



**MINUTES**  
**Regular Council Meeting**  
**Thursday, August 21, 2025**  
**Council Chambers 9:30 a.m.**

**COUNCIL PRESENT:** All members of Council were in attendance.

**STAFF PRESENT:** Angela Young, Deputy Clerk  
Mandy Cannon, Deputy Clerk/Executive Assistant  
Ryan Frew, Director of Public Works  
Andrea Lamontagne, Recreation Director  
Charlene Jackson, Interim Treasurer  
Amanda Nesbitt, County of Renfrew, HR Business Partner  
Gwen Dombroski, Manager of Legislative Services  
Greg Belmore, Human Resources Manager  
Chuck Hofley, Sr. Labour and Employment Lawyer, Hicks Morley

**MEDIA PRESENT:** Nil.

**1. Call to Order**

**2. Welcome & Land Acknowledgement**

We acknowledge that we're on the unceded territory of the Algonquin Anishinaabe people and we thank them for their thousands of years of stewardship on this land and granting us the privilege of being here to enjoy it.

**3. Roll Call**

**4. Disclosure of Pecuniary Interest**

There were no disclosures of pecuniary interest declared at this time.

**5. Adoption of the Agenda**

5.1 Dated August 21, 2025

The following changes were made to the Agenda:

Add - 13.6 Designating Construction Zones – Speed Limits Report

Move 19.1 Closed Session Under Section 239(2)(b) personal matters about an identifiable individual, including municipal or local board employees (Treasurer Recruitment) to take place immediately following the adoption of the Agenda.

19.2 Closed Session Under Section 239(2)(b) personal matters about an identifiable individual, including municipal or local board employees (HR Matters) will take place at 10:30 a.m.

**RESOLUTION - 340-2025**

Moved by Councillor Kevin Rosien, seconded by Deputy Mayor Scott Brum  
***THAT** the agenda dated August 5, 2025 be adopted as amended.*

**CARRIED.**

**6. Closed Meeting**

- 6.1 Under Section 239(2)(b) personal matters about an identifiable individual, including municipal or local board employees (Treasurer Recruitment);

**RESOLUTION - 341-2025**

Moved by Councillor Kevin Rosien, seconded by Deputy Mayor Scott Brum  
***THAT** this meeting become closed Under Section 239(2)(b) personal matters about an identifiable individual, including municipal or local board employees (Treasurer Recruitment) at 9:33 a.m.*

**CARRIED.**

**RESOLUTION - 342-2025**

Moved by Councillor Jill Campbell, seconded by Councillor Kevin Rosien  
***THAT** Council resume the open session at 10:03 a.m.*

**CARRIED.**

Staff Direction - Staff are directed to proceed as discussed in closed.

Ms. Nesbitt vacated the Council Chambers at this time (10:04 a.m.).

**7. Delegations and Presentations**

Nil.

**8. Matters Arising out of Delegations Heard**

Nil.

**9. Adoption of the Minutes of the Previous Council Session(s)**

- 9.1 August 5, 2025 - Public Meeting Under the Planning Act

**RESOLUTION - 343-2025**

Moved by Deputy Mayor Scott Brum, seconded by Councillor Robert Campbell  
***THAT** the minutes of the August 5, 2025 Public Meeting Under the Planning Act be adopted as submitted and circulated.*

**CARRIED.**

- 9.2 August 5, 2025 - Regular Council Meeting

**RESOLUTION - 344-2025**

Moved by Councillor Kevin Rosien, seconded by Councillor Robert Campbell

***THAT*** the minutes of the August 5, 2025 Regular Council Meeting be adopted as submitted and circulated.

**CARRIED.**

**10. Planning Matters**

Nil.

**11. Correspondence**

11.1 Correspondence/Information Corporate Services COTW

**RESOLUTION - 345-2025**

Moved by Councillor Kevin Rosien, seconded by Deputy Mayor Scott Brum

***THAT*** the Council approve the recommendation from the Committee of the Whole Corporate Services August 12, 2025 meeting to accept the following reports/correspondence as information:

*Item 6.1 - Ministry of Municipal Affairs and Housing - Deputy Minister's Letter - Building Code Act Amendment*

*Item 6.2 - County of Renfrew Council & Committee - June 2025 Summary*

*Item 6.3 - Annprior Regional Health Foundation - A Knight in the Maritimes 2025*

*Item 6.4 - City of Pembroke - For Information - Exempt the City of Pembroke from Strong Mayor Powers*

*Item 6.5 - Sample Bi-Centennial Sculpture Donation*

*item 6.6 - Ontario Trillium Foundation (OTF) Grant Application - Declined*

*Item 6.7 - Bi-Centennial Monument Update*

*Item 6.8 - Thank you Letter from the SALC Brass Ensemble & Band*

*Item 6.9 - Recreation Department Activity Report - July 30, 2025*

*Item 6.10 - Bi-Centennial Meeting Minutes, June 16, 2025*

*Item 6.11 - 2025 AMCTO Conference Report (Clerk's Dept.)*

*Item 6.12 - EORN Cell Gap Project Monthly Update - July 2025*

*Item 7.1 - May 2025 Financial Overview*

*Item 7.2 - June 2025 Financial Overview*

*Item 7.3 - 2025 Payroll Summary - Q2*

*Item 7.4 - 2025 Overtime Hours Paid - Q2*

*Item 7.5 - 2025 Expenses Report - 2nd Quarter*

*Item 7.6 - 2025 Budget VS Actuals - Q2*

*Item 7.7 - Building Department Report April 2025*

*Item 7.8 - Building Department Report May 2025*

*Item 7.9 - Building Department Report June 2025*

*Item 7.10 - By-Law Services Report - April 2025*

*Item 7.11 - By-Law Services Report - May 2025*

*Item 7.12 - By-Law Services Report - June 2025*

*Item 8.15 - Seniors Community Grant Program 2025-26*

**CARRIED.**

## 11.2 Information/Correspondence Items - Operations COTW

**RESOLUTION - 346-2025**

Moved by Councillor Jill Campbell, seconded by Councillor Robert Campbell

***THAT the Council approve the recommendation from the Committee of the Whole Operations August 12, 2025 meeting to accept the following reports/correspondence as information:***

*Item 6.1 Lions Club Sun Shelter Image Update*

*Item 6.2 Public Works Department Activity Report - June 2025*

*Item 6.3 Public Works Department Activity Report - July 2025*

*Item 7.1 Usborne Street Project Clarification*

**CARRIED.**

## 11.3 Correspondence/Information Items Development &amp; Property COTW

**RESOLUTION - 347-2025**

Moved by Councillor Kevin Rosien, seconded by Deputy Mayor Scott Brum

***THAT the Council approve the recommendation from the Committee of the Whole Development and Property August 12, 2025 meeting to accept the following report/correspondence as information:***

*Item 6.1 OPA 47 Notice of Decision (CIP- HYPE)*

*Item 6.2 Media Release - County of Renfrew - HYPE Program Launch*

*Item 6.4 Waste Diversion Sub-Committee Draft Meeting Minutes dated April 16, 2025*

*Item 7.1 Comprehensive Zoning By-Law 2025*

*Item 7.2 Planning Application Status Report*

**CARRIED.**

## 11.4 Correspondence/Information Items Public Safety COTW

**RESOLUTION - 348-2025**

Moved by Deputy Mayor Scott Brum, seconded by Councillor Jill Campbell

***THAT the Council approve the recommendation from the Committee of the Whole Public Safety August 12, 2025 meeting to accept the following reports/correspondence as information:***

*Item 6.1 - McNab/Braeside Township - January to March 2025 OPP Detachment Revenues.*

*Item 6.2 - Fire Department Activity Report - May, June, & July 2025*

**CARRIED.**

**12. Committee Reports, Reports from Representatives Appointed to External Boards**

## 12.1 AMBA Seeking Financial Assistance - ICA International Congress

**RESOLUTION - 349-2025**

Moved by Deputy Mayor Scott Brum, seconded by Councillor Kevin Rosien

**THAT** Council accept the AMBA Seeking financial assistance - ICA International Congress report as information as submitted and circulated; **AND FURTHER THAT** Council accept the recommendation from the Committee of the Whole to approve the donation to AMBA for the ICA Congress in the amount of \$3,000; **AND FURTHER THAT** this amount be financed through GL#1-4-1000-2325 Council - Public Relations.

**CARRIED.**

12.2 Glasgow Women's Institute Request to Waive Fee

**RESOLUTION - 350-2025**

Moved by Deputy Mayor Scott Brum, seconded by Councillor Kevin Rosien

**THAT** Council accept the Glasgow Women's Institute Request to Waive Fee Report as information as submitted and circulated; **AND FURTHER THAT** Council accept the recommendation from the Committee of the Whole and agree to waive the rental fee to the Murray Yantha Community Centre on October 22, 2025 as requested by the Glasgow Women's Institute.

**CARRIED.**

12.3 Men's Shed Request for Support

**RESOLUTION - 351-2025**

Moved by Councillor Jill Campbell, seconded by Deputy Mayor Scott Brum

**THAT** Council accept this report as information as submitted and circulated; **AND FURTHER THAT** Council approve the recommendation from the Committee of the Whole and approve the request for support from the Men's Shed for their events taking place on August 24, 2025 & September 20, 2025.

**CARRIED.**

12.4 L'Arche Arnprior Request to Waive the Facility Fee

**RESOLUTION - 352-2025**

Moved by Deputy Mayor Scott Brum, seconded by Councillor Jill Campbell

**THAT** Council accept this report as information as submitted and circulated; **AND FURTHER THAT** Council accept the recommendation from the Committee of the Whole and deny the the request to waive the facility rental fee to accommodate programming, as requested; **AND FURTHER THAT** Council direct staff to forward the Township's Municipal Grant Program information to L'Arche for future grant requests.

**CARRIED.**

12.5 Paddle Shack Rental Deposit

**RESOLUTION - 353-2025**

Moved by Deputy Mayor Scott Brum, seconded by Councillor Jill Campbell

**THAT** Council accept this report as information as submitted and circulated;

***AND FURTHER THAT*** Council accept the recommendation from the Committee of the Whole to leave the Paddle Shack Rental deposit policy status quo until such time as the year end financials have been received.

**CARRIED.**

12.6 John A. Gillies Recreation Centre - Rink Surface

**RESOLUTION - 354-2025**

Moved by Councillor Kevin Rosien, seconded by Councillor Robert Campbell

***THAT*** the Council accept the John A. Gillies Recreation Centre (JAG) - Rink Surface Report as information as submitted and circulated; ***AND FURTHER THAT*** Council accept the recommendation from the Committee of the Whole and direct staff to seek a legal opinion on this matter; ***AND FURTHER THAT*** all future updates with regards to this matter be brought forward to a Closed Meeting of Council.

**CARRIED.**

12.7 RC-2025-08 Concrete Pad Footings - Unofficial Tender Results

**RESOLUTION - 355-2025**

Moved by Councillor Kevin Rosien, seconded by Deputy Mayor Scott Brum

***THAT*** Council accept the RC-2025-08 Concrete Pad Footings - Unofficial Tender Results Report as information as submitted and circulated; ***AND FURTHER THAT*** Council accept the recommendation from the Committee of the Whole and direct staff to cancel the current tender (RC-2025-08); ***AND FURTHER THAT*** Council direct staff to issue a tender for a monolithic slab for the gazebo at Waba Cottage museum & gardens; ***AND FURTHER THAT*** Council direct staff to obtain permission from OPG with regards to placing the gazebo on property owned by them at Clay Bank Park; ***AND FURTHER THAT*** once this permission has been received by OPG, Council direct staff to review the scope of the project and issue an RFP based on the required scope.

**CARRIED.**

12.8 Donation of Rain Barrel

**RESOLUTION - 356-2025**

Moved by Deputy Mayor Scott Brum, seconded by Councillor Jill Campbell

***THAT*** Council accept this report as information as submitted and circulated; ***AND FURTHER THAT*** Council accept the recommendation from the Committee of the Whole to deny this request for donation.

**CARRIED.**

12.9 Request for Exemption to O. Reg. 343/22 – Firefighter Certification Requirements

**RESOLUTION - 357-2025**

Moved by Deputy Mayor Scott Brum, seconded by Councillor Kevin Rosien

***THAT*** Council accept this report as information as submitted and circulated; ***AND FURTHER THAT*** Council accept the recommendation from the Committee

*of the Whole to support the Request for Exemption to O. Reg. 343/22 – Firefighter Certification Requirements.*

**CARRIED.**

12.10 Remote Dispatch Connection- Smiths Falls Fire Dispatch Integration

**RESOLUTION - 358-2025**

Moved by Deputy Mayor Scott Brum, seconded by Councillor Robert Campbell  
***THAT Council accept this report as information as submitted and circulated; AND FURTHER THAT Council approve the recommendation from the Committee of the Whole and approve a one-time capital expenditure of \$13,150.00 for the installation and setup of a remote dispatch connection to Smiths Falls Fire Dispatch; AND FURTHER THAT Council authorize staff to enter into a 5-year dispatch service agreement at a per capita rate of \$4.50 based on 7,591 residents, with a pro-rated 2025 fee of \$8,611.86; AND FURTHER THAT Council authorize securing internet service, estimated at \$2,376.00/year, pro-rated to \$594.00 for 2025; AND FURTHER THAT Council authorize that all 2025 implementation costs be fully funded from the Fire Department Capital Reserve.***

**CARRIED.**

12.11 Removal from County of Renfrew Dispatch Services

**RESOLUTION - 359-2025**

Moved by Deputy Mayor Scott Brum, seconded by Councillor Kevin Rosien  
***THAT Council of the Township of McNab/Braeside hereby request that the Corporation of the Township of McNab/Braeside be removed from Schedule C of the Ontario Ministry of Health and the County of Renfrew Communication Services (dispatch), effective January 30, 2026.***

**CARRIED.**

12.12 Waste Diversion Committee - Net Zero Consultant

**RESOLUTION - 360-2025**

Moved by Deputy Mayor Scott Brum, seconded by Councillor Kevin Rosien  
***THAT Council accept the Waste Diversion Committee - Net Zero Consultant report as information as submitted and circulated; AND FURTHER THAT Council accept the recommendation from the Committee of the Whole and direct staff to proceed with issuing an RFP to engage a Net Zero Consultant to develop a Net Zero Plan.***

**CARRIED.**

12.13 Waste Diversion Committee - Net Zero Consultant Draft RFP

**RESOLUTION - 361-2025**

Moved by Councillor Kevin Rosien, seconded by Deputy Mayor Scott Brum  
***THAT Council accept the Net Zero Consultant Draft RFP as information as submitted and circulated; AND FURTHER THAT Council accept the recommendation from the Committee of the Whole and direct staff to proceed***

*with issuing an RFP based on the scope provided by the Waste Diversion Committee.*

**CARRIED.**

12.14 Draft Performance Appraisal Form

**RESOLUTION - 362-2025**

Moved by Councillor Kevin Rosien, seconded by Deputy Mayor Scott Brum

***THAT Council accept the Draft Performance Appraisal Form Report as information as submitted and circulated; AND FURTHER THAT Council accept the recommendation from the Committee of the Whole and direct staff to forward the draft Performance Appraisal Form to the County of Renfrew HR Department for review and comment and bring any comments back to the Committee of the Whole for discussion; AND FURTHER THAT if the County of Renfrew does not see any issues with the Draft Performance Appraisal Form, as submitted, Council directs staff to bring this back to Council for enactment.***

**CARRIED.**

12.15 Draft - Private Road Grant Policy

**RESOLUTION - 363-2025**

Moved by Councillor Robert Campbell, seconded by Deputy Mayor Scott Brum

***THAT Council accept this report as information as submitted and circulated.***

**CARRIED.**

12.16 Draft Indemnification Policy

**RESOLUTION - 364-2025**

Moved by Deputy Mayor Scott Brum, seconded by Councillor Jill Campbell

***THAT Council accept the Draft Indemnification Policy report as information as submitted and circulated; AND FURTHER THAT Council accept the recommendation from the Committee and direct staff to send this draft policy to the Township's Integrity Commissioner for review and to bring any feedback forward to the Committee, if there are no changes required, staff is directed to bring this policy forward to Council for enactment.***

**CARRIED.**

**13. Unfinished Business**

Nil.

The Deputy Clerk delegated clerk authority Under Section 228.1 of the Municipal Act , as amended, to Gwen Dombroski (Clerk, County of Renfrew), Corporation of the County of Renfrew. This delegation of authority is temporary for closed session discussions of item 19.2 of the August 21st, 2025 Regular meeting agenda.

**14. Closed Meeting**

- 14.1 Under Section 239(2)(b) personal matters about an identifiable individual, including municipal or local board employees(HR Matters);



**RESOLUTION - 365-2025**

Moved by Councillor Robert Campbell, seconded by Councillor Kevin Rosien  
***THAT this matter become closed under Section 239(2)(b) personal matters about an identifiable individual, including municipal or local board employees(HR Matters) at 10:24 a.m.***

**CARRIED.**

Ms. Dombroski, Mr. Belmore and Mr. Hofley joined the Council meeting at this time (10:23 a.m.).

Ms. Young & Ms. Cannon vacated the Council Chambers at this time (10:24 a.m.)

**15. Rise from Closed Session****15.1 Rise from Closed****RESOLUTION - 366-2025**

Moved by Councillor Jill Campbell, seconded by Councillor Kevin Rosien  
***THAT Council resume the open session at 12:30 p.m.***

**CARRIED.**

Deputy Mayor Brum vacated the Council Chambers at this time (12:30 p.m.).

Council recessed at 12:30 p.m.

Ms. Young & Ms. Cannon entered the Council Chambers at this time (12:42 p.m.).

Council resumed the open session at 12:42 p.m.

Ms. Dombroski, Mr. Belmore and Mr. Hofley vacated the Council Chambers at this time (12:43 p.m.)

Ms. Jackson entered the Council Chambers at this time (12:43 p.m.).

**RESOLUTION - 367-2025**

Moved by Councillor Jill Campbell, seconded by Councillor Robert Campbell  
***THAT Council resume the closed under Section 239(2)(b) personal matters about an identifiable individual, including municipal or local board employees(HR Matters) at 12:43 p.m.***

**CARRIED.****RESOLUTION - 368-2025**

Moved by Councillor Jill Campbell, seconded by Councillor Kevin Rosien  
***THAT Council resume the open session at this time (12:54 p.m.).***

**CARRIED.**

Ms. Jackson vacated the Council Chambers at this time (12:43 p.m.).

**16. Matters Arising from Closed Session**

- 16.1 Under Section 239(2)(b) personal matters about an identifiable individual, including municipal or local board employees (HR Matters)

Staff Direction: Staff was directed to proceed as discussed during the closed sessions.

Mr. Frew & Ms. Lamontagne entered the Council Chambers at this time (12:58 p.m.).

**17. Staff Reports - Direction**

- 17.1 Community Sport and Recreation Infrastructure Fund - Declined

**RESOLUTION - 369-2025**

Moved by Councillor Kevin Rosien, seconded by Councillor Robert Campbell

***THAT Council accept the Community Sport and Recreation Infrastructure Fund - Declined report as information as submitted and circulated.***

**CARRIED.**

Ms. Lamontagne vacated the Council Chambers at this time (1:03 p.m.).

- 17.2 Corporate Services - By-Law Services Report - June 2025

**RESOLUTION - 370-2025**

Moved by Councillor Kevin Rosien, seconded by Councillor Jill Campbell

***THAT the follow up report with regards to Item 7.12 - By-Law Services Report June 2025 be accepted as information as submitted and circulated.***

**CARRIED.**

- 17.3 Corporate Services - June 2025 Financial Overview Follow up

**RESOLUTION - 371-2025**

Moved by Councillor Kevin Rosien, seconded by Councillor Jill Campbell

***THAT the follow up report with regards to Item 7.2 - June 2025 Financial Overview be accepted as information as submitted and circulated***

**CARRIED.**

- 17.4 RFP-WM-2025-03 Clearing and Grubbing

**RESOLUTION - 372-2025**

Moved by Councillor Jill Campbell, seconded by Councillor Kevin Rosien

***THAT Council accept the information as submitted and circulated.***

**CARRIED.**

## 17.5 HR Policy Acting Pay Treasurer

**RESOLUTION - 373-2025**

Moved by Councillor Jill Campbell, seconded by Mayor Lori Hoddinott

***THAT*** Council approves the temporary delegation of authority to Christina Mulcahey for the position of Acting Treasurer; ***AND FURTHER THAT*** this temporary appointment be compensated in accordance with the Acting Pay Policy.

**CARRIED.**

## 17.6 Designating Construction Zones and Speed Limit

**RESOLUTION - 374-2025**

Moved by Councillor Kevin Rosien, seconded by Councillor Robert Campbell

***THAT*** the Director of Public Works, or designate, be authorized to designate construction zones on Township Roads and to designate the speed limit through the construction zone.

**CARRIED.**

Mr. Frew vacated the Council Chambers at this time (1:13 p.m.).

**18. New Business**

Nil.

**19. Notices of Motions**

Nil.

**20. By-Laws**

## 20.1 By-Law #2025-64 Fire Dispatch Communications Centre

**RESOLUTION - 375-2025**

Moved by Councillor Kevin Rosien, seconded by Councillor Robert Campbell

***THAT*** By-Law #2025-64, being a By-Law authorize the execution of the Fire Dispatch Communications Centre Services Agreement between the Corporation of the Town of Smiths Falls and the Corporation of the Township of McNab/Braeside, is now deemed read a second and third time short and is hereby enacted and passed.

**CARRIED.**

**21. Public Questions**

Nil.

**22. Tracking Sheet**

## 22.1 Tracking Sheet dated August 21, 2025

**RESOLUTION - 376-2025**

Moved by Councillor Robert Campbell, seconded by Councillor Kevin Rosien

***THAT the Tracking Sheet dated August 21, 2025 be accepted as information as submitted and circulated.***

**CARRIED.**

Staff Direction - Staff was directed to add the following items to the next Tracking Sheet to better reflect the August 12 Committee of the Whole action items:

Budget Engagement Suggestions - Follow Up - Staff to investigate further and amend based on the recommendation of the Treasurer and bring forward to a future meeting.

**23. Closed Meeting**

The Closed Meeting section as shown on the meeting Agenda as:

19.1. Under Section 239(2)(b) personal matters about an identifiable individual, including municipal or local board employees (Treasurer Recruitment) was discussed under section 6.1 of these meeting minutes.

The Closed Meeting section as shown on the Meeting Agenda as:

19.2. Under Section 239(2)(b) personal matters about an identifiable individual, including municipal or local board employees (HR Matters) was discussed under section 14.1 of these meeting minutes.

**24. Next Meeting Dates**

As noted on the Agenda.

**25. Confirmatory By-Law**

25.1 By-Law confirming the proceedings of the August 21, 2025 Regular Council Meeting

**RESOLUTION - 377-2025**

Moved by Councillor Jill Campbell, seconded by Councillor Robert Campbell

***THAT By-Law #2025-65, being a By-Law to confirm the proceedings of the August 21, 2025 Regular Meeting of Council of the Corporation of the Township of McNab/Braeside is now deemed read a second and third time short is hereby enacted and passed.***

**CARRIED.**

**26. Adjournment**

This Regular Council Meeting adjourned at 1:22 p.m.

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MAYOR

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CAO/CLERK