



MINUTES

Sunbury-York South Rural Community Municipal Council Regular Meeting July 21st, 2026

Location: Rusagonis Recreation Centre, 1609 Post Road, Rusagonis
Meeting Start Time: 6:30 pm

1. Call to Order:

The meeting was called to order by Mayor Allen at 6:30 pm.

2. 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.

All members of Council were present. A quorum was present.

3. Approval of Agenda:

Mayor Allen asked for an approval of the agenda.

MOTION:

It was Moved by Councillor Angers and seconded by Councillor Waddingham to accept the agenda.

Deputy Mayor Hartwick noted that the agenda did not follow the format outlined in By-Law 2026-02 and requested that future agendas adhere to the requirements of the by-law.

All Councillors were in favour of the motion. None opposed.

MOTION CARRIED

4. Conflict of Interest Declaration:

There was one conflict declaration of conflict of interest made by Councillor Gillis on Item 9.4.

5. Minutes of the Previous Meeting:

MOTION:

It was moved by Deputy Mayor Hartwick and seconded by Councillor Waddingham to approve the minutes of the June 16th, 2026 Meeting of Council.

All Councillors were in favour of the motion. None opposed.

MOTION CARRIED

6. Comments From Members Of The Public:

There were no comments from the public.

7. Presentation From CRSC:

Mr. Parikh of CRSC made a presentation regarding a proposed amendment to the Rusagonis-Waasis Rural Plan.

MOTION:

It was moved by Deputy Mayor Hartwick and seconded by Councillor Warren that:

WHEREAS, an application for rezoning of the properties having the PID's of 60042421, 60202314, and a portion of 6000999 has been filed with the Capital Region Service Commission, and,

WHEREAS, the Community Planning Act sets out the steps to be followed in the case of a rezoning application,

BE IT THEREFORE RESOLVED THAT the Council of the Sunbury-York South Rural Community hereby directs that the Clerk to request, in writing, the written views of the CRSC Planning Review and Adjustment Committee with respect to the rezoning application for PIDs 60042421, 60202314, and a portion of 6000999 to be made within 55 days; and

THAT the public notice requirements of section 111 of the Community Planning Act be fulfilled; and,

THAT the appropriate by-law to amend the Rusagonis-Waasis Rural Plan Regulation, be prepared; and

THAT the 18th of August 2026 at 6:00 PM, at the Rusagonis Recreation Centre, 1609 Post Road, Rusagonis, be set as the time and place for the consideration of objections or support to the proposed by-law.

All Councillors were in favour of the motion. None opposed.

MOTION CARRIED

Mr. Parikh of CRSC made a presentation regarding a proposed amendment to the Rusagonis-Waasis Rural Plan.

MOTION:

It was moved by Deputy Mayor Hartwick and seconded by Councillor Angers that:

WHEREAS, an application for rezoning of the property having the PID of 60031762 has been filed with the Capital Region Service Commission, and,

WHEREAS, the Community Planning Act sets out the steps to be followed in the case of a rezoning application,

BE IT THEREFORE RESOLVED THAT the Council of the Sunbury-York South Rural Community hereby directs that the Clerk request, in writing, the written views of the CRSC Planning Review and Adjustment Committee with respect to the rezoning application for PID 60031762 to be made within 55 days; that the public notice requirements of section 111 of the Community Planning Act be fulfilled; and

THAT the public notice requirements of section 111 of the Community Planning Act be fulfilled; and,

THAT the appropriate by-law to amend the Rusagonis-Waasis Rural Plan Regulation, be prepared; and

THAT the 18th of August 2026 at 6:15 PM, at the Rusagonis Recreation Centre, 1609 Post Road, Rusagonis, be set as the time and place for the consideration of objections or support to the proposed by-law.

All Councillors were in favour of the motion. None opposed.

MOTION CARRIED

8. Financial Report

Treasurer Ogden provided the financial report for the Council.

- The total cost of the Supervision was \$164,606.72 (HST included)
- The monthly financial report was presented as well as the year-to-date report

9. Business Arising From Previous Meetings:

Deputy Mayor Hartwick apologized to Councillor Corbett-Hysop regarding information that was passed along at the July 3, 2026, Committee of the Whole Meeting. During that meeting Deputy Mayor Hartwick indicated there was wording in the original motion discussed at the June 16, 2026, Council meeting regarding the Clerk to prepare a social media terms of engagement policy. That was incorrect and the wording was added.

MOTION:

It was moved by Deputy Mayor Hartwick and seconded by Councillor Gillis that:

WHEREAS it is important that the Council and Administration of Sunbury-York South Rural Community communicate with the residents regularly; and

WHEREAS communicating with the residents effectively helps keep the residents informed on what business and matters have transpired, what are being considered, and builds trust in the local government; and

WHEREAS at the April 15, 2025, meeting the Council of Sunbury-York South Rural Community adopted a Communication Plan which included a mission statement "INFORMING AND ENGAGING OUR COMMUNITY"; and

WHEREAS the Communication Plan included the following goals:

Inform and engage community residents.

Transparency and accountability of Council.

Build positive relationships between local government and community residents.

WHEREAS the Communication Plan set out that the Sunbury-York South Rural Community Facebook page would include the immediate activation of comments for each post, posts would include community announcements, events, etc., and the Facebook page would be monitored daily.

BE IT RESOLVED THAT the Council of Sunbury-York South Rural Community hereby directs the Clerk to post to the Sunbury-York South Rural Community Facebook page highlights of any presentations and any actions of Council following each Council, Committee of the Whole, and Special Council meeting within three business days of each meeting.

THAT the Clerk ensure the comments are activated for each post on Facebook.

THAT the Clerk bring forward to Council for consideration a social media terms of engagement policy at the Council Meeting scheduled for September 15th, 2026.

THAT following the adoption of the social media terms of engagement policy by Council, the Clerk ensure the following occur:

- a. The Social Media Terms of Engagement Policy will be posted on the Sunbury-York South Rural Community's website.*
- b. Reference of the Terms of Engagement Policy is posted on each social media platform that is used by Sunbury-York South Rural Community if possible.*
- c. That Facebook posts are monitored daily to include but not be limited to that any comments that include questions by the public regarding the subject matter of the post be answered in the comment field as soon as possible.*

Deputy Mayor Hartwick requested a recorded vote.

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

MOTION CARRIED

Clerk White informed Council that training on the Local Governance Commission Act will take place in the fall of 2026. The documents requested as part of this motion have been placed in a folder on the Council SharePoint.

Clerk White informed Council that the office committee received four responses from commercial real estate and the proposals are in the Council SharePoint folder.

Clerk White informed Council that the letter of apology has been written and provided to the recipient.

Clerk White informed Council that UMNB has invoiced us and we will soon be members.

Mayor Allen informed the Council that the Rural Plan schedule has been pushed out until next year.

Mayor Allen updated Council on the progress on the search for a new office space.

Mayor Allen updated Council on the process for hiring a new Clerk/Senior Administrator. Further discussions will be held this evening in Closed Session.

Clerk White informed the Council that the insurance policy has been renewed.

MOTION:

It was moved by Councillor Angers and seconded by Councillor Warren that:

THAT the Council of Sunbury-York South Rural Community form an IT Committee.

MOTION:

It was moved by Deputy Mayor Hartwick and seconded by Councillor Gillis to table the motion to form the IT Committee.

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

MOTION CARRIED

10. New Business:

MOTION:

It was moved by Deputy Mayor Hartwick and seconded by Councillor Gillis that:

WHEREAS transparency and public access to municipal information and documents are important principles of good governance; and

WHEREAS in accordance with the Sunbury–York South Rural Community Proceedings of Council By-law 2026-02, the agendas, agenda packages, and minutes for all Regular Council, Special Council, Committee of the Whole, and Committee meetings are to be made publicly available.

BE IT RESOLVED THAT Council direct the Clerk to add a table to the Sunbury-York South Rural Community's (SYSRC) "Council Meetings" webpage tab containing the following column headings:

Date	Agenda	Agenda Package	YouTube Link	Minutes
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THAT the Clerk ensure the table is maintained and updated as meeting materials become available in accordance with By-law 2026-02;

THAT all Regular Council, Special Council, Committee of the Whole, and Committee meetings, whether they are held on Teams or in-person, be broadcast live on SYSRC's

official YouTube channel, except when prohibited by law or when a meeting is held in closed session in accordance with s. 68(1) of the Local Governance Act;

THAT the Clerk request the assistance of BrunNet, if necessary, to ensure any future Teams meetings are broadcast live;

THAT links to the live broadcasts and past recordings be made available through the "Council Meetings" tab on SYSRC webpage and be pinned on the FaceBook page to enhance public access to all meetings.

All Councillors were in favour, none opposed.

MOTION CARRIED.

MOTION:

It was moved by Councillor Gillis and seconded by Councillor Waddingham that:

WHEREAS Sunbury-York South Rural Community is required to have its annual financial statements audited by an independent licensed public accounting firm; and

WHEREAS Council wishes to ensure that auditing services are obtained through a fair, transparent, and competitive procurement process; and

WHEREAS Council has determined that it is in the Sunbury-York South Rural Community's best interest to seek proposals for auditing services;

BE IT RESOLVED that Council authorizes the Clerk to prepare and issue a Request for Proposals (RFP) for the provision of external audit services for Sunbury-York South Rural Community.

BE IT FURTHER RESOLVED that the Clerk and Treasurer be authorized to evaluate the proposals received in accordance with Sunbury-York South Rural Community's purchasing policy and the criteria established in the RFP.

BE IT FURTHER RESOLVED that a recommendation for the appointment of the successful audit firm be brought forward to Council for approval and final award of contract.

All Councillors were in favour, none opposed.

MOTION CARRIED.

MOTION:

It was moved by Councillor Gillis and seconded by Councillor Warren that:

WHEREAS Sunbury-York South Rural Community is responsible for ensuring the provision of reliable and cost-effective solid waste collection services for residents; and

WHEREAS Council recognizes the importance of maintaining high service standards, environmental responsibility, operational efficiency, and value for taxpayers; and

WHEREAS Council wishes to secure solid waste collection services through a competitive public tendering process in accordance with applicable legislation and procurement requirements;

BE IT RESOLVED THAT Council directs Administration to prepare and issue a public Tender for the provision of solid waste collection services within Sunbury-York South Rural Community.

THAT the Tender shall include, at a minimum:

- *The scope of services to be provided;*
- *Service levels and performance standards;*
- *Collection schedules and operational requirements;*
- *Reporting and customer service requirements;*
- *Insurance, safety, and regulatory compliance requirements;*
- *Submission requirements and tender conditions; and*
- *Any other terms and conditions deemed necessary by Administration.*

THAT the Tender require proponents to provide separate pricing for:

- *Collection services utilizing automated side-loader vehicles equipped with mechanical lift arms for cart-based collection;*
- *Collection services utilizing conventional collection vehicles requiring manual pickup by collection staff;*
- *Any transition costs associated with converting from one collection method to another; and*
- *Any costs associated with the provision, replacement, or maintenance of collection carts, where applicable.*

THAT pricing be presented in sufficient detail to allow Council to compare the financial, operational, and service impacts associated with each collection method.

THAT Administration shall review all tender submissions received, verify compliance with the tender specifications and requirements, and prepare a report to Council outlining the results of the tender process and recommending the preferred compliant bidder, or otherwise providing recommendations in accordance with the tender requirements.

THAT no contract shall be awarded without subsequent Council approval.

THAT the procurement process be conducted in accordance with the New Brunswick Procurement Act, its regulations, applicable trade agreements, and the Rural Community's Procurement Policy.

THAT the Tender be publicly advertised through the New Brunswick Opportunities Network (NBON) and any other forum required by applicable legislation.

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

MOTION CARRIED

MOTION:

It was moved by Councillor Gillis and seconded by Councillor Corbett-Hysop that:

WHEREAS every worker has the right to a healthy, safe, and respectful workplace free from violence and harassment; and

WHEREAS the Occupational Health and Safety Act and General Regulation 91-191 require employers to take measures to prevent and address workplace violence and harassment and to establish and maintain safe workplace practices; and

WHEREAS Sunbury-York South Rural Community is committed to maintaining a safe, respectful, and healthy workplace for all employees, elected officials, volunteers, and members of the public;

BE IT RESOLVED THAT Council directs Administration, in consultation with any applicable Committee to undertake all actions necessary to ensure compliance with the Occupational Health and Safety Act and General Regulation 91-191, including applicable WorkSafeNB employer requirements and guidance.

THAT such actions shall include, but not be limited to:

- *Developing and implementing a Workplace Harassment Code of Practice;*
- *Conducting a workplace violence risk assessment for all municipal operations, locations, and services;*
- *Determining whether a Workplace Violence Code of Practice is required and, if so, developing and implementing such a code of practice; and*
- *Establishing appropriate workplace health and safety procedures, training, reporting processes, inspections, postings, first aid provisions, and supervisory practices necessary to meet employer obligations under legislation and WorkSafeNB requirements.*

THAT Administration report back to Council no later than September 15, 2026, with:

- *The completed workplace violence risk assessment;*
- *Any required codes of practice or policies;*
- *A summary of actions taken to achieve compliance with occupational health and safety requirements; and*
- *Any recommendations requiring Council consideration.*

BE IT FURTHER RESOLVED THAT Sunbury-York South Rural Community reaffirms its commitment to providing a workplace that is safe, respectful, and free from violence and harassment.

All Councillors were in favour, none opposed.

MOTION CARRIED.

MOTION:

It was moved by Councillor Warren and seconded by Councillor Wadingham to take a 5-minute recess starting at 8:50 pm.

All Councillors were in favour, none opposed.

MOTION CARRIED.

Council resumed the meeting at 8:55 pm

MOTION:

It was moved by Deputy Mayor Hartwick and seconded by Councillor Gillis that:

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

WHEREAS the Act sets out under Part 1, Definitions, the "head" in section (h) as being "in the case of a municipality, rural community or regional municipality, 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 the Mayor to serve as the "head" in accordance with the Act effective immediately; and

THAT the Mayor, Clerk, and Treasurer undertake any necessary training to ensure compliance with the Act when responding to requests received under the Act.

All Councillors were in favour, none opposed.

MOTION CARRIED.

MOTION:

It was moved by Councillor Bobarnac and seconded by Councillor Waddington that:

WHEREAS Sunbury-York South Rural Community does not currently have an active "Community Strategic Plan"

WHEREAS Sunbury-York South Rural Community wishes to assert the public interest, regarding the strategic goals of the community

BE IT RESOLVED THAT the Council of Sunbury-York South Rural Community hereby wishes to create a Strategic Plan Public Engagement committee to develop engagement topics and organize public engagement events to obtain public input.

THAT the committee shall be formed of 3 members of council nominated by the mayor.

THAT the committee brings the compiled topics before council for approval prior to commencing the public engagement.

THAT the committee develops and implements a community engagement plan to identify the development priorities of the community and shall retain a consultant to assist with the process.

THAT the committee drafts a budget and a schedule and presents them to council for approval prior to any financial engagements.

THAT the committee is authorized to create and implement a broad range of community engagement elements such as, but not limited to, open house events, mail in infographics, online surveys, etc.

THAT the committee provides a comprehensive report outlining the community priorities no later than 31.03.2027 to serve as foundation for the development of the "Community Strategic Plan"

MOTION:

It was moved by Councillor Warren and seconded by Deputy Mayor Hartwick to table the motion until the next available Committee of the Whole meeting.

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

MOTION CARRIED

11. Closed Session:

MOTION:

It was moved by Deputy Mayor Hartwick and seconded by Councillor Waddingham to move to Closed Session.

All Councillors were in favour, none opposed.

MOTION CARRIED.

Council moved into closed session at 9:16 pm 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,
- g) 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.
- h) labour and employment matters, including the negotiation of collective agreements.

MOTION:

It was moved by Councillor Angers and seconded by Councillor Waddingham to move to Open Session.

All Councillors were in favour, none opposed.

MOTION CARRIED.

Council moved to open session at 10:58 pm.

12. Next Meeting:

The next meeting of Council will be held on August 18th, 2026 at 6:30 pm.

13. Adjournment:

MOTION:

It was moved by Councillor Angers and seconded by Councillor Waddingham to adjourn the meeting.

All Councillors were in favour, none opposed.

MOTION CARRIED.

The meeting was adjourned at 11:00 pm.



Cory Allen – Mayor



For Robert White - Clerk



