



**MINUTES**  
**Regular Council Meeting**  
**Tuesday, December 2, 2025**  
**Council Chambers 9:30 a.m.**

**COUNCIL PRESENT:** All members of Council were in attendance, with the exception of Councillor Jill Campbell, who sent her regrets.

**STAFF PRESENT:** Mandy Cannon, Interim CAO/Clerk  
Angela Young, Deputy Clerk  
Ryan Frew, Director of Public Works  
Kevin Murray, Building and Recreation Maintenance Supervisor  
Andrea Lamontagne, Recreation Director  
Dave Hartwick, Fire Chief  
Lisa Godin, Treasurer  
Greg Belmore, County of Renfrew HR  
Amanda Nesbitt, County of Renfrew HR

**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 December 2, 2025

The following amendment was made to the meeting agenda:  
The closed meeting session was moved up to take place after the delegation section of the meeting.

**RESOLUTION - 547-2025**

Moved by Councillor Robert Campbell, seconded by Councillor Kevin Rosien

***THAT the Agenda dated December 2, 2025 be adopted as amended.***

**CARRIED.**

**6. Delegations and Presentations**

**6.1 Arnprior Regional Health Foundation - Ben Gardiner**

Mr. Gardiner presented an update on behalf of the Arnprior Regional Health Foundation. The ask for the 2026 budget is to invest \$25,000 towards the Scope for Hope Campaign. Council thanked Mr. Gardiner for his presentation. This request will be added to the 2026 budget deliberations.

**6.2 Seniors Active Living Centre - Jeff Letourneau**

Mr. Letourneau presented on behalf of the Seniors Active Living Centre. The 2025 budget ask is for a cash contribution in the amount of \$16,500 and an in kind donation of \$5,000. Council thanked Mr. Letourneau for his presentation and advised that this request will be included in the 2026 budget deliberations.

**6.3 Arnprior & McNab/Braeside Archives  
Sara MacKenzie, President & Brian Gilhuly, Treasurer**

Ms. MacKenzie and Mr. Gilhuly presented on behalf of Arnprior & McNab/Braeside Archives. The 2026 budget request is \$32,500. Council thank Ms. MacKenzie and Mr. Gilhuly for their presentation and advised that their request will be included in the 2026 budget deliberations.

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

**7.1 Funding Requests from Arnprior Regional Health Foundation, Seniors Active Living Centre an Arnprior & McNab/Braeside Archives**

**RESOLUTION - 548-2025**

Moved by Councillor Kevin Rosien, seconded by Councillor Robert Campbell

***THAT Council direct staff to include these requests in the 2026 Budget Deliberations.***

**CARRIED.**

**8. Closed Meeting**

**8.1 Under Section 239(2)(b) personal matters about an identifiable individual, including municipal or local board employees (staffing);**

**RESOLUTION - 549-2025**

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

***THAT this meeting become closed Under Section 239(2)(b) personal matters about an identifiable individual, including municipal or local board employees (staffing) at 10:08 a.m.***

**CARRIED.**

Council recessed at 10:08 a.m.  
Council resumed at 10:11 a.m.

**9. Rise from Closed Session**

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

**RESOLUTION - 550-2025**

Moved by Councillor Kevin Rosien, seconded by Councillor Robert Campbell  
***THAT** Council resume the open session at 10:59 a.m.*

**CARRIED.**

**10. Matters Arising from Closed Session**

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

**RESOLUTION - 551-2025**

Moved by Councillor Robert Campbell, seconded by Deputy Mayor Scott Brum  
***THAT** Council direct staff to proceed as discussed in closed.*

**CARRIED.**

Ms. Nesbitt and Mr. Belmore vacated the Council Chambers at this time (11:00 a.m.).

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

- 11.1 November 18, 2025 Regular Council Meeting

**RESOLUTION - 552-2025**

Moved by Councillor Kevin Rosien, seconded by Deputy Mayor Scott Brum  
***THAT** the minutes of the November 18, 2025 Regular Council Meeting be adopted as submitted and circulated.*

**CARRIED.**

**12. Planning Matters**

Nil.

**13. Correspondence**

- 13.1 AORS Advance - Fall 2025

**RESOLUTION - 553-2025**

Moved by Councillor Robert Campbell, seconded by Deputy Mayor Scott Brum  
***THAT** Council accept the AORS Advance - Fall 2025 correspondence as information as submitted and circulated.*

**CARRIED.**

## 13.2 Nominations for 2026 County of Renfrew Warden

**RESOLUTION - 554-2025**

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

***THAT Council accept the Nominations for 2026 County of Renfrew Warden correspondence as information as submitted and circulated.***

**CARRIED.**

## 13.3 Ottawa Valley Affordable Housing Inc. - Introductory Letter

**RESOLUTION - 555-2025**

Moved by Councillor Kevin Rosien, seconded by Mayor Lori Hoddinott

***THAT Council accept the Ottawa Valley Affordable Housing Inc. - Introductory Letter as information as submitted and circulated.***

**CARRIED.**

## 13.4 Ministry of Municipal Affairs and Housing - Bill 17

**RESOLUTION - 556-2025**

Moved by Councillor Kevin Rosien, seconded by Councillor Robert Campbell

***THAT Council accept the Ministry of Municipal Affairs and Housing - Bill 17 correspondence as information as submitted and circulated.***

**CARRIED.**

Mr. Murray entered the Council Chambers at this time (11:10 a.m.).

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

Nil.

Mr. Frew entered the Council Chambers at this time (11:11 a.m.).

**15. Unfinished Business**

## 15.1 Paddle Shack Rental Deposit - Update

**RESOLUTION - 557-2025**

Moved by Councillor Kevin Rosien, seconded by Councillor Robert Campbell

***THAT Council accept the Paddle Shack Rental Deposit - Update report as information as submitted and circulated; AND FURTHER THAT Council direct staff to eliminate the security deposit.***

**CARRIED.**

Council recessed at 11:14 a.m.

Chief Hartwick entered the Council Chambers at this time (11:15 a.m.).

Council resumed at 11:20 a.m.

Deputy Mayor Brum entered the Council Chambers at this time (11:24 a.m.).

15.2 RC-2025-09 Unofficial Tender Results for Stone Dust Pad for Waba Cottage Museum - Update

Ms. Lamontagne entered the Council Chambers at this time (11:26 a.m.).

**RESOLUTION - 558-2025**

Moved by Councillor Kevin Rosien, seconded by Mayor Lori Hoddinott

***THAT Council accept the RC-2025-09 Unofficial Tender Results for Stone Dust Pad for Waba Cottage Museum - Update report as information as submitted and circulated; AND FURTHER THAT Council direct staff to proceed with this project in 2026.***

**CARRIED.**

Clarification was provided that this would now be a stone dust pad and not a monolithic slab.

Mr. Murray vacated to Council Chambers at this time (11:28 a.m.).

**16. Staff Reports - Direction**

16.1 Circular Materials - Blue Box Depot Operation and Recycling Calendar Agreements

**RESOLUTION - 559-2025**

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

***THAT Council authorize the CAO/Clerk to enter into and sign agreements with Circular Materials for the operation of a Blue Box Depot at the McNab/Braeside Waste Disposal Site (573 Calabogie Road) and for the production and distribution of recycling calendars.***

**CARRIED.**

Staff Direction - Staff was directed to circulate and pin the information to the Township social media accounts.

Mr. Frew vacated the Council Chambers at this time (11:56 a.m.).

16.2 Superior Tanker Shuttle

**RESOLUTION - 560-2025**

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

***THAT Council receive this report as information, as submitted and circulated, and acknowledging that:***

- 1. The Township of McNab/Braeside currently maintains a B3 Fire Underwriters Survey (FUS) Public Fire Protection Classification; and***
- 2. As identified during the Fire Master Plan process and confirmed by third-party review obtained by the previous CAO, the Fire Department does not presently***

*have the consistent staffing—particularly during daytime hours—required to pursue or sustain Superior Tanker Shuttle Accreditation (STSA).*

**CARRIED.**

Ms. Godin entered the Council Chambers at this time (11:57 a.m.).

Chief Hartwick vacated the Council Chambers at this time (12:06 p.m.).

16.3 2026 Township Staff and Officer Remuneration

**RESOLUTION - 561-2025**

Moved by Councillor Robert Campbell, seconded by Mayor Lori Hoddinott

***THAT Council accept the 2026 Township Staff and Officer Remuneration report as information as submitted and circulated; AND FURTHER THAT Council approve 1.9% increase in the compensation grid for Township staff and officers for the 2026 calendar year.***

**CARRIED.**

16.4 OPP Detachment Board Budget 2026

**RESOLUTION - 562-2025**

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

***THAT Council receive the "2026 Budget" provided by the South Ottawa Valley OPP Detachment Board as information as submitted and circulated; AND FURTHER THAT Council supports the 2026 Budget as presented; AND FURTHER THAT Council confirms its responsibility under the Act to pay the OPP detachment board an equal share of the amount set out in the Board's estimates.***

**CARRIED.**

16.5 Amended Vacation Policy (DRAFT)

**RESOLUTION - 563-2025**

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

***THAT Council accept the Draft Amended Vacation Policy as information as submitted and circulated; AND FURTHER THAT Council direct staff to bring the Policy forward, as amended to the December 16, 2025 Regular Meeting for enactment.***

**CARRIED.**

Staff was directed to make the following additional amendments to the Draft Vacation Policy:

Immediately following: "An employee may carry forward up to one full year's vacation entitlement into the subsequent vacation year, provided it is used within ten (10) months following the end of the entitlement year, in accordance with the Employment Standards Act."

Add: In accordance with ESA s.35, any vacation not taken within 10 months of the end of the vacation entitlement year must be paid out to the employee, subject to payroll processing timelines.

Amended D(5) to read as follows:

Vacation will continue to accrue during any ESA-protected leave (e.g., sick leave, WSIB, pregnancy/parental leave, family leaves). Vacation will not accrue during employer-approved discretionary unpaid leaves that are not ESA-protected.

#### 16.6 January 2026 Meeting Schedule

##### **RESOLUTION - 564-2025**

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

***THAT Council accept the January 2026 Meeting Schedule Report as information as submitted and circulated; AND FURTHER THAT Council approve the recommendation from staff to adjust the January 2026 meeting schedule to January 13 & 27, 2026.***

**CARRIED.**

#### **17. New Business**

##### 17.1 JAG - 2025 Purchase

##### **RESOLUTION - 565-2025**

Moved by Councillor Kevin Rosien, seconded by Councillor Robert Campbell

***THAT Council accept the JAG - Purchase report as submitted and circulated; AND FURTHER THAT Council approve using \$4,278 from the JAG Furnishings and Equipment WIP to purchase blackout blinds for the building in 2025.***

**CARRIED.**

Council recessed at 12:39 p.m.

Council resumed at 1:05 p.m.

##### 17.2 Gail Anderson - Request for Forensic Audit

##### **RESOLUTION - 566-2025**

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

***THAT Council accept the Request for a Forensic Audit from Gail Anderson as information as submitted and circulated.***

**CARRIED.**

#### **18. Notices of Motions**

Nil.

#### **19. By-Laws**

##### 19.1 By-Law #2025-87 Delegate Authority to Treasurer - Tax Arrears Extension Agreement

**RESOLUTION - 567-2025**

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

***THAT** By-Law #2025-87, being a By-Law to to delegate authority to the municipal Treasurer to authorize the execution of tax arrears extension agreements pursuant to Section 378 of the Municipal Act, 2001, has now been deemed read a second and third time short and is hereby enacted and passed.*

**CARRIED.**

- 19.2 By-Law #2025-88 Circular Materials - Blue Box Depot Operation and Recycling Calendar Agreements

**RESOLUTION - 568-2025**

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

***THAT** By-Law #2025-88, being a By-Law to authorize the Township to enter into an Agreement with Circular Materials for the Blue Box Depot Operation and Recycling Calendar has now been deemed read a second and third time short and is hereby enacted and passed.*

**CARRIED.**

**20. Public Questions**

Nil.

**21. Tracking Sheet**

- 21.1 Tracking Sheet - December 2, 2025

**RESOLUTION - 569-2025**

Moved by Councillor Kevin Rosien, seconded by Councillor Robert Campbell

***THAT** the tracking sheet dated December 2, 2025 be accepted as information as submitted and circulated.*

**CARRIED.**

**22. Next Meeting Dates**

As noted on the Agenda.

**23. Confirmatory By-Law**

- 23.1 By-Law #2025-89 Confirm the Proceedings of the December 2, 2025 Regular Council Meeting

**RESOLUTION - 570-2025**

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

***THAT** By-Law #2025-89, being a By-Law to confirm the proceedings of the December 2, 2025 Regular Meeting of Council of the Corporation of the Township of McNab/Braeside has now been deemed read a second and third time short and is hereby enacted and passed.*

**CARRIED.**



**24. Adjournment**

This Regular Council Meeting adjourned at 1:20 p.m.

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MAYOR

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CAO/CLERK