



MINUTES

Committee of the Whole - Corporate Services Tuesday, October 14, 2025 Council Chambers 9:00 a.m.

COUNCIL PRESENT: All members of the Committee of the Whole were in attendance, with the exception of Councillor Kevin Rosien, who sent his regrets.

STAFF PRESENT: Angela Young, Deputy Clerk
Mandy Cannon, Interim CAO/Clerk
Ryan Frew, Director of Public Works
Andrea Lamontagne, Recreation Director
Austin Hisko, Chief Building Official

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 September 9, 2025 - Corporate Services Meeting Minutes

CS-RECOMMENDATION-78-2025

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

THAT the minutes of the September 9, 2025 meeting be adopted as submitted and circulated.

CARRIED.

5. Delegations and Presentations

Nil.

6. Communications

6.1 Andy Kalnins - Tour de Poutine

CS-RECOMMENDATION-79-2025

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

THAT this correspondence be accepted as information as submitted and circulated.

CARRIED.

6.2 Office of the Solicitor General - Review of OPP Cost Recovery Model

CS-RECOMMENDATION-80-2025

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

THAT this be accepted as information as submitted and circulated.

CARRIED.

6.3 AMBA - Thank you for Support

CS-RECOMMENDATION-81-2025

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

THAT this be accepted as information as submitted and circulated.

CARRIED.

6.4 OSGA 55+ Winter 2025 Games

CS-RECOMMENDATION-82-2025

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

THAT the Committee of the Whole accept the OSGA 55+ Winter 2025 Games report as information as submitted and circulated.

CARRIED.

6.5 County of Renfrew Media Release - Nominations for 2025 Warden's Community Service Awards

CS-RECOMMENDATION-83-2025

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

THAT this be accepted as information as submitted and circulated.

CARRIED.

6.6 County of Renfrew - September 2025 Meeting Summary

CS-RECOMMENDATION-84-2025

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

THAT this be accepted as information as submitted and circulated.

CARRIED.

- 6.7 Ministry of the Environment, Conservation and Parks - Updates to Compliance Policy

CS-RECOMMENDATION-85-2025

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

***THAT** this be accepted as information as submitted and circulated.*

CARRIED.

7. Consent Reports

- 7.1 Bi-Centennial Budget

CS-RECOMMENDATION-86-2025

Moved by Councillor Robert Campbell, seconded by Councillor Jill Campbell

***THAT** the Committee of the Whole accept the Bi-Centennial Budget report as information as submitted and circulated.*

CARRIED.

- 7.2 September Recreation Department Activity Report (10.07.2025)

CS-RECOMMENDATION-87-2025

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

***THAT** the Committee of the Whole accept the September Recreation Department Activity Report dated October 7, 2025 as information as submitted and circulated.*

CARRIED.

- 7.3 By-Law Services Report - July 2025

CS-RECOMMENDATION-88-2025

Moved by Councillor Jill Campbell, seconded by Councillor Robert Campbell

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

CARRIED.

- 7.4 Building Department Report - September 2025

CS-RECOMMENDATION-89-2025

Moved by Councillor Jill Campbell, seconded by Councillor Robert Campbell

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

CARRIED.

- 7.5 2025 OEMC Conference - Submitted by Councillor Jill Campbell

CS-RECOMMENDATION-90-2025

Moved by Councillor Jill Campbell, seconded by Councillor Robert Campbell

THAT the Committee accept the 2025 OEMC Conference - Submitted by Councillor Jill Campbell as information as submitted and circulated.

CARRIED.

7.6 2025 OEMC Conference Report - Mayor Hoddinott

CS-RECOMMENDATION-91-2025

Moved by Councillor Jill Campbell, seconded by Councillor Robert Campbell

THAT the Committee accept the report as information submitted and circulated; AND FURTHER THAT the Committee direct staff should they wish to proceed with any of the initiatives in the report.

CARRIED.

The Committee recommended that Council direct staff to review Mississippi Mill's Film Policy and use it as a template to create a policy for McNab/Braeside.

The Committee further recommended the Council direct staff to coordinate with the County of Renfrew Economic Development Department to prepare a briefing sheet on the possibility of using the Scout house in Braeside as a stop on the trail.

7.7 2025 OEMC Conference - Staff Report

CS-RECOMMENDATION-92-2025

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

THAT the Committee of the Whole accept the 2025 OEMC Conference staff report as information as submitted and circulated.

CARRIED.

8. Discussion Reports

8.1 RC-2025-05 Unofficial Tender Results Recreation Master Plan

CS-RECOMMENDATION-93-2025

Moved by Councillor Jill Campbell, seconded by Councillor Robert Campbell

THAT the Committee of the Whole accept RC-2025-05 Unofficial Tender Results report as information as submitted and circulated; AND FURTHER THAT the Committee recommends that Council direct staff not to proceed with awarding this tender and further that Council directs staff to investigate neighbouring municipalities' master recreation plans to see if we can draft one for ourselves.

CARRIED.

8.2 RC-2025-09 Unofficial Tender Results for Monolithic Slab for Waba Cottage Museum

CS-RECOMMENDATION-94-2025

Moved by Councillor Jill Campbell, seconded by Councillor Robert Campbell

THAT the Committee of the Whole accept RC-2025-09 Unofficial Tender Results for Monolithic Slab for Waba Cottage Museum Report as information as submitted and circulated; AND FURTHER THAT the Committee recommends that Council direct staff not to proceed with awarding this tender.

CARRIED.

- 8.3 RC-2025-11 Unofficial Tender Results for White Lake Community Centre Building

This item was tabled until such time as more information was brought forward, which took place during the Committee of the Whole Operations meeting.

CS-RECOMMENDATION-95-2025

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

THAT the Committee of the Whole accept RC-2025-11 Unofficial Tender Results for White Lake Community Centre Building Report as information as submitted and circulated; AND FURTHER THAT the Committee recommends that Council direct staff to award tender RC-2025-11 to JDK3 in the amount of \$22,847.90 plus HST.

CARRIED.

- 8.4 Sun Shelter - Engineer Stamped Drawing Cost at Clay Bank Park

CS-RECOMMENDATION-96-2025

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

THAT the Committee of the Whole accept the Sun Shelter - Engineer Stamped Drawing Cost at Clay Bank Park Report as information as submitted and circulated; AND FURTHER THAT the Committee recommends that Council direct staff to establish the terms of a land use agreement with OPG and bring this information back to Council before proceeding with any further structures on this property.

CARRIED.

Mr. Frew entered the Council Chambers at this time (10:15 a.m.).

Mr. Hisko entered the Council Chambers at this time (10:26 a.m.).

Mr. Frew & Mr. Hisko vacated the Council Chambers at this time (10:40 a.m.).

- 8.5 Burnstown Beach + MCP Canteen Lease 2026

CS-RECOMMENDATION-97-2025

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

THAT the Committee of the Whole accept the Burnstown Beach + MCP Canteen Lease 2026 report as information as submitted and circulated; AND FURTHER THAT the Committee provide a recommendation to Council to approve the CAO to enter in an agreement with Jaydog for the 2026 season for both canteens.

CARRIED.

8.6 Field of Dreams, Jays Care Grant - MCP Lighting on 4th Diamond

CS-RECOMMENDATION-98-2025

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

THAT the Committee of the Whole accept the Field of Dreams, Jays Care Grant - MCP Lighting on 4th Diamond Report as information as submitted and circulated; AND FURTHER THAT the Committee provide a recommendation to Council to approve funding up to \$125,000 from the Recreation Reserves for lighting at McNab Centre Park (MCP) SHOULD the grant be successful.

CARRIED.

8.7 Kayakomat 2025/2026

CS-RECOMMENDATION-99-2025

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

THAT the Committee of the Whole accept the Kayakomat 2025/2026 report as information as submitted and circulated; AND FURTHER THAT the Committee recommends that Council direct staff to send the agreement to legal for feedback based on Mayor Hoddinott's notes, prior to signing.

CARRIED.

8.8 L'Arche Arnprior Municipal Grant Program Application 2026

CS-RECOMMENDATION-100-2025

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

THAT the Committee of the Whole accept the L'Arche Arnprior Municipal Grant Program Application 2026 report as submitted and circulated.

CARRIED.

Staff was directed to advise L'Arche of the missing information for the grant application.

Ms. Lamontagne vacated the Council Chambers at this time (10:52 p.m.).

8.9 November 2025 Committee of the Whole Meeting

CS-RECOMMENDATION-101-2025

Moved by Councillor Jill Campbell, seconded by Councillor Robert Campbell

THAT the Committee accept the November 2025 Meeting Report as information as submitted and circulated; AND FURTHER THAT the Committee recommends that Council cancel the November 11, 2025 Committee of the Whole Meeting and reschedule the November 18, 2025 Regular Council Meeting to begin at 9:00 a.m.

CARRIED.

8.10 Draft Indemnification Policy - with Comments

CS-RECOMMENDATION-102-2025

Moved by Councillor Jill Campbell, seconded by Councillor Robert Campbell

THAT the Committee of the Whole accept the Draft Indemnification Policy - with Comments Report as information as submitted and circulated; AND FURTHER THAT the Committee recommends that Council direct staff to send Mayor Hoddinott's comments regarding the suggested changes to Mr. Fleming for further feedback. .

CARRIED.

8.11 Draft Performance Appraisal Form - County Feedback

CS-RECOMMENDATION-103-2025

Moved by Councillor Jill Campbell, seconded by Councillor Robert Campbell

THAT the Committee accept the Draft Performance Appraisal Form - County Feedback Report as information as submitted and circulated; AND FURTHER THAT the Committee recommends that Council adopt the performance appraisal template as submitted.

CARRIED.

Mr. Frew entered the Council Chambers at this time (11:22 a.m.).

8.12 Draft - Private Road Grant Policy

CS-RECOMMENDATION-104-2025

Moved by Councillor Jill Campbell, seconded by Councillor Robert Campbell

THAT the Committee accept this report as information as submitted and circulated; AND FURTHER THAT the Committee recommends that Council direct staff to develop and bring forward a Private Road Standards Policy prior to moving forward with the Private Road Grant Policy.

CARRIED.

8.13 Updated (draft) Trail Maintenance & Inspections Policy

The following amendment will be made to the draft policy - change department to "Facilities and Property Maintenance".

CS-RECOMMENDATION-105-2025

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

THAT the Committee accept the Updated (draft) Trail Maintenance & Inspections Policy as information as submitted and circulated; AND FURTHER THAT the Committee authorize staff to bring this amended policy forward to Council for enactment.

CARRIED.

Mr. Frew vacated the Council Chambers at this time (11:41 a.m.).

8.14 Community Emergency Management Coordinator & Alternate

CS-RECOMMENDATION-106-2025

Moved by Councillor Jill Campbell, seconded by Councillor Robert Campbell
THAT the Committee of the Whole accept the Community Emergency Management Coordinator & Alternate Report as information as submitted and circulated; AND FURTHER THAT staff be directed to bring a By-Law forward to the next Council meeting for enactment.

CARRIED.

8.15 2025 Emergency Management Program and Emergency Response Plan

CS-RECOMMENDATION-107-2025

Moved by Councillor Jill Campbell, seconded by Councillor Robert Campbell
THAT the Committee accept the 2025 Emergency Management Program and Emergency Response Plan Report as information as submitted and circulated; AND FURTHER THAT staff be directed to bring this forward to the October 21, 2025 Regular Council Meeting for enactment.

CARRIED.

8.16 Request for Support - Container Manufacturer Ontario (CMO) transition to producer-Funded Recycling Programs and County of Renfrew Advocacy

CS-RECOMMENDATION-108-2025

Moved by Councillor Jill Campbell, seconded by Councillor Robert Campbell
THAT the committee accept the Request for Support - Container Manufacturer Ontario (CMO) transition to producer-Funded Recycling Programs and County of Renfrew Advocacy as information as submitted and circulated.

CARRIED.

This request will be brought forward to Council for support.

8.17 Request for Support - City of Dryden - Water Safety & Swim-to-Survive Training

CS-RECOMMENDATION-109-2025

Moved by Deputy Mayor Scott Brum, seconded by Councillor Robert Campbell
THAT the Committee accept the Request for Support - City of Dryden - Water Safety & Swim-to-Survive Training as information as submitted and circulated.

CARRIED.

This request will be brought forward to Council for support.

8.18 Request for Support - Municipality of Brighton - Electoral Reform

CS-RECOMMENDATION-110-2025

Moved by Councillor Jill Campbell, seconded by Councillor Robert Campbell

THAT the committee accept the Request for Support - Municipality of Brighton - Electoral Reform as information as submitted and circulated.

CARRIED.

- 8.19 Request for Support - Township of Horton Resolution - Highway 17 Twinning

CS-RECOMMENDATION-111-2025

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

THAT the Committee accept the Request for Support - Township of Horton Resolution - Highway 17 Twinning as information as submitted and circulated.

CARRIED.

This request will be brought forward to Council for support.

- 8.20 2025 Christmas Office Closure

CS-RECOMMENDATION-112-2025

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

THAT the Committee of the Whole recommends that Council authorize the closure of the Township Office from (in addition to the Statutory Holidays on the following days: December 24, December 29, December 30 and December 31, 2025; AND FURTHER THAT staff will use up to three days of vacation and one day will be given by Council.

CARRIED.

- 8.21 Master Services Agreement - Voatz Canada Ltd. (Alternate Voting 2026 Election)

CS-RECOMMENDATION-113-2025

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

THAT the Committee accept the Master Services Agreement - Voatz Canada Ltd. (Alternate Voting 2026 Election) Report as information as submitted and circulated; AND FURTHER THAT the Committee recommends that Council direct staff to authorize this agreement.

CARRIED.

- 8.22 Draft Discipline and Dismissal Policy

CS-RECOMMENDATION-114-2025

Moved by Councillor Jill Campbell, seconded by Councillor Robert Campbell

THAT the Committee accept the Draft Discipline and Dismissal Policy as information as submitted and circulated; AND FURTHER THAT the Committee recommends that this policy be brought forward to Council for enactment.

CARRIED.

- 8.23 Land Use Agreement - Perneel Property

CS-RECOMMENDATION-115-2025

Moved by Councillor Jill Campbell, seconded by Councillor Robert Campbell

THAT the Committee accept the Land Use Agreement - Perneel Property Report as information as submitted and circulated.

CARRIED.

9. Deferred Reports

Nil.

10. Verbal Reports

Nil.

11. Public Questions

Nil.

Council recessed at 12:19 p.m.

Council resumed at 1:15 p.m.

12. Closed Session

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

CS-RECOMMENDATION-116-2025

Moved by Councillor Jill Campbell, 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 (Audit) at 1:15 p.m.

CARRIED.

Ms. Young entered the Council Chambers at this time (1:40 p.m.).

13. Rise from Closed Session

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

CS-RECOMMENDATION-117-2025

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

THAT the Committee resume the open session at 1:40 p.m.

CARRIED.

14. Matters Arising from Closed Session

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

CS-RECOMMENDATION-118-2025

Moved by Councillor Jill Campbell, seconded by Councillor Robert Campbell

THAT the Committee recommends that Council authorize staff to contract the services of MacKillican & Associates, as discussed in closed session; AND FURTHER THAT the Committee recommends that Council authorize this to be funded through the general government reserve to an upset amount of \$10,000.

CARRIED.

CS-RECOMMENDATION-119-2025

Moved by Councillor Jill Campbell, seconded by Councillor Robert Campbell

THAT the Committee recommends that Council authorize staff to contract the services of KPMG Forensic, as discussed in closed session; AND FURTHER THAT the Committee recommends that this be funded through the general government reserve, to an upset amount of \$15,000.

CARRIED.

15. New/Other Business

Nil.

16. Next Meeting Date

TBD

17. Adjournment

The Committee of the Whole Corporate Services meeting adjourned at 1:42 p.m.

MAYOR

CAO/CLERK