



MINUTES

Committee of the Whole - Corporate Services
Tuesday, August 12, 2025
Council Chambers 9:00 a.m.

COUNCIL PRESENT: All members of the Committee of the Whole were in attendance.

STAFF PRESENT: Angela Young, Deputy Clerk
Mandy Cannon, Deputy Clerk/Executive Assistant
Andrea Lamontagne, Recreation Director
Charlene Jackson, Interim Treasurer

MEDIA PRESENT: Nil.

1. Call to Order

2. Welcome and Land Acknowledgment

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. Disclosure of Pecuniary Interest and the General Nature Thereof

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

4. Adoption of Minutes

4.1 June 4, 2025 - Meeting Minutes (Corporate Services)

CS-RECOMMENDATION -38-2025

Moved by Councillor Robert Campbell, seconded by Councillor Jill Campbell

THAT the minutes of the June 4, 2025 meeting be adopted as submitted and circulated.

CARRIED.

5. Delegations and Presentations

Nil.

6. Communications

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

CS-RECOMMENDATION -39-2025

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

THAT the Committee accept Ministry of Municipal Affairs and Housing - Deputy Minister's Letter - Building Code Act Amendment as information as submitted and circulated.

CARRIED.

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

CS-RECOMMENDATION -40-2025

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

THAT the Committee accept the County of Renfrew Council & Committee June 2025 Summary as information as submitted and circulated.

CARRIED.

- 6.3 Arnprior Regional Health Foundation - A Knight in the Maritimes 2025

CS-RECOMMENDATION -41-2025

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

THAT the Committee accept Arnprior Regional Health Foundation - A Knight in the Maritimes 2025 as information as submitted and circulated.

CARRIED.

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

CS-RECOMMENDATION -42-2025

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

THAT the Committee accept City of Pembroke - For Information - Exempt the City of Pembroke from Strong Mayor Powers as information as submitted and circulated.

CARRIED.

- 6.5 Sample Bi-Centennial Sculpture Donation

CS-RECOMMENDATION -43-2025

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

THAT the Committee of the Whole accept the Sample Bi-Centennial Sculpture Donation as information as submitted and circulated.

CARRIED.

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

CS-RECOMMENDATION -44-2025

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

THAT Committee of the Whole accept the OTF Grant Application - Declined Report as information as submitted and circulated.

CARRIED.

6.7 Bi-Centennial Monument Update

CS-RECOMMENDATION -45-2025

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

THAT the Committee of the Whole accept the Bi-Centennial Monument Update Report as information as submitted and circulated.

CARRIED.

6.8 Thank you Letter from the SALC Brass Ensemble & Band

CS-RECOMMENDATION -46-2025

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

THAT the Committee of the Whole accept the Thank you Letter received from the SALC Brass Ensemble & Band as information as submitted and circulated.

CARRIED.

6.9 Recreation Department Activity Report -July 30, 2025

CS-RECOMMENDATION -47-2025

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

THAT the Committee of the Whole accept the Recreation Department Activity Report dated July 30, 2025 as information as submitted and circulated.

CARRIED.

6.10 Bi-Centennial Meeting Minutes, June 16, 2025

CS-RECOMMENDATION -48-2025

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

THAT the Committee of the Whole accept the Bi-Centennial Meeting Minutes dated June 16, 2025 report as information as submitted and circulated.

CARRIED.

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

CS-RECOMMENDATION -49-2025

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

THAT the Committee of the Whole accept the 2025 AMCTO Conference Report as information as submitted and circulated.

CARRIED.

6.12 EORN Cell Gap Project Monthly Update - July 2025

CS-RECOMMENDATION -50-2025

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

THAT the Committee of the Whole accept the EORN Cell Gap Project Monthly Update for the month of July 2025 as information as submitted and circulated.

CARRIED.

7. Consent Reports**7.1 May 2025 Financial Overview****CS-RECOMMENDATION -51-2025**

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

THAT the Committee of the Whole accept the May 2025 Financial Overview Report as information as submitted and circulated.

CARRIED.

7.2 June 2025 Financial Overview**CS-RECOMMENDATION -52-2025**

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

THAT the Committee of the Whole accepts the June 2025 Financial Overview report as information as submitted and circulated.

CARRIED.

Council asked for clarification on the guardrails mentioned within the report. This information will be brought forward to Council.

7.3 2025 Payroll Summary - Q2**CS-RECOMMENDATION -53-2025**

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

THAT the Committee of the Whole accepts the 2025 Payroll Summary report for the Q2 - January to June 2025 as information, as submitted and circulated.

CARRIED.

Council asked for clarification on the building department and planning department. Ms. Jackson will review, and bring this information back to Council.

7.4 2025 Overtime Hours Paid - Q2**CS-RECOMMENDATION -54-2025**

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

THAT the Committee of the Whole accept the Overtime Hours paid report from January to June 2025 as information as submitted and circulated.

CARRIED.

7.5 2025 Expenses Report - 2nd Quarter**CS-RECOMMENDATION -55-2025**

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

THAT the Committee of the Whole accepts the 2025 2nd Quarter Expense report for the Mayor, Councillors & CAO as information as submitted and circulated.

CARRIED.

Mayor Hoddinott asked that staff investigate the charges in relation to her registration to the AMO conference, as this should have been paid for by the County.

Deputy Mayor Brum asked that staff remove the AMO conference registration charges from his expenses and add them to Councillor Robert Campbell who is now registered in his place.

7.6 2025 Budget VS Actuals - Q2

CS-RECOMMENDATION -56-2025

Moved by Councillor Kevin Rosien, seconded by Councillor Jill Campbell

***THAT** the Committee of the Whole accepts the 5 Year Actuals(2021-2025) 2nd Quarter report - including the January to June 2025 Actuals vs 2025 Budget report as information as submitted and circulated.*

CARRIED.

Council asked for clarification on what expenses are paid from the "Council Relations - Misc." GL account. Ms. Jackson will bring this information forward to the Committee.

7.7 Building Department Report April 2025

CS-RECOMMENDATION -57-2025

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

***THAT** the Committee of the whole accept the Building Department Report for the month of April 2025, as information as submitted and circulated.*

CARRIED.

7.8 Building Department Report May 2025

CS-RECOMMENDATION -58-2025

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

***THAT** the Committee of the Whole - Corporate Services accept the Building Department Report for May 2025, as information as submitted and circulated.*

CARRIED.

7.9 Building Department Report June 2025

CS-RECOMMENDATION -59-2025

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

***THAT** the Committee of the Whole - Corporate Services accept the Building Department Report for the month of June 2025 as information as submitted and circulated.*

CARRIED.

7.10 By-Law Services Report - April 2025

CS-RECOMMENDATION -60-2025

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

THAT the By-Law Services Report for the month of April 2025, be accepted as information as submitted and circulated.

CARRIED.

7.11 By-Law Services Report - May 2025

CS-RECOMMENDATION -61-2025

Moved by Councillor Robert Campbell, seconded by Councillor Jill Campbell

THAT the Committee of the Whole - Corporate Services recommend acceptance of the By-Law Services Report for the month of May 2025, as submitted and circulated.

CARRIED.

7.12 By-Law Services Report - June 2025

CS-RECOMMENDATION -62-2025

Moved by Councillor Jill Campbell, seconded by Councillor Kevin Rosien

THAT the Committee of the Whole - Corporate Services recommend acceptance of the By-Law Services Report for the month of June 2025 as submitted and circulated.

CARRIED.

Council inquired about a complaint with regards to a warning given to a dog owner on Campbell Drive. A follow up report will be requested from By-law.

8. Discussion Reports

8.1 Donation of Rain Barrel

CS-RECOMMENDATION -63-2025

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

THAT the Committee of the Whole accept the Donation of rain barrel report as information as submitted and circulated; AND FURTHER THAT the Committee of the Whole recommends that Council deny this request for donation.

CARRIED.

8.2 Paddle Shack Rental Deposit

CS-RECOMMENDATION -64-2025

Moved by Councillor Jill Campbell, seconded by Councillor Kevin Rosien

THAT the Committee of the Whole accept the Paddle Shack Rental Deposit report as information as submitted and circulated; AND FURTHER THAT the Committee of the Whole recommends that Council leave the Paddle Shack Rental deposit policy status quo until such time as the year end financials have been received.

CARRIED.

The Committee of the Whole requested that the Recreation Director provide a list of other municipalities that use the system that is being recommended within the report.

8.3 Men's Shed Request for Support

CS-RECOMMENDATION -65-2025

Moved by Councillor Robert Campbell, seconded by Deputy Mayor Scott Brum ***THAT the Committee of the Whole accept the Men's Shed Request for Support report as information as submitted and circulated; AND FURTHER THAT the Committee recommends 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, 2205.***

CARRIED.

8.4 RC-2025-08 Unofficial Tender Results

CS-RECOMMENDATION -66-2025

Moved by Councillor Robert Campbell, seconded by Deputy Mayor Scott Brum ***THAT the Committee of the Whole accept RC-2025-08 Unofficial Tender Results report as information as submitted and circulated; AND FURTHER THAT the Committee recommends that Council 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.

8.5 Glasgow Women's Institute Request to Waive Fee

CS-RECOMMENDATION -67-2025

Moved by Councillor Kevin Rosien, seconded by Councillor Jill Campbell ***THAT the Committee of the Whole accept the Glasgow Women's Institute Request to Waive Fee report as information as submitted and circulated; AND FURTHER THAT the Committee recommends that Council 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.

8.6 L'Arche Arnprior Request to Waive the Facility Fee

CS-RECOMMENDATION -68-2025

Moved by Councillor Robert Campbell, seconded by Councillor Jill Campbell ***THAT the Committee of the Whole accept the L'Arche Arnprior Request to Waive the Facility Fee report as information as submitted and circulated; AND FURTHER THAT the Committee recommends that Council 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.

- 8.7 John A. Gillies Recreation Centre - Rink Surface

CS-RECOMMENDATION -69-2025

Moved by Councillor Jill Campbell, seconded by Councillor Kevin Rosien

THAT the Committee of the Whole accept the John A. Gillies Recreation Centre (JAG) - Rink Surface report as information as submitted and circulated; ***AND FURTHER THAT*** the Committee recommends that Council 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.

- 8.8 AMBA Seeking financial assistance - ICA International Congress

CS-RECOMMENDATION -70-2025

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

THAT the Committee of the Whole accepts the AMBA Seeking financial assistance - ICA International Congress report as information as submitted and circulated; ***AND FURTHER THAT*** the Committee recommends that Council 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.

- 8.9 Draft Performance Appraisal Form

CS-RECOMMENDATION -71-2025

Moved by Councillor Kevin Rosien, seconded by Councillor Jill Campbell

THAT the Committee of the Whole accept the Draft Performance Appraisal Form Report as information as submitted and circulated; ***AND FURTHER THAT*** the Committee recommends that Council 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.

- 8.10 Draft - Private Road Grant Policy

CS-RECOMMENDATION -72-2025

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

THAT the Committee of the Whole accept the Draft - Private Road Grant Policy report as information as submitted and circulated; ***AND FURTHER THAT*** the Committee direct staff to bring this draft policy, together with the Township of

Horton Private Road Grant Policy forward to the next meeting for comparison and feedback.

CARRIED.

8.11 Draft Use of Cost-Saving, Cashback, and Loyalty Programs

CS-RECOMMENDATION -73-2025

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

THAT the Committee of the Whole accept the Use of Cost-Saving, Cashback, and Loyalty Programs report as information as submitted and circulated; AND FURTHER THAT the Committee of the Whole directs Treasurer Jackson to review this policy and provide her comments and feedback at a future meeting.

CARRIED.

8.12 Draft Indemnification Policy

CS-RECOMMENDATION -74-2025

Moved by Councillor Jill Campbell, seconded by Councillor Robert Campbell

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

CARRIED.

The Committee recessed at 11:50 a.m.

The Committee Meeting resumed at 12:30 p.m.

8.13 Budget Engagement Suggestions - Follow Up

CS-RECOMMENDATION -75-2025

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

THAT the Committee of the Whole accept the Budget Engagement Suggestions Follow Up Report as information as submitted and circulated; AND FURTHER THAT Staff investigate this policy further and amend based it on the recommendation of the Treasurer and bring forward to a future meeting.

CARRIED.

8.14 Building Committee DRAFT Terms of Reference

CS-RECOMMENDATION -76-2025

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

THAT the Draft Building Committee Terms of Reference be accepted as information as submitted and circulated; AND FURTHER THAT Mayor Hoddinott will make further adjustments and bring this Terms of Reference forward to a future meeting.

CARRIED.

8.15 Seniors Community Grant Program 2025-26

CS-RECOMMENDATION -77-2025

Moved by Deputy Mayor Scott Brum, seconded by Councillor Robert Campbell
***THAT** the Committee of the Whole accepts the Seniors Community Grant Program 2025-26 report as information as submitted and circulated.*

CARRIED.

9. Deferred Reports

Nil.

10. Verbal Reports

Nil.

11. Public Questions

Nil.

12. Closed Session

Nil.

13. Rise from Closed Session

Nil.

14. Matters Arising from Closed Session

Nil.

15. New/Other Business

Nil.

16. Next Meeting Date

September 9, 2025

17. Adjournment

The Committee of the Whole Corporate Services Meeting adjourned at 1:17 p.m.

MAYOR

CAO/CLERK