



**Sunbury-York South Rural Community
Regular Council Meeting Minutes of the 2023-2026 Term**

**Meeting Time 7:00 pm – 9:00 pm
April 15, 2025**

- 1. Call to Order – Mayor Hayward**
- 2. Roll Call – Assistant Clerk Cindy Ogden**
- 3. Approval of Agenda**

Moved by Councillor Turner; Seconded by Councillor Sheppard to approve the agenda with the following amendments:

 - 4. c. March 6, 2025 Special Council Minutes be tabled until the May 20, 2025 meeting
 - 10. b. Motion for Forensic Audit
 - 10. c. Motion to Appoint RTIPPA Head
 - 10. d. Motion for Temporary Hiring Freeze
 - 10. e. Motion to Appoint Councillor Hartwick to the Governance & Policy Committee
 - 10. f. Motion to appoint the Assistant Clerk/Treasurer as the Director to the CRA account

Motion Carried
- 4. Approval of Minutes Previous**
 - a. Approval of Minutes Previous Special Council Meeting November 21, 2024**

Moved by Deputy Mayor DeLong; Seconded by Councillor Sheppard to table until next meeting, for clarification in the procurement amounts for tendering.

Motion Carried
 - b. Approval of Minutes Previous Regular Council Meeting January 21, 2025**

Moved by Councillor Turner; Seconded by Councillor Sheppard to table until next meeting, for amendments to be made.

Motion Carried
 - c. Approval of Minutes Previous Special Council Meeting March 6, 2025**

Tabled until May 20, 2025 Regular Council Meeting
 - d. Approval of Minutes Previous Regular Council Meeting March 18, 2025**

Moved by Councillor Sheppard; Seconded by Councillor Standish

Motion Carried

5. Presentation to Council

a. Mac Burns

Communications Committee - Mr. Burns thanked the Communications Committee for their time and effort they have put into the Communications Plan. He noticed there is no budget for software programs such as CRM (client relationship management), which makes collecting resident's data much easier. The web page needs updated with more available information. This will result in less RTIPPA requests being issued.

Residents should be able to engage with council more easily. Items on the agenda cannot be addressed as the agenda is released after the deadline to request to speak at a meeting. There should be a sign in sheet at the door which residents can sign should they wish to speak to council the night of the meeting and not have to wait until the following meeting to discuss an item that was on the previous month's agenda.

Forensic Audit - RTIPPA requests have clearly proven there has been a misuse of municipal funds. For council to say a forensic audit would be too expensive, its hard to come to that conclusion while we continue to pay for the office lease, truck lease and found the funds for staff training, which likely included milage, meals and hotel costs. Think we do need a forensic audit for sure.

Residents want a forensic audit done. Members of council want a forensic audit done.

b. Laure Piccetto – Presentation of final Communications Plan for Approval

Laure thanked Council and staff for their ongoing work and the committee members for their contributions to creating the Communications Plan. Suggested changes have been made and the plan is ready to approve.

Moved by Deputy Mayor DeLong; Seconded by Councillor Noble to approve the final Communications Plan.

Motion Carried

Moved by Councillor Standish; Seconded by Councillor Allen to amend the previous Motion on the Communications Plan to state the funds required will come from the communications budget line in the 2025 budget.

Motion Carried

6. Conflict of Interest

Councillor Sheppard declared a Conflict of Interest with respects to the Forensic Audit. He will remain but will not comment on the topic.

7. Correspondence – None

8. Reading of By-Laws

a. Third Reading (in its entirety) of By-law No. 2025-01, A By-Law Respecting Dog Control in SYSRC

Moved by Councillor Noble; Seconded by Councillor Standish

Motion Carried

9. Unfinished Business – None

10. New Business

a. Renewal of NBSPCA Contract

Moved by Councillor Standish; Seconded by Councillor Turner to renew the current NBSPCA Agreement.

Motion Defeated

Moved by Councillor Standish; Seconded by Councillor Turner to refer the NBSPCA Contract to the Governance and Policy Committee for review and revisit the contract at the Committee of the Whole meeting on May 8th.

Motion Carried

b. Motion for Forensic Audit

Moved by Councillor Hartwick; Seconded by Councillor Allen

WHEREAS the Council of Sunbury-York South Rural Community has a responsibility to ensure that the public funds are managed responsibly; and

WHEREAS there are concerns regarding certain purchases and expenses within Sunbury-York South Rural Community; and

WHEREAS a thorough and independent investigation is necessary to determine the extent and nature of these concerns; and

WHEREAS a forensic audit is the appropriate method to conduct such an investigation; and

WHEREAS paragraphs 74(1)(i) and 76(1)(i) of the *Local Governance Act* states that the Clerk and Treasurer shall perform any other duties that Council assigns.

BE IT RESOLVED THAT the Council of Sunbury-York South Rural Community hereby authorizes the engagement of a qualified and independent forensic audit firm to conduct a forensic audit of Sunbury-York South Rural Community financial records for all financial transactions from January 1, 2023, to the present.

THAT the Assistant Treasurer be directed to invite within the next 5 business days BDO, Deloitte, Doane Grant Thornton, Ernst & Young, KPMG, MNP, and PricewaterhouseCoopers to submit proposals to carry out a forensic audit on or before the next Regular Council meeting scheduled for May 20, 2025.

THAT all proposals received be reviewed and evaluated by a committee consisting of the Interim Clerk, the Assistant Treasurer, and three Members of Council (the "Evaluation Committee:), and such Evaluation Committee submit a formal report

and recommendation to Council at a Special Council meeting for that purpose to be held on or before June 6, 2025.

THAT Councillor Hartwick, Councillor Allen, and Councillor Standish be appointed as the Members of Council to sit on the Evaluation Committee.

THAT the Mayor, Councillors, Interim Clerk and Assistant Treasurer be directed to cooperate fully with the forensic audit firm, providing all necessary documents and information.

THAT the cost of the forensic audit be allocated from the legal budget.

THAT the forensic audit firm shall submit a comprehensive report of its findings to the Sunbury-York South Rural Community within 90 days of being retained.

THAT the Council shall take appropriate action based on the findings of the forensic audit report.

Motion Carried

c. Motion to Appoint RTIPPA Head

Moved by Councillor Hartwick; Seconded by Councillor Sheppard

WHEREAS under the *Right to Information and Protection of Privacy Act* (the "Act") each public body has a "head" who is responsible for all decisions made under the Act; and

WHEREAS the Act states the "head", in relation to a rural community, is the person or group of persons designated by by-law or resolution to serve as the head.

BE IT RESOLVED THAT the Council of Sunbury-York South Rural Community hereby designates Councillor Hartwick as the "head" in accordance with the *Right to Information and Protection of Privacy Act* effective immediately.

Moved by Councillor Sheppard; Seconded by Councillor Turner to table the motion to appoint Councillor Hartwick as the RTIPPA Head until clarification can be received regarding a member of council being appointed as the Head.

6 Yays; 2 Nays – Councillor Hartwick, Councillor Allen

Motion Carried

d. Motion for Temporary Hiring Freeze

Moved by Councillor Allen; Seconded by Councillor Sheppard

WHEREAS with the recent departure of staff members, this provides an opportunity to review the staffing needs of the Sunbury-York South Rural Community; and

WHEREAS it is prudent to not hire any new employees until a formal staffing review has been completed.

BE IT RESOLVED THAT the Council of Sunbury-York South Rural Community hereby directs that no new employees be hired, and no new position of any kind be created without the approval of Council.

THAT a hiring freeze be put in place until such time a qualified and independent human resource consulting firm can be retained to carry out a review of the staffing needs, positions, and compensation based upon an evaluation of the requirements and volume of work specific to the rural community.

Motion Defeated

Moved by Councillor Sheppard; Seconded by Councillor Noble

WHEREAS with the recent departure of staff members, this provides an opportunity to review the staffing needs of the Sunbury-York South Rural Community; and

WHEREAS it is prudent to not hire any new employees until a formal staffing review has been completed.

BE IT RESOLVED THAT the Council of Sunbury-York South Rural Community hereby directs that no new employees be hired, and no new position of any kind be created without the approval of Council.

That Staff be directed to issue an RFP to qualified independent Human Resource Consulting Firms to submit proposals to do an assessment and staff and forward their recommendations.

6 Yays; 2 Nays - Councillor Allen, Councillor Hartwick

Motion Carried

e. Motion to Appoint Councillor Hartwick to the Governance and Policy Committee

Moved by Councillor Noble; Seconded by Councillor Sheppard

Motion Carried

f. Motion to Appoint Assistant Clerk/Treasurer as Director of the CRA account

Moved by Councillor Noble; Seconded by Councillor Turner

Motion Carried

Mayor Hayward thanked Councillor Turner for his time and effort as a member of council and issued best wishes on behalf of SYSRC

11. Date of Next Meeting – May 20, 2025

12. Motion to dismiss the Regular Council Meeting at 8:50pm

Moved by Councillor Noble; Seconded by Councillor Turner

Motion Carried

Respectfully submitted by,

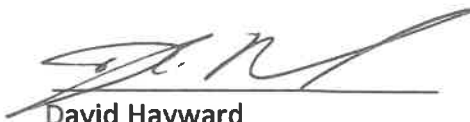


Cindy Ogden
Assistant Clerk

Certified Correct,



Cindy Ogden
Assistant Clerk



David Hayward
Mayor

