

Regular Meeting of the Village of Sundridge Council

Wednesday, September, 24, 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/83338676454?pwd=MUSoZraOXzFrNyKw1pMZRvOoYEI6iZ.1>

Meeting ID: 833 3867 6454

Passcode: 532084

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 September 24, 2025 regular meeting be approved as circulated.

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

3) **DECLARATION OF PECUNIARY INTEREST**

4) **PLANNING MATTERS**

5) **DELEGATIONS**

5 (A.1) Tim Bryson – Waterfront and Backdoor Access at 105 Main Street

Moved By: Choose an item.

Seconded By:

THAT the delegation by Tim Bryson, be received with thanks.

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

6) **PRESENTATIONS**

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 – September 24, 2025

7 (E.2) Joint Building Committee Permit Summar – August 2025

7 (E.3) Township of Armour Resolution No. 266 – Blue Box Transition

7 (E.4) Township of Armour Resolution No. 271 – MAOHT Recruiter Funding

7 (E.5) 2025 Sunflower Festival Committee Debrief – August 18, 2025

7 (E.6) *Moved into Committee of the Whole by Councillor Preston*

7 (E.7) Summary of Invasive Species Activities - Phragmites Working Group

7 (E.8) Phragmites Committee Correspondence

8) **APPROVAL OF CONSENT ITEMS**

Moved By: Choose an item.

Seconded By:

THAT Items listed as Consent Items for September 24, 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			
Williamson, Fraser			
Jackson, Shawn			

9) NEW BUSINESS/ACTION ITEMS

9.1. Oath of Office – Newly Appointed Member

Vicki Whitmell to read and declare the following Oath of Office:

*I Vicki Whitmell have been elected or appointed to the office of **Council** in the Municipality of **Sundridge** do solemnly promise and declare that:*

- 1. I will truly, faithfully and impartially exercise this office to the best of my knowledge and ability.*
- 2. I have not received and will not receive any payment or reward, or promise thereof, for the exercise of this office biased, corrupt or in any other improper manner.*
- 3. I will disclose any pecuniary interest, direct or indirect, in accordance with the Municipal Conflict of Interest Act.*
- 4. I will be faithful and bear true allegiance to His Majesty King Charles,*
And I make this solemn promise and declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath.

12.1. By-Law No. 2025-039 To Appoint a Council Representative

Moved By: Choose an item.

Seconded By:

THAT By-Law No. 2025-039, being a by-law to appoint a Council Representative, be approved.

Recorded Vote	For	Against	Abstain
Preston, Luke			
Smith, Sharon			
Williamson, Fraser			

Jackson, Shawn

9.2. Community Safety Zone [Motion Introduced by Luke Preston]

Community Safety on Main Street in the Downtown Core
[original motion as it appeared on the June 25, 2025 agenda]

Resolution #2025-159

Moved By: Luke Preston

Seconded By: Shawn Jackson

WHEREAS pedestrian and road user safety within the Village's downtown core is a top priority; and

WHEREAS a recent incident involving a pedestrian being struck while crossing the road has raised concerns regarding visibility, vehicle speed, and pedestrian infrastructure; and

WHEREAS the presence of parked vehicles, insufficient crossing indicators, and inconsistent speed limits may contribute to unsafe conditions for pedestrians, including seniors, children, and users of mobility devices;

THEREFORE BE IT RESOLVED THAT Council direct staff to review and report back on potential improvements to community safety within the downtown corridor, including but not limited to the following considerations:

1. **Speed Limit Adjustments** – Evaluate the feasibility of:
 - Extending the 30 km/h speed zone to cover the full length of the downtown core; or
 - Reducing the speed limit further to 25 km/h within pedestrian-heavy zones;
 - Designating the area as a “Community Safety Zone” under the Highway Traffic Act.
2. **Pedestrian Safety Enhancements** – Explore:
 - Installation of high-visibility painted crosswalks at key intersections and near high-traffic pedestrian areas (e.g., churches, restaurants and pharmacy);
 - Erecting pedestrian crossing signs and yield signage;
 - Implementation of additional traffic calming measures such as curb extensions or flashing pedestrian beacons, where warranted.
3. **Parking Visibility** – Assess whether modifications to on-street parking—such as set-back distances from intersections and crossings—can improve sightlines for both pedestrians and drivers.

4. **Alternative Motorized Mobility Devices** – Investigate:

- The use and regulation of enclosed motorized scooters or cabin-style mobility vehicles operating on roadways;
- Alignment with existing provincial regulations regarding personal mobility devices;
- Bylaw options based on best practices from other municipalities to ensure safe and appropriate use of such vehicles within the Village.

AND FURTHER THAT the Village Superintendent be asked to attend a future regular meeting of Council to discuss the various options available for consideration.

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

○

September 24, 2025 Resolution

Moved By: Choose an item.

Seconded By:

THAT the Council for the Corporation of The Village of Sundridge has discussed Community Safety on Main Street in the downtown core;

AND THAT _____

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

9.3. Deputy Mayor Appointment

Moved By: Choose an item.

Seconded By:

THAT the Council for The Village of Sundridge discuss the Deputy Mayor appointment,

AND THAT

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

- 9.4. Committee Appointments
[For the remainder of 2022 to 2026 term of Council]

Moved By: Choose an item.

Seconded By:

THAT the following members are appointed to the respective committees below:

Almaguin Highlands Health Council (AHHC) – Fraser Williamson

SSJ Arena Committee – Sharon Smith & Luke Preston

Almaguin Community Economic Development Committee – (vacant)

- Almaguin Housing Task Force – (vacant)
- Almaguin Transportation Committee – (vacant)

Sundridge Strong Fire Department – Shawn Jackson & (vacant)

High Rock Lookout Park – Shawn Jackson

Joint Building Committee (JBC) – Luke Preston

Sundridge Strong Union Public Library Board – Fraser Williamson

Sundridge & District Medical Centre – Shawn Jackson & (vacant)

Central Almaguin Planning Board – Fraser Williamson

SSJ Recreation Committee – Sharon Smith & _____

Almaguin Recycling Initiative (ARI) – Fraser Williamson

Provincial Offences Act (POA) – Sharon Smith

SSJ Restructuring Committee – Luke Preston & (vacant)

Shared Emergency Management Program – Sharon Smith

Ad Hoc Committee: LBPOA – Fraser Williamson

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

9.5. Santa Claus Parade 2025

Moved By: Choose an item.

Seconded By:

THAT the Council for the Corporation of The Village of Sundridge receive the correspondence from Erika Spencer regarding the Santa Claus Parade 2025;

AND THAT Council approves the parade plan as specified in the correspondence;

AND THAT the Village will provide barricades as requested, with any additional barricades required being the responsibility of the Santa Claus Parade organizers;

AND THAT Council will pay the insurance fees on behalf of the group, to be reimbursed in full.

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

9.6. Every Child Matters Flag Raising – Motion Introduced by Councillor Williamson at the September 10, 2025 Regular Meeting

Moved By: Choose an item.

Seconded By: Choose an item.

WHEREAS In September 2021 The Village of Sundridge formally recognized the National Day of Reconciliation on September 30 to honour the children who were involved in the tragic legacy of residential schools, those who never returned home and those who survived

AND THAT the Village of Sundridge later passed a resolution to begin every council meeting with a land acknowledgement

BE IT RESOLVED THAT the Village of Sundridge raise the Every Child Matters flag on the Special Interest Flag Pole from September 29 to October 10, 2025

AND THAT there will be an unveiling ceremony the morning of Monday September 29, 2025.

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

7(E.6) Municipality of Bluewater – Closure of Before and After School Programs

Moved By: Choose an item.
Seconded By:

THAT the Council for the Corporation of The Village of Sundridge receive the correspondence from the Municipality of Bluewater regarding the closure of before and after school programs;

AND THAT

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.2) be received and discussed.

- 10 (A.1) SSJ Restructuring Committee – August 25, 2025
- 10 (A.2) SSJ Recreation Committee – September 4, 2025
- 10 (A.3) Almaguin Highlands Health Council – July 3, 2025
- 10 (A.4) Sundridge District Medical Centre – August 19, 2025
- 10 (A.5) Sundridge District Medical Centre – Closed – Aug.19/25
- 10 (A.6) Sundridge District Medical Centre – Special August 25, 2025
- 10 (B.1) Council Regular Meeting – September 10, 2025
- 10 (B.2) Council Closed Meeting – March 26, 2025
- 10 (B.3) Council Closed Meeting – September 10, 2025

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

11) STAFF REPORTS

11.1. Staff Report S2025-017 – Lion’s Park Playground RFP Award

Moved By: Choose an item.

Seconded By:

THAT Council receive Staff Report S2025-017 – Lion’s Park Playground RFP Award

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

AND THAT the add-on items specified be included in the project, so long as their cost does not exceed the currently allotted project funds.

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

12) BY-LAWS

12.2. DRAFT By-Law – By-Law Enforcement Contract for Services

Moved By: Choose an item.

Seconded By:

THAT the Draft By-Law for By-Law Enforcement Contract Services, be received, and that Staff are directed to prepare a final version of the by-law and bring it back to the next regular meeting of Council, with a three-year term.

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. 2025-040, being a by-law to confirm the proceedings of Council of the Corporation of the Village of Sundridge at its regular meeting of **September, 24, 2025**, be adopted.

Recorded Vote	For	Against	Abstain
Preston, Luke			
Smith, Sharon			

Whitmell, Vicki
Williamson, Fraser
Jackson, Shawn

16) CONSIDERATION OF A CLOSED SESSION

Moved By: Choose an item.

Seconded By:

THAT Council move into a Closed Session meeting as provided for by Section 239 (2)(a) of the Municipal Act, 2001, as amended, to deal with a proposed or pending acquisition or disposition of land by the municipality or local board.

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

17) ADJOURNMENT

Moved By: Choose an item.

Seconded By:

THAT we do now adjourn at p.m. until the Regular Council Meeting on October, 8, 2025, or at the call of the Mayor.

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

REQUEST FORM FOR DELEGATION BEFORE COUNCIL

Person(s) to Appear: Tim Bryson
 Preferred Date: Sept 24/25 Alternate Date: Sept 10/25

Name Tim Bryson Title/Organization 1833714 Ont Ltd Telephone Number 705-493-1981

General Outline of Subject Matter: (15 minutes allotted for Delegation)

waterfront and backdoor access
to 105 Mark Street Sundridge
- the old Hardy Law Building.

Have you appeared before Council on this issue(s) before? ☐ Yes ☒ No

Have you consulted with staff on this issue(s) previously? ☒ Yes ☐ No

Do you have any special requirements when presenting? ☐ Yes ☒ No

LETTER/PRESENTATION TO BE SUBMITTED WITH REQUEST

Person requesting appearance (if different from those appearing):

Name Tim Bryson Title/Organization Tim Bryson Forestry Telephone Number 705-493-1981

Mailing address for reply correspondence:

~~511 East~~ tim.bryson@timbrysonforestry
.com

Sept 10/25
 Date Submitted

JB
 Signature of Person Requesting Appearance

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

Updated September 19 , 2025

COUNCIL DATE	ITEM	RESOLUTION NUMBER	ASSIGNED TO	STATUS *Assigned *In Progress *Complete	DATE EXPECTED TO RETURN TO COUNCIL
27-Mar-24	<p style="text-align: center;">Lions Park Playground Equipment</p> <p>THAT the Council for the Corporation of the Village of Sundridge discuss the parks play equipment AND THAT Council provide the following direction on what they would like to see done with each piece of equipment currently on site:</p> <ol style="list-style-type: none"> 1. Large play apparatus – to be retained at this time 2. Spiral Slide – to be removed <p>AND THAT Council discuss the above items as they pertain to the 2024 municipal budget, AND FURTHER THAT Council continues to discuss the replacement of the play apparatus at a regular meeting of Council in November of 2024.</p>	#2024-071	Mayor Leveque to discuss individually with members of council and bring summary back to council for further discussion.	In Progress/ consultation with NOHFC re: funding/play structure designs being considered. RFP Submissions received and reviewed. See Staff Report on Aug.20/25 agenda for recommendation.	8-Oct-25
08-May-24	<p style="text-align: center;">Intersection of Main & Paget Street</p> <p>THAT the Council for the Corporation for the Village of Sundridge discuss visibility and safety concerns at the intersection of Main and Paget Streets,</p> <p>AND THAT Council would like to discuss these items with the Village Superintendent at a future meeting of Council.</p>	2024-134	Village Superintendent & By-Law Enforcement	Assigned	To Be Confirmed

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

Updated September 19 , 2025

COUNCIL DATE	ITEM	RESOLUTION NUMBER	ASSIGNED TO	STATUS *Assigned *In Progress *Complete	DATE EXPECTED TO RETURN TO COUNCIL
08-May-24	<p style="text-align: center;">High Street Addressing</p> <p>THAT the Council for the Corporation for the Village of Sundridge discuss possible solutions to concerns raised at the April 24, 2024 Town Hall Session about confusing addresses on High Street, AND THAT Council would like the Village Superintendent to provide his input/suggestions to alleviate the confusion of addressing on High Street</p>	2024-135	Village Superintendent	Assigned	To Be Confirmed

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

Updated September 19 , 2025

COUNCIL DATE	ITEM	RESOLUTION NUMBER	ASSIGNED TO	STATUS *Assigned *In Progress *Complete	DATE EXPECTED TO RETURN TO COUNCIL
12-Mar-25	<p>Enhancing Public Education and Training on Bear Management</p> <p>... the Village of Sundridge take steps to enhance public awareness & training on bear management by:</p> <p>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.</p>	2025-054	Clerk Administrator	In progress MNRF participating in Sunflower Festival with a booth to convey "Bear Wise" information	22-Oct-25

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

Updated September 19 , 2025

COUNCIL DATE	ITEM	RESOLUTION NUMBER	ASSIGNED TO	STATUS *Assigned *In Progress *Complete	DATE EXPECTED TO RETURN TO COUNCIL
April 23 2025	<p>Employee Recognition Policy WHEREAS the Village of Sundridge values the dedication and long-term commitment of its staff;</p> <p>AND WHEREAS it is important to formally recognize years of service and show appreciation through milestone awards and annual staff events;</p> <p>AND WHEREAS the proposed Employee Recognition Policy outlines recognition at 5, 10, 15, and 20-year milestones, with formal in-person presentations and gifts at key intervals, and includes an annual Christmas luncheon to be organized at the Clerk's discretion and paid for by the Village as part of the staff recognition program;</p> <p>NOW THEREFORE BE IT RESOLVED THAT Council directs staff to develop an Employee Recognition Policy for review and consideration by council at a future regular meeting.</p>	2025-112	Deputy Clerk	In progress	22-Oct-25

**JOINT BUILDING COMMITTEE
ANNUAL PERMIT SUMMARY
2025**

Month	No. of Permits	Permit Fees	Project Values	Size (sq.m)
January	7	\$12,586.00	\$791,900.00	137
February	5	\$19,070.00	\$1,238,000.00	1552
March	10	\$37,040.50	\$2,402,700.00	1321
April	13	\$30,650.00	\$1,952,000.00	1372
May	19	\$51,896.00	\$2,954,772.00	1535
June	15	\$42,825.00	\$2,754,000.00	3016
July	10	\$50,008.00	\$3,267,800.00	2269
August	13	\$25,125.00	\$1,462,000.00	2249
September	0	\$0.00	\$0.00	0
October	0	\$0.00	\$0.00	0
November	0	\$0.00	\$0.00	0
December	0	\$0.00	\$0.00	0
TOTALS	92	\$269,200.50	\$16,823,172.00	New Construction 13451 Demolitions 298

**JOINT BUILDING COMMITTEE
ANNUAL PERMIT SUMMARY
2025**

Month	No. of Permits	Permit Fees	Project Values	SFD'S, Seasonal Dwellings and Multi-Unit Dwellings	
				<u>2024</u>	<u>2025</u>
Burks Falls	13	\$67,337.50	\$4,401,500.00	3	2
Joly	2	\$4,827.50	\$308,500.00	0	1
South River	3	\$10,470.00	\$678,000.00	1	1
Machar	30	\$77,495.00	\$4,479,972.00	7	9
Strong	17	\$43,075.00	\$2,735,500.00	4	3
Ryerson	16	\$45,800.50	\$2,946,700.00	4	2
Sundridge	11	\$20,195.00	\$1,273,000.00	3	4
TOTALS	92	\$269,200.50	\$16,823,172.00		22
Permit activity at end of August 31, 2025					
TOTALS	82	\$183,011.50	\$11,402,100.00	22	
Permit activity at end of August 31, 2024					
TOTALS	10	\$86,189.00	\$5,421,072.50		0
Difference from previous year					



DISTRICT OF PARRY SOUND

56 ONTARIO STREET
PO BOX 533
BURK'S FALLS, ON
POA 1C0

(705) 382-3332

(705) 382-2954

Fax: (705) 382-2068

Email: admin@armourtownship.ca

Website: www.armourtownship.ca

Date: September 9, 2025

Motion # 266

WHEREAS the Province of Ontario, through the Ministry of the Environment, Conservation and Parks (MECP), transitioned the cost of the Blue Box Programs to a full producer responsibility (100% cost recovery) model, under Ontario Regulation 391/21 (Blue Box Regulation), made pursuant to the *Resource Recovery and Circular Economy Act, 2016*;

AND WHEREAS under the new framework, producers are individually and collectively responsible for operating and fully funding Blue Box collection systems, effective July 1, 2023, with municipal transition dates phased in through to 2026;

AND WHEREAS municipalities are no longer required to operate Blue Box collection systems after their designated transition date, resulting in the potential for stranded municipal assets, such as materials recovery facilities, vehicles, bins, depots, and other capital investments, which may not be compensated under the new regulatory framework;

AND WHEREAS the Council of the Township of Armour has historically, on behalf of the shared service partners, invested in waste diversion programs and infrastructure to meet provincial mandates and local service expectations;

AND WHEREAS the successful transition to the producer responsibility model requires clarity on asset management, fair compensation for stranded assets, and ongoing communication between municipalities, producers, and the Province to ensure a seamless transition for residents;

AND WHEREAS municipalities continue to have an interest in ensuring that Blue Box programs remain accessible, efficient, and effective for residents throughout and after the transition period;

AND WHEREAS the Municipal Corporation of the Township of Armour and its shared service partners have formally declined the extension to contract made by Circular Materials through the Change Notice dated June 27, 2025;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Township of Armour hereby:

1. **Requests** that the Ministry of the Environment, Conservation and Parks, and Producer Responsibility Organizations (PROs), work collaboratively with municipalities to address the financial and operational risks of stranded assets;
2. **Advocates** for transparent processes, fair compensation, and timely communication to protect municipal investments and ensure service continuity for residents; and
3. **Directs** that a copy of this resolution be forwarded to the Premier of Ontario, the Minister of the Environment, Conservation and Parks, Chief Executive Officer of Circular Materials, the Association of Municipalities of Ontario (AMO), and all Ontario municipalities for their information and support, *and forward to Parry Sound District meeting*

Moved by: Blakelock, Rod ☐
 Brandt, Jerry ☐
 Haggart-Davis, ☒
 Dorothy
 Ward, Rod ☐
 Whitwell, Wendy ☐

Seconded by: Blakelock, Rod ☐
 Brandt, Jerry ☒
 Haggart-Davis, ☐
 Dorothy
 Ward, Rod ☐
 Whitwell, Wendy ☐

Carried / Defeated 

Declaration of Pecuniary Interest by: _____

Recorded vote requested by: _____

<u>Recorded Vote:</u>	For	Opposed
Blakelock, Rod	<input type="checkbox"/>	<input type="checkbox"/>
Brandt, Jerry	<input type="checkbox"/>	<input type="checkbox"/>
Haggart-Davis, Dorothy	<input type="checkbox"/>	<input type="checkbox"/>
Ward, Rod	<input type="checkbox"/>	<input type="checkbox"/>
Whitwell, Wendy	<input type="checkbox"/>	<input type="checkbox"/>



CORPORATION OF THE TOWNSHIP OF ARMOUR

RESOLUTION

September 9, 2025

Motion # 271

That the Council of the Township of Armour supports the extension of Health Human Resources Recruiter funding to the Muskoka Almaguin Ontario Health Team in the amount of \$1,000 per year for a further three-year term, covering the years 2026, 2027, and 2028.

Blakelock, Rod	<input type="checkbox"/>	Seconded by:	Blakelock, Rod	<input type="checkbox"/>
Brandt, Jerry	<input type="checkbox"/>		Brandt, Jerry	<input type="checkbox"/>
Haggart-Davis, Dorothy	<input checked="" type="checkbox"/>		Haggart-Davis, Dorothy	<input type="checkbox"/>
Ward, Rod	<input type="checkbox"/>		Ward, Rod	<input type="checkbox"/>
Whitwell, Wendy	<input type="checkbox"/>		Whitwell, Wendy	<input checked="" type="checkbox"/>

Carried / Defeated

2

Declaration of Pecuniary Interest by:
Recorded vote requested by:

Recorded Vote:

Blakelock, Rod
Brandt, Jerry
Haggart-Davis, Dorothy
Ward, Rod
Whitwell, Wendy

For	Opposed
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>



Sundridge Sunflower Festival Debrief

Monday August 18, 2025 6:30 pm – Village Office

Members present: Erika Spencer, Fraser Williamson, Candy Niestroy, Caitlin Darrah, Nancy Vanderburgt

Members Absent: Lindsay Vaby, Vicki Whitmell, Katelyn Niestroy

Budget – Still waiting on expenses from the Village (OPP, PW, By-law). All the other expenses have currently been paid. Will be taking the Accounts payable of \$111.77 to our account as it's been sitting since spring of 2024. Will be writing off the accounts owing from 2024 of \$50 from a vendor that never paid. AirBounce took \$1000 off the invoice for the not ideal service at the festival.

Will place \$10,000 in a short term GIC so that way we can have the money back when we need it. Fraser to talk to the bank about best options.

Members staying on the committee for 2026

- Erika Spencer - Chair
- Fraser Willimson – Treasurer
- Candy Niestroy – Vendor Admin
- Nancy Vanderburgt - Sponsorships
- Caitlin Darrah – Sponsorships
- Vicki Whitmell – Entertainment
- Katelyn Niestroy

Members stepping down from the committee

- Rose Thornton
- Meghan Watson

Will confirm with Linsday by first meeting.

Positive Notes from the 2025 Festival

- Lot's of positive reviews on social media about the festival.
- Current committee has made a big difference in how things have been running and glad to see them continuing
- Better organized booths this year
- One way traffic was great this year. It made controlling the street way better.
- Dog show had an amazing turn out this year, about three times as much as 2024.
- Lot's of complements on how well organized the festival was this year.

Things to work on for the 2026 Festival

- Even though we had a sign in sheet for the volunteers, would like to see a sign out sheet as well as some volunteers left early and didn't inform anyone.
- Shade tent to be placed kreps parking lot for shade for the volunteers working up there.
- No parking signs to be made and placed on the Main Street Friday evening that all vehicles to be removed at 0600 hrs
- Garbage's at the entrances for wristband waste.
- Different donation boxes/buckets something easier for the money to go in. We loved the ones that were made for us this year, but people struggled with putting money in it.
- Having more of a overlap on the gates and making sure adults are staying there if they are supposed to be there.
- Having a second bus running from 11-2? To cover over the lunch rush and make sure the bus driver is getting a break as well.
- Some sort of sun shade for the park.
- Purchase Gatorade for the volunteers for the Saturday. Having coolers at the gates with ice for water for volunteers.
- Potentially finding a spot to have picnic tables and have somewhere to set up a spot for people to eat.
- Looking for alternative to bouncy castles.
- Rethink placement on busker.
- Talk to Riverbowl to see how they made out as it didn't look like there were many people using it.
- Rethink placement off OPP Command Unit as they left during the festival, which in turn made other vendors in that area start to move their vehicles.

Next meeting to be determined for something in October. Email to follow.

Sunflower Festival date for 2026 – August 8, 2026



September 4, 2025

The Honourable Doug Ford, Premier of Ontario
Premier's Office
Room 281
Main Legislative Building, Queen's Park
Toronto, ON M7A 1A5

The Honourable Paul Calandra, Minister of Education
15th Floor
438 University Avenue
Toronto, ON M7A 2A5

via email: premier@ontario.ca
minister.edu@ontario.ca

RE: Closure of Before and After School Programs

Dear Premier Ford and Minister Calandra,

The Council of the Municipality of Bluewater passed the following resolution at their September 2, 2025 regular meeting:

MOVED: Councillor Harris **SECONDED:** Councillor Whetstone

WHEREAS on August 19, 2025, London Bridge Child Care Services Inc. advised that they will be closing all London Bridge Huron County Before and After School Programs, which affects Bluewater Coast Elementary School, Exeter Elementary School, and Precious Blood Catholic School; and

WHEREAS London Bridge Child Care Services Inc. cites ongoing staffing shortages in Huron County and across the province as the reason for this closure; and

WHEREAS the closure of the London Bridge Before and After School Programs, along with the Preschool Program at Bluewater Coast Elementary School, are creating a significant and immediate challenge for families with young children; and

WHEREAS the Council of the Municipality of Bluewater recognizes the importance of before and after school programs which provide a trusted, safe, and consistent environment for children outside of regular school hours – support that many working parents and guardians rely on to balance their jobs and family responsibilities; and

WHEREAS the Avon Maitland District School Board and the Huron-Perth Catholic District School Board do not operate licensed childcare programs, but partner with childcare providers to make use of school spaces where possible;

NOW THEREFORE BE IT RESOLVED that the Council of the Municipality of Bluewater urges the Province of Ontario to immediately implement other service delivery models that are being successfully modeled elsewhere in the province to address the Early Childhood Educator shortage.

AND FURTHER THAT this resolution be forwarded to the Honourable Doug Ford, Premier of Ontario, the Honourable Paul Calandra, Minister of Education, and all Ontario Municipalities. **CARRIED.**

Sincerely,

A handwritten signature in black ink that reads "Alexander". The signature is written in a cursive, flowing style.

Chandra Alexander
Manager of Corporate Services/Clerk

cc: All Ontario Municipalities



Summary of Invasive Species Activities in Almaguin, Ontario Phragmites Working Group Lake Bernard

Mason Dench & Sophie Scott | Ontario Federation of Anglers & Hunters Foundation
May 26th-August 22nd, 2025

Summary of Activities

Throughout our summer at the Phragmites Working Group Lake Bernard (PWGLB), we have been a part of many different activities and have gained many new skills and knowledge. The Phragmites Working Group Lake Bernard is a collaborative of 5 partner organizations, Strong Township, Joly Township, village of Sundridge, Lake Bernard Property Owners Association, and the Near North Enviro Education Center. This summer we had the opportunity to work with local community groups such as Nippising First Nation, Kikandaaswiwin Mookiisin Indigenous STEAM Program at Canadore College, the Wasi Lake Phrag Fighters, the Invasive Phragmites Control Center (IPCC), and other local environmental groups.

The PWGLB's main goal is to identify, map, and manage invasive phragmites and teach residents about the dangers of phragmites and other common invasives. Our primary role at the Phragmites Working Group is outreach and removal. Throughout our time at the PWGLB, our outreach work has included removal demonstrations, presentations to various local groups, and display booths. We have reached over 350 people at our various events. Our hands-on work includes mapping and monitoring invasive species, removal of invasive species,



supporting herbicide application, and inspections of possible invasive species sightings.

Training Received

We have attended various training webinars that have furthered our knowledge of invasive species in Ontario. We attended the PAMF monitoring webinar to learn the Phragmites Adaptive Management Framework monitoring protocol hosted by the Great Lakes Phragmites Collaborative. This training allowed us to participate in the monitoring of phragmites stands using PAMF. We attended the Hit Squad training webinar hosted by the Invading Species Awareness Program through the OFAH. This training webinar discussed the basics of invasive species management, identification of common invasives, mapping tools, and what our role in the OFAH is as Hit Squad members.

Additionally, we attended an aquatic invasive species workshop to learn more about common aquatic invasive species, hosted by the Invasive Species Center. This workshop helped us to further our skills in aquatic invasive species identification. This training has allowed us to be more diligent when in the environment to map and report aquatic invasive species.



Education & Outreach

Education and outreach are a major and vital part of our work at the PWGLB. We have done seven major presentations since we started in May. The first presentation that we completed was at Evergreen Elementary School in Emsdale, Ontario. This presentation was for a grade three class of twenty one students and four teachers regarding the basics of invasive species. The second presentation we completed was for the Wasi Lake Phrag Fighters to teach them further about common invasives and removal techniques. Ten people were in attendance for this presentation. The third presentation we completed was in Dunchurch, Ontario, to the Whitestone conservation association. This presentation

discussed common aquatic invasive species and their management. Twelve people attended our presentation in Dunchurch. The fourth presentation we completed was for the Lake Bernard Property Owners Association's annual general meeting regarding our work on Lake Bernard. The final presentation we completed was for the Lake Nosbonsing federation of anglers and hunters youth fishing derby. In this presentation, we discussed aquatic invasive species, how they impact fishing and ecosystems, and how to prevent the spread. About seventy people attended this event.



In addition to our five presentations, we also completed five display booths. Our first display booth was at the Near North Enviro Education Center at their yearly open house. We had twenty two significant conversations with many



additional handouts given. Our second display booth was at the Foodland grocery store in Sundridge. We had twenty three significant conversations at this event. The third display booth we completed was at the Kidds' home hardware BBQ event. At Kidd's Home Hardware, we had about thirteen significant conversations. Our 4th display event was an event at the Sundridge town dock to discuss with

boaters the importance of clean, drain, dry to prevent the spread of invasive species. The 5th display booth for the season was at the Sundridge Sunflower Festival. At this event, we had a display booth and tent on the street and had one hundred fifty significant conversations about invasive species.

In addition to our presentations and display events, we also had many one-on-one conversations with people. For example, during our preparation for herbicide spraying in town, we visited thirty eight people's houses that have Japanese knotweed on their property to be sprayed or near people who will be getting sprayed. This preparation was to let residents know about our management plan for Japanese knotweed and to discuss any comments or concerns.

We also had the opportunity to do an interview for Bay Today to discuss phragmites management. We talked to the reporter William Konken and discussed what our role is in the management of phragmites in the Almaguin area.

HOME > LOCAL NEWS

Phrag-Fighters work to reclaim North Bay beach from invasive grass

The once-pristine beaches of North Bay are under siege by an invasive plant species. But thanks to the efforts of the Phragmites Working Group, help is on the way—one stalk at a time.

William Konken
Jun 25, 2025 2:00 PM



1 / 5 Phragmites Fighters in action along the shoreline of Lake Nipissing in North Bay. | William Konken

An additional aspect of our role at the PWGLB is consultation. We have had four people from around Ontario call for guidance on phragmites removal and starting phrag removal groups. The 4 people who called were from Nippising township, municipality of McDougall, Haliburton Highlands, and Ryerson Township.

The Phragmites Working Group Lake Bernard also does removal demonstrations, which are removal events at sites that are not directly in our area (Lake Bernard) but in the broader Almaguin region, and we go with the goal of educating people in another area about phragmites removal in the hope that they can help to take it on in their region. We have completed four demos so far this year: in Ryerson Township with three new volunteers, two demos at Milton Lake in Golden Valley with three, Premier Road in North Bay with six, and Nipissing First Nations (NFN) at Dokis Point Garden village. The event in North Bay was a

collaboration with the Kikandaaswiwin Mookiisin (KM) Indigenous STEAM Program at Canadore College, and the volunteers were staff for the program. The event at NFN was a collaboration with four staff members there, as well as staff and students from the Canadore KM program. The students came to learn about removal and other conservation efforts at NFN, like drone mapping and fish surveys



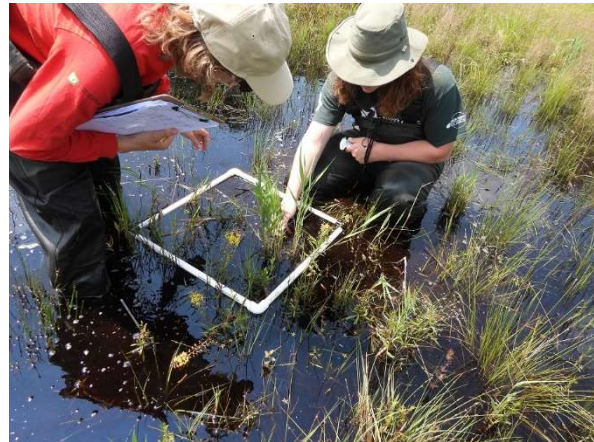
Monitoring & Early Detection

At the Phragmites Working Group Lake Bernard, we have completed many mapping and early detection activities. This year, we discovered Chinese mystery snail in the Almaguin area. We mapped and monitored six lakes for Chinese mystery snail and found it in two of those six lakes. Chinese mystery snail may be an invader that will be added to future invasive species management plans in the Almaguin area. We mapped a total of thirty-six Japanese knotweed sites, which totaled an estimated two thousand two hundred twenty-five square meters in area. An additional fifty Phragmites sites were mapped, not including the forty-one sites managed and removed. These Phragmites sites totaled an estimated eight hundred ten square meters in total area.



Management & Response

Our first phragmites removal event took place on May 30th at the Sundridge dam and 23 Tamarack Lane. These two removal events focused on removing dead stocks from the previous year. Since this event, we have done mechanical removal of phragmites in forty one sites throughout sixty-two removal events. Included in the sixty-two were six removal demonstrations for residents and local groups interested in learning about phragmites removal. These sites were managed by cutting stalks with brush saws, spading underground, and cutting to drown with cane cutters. Our first in-water was on July 15th at the town dock using the cutting to drown technique.



A total of one hundred eighty two 50-liter leaf litter bags were removed, six hundred eighty nine sheaves removed, nine truckloads removed, and a total of eleven thousand eight hundred square meters cut in one day with the truxor from the IPCC. The numbers removed do not include the many muskrat dens piled on site.

Additionally, we have managed two Japanese knotweed sites and one garlic mustard site. Two leaf litter bags of garlic mustard, and nine bags of Japanese knotweed were removed. Two Japanese knotweed sites were previously managed with tarps to block the sun. We removed these tarps to allow growth for future herbicide application. Throughout all of our removal events, we have had a total of 85 volunteers working a total of eight hundred twenty seven hours! Out of the total eight hundred twenty seven volunteer hours at removal events, the student hours at removal events totaled two hundred thirty three hours.



Conclusion

Throughout our time with the Phragmites Working Group Lake Bernard, we have participated in many different activities and increased our knowledge of invasive species management and ecology in Ontario. One of the most impactful parts of our time so far has been community involvement. This experience has allowed us to expand our knowledge of the organization and management of community projects and how to get people involved. A large portion of our work in Lake Bernard is public outreach to allow us to have more supporters, volunteers, and reporters of invasive species in Ontario.

In the future, we hope to apply the skills we have learned here to all of our future endeavors in the environmental field. We also hope that after our time with the Phragmites Working Group Lake Bernard is done, we can continue volunteering with local invasive species groups to help maintain Canada's natural environment and resources.





Ontario
Phragmites
Action

Invasive Phragmites Control Fund

Invasive Species Centre
1219 Queen St E.
Sault Ste. Marie, Ontario
P6A 2E5

July 18, 2025

Delivered via email

Near North Enviro Education Centre
140 Main Street
Sundridge, Ontario
POA 1Z0

Attention: Marilee Koenderink

RE: Invasive Phragmites Control Fund – IPCF-FY26-C13

On behalf of the Invasive Species Centre, I would like to thank you for submitting a proposal to the Invasive Phragmites Control Fund for your project entitled: "Getting it Gone: One more tool" - Almaguin Phrag Free by 2033!

Firstly, we want to thank you for your patience while we worked through interim and final decisions. The process this year was long, and the applications received were both high quality and extremely competitive during reviews. In our last notification to applicants, we indicated that there may be the possibility for additional funding to become available for the OPA program to support additional projects through the Invasive Phragmites Control Fund. Your Regional Coordinator Terry Rees advocated very strongly for your proposal to be considered for, and to receive funding through the IPCF, and ultimately was successful in securing partial funding for your application!

We are pleased to inform you that your application for a grant through the Invasive Phragmites Control Fund has been partially awarded. Terry and the Review Committee have proposed that your organization receive a one-time grant through the IPCF totaling **\$16,500.00CAD**.

We understand that not receiving the full amount of your initial ask may affect your project and anticipated outcomes. If there are substantial changes as a result of the reduced funding award, we would ask that you please review your project and submit any revisions that are needed to your budget, outcomes and KPIs. Please submit this to: grants@invasivespeciescentre.ca and copy Terry on the correspondence also.

Distribution of this funding is conditional on your organization entering a signed Agreement with the Invasive Species Centre setting out the funding terms and conditions, and/or the completion of any other documents the Invasive Species Centre may require. Should you wish to accept the risk and begin

spending on this project prior to executing an Agreement, please know that the IPCF can support expenses made on or after **April 1, 2025**.

The details outlining the funding disbursement and reporting requirements will follow in the Funding Agreement.

The recipient must carry their own insurance and will be solely liable for any loss, damage or injury to any party resulting from its project and from its use of knowledge and/or pre-existing know-how. Please note, recipients may be asked to provide proof of insurance at any time.

Recipients are responsible for identifying and obtaining any authorizations and/or permits required for their project; projects cannot proceed without obtaining the necessary authorizations.

Recipients must also adhere to the Phragmites Best Management Practices and the Ontario Phragmites Management Regional Plan Guidebook throughout the duration of the project.

Both resources, and others, can be found here: [Ontario Phragmites Action](#)

At this time, we ask that you refrain from publicly announcing that you have received funding through Invasive Phragmite Control Fund. A News Release will be issued once all funding has been allocated, and we will notify all recipients to confirm they are able to publicly disclose their projects were successfully funded.

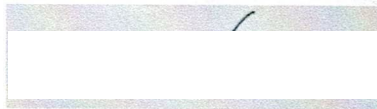
Please take photos before, after and for the duration of your project as they are a component of the reporting requirements and may be featured by ISC in future publications or on our website.

The Invasive Phragmites Control Fund team is in the process of preparing the required document(s) and will be in touch in the coming weeks regarding next steps.

Please note, Terry Reese is out of the office until July 28, in the interim please contact Chelsea McIsaac at cmcisaac@invasivespeciescentre.ca for any complex questions, and grants@invasivespeciescentre.ca for any general, grant specific questions.

Please provide written acceptance of this funding to the ISC, no later than 5:00pm on Friday, July 25, 2025.

We look forward to working with you, and wish you great success in your project,



Chelsea McIsaac
Partnerships & Policy Manager
Invasive Species Centre

THE CORPORATION OF THE VILLAGE OF SUNDRIDGE

BY-LAW NUMBER 2025-039

Being a By-Law to appoint a Councillor.

WHEREAS as per Section 262 (1) of the *Municipal Act, 2001, as amended*, The Council of The Corporation of The Village of Sundridge has declared the seat of one (1) Councillor to be vacant,

AND WHEREAS Council has selected a person to fill the vacancy as per the approved procedures,

NOW THEREFORE The Council of the Corporation of The Village of Sundridge ENACTS AS FOLLOWS:

THAT we confirm the appointment of Vicki Whitmell as a Councillor for The Village of Sundridge; effective September 24, 2025.

INTRODUCED AND READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 24th DAY OF SEPTEMBER, 2025.

.....
Shawn Jackson, Mayor

.....
Nancy Millar, Clerk Administrator

Hello Town Council,

I, Erika Spencer am writing to you regarding the Santa Calus Parade for the 2025 season.

Amie Sousa and I absolutely loved doing this last two years and would love to continue to do so this year.

We would like to have the parade this year on Sunday December 7th, 2025. With the parade starting at 3:00 p.m.

We would like to use the same route as last year with having the parade commence from 12 Mill Street (Near North Industrial Solutions) and use the parking lot at Dean's Auto as overflow. The parade would commence from 12 Mill Street turn right onto main street heading East towards the public school. Parade will end at Sundridge Centennial Public School, where floats will be instructed to turn left onto William to get any people off their float before continuing out towards Union Street. We would like to see the road closure from 2:30 pm to 5:00 pm as this would be more suitable for the traffic of people coming into town to watch the parade.

We will be looking for volunteers to guard the road closures closer to the date with road closures at Mill & Main, John Street, Lake Bernard Dr, Paget Street, Water Street, and Main & William. I would like to ask if we could use the road closure barricades that the town has for this event.

We would like the town to cover the cost of the insurance, and we will pay the insurance back.

If this is approved I will be working with our CEMC with our planning to ensure that everything is planned to the best it can be.

Thank you,

Erika Spencer

Sundridge Strong Joly Restructuring Committee Meeting

Minutes

Monday, August 25, 2025 – 6:00 pm

Township of Strong Office

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

Present: Sundridge Council Rep – Luke Preston (virtual)
Sundridge Council Rep – Shawn Jackson
Sundridge Staff Rep - Nancy Millar
Strong Council Rep - Tim Bryson
Strong Council Rep – Jim Ronholm (arrived at 6:04PM)
Joly Council Rep – Chris Nicholson
Joly Council Rep - Budd Brown (arrived at 6:02PM)
Joly Staff Rep – Jen Martin
MMAH Rep - Sarah Cormier (virtual)

Guests Present (in person): C. Wright

1.0 Meeting Declared Open at 6:06 PM by Chair Tim Bryson

2.0 Pecuniary Interest Declared

None

3.0 Adoption of Agenda

R2025-054R

Moved by: Jim Ronholm

Seconded by: Budd Brown

Be it resolved that the SSJ Restructuring Committee approve the August 25, 2025 regular meeting agenda, as circulated.

Carried

4.0 Adoption of Minutes

4.1 R2025-055R

Moved by: Chris Nicholson

Seconded by: Luke Preston

Be it resolved that the SSJ Restructuring Committee hereby adopt the minutes of the July 21, 2025 regular meeting, as circulated.

Carried

5.0 Delegation

None

6.0 Review of Submitted Public Engagement Questions RFQ/RFP [R]

R2025-056R

Moved By: Jim Ronholm

Seconded by: Shawn Jackson

Be it resolved that the SSJ Restructuring Committee hereby review the submissions for Financial Study – Public Engagement Questions RFQ/RFP; and

Sundridge Strong Joly Restructuring Committee Meeting

Minutes

Monday, August 25, 2025 – 6:00 pm

Township of Strong Office

Re-issue a new RFP eliminating question #21 with submissions due October 20th and completion date of March 1, 2026.

Carried

7.0 Work Plan – Direction re: Public Engagement Questions not in RFQ/RFP [R] **R2025-056R**

Moved By: Luke Preston

Seconded by: Budd Brown

Be it resolved that the SSJ Restructuring Committee has hereby reviewed the Public Engagement Questions not in RFQ/RFP; and

That the Committee hereby direct that this item come back to the next regular meeting as a sole item.

Carried

8.0 Correspondence

None

9.0 New Business

9.1 Next Meeting Date: September 15, 2025

10.0 Adjournment

R2025-058R

Moved By: Shawn Jackson

Seconded by:

Be it resolved that the SSJ Restructuring Committee does hereby adjourn at 6:42p.m. to meet again on September 15, 2025 at 6:00 p.m. or at the call of the Chair.

Carried

Caitlin Haggart, Secretary

Tim Bryson, Chair

Sundridge Strong Joly Recreation Committee Meeting

Minutes for Thursday, September 4, 2025 – 6:00 pm

Township of Strong Office

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

Present: Sundridge Council Rep – Fraser Williamson (in person)
Sundridge Council Rep - Sharon Smith (in person)
Sundridge Public Rep - Absent
Sundridge Public Rep - Harmony McLaren (in person)
Strong Council Rep - Jeff McLaren (in person)
Strong Council Rep – Jim Ronholm (alternate - in person)
Strong Public Rep - Katey Brimacombe (in person)
Strong Public Rep - Diana Cosby (in person)
Strong Public Rep - Absent
Joly Council Rep – Absent
Joly Council Rep - Brian McCabe (in person)
Joly Public Rep – Monique Therrien (in person)
Joly Public Rep - Vacant

Absent: Sundridge Public Rep - Nicole Therrien, Strong Council Rep - Tim Bryson, Strong Public Rep - Stephen Kissoon, Joly Council Rep - Bill Black

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

Guest(s): No attendance

1. Call to Order

The Sundridge Strong Joly Recreation Committee meeting was called to order at 6:02 pm by the Vice Chair.

2. Declaration of Pecuniary Interest

No Pecuniary Interest was declared by committee members.

3. Approval of Agenda

Resolution # 2025-025

Moved by: Brian McCabe

Seconded by: Jim Ronholm

Be it resolved that this committee does hereby approve the agenda of the regular meeting for September 4, 2025, as presented.

Carried

4. Adoption of Minutes

4.1 Resolution # 2025-026

Moved by: Sharon Smith

Seconded by: Jeff McLaren

Be it resolved that this committee does hereby adopt the minutes of the regular meeting of June 5, 2025, as circulated.

Carried

5. Delegation

No requests were submitted.

Sundridge Strong Joly Recreation Committee Meeting

Minutes for Thursday, September 4, 2025 – 6:00 pm

Township of Strong Office

6. Financial Report

Resolution # 2025-027

Moved by: Jeff McLaren

Seconded by: Brian McCabe

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

Carried

7. Discussion Items

7.1 Family Day

No discussion required.

7.2 Canada Day

The event went smoothly, and attendees enjoyed the festivities. Next year new red and white decorations will be required, as the old ones were worn out and disposed of. An option was presented for kids attending the parade to receive a coupon for free popcorn.

7.3 Tree Lighting

The date and time were confirmed for Sunday, December 7, 2025 from 5:30 pm until 7:30 pm. The secretary will book arena facility, horse rides and heritage house. The event planner will be discussed at the next meeting.

7.4 Preteen Dance

The event will be held on Friday, October 24, 2025 from 6:30 pm until 8:30 pm. Attending to volunteer to assist with the event are Fraser (music), Sharon, Diana, Jeff, Jim, Harmony and potentially Stephen and Tim. Councilor McLaren will contact Almaguin Gazelles for canteen service. Katey will draft and circulate poster to Municipalities and Councillor Ronholm. The secretary will draft school flyers and circulate for approval from the school board.

7.5 Physical Activity Night

No discussion required.

7.6 Volunteer Recruitment

The secretary spoke about the importance of actively recruiting volunteers. The SSJ Municipalities can display volunteer recruitment ads in newsletters, on websites and Facebook to help with events. Ms. McLaren volunteered to speak with the local high school to actively recruit students to assist with events, in lieu of volunteer hours they require to graduate.

7.7 Fireworks Display

The item was requested to be added by the Mayor Bryson, being he was not in attendance the secretary conveyed Mayor Bryson's thoughts on the firework display. Lake health was important item to the Mayor and potentially using drone instead of live fireworks was a idea. The committee has discussed drone usage recently, however due to cost, potential risks to the public and site area required, they decided against this option.

Sundridge Strong Joly Recreation Committee Meeting

Minutes for Thursday, September 4, 2025 – 6:00 pm

Township of Strong Office

8. Correspondence

8.1 Sundridge Lions Club

Received

9. Closed Session

No items required.

10. Adjournment

Resolution # 2025-027

Moved by: Jeff McLaren

Seconded by: Brian McCabe

Be it resolved that this committee does hereby adjourn at 6:37 pm to meet again on October 2, 2025 at 6:00 pm or at the call of the Chair.

Carried

Kim Dunnett, Recording Secretary

Fraser Williamson, Vice Chair



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

Minutes: July 3, 2025, 10:00 am in person & via Zoom and at the Township of Perry Municipal Office

Present: Rod Ward (Chair), Delynne Patterson, Margaret Ann MacPhail, Vicky Roeder-Martin (Vice-Chair), Sean Cotton, Brad Kneller, Jim Ronholm, Cheryl Philip, Tom Bryson, Luke Preston, Deb Duce (Secretary).

Regrets: Norm Hofstetter.

Guest: Dr. Sarah MacKinnon, Shelly van den Heuvel, Sandy Zurbrigg, Courtney Metcalfe, Greg Stevens, David Gravelle, Nav Othi.

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

1. **2025-17** Moved by Margaret Ann MacPhail - Seconded by Vicky Roeder-Martin
THEREFORE BE IT RESOLVED THAT the Almaguin Highlands Health Council adopt the minutes from the regular meeting of June 5, 2025, as circulated. Carried.

2. **DECLARATION OF PECUNIARY OF INTEREST:** None

3. **DELEGATIONS:**

- a) **Muskoka Almaguin Ontario Health Team (MAOHT), HHR Recruiter 3-Year Funding Renewal Request**
Greg Stevens, David Gravelle, Nav Othi, with Dr. Sarah MacKinnon and Shelly van den Heuvel.

The MAOHT team presented the recommendation of the Health & Human Resources Task Force to continue with a 3-year extension of the 3-year Recruiter funding term that expires on December 31, 2025. The initial term was implemented to address the persistent shortage of primary care providers; municipalities in Muskoka Almaguin contributed as well as healthcare services organizations (health teams/hospital/foundations).

The presentation overview included a workforce analysis, population growth throughout the regions, totals for unattached patients, ideas, plans for expansion of access to healthcare support and services, and recruiter engagement at conferences and physician recruitment events in the UK, USA, and other provinces.

Sundridge District Medical Centre shared they have been fortunate in part because of recruiter support, programs such as Practice Ready Ontario (PRO), and

assistance with the recruitment process (appointments, tours, dinners, hotels, etc.). Almaguin Highlands Family Health Team also benefited from the support.

It was noted that primary care provider recruitment will continue to be a problem until there is a larger solution by the MOH/OH across the province.

Council members noticed that Joly Township and Town of Kearney were not included in the first term and asked that they be included in the recommendation from AHHC to municipalities in Almaguin Highlands.

4. RESOLUTIONS PASSED:

2025-18 Moved by Delynne Patterson - Seconded by Tom Bryson.

THEREFORE BE IT RESOLVED THAT Be it resolved that the Almaguin Highlands Health Council will request commitment from each municipality for \$1000 per year for the years 2026, 2027, and 2028 for the continued MAOHT Health Human Resources Recruiter

5. ITEMS FOR DISCUSSION:

a) Almaguin Health and Wellness Summit – October 7, 2025

The plan for the summit scheduled was amended following a discussion on what healthcare providers are doing now and how they would like to do things in the future. A survey will be created and distributed to healthcare providers and organizations. Following a review of the survey data, one-on-one interviews may be coordinated to gather greater detail. The information received will be used to create a report to the municipalities on what the desired and future needs in healthcare and what they can do to help.

Members shared questions on building requirements (planning/development), patient waitlists, PCAT funding (\$1.6 billion), feedback from patients, families and caregivers (PFC), and access to a list of resources that are available to assist people navigation the healthcare system (i.e. MAOHT Community Helpline & other [community resources](#)). D. Duce will share links to information following the meeting and introduce them to the MAOHT communications leads – Jessica North and Louise Picot – who will be able to assist in creating healthcare resource lists for distribution at summer events and community offices.

Next steps include a presentation to the MAOHT Alliance Council or Collaboration Steering Committee to connect with healthcare providers and organizations and promote the information gathering survey. S. van den Heuvel will coordinate the survey plan (questions, marketing, accessibility) with a team. L. Metcalf will create the online survey. D. Duce will connect with G. Stevens regarding presentation at the August CSC meeting.

The Summit on October 7th will be put on hold with the committee determining plans following the review of survey data.

b) Progress Report:

At the next meeting, a proposal for municipal funding supports for an in-depth building engineering study will be presented

c) **Other Business: none**

6. ADJOURNMENT

2025-19 Moved by Jim Ronholm - Seconded by Tom Bryson

THEREFORE, BE IT RESOLVED THAT the Almaguin Highlands Health Council adjourn at 11:20 a.m. to meet again on September 4, 2025, at 10:00 am at Perry Township. Carried.

SUNDRIDGE AND DISTRICT MEDICAL CENTRE MEETING

REGULAR MEETING AGENDA

TUESDAY AUGUST 19, 2025 @ 6:00 P.M.

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

ABSENT: Township of Strong: Tim Bryson

STAFF: Christine Hickey (Recording Secretary)

GUEST: Dr. Sarah MacKinnon

C1 Call to Order

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

C2 Approval of Agenda

Resolution #2025-086MC
Moved by: Fraser Williamson
Seconded by: Jim Ronholm

THAT the agenda for the Regular Meeting of the Sundridge & District Medical Centre Committee on August 19, 2025, be approved.

Recorded Vote:	For	Against	Abstain
Brown, Budd	x		
Bryson, Tim (absent)			
Jackson, Shawn	x		
Ronholm, Jim	x		
Williamson, Fraser	x		
Bryson, Tom	x		
CARRIED			

C3 Declaration of Pecuniary Interest - None

C4 Deputations - None

C5 Presentations - None

C6 Approval of Minutes

a) Regular Meeting – July 15, 2025

Resolution #2025-087MC
Moved By: Jim Ronholm
Seconded By: Shawn Jackson

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

Recorded Vote:	For	Against	Abstain
Brown, Budd	x		
Bryson, Tim (absent)			
Jackson, Shawn	x		
Ronholm, Jim	x		
Williamson, Fraser	x		
Bryson, Tom	x		
CARRIED			

a) Closed Meeting – July 15, 2025

Resolution #2025-088MC

Moved By: Fraser Williamson

Seconded By: Jim Ronholm

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

Recorded Vote:	For	Against	Abstain
Brown, Budd	x		
Bryson, Tim (absent)			
Jackson, Shawn	x		
Ronholm, Jim	x		
Williamson, Fraser	x		
Bryson, Tom	x		
CARRIED			

C7 New Business

a) SDMC Consolidated Maintenance Listing

Resolution #2025-089MC

Moved By: Budd Brown

Seconded By: Jim Ronholm

THAT the SDMC Consolidated Maintenance Listing dated August 19, 2025 be received.

Recorded Vote:	For	Against	Abstain
Brown, Budd	x		
Bryson, Tim (absent)			
Jackson, Shawn	x		
Ronholm, Jim	x		
Williamson, Fraser	x		
Bryson, Tom	x		
CARRIED			

b) Agreement Regarding Employees – Legal Review

Resolution #2025-090MC

Moved By: Jim Ronholm

Seconded By: Budd Brown

THAT the Sundridge and District Medical Centre Committee receive the draft Agreement Regarding Employees with the requested revisions;

AND THAT to ensure timely execution of the agreement the Committee authorize the Clerk Administrator from each municipality to execute the Agreement Regarding Employees.

Recorded Vote:	For	Against	Abstain
Brown, Budd	x		
Bryson, Tim (absent)			
Jackson, Shawn	x		
Ronholm, Jim	x		
Williamson, Fraser	x		
Bryson, Tom	x		
CARRIED			

c) Budget Review – Increase to Rent or Decrease to Overhead Contribution

Resolution #2025-091MC

Moved By: Jim Ronholm

Seconded By: Shawn Jackson

THAT the Sundridge and District Medical Centre Committee receive the information regarding an Increase to Rent or Decrease to Overhead Contribution;

AND THAT the Committee agree to leave the rent as is and that the funding allotted for rent be put towards wages resulting in a decrease to the committee contribution.

Recorded Vote:	For	Against	Abstain
Brown, Budd	x		
Bryson, Tim (absent)			
Jackson, Shawn	x		
Ronholm, Jim	x		
Williamson, Fraser	x		
Bryson, Tom	x		
CARRIED			

- d) Sundridge and District Medical Centre Committee – Transition to Not for Profit
Re: Draft By-law and Articles of Incorporation (*to follow*)

Resolution #2025-092MC

Moved By: Fraser Williamson

Seconded By: Budd Brown

THAT the Sundridge and District Medical Centre Committee receive the update on the Draft By-Laws and Articles of Incorporation;

Recorded Vote:	For	Against	Abstain
Brown, Budd	x		
Bryson, Tim (absent)			
Jackson, Shawn	x		
Ronholm, Jim	x		
Williamson, Fraser	x		
Bryson, Tom	x		
CARRIED			

C8 Correspondence - None

C9 Budget Summary & Accounts Payable

Resolution #2025-093MC

Moved By: Budd Brown

Seconded By: Shawn Jackson

THAT the Sundridge & District Medical Centre Budget Summary Report for the Period of January 1, 2025 to July 31, 2025 be received;

AND THAT the Sundridge & District Medical Centre Accounts Payable for the Period of July 1, 2025 to July 31, 2025 in the amount of \$6537.08 be approved.

Recorded Vote:	For	Against	Abstain
Brown, Budd	x		
Bryson, Tim (absent)			
Jackson, Shawn	x		
Ronholm, Jim	x		
Williamson, Fraser	x		
Bryson, Tom	x		
CARRIED			

C10 Announcements

C11 Notice of Future Motion - None

Resolution #2025-094MC

Moved By: Fraser Williamson

Seconded By: Jim Ronholm

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

Recorded Vote:	For	Against	Abstain
Brown, Budd	x		
Bryson, Tim (absent)			
Jackson, Shawn	x		
Ronholm, Jim	x		
Williamson, Fraser	x		
Bryson, Tom	x		
CARRIED			

The Sundridge and District Medical Centre Committee entered into closed session at 6:28 p.m.

Resolution #2025-095MC

Moved By: Jim Ronholm

Seconded By: Budd Brown

THAT the Sundridge & District Medical Centre Committee now resume the regular portion of the meeting open to the public at 6:42 p.m. after having only discussed the matters they were permitted to under the resolution authorizing the public exclusion.

Recorded Vote:	For	Against	Abstain
Brown, Budd	x		
Bryson, Tim (absent)			
Jackson, Shawn	x		
Ronholm, Jim	x		
Williamson, Fraser	x		
Bryson, Tom	x		
CARRIED			

C13 Adjournment

Resolution #2025-096MC
Moved By: Budd Brown
Seconded By: Fraser Williamson

THAT the Sundridge & District Medical Centre Committee now adjourn at 6:43 p.m. until the next regular meeting being August 25, 2025 at 5:00 p.m. or at the call of the Chair.

Recorded Vote:	For	Against	Abstain
Brown, Budd	x		
Bryson, Tim (absent)			
Jackson, Shawn	x		
Ronholm, Jim	x		
Williamson, Fraser	x		
Bryson, Tom	x		
CARRIED			

Tom Bryson, Chair

Christine Hickey, Recording Secretary

SUNDRIDGE AND DISTRICT MEDICAL CENTRE MEETING

CLOSED MEETING AGENDA

TUESDAY AUGUST 19, 2025

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

STAFF: Christine Hickey (Recording Secretary)

Into Closed Meeting at 6:28 p.m.

The purpose of this closed meeting is to discuss matters concerning:

Section 239 (2) (f) of the Municipal Act, 2001, as amended, and the
Village of Sundridge Procedural By-law No. 2020-037 to deal with: labour
relations or employee negotiations

The Committee received the information presented and provided direction
to the Recording Secretary.

Adjournment at 6:42 p.m.

Tom Bryson, Chairperson

Christine Hickey, Recording Secretary

SUNDRIDGE AND DISTRICT MEDICAL CENTRE MEETING

SPECIAL MEETING MINUTES

MONDAY AUGUST 25, 2025 @ 5:00 P.M.

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

STAFF: Christine Hickey (Recording Secretary), Nancy Millar (Clerk Administrator for Village of Sundridge)

MINUTES

C1 Call to Order

The Chair called the meeting to order at 5:00 p.m.

C2 Approval of Agenda

Resolution #2025-097MC

Moved by: Budd Brown

Seconded by: Fraser Williamson

THAT the agenda for the Special Meeting of the Sundridge & District Medical Centre Committee on August 25, 2025, be approved.

Recorded Vote:	For	Against	Abstain
Brown, Budd	x		
Bryson, Tim	x		
Jackson, Shawn	x		
Ronholm, Jim	x		
Williamson, Fraser	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) Sundridge and District Medical Centre Committee – Transition to Not for Profit
Re: Draft By-law and Articles of Incorporation

Resolution #2025-098MC

Moved By: Shawn Jackson

Seconded By: Jim Ronholm

THAT the Sundridge and District Medical Centre Committee receive the Draft By-Laws and Articles of Incorporation;

AND THAT the updates and questions as discussed be brought to the lawyer for clarification and be brought to the September 16, 2025 SDMC Meeting;

AND THAT the lawyer be requested to attend the September 16, 2025 SDMC meeting for further discussion

Recorded Vote:

Brown, Budd

For

x

Bryson, Tim

x

Jackson, Shawn

x

Ronholm, Jim

x

Williamson, Fraser

x

Bryson, Tom

x

CARRIED

Against

Abstain

C8 Correspondence - None

C9 Budget Summary & Accounts Payable – None

C10 Announcements - None

C11 Notice of Future Motion

C12 Closed Session - None

C13 Adjournment

Resolution #2025-099MC
Moved By: Jim Ronholm
Seconded By: Fraser Williamson

THAT the Sundridge & District Medical Centre Committee now adjourn at 5:52 p.m. until the next regular meeting being September 16, 2025 or at the call of the Chair.

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

Tom Bryson, Chair

Christine Hickey, Recording Secretary

Regular Meeting of the Village of Sundridge Council

Wednesday, September, 10, 2025 at 6:00 p.m.

Village of Sundridge Council Chambers

PRESENT

COUNCIL: Mayor Shawn Jackson, Councillor Luke Preston, Councillor Sharon Smith, and Councillor Fraser Williamson

GUESTS: Jessica Dion, Baker Tilly SNT

COUNCIL VACANCY NOMINEES: Cynthia Diamond, Fintan Flynn, Jason Newman, Stephen Rawn, Vicki Whitmell

STAFF: Nancy Millar, Clerk Administrator; Christine Hickey, Treasurer; Robyn Ferrante, Deputy Clerk/Deputy Treasurer

COUNCIL MINUTES

1) CALL TO ORDER

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

LAND ACKNOWLEDGEMENT

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

2) APPROVAL OF AGENDA

Resolution #2025-210

Moved By: Fraser Williamson

Seconded By: Sharon Smith

THAT the agenda for the September 10, 2025 regular meeting be approved as circulated.

Recorded Vote	For	Against	Abstain
Preston, Luke	x		
Smith, Sharon	x		
Williamson, Fraser	x		
Jackson, Shawn	x		
CARRIED			

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

4) **PLANNING MATTERS - None**

5) **DELEGATIONS - None**

6) **PRESENTATIONS**

6(A.1) Baker Tilly SNT (2024 Audit Review)

[Exception to Section 14 c) of the Village of Sundridge Procedural By-law is required to extend the duration of a delegation/presentation]

Resolution #2025-211

Moved By: Luke Preston

Seconded By: Fraser Williamson

THAT the delegation by Jessica Dion at Baker Tilly SNT, re: 2024 Consolidated Financial Statements and 2024 Year End Audit Report, be received with thanks; and

THAT Council approve the Draft Consolidated Financial Statements for the year ended December 31, 2024; and

THAT Council approve the Draft Sundridge-Strong Fire Department Financial Statements for the year ended December 31, 2024; and

THAT Council approve the Draft Sundridge and District Medical Centre Financial Statements for the year ended December 31, 2024; and

THAT Council approve the Draft Sundridge-Strong Union Public Library Financial Statements for the year ended December, 31, 2024, and;

THAT Council approve the Draft Village of Sundridge Trust Funds Financial Statements for the year ended December 31, 2024; and

THAT Council acknowledges and receives the Report to Council regarding the Audit Results.

Recorded Vote	For	Against	Abstain
Preston, Luke	x		

Smith, Sharon	x
Williamson, Fraser	x
Jackson, Shawn	x
CARRIED	

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 – n/a

7 (E.2) District of Parry Sound Social Services Administration Board

- CAO Report for July and August

7 (E.3) Phragmites Working Group Meeting Minutes – July 17, 2025

7 (E.4) Ministry of Natural Resources: Proposed regulations to support the implementation of the proposed Geologic Carbon Storage Act, 2025, if passed by the Legislature

8) APPROVAL OF CONSENT ITEMS

Resolution #2025-212

Moved By: Luke Preston

Seconded By: Fraser Williamson

THAT Items listed as Consent Items for September 10, 2025 and the recommendations contained therein be received;

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

Recorded Vote	For	Against	Abstain
Preston, Luke	x		
Smith, Sharon	x		
Williamson, Fraser	x		
Jackson, Shawn	x		
CARRIED			

9) NEW BUSINESS/ACTION ITEMS

9.1. Council Vacancy (Applicant Interview)

Resolution #2025-213

Moved By: Fraser Williamson

Seconded By: Sharon Smith

THAT The Council for the Corporation of The Village of Sundridge receive the nominations from interested persons looking to fill the current vacancy on council,

AND THAT Council will conduct an interview style process with the applicants to determine who will be selected to sit on council for the remainder of the term.

Recorded Vote	For	Against	Abstain
Preston, Luke	x		
Smith, Sharon	x		
Williamson, Fraser	x		
Jackson, Shawn	x		
CARRIED			

Mayor Jackson called for a recess at 7:42pm after the conclusion of the interviews. Council resumed at 7:48pm.

16) CONSIDERATION OF A CLOSED SESSION

Resolution #2025-214

Moved By: Fraser Williamson

Seconded By: Sharon Smith

THAT Council move into a Closed Session meeting at 7:49p.m. as provided for by Section 239 (2)(a) of the *Municipal Act*, 2001, as amended, to deal with: personal matters about an identifiable individual.

Recorded Vote	For	Against	Abstain
Preston, Luke	x		
Smith, Sharon	x		
Williamson, Fraser	x		
Jackson, Shawn	x		
CARRIED			

Resolution #2025-215

Moved By: Luke Preston

Seconded By: Sharon Smith

THAT Council move out of the Closed Session meeting and return to the open portion of the meeting at 8:04p.m. after having only discussed the matters as permitted under Section 239 (2)(a) of

the *Municipal Act*, 2001, as amended.

Recorded Vote	For	Against	Abstain
Preston, Luke	x		
Smith, Sharon	x		
Williamson, Fraser	x		
Jackson, Shawn	x		
CARRIED			

Council Vacancy – Candidate Selected to Fill the Vacant Seat

Resolution #2025-216

Moved By: Fraser Williamson

Seconded By: Luke Preston

THAT The Council for the Corporation of The Village of Sundridge select Vicki Whitmell to fill the vacant seat on Council for the remainder of the term,

AND THAT the selected candidate will take an 'Oath of Office' at the next regular meeting being held on September 24th, 2025.

Recorded Vote	For	Against	Abstain
Preston, Luke	x		
Smith, Sharon	x		
Williamson, Fraser	x		
Jackson, Shawn	x		
CARRIED			

9.2. Sundridge & District Medical Centre Committee: Employment Agreement

Resolution #2025-217

Moved By: Fraser Williamson

Seconded By: Luke Preston

BE IT RESOLVED THAT the Council for the Village of Sundridge hereby receive resolution #2025-087MC from the Sundridge and District Medical Centre Committee; and

HEREBY authorize the Clerk Administrator to sign the Agreement Regarding Employees on behalf of the Village.

Recorded Vote	For	Against	Abstain
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Preston, Luke	x
Smith, Sharon	x
Williamson, Fraser	x
Jackson, Shawn	x
CARRIED	

9.3. District of Parry Sound Municipal Association – Fall Meeting

Resolution #2025-218

Moved By: Sharon Smith

Seconded By: Fraser Williamson

THAT the Council for the Village of Sundridge receives the Agenda/Registration Form for the Fall 2025 Meeting on Friday September 26, 2025 to be held at the Orrville Community Centre;

AND THAT Council approves the following Council and Staff members to attend at a cost of \$50.00 each:

- Fraser Williamson
- Luke Preston
- Vicki Whitmell
- Robyn Ferrante
- Christine Hickey

Recorded Vote	For	Against	Abstain
Preston, Luke	x		
Smith, Sharon	x		
Williamson, Fraser	x		
Jackson, Shawn	x		
CARRIED			

9.4. Tri Council / Bi Council Agenda Items (September 25, 2025)

Resolution #2025-219

Moved By: Sharon Smith

Seconded By: Luke Preston

THAT the Council for the Village of Sundridge would like the following to be items on the next Tri Council / Bi Council for discussion:

- Tri Council:
 - The Cenotaph (flowers/reserve)
 - Staff Holiday Bonus & Holiday Party (taskforce update)

- Cooling Centre
- Amalgamation Update
 - o Bi Council:
- Boundary Roads Capital Expenditures being High Street Rehabilitation and Albert Street North and South Micro surfacing for 2026

Recorded Vote	For	Against	Abstain
Preston, Luke	x		
Smith, Sharon	x		
Williamson, Fraser	x		
Jackson, Shawn	x		
CARRIED			

9.5. Councillor Polo Shirts
[motion introduced by Luke Preston August 20, 2025]

A potential mock-up of shirts is included with this motion in the agenda package

Resolution #2025-220
Moved By: Luke Preston
Seconded By: Fraser Williamson

WHEREAS the Village of Sundridge values professionalism, visibility, and a unified identity for its elected officials when representing the municipality at public events and functions;

AND WHEREAS branded apparel enhances public recognition, fosters civic pride, and contributes to a consistent municipal image;

THEREFORE BE IT RESOLVED THAT council approve the design and purchase of official Village of Sundridge golf-style polo shirts for members of council;

AND FURTHER THAT the shirts be black in colour, featuring:

- The **Village of Sundridge logo** embroidered on the right chest;
- The word “**councillor**” in grey thread embroidered on the left sleeve;
- The phrase “**Sundridge – Your Place to Shine!**” professionally printed or embroidered on the back in a clear, bold font.

AND FURTHER THAT staff be directed to obtain quotes for the production of the shirts and report back to council with options for procurement and cost.

Recorded Vote	For	Against	Abstain
Preston, Luke	x		
Smith, Sharon	x		
Williamson, Fraser	x		

Jackson, Shawn **x**
CARRIED

9.6. Rail Safety Week

Resolution #2025-221
Moved By: Fraser Williamson
Seconded By: Sharon Smith

WHEREAS Rail Safety Week is to be held across Canada from September 15 to 21, 2025;

WHEREAS, 261 railway crossing and trespassing incidents occurred in Canada in 2024; resulting in 68 avoidable fatalities and 58 avoidable serious injuries;

WHEREAS, educating and informing the public about rail safety (reminding the public that railway rights-of-way are private property, enhancing public awareness of the dangers associated with highway rail grade crossings, ensuring pedestrians and motorists are looking and listening while near railways, and obeying established traffic laws) will reduce the number of avoidable fatalities and injuries cause by incidents involving trains and citizens; and

WHEREAS Operation Lifesaver is a public/private partnership whose aim is to work with the public, rail industry, governments, indigenous communities, police services, media and others to raise rail safety awareness;

WHEREAS CN and Operation Lifesaver have requested Council adopt this resolution in support of its ongoing efforts to raise awareness, save lives and prevent injuries in communities, including our municipality;

THEREFORE, BE IT RESOLVED THAT The Village of Sundridge supports the national Rail Safety Week being held from September 15 to 21, 2025.

Recorded Vote	For	Against	Abstain
Preston, Luke	x		
Smith, Sharon	x		
Williamson, Fraser	x		
Jackson, Shawn	x		
CARRIED			

9.7. 2025 Northeast Municipal Council Workshop

Resolution #2025-222
Moved By: Luke Preston
Seconded By: Fraser Williamson

THAT the Council for the Village of Sundridge receives the Agenda/Registration Form for the Fall 2025 Northeast Municipal Council Workshop,

AND THAT Council approves the following Council members to attend at a cost of \$80.00 each plus accommodation, mileage, and allowance for meals as per policy:

- Luke Preston
- Vicki Whitmell

Recorded Vote	For	Against	Abstain
Preston, Luke	x		
Smith, Sharon	x		
Williamson, Fraser	x		
Jackson, Shawn	x		
CARRIED			

9.8. Support for Ontario's Forestry Sector
[motion introduced by Luke Preston August 20, 2025]

Resolution #2025-223
Moved By: Luke Preston
Seconded By: Fraser Williamson

WHEREAS the forestry sector is a cornerstone of Ontario's economy, providing thousands of jobs, sustaining rural and northern communities, and contributing significantly to provincial GDP;

WHEREAS forestry operations and value-added industries play a vital role in supporting local economies across Northern and Central Ontario, including communities such as Sundridge, through direct employment, supply chains, and secondary businesses;

WHEREAS recent developments, including escalating U.S. tariffs on Canadian softwood lumber, pose a serious threat to the competitiveness and sustainability of Ontario's forestry sector, with combined duties now exceeding 35 percent;

WHEREAS the 2025 wildfire season has been one of the most severe on record in Ontario, threatening communities, straining firefighting resources,

and underscoring the need for strong and sustainable forest management practices;

WHEREAS the Province of Ontario has introduced initiatives such as the Forest Biomass Program and the Advanced Wood Construction Action Plan, which aim to strengthen innovation, diversification, and climate resilience within the forestry sector;

THEREFORE BE IT RESOLVED THAT the Council of The Village of Sundridge:

1. Expresses its strong support for Ontario's forestry sector, recognizing its economic, social, and environmental importance to the Province and to rural and northern municipalities.
2. Calls on the Government of Ontario and the Government of Canada to work collaboratively and urgently toward a fair, long-term resolution to the softwood lumber trade dispute with the United States.
3. Encourages continued and increased investment in forestry innovation, biomass utilization, wildfire resilience, and value-added wood manufacturing, ensuring that Ontario communities benefit from both economic opportunity and climate adaptation.
4. Directs that a copy of this resolution be forwarded to:

The Premier of Ontario
The Minister of Natural Resources and Forestry
The Minister of Economic Development, Job Creation and Trade
The local MPP and MP
The Federation of Northern Ontario Municipalities (FONOM)
The Rural Ontario Municipal Association (ROMA)
The Association of Municipalities of Ontario (AMO)
The Leader of the Official Opposition of Ontario

BE IT FURTHER RESOLVED THAT the Council of The Village of Sundridge invites neighbouring municipalities in Almaguin and across Northern and Central Ontario to consider adopting a similar resolution, thereby strengthening regional and provincial advocacy for Ontario's forestry sector.

Recorded Vote	For	Against	Abstain
Preston, Luke	x		
Smith, Sharon	x		
Williamson, Fraser	x		
Jackson, Shawn	x		
CARRIED			

ITEMS MOVED INTO COMMITTEE OF THE WHOLE - none

10) COMMITTEE REPORTS/MINUTES

Resolution #2025-224

Moved By: Fraser Williamson

Seconded By: Luke Preston

THAT Items 10 (A.1) to 10 (B.2) be received and discussed.

10 (A.1) Joint Building Committee – Permit Summary for July 2025

10 (A.2) Sundridge & District Medical Centre – August 19, 2025 (regular)

10 (A.3) Sundridge & District Medical Centre – August 19, 2025 (closed)

10 (A.4) Sundridge & District Medical Centre – August 25, 2025 (special)

10 (B.1) Council Regular Meeting – August 20, 2025

10 (B.2) Council Closed Meeting – August 20, 2025

Recorded Vote	For	Against	Abstain
Jackson, Shawn	x		
Preston, Luke	x		
Smith, Sharon	x		
Williamson, Fraser	x		
CARRIED			

11) STAFF REPORTS

11.1. Staff Report S2025-015 Sips Bicycle Rack Purchase

Resolution #2025-225

Moved By: Luke Preston

Seconded By: Fraser Williamson

THAT Council receive Staff Report S2025-015 – Sips Bicycle Rack Purchase;

AND THAT Council direct staff to report back to a future meeting of Council with options for a Village-wide plan regarding bicycle racks and advise the business owner of this decision.

AND THAT Council commends the business for their forward thinking.

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

Williamson, Fraser x
Jackson, Shawn x
CARRIED

11.2. Staff Report S2025-016 Employee Recognition Policy

Resolution #2025-226
Moved By: Fraser Williamson
Seconded By: Sharon Smith

THAT Council receive Staff Report S2025-016 Employee Recognition Policy;

AND THAT Council wishes to proceed with Option # 1.

Recorded Vote	For	Against	Abstain
Preston, Luke	x		
Smith, Sharon	x		
Williamson, Fraser	x		
Jackson, Shawn	x		
CARRIED			

12) **BY-LAWS**

12.1. By-Law No. 2025–036 Roads Fouling

Resolution #2025-227
Moved By: Fraser Williamson
Seconded By: Luke Preston

THAT By-Law No. 2025-036, being a by-law for prohibiting or regulating the obstructing, encumbering, injuring or fouling of highways or bridges, be approved.

Recorded Vote	For	Against	Abstain
Preston, Luke	x		
Smith, Sharon	x		
Williamson, Fraser	x		
Jackson, Shawn	x		
CARRIED			

12.2 By-Law No. 2025 – 037 Fall Fair Parade Road Closure

Resolution #2025-228

Moved By: Sharon Smith

Seconded By: Fraser Williamson

THAT By-Law No. 2025-037, being a by-law to temporarily close the specified road/streets as per Schedules A and B to By-Law No. 2025-037, be approved.

Recorded Vote	For	Against	Abstain
Preston, Luke	x		
Smith, Sharon	x		
Williamson, Fraser	x		
Jackson, Shawn	x		
CARRIED			

13) **ANNOUCEMENTS**

- **Shawn Jackson** – AMO Conference: leading the way in involvement from Aboriginal Leaders, opportunities for networking at the conference, IRAP document, women's leadership, talks on homelessness and the needs for support, free webinar for Council members on legislative compliance hosted by Advantage Ontario, opportunities to explore public arts spaces with Steps and Ontario Art
- **Sharon Smith** – nothing at this time
- **Luke Preston** – nothing at this time
- **Fraser Williamson** – fall fair is this weekend, will be judging floats
- **Vacant**
- **Nancy Millar, Clerk Administrator** – 2025 Final Tax bills were sent out on Monday

14) **INTRODUCTION OF FUTURE MOTIONS**

1. Councillor Fraser Williamson will introduce a Motion to raise the Truth and Reconciliation Flag

15) CONFIRMING BY-LAW

Resolution #2025-229

Moved By: Luke Preston

Seconded By: Sharon Smith

THAT By-Law No. 2025-038, being a by-law to confirm the proceedings of Council of the Corporation of the Village of Sundridge at its regular meeting of **September, 10, 2025**, be adopted.

Recorded Vote	For	Against	Abstain
Preston, Luke	x		
Smith, Sharon	x		
Williamson, Fraser	x		
Jackson, Shawn	x		
CARRIED			

16) CONSIDERATION OF A CLOSED SESSION

[moved up on agenda to appear after (9.1) Council Vacancy]

17) ADJOURNMENT

Resolution #2025-230

Moved By: Fraser Williamson

Seconded By: Sharon Smith

THAT we do now adjourn at 9:07p.m. until the Regular Council Meeting on September, 24, 2025, or at the call of the Mayor.

Recorded Vote	For	Against	Abstain
Preston, Luke	x		
Smith, Sharon	x		
Williamson, Fraser	x		
Jackson, Shawn	x		
CARRIED			

Shawn Jackson,
Mayor

Robyn Ferrante,
Deputy Clerk/ Deputy Treasurer

**CLOSED MEETING MINUTES
WEDNESDAY MARCH 26, 2025
HELD IN THE VILLAGE OF SUNDRIDGE COUNCIL CHAMBERS**

Present: Mayor Justine Leveque (electronic participation), Deputy Mayor Shawn Jackson, Councillor Fraser Williamson, Councillor Sharon Smith, and Councillor Luke Preston

Staff: Nancy Millar

Start Time: 7:23p.m.

This closed session meeting has been called to deal with:

1. Labour Relations or Employee Negotiations: Annual Performance Evaluation
 - Treasurer
 - Deputy Clerk / Deputy Treasurer

Council received and discussed the information provided by Staff. Council gave direction to the Clerk Administrator. No further discussion.

2. Adjournment at 7:39 p.m.

Justine Leveque, Mayor

Nancy Millar, Clerk Administrator

**CLOSED MEETING MINUTES
WEDNESDAY SEPTEMBER 10, 2025
HELD IN THE VILLAGE OF SUNDRIDGE
COUNCIL CHAMBERS**

Present: Mayor Jackson, Councillor Preston, Councillor Smith, Councillor Williamson

Staff: Robyn Ferrante, Deputy Clerk/Deputy Treasurer

Start Time: 7:49 p.m.

This closed session meeting has been called to deal with:

1. Personal Matters about an identifiable individual

- Council Vacancy - Nominations

Council discussed the permitted topic. No direction given to staff.

2. Adjournment at 8:04 p.m.

Shawn Jackson, Mayor

Robyn Ferrante, Deputy Clerk/Deputy Treasurer



Corporation of the Village of Sundridge

Report Number: S2025-017
Date: September 24, 2025
To: Mayor, and Members of Council
From: Robyn Ferrante, Deputy Clerk/Deputy Treasurer
Report Title: Lion's Park Playground RFP Award

RECOMMENDATION

THAT Council receive Staff Report S2025-017 – Lion's Park Playground RFP Award

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

BACKGROUND

At the April 23, 2025 Regular Council Meeting, Council directed staff to release an RFP for new playground equipment at Lion's Park:

Resolution# 2025-116

Moved By: Fraser Williamson

Seconded By: Luke Preston

THAT Council receive Staff Report S2025-008 – Lion's Park Playground Equipment RFP;

AND THAT Council authorize staff to release an RFP for Lion's Park Playground site preparation, equipment, installation, and delivery.

ANALYSIS/OPTIONS

Staff released the RFP and received six (6) submissions. Submissions ranged from \$69,908.05 to \$206,056.64 plus HST.

Council discussions have focused on the particular importance that this project holds. The playground offers much needed no-cost recreation and serves as a gathering place for families, community groups, and attracts visitors to the area.

As Council is aware, staff have applied for a grant to cover 90% of the project up to a maximum of \$200,000. No official statement on the grant is available at this time. Council has set aside the funds required to cover the cost of the project.

After consulting with the Public Works, Clerk's, and Treasury departments, it is the opinion of staff that the submission from Park N Play Design offers the most value and makes the best use of the space available. The design includes a large number of play elements suitable for ages 2-12 years old. Accessibility is a key feature of the proposed structure, utilizing the current layout/surfacing of the park.

Staff would like to request permission from Council to approach the company to request add-on items of a zip line and large spiral slide. These items are available from the manufacturer and were specifically requested in the survey that Council released in the summer of 2024.

INSTALLATION

The Village Public Works Department has committed to removing the existing equipment in an effort to reduce the costs of the project. The installation of the new equipment will be scheduled for Spring of 2026. It is the recommendation of staff that the current equipment remain in place until just prior to the new equipment installation.

OPTIONS

Option #1 – Council award the project to Park N Play Design at a cost of \$206,056.64 plus HST.

Option #2 – Council direct staff to provide other options for consideration at a future meeting of Council.

FINANCIAL CONSIDERATION

The cost of the new playground has been accounted for in the 2025 budget and is a planned expense.

ATTACHMENTS

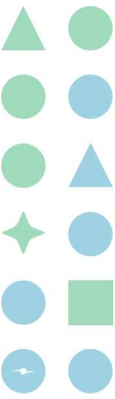
1. Park N Play Design RFP Submission - Drawings

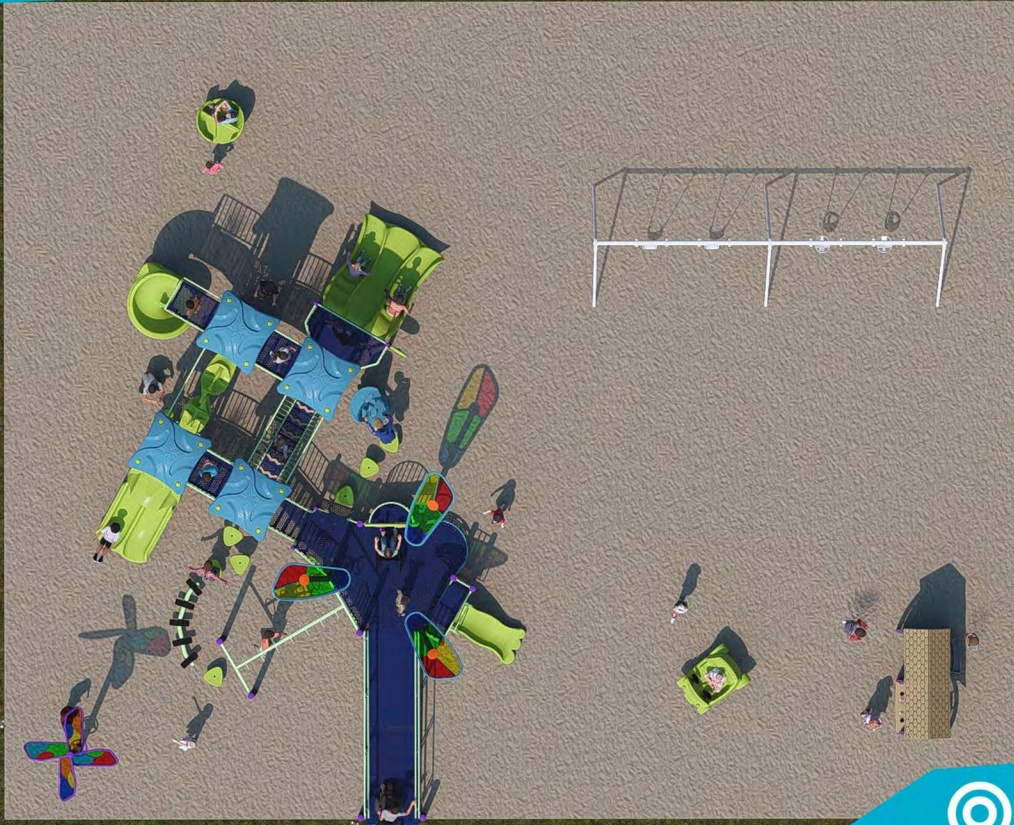
DESIGN

Play is NATURAL

“Free, spontaneous play and outdoor playscapes, both natural and built are essential for the fitness, health and development of children.”

- Dr. Joe Frost





BOB McLARTY
BOB@PARKNPLAYDESIGN.COM
1-519-505-4633

WWW.PARKNPLAYDESIGN.COM 1-866-551-8188



LION'S PARK - OE3814
SUNDRIDGE, ON
070425



BOB MCLARTY
BOB@PARKNPLAYDESIGN.COM
1-519-505-4633

WWW.PARKNPLAYDESIGN.COM 1-866-551-8188







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THE MUNICIPAL CORPORATION OF THE VILLAGE OF SUNDRIDGE

BY-LAW # -2025

Being a by-law to enter into an agreement for the services
of a Municipal Law Enforcement Officer and
Municipal Law Enforcement Manager

WHEREAS Section 20 (1) of the Municipal Act, 2001, Chapter 25, as amended, allows a municipality to enter into an agreement regarding a joint undertaking, which may include a Municipal Law Enforcement Services;

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

1. That the Agreement attached hereto as Appendix "A" between The Municipal Corporation of the Township of Armour and the Village of Sundridge be entered into by the municipality.
2. That the Mayor and the Clerk be authorized to execute all documentation necessary to fulfil the Agreement.
3. That the Agreement entered into between The Municipal Corporation of the Township of Armour and the Village of Sundridge is hereby ratified and confirmed, when signed by all parties.
4. That the Clerk of the Village of Sundridge is hereby authorized to make any minor modifications or corrections of an administrative, numeric, grammatic, semantic or descriptive nature or kind to the by-law and schedule(s) as may be deemed necessary after the passage of this by-law, where such modifications or corrections do not alter the intent of the by-law.

Read in its entirety, approved,
signed and the seal of the
Corporation affixed thereto and
finally passed in open Council
this day of , 2025.

Shawn Jackson,
Mayor

Nancy Millar, Clerk

Appendix "A"
By-Law # -2025

SERVICE AGREEMENT

BETWEEN

THE MUNICIPAL CORPORATION OF THE TOWNSHIP OF ARMOUR

AND

THE VILLAGE OF SUNDRIDGE

WHEREAS the Township of Armour has hired a Municipal Law Enforcement Officer and Municipal Law Enforcement Manager to provide services as described in the job descriptions attached as Schedule "A" to this by-law;

AND WHEREAS the Township of Armour agrees to share the services of the Municipal Law Enforcement Officer/Manager with the Village of Sundridge;

AND WHEREAS the Township of Armour and the Village of Sundridge agree that the Municipal Law Enforcement Officer/Manager shall be an employee of the Township of Armour;

AND WHEREAS the Village of Sundridge agrees to pay the Township of Armour for the costs involved in retaining the services of a Municipal Law Enforcement Officer/Manager, as per the terms of this agreement;

NOW THEREFORE the Township of Armour and the Village of Sundridge agree as follows:

1. THAT the Village of Sundridge shall use the Municipal Law Enforcement Officer/Manager for 8 hours per week during the term of this agreement. Every effort shall be made to ensure the availability of the Municipal Law Enforcement Officer/Manager, but it is recognized that the hours must remain flexible and that some hours may be required during weekends. The Municipal Law Enforcement Officer/Manager shall not perform any contract work which may place him/her in conflict. The roles and responsibilities of the Municipal Law Enforcement Officer and the Manager of Municipal Law Enforcement are set out in Schedule A to this Agreement. These job descriptions were reviewed and approved by the Council of the Township of Armour on August 26, 2025, and reflect the revised scope of duties associated with the delivery of By-law Enforcement Services under this Agreement. The revisions to the job descriptions account for expanded responsibilities, increased risk exposure, and the enhanced competencies required to effectively perform the services contemplated herein.
2. THAT the Village of Sundridge shall pay the Township of Armour the current rate at which the Township of Armour is remunerating the Municipal Law Enforcement Officer/Manager for each hour worked for their municipality, plus a 40% premium to cover the cost of benefits and vacation time, plus HST.
3. THAT the Village of Sundridge shall pay for any mileage incurred by the Municipal Law Enforcement Officer/Manager while working for their municipality, at a rate listed in Schedule B of this agreement. Mileage billed shall be based on the daily log of the Municipal Law Enforcement Officer/Manager. Mileage shall be applicable from the Municipal Law Enforcement Officer/Manager's departure from the Township of Armour's municipal office at 56 Ontario Street, Burk's Falls, Ontario.
4. THAT the Village of Sundridge agrees to share any other costs which may be generated by the Municipal Law Enforcement Officer/Manager position on the same percentage basis as the number of hours the Municipal Law Enforcement Officer/Manager does for the Village of Sundridge.
5. THAT the Township of Armour shall invoice the Village of Sundridge a minimum of 8 hours per week on a monthly basis for the period completed.
6. THAT the Village of Sundridge agrees to provide whatever administrative assistance is required in their respective office and will be responsible to provide office supplies required by the Municipal Law Enforcement Officer/Manager while working on their behalf.

- 7. THAT in the event of prosecution by or against the Municipal Law Enforcement Officer/Manager in the territorial jurisdiction of the each of the parties, each party shall be responsible for any costs arising from such legal proceedings, as well as legal representation of their own choosing.
- 8. THAT the Village of Sundridge agrees to maintain an insurance policy to and covering the Municipal Law Enforcement Officer/Manager and his/her related performance or non-performance of services, within its jurisdiction, for the entire term of this agreement. Proof of such insurance policy must be forwarded to the Township of Armour.
- 9. THAT the Village of Sundridge agrees on behalf of themselves, their successors and assigns, to indemnify and save harmless the Township of Armour, its servants and agents from and against any actions, causes of actions, damages, suits, claims and demands whatsoever which may arise, either directly or indirectly, out of the performance or non-performance of the services provided herein and in connection with the carrying out of the provisions of the agreement.
- 10. THAT any dispute arising from the administration of this agreement shall be resolved by the Clerk of the Township of Armour. If the decision of the Clerk is not satisfactory to one of the parties, the matter can be referred to the Council of the Township of Armour.
- 11. THAT this agreement shall be in place from January 1, 2026 to December 31, 2028. Thereafter, it may be renewed by the parties on whatever mutually acceptable basis is determined.
- 12. Any party may cancel their participation in this agreement by serving the other parties, written notice of their intention, ninety (90) days in advance of the date of termination.
- 13. This agreement constitutes the entire agreement between the parties.

IN WITNESS THEREOF THE MUNICIPAL CORPORATION OF THE TOWNSHIP OF ARMOUR HAS HEREUNTO AFFIXED ITS CORPORATE SEAL ATTESTED BY THE HAND OF ITS PROPER SIGNING OFFICERS.

Dated at the Township of Armour _____
MAYOR
This ____ day of _____, 2025 _____
CLERK

IN WITNESS THEREOF THE VILLAGE OF SUNDRIDGE HAS HEREUNTO AFFIXED ITS CORPORATE SEAL ATTESTED BY THE HAND OF ITS PROPER SIGNING OFFICERS.

Dated at the _____
Village of Sundridge
MAYOR
This ____ day of _____, 2025 _____
CLERK



POSITION DESCRIPTION
Municipal Law Enforcement Officer
August 26, 2025

REPORTS TO:

Manager of Municipal Law Enforcement

POSITION PURPOSE:

The Municipal Law Enforcement Officer is responsible for enforcing municipal by-laws and other applicable legislation, while promoting public awareness and education to ensure the safety and protection of residents, property, and municipal employees. The position requires a flexible schedule to accommodate the varying needs of the community and enforcement activities.

This role also includes providing enforcement services to other municipalities, as outlined in agreements with the Township of Armour. The Officer will work collaboratively with the public, internal departments, and external partners to identify and address underlying factors affecting compliance and public safety, supporting a proactive and coordinated approach to municipal law enforcement.

MAJOR DUTIES & RESPONSIBILITIES:

1. Conducts a variety of inspections and enforces municipal by-laws and applicable legislation through both proactive patrols and response to complaints.
2. Designated as the Provincial Offences Officer under applicable legislation to initiate legal action on by-laws and issue administrative monetary penalties and compliance notices.
3. Promotes voluntary compliance through persuasive communication, written correspondence, and on-site education.
4. Works collaboratively with property owners, contractors, and residents to resolve non-compliance issues.
5. Investigates by-law violations and prepares detailed documentation including evidence gathering, witness interviews, registered correspondence, and court briefs. Initiates legal proceedings as required, including issuing summonses and preparing materials for prosecution.
6. Maintains thorough and accurate records of enforcement activity in compliance with municipal policy and legal standards.
7. Responds to public inquiries, complaints, and enforcement requests with professionalism and a strong customer service focus.
8. Coordinates enforcement services and shares information with internal departments, partner agencies and other municipalities through shared services agreements.
9. Attends Council meetings, community meetings and public events as required.
10. Provides after-hours field support for complex investigations and urgent public safety concerns.
11. Maintains a system to receive complaints 24/7; triages service requests and coordinates appropriate agency call-outs when safety risks are identified.

12. Assists with animal control and transports animals to an animal shelter designated by the municipality. May be required to administer medications as prescribed to sedate aggressive animals. May be exposed to emotionally distressing situations involving animal cruelty and euthanasia.
13. Keeps informed of by-law enforcement-related matters, including legislation, regulations, practices, and procedures, and attend seminars, workshops, conferences and training courses as required.
14. Maintains effective and cooperative liaison with staff, staff, other municipalities, government agencies, external organizations, and the public to promote a high standard of customer service and public relations at all times.
15. Wears and maintains required personal protective equipment (PPE), including body armour and biohazard protections, during field activities.
16. Works in compliance with the Township of Armour policies, and the Occupational Health and Safety Act and its regulations. Understands and adheres to established procedures of each municipality served.
17. Uses service area equipment and fleet vehicles responsibly. Reports fleet issues to the CAO.
18. Performs additional duties and special projects as assigned by the Clerks of the respective municipalities.

EDUCATION / EXPERIENCE / SKILLS:

1. Minimum two (2) year college diploma in law enforcement or a related field.
2. Minimum one-two (1-2) years experience in municipal enforcement or investigative fieldwork.
3. Certification from, or willingness to obtain certification from, the Municipal Law Enforcement Officers Association of Ontario and the Ontario Association of Property Standards Officers.
4. Excellent verbal and written communication skills; able to interact professionally with elected officials, colleagues, and the public.
5. Strong public relations skills and the ability to foster voluntary compliance through effective communication.
6. Must be able to work frequently with vulnerable sectors including youth, seniors, individuals experiencing homelessness, and those affected by mental health or addiction issues.
7. Strong working knowledge of municipal by-laws, regulatory legislation and enforcement frameworks.
8. Proficient in investigative procedures, including note-taking and evidence collection and preparation of Crown briefs.
9. Knowledge of court procedures and legal documentation requirements, including issuing summonses and preparing for testimony.
10. Ability to coordinate enforcement services across multiple municipalities and triage service requests efficiently.
11. Demonstrated conflict resolution, negotiation, and de-escalation skills, with the ability to remain calm, objective and maintain personal safety in high-stress or confrontational situations.
12. Capable of managing exposure to emotionally challenging situations including those involving trauma, grief, domestic conflict, or animal cruelty, while maintaining professionalism and emotional resilience.

13. Able to work independently and as part of an enforcement team, exercising sound judgement and discretion.
14. Experience collaborating with external agencies such as MNRF, MOECCP, PSDSSAB, NBPSDHU, NBMCA, OMFRA, Animal Welfare, and emergency services providers
15. Ability to support a proactive and integrated approach to public safety and enforcement through interagency collaboration.
16. Strong organizational, time management, and administrative skills.
17. Ability to maintain accurate records, prepare detailed reports, and manage enforcement files in compliance with municipal policies and privacy requirements.
18. Comfortable wearing PPE and able to walk long distances, climb various terrain, and work in remote or rugged conditions.
19. Visual acuity must meet acceptable standards for investigative work.
20. Able to operate Township vehicles and equipment responsibly; reports maintenance issues promptly.
21. Available to respond during municipal emergencies or emergency management activations.
22. Willing to conduct occasional after-hours patrols and investigations.
23. Valid G driver's license with a clean driver abstract required; use of personal vehicle may be required.
24. Possession of a valid Pleasure Craft Operator Card.
25. Must provide and maintain a clean criminal record check.
26. Must maintain strict confidentiality and comply with all applicable workplace safety regulations.

Independence of Action

This position requires adapting established guidelines and includes a choice of methods or procedures.

Mental Effort

Variety of duties with frequent interruptions. Mental, visual and/or aural concentration required when, investigating, making notes or going to court.

Physical Effort

Work may involve physically draining and exhausting activities, which may include aiding in emergency response situations and be involved in physically dangerous and confrontational situations.

Dexterity

The coordination of fine motor skills is required when operating office equipment, vehicles, taking notes, writing reports, and using other documentation tools.

Accountability

Actions could result in significant loss of time or resources and could affect the work of others.

This position is accountable to multiple municipalities through shared service agreements, requiring adaptability to differing community needs and by-law frameworks.

Safety of Others

Considerable degree of care required to prevent injury or harm to others during enforcement duties.

Supervision

Supervisory responsibility is not normally part of the job requirement, however there may be a requirement to show or train others how to perform tasks or duties.

Contacts

Has frequent contacts for investigations and/or discussions of a difficult, specialized or sensitive nature and needs to be able to influence and persuade a person or persons to co-operate and follow the legislation.

Working Conditions

Work is performed mostly outside with the unavoidable externally imposed conditions. Work involves dealing with difficult individuals and includes exposure to physically dangerous and confrontational situations.

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position. The Township of Armour reserves the right to amend responsibilities to reflect organizational needs.



POSITION DESCRIPTION
Manager of Municipal Law Enforcement
August 26, 2025

REPORTS TO:

Clerk

POSITION PURPOSE:

The Manager of Municipal Law Enforcement provides senior leadership and strategic direction for the Municipal Law Enforcement Department. This position oversees departmental operations, supervises staff, and ensures consistent, effective enforcement of municipal by-laws and other applicable legislation.

The Manager is also responsible for mentoring and supporting staff, guiding complex investigations, and resolving escalated complaints. They also review and recommend updates to by-laws to ensure relevance, legal compliance and alignment with community standards. The role supports the delivery of professional, community-focused enforcement services that promote public safety trust.

MAJOR DUTIES & RESPONSIBILITIES:

- 19. Oversees daily operations, scheduling, and coordination of departmental staff; ensures equitable workload distribution and promotes efficiency.
- 20. Provides leadership, orientation, mentoring, and debriefing support for staff well-being and professional development.
- 21. Performs complex inspections and enforcement duties under applicable legislation and municipal by-laws, as needed.
- 22. Acts as a designated Provincial Offences Officer for initiating legal action, issuing administrative monetary penalties, and overseeing compliance-related enforcement.
- 23. Responds to and resolves escalated complaints; conducts complex investigations and prepares Crown briefs, summonses, and compliance letters.

24. Promotes voluntary compliance through effective communication and collaboration with residents, contractors, and property owners.
25. Provides regular reports and presentations to Council regarding enforcement activities, emerging trends, and by-law recommendations.
26. Ensures accurate and complete recordkeeping for the department in accordance with municipal policies and legal requirements.
27. Oversees animal control operations and shelter coordination; may administer prescribed sedatives to aggressive animals and manage emotionally distressing cases involving cruelty or euthanasia.
28. Designated as the Animal Control Officer, Weed Inspector, Property Standards Officer and Fence Viewer. Other designations may also be required.
29. Ensures staff compliance with the Township's policies, Occupational Health and Safety Act, and relevant procedures in all served municipalities.
30. Manages after-hours enforcement procedures; triages complaints and coordinates appropriate agency or staff response.
31. Maintains effective liaison with other departments, municipalities, agencies, and the public to support collaborative enforcement.
32. Attends department head and management meetings and participates in strategic discussions.
33. Contributes to budget development for the enforcement department and monitors expenditures.
34. Represents the department at Council meetings as required, to provide information and clarity on existing, changing, or new by-laws. Attend community meetings and public events as required.
35. Stays current on enforcement-related legislation, regulations, and best practices through ongoing training and professional development.
36. Uses service vehicles and equipment responsibly; reports fleet concerns to the CAO.
37. Performs other related duties and special projects as assigned by Clerks of the respective municipalities.

EDUCATION / EXPERIENCE / SKILLS:

27. Minimum two (2) year college diploma in law enforcement or a related field.
28. Minimum one to two (1-2) years experience in a municipal law enforcement setting.
29. Certification or intent to obtain certification through the Municipal Law Enforcement Officers Association of Ontario.
30. Certification or intent to obtain certification as a Property Standards Officer through the Ontario Association of Property Standards Officers.
31. Managerial or supervisory experience is an asset.
32. Excellent verbal and written communication skills; able to interact professionally with elected officials, staff, and the public.
33. Exceptional organizational, time management and administrative skills.
34. Strong conflict resolution, negotiation, and problem-solving abilities with demonstrated integrity, initiative, and emotional maturity.

35. Ability to lead with tact, diplomacy, and sound judgment, both independently and as part of a team.
36. In-depth understanding of enforcement frameworks, by-laws, and legislation, as well as investigative best practices.
37. Knowledge of court processes and emergency response protocols.
38. Must be able to work frequently with vulnerable sectors including youth, seniors, homeless, mental health and addictions.
39. Experience working with vulnerable populations, including seniors, youth, and individuals experiencing homelessness, addiction, or mental health challenges.
40. Demonstrated resilience and healthy coping strategies for managing exposure to distressing or traumatic situations.
41. Ability to remain current in legislative developments and facilitate ongoing staff knowledge transfer.
42. Capable of coordinating enforcement services across multiple municipalities.
43. Experience working with external partners including MNRF, MOECCP, PSDSSAB, NBPSDHU, NBMCA, OMFRA, Paramedicine Program, Animal Welfare, and other services as required.
44. Able to respond to high-conflict or emergent situations calmly and effectively, with personal and team safety as a priority.
45. Physically able to walk long distances, climb various terrain, and work in remote or rugged environments, and maintain visual acuity to meet investigative standards.
46. Experienced in presenting to Council and communicating enforcement matters clearly and professionally.
47. Valid G driver's license with a clean driver abstract satisfactory to the Municipality; use of personal vehicle may be required.
48. Valid Pleasure Craft Operator Card.
49. Must provide and maintain a clean criminal record check.
50. Strict adherence to confidentiality and health and safety regulations.

Independence of Action

This position requires adapting established guidelines and includes a choice of methods or procedures.

Mental Effort

Variety of duties with almost continuous periods of intermediate mental, visual and/or aural concentration required when, managing personnel, investigating, making notes or going to court.

Physical Effort

Work may involve physically demanding and exhausting activities which may include aiding in emergency response situations and be involved in physically dangerous and confrontational situations.

Dexterity

The coordination of fine motor skills is required when operating office equipment, vehicles, taking notes, writing reports, and use other equipment.

Accountability

Actions could result in significant loss of time or resources which could affect the work of others and could cause some embarrassment within the department.

This position is accountable to multiple municipalities through shared service agreements, requiring adaptability to differing community needs and by-law frameworks.

Safety of Others

Considerable degree of care required to prevent injury or harm to others.

Supervision

This position requires the employee to assume, on a continuous basis, the normal supervisory duties over others. May perform some duties similar to those of the employee supervised.

Contacts

Has frequent contacts for investigations and/or discussions of a difficult, specialized or sensitive nature and needs to be able to influence and persuade a person or persons to co-operate and follow the legislation.

Working Conditions

Work is performed mostly outside with the unavoidable externally imposed conditions. Work involves dealing with difficult individuals and includes exposure to physically dangerous and confrontational situations.

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position. The Township of Armour reserves the right to amend responsibilities to reflect organizational needs.

Appendix “A”
By-Law # -2025

Schedule “B”

MILEAGE RATE POLICY

The TOWNSHIP OF ARMOUR, shall be reimbursed for mileage incurred in the performance of Municipal Law Enforcement Services under this Agreement. Mileage shall be reimbursed at the reasonable per-kilometre rates established and published by the Canada Revenue Agency (CRA), as amended from time to time. The applicable rate shall be the rate in effect at the time the mileage is incurred. Current and updated CRA mileage rates can be found at:

<https://www.canada.ca/en/revenue-agency/services/tax/businesses/topics/payroll/benefits-allowances/automobile/automobile-motor-vehicle-allowances.html>

Reimbursement is subject to the submission of itemized mileage logs and any other supporting documentation reasonably required by the VILLAGE OF SUNDRIDGE, and shall be paid in accordance with the payment terms set out in this Agreement.

THE CORPORATION OF THE VILLAGE OF SUNDRIDGE

BY-LAW NO. 2025-040

Being a By-Law to confirm the proceedings of the Council of the Corporation of the Village of Sundridge at its Regular Meeting September 24, 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 September 24, 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 24TH DAY OF SEPTEMBER, 2025.

Shawn Jackson, Mayor

Nancy Millar, Clerk