



MINUTES

**Sunbury-York South Rural Community Municipal Council
June 2nd, 2026**

**Location: Rusagonis Recreation Centre, 1609 Post Road, Rusagonis
Meeting Start Time: 7:00 pm**

Call to Order:

The meeting was called to order by Mayor Allen at 7:00 pm.

Roll Call:

Interim Clerk White took roll call.

Present: Mayor Allen, Deputy Mayor Hartwick, Councillor Angers, Councillor Bobarnac, Councillor Corbett-Hysop, Councillor Gillis, Councillor Waddingham, Councillor Warren. Also present were Clerk White and Treasurer Ogden.

A quorum was present.

Approval of Agenda:

Mayor Allen asked for an approval of the agenda.

Councillor Gillis asked that the Item 9 on the agenda be corrected to read "Code of Conduct", not "Conflict of Interest" as was presented on the agenda. Councillor Hartwick asked that Item 14 Financial Report be moved to follow Item 9 Hiring Process For New Clerk.

MOTION:

It was Moved by Councillor Hartwick and seconded by Councillor Corbett-Hysop to accept the agenda as modified.

There was no discussion on the motion. All Councillors were in favour of the motion. None opposed.

MOTION CARRIED**Conflict of Interest Declaration:**

There were no declarations of conflict of interest.

Mayor's Welcome:

Mayor Allen gave a welcome to those in attendance and outlined his goals for the coming term.

Election of Deputy Mayor:

Mayor Allen called for nominations for the Deputy Mayor. Councillor Gillis nominated Councillor Hartwick for Deputy Mayor. Councillor Hartwick accepted the nomination.

There were no other nominations for Deputy Mayor.

Councillor Hartwick was elected to the position of Deputy Mayor. Mayor Allen offered congratulations to Deputy Mayor Hartwick.

Presentation – Shannon & Buffett:

SYSRC Auditor, Gary Armstrong of Shannon & Buffett presented to Council an overview of the Audited Financial Statements for the 2025 Fiscal Year.

Deputy Mayor Hartwick asked where the costs for the sale of the pickup truck were reported. Mr. Armstrong reported that the sale of the pickup truck did not occur until 2026 and would therefore be not accounted for in the 2025 Audited Financial Statements.

Deputy Mayor Hartwick asked if she was correct that SYSRC has approximately \$1.2 million in reserves? Mr. Armstrong reported that the community had \$762,602 in reserve funds as well as \$511,166 in unrestricted cash at the end of 2025. Deputy Mayor Hartwick asked where in the Statements that information could be found. Mr. Armstrong reported that it could be found on Page 19. Deputy Mayor Hartwick noted that the 2025 Audited Financial Statements are available to the public on our website.

Mayor Allen thanked Shannon & Buffett for their presentation.

Presentation – MMA HR Report

Representatives from MMA were not present at this time. Council moved to the next item on the agenda.

Hiring Process For New Clerk:

Deputy Mayor Hartwick requested that Clerk White read the Staff Report to Council. Clerk White read the Staff Report aloud. The recommendation from Staff was for Council to select MMA as the successful proponent.

Deputy Mayor Harwick asked if any references were requested from the three proponents. Clerk White responded that two of the three proponents were requested before his term as Interim Clerk. The third, Porter O'Brien, was requested by Clerk White and there was not a request for references.

Deputy Mayor Harwick noted that the representatives from MMA had arrived and suggested that Council table the discussion on the hiring of a recruitment firm be tabled until after the presentation by MMA.

MOTION:

It was Moved by Councillor Angers and seconded by Councillor Bobarnac to table the discussion on hiring a recruitment firm until after the presentation by MMA.

There was no discussion on the motion. All Councillors were in favour. None opposed.

MOTION CARRIED

Presentation – MMA HR Report

Representatives from MMA, Murray Jamer and Chris MacPherson, made a presentation regarding the report they prepared for SYSRC in April 2026.

Deputy Mayor Hartwick asked if MMA prepared a job description for the Clerk. MMA commented that they prepared a job posting for the clerk role and they considered that the posting would work as the description as well.

Deputy Mayor Hartwick noted that the report indicated staff would receive time in lieu for any extra time worked. Was there any consideration given to flex time instead? MMA responded that flex time and time in lieu are acceptable and an agreement can be worked out between the Council and staff.

Mayor Allen asked if MMA considered having the office open to the public for fewer hours per week and how that would impact the staff ability to complete the required tasks. MMA responded that they tried to keep the report flexible to allow for Council's initiatives. If Council wishes to provide more services, it will require more staff time – conversely fewer services require less time. The report did not consider reducing the number of days per week that the office was open to the public.

There were no further questions. Mayor Allen thanked MMA for their presentation.

Hiring Process For New Clerk:

Council resumed the discussion of the hiring of a recruitment firm.

Councillor Gillis asked where the cost of recruitment will be charged. Treasurer Ogden noted that it had not been determined where the costs would be allocated.

Deputy Mayor Harwick asked if Clerk White could go over the Financial Implications portion of the Staff Report To Council. Clerk White noted that the 2026 Budget allotted \$59,350 for the Manager/Administrator, noting that this was for the period from August to December. In the report from MMA, the average of the recommended salary range was \$82,500 per year. If the new Clerk received the average salary, the cost would be \$34,375 for the remainder of 2026. Therefore, there is sufficient funds in the 2026 Budget to cover the cost of the new clerk. Deputy Mayor Hartwick asked where the salary cost for the Interim Clerk is being charged. Clerk White reported that the 2026 Budget amount of \$59,350 is for the period after the Interim Clerk role ends. Therefore, there would be funds available in this budget line item to pay for the average salary and the cost of recruitment.

Councillor Gillis asked that the job posting include proficiency in Adobe Acrobat, use of Facebook and an understanding of WordPress software. Also, should Council pursue a term contract as opposed to hiring a permanent position.

Deputy Mayor Hartwick commented that an understanding of the Municipal Records Authority should be considered an asset as well.

Councillor Angers expressed concern that SYSRC should avoid going through the hiring process each year. Councillor Gillis responded that the one-year term would have the option of converting to a permanent position at the end of the term or the extension of the term contract, at Council's discretion. The concern with offering a permanent position at the start is that, because the position is an officer, the Local Governance Act stipulates that they cannot be removed from the position unless it is a for cause dismissal.

Council had a discussion regarding the details of the position. Permanent vs term? Can the offer be made with a probationary period? Council should seek a legal opinion regarding the validity of the probationary period. Concern was raised about the quality/quantity of candidates that may come from the shortened timeframe Council has to make this decision.

Clerk White provided an opinion for clarity that the decision before Council tonight was if it was the desire of Council to hire a recruitment firm to select candidates for Council. If so, does Council wish to select one of the proponents named in the Report To Council. The details of the position and the offer made to a candidate could include many of the details or stipulations discussed here tonight.

Councillor Gillis asked when Clerk White would begin work with the recruitment firm. Clerk White responded that the work would begin right away.

Deputy Mayor Hartwick suggested that the matter be moved to our Committee of the Whole meeting on June 11th, 2026. Councillor Gillis again reiterated the shortened timeframe that we are up against.

Deputy Mayor Hartwick asked that Clerk White arrange for a Special Meeting Of Council to be held after the Committee of the Whole Meeting on June 11th, 2026.

MOTION:

It was moved by Deputy Mayor Hartwick and seconded by Councillor Gillis that we appoint MMA to be retained to engage in the services of the recruitment of a Clerk / Senior Administrator on a minimum one year contract position with the option to extend and include in the job posting additions that were requested by Council tonight with a goal to have the recruitment and the person in the seat by July 27, 2026.

There was no further discussion on the motion.

Deputy Mayor Hartwick requested a recorded vote on the motion.

Councillor Angers	Yea
Councillor Bobarnac	Yea
Councillor Corbett-Hysop	Yea
Deputy Mayor Hartwick	Yea
Councillor Gillis	Yea
Councillor Waddingham	Yea
Councillor Warren	Yea

All Councillors in favour, and none opposed.

MOTION CARRIED

Council reviewed the Financial Report.

Councillor Hartwick asked about the grants that had been awarded to date. The grants were as follows:

\$4,000 to the Rusagonis Baptist Church
\$5,000 to the Rushagornish-Waasis Heritage Society
\$4,000 to the Covered Bridge Valley Residents Association
\$5,000 to the Rusagonis Station Cemetery Committee

Deputy Mayor Hartwick asked what the reason for those grants were.

Treasurer Ogden indicated that the grants were reviewed by the Treasurer and the Supervisor when they came in earlier in the year. They were found to be in order and were awarded.

Deputy Mayor Hartwick asked what the purpose of the grants were in the application.

Treasurer Ogden responded that the information was not available at this meeting but would undertake to provide the information to Council at the next Committee of the Whole meeting.

Councillor Gillis asked what the difference was between Office Supplies and Office Operating was. What items would fall under each of those categories.

Treasurer Ogden replied that the Office Supplies was mainly the daily office supplies used. Mostly it was the supplies purchased at Coveys. Office Operating was software subscriptions and computer expenses.

Deputy Mayor Hartwick asked where expenses for meals, mileage, etc. for staff are accounted for. Treasurer Ogden replied that there is a budget line item for those expenses and staff would provide that to Council at the Committee of the Whole meeting.

Deputy Mayor Hartwick asked what the cost for the rental of the Rusagonis Recreation Centre was going to be. Clerk White responded that the costs accounted for at the budget time were before the decision to host at the Recreation Centre. The details of the rental costs will be provided to Council at the Committee of the Whole meeting.

Deputy Mayor Hartwick asked what the difference was between Office Phone/Internet and Office Cell Phone was.

Mayor Allen suggested that the best approach might be to have Treasurer Ogden prepare responses for the Council to these questions and present them at the Committee of the Whole meeting.

Councillor Corbett-Hysop asked what the costs in the Human Resources line were for. Treasurer Ogden will provide a response at the Committee of the Whole meeting.

Deputy Mayor Hartwick asked at what frequency Council would be seeing this type of financial report. Also, what was the purpose of presenting this report to council today. Deputy Mayor Hartwick expressed her gratitude for the information and hoped that it would be made available to the public.

Mayor Allen responded that the intent is to set up a financial committee that would be dealing with this.

Clerk White responded that the intent for the report was to generate questions from Council and to help decide what information Council would like to see. The intent is to provide this type of information on a monthly basis.

Mayor Allen asked what the expense in the Capital Expenses From Operations was. Treasurer Ogden replied that it was the cost for the buyout of the pickup truck lease. The corresponding revenue is reported in the Disposal of Capital Assets revenue line.

Committee For New Office:

Clerk White read aloud the Report to Council on the Office Lease/New Location.

Councillor Gillis feels that a committee is not the best path forward. A better route would be to hire a Commercial Realtor to provide the specific skills that Council does not possess.

Councillor Angers agreed with Councillor Gillis' comments.

Deputy Mayor Hartwick agreed with the hiring of a Commercial Real Estate Agent. The Deputy Mayor asked who the Agent would work with? It would be time consuming for all of Council to deal with the Agent directly.

Councillor Bobarnac comments that, before we engage an Agent, we issue an expression of Interest to the community to see if there would be any interest expressed locally. This way we could keep the investment in our community.

Deputy Mayor Harwick indicated that there was a lack of office space within SYSRC to rent.

Council decided to move the discussion of the issue to the Committee of the Whole meeting scheduled for June 11th, 2026.

MOTION:

It was moved by Deputy Mayor Hartwick and seconded by Councillor Bobarnac that the time for the end of the meeting be extended to 10:00 pm.

There was no discussion on the motion.

All Councillors were in favour, none opposed.

MOTION CARRIED.

By-Law 2026-02 Procedures Of Council:

Mayor Allen and Clerk White shared the first reading of the by-law in full.

Mayor Allen read the second reading of the by-law by title only.

MOTION:

It was moved by Councillor Gillis and seconded by Councillor Waddingham that Item 15 – Closed Session be moved before Item 12 – By-Law 2026-03 Code of Conduct.

There was no discussion on the motion.

All Councillors were in favour, none opposed.

MOTION CARRIED.

Mayor Allen called a 10-minute recess.

Council resumed after the recess.

MOTION:

It was moved by Councillor Corbett-Hysop and seconded by Councillor Angers to move to Closed Session.

There was no discussion on the motion.

All Councillors were in favour, none opposed.

MOTION CARRIED.

Council moved into closed session to discuss matters relating to the following sections of Section 68(1) of the Local Governance Act:

- a) information of which the confidentiality is protected by law,
- f) 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.

MOTION:

It was moved by Deputy Mayor Hartwick and seconded by Councillor Corbett-Hysop to move to Open Session.

There was no discussion on the motion.

All Councillors were in favour, none opposed.

MOTION CARRIED.

MOTION:

It was moved by Councillor Corbett-Hysop and seconded by Councillor Gillis that the time for the end of the meeting be extended to 10:30 pm.

There was no discussion on the motion.

All Councillors were in favour, none opposed.

MOTION CARRIED.

By-Law 2026-03 Conflict of Interest

Mayor Allen and Clerk White shared the first reading of the by-law in full.

Mayor Allen read the second reading of the by-law by title only.

It was noted by Councillor Corbett-Hysop that Section 14 b) had a period and space before the start of the sentence and that Section 17 a) vii had an extra period at the end of the sentence.

It was noted by Councillor Gillis that Section 18 a) was missing a period at the end of the paragraph.

It was noted by Mayor Allen that in Section 13 a) iv the word “complaint” should be replaced with “complainant”.

The changes will be noted before the final reading at the next meeting.

Next Meeting:

The next Regular Meeting of Council is scheduled for June 16th, 2026, at the Rusagonis Recreation Centre.

MOTION:

It was moved by Councillor Angers to adjourn the meeting.

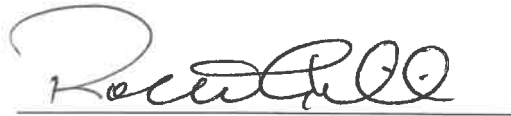
There was no discussion on the motion.

All Councillors were in favour, none opposed.

MOTION CARRIED.



Cory Allen – Mayor



Robert White - Clerk

