



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

**Meeting Time 7:00 pm
June 17, 2025**

1. Call to Order – Mayor Hayward

At this time, Mayor Hayward issued Congratulations to all the 2025 graduates in the community

2. Roll Call – Interim Clerk Leslie Morrell

3. Approval of Agenda

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

- 9 b) Strategic Guidance Document – Spring 2025
- 10 g) Budget Preparations
- 10 h) EOC Appointment
- 11 b) Matter pursuant to paragraph 68(1)(b) of the Local Governance Act - Personal information as defined in the Right to Information and Protection of Privacy Act
- 11 f) Matter pursuant to paragraph 68(1)(f) of the Local Governance Act - Information concerning legal opinions or advice provided to the Local Government by its Solicitor or privileged communications between Solicitor and Client in a matter of Local Government business
- 11 j) Matter pursuant to paragraph 68(1)(j) of the Local Governance Act - Labour and employment matters, including the negotiation of collective agreements

Motion Carried

4. Approval of Minutes Previous

a. Approval of Minutes Previous Committee of the Whole Meeting March 13, 2025

Moved by Councillor Standish; Seconded by Deputy Mayor DeLong

Motion Carried

b. Approval of Minutes Previous Special Council Meeting March 24, 2025

Moved by Councillor Sheppard; Seconded by Councillor Standish

Motion Carried

c. Approval of Minutes Previous Special Council Meeting May 19, 2025

Moved by Councillor Noble; Seconded by Deputy Mayor DeLong to make the necessary corrections to the minutes and bring back to the July 15, 2025 meeting
Motion Carried

d. Approval of Minutes Previous Regular Council Meeting May 20, 2025

Moved by Councillor Standish; Seconded by Councillor Noble to make the necessary corrections to the minutes and bring back to the July 15, 2025 meeting
Motion Carried

e. Approval of Minutes Previous Special Council Meeting May 29, 2025

Moved by Councillor Hartwick; Seconded by Councillor Sheppard
Motion Carried

5. **Conflict of Interest** – Councillor Noble declared a Conflict of Interest with an item to be discussed in the Closed Meeting

6. **Correspondence** – The Mayor read the resignation letter of Councillor Gilles Turner

7. **Contracts and Agreement Renewals**

a. NBSPCA Agreement

Moved by Councillor Standish; Seconded by Councillor Noble to approve the NBSPCA Agreement.

Motion Defeated

Moved by Councillor Sheppard; Seconded by Councillor Standish to table this item until the July 15, 2025 meeting to obtain clarification regarding the sale of dog tags
Motion Carried

b. Town of Oromocto Recreational Agreement

Moved by Councillor Noble; Seconded by Deputy Mayor DeLong to approve the Oromocto Recreational Agreement

Motion Defeated

Moved by Councillor Sheppard; Seconded by Councillor Noble to table this item until the July 15, 2025 meeting to obtain clarification on the contract end date
Motion Carried

8. **Reading of By-Laws**

a. Third Reading (by title only) of By-Law No. 1-25, A By-Law to Amend By-Law NO 1, A Procedural By-Law for the Council of Sunbury-York South Rural Community

Moved by Councillor Hartwick; Seconded by Councillor Sheppard

Motion Carried

b. First Reading (in its entirety) of By-Law No. 2025-03, A By-Law Respecting a Code of Conduct for the Council of Sunbury-York South Rural Community

Moved by Councillor Standish; Seconded by Councillor Allen to approve the first reading of By-Law 2025-03 with the noted changes to be made for final reading

Motion Carried

c. Second Reading (by title only) of By-Law No. 2025-03, A By-Law Respecting a Code of Conduct for the Council of Sunbury-York South Rural Community

Moved by Councillor Hartwick; Seconded by Councillor Noble to approve the second reading of By-Law 2025-03 with the noted changes to be made for the final reading

Motion Carried

d. First Reading (in its entirety) of By-Law No. 2025-04, A By-Law Respecting the Renumeration of Council for Sunbury-York South Rural Community

Moved by Councillor Standish; Seconded by Councillor Noble to approve the first reading of By-Law 2025-04 with the noted changes to be made for the final reading

Motion Carried

e. Second Reading (by title only) of By-Law No. 2025-04, A By-Law Respecting the Renumeration of Council for Sunbury-York South Rural Community

Moved by Councillor Hartwick; Seconded by Councillor Sheppard to approve the second reading of By-Law 2025-04 with the noted changes to be made for the final reading

Motion Carried

f. First Reading (in its entirety) of By-Law No. 2025-05, A By-Law Respecting the Proceedings of Council of Sunbury-York Rural Community

Moved by Councillor Standish; Seconded by Deputy Mayor Delong to approve the first reading of By-Law 2025-05 with the noted changes to be made for the final reading

Motion Carried

Motion to extend the meeting 30 minutes to 9:30 pm

Moved by Councillor Allen; Seconded by Councillor Noble

Motion Carried

g. Second Reading (by title only) of By-Law No. 2025-05, A By-Law Respecting the Proceedings of Council of Sunbury-York Rural Community

Moved by Councillor Allen; Seconded by Councillor Hartwick to approve the second reading of By-Law 2025-05 with the noted changes to be made for the final reading

Motion Carried

Motion to extend the meeting 30 minutes to 10:00 pm

Moved by Councillor Hartwick; Seconded by Councillor Noble

Motion Carried

h. First Reading (in its entirety) of By-Law 2025-06, A By-Law to Establish and Define the Powers and Duties of the Chief Administrative Officer of Sunbury-York South Rural Community

Moved by Councillor Noble; Seconded by Councillor Hartwick to approve the first reading of By-Law 2025-06 with the noted changes to be made for the final reading

Motion Carried

i. Second Reading (by title only) of By-Law 2025-06, A By-Law to Establish and Define the Powers and Duties of the Chief Administrative Officer of Sunbury-York South Rural Community

Moved by Councillor Noble; Seconded by Councillor Standish to approve the second reading of By-Law 2025-06 with the noted changes to be made for the final reading

Motion Carried

9. Unfinished Business

a. Forensic Audit Update

The Interim Clerk informed Council that the deadline to receive replies to the RFP for the forensic audit closed at 2pm June 17, 2025. The office received only one RFP response out of 7 that were sent out. Copies of the received RFP response were given to the Committee Members for review and they will forward their recommendations to Council.

b. Strategic Guidance Document

Moved By Councillor Standish; Seconded by Councillor Noble that council accept the Strategic Guidance document as an informational document

Motion Carried

Motion to extend the meeting 1 hour to 11:00 pm

Moved by Councillor Hartwick; Seconded by Councillor Allen

Motion Carried

10. New Business

a. Quote for electrical work in Council Chambers

Moved By Councillor Noble; Seconded by Councillor Allen

The Interim Clerk was asked to get quotes on installing new lighting, removing existing hanging lights, install pot lights and wiring for wall mounted TV in the council chambers

Motion Defeated

b. Resolutions to establish a Purchasing Policy, Council Correspondence Policy and Communications Policy for Sunbury-York South Rural Community

i. WHEREAS the Council of Sunbury-York South Rural Community has established a Policy and Governance Committee (the "Committee"); and

WHEREAS the Committee has prepared a Purchasing Policy.

BE IT RESOLVED THAT the Council of Sunbury-York South Rural Community hereby adopts the following effective immediately:

- **Purchasing Policy attached hereto as Schedule "A"**

Moved By Councillor Hartwick; Seconded by Councillor Noble

4-Yays, 3-Nays; Councillor Allen, Councillor Hartwick, Councillor Sheppard

Motion Carried

ii. WHEREAS the Council of Sunbury-York South Rural Community has established a Policy and Governance Committee (the “Committee”); and
WHEREAS the Committee has prepared a Council Correspondence Policy.
BE IT RESOLVED THAT the Council of Sunbury-York South Rural Community hereby adopts the following effective immediately:

- **Council Correspondence Policy attached hereto as Schedule “A”**

Moved By Councillor Hartwick; Seconded by Councillor Noble

Motion Carried

Motion to extend the meeting 1 hour to 12:00 am

Moved by Councillor Allen; Seconded by Councillor Hartwick

Motion Carried

iii. WHEREAS the Council of Sunbury-York South Rural Community has established a Policy and Governance Committee (the “Committee”); and
WHEREAS the Committee has prepared an Interim Communication Policy.
BE IT RESOLVED THAT the Council of Sunbury-York South Rural Community hereby adopts the following effective immediately:

- **Internal Communication Policy attached hereto as Schedule "A"**

Moved By Councillor Hartwick; Seconded by Councillor Noble

Motion Carried

c. Motion for Appraisal RFP

BE IT RESOLVED THAT the council of Sunbury-York South authorize staff to prepare and issue a Request for Proposal (RFP) for professional land appraisal services for the parcel(s) of land located at Chaparral Road.

AND THAT the Clerk will contact Fredericton Appraisals, and Tucker Appraisals and any other appraisal company designated by the Appraisal Institute of Canada.

FURTHER, I move that the interim clerk be authorized to oversee the RFP process, and suggest a qualified appraiser, based on the lowest price and return to the Council of Sunbury-York South with a recommendation for contract award, and the RFP be issued and the suggestion be returned to council by the July 15th council meeting.

Moved By Councillor Allen; Seconded by Councillor Noble

Motion Carried

d. Motion for Lawyer RFP

BE IT RESOLVED THAT the council of Sunbury-York South hereby directs the Interim Clerk to invite law firms, authorized to practice law in New Brunswick, to submit proposals to provide legal services to the rural community.

That the legal services to be provided by the firm include industry specific lawyers that are subject matter experts specializing in local governance, contract law, employment, and real property.

That all proposals received be reviewed and evaluated by a committee consisting of Councillor Hartwick, Councillor Allen and Deputy Mayor DeLong and a formal report and recommendations be submitted to Council within ninety (90) days.

Moved by Councillor Allen; Seconded by Councillor Sheppard

Motion Carried

e. Motion for Council to either Approve or Refuse Annual Pay Increase

Motion was withdrawn by Councillor Allen

f. Motion for Mayor to issue a Formal Apology due to Breach of Privacy

WHEREAS on November 21, 2024, during a Special Council meeting on MS Teams, the Chief Administrative Officer (CAO) of Sunbury-York South Rural Community (SYSRC) shared her screen during the meeting; and

WHEREAS at one point during the meeting the CAO minimized her screen, and her desktop was made visible to the public attending the meeting; and

WHEREAS on the CAO's desktop was a single file folder with the name of an individual; and

WHEREAS a member of the public took a screen shot of the desktop showing the name on the file and shared it on social media; and

WHEREAS a complaint was filed with the Office of the Ombud; and

WHEREAS the office of the Ombud investigated the complaint and it determined that the individual's privacy was breached; and

WHEREAS the individual whose privacy was breached requesting an apology and confirmation as to what privacy policy is in place, if any.

BE IT RESOLVED THAT the Council of Sunbury-York South hereby directs the Mayor to formally apologize on behalf of the Council to the individual whose privacy was breached on November 21, 2024, at the July 15, 2025 Council meeting during the public session and the minutes of the meeting reflect same.

THAT all members of Council and all staff undertake privacy training to ensure that this type of breach does not occur again.

THAT the Policy and Governance Committee prepare a policy on the handling of personal information and the steps to be carried out in the event a potential breach of privacy occurs.

Moved by Councillor Hartwick; Seconded by Councillor Allen

Motion Carried

g. Motion to begin Budget Preparations

BE IT RESOLVED THAT the Council begin 2026 budget preparations by August 14th Committee of the Whole meeting.

THAT staff be asked to present a preliminary budget for anticipated expenditures to Council. This preliminary budget should outline projected costs for key operational and programmatic areas and serve as the foundation for further budget planning and review.

Moved by Councillor Allen; Seconded by Councillor Sheppard

Motion Carried

h. Appointment of EOC

Moved by Mayor Hayward; Seconded by Councillor Sheppard to appoint Councillor Allen as EOC.

Motion Carried

11. Motion to extend meeting to 12:30 am

Moved by Councillor Allen; Seconded by Councillor Hartwick

Motion Carried

Motion to Move to Closed Session at 11:50 pm

Moved by Councillor Allen; Seconded by Councillor Standish

Motion Carried

Motion to Move to Open Session at 12:30 am

Moved by Councillor Hartwick; Seconded by Councillor Standish

Motion Carried

Motion to extend meeting to 1:00 am

Moved by Councillor Hartwick; Seconded by Councillor Allen

Motion Carried

Motion to Move to Closed Session at 12:35 am

Moved by Councillor Allen; Seconded by Councillor Standish

Motion Carried

Motion to Move to Open Session at 1:00 am

Moved by Councillor Hartwick; Seconded by Councillor Allen

Motion Carried

Motion to extend meeting to 2:00 am

Moved by Councillor Hartwick; Seconded by Councillor Allen

Motion Carried

12. a) Motion to approve the grant application from the Covered Bridge Valley Residents Association in the amount of \$5,000.00

Moved by Councillor Standish; Seconded by Councillor Noble

Motion Carried

Councillor Noble vacates the room.

b) Motion to approve the grant application from the Rusagonis Baptist Church in the amount of \$3,000.00

Moved by Councillor Standish; Seconded by Councillor Sheppard

Motion Carried

Councillor Noble returns to the meeting.

c) Motion to approve the grant application from the Heritage Society of Rushagornish-Waasis in the amount of \$5,000.00

Moved by Councillor Noble; Seconded by Councillor Sheppard

Motion Carried

Councillor Sheppard vacates the room.

d) Termination of Employment

BE IT HEREBY RESOLVED that the Mayor carry out the steps to facilitate the termination of employment of the staff member effective immediately.

Moved by Councillor Allen; Seconded by Councillor Hartwick

Motion Carried

Motion to Move to Closed Session at 1:10 am

Moved by Councillor Standish; Seconded by Councillor Allen

Motion Carried

Councillor Sheppard returns to the meeting

Mayor Hayward vacates the chair at 1:11 am and the Deputy Mayor takes the chair

Motion to Move to Open Session at 2:00 am

Moved by Councillor Allen; Seconded by Councillor Hartwick

Motion Carried

Motion to extend meeting to 2:10 am

Moved by Councillor Allen; Seconded by Councillor Hartwick

Motion Carried

e) Suspension of Council Member

WHEREAS a Code of Conduct complain was received by Sunbury-York South against a Member; and

WHEREAS the Council of SYSRC has determined that the complaint is valid against the Member.

BE IT HEREBY RESOLVED that the Council impose the following sanctions against the Member as set out in the Local Governance Act and regulations:

- i. Reprimand the Member
- ii. Require that the Member issue a letter of apology
- iii. Suspending the Member from exercising the powers or performing the duties conferred under Section 48 of the Local Governance Act for a period of 90 days effective immediately.

Moved by Councillor Hartwick; Seconded by Councillor Allen

Motion Carried

13. Date of Next Meeting – July 15, 2025

14. **Motion to dismiss the Regular Council Meeting at 2:07 am June 18, 2025**
Moved by Councillor Allen; Seconded by Councillor Sheppard

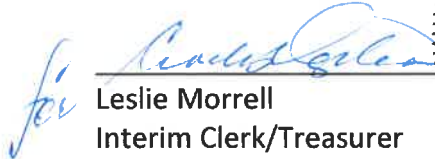
Motion Carried

Respectfully submitted by,



Cindy Ogden
Assistant Clerk /Treasurer

Certified Correct,



for

Leslie Morrell
Interim Clerk/Treasurer

