionally monitor the Bear With Us site and share with the public and future engagement opportunities as another strategy to assist the public in becoming more "*Bear Wise*".



Corporation of the Village of Sundridge

Report Number: S2025-026
Date: November 12, 2025
To: Mayor, Deputy Mayor and Members of Council
From: Christine Hickey, Treasurer
Report Title: HR By-law – Summary of Changes

RECOMMENDATION

THAT Staff Report S2025-026 dated November 12, 2025 regarding HR By-law changes be received;

AND THAT _____.

BACKGROUND

The By-law to set employee wages and benefits is the Village Human R By-law that establishes consistency in the administration of Human Resources matters throughout the Village of Sundridge.

ANALYSIS/OPTIONS

This report is to provide Council with the changes that are being proposed to the By-law. Staff track possible updates or issues that have been noted over time or items that could be added to create a more efficient environment and an improved work life balance.

The items noted below are for Council's consideration:

Section 1.2

Historically rates are brought to Council each year for consideration. The Council Remuneration By-law is worded that honourarium amounts will increase annually in January with the Cost of living adjustment. This section was added to be consistent with the Council remuneration By-law. The COLA increase can be set a percentage that is satisfactory to Council.

Section 1.5

This section was already included in the By-law, staff have revised the wording and included a sentence to request that the rate apply if the meeting is cancelled the same day. This is being included as there is significant work that is put into meeting preparation and the workday has been set around the meeting.

Staff are proposing that the rate for Committee and Board meeting is the same amount as the same work is required regardless of the type of meeting.

Section 1.7

Staff have added this section to formalize the process, it has always been managed this way. When Staff are not able to submit timesheets or if the pay follows over a holiday. Staff will enter a regular working week and with the next pay period any differences will be adjusted accordingly.

Section 8.6 – 8.8

This section is being expanded to provide a consistent method for time off approvals, to ensure that vacation is being taken and staff are receiving time away from work and assisting in employees health and wellbeing.

Section 12

Mileage has always been part of the policy, sections related to accommodation and meal reimbursement have been added to be consistent with the Council remuneration by-law and formalize how the process works.

Section 13

13.1 Added a maximum amount of \$500.00, this was not noted before. It is important to note that this amount has never been exceeded and current staff are mindful of the allowance spent each year.

13.2 Due to increased costs of goods and to ensure that Staff are able to purchases appropriate footwear as legislated, the amount has been increased to \$400.00.

13.6 This section is being proposed to provide administration staff an allowance for Village merchandise or required office apparel.

13.7 This section is being proposed to allow staff to have a little flexibility in the workday (occasionally) if needed. As an example, if an employee needs leave at 2:30, approval could be granted for the employee to work from 7:00 to 2:30.

OPTIONS

This report is to assist Council in understanding the proposed changes to the policy. The changes implemented, if any, are for Council to decide.

FINANCIAL CONSIDERATION

At this time there are no financial considerations. If changes are made to the policy, costs associated to each section will apply as necessary.

ATTACHMENTS

Draft HR By-law

THE CORPORATION OF THE VILLAGE OF SUNDRIDGE

BY-LAW NO. 202X-0XX

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

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

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

DEFINITIONS

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

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

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

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

1. GENERAL

1.1 That all Village employees be paid the rate as set out on Schedule "A" of this by-law in the appropriate step in accordance with instructions given to the Clerk by Council.

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

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

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

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

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

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

1.6 Any employee not covered under this by-law shall be covered under separate employment contract.

1.7 In the event that an employee is unable to submit their timesheet due to illness or vacation, the employee may be paid for their regular working hours for the week in question, and any discrepancies will be rectified in the next pay period (i.e. recording time not worked as sick time or vacation time, as applicable, and correcting any over payment for time not worked).

2. SICK LEAVE BENEFITS

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

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

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

2.2 The Village of Sundridge may require an employee who is absent for more than five (5) days to supply evidence that is reasonable under the circumstances. At the Manager's discretion a doctor's certificate may be requested. This certificate shall be a written statement and must state whether or not the employee is physically and/or mentally fit to return to their position and fully able to carry out their duties.

2.3 Medical or medical related appointments may be used as sick time, if it is necessary to have such appointment during working hours. Employees should endeavour to schedule appointment times to ensure minimal disruption to the work day.

3. PERSONAL DAYS

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

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

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

5. OMERS PENSION

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

6. BEREAVEMENT

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

7. EMERGENCY SERVICE RESPONDER

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

employment will be provided for under the stipend provided by the Fire Department.

8. VACATION

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

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

After five years of employment - four weeks

After ten years of employment - five weeks

After fifteen years employment – six weeks

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

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

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

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

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

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

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

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

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

8.8 Employees may be obliged to take paid vacation at a time set by the Supervisor or Clerk Administrator, even if not requested, at the discretion of the Supervisor

or Clerk Administrator. in order to ensure that they are taking their supervisory minimum vacation.

9. RETIREMENT GRATUITY

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

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

10. STATUTORY HOLIDAYS/PAID DAYS OFF

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

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

11. HOURS OF WORK

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

Public Works

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

Administration

- Full-time Administration Employees – thirty five (35) Hours
- The Municipal Office will be open from 8:30 a.m.to 4:00 p.m. Monday to Friday (with one half hour for lunch)
- Administration staff hours will be managed by the Clerk Administrator

- All other employees – hours as required and shall be covered under separate employment terms.

Fire Department

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

12. MILEAGE/ACCOMODATIONS/MEALS

- 12.1** Mileage for village business shall be paid at the rate of \$.68/km for the first 5000 km and \$.62/km after that upon authorization from department manager (per trip).
- 12.2** Overnight accommodation must receive prior approval by the Clerk Administrator. There will be no payment of incidentals in relation to overnight accommodation. Reimbursement will be made for single accommodation in a standard room.
- 12.3** Meal expenses may occur when employees are on Municipal business and are away from the office area over a normal meal period or have prior approval for the expense. A maximum meal allowance rate of \$60.00 per day (for a full day) and a maximum meal allowance rate of \$30.00 per day (for a half day). A maximum of 15% gratuity is permitted per meal.

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

13. OTHER BENEFITS

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

- 13.3** Full-time Public Works Employees shall receive five (5) days annually with pay as compensation for winter maintenance standby time.
- 13.4** Seasonal and part-time Public Works Employees will receive a \$250.00 boot allowance per annum. Upon submission of a receipt to the Treasurer, the monies will be reimbursed in the next accounts payable processing cycle.
- 13.5** Each Crossing Guard will receive a \$300.00 clothing allowance per annum to purchase required outerwear to a limit of one (1) of each outerwear per year. Upon submission of a receipt to the Treasurer, the monies will be reimbursed in the next accounts payable processing cycle.
- 13.6** Administration Staff will receive a \$150.00 allowance per annum to purchase Village merchandise or work attire.
- 13.7** Administration Staff may occasionally be permitted to work a condensed week and/or day, with the approval of the Clerk Administrator.
- 13.6** The Municipal Office will be closed from Christmas Day to New Year's Day inclusive. Non-statutory days will be considered part of vacation or will be non-paid days, except for those days when an employee may be required to work.
- 14.** By-Law 2024-049 is hereby rescinded by this By-Law.

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

.....
Shawn Jackson, Mayor

.....
Nancy Millar, Clerk Administrator

Schedule "A" to By-Law 2025-0XX

**2025 hourly Rate Schedule (2024 with 2% Increase)
Effective January 1, 2025**

Pay Grade	Points	Position	Step 1	Step 2	Step 3	Step 4	Step 5
1	Less than 130	Crossing Guard			17.93	18.49	19.08
2	131-170	Vacant		19.10	19.73	20.38	21.00
3	171-210	Admin Assistant	20.44	21.13	21.82	22.52	23.21
3	171-210	Receptionist	20.44	21.13	21.82	22.52	23.21
3	171-210	Librarian Assistant	20.44	21.13	21.82	22.52	23.21
3	171-210	Roads Labourer	20.44	21.13	21.82	22.52	23.21
4	211-250	Custodian	20.99	21.69	22.41	23.14	23.84
5	N/A	Fire Prevention & Assistant Training Officer	26.00	26.79	27.58	28.37	29.15
5	251-290	Senior Administrative Assistant	27.69	28.64	29.60	30.54	31.48
5	251-290	Librarian C.E.O.	27.69	28.64	29.60	30.54	31.48
5	251-290	Public Works	27.69	28.64	29.60	30.54	31.48
6	291-330	Assistant Village Superintendent	30.50	31.54	32.58	33.61	34.67
7	331-370	Vacant	33.57	34.73	35.86	37.01	38.16
8	371-410	Deputy Clerk	36.94	38.19	39.45	40.71	41.97
8	371-410	Deputy Treasurer	36.94	38.19	39.45	40.71	41.97
8	371-410	By-Law Enforcement	36.94	38.19	39.45	40.71	41.97
9	411-450	Fire Chief/CEMC	40.86	42.24	43.64	45.03	46.43
9	411-450	Village Superintendent	40.86	42.24	43.64	45.03	46.43
10	451-490	Treasurer/Tax Collector	45.33	46.89	48.43	49.97	51.50
11	491-530	Vacant	50.36	52.08	53.80	55.51	57.23
12	531-570	Clerk Administrator	55.97	57.88	59.77	61.69	63.59

* Temporary/Seasonal & Part-time Employee Rates (Not Listed) - as per Council resolution approved each calendar year

* Summer Employee Rates - as per Council resolution approved each calendar year

THE CORPORATION OF THE VILLAGE OF SUNDRIDGE

BY-LAW NO. 2025-045

Being a By-Law to Amend By-Law No. 2019-048, being a By-Law to regulate traffic and to govern and control the parking of vehicles in the Village of Sundridge.

WHEREAS the Council of the Corporation of the Village of Sundridge deems it expedient to amend a portion of By-Law No. 2019-048 for a specified period.

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

1. That Main Street will be closed from the intersection of Mill Street and Main Street, all the way down to the intersection of William Street and Main Street and to all roads abutting Main Street in this defined area, plus the intersection of Victoria Street and Mill Street, plus Mill Street from Hwy 124 to Main Street from 3:00 p.m. until 5:30 p.m. (unless parade participants have dispersed before this time) on Sunday, December 7, 2025 for the Santa Claus Parade as per Schedule 'A' attached hereto.
2. In the event of a medical or other emergency, entry by EMS, Fire, Police will be permitted.

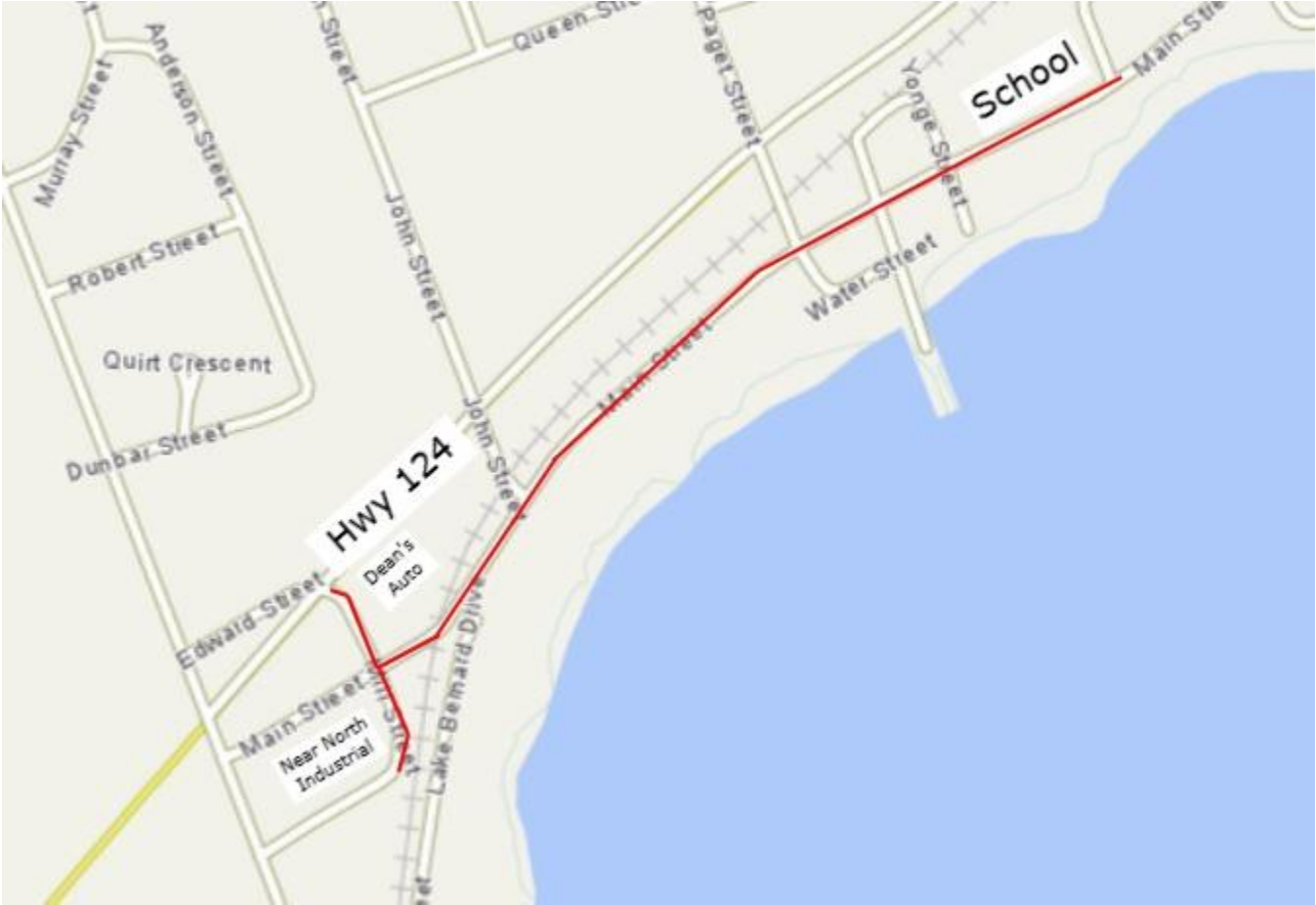
PASSED THIS 12TH DAY OF NOVEMBER 2025.

Shawn Jackson, Mayor

Nancy Millar, Clerk Administrator

SCHEDULE 'A'

BY-LAW 2025-0XX



THE CORPORATION OF THE VILLAGE OF SUNDRIDGE

BY-LAW NO. 2025-046

Being a By-Law to enter into an Agreement between the Northern Ontario Heritage Fund Corporation and the Corporation of the Village of Sundridge.

WHEREAS the Northern Ontario Heritage Fund Corporation carrying out the funding for the Community Enhancement Program

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 Northern Ontario Heritage Fund Corporation and as the recipient will comply with the terms of the Agreement.
2. That the Corporation of the Village of Sundridge authorizes the Mayor or an authorized Council signatory and the Clerk Administrator or their designate to sign the agreement.

PASSED THIS 12th DAY OF NOVEMBER, 2025

Shawn Jackson, Mayor

Nancy Millar, Clerk Administrator

This **CONDITIONAL CONTRIBUTION AGREEMENT** is made between:

NORTHERN ONTARIO HERITAGE FUND CORPORATION
a corporation existing under the laws of Ontario

(“**NOHFC**”)

- and -

THE CORPORATION OF THE VILLAGE OF SUNDRIDGE
a municipality existing under the laws of Ontario

(the “**Recipient**”)

Background:

NOHFC’s objects include the promotion and stimulation of economic initiatives in Northern Ontario.

The Recipient has applied to NOHFC for funds to assist the Recipient in carrying out the Project.

NOHFC is willing to provide funds to the Recipient to assist the Recipient in carrying out the Project on the terms and conditions set forth herein.

Consideration:

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

1.0 INTERPRETATION AND DEFINITIONS

1.1 Interpretation. For the purposes of interpretation:

- (a) words in the singular include the plural and vice-versa, and words in one gender include all genders;
- (b) the background and the headings do not form part of this Agreement; they are for reference only and shall not affect the interpretation of this Agreement;
- (c) any reference to dollars or currency shall be to Canadian dollars or currency;
- (d) the words “include”, “includes”, and “including” are used to indicate nonexclusive examples and not that the Parties intended such examples to be an exhaustive list;
- (e) any provision of this Agreement that states that NOHFC “may” do or agree to something, means that NOHFC may choose to do (or agree to) or to not do (or agree to) such thing in its sole discretion; and
- (f) in the event of a conflict between the main body of this Agreement and any schedule, the

main body of this Agreement governs unless otherwise specified.

1.2 **Definitions.** In this Agreement the following terms shall have the following meanings:

“Agreement” means this agreement, in respect of project number 75001895 and entered into between NOHFC and the Recipient, all of the following schedules, and any amending agreement entered into as provided in Section 14.2:

- (a) Schedule A – Project Description;
- (b) Schedule B – Project Budget; and
- (c) Schedule C – Change Request Form.

“Application Date” means the date that the application for funding in respect of the Project was received by NOHFC, being February 11, 2025.

“Business Day” means a day other than: (a) a Saturday or Sunday; (b) any statutory holiday in the Province of Ontario; or (c) any other day on which the Province of Ontario has elected to be closed for business.

“Change Request Form” means the form attached as Schedule C, or such other form as NOHFC prescribes from time to time, in which the Recipient requests to amend certain terms of this Agreement pursuant to Section 3.3.

“Conflict of Interest” means any circumstance that, in the opinion of NOHFC, constitutes a conflict of interest, including:

- (a) in relation to the process of applying for funding for the Project, any circumstance where the Recipient (or any Related Party) has or could be perceived to have an unfair advantage, or engages in conduct, directly or indirectly, that could give it an unfair advantage over other applicants;
- (b) in relation to the performance of its obligations under this Agreement, any circumstance where the Recipient (or any person who has the capacity to influence the Recipient’s decisions) has outside commitments, relationships, or financial interests that interfere with, or could be seen to interfere with, the Recipient’s objective, unbiased, and impartial judgment relating to the Project, the use of the Funds, or both; and
- (c) any situation where a Related Party owns, is employed by, or otherwise has an interest in an organization (other than the Recipient) that is carrying out work related to the Project.

“Effective Date” means the date on which this Agreement is signed by NOHFC.

“Eligible Project Costs” means the costs paid by the Recipient that are (a) incurred by the Recipient between the Application Date and the Project Completion Date; (b) in the opinion of NOHFC, reasonable and necessary for carrying out the Project; (c) limited to the cost categories and the amounts set out in the column captioned “Eligible Project Costs” in the Project Costs Chart, together with any explanatory notes thereto; and (d) net of any costs (including taxes) for which the Recipient has received, will receive, or is eligible to receive, a rebate, credit, or refund.

“Event of Default” has the meaning ascribed to it in Section 10.1.

“Excess Funds Amount” means the excess, if any, of $X - Y$ where:

“X” is the amount of Funds provided to the Recipient under this Agreement; and

“Y” is the total Eligible Project Costs, multiplied by the Project Percentage.

“Funds” means the money NOHFC provides to the Recipient pursuant to this Agreement.

“Ineligible Project Costs” means all Project costs that are not Eligible Project Costs.

“Maximum Funds” means the maximum amount payable to the Recipient under this Agreement, which is the lesser of: (a) the Project Percentage of the total Eligible Project Costs, and (b) \$200,000.

“Northern Ontario” means the territorial districts of Algoma, Cochrane, Kenora, Manitoulin, Muskoka, Nipissing, Parry Sound, Rainy River, Sudbury, Thunder Bay, and Timiskaming.

“Party” means either NOHFC or the Recipient, and **“Parties”** means NOHFC and the Recipient.

“Project” means the undertaking described in Schedule A.

“Project Budget” means the budget for the Project set out in Schedule B.

“Project Completion Date” has the meaning ascribed to it in Schedule A.

“Project Costs Chart” means the chart of Project costs set out in Section 1 of Schedule B.

“Project Funding Chart” means the chart of Project funding set out in Section 2 of Schedule B.

“Project Location” means the location of the Project specified in Section 2 of Schedule A.

“Project Percentage” means the maximum percentage of Eligible Project Costs reimbursable by NOHFC under this Agreement, as set out in Section 2 of Schedule B and as may be adjusted from time to time by NOHFC pursuant to Section 4.1(d).

“Project Plan” means the milestones and timelines for the Project set forth in Section 3 of Schedule A.

“Project Report” means a written report on the Project, duly executed by the Recipient in the form specified by (and in substance satisfactory to) NOHFC.

“Public Entity” means any “public entity” as defined in the *Financial Administration Act* (Ontario).

“Related Party” includes any shareholder, director, officer, official or employee of the Recipient, any individual related by blood, adoption, or marriage to any such person (each of the foregoing, a **“Person”**), or any other person not dealing at arms’ length (as such term is defined in the *Income Tax Act* (Canada)) with any such Person.

“Reports” means the reports described in Article 6.0 and any other reports requested by NOHFC.

“Request for Funds” means a request for Funds duly executed by the Recipient in the form specified by (and in substance satisfactory to) NOHFC.

2.0 THE PROJECT

- 2.1 **Term.** The term of this Agreement shall commence on the Effective Date and shall expire on the date that is three years after the Project Completion Date, unless terminated earlier in accordance with the terms of this Agreement. Notwithstanding the foregoing, if, under this section, the term of the Agreement would run longer than five years from the Effective Date, then the term of the Agreement shall expire on the fifth anniversary of the Effective Date.
- 2.2 **Project Completion.** The Recipient shall carry out and complete the Project:
- (a) by the Project Completion Date; and
 - (b) in accordance with the Project Budget,
- and otherwise in accordance with the terms and conditions of this Agreement.
- 2.3 **Project Costs.** Whenever the Recipient acquires goods or services to be claimed as Eligible Project Costs, it shall do so through a process that promotes the best value for money. If the Recipient is selecting third-party contractors from which to acquire goods or services to be claimed as Eligible Project Costs in an amount greater than \$30,300, a competitive process must be used, including a written request for at least three submissions, written evaluation of submissions received and a written agreement with the successful contractor. Notwithstanding the foregoing, NOHFC may consent in writing to a non-competitive process over \$30,300 if details of urgency, special expertise, confidentiality, savings, or other circumstances warrant it.
- 2.4 **Conflict of Interest.** The Recipient shall carry out the Project and use the Funds in a manner that avoids any actual, potential, or perceived Conflict of Interest, except as disclosed to and expressly approved by NOHFC in writing. The Recipient shall promptly disclose to NOHFC any circumstances that a reasonable person would interpret as being a Conflict of Interest, and comply with any terms and conditions that NOHFC may require as a result of such disclosure.
- 2.5 **Movement and Disposal of Assets.** Except with NOHFC's prior written consent and subject to and without limiting the other terms and conditions of this Agreement, the Recipient shall not, from the Effective Date until the date that is three years after the Project Completion Date, sell, lease, or otherwise dispose of, or store or move to any location outside of Northern Ontario, any asset purchased, improved, or created, in whole or in part, with the Funds, or for which Funds were provided, in whole or in part, provided that the Recipient may sell, lease, or dispose of assets having an aggregate purchase cost not in excess of \$10,000 to the extent such sale, lease, or disposal is not otherwise prohibited by this Agreement.
- 2.6 **Buildings and Facilities.** Except with NOHFC's prior written consent, from the Effective Date until the date that is three years after the Project Completion Date, the Recipient shall continue to own or continue to lease (as applicable) all buildings, facilities, or land purchased, constructed, or improved, in whole or in part, with the Funds, or for which, in whole or in part, Funds were provided.

2.7 **Publicity.**

- (a) Unless otherwise directed by NOHFC, the Recipient shall, in a form and manner approved by NOHFC, acknowledge the support of NOHFC in all publications of any kind (including digital), relating to the Project.
- (b) In order to acknowledge NOHFC's support for the Project, at NOHFC's request, the Recipient shall:
 - (i) install and maintain in good condition one or more signs or plaques supplied by NOHFC in conspicuous and visually unobstructed locations near the Project as approved by NOHFC; and/or
 - (ii) display NOHFC's visual identity digitally, in a format and manner approved by NOHFC.
- (c) The Recipient shall indicate in all of its Project-related publications, whether written, oral, visual, digital, or otherwise, that the views expressed in the publication are the views of the Recipient and do not necessarily reflect those of NOHFC or the Government of Ontario.

3.0 **CHANGES**

- 3.1 **No Changes.** The Recipient shall not make any changes to the Project, the Project Budget, or the Project Plan without the prior written consent of NOHFC.
- 3.2 **Notification.** The Recipient shall notify NOHFC promptly if it becomes aware of any actual or potential changes as described in Section 3.1, or of any event that could reasonably be expected to affect the Recipient's ability to complete the Project in accordance with this Agreement.
- 3.3 **Change Requests.** In the event the Recipient:
 - (a) wishes to amend the Project Plan; and/or
 - (b) wishes to amend any portion of the Project Budget;

the Recipient shall submit a Change Request Form (with the appropriate section(s) completed) to NOHFC. NOHFC may approve or reject all or part of any such change request. If a Change Request Form is executed by both NOHFC and the Recipient, this Agreement shall be amended as set forth therein. Any other amendments to this Agreement must be made in accordance with Section 14.2.

4.0 **FUNDS AND PAYMENT**

4.1 **Payment of Funds.**

- (a) Subject to the terms and conditions of this Agreement, NOHFC shall:
 - (i) provide Funds to reimburse the Recipient for Eligible Project Costs in an amount that is equal to the Project Percentage of Eligible Project Costs, up to the

aggregate limit of the Maximum Funds; and

- (ii) provide such Funds by issuing a cheque in the Recipient's name or depositing the Funds electronically into an account designated by the Recipient in writing, provided that the account resides at a Canadian financial institution and is in the name of the Recipient.
- (b) NOHFC shall have no obligation to provide any disbursement of Funds to the Recipient until the Recipient has submitted the following (in form and substance satisfactory to NOHFC):
 - (i) a completed Request for Funds;
 - (ii) copies of all invoices and/or such other documentation satisfactory to NOHFC evidencing costs incurred relating to the Eligible Project Costs claimed in the submitted Request for Funds; and
 - (iii) copies of cancelled cheques and/or such other documentation satisfactory to NOHFC evidencing payment by the Recipient of the Eligible Project Costs claimed in the submitted Request for Funds.
- (c) NOHFC may provide Funds to the Recipient in advance of the Recipient incurring Eligible Project Costs. If NOHFC provides Funds to the Recipient in advance pursuant to this Section 4.1(c), the Recipient shall spend such Funds solely on Eligible Project Costs, and NOHFC shall not make any further disbursement of Funds until the Recipient has (in addition to satisfying all other necessary requirements under this Agreement) submitted evidence satisfactory to NOHFC that the Funds so provided pursuant to this Section 4.1(c) have been spent solely on Eligible Project Costs.
- (d) If the total Eligible Project Costs are less than the estimated Eligible Project Costs set out in the Project Costs Chart, NOHFC may vary the Project Percentage to permit an aggregate disbursement of Funds of up to the maximum set forth in clause (b) of the definition of Maximum Funds.

4.2 Limitations on Funding.

- (a) NOHFC shall hold back a portion of the total Funds payable to the Recipient hereunder equal to 10% of the Maximum Funds, to be released to the Recipient only after all of the following have occurred:
 - (i) receipt by NOHFC of all Reports required to date under the Agreement, including the final Project Report required pursuant to Section 6.1(a), following the completion of the Project in accordance with this Agreement; and
 - (ii) receipt by NOHFC of the final Request for Funds for the Project in accordance with Section 4.1(b)(i).
- (b) The Recipient shall promptly notify NOHFC if any funds are received for the Project from sources not shown in the Project Funding Chart or in amounts that exceed the amounts set out in the Project Funding Chart. In any such case, NOHFC may reduce the Maximum Funds by, or demand the repayment of, an amount equal to any such additional funds, or vary the Project Percentage accordingly.

- (c) If any Excess Funds Amount exists at any time, NOHFC may:
 - (i) deduct an amount equal to the Excess Funds Amount from any further disbursement of Funds; or
 - (ii) demand the repayment of such Excess Funds Amount.

4.3 Conditions Precedent to Funding. NOHFC's obligation to provide Funds to the Recipient is subject to the satisfaction of the following conditions precedent (each in form and substance satisfactory to NOHFC):

- (a) NOHFC shall have received any information it may require to conduct a due diligence review of the Recipient and the Project, and NOHFC shall have completed and been satisfied with such review;
- (b) the Recipient shall have provided written evidence that the funds from all other sources set out in the Project Funding Chart have been committed;
- (c) the Recipient shall have provided all insurance certificates or other documents required pursuant to Article 8.0;
- (d) the Recipient shall have provided a completed electronic funds transfer information form enabling NOHFC to electronically transfer Funds into the Recipient's designated bank account; and
- (e) the Recipient shall have delivered all Reports required to date.

5.0 REPRESENTATIONS, WARRANTIES AND COVENANTS

5.1 General. The Recipient represents, warrants, and covenants that:

- (a) it is, and shall continue to be during the term of this Agreement, a validly existing legal entity with full power to fulfill its obligations under this Agreement;
- (b) it has, and shall continue to have during the term of this Agreement, the experience and expertise necessary to carry out the Project;
- (c) any information provided in, or in support of, the application to NOHFC for funding in respect of the Project (including information relating to any eligibility requirements) was true and complete at the time provided, and shall continue to be true and complete in all material respects for the term of this Agreement, except as set out to the contrary in this Agreement;
- (d) it is not in default, and shall continue to not be in default, of any term, condition, or obligation under any agreement with NOHFC, His Majesty the King in right of Ontario, or any other Public Entity;
- (e) it is, and shall at all times be, in compliance with any and all laws, statutes, by-laws, ordinances, decrees, requirements, directives, orders, judgments, licences, permits, codes, regulations, or other items having the force of law, and any applicable determinations, interpretations, rulings, orders, rules, or decrees of any governmental

authority or arbitrator that is legally binding at the time (including obtaining, at its own expense, all permits, licences, approvals, and authorizations required to complete the Project and satisfy the terms and conditions of the Agreement), as well as all industry standards applicable to any aspect of the Recipient's operations or the Project;

- (f) it operates, and shall continue to operate during the term of this Agreement, its business in Northern Ontario;
- (g) it has, and shall maintain, the insurance required under Article 8.0; and
- (h) no Conflict of Interest exists, except as disclosed to and expressly approved by NOHFC in writing.

5.2 Execution of Agreement. The Recipient represents and warrants that:

- (a) it has the full power, authority, and capacity to enter into this Agreement; and
- (b) it has taken all necessary actions (if any) to authorize the execution and delivery of this Agreement.

5.3 Governance. The Recipient represents, warrants, and covenants that it has, shall maintain and shall follow during the term of this Agreement:

- (a) a code of conduct and ethical responsibilities for all persons at all levels of the Recipient's organization;
- (b) procedures to ensure the Recipient's ongoing effective functioning;
- (c) decision-making mechanisms;
- (d) procedures to manage the Funds prudently and effectively;
- (e) procedures to enable the successful completion of the Project;
- (f) procedures to identify risks to the completion of the Project and strategies to address the identified risks, in each case in a timely manner;
- (g) procedures to enable the preparation and delivery of all Reports required pursuant to this Agreement; and
- (h) procedures to address such other matters as the Recipient considers necessary to ensure that the Recipient carries out its obligations under this Agreement.

6.0 REPORTING, ACCOUNTING, AND REVIEW

6.1 Reporting. The Recipient shall prepare and provide to NOHFC (in form and substance satisfactory to NOHFC):

- (a) within 90 days after the Project Completion Date, a completed and duly executed final Project Report, together with a final Request for Funds;

- (b) if the Project has not yet been completed, within 60 days after each anniversary of the Effective Date, a completed and duly executed interim Project Report reporting on the status of the Project; and
 - (c) any other information, including accounts, data, and projections, or other Reports as NOHFC may request from time to time, within the timelines set out by NOHFC.
- 6.2 **Record Maintenance.** The Recipient shall keep and maintain, for a period of 7 years after the creation thereof, all records (both financial and non-financial, including invoices and evidence of payment) relating to this Agreement, Eligible Project Costs, the Funds, or 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.
- 6.3 **Records Review.** NOHFC may, upon 24 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: (a) its books and financial records, including the records referred to in Section 6.2; (b) its affairs, finances, and accounts; (c) the progress of the Project; (d) the Recipient's allocation and expenditure of the Funds; or (e) any representation or warranty made to NOHFC.
- 6.4 **Cooperation.** The Recipient shall, on request by NOHFC: (a) provide NOHFC access to all of its records and documents associated with this Agreement or the Project, wherever located; (b) permit NOHFC to inspect, and assist NOHFC to copy and remove, such records and documents; (c) provide any information to NOHFC that NOHFC may identify, in any form requested; and (d) carry out any activities that NOHFC requests in connection with this Article 6.0.
- 6.5 **No Control of Records.** For clarity, no provision of this Agreement shall be construed as giving NOHFC any control whatsoever over the Recipient's records.
- 6.6 **Auditor General.** NOHFC's rights under this Article are in addition to any rights provided to the Auditor General pursuant to the *Auditor General Act* (Ontario).
- 6.7 **Audit Report.** If NOHFC or the Auditor General believes that there are inaccuracies in, or inconsistencies between, any information submitted to NOHFC and the Recipient's financial records and books of account, NOHFC or the Auditor General may request, and the Recipient shall provide at its own expense, an audit report from a public accountant licensed under the laws of Ontario. The audit report shall be satisfactory to NOHFC and/or the Auditor General, as applicable, in form and content and address:
 - (a) Funds received to date;
 - (b) Eligible Project Costs incurred by the Recipient to date;
 - (c) whether Eligible Project Costs that have been claimed were incurred in accordance with the Project and this Agreement; and
 - (d) any other financial information pertaining to this Agreement as may be reasonably

specified in the request.

7.0 INDEMNITY

- 7.1 **Indemnification.** The Recipient shall indemnify and hold harmless Northern Ontario Heritage Fund Corporation and each of its directors, officers, agents, advisors, and representatives from and against any and all liability, losses, costs, damages, and expenses (including legal, expert, and consultant fees), causes of action, actions, claims, demands, lawsuits, or other proceedings, by whomever made, sustained, incurred, brought, or prosecuted, in any way arising out of or in connection with the Project or otherwise in connection with this Agreement.

8.0 INSURANCE

- 8.1 **Recipient's Insurance.** The Recipient represents, warrants and covenants that it has, and shall maintain until the final disbursement of Funds is made under this Agreement, at its own cost and expense (with insurers having a secure A.M. Best rating of B+ or greater, or the equivalent), and comply with the requirements of, 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 for third party bodily injury, personal injury, and property damage, to an inclusive limit of not less than \$2,000,000 per occurrence, which commercial general liability policy shall include the following:

- (a) coverage on an occurrence basis;
- (b) Northern Ontario Heritage Fund Corporation and each of its directors, officers, agents, advisors, and representatives as additional insureds with respect to liability arising in the course of performance of the Recipient's obligations under, or otherwise in connection with, this Agreement;
- (c) a cross-liability clause;
- (d) contractual liability coverage; and
- (e) at least 30-days' written notice of cancellation or material change.

- 8.2 **Proof of Insurance.** The Recipient shall, in accordance with Section 4.3(c) and as NOHFC may otherwise request, provide NOHFC with certificates of insurance, or other proof as NOHFC may require, that confirms the insurance coverage required by Section 8.1. Further, upon the request of NOHFC, the Recipient shall make available to NOHFC a copy of each insurance policy that relates to the Project or otherwise to this Agreement, or both.

- 8.3 **Third Party Insurance.** The Recipient shall ensure that any subcontractors retained to perform any part or parts of the Project shall have insurance in place that is: (a) appropriate to the Project risks; and (b) consistent with commercial practice in the subcontractor's industry.

9.0 TERMINATION ON NOTICE

- 9.1 **Termination on Notice.** NOHFC may terminate this Agreement at any time, for any reason and without liability, penalty, or costs, upon giving at least 30 days' notice to the Recipient.

9.2 **Consequences of Termination.** If NOHFC terminates this Agreement pursuant to Section 9.1, NOHFC may take one or more of the following actions:

- (a) cancel further disbursements of Funds;
- (b) demand and require the repayment of any Funds remaining in the possession or under the control of the Recipient; and
- (c) determine the Recipient's reasonable costs to wind down the Project, and do either or both of the following:
 - (i) permit the Recipient to offset such costs against the amount owing pursuant to Section 9.2(b); and/or
 - (ii) provide Funds to the Recipient to cover some or all of such costs.

10.0 EVENT OF DEFAULT AND CORRECTIVE ACTION

10.1 **Events of Default.** Each of the following events shall constitute an “Event of Default”:

- (a) in the opinion of NOHFC, the Recipient has provided false or misleading information to NOHFC;
- (b) any representation or warranty provided to NOHFC (herein or otherwise) by or on behalf of the Recipient is incorrect in any material respect on the date on which such representation or warranty was made;
- (c) in the opinion of NOHFC, the Recipient breaches any covenant, or any other term or condition of this Agreement, including failing to do any of the following in accordance with the terms and conditions of this Agreement, without the prior written consent of NOHFC:
 - (i) carry out and complete the Project by the Project Completion Date;
 - (ii) complete the milestones set out in the Project Plan in accordance with the timing set out in the Project Plan;
 - (iii) use or spend Funds; and/or
 - (iv) provide Reports;
- (d) the nature or location of the Recipient's operations, the Recipient's financial condition, or the Recipient's organizational structure changes such that the Recipient no longer meets one or more of the applicable eligibility requirements of the program under which it was approved for NOHFC funding;
- (e) the Recipient makes an assignment, proposal, compromise, or arrangement for the benefit of creditors, files for the appointment of a receiver, or applies to take the benefit of any statute for the relief of debtors;
- (f) if any bankruptcy, reorganization, arrangement, or other insolvency proceeding under

any statute for the relief of debtors is instituted in respect of the Recipient and is consented to by the Recipient, or, if contested by the Recipient, is not dismissed within 30 days;

- (g) the Recipient fails to comply with any term, condition, or obligation under any other agreement with NOHFC, His Majesty the King in right of Ontario or any other Public Entity, or the Recipient experiences an event of default under any such agreement, and such failure or event of default continues after the applicable notice and cure period, if any, and is continuing;
- (h) the Recipient ceases to operate in Northern Ontario; or
- (i) a Conflict of Interest exists that cannot be resolved to NOHFC's satisfaction.

10.2 Corrective Action. If an Event of Default has occurred and is continuing, NOHFC may, at any time, take one or more of the following actions:

- (a) initiate any action NOHFC considers necessary in order to facilitate the successful continuation or completion of the Project;
- (b) suspend the payment of Funds for such period as NOHFC determines appropriate;
- (c) reduce the Maximum Funds or the Project Percentage;
- (d) cancel all further disbursements of Funds;
- (e) demand the repayment of any Funds remaining in the possession or under the control of the Recipient;
- (f) demand the repayment of an amount equal to any Funds the Recipient used for purposes not agreed to by NOHFC;
- (g) demand the repayment of an amount equal to any Funds NOHFC provided to the Recipient;
- (h) demand payment to NOHFC of an amount equal to any costs NOHFC incurs to enforce its rights under this Agreement, including any costs associated with any audit, inspection, or collection hereunder, and any other legal or professional costs;
- (i) terminate this Agreement without liability, penalty, or costs to NOHFC, which termination may take effect at any time specified by notice, including immediately; and/or
- (j) exercise any other rights or remedies available to NOHFC under this Agreement or applicable laws,

provided that, upon the occurrence of an Event of Default under Section 10.1(e) or 10.1(f), NOHFC's obligation to make any further payment of Funds shall immediately terminate, all Funds provided by NOHFC shall be deemed to have been demanded for repayment pursuant to Section 10.2(g), and such Funds shall immediately become due and payable, automatically and without any notice, demand, or act by NOHFC, all of which are expressly waived by the Recipient.

- 10.3 **Opportunity to Remedy.** Without prejudicing its rights under Section 10.2, NOHFC may provide the Recipient an opportunity to remedy the Event of Default by providing notice to the Recipient of:
- (a) the particulars of the Event of Default;
 - (b) the period of time that NOHFC is providing for the Recipient to remedy the Event of Default; and
 - (c) any conditions that NOHFC imposes in order to be satisfied that the Recipient has remedied the Event of Default.
- 10.4 **Recipient Not Remediating.** If NOHFC has provided the Recipient with an opportunity to remedy the Event of Default pursuant to Section 10.3 and:
- (a) the Recipient does not remedy the Event of Default to NOHFC's satisfaction within the time period specified in the notice;
 - (b) NOHFC determines that the Recipient cannot satisfactorily remedy the Event of Default within the time period specified in the notice or such further period of time as NOHFC considers reasonable; or
 - (c) the Recipient is not proceeding to remedy the Event of Default in a way that is satisfactory to NOHFC;

then NOHFC may immediately initiate any one or more of the actions provided for in Section 10.2.

11.0 REPAYMENT AND SET OFF

- 11.1 **Debt Due.** If the Recipient owes any monies to NOHFC, whether or not their return or repayment has been demanded by NOHFC, such monies shall be deemed to be a debt due and owing to NOHFC by the Recipient, and the Recipient shall pay such amount to NOHFC immediately (unless NOHFC directs otherwise) by cheque payable to "Northern Ontario Heritage Fund Corporation", mailed to NOHFC at the address provided in Section 13.1.
- 11.2 **Interest Rate.** NOHFC may charge the Recipient interest on any monies owing to NOHFC by the Recipient at the then current interest rate charged by the Province of Ontario on accounts receivable.
- 11.3 **Set Off.** Without limiting the application of any applicable laws, if the Recipient is indebted to NOHFC, His Majesty the King in right of Ontario, or any Public Entity (under this or any other agreement between them), NOHFC shall have the right to set off the amount of such indebtedness against the amount of Funds owing to the Recipient under this Agreement and to reduce the total amount of Funds payable to the Recipient by such amount.

12.0 PAYMENT BY NOHFC OF AMOUNTS OWING BY RECIPIENT

- 12.1 **Amounts Owing by Recipient and Subcontractors.** The Recipient covenants and agrees to pay when due, and to ensure that any of its subcontractors pays when due, all amounts required

to be paid by it/its subcontractors to complete the Project in accordance with this Agreement.

- 12.2 **NOHFC's Right to Pay Amounts Due and Unpaid by Recipient or Subcontractors.** In the event the Recipient or any of its subcontractors fails to pay when due all amounts required to be paid by it or its subcontractors to complete the Project in accordance with this Agreement, NOHFC shall have the right, but for greater certainty, no obligation (and in addition to and not in substitution for any other right it may have pursuant to this Agreement or otherwise at law or in equity), to pay any such amount due and unpaid by the Recipient or its subcontractors and to deduct such amount from any amount due and owing to the Recipient pursuant to this Agreement, together with all costs incurred by NOHFC in connection therewith, or to demand the repayment of such amount from the Recipient together with all costs incurred by NOHFC in connection therewith.

13.0 **NOTICE**

- 13.1 **Notice in Writing and Addressed.** Any notice given under this Agreement shall be in writing and shall be delivered by personal delivery or courier, mailed by registered mail, or sent by fax or e-mail, and shall be addressed to NOHFC and the Recipient, respectively, as follows, or as either Party later designates to the other by notice:

To NOHFC:

Northern Ontario Heritage Fund Corporation
70 Foster Drive, Suite 200
Sault Ste. Marie, Ontario P6A 6V8

Attention: Executive Director

Fax: 705-945-6701

E-mail:

NOHFC.FinancialServicesUnit@ontario.ca

To the Recipient:

The Corporation of the Village of
Sundridge
110 Main Street
Sundridge, Ontario P0A 1Z0

Attention: Robyn Ferrante, Deputy
Clerk

Fax: N/A

E-mail: rferrante@sundridge.ca

- 13.2 **Notice.** Any notice given by personal delivery, registered mail, or courier shall be deemed to have been given and received on the day of actual delivery thereof; provided that if any such day is not a Business Day, on the first Business Day thereafter. Any notice given by electronic means on a Business Day before 4:00 p.m. shall be deemed to have been given and received on such Business Day, and otherwise shall be deemed to have been given and received on the first Business Day following transmission.
- 13.3 **Postal Disruption.** Despite Section 13.2, following the occurrence and during the continuation of a postal disruption:
- (a) notice by registered mail shall not be deemed to be given or received; and
 - (b) the Party giving notice shall give notice by e-mail, personal delivery, courier, or fax.

14.0 **ENTIRE AGREEMENT AND MODIFICATION OF AGREEMENT**

- 14.1 **Entire Agreement.** This Agreement constitutes the entire agreement between the Parties with

respect to the subject matter contained in this Agreement and supersedes all prior oral or written representations, understandings, and agreements regarding such subject matter.

- 14.2 **Modification of Agreement.** This Agreement may only be amended by a written agreement duly executed by the Parties.
- 14.3 **Consent.** Wherever the consent of NOHFC is referenced in this Agreement, the decision to provide (or not provide) such consent shall be at NOHFC's sole discretion, and NOHFC's consent may be given subject to the satisfaction of any terms and conditions specified by NOHFC (including the recovery of Funds provided to the Recipient).
- 14.4 **Waivers in Writing.** The failure or delay by NOHFC in exercising any right or remedy with respect to any breach of this Agreement by the Recipient shall not operate as a waiver or release thereof, or of any other right or remedy. Any waiver must be in writing and signed by NOHFC to be effective, and shall be limited only to the specific breach waived.

15.0 **ASSIGNMENT**

- 15.1 **No Assignment.** The rights and obligations of the Recipient under this Agreement are not assignable to any other person without the prior written consent of NOHFC, which NOHFC may provide or withhold. The rights and obligations of NOHFC under this Agreement may be assigned by NOHFC without the prior consent of the Recipient, and NOHFC shall, to the extent of the interest assigned, be released from its obligations under this Agreement but in any event shall continue to be entitled to the benefits of Article 7.0.
- 15.2 **Enurement.** This Agreement shall enure to the benefit of and be binding upon the Parties and their respective heirs, executors, administrators, successors, and permitted assigns.

16.0 **ACKNOWLEDGEMENTS**

- 16.1 **Acknowledgements.** The Recipient acknowledges that:
- (a) NOHFC is bound by the *Freedom of Information and Protection of Privacy Act* (Ontario), as amended from time to time, and that any information provided to NOHFC in connection with the Project or otherwise in connection with this Agreement may be subject to disclosure in accordance with that Act;
 - (b) by receiving the 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);
 - (c) 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);
 - (d) the Funds are:
 - (i) to assist the Recipient to carry out the Project and not to provide goods or services to NOHFC or the Government of Ontario; and

- (ii) funding for the purposes of the *Public Sector Salary Disclosure Act, 1996* (Ontario); and
- (e) NOHFC is not responsible for carrying out the Project, and, without limiting the foregoing, the Recipient shall remain responsible for any cost overruns related to the Project.

17.0 SURVIVAL

- 17.1 **Survival.** The provisions in Article 1.0, Section 2.4, Section 2.5, Section 2.6, Section 2.7, Sections 4.2(b) and 4.2(c), Article 6.0, Article 7.0, Sections 10.1, 10.2(e), (f), (g), (h), and (j), Article 11.0, Article 12.0, Article 13.0, Article 14.0, Article 15.0, Article 16.0, Article 17.0, Sections 18.1, 18.2, 18.3, 18.4, 18.5, 18.6, 18.7, and all applicable definitions used, and provisions and schedules cross-referenced therein, shall survive any expiry, termination, or cancellation of the Agreement, and continue in full force and effect for a period of 7 years thereafter.

18.0 MISCELLANEOUS

- 18.1 **Governing Law.** This Agreement and the rights, obligations, and relations of the Parties shall 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 this Agreement shall be conducted in Ontario.
- 18.2 **Agreement into Effect.** The Recipient will provide such further assurances as NOHFC may request from time to time with respect to any matter to which the Agreement pertains, and will otherwise do or cause to be done all acts or things, including executing and delivering further documents, necessary to implement and carry into effect the terms and conditions of the Agreement to their full extent.
- 18.3 **Severability.** The invalidity or unenforceability of any provision of this Agreement shall not affect the validity or enforceability of any other provision of this Agreement. Any invalid or unenforceable provision shall be deemed to be severed.
- 18.4 **Parties Independent.** The Recipient acknowledges that it is not an agent, joint venturer, partner, or employee of NOHFC or any of its directors, officers, agents, advisors, or representatives, and the Recipient shall not take any actions that could establish or imply such a relationship.
- 18.5 **Agent.** The Recipient acknowledges that NOHFC may from time to time appoint agents, representatives, and independent auditors to carry out any of its rights or obligations under this Agreement.
- 18.6 **Joint and Several Liability.** Where the Recipient comprises more than one entity, all such entities will be jointly and severally liable to NOHFC for the obligations of the Recipient under the Agreement.
- 18.7 **Rights and Remedies Cumulative.** The rights and remedies of NOHFC 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.

- 18.8 **Counterparts.** This Agreement may be executed in any number of counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.
- 18.9 **Execution by Electronic Means.** This Agreement may be executed by electronic signature and delivered by fax or e-mail transmission, which shall be considered as an original signature for all purposes, and shall have the same force and effect as an original signature. The words “execution,” “signed,” “signature,” and similar words in this Agreement shall be deemed to include electronic signatures or the keeping of records in electronic form, each of which shall be of the same legal effect, validity, and enforceability as a manually executed signature.

[Signature page follows]

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

**NORTHERN ONTARIO HERITAGE FUND
CORPORATION**

Date

Name: John Guerard
Title: Executive Director

THE CORPORATION OF THE VILLAGE OF SUNDRIDGE

Date

Name:
Title:

Name:
Title:

I/We have authority to bind the Recipient.

THE CORPORATION OF THE VILLAGE OF SUNDRIDGE

BY-LAW NUMBER 2025-047

Being a By-law to provide for fees charged by the Village of Sundridge

WHEREAS Section 391 of the Municipal Act, 2001, as amended authorizes a municipality to impose fees and charges for services or activities provided, done by or on behalf of it;

AND WHEREAS Section 69 (1) of The Planning Act, R.S.O. 1990, as amended, authorizes the establishment of a tariff of fees for the purpose of applications made in respect of planning matters;

AND WHEREAS the Council of the Corporation of the Village of Sundridge wishes to set fees and charges for services, activities and for the use of municipal property.

NOW THEREFORE THE COUNCIL OF THE VILLAGE OF SUNDRIDGE HEREBY ENACTS AS FOLLOWS.

1. Short Title

This by-law may be referred to as the "Fees and Charges By-law".

2. Enactment

That the fees and charges be set and adopted by Council and attached to this by-law as Schedules A to I, shall be charged for licenses, permits, applications and services listed therein.

That this By-law shall come into force and take effect on the final passing hereof

3. Severability

If a court of competent jurisdiction should declare any section or part of any section of this by-law to be invalid, such section or part of a section shall not be construed as having persuaded or influenced council to pass the remainder of the by-law and it is hereby declared the remainder of the by-law shall be valid and remain in force.

4. Repeal

That By-law 2021-002, as amended, and all other Fees and Charges By- Laws be repealed.

PASSED THIS 12th DAY of NOVEMBER 2025

Shawn Jackson, Mayor

Nancy Millar, Clerk Administrator

THE CORPORATION OF THE VILLAGE OF SUNDRIDGE

BY-LAW NUMBER 2025-047

Being a By-law to provide for fees charged by the Village of Sundridge

SCHEDULE A – General Administration

Description	Fee
Commissioning of Documents	\$15.00 (*per document)
Entrance Permit – Initial Inspection	\$50.00
Entrance Permit – Additional Inspections	Actual cost to Village
Facsimile	\$3.00 (per page)
Photocopies	\$1.50 (per page)
Reprint of Tax Bill, Receipt or any other document already provided to property owner	\$10.00 (per document)
NSF Returns	\$75.00
Tax Certificate	\$50.00
Burial Permit	\$15.00
Lottery License	As per AGCO Guidelines
Hawker/Peddler Licence - Resident	\$250.00
Hawker/Peddler Licence – Non-Resident	\$500.00
Municipal Freedom of Information & Protection of Privacy Requests – Request for Access	Prescribed rates authorized under the Freedom of Information and Protection to Privacy Act
Municipal Freedom of Information & Protection of Privacy Requests – Record Search and Document Preparation	Prescribed rates authorized under the Freedom of Information and Protection to Privacy Act
Credit Card Processing Fee	1.55% per transaction amount (charge to cardholder)
Village Merchandise	As per Council resolution

***Commissioning of Documents**

- Only the following documents will be commissioned: Province of Ontario Government Printed Forms (affidavits, Oaths and Statutory Declarations), Ontario Vehicle Transfer Forms, Planning Applications.

THE CORPORATION OF THE VILLAGE OF SUNDRIDGE

BY-LAW NUMBER 2025-047

Being a By-law to provide for fees charged by the Village of Sundridge

SCHEDULE B – Community Development

Description	Fee
Building/Zoning Compliance Letter	\$50.00
Building Permit	As per current Building By-law
Demolition Permit	As per current Building By-law
Planning Pre-Consultation with Administration Staff	\$250.00
Planning Pre-Consultation with Planner (per proposal)	\$300.00
Planning Pre-Consultation - Subsequent Follow Up Meetings	\$300.00
Deeming By-Law – Administration Fee	\$150.00
Deeming By-Law - Deposit	\$900.00
Consent Application – Administration Fee	\$500.00
Consent Application - Deposit	\$1500.00
Consent Application – Severance – Cash In-Lieu	\$500.00
Minor Variance Application - Administration Fee	\$500.00
Minor Variance Application - Deposit	\$1500.00
Subdivision Application – Administration Fee	\$2500.00
Subdivision Application – Deposit	\$5000.00
Shore Road/Road Allowance (Closure and Conveyance) – Administration Fee	\$500.00
Shore Road/Road Allowance (Closure and Conveyance) – Deposit	\$1500.00
Shore Road/Road Allowance (Closure and Conveyance) – Land Cost	\$1.00 per sq/ft
Zoning By-law Amendment Application - Administration Fee	\$750.00
Zoning By-law Amendment Application - Deposit	\$1500.00
Village of Sundridge Zoning By-law – Copy of	\$35.00

THE CORPORATION OF THE VILLAGE OF SUNDRIDGE

BY-LAW NUMBER 2025-047

Being a By-law to provide for fees charged by the Village of Sundridge

SCHEDULE C – Fire Department

Inspection Services	
Fire/Burn Permit	\$ 20.00 *As of January 1, 2026 no fee
Summary of Fire Report for Insurance Adjusters	\$ 100.00 (plus HST)
Fire Search for Lawyers (Work Order Inquiry)	\$ 100.00 (plus HST)
Inspection Resulting from Fire Search	\$ 100.00 (plus HST)
House Inspection for Real Estate Sale or Mortgage	\$ 100.00 (plus HST)
Inspection of Commercial, Industrial, Apartment Building or Investment Property for Mortgage	\$ 500.00 plus 5.00 per unit (plus HST)
Inspection for Liquor License Permit	\$ 100.00 (plus HST)
Annual Inspection of Facilities for Special Care and Day Care	\$ 35.00 (plus HST)
Vehicle Fires, Accidents, Extrications, and/or Traffic Control	
King's Highway	MTO Current Rate
Clean-up Spill and/or Leaks	
Clean-up of spills or Leaks	MTO Current Rate
Public Hazard Assistance Services	
Electrical Utility Emergencies	MTO Current Rate
Natural Gas Utility Emergencies	MTO Current Rate
Violations of Open Air Burning By-law	
Response to Violation	MTO Current Rate
Fire Response Fees	
Indemnification Technology	MTO Current Rate plus any additional Costs
False Alarms: The following procedures and fees shall apply only when it has been determined at the discretion of the responding officer of the Sundridge Strong Fire Department that the false alarms were preventable. The procedures and fees are based on a calendar year.	
First False Alarm	No Action
Second False Alarm	Letter to be sent indicating possible financial implications of reoccurrences
Three or More False Alarms	Current MTO rates, plus any additional costs incurred by the Municipality

Fire Department Fees as per By-law 2019-058 - Establishing and Regulate a Fire Department

THE CORPORATION OF THE VILLAGE OF SUNDRIDGE

BY-LAW NUMBER 2025-047

Being a By-law to provide for fees charged by the Village of Sundridge

SCHEDULE D – Dog License Fees

Description	Fee
Dog License – First Dog	\$15.00
Dog License – First Dog – After March 31 of each year	\$30.00
Dog License – Second Dog	\$20.00
Dog License – Second Dog – After March 31 of each year	\$40.00
Dog License – Replacement Tag	\$20.00
Guide or Service Dog	No Charge

THE CORPORATION OF THE VILLAGE OF SUNDRIDGE

BY-LAW NUMBER 2025-047

Being a By-law to provide for fees charged by the Village of Sundridge

SCHEDULE E – Waste Management

Description	Fee
Blue Box	\$15.93 (plus HST)
Green Box	\$15.93 (plus HST)

THE CORPORATION OF THE VILLAGE OF SUNDRIDGE

BY-LAW NUMBER 2025-047

Being a By-law to provide for fees charged by the Village of Sundridge

SCHEDULE F – Sewer Charges

Description	Fee
Permit to Connect (existing infrastructure)	\$200.00
Connection Fee to Municipal Sewer Line	Evaluated on an individual basis
Capital Cost	As per By-law 2014-041
User Fees	As per current User Fee By-law

THE CORPORATION OF THE VILLAGE OF SUNDRIDGE

BY-LAW NUMBER 2025-047

Being a By-law to provide for fees charged by the Village of Sundridge

SCHEDULE G – Sale of Land for Tax Arrears

Description	Fee
Commencing Tax Sale Registration	\$600.00 + actual cost to Village*
Processing of Final Notice	\$200.00 + actual cost to Village*
Processing of Cancellation Certificate	\$100.00 + actual cost to Village*
Extension Agreement (additional provisions for payment of tax arrears)	\$300.00 + actual cost to Village*
Tender Information Package	\$25.00
Advertising Sale (after 1 year redemption period)	\$300.00 + actual cost to Village*
Tender Opening	\$300.00 + actual cost to Village*
Finalization Fee	\$300.00 + actual cost to Village*
*Actual costs to Village include, but not limited to, professional fees of a lawyer, planner, surveyor or other consultant. Disbursements of such costs will be charged at the actual cost to the Village in addition to the municipal administration fee.	

THE CORPORATION OF THE VILLAGE OF SUNDRIDGE

BY-LAW NUMBER 2025-047

Being a By-law to provide for fees charged by the Village of Sundridge

SCHEDULE H – Administrative Monetary Penalty System (AMPS)

Description	Fee
AMPS Penalty Notice	\$300.00
AMPS Late Payment Fee	\$50.00
AMPS NSF Fee	\$75.00
AMPS Screening Non-Appearance Fee	\$100.00
AMPS Hearing Non-Appearance Fee	\$200.00

THE CORPORATION OF THE VILLAGE OF SUNDRIDGE

BY-LAW NUMBER 2025-047

Being a By-law to provide for fees charged by the Village of Sundridge

SCHEDULE I – Roads Fouling

Description	Fee
Contravention of Roads Fouling By-Law	Full recovery of actual costs to the Village in addition to penalties set out in Schedule "A" of current Roads Fouling By-Law
*Actual costs to Village include, but are not limited to: contractor fees, staff time, professional fees of a lawyer, planner, surveyor or other consultant.	

THE CORPORATION OF THE VILLAGE OF SUNDRIDGE

BY-LAW NO. 2025-048

Being a By-Law to confirm the proceedings of the Council of the Corporation of The Village of Sundridge at its Regular Meeting November 12, 2025.

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

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

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

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

1. That the actions of the Council of the Corporation of The Village of Sundridge in respect of all recommendations in reports and minutes of committee, all motions and resolutions and all actions passed and taken to the Council of the Corporation of The Village of Sundridge, documents and transactions entered into during the November 12, 2025 meeting of council, are hereby adopted and confirmed, as if the same were expressly embodied in this by-law.
2. That the Mayor and proper officials of the Corporation of The Village of Sundridge are hereby authorized and directed to do all the things necessary to give effect to the action of the Council of the Corporation of The Village of Sundridge during the said meeting referred to in paragraph 1 of this by-law.
3. That the Mayor and the Clerk Administrator are hereby authorized and directed to execute all documents necessary to carry out the action taken by this council as described in Section 1 of this by-law and to affix the Corporate Seal of the Corporation of the Village of Sundridge to those documents requiring the Corporate Seal referred to in said paragraph 1.

PASSED THIS 12TH DAY OF NOVEMBER, 2025.

Shawn Jackson, Mayor

Nancy Millar, Clerk Administrator