



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

**Meeting Time 7:00 pm – 9:00 pm  
May 20, 2025**

- 1. Call to Order – Mayor Hayward**
- 2. Roll Call – Interim Clerk Leslie Morrell**
- 3. Approval of Agenda**

Moved by Councillor Noble; Seconded by Councillor Standish to approve the agenda with the following amendments:

  - Item 10 should read Move to Closed Session - a. Paragraph 68(1)(b) as per the Local Governance Act
  - 9. h. Motion for the Governance Committee to review all Procedural and Administrative By-Laws
  - 9. i. Motion for spending Limit for Rural Planning Committee Mail Out

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

Moved by Councillor Noble; Seconded by Deputy Mayor DeLong

Motion Carried
  - b. Approval of Minutes Previous Committee of the Whole Meeting December 12, 2024**

Moved by Councillor Standish; Seconded by Councillor Noble

Motion Carried
  - c. Approval of Minutes Previous Regular Council Meeting December 17, 2024**

Moved by Deputy Mayor DeLong; Seconded by Councillor Standish

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

Moved by Deputy Mayor DeLong; Seconded by Councillor Sheppard

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

Moved by Councillor Standish; Seconded by Councillor Sheppard

Motion Carried

**f. Approval of Minutes Previous Regular Council Meeting April 15, 2025**

Moved by Councillor Hartwick; Seconded by Councillor Noble

Motion Carried

**g. Approval of Minutes Previous Special Council Meeting April 28, 2025**

Moved by Councillor Noble; Seconded by Deputy Mayor DeLong

Motion Carried

**h. Approval of Minutes Previous Closed Council Meeting April 28, 2025**

Moved by Councillor Standish; Seconded by Councillor Sheppard

Motion Carried

5. **Conflict of Interest - None**

6. **Presentation to Council – None**

7. **Reading of By-Laws**

**a. First Reading (in its entirety) of By-Law No. 1-25 Amendment. A Procedural By-Law for the Council of Sunbury-York South Rural Community – By-Law 1**

Moved by Deputy Mayor DeLong; Seconded by Councillor Sheppard

Motion Carried

**b. Second Reading (by title only) of By-law No. 1-25 Amendment, A Procedural By-Law for the Council of Sunbury-York South Rural Community – By-Law 1**

Moved by Councillor Hartwick; Seconded by Councillor Sheppard

Motion Carried

8. **Unfinished Business**

**a. Forensic Audit RFP**

WHEREAS the Council of Sunbury-York South Rural Community enacted a resolution on April 15, 2025, to start the process of a forensic audit; and

WHEREAS the process was paused by resolution enacted by Council on April 28, 2025; and

WHEREAS staff have confirmed with the appointed auditors, Shannon & Buffet Chartered Professional Accountants, that issuing an RFP for a forensic audit will not cause the annual audit to cease.

BE IT RESOLVED THAT the Council of Sunbury-York South Rural Community hereby directs the Interim Clerk and/or Assistant Treasurer to issue an RFP for forensic audit services on or before May 27, 2025.

THAT the Interim Clerk and/or Assistant Treasurer invite BDO, Deloitte, Doane Grant Thornton, Ernst & Young, KPMG, MNP, and PricewaterhouseCoopers, and any other accounting firm who carries out such services, to submit proposals to carry out a forensic audit on or before June 17, 2025.

THAT all proposals received be reviewed and evaluated by the Evaluation Committee and submit a formal report and recommendation to Council on or before July 15, 2025.

Moved By Councillor Hartwick; Seconded by Councillor Noble

Motion Carried

Councillor Sheppard did not vote on this motion due to previous declaration of conflict of interest

**b. Governance and Policy Committee Terms of Reference**

Moved By Councillor Allen; Seconded by Councillor Hartwick

Motion Carried

**c. Attendance and Work Policy**

Moved By Councillor Standish; Seconded by Deputy Mayor DeLong

Motion Carried

**d. Statutory Holiday Policy**

Moved By Councillor Sheppard; Seconded by Councillor Noble

Motion Carried

**e. Vacation Leave Policy**

Moved By Councillor Allen; Seconded by Councillor Sheppard

Motion Carried

**9. New Business**

**a. Motion to Engage a Human Resource Firm**

WHEREAS, Sunbury-York South Rural Community recognizes the need for an effective and efficient workforce to meet the service needs and operational goals of the organization; and

WHEREAS, it is essential to periodically review organizational structures, job functions, and staffing levels to ensure alignment with current workloads, strategic objectives, and service delivery standards; and

WHEREAS, the Council has determined that the engagement of a qualified Human Resources (HR) firm is necessary to provide an independent, expert assessment of current work requirements and to recommend appropriate staffing positions and associated worktime allocations;

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The council hereby authorizes the issuance of an RFP to qualified Human Resources consulting firm to:
  - o Conduct a comprehensive review of the current workload and work requirements across all departments;
  - o Assess the organizational structure and staffing levels;
  - o Recommend appropriate job positions and classifications; and
  - o Propose work-time requirements (full-time, part-time, or other) for each position based on workload and service needs.
2. The interim Clerk is hereby authorized and directed to initiate a request for proposal from qualified HR firms.
3. The request for proposal shall be issued no later than May 30<sup>th</sup>, 2025.
4. Responses to the request for proposal must be received by June 20<sup>th</sup>.

5. All proposals received will be reviewed and evaluated by an HR RFP committee consisting of the interim clerk, the assistant treasurer and three members of council and submit a formal report and recommendation to council on or before July 15<sup>th</sup>.
6. That Councillor Allen, Councillor Hartwick, and Deputy Mayor DeLong be appointed as members council to sit on the HR RFP committee.
7. That the cost of the HR review be allocated from the administration staffing budget.

Moved By Councillor Noble; Seconded by Councillor Allen

Motion Carried

**b. Motion to direct the Interim Clerk/Treasurer to investigate the feasibility and ability of reducing tax rates on the lower portion of the resident's property tax**

Moved By Councillor Allen; Seconded by Deputy Mayor DeLong

Motion Carried

**c. Adoption of the Strategic Guidance Document**

Moved By Councillor Standish; Seconded by Councillor Sheppard

Item tabled for the June Committee of the Whole meeting

**d. Motion to Re-establish the Finance Committee**

WHEREAS: That the Council wishes to re-establish the existing **Finance Committee** and expand its mandate to include **Audit and Risk oversight**, thereby renaming it the **Finance, Audit and Risk Committee**.

Be it resolved that the council of Sunbury-York South Rural Community hereby re-establishes the finance committee.

That the committee be renamed Finance Audit and Risk committee.

That the committee shall support the council in fulfilling its fiduciary and governance responsibilities with respect to financial oversight, audit processes, and risk management.

That the key responsibilities of the committee shall include:

**1. Financial Oversight:**

- o Review and monitor the organization's financial performance, budgets, forecasts, and financial statements.
- o Provide recommendations on financial policies and strategies.

**2. Audit Oversight:**

- o Review the annual audit process, including the appointment and interaction with external auditors.
- o Review the audited financial statements and ensure compliance with legal and regulatory standards.
- o Audit financial transactions.

**3. Risk Management:**

- o Monitor key organizational risks (financial, operational, reputational, etc.).

- o Review and assess the adequacy of internal controls and risk mitigation strategies.

That committee membership consists of the members of council appointed by council. That councillor Sheppard, councillor Nobel and councillor Allen be appointed as members of council to sit on the Finance Audit and Risk committee. That the committee shall meet at a minimum quarterly and provide monthly reports to council.

Moved By Councillor Noble; Seconded by Deputy Mayor DeLong

Motion Carried

Mayor Hayward appointed Councillor Sheppard as chair of the Finance Committee

**e. Motion to put the SYSRC Vehicle on the Market**

WHEREAS Sunbury-York South Rural Community (SYSRC) has entered into a lease agreement for a 2024 Chev Silverado, Serial number 3GCPDBEK4RG368828; and WHEREAS SYSRC has determined that the aforementioned vehicle is surplus to the community's needs; and

WHEREAS it is the intention of SYSRC to minimize the financial exposure to community residents.

BE IT THEREFORE RESOLVED that the Council of SYSRC direct staff to take the necessary measures to place the 2024 Chev Silverado, 3GCPDBEK4RG368828 for sale in an effort to generate a level of proceeds acceptable pending approval of Council to minimize the financial exposure to the residents of SYSRC.

Moved By Deputy Mayor DeLong; Seconded by Councillor Allen

Motion Carried

**f. Motion to name Interim CAO until July 31, 2025**

Councillor Hartwick stated a Point of Order to end the discussion as there was not a first or seconder to the motion

**g. Motion to Indemnify Members of the Council of Sunbury-York South**

**WHEREAS**, the Council of Sunbury-York South acknowledges the importance of supporting its elected officials in the performance of their duties on behalf of the community; and

**WHEREAS**, members of the Council serve in good faith and often face decisions that may carry legal or financial risk; and

**WHEREAS**, it is in the best interest of the rural municipality of Sunbury-York South to provide legal and financial protection for its Council members when acting within the scope of their official responsibilities and in the service of the community;

**NOW THEREFORE, BE IT RESOLVED** by the Council of Sunbury-York South:

**1. Indemnification Authorized**

The municipality of Sunbury-York South shall indemnify, defend, and hold harmless each duly elected or appointed member of the Council from and against

any claims, demands, suits, proceedings, losses, damages, or expenses (including reasonable legal fees) arising out of actions taken or decisions made in good faith during the course of their official duties.

**2. Conditions for Indemnification**

a. The Council member must have acted within the lawful scope of their municipal authority and in what they reasonably believed to be the best interest of the community.

b. The indemnification shall not apply in instances of proven willful misconduct, gross negligence, or criminal behavior.

c. Indemnification shall not extend to claims initiated by the Council member against the municipality unless approved in advance by a majority vote of Council.

**3. Provision of Legal Defense**

The municipality shall provide legal defense to an eligible Council member through the municipal solicitor or, when appropriate, by retaining external legal counsel at the discretion of Council.

**4. Insurance Coverage**

Sunbury-York South must maintain insurance policies to provide or supplement coverage for indemnification as outlined herein.

**5. Scope and Duration**

This motion applies to all current and future Council members and shall cover acts or omissions occurring after the adoption date of this resolution. It remains in effect unless amended or rescinded by subsequent Council action.

Moved By Councillor Allen; Seconded by Councillor Noble

Motion Carried

**h. Motion for the Governance Committee to Review all Procedural & Administrative By-Laws regarding the role of the CAO**

WHEREAS the Council of Sunbury-York South Rural Community finds it prudent to amend and/or repeal specific by-laws to ensure compliance with those enacted;

AND WHEREAS the Council of Sunbury-York South Rural Community finds it necessary to review the by-laws that reference the roles, responsibilities, and authority assigned to the position of Chief Administrative Officer.

BE IT RESOLVED THAT the Council of Sunbury-York South Rural Community hereby directs the Policy and Governance Committee to review all procedural and administrative by-laws and determine the best method to amend and/or repeal the by-laws to reduce the roles, responsibilities, and authority assigned to the position of Chief Administrative Officer.

THAT the by-laws recommended to be amended and/or repealed be brought to Council for consideration of first and second reading no later than June 17, 2025, and third reading no later than July 15, 2025.

Moved By Councillor Hartwick; Seconded by Councillor Sheppard

Motion Carried

**i. Motion to have spending limit for the Rural Planning Committee Mail Out**  
Motion for a budget limit up to \$1500 for mail out expenditures for the Rural Planning Committee Open House  
Moved By Councillor Standish; Seconded by Deputy Mayor DeLong

Moved by Councillor Allen; Seconded by Councillor Sheppard to postpone this motion until clarification on if CRSC is responsible for all costs relating to the Rural Plan Review

Motion Carried

**Mayor Hayward asked for a motion to extend the meeting for 30 minutes**  
Moved by Councillor Noble; Seconded by Councillor Allen

Motion Carried

**10. Motion to Move to Closed Session pursuant to Paragraph 68(1)(b) of the Local Government Act**

Moved By Councillor Noble; Seconded by Deputy Mayor DeLong

Motion Carried

**Motion to move into Open Session to extend the meeting**

Moved By Councillor Noble; Seconded by Councillor Standish

Motion Carried

**Motion to expend meeting for 35 more minutes**

Moved by Councillor Noble; Seconded by Councillor Allen

Motion Carried

**Motion to return to Closed Session**

Moved by Councillor Standish; Seconded by Councillor Noble

Motion Carried

**11. Motion to move into Open Session of Council**

Moved By Councillor Noble; Seconded by Councillor Allen

Motion Carried

**Motion to expend meeting for 10 minutes**

Moved by Councillor Noble; Seconded by Councillor Allen

Motion Carried

**Motion to obtain legal opinion regarding the complaint received from the complainant pursuant to Paragraph 68(1)(b) of the Local Governance Act**

Moved by Councillor Hartwick; Seconded by Councillor Sheppard

Motion Carried

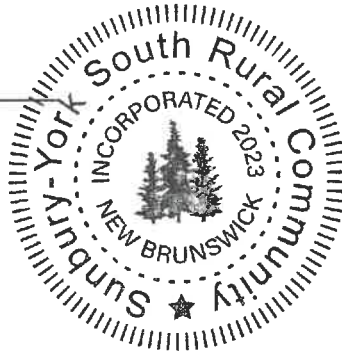
**12. Date of Next Meeting – June 17, 2025**

13. **Motion to dismiss the Regular Council Meeting at 10:05pm**  
Moved by Councillor Noble; Seconded by Councillor Allen

Motion Carried

Respectfully submitted by,

  
Cindy Ogden  
Assistant Clerk /Treasurer



Certified Correct,

  
Cindy Ogden  
Assistant Clerk/Treasurer

  
Greg Lutes  
Local Government Supervisor