

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

**Wednesday, December 21, 2016 – 6:00 p.m.  
Village of Sundridge Council Chambers**

**MINUTES**

**PRESENT:** Mayor Lyle Hall, Deputy Mayor Ryan Jeffers, Councillors Don Richardson, Jason Newman, and Russell Becker

**STAFF PRESENT:** Karen Fraser, Clerk Administrator, James Mahoney, By-law Enforcement Officer

**1) CALL TO ORDER**

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

**2) APPROVAL OF AGENDA**

**Resolution #2016-377**

**Moved By: Jason Newman  
Seconded By: Don Richardson**

That the agenda for Wednesday, December 21, 2016 be approved as amended to:

Move Item 6.E.2 into Committee of the Whole and re-order to follow Item 5.4;  
Add Item 9.7 – Memo – Sundridge and District Medical Centre Reserves;  
Defer Item 6.F.1 to January 11, 2017  
Defer Item 6.E.3 to January 11, 2017; and

That Sections 11 and 22 of Procedural By-Law No. 2014-061, be suspended for this meeting as part of the ongoing agenda format pilot project.

**Carried.**

**3) DECLARATION OF PECUNIARY INTEREST**

**4) PRESENTATIONS**

*[None]*

**5) DEPUTATIONS**

(5.1) Dustin Kaptein – Construction on John Street

*[This Item was tabled on December 7, 2016]*

Mr. Kaptein requested permission to access recently purchased property on the unopened portion of John Street, and to connect to the municipal sewer.

**Resolution #2016-378**

**Moved By: Don Richardson**  
**Seconded By: Ryan Jeffers**

That the deputation by Bill Kaptein on behalf of Dustin Kaptein, regarding construction on John Street, be received; and

That staff investigate planning and zoning provisions including obtaining a planning estimate prior to returning the matter to Council.

**Carried.**

(5.2) Almaguin Highlands Chamber of Commerce – BR & E & Regional Ec. Dev. Comm.

William Hollett, Almaguin Highlands Chamber of Commerce President, presented highlights of the Chamber's recent Business Retention and Expansion initiative. The project profiled 38 businesses in the region as part of a regional economical development plan. The BR & E established 4 key findings – work force, expansion opportunities, succession and exit planning for businesses and regional collaboration. Development of a regional economic event to be hosted by the Chamber is expected to result in a Terms of Reference which should strengthen the work of local Economic Development Officers, a key component of regional success. The BR & E publication is available on the Chamber's website at [www.burksfallschamber.com](http://www.burksfallschamber.com).

**Resolution #2016-379**

**Moved By: Don Richardson**  
**Seconded By: Ryan Jeffers**

That the deputation by the Almaguin Highlands Chamber of Commerce re: BR & E and Regional Economic Development Committee, be received with thanks.

**Carried.**

(5.3) Charles Croll, Director, Eastern Infrastructure Services Inc. – Asset Management Plan

Mr. Croll provided Council with a Key Performance Indicator (KPI) tool to assist in finalizing the draft Asset Management Plan. He elaborated on the significance of determining a "reasonable fit" for targets in the absence of an Official Plan and a Strategic Plan.

**Resolution #2016-380**

**Moved By: Russell Becker**  
**Seconded By: Ryan Jeffers**

That the deputation by Charles Croll, Director, Eastern Infrastructure Services Inc., regarding the Village of Sundridge Draft Asset Management Plan 2016, be received with thanks; and

That staff proceed with next steps to advance the plan including a meeting with Mr. Croll and subsequently with Council.

**Carried.**

- (5.4) James Mahoney, By-law Enforcement Officer – Property Standards Order

**Resolution #2016-381**

**Moved By: Don Richardson**

**Seconded By: Russell Becker**

That the deputation by James Mahoney, By-law Enforcement Officer, re: Property Standards Order, 164 Main Street, Sundridge, be received.

**Carried.**

- (E.2) Memo – Edythe Anne Gunby Property

*[This Item has been moved into Committee of the Whole and re-ordered to follow Item 5.4]*

**Resolution #2016-382**

**Moved By: Jason Newman**

**Seconded By: Russell Becker**

That the correspondence from the By-law Enforcement Officer dated December 21, 2016 re: update on property standards complaint – 164 Main Street, be received.

**Carried.**

**6) CONSENT ITEMS**

*[Items from the Consent List may be moved by members to be debated/discussed in Committee of the Whole]*

**A) APPROVAL OF PREVIOUS COUNCIL MINUTES**

- (A.1) Regular Council Meeting – December 7, 2016

**Resolution #2016-383.01**

That the minutes of the Regular Council meeting dated December 7, 2016, be adopted as printed.

- (A.2) Closed Session Meeting – December 7, 2016

**Resolution #2016-383.02**

That the minutes of the Closed Session meeting dated December 7, 2016, be adopted as printed.

**B) COMMITTEE & BOARD MINUTES**

- (B.1) Tri-Council Meeting – November 29, 2016

**Resolution #2016-383.03**

That the minutes of the Tri-Council meeting (Sundridge/Strong) dated November 29, 2016, be received.

- (B.2) Bi-Council Meeting – November 29, 2016

**Resolution #2016-383.04**

That the minutes of the Bi-Council meeting (Sundridge/Strong) dated November 29, 2016, be received.

- (B.3) POA Municipal Partners Advisory Committee Meeting – November 24, 2016

**Resolution #2016-383.05**

That the minutes of the POA Municipal Partners Advisory Committee dated November 24, 2016, be received.

- (B.4) CAEDA – December 1, 2016

**Resolution #2016-383.06**

That the minutes of the Central Almaguin Economic Development Association, dated December 1, 2016, be received.

- (B.5) Sundridge, Strong, Joly Arena and Hall – December 7, 2016

**Resolution #2016-383.07**

That the minutes of the Sundridge, Strong, Joly Arena and Hall Operating Committee, dated December 7, 2016, be received.

- (B.6) Sundridge- Strong Union Public Library Board – November 17, 2016

**Resolution #2016-383.08**

That the minutes of the Sundridge-Strong Union Public Library Board, dated November 17, 2016, be received.

- (B.7) Sundridge- Strong Union Public Library Board – December 15, 2016

**Resolution #2016-383.09**

That the minutes of the Sundridge-Strong Union Public Library Board, dated December 15, 2016, be received.

**C) STAFF REPORTS**

(C.1) S2016-016 Public Consultation – Community Hub Proposal

**Resolution #2016-383.10**

That Council will host a public Open House on January 21, 2017 to receive public input on a proposed community hub concept; and

That the Open House will be conducted using an unstructured format, as described in the “Four Simple Questions” Option in staff report S2016-016, dated December 21, 2016; and

That the findings from the Open House will be used to measure public acceptance for a Community Hub in the Village of Sundridge as a critical first step in the Village of Sundridge moving forward with the hub proposal; and

That summarized findings will be presented to Council as soon as possible after the Open House.

**D) BY-LAWS**

(D.1) By-law #2016-065 - Collection, Removal and Disposal of Garbage, Recyclable Materials, Yard Waste and Other Refuse

**Resolution #2016-383.11**

That Council adopts By-law No. 2016-065 which replaces By-law No. 2015-035 by amending the Exceptions section of Schedule “B” to clarify special pick up arrangements, to limit the number of yard and waste bags, and to specify the requirements for pick up of brush.

(D.2) By-law #2016-037 – Authorize a Franchise Agreement between the Corporation of the Village of Sundridge and Union Gas Limited – Third Reading

*[A copy of the franchise agreement is available in Clerk Services]*

**Resolution #2016-383.12**

That having confirmed the required Decision and Order from the Ontario Energy Board (August 25, 2016), Council gives third and final reading to By-law No. 2016-037 to ratify its intention to enter into a Franchise Agreement with Union Gas Limited and repeal By-law No. 97-002; and

That the Mayor and Clerk be authorized to execute the Franchise Agreement.

## E) CORRESPONDENCE

### Correspondence from Staff

(E.1) Memo – OTS Funding

**Resolution #2016-383.13**

That the correspondence from the Clerk Administrator dated December 21, 2016 re: OTS Funding, be received.

(E.2) Memo – Edythe Anne Gunby Property

***[This Item was moved into Committee of the Whole and re-ordered to follow Item 5.4]***

(E.3) Q4 2016 Interim Budget Summary Report Ending December 15, 2016

***[This Item was deferred to January 11, 2017]***

(E.4) Follow Up List – December 16, 2016

**Resolution #2016-383.14**

That the *Staff Follow Up and Report to Council 2016* list, dated December 16, 2016 be received.

### Inter-Governmental Correspondence

(E.5) Ontario News – Affordable Housing News Release

**Resolution #2016-383.15**

That the correspondence from the Province of Ontario dated December 7, 2016 re: Ontario Passes Legislation to Create More Affordable Housing for Families, be received.

### Board and Agency Correspondence

(E.6) DPSSAB – Seeking Proposals for affordable housing projects to be developed

**Resolution #2016-383.16**

That the correspondence from District of Parry Sound Social Services Administration Board, Housing and Community Services, dated December 2, 2016, be received.

### Other Correspondence

- (E.7) Ontario Drinking Water – Notice of Release of the Chief Drinking Water Inspector’s Annual Report 201-2016

*[The Chief Drinking Water Inspector’s Annual Report 2015-2016, 12 pages, is available for review in Clerk’s Services.]*

**Resolution #2016-383.17**

That the correspondence from the Chief Drinking Water Inspector, dated November 28, 2016, re: Chief Drinking Water Inspector’s Annual Report 2015-2016, be received.

- (E.8) North Bay Parry Sound District Health Unit – The Cost of Healthy Eating 2016

**Resolution #2016-383.18**

That the correspondence from NBPSDHU, dated November 25, 2016, re: The Cost of Healthy Eating 2016 – BOH Resolution #BOH/2016/11/06, be received.

- (E.9) MPAC – 2017 Budget and Municipal Levy

**Resolution #2016-383.19**

That the correspondence from the Municipal Property Assessment Corporation, dated December 12, 2016, re: 2017 Budget and Municipal Levy, be received.

**Resolutions of Support**

- (E.10) Town of Richmond Hill – Postal Banking

**Resolution #2016-383.20**

**WHEREAS** the Federal Government’s Canada Post Review will conclude, in the spring of 2017, with the government announcing decisions on the future of Canada Post, including whether or not to create a new service and revenue stream through postal banking;

**WHEREAS** there is an urgent need for this service because thousands of rural towns and villages do not have a bank;

**WHEREAS** nearly two million Canadians desperately need alternatives to high interest charging payday lenders including our local residents;

**WHEREAS** postal banking helps keep post offices viable and financial services accessible in many parts of the world;

**WHEREAS** postal banking has the support of over 600 municipalities and close to two-thirds of Canadians (Stratcom poll, 2013);

**WHEREAS** residents and businesses of The Village of Sundridge rely on mail service and see postal banking as an opportunity to improved the financial

position of Canada Post while allowing the organization to continue its important service to Canadians including the Village of Sundridge without subsidy;

**WHEREAS** small business in the Village of Sundridge and throughout Canada require more and different forms of banking services to assist in venture capital growth as well as other financial needs currently not being serviced;

**WHEREAS** the Federal Government has prioritized, communicated, promoted, encouraged and challenged Canadians to be innovative, postal banking will allow customers of Canada Post to have access to banking services that will enhance productivity and quality of life for all stakeholders;

**THEREFORE BE IT RESOLVED** That the Village of Sundridge encourages the Federal Government to review the Banking Act to allow postal banking at Canada Post; and

That the Village of Sundridge encourages the Federal Government to amend the Canada Post Act of 1981 to allow postal banking at Canada Post; and

That the Village of Sundridge encourages the Federal Government to instruct Canada Post to add postal banking as a service, with a mandate for financial inclusion either as a stand-alone bank or in cooperation with other financial organizations which may include the Business Development Bank of Canada (BDC); and

That the Village of Sundridge call on the Federal Government to instruct Canada Post to add postal banking, with a mandate for financial inclusion; and

That Council directs staff to forward this resolution to other local governments in Canada for whom contact information is readily available, requesting favourable consideration of this resolution to the Federation of Canadian Municipalities.

(E.11) Township of Hornepayne – Municipal Fire Service

**Resolution #2016-383.21**

That the correspondence from the Township of Hornepayne regarding request for the Provincial Government to recognize Municipal Fire Service as critical infrastructure by including funding for Fire Department infrastructure as part of the Provincial Government's Infrastructure Strategy to Move Ontario Forward, be supported.

**F) CONSIDERATION OF A CLOSED SESSION**

(F.1) Resolution to hold a closed meeting.

***[This Item was Deferred to January 11, 2017]***

Recommendation



That Council hold a Closed Session meeting as provided for by the Municipal Act, 2001, as amended, and the Village of Sundridge's Procedural By-law No. 2014-061, immediately following this Council meeting to deal with:

- a) Litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board:
  - Employee matters

*[This concludes the list of Consent Items on the Agenda for December 21, 2016]*

## **7) APPROVAL OF CONSENT ITEMS**

### **Resolution #2016-383**

**Moved By: Russell Becker**  
**Seconded By: Jason Newman**

That Items listed as Consent Items for December 21, 2016 and the recommendations contained therein be adopted as Resolutions of Council except that Item 6.E.2 be moved into Committee of the Whole; 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.

**Carried.**

## **8) MOVE TO COMMITTEE OF THE WHOLE**

### **Resolution #2016-384**

**Moved By: Don Richardson**  
**Seconded By: Ryan Jeffers**

That Council resolve into Committee of the Whole.

**Carried.**

## **9) COMMITTEE OF THE WHOLE**

**Deputy Mayor Jeffers will assume the Chair**

### **(9.1) Committee Structure**

*[This Item introduced by Mayor Lyle Hall and tabled on November 23, 2016 – Resolution #2016-356]*

**Moved By: Lyle Hall**  
**Seconded By: Don Richardson**

That Council review membership on joint committees to ensure the fullest participation and attendance by Village of Sundridge representatives; and

That the following committee membership changes be suggested:

- Recreation Committee – add D. Richardson, remove R. Jeffers
- High Rock Committee – add D. Richardson, remove L. Hall
- CAEDA – add L. Hall, remove D. Richardson
- Fire Board – add R. Becker & R. Jeffers, remove L. Hall & D. Richardson; and

That the changes become effective immediately, or as procedural requirements for the respective committees will permit.

Motion to Table

**Resolution #2016-385**

**Moved By: Jason Newman**  
**Seconded By: Russell Becker**

That Item 9.1 be tabled to January 11, 2017.  
**Carried.**

**Mayor Hall will resume the Chair**

(9.2) Sunflower Festival – Permanent Sign  
*[This item was tabled on December 7, 2016 – Resolution #2016-371]*

**Resolution #2016-386**

**Moved By: Don Richardson**  
**Seconded By: Ryan Jeffers**

That Council approve of a permanent Sunflower Festival Sign being located at the bottom of the Notice Board located in front of the Canada Post Office at 100 A Main Street, Sundridge provided that Council review and approve the size, design and graphics prior to installation.  
**Carried.**

(9.3) AMO – Federal Infrastructure Phase 2 Incrementality Resolution  
*[This item was tabled on December 7, 2016 – Resolution #2016-372]*

**Resolution #2016-387**

**Moved By: Ryan Jeffers**  
**Seconded By: Don Richardson**

**WHEREAS** municipal governments' infrastructure is critical to our collective economic health; and

**WHEREAS** stable, predictable and formula-based infrastructure funding allows municipal governments to plan and schedule investments in infrastructure; and

**WHEREAS** Ontario municipal governments have asset management plans which set out a municipality's longer term capital plan which reflects the infrastructure priorities of these asset management plans; and

**WHEREAS** a federal incrementality rule interferes with municipal long-term infrastructure priorities and diminishes the value of municipal asset planning and management;

**NOW, THEREFORE BE IT REVOLVED** that the Village of Sundridge calls on the federal government to provide long-term predictable, and formula-based funding in its Phase 2 programs for municipal governments; and

**BE IT ALSO RESOLVED** that the Village of Sundridge calls on the federal government to change incremental requirements in Phase 2 to recognize in Ontario that a municipal government's asset management plan meets a municipal incremental infrastructure requirement.

**Carried.**

- (9.4) Sharing of Space – Royal Canadian Legion, Sundridge  
*[Deputy Mayor Jeffers introduced the following motion at the December 21, 2016 meeting.]*

**Resolution #2016-388**

**Moved By: Ryan Jeffers**  
**Seconded By: Russell Becker**

That Council directs staff to investigate the possibility of sharing space at the Royal Canadian Legion, Sundridge Branch, during times when the facility is not being used; and

That should the Legion respond favourably, staff report back to Council.

**Carried.**

**Deputy Mayor Jeffers will assume the Chair**

- (9.5) Seasonal Bonuses  
*[Mayor Hall introduced the following motion at the December 21, 2016 meeting.]*

Original Motion

**Moved By: Lyle Hall**  
**Seconded By: Jason Newman**

That in appreciation for their outstanding efforts over the past year a Christmas bonus be provided to Village of Sundridge Employees; and

That to provide fair and equitable payment of Christmas Bonuses, award shall be divided into two categories:

1. Crossing Guards, By-law Enforcement Officer, Sr. Administrative Assistant and Roads Labourers, shall receive bonuses equal to 0.5% of their base pay; and

2. Clerk, Deputy Clerk, Treasurer, and Village Superintendent shall receive bonuses equal to 0.75% of their base pay; and

That Council for the Village of Sundridge extends sincere thanks to each employee for a job well done; and

That in order for staff to have paycheques prior to the Christmas office closure, Council authorizes the final pay for 2016 to be issued on December 23, 2016, providing the Village's financial position is not adversely affected.

Motion to hold a closed meeting

**Resolution #2016-389**

**Moved By: Russell Becker**  
**Seconded By: Don Richardson**

That Council hold a Closed Session meeting as provided for by the Municipal Act, 2001, as amended, and the Village of Sundridge's Procedural By-law No. 2014-061, immediately at 8:52 p.m. to deal with:

- a) personal matters about an identifiable individual, including municipal or local board employees:  
Individual Christmas Bonuses

A Recorded Vote was requested by Councillor Jason Newman on the motion to proceed to a closed meeting.

Mayor Lyle Hall	Yes
Deputy Mayor Ryan Jeffers	Yes
Councillor Russell Becker	Yes
Councillor Jason Newman	No
Councillor Don Richardson	Yes

**Carried.**

Motion to Resume Regular Meeting

**Resolution #2016-390**

**Moved By: Russell Becker**  
**Seconded By: Don Richardson**

That we resume the meeting open to the public at 9:04 p.m.  
**Carried.**

Revised Motion (Item 9.5)

**Resolution #2016-391**

**Moved By: Lyle Hall**  
**Seconded By: Jason Newman**

That in appreciation for their outstanding efforts over the past year a Christmas bonus be provided to Village of Sundridge Employees; and

That to provide fair and equitable payment of Christmas Bonuses, award shall be divided into two categories:

1. Crossing Guards and By-law Enforcement Officer shall receive a bonus of \$50.00 each; and

2. Clerk, Deputy Clerk, Treasurer, Sr. Administrative Assistant, Village Superintendent and Roads Labourers shall receive a bonus equal to \$100 each; and

That Council for the Village of Sundridge extends sincere thanks to each employee for a job well done; and

That in order for staff to have paycheques prior to the Christmas office closure, Council authorizes the final pay for 2016 to be issued on December 23, 2016, but dated for December 30, 2016.

**Carried.**

**Mayor Hall will resume the Chair**

(9.6) Memo – Letter of Understanding – Strong Agricultural Society/Recreation Committee

**Resolution #2016-392**

**Moved By: Don Richardson**  
**Seconded By: Jason Newman**

That the correspondence from the Joint Committee Secretary, Sundridge-Strong Recreation Committee dated December 15, 2016, be received; and

That Council approves the hydro sharing arrangement described therein and authorizes the Mayor and Clerk to execute the Letter of Understanding on behalf of the Village of Sundridge.  
**Carried.**

(9.7) Memo – Sundridge and District Medical Centre Reserves

**Resolution #2016-393**

**Moved By: Jason Newman**  
**Seconded By: Russell Becker**

That the Memo from the Clerk Administrator dated December 21, 2016 re: Sundridge and District Medical Centre reserves, be received; and

That the Village of Sundridge prefers to leave any surplus funds in a Medical Centre Reserve.  
**Carried.**

**10) RISE FROM COMMITTEE OF THE WHOLE REPORT**

**Resolution #2016-394**

**Moved By: Russell Becker**  
**Seconded By: Don Richardson**

That Committee of the Whole rise and return to the Council session to receive the Committee of the Whole Report.  
**Carried.**

**11) COMMITTEE OF THE WHOLE REPORT**

**Resolution #2016-395**

**Moved By: Russell Becker**  
**Seconded By: Jason Newman**

That Council adopts the Committee of the Whole recommendations on December 21, 2016 as resolutions of Council.  
**Carried.**

**12) COUNCIL ANNOUNCEMENTS**

Lyle Hall

- Lyle has received a complaint from a member of the public concerning the new postal hours.

Russell Becker

- Pleased that the Sundridge facebook page has reached 1006 likes.

Ryan Jeffers

- Nothing at this time.

Jason Newman

- Would like to flag a reminder that MOE permits are required to dredge the boat launch this winter and the status of the tender should be investigated.

Don Richardson

- Sought Council's thoughts on putting lights at the Sundridge sign at Robin's Flats.

### 13) INTRODUCTION OF FUTURE MOTIONS

*None.*

### 14) CONFIRMING BY-LAW

**Resolution #2016-396**

**Moved By: Ryan Jeffers**  
**Seconded By: Russell Becker**

That By-law No. 2016-066, being a by-law to confirm the proceedings of Council of the Corporation of the Village of Sundridge at its meeting of December 21, 2016, be adopted.  
**Carried.**

### 15) ADJOURNMENT

**Resolution #2016-397**

**Moved By: Russell Becker**  
**Seconded By: Ryan Jeffers**

That we do now adjourn at 9:35 p.m. until the Council meeting on Wednesday, January 11, 2017, or at the call of the Mayor.  
**Carried.**

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Lyle Hall, Mayor

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Karen Fraser, Clerk-Administrator