



CORPORATION OF THE UNITED TOWNSHIPS OF HEAD, CLARA AND MARIA AGENDA
Thursday, September 18, 2025
9:30 A.M.

NOTE: Council will begin at 9:30 a.m., there will be a break for lunch between noon and 1 P.M..

1. Call to Order and Moment of Silence

Let us take a moment of silent reflection to contemplate in our own way the responsibility we have to collectively use our skills and experience to ensure the mutual long-term benefit of our Municipality and those we represent.

2. Traditional Land Acknowledgement

As we gather this morning (afternoon), I would like to acknowledge on behalf of Council and our community that we are meeting on the traditional territory of the Algonquin People. We would like to thank the Algonquin people and express our respect and support for their rich history, and we are extremely grateful for their many and continued displays of friendship. We also thank all the generations of people who have taken care of this land for thousands of years.

3. Recital of the Municipal Mission and Vision Statements

Vision

To foster a community that is inclusive, progressive in nature, with a commitment to reconciliation.

Mission

To serve our community honestly and ethically, while fostering an inclusive and progressive municipality. We will honour reconciliation, our natural environment, while working together to build a sustainable future for all.

4. Approval of Agenda

Resolution No.: 2025-073

Moved by _____ and seconded by _____

BE IT RESOLVED THAT the agenda of the Regular Meeting of Thursday September 18, 2025, be adopted as circulated.

5. Declarations of Disqualifying Interest (Pecuniary)

6. Closed Session

Resolution No.: 2025-074

Moved by _____ and seconded by _____

BE IT RESOLVED Council for the Corporation of the United Townships of Head, Clara and Maria does now move into Closed Session at _____ Pursuant to section 239(2) (b) personal matters about an identifiable individual, d) labour relations or employee negotiations, (f) advice that is subject to solicitor-client privilege, including communications for that purpose, and (k) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board to consider:

- i. Municipal Administrator Leave of Absence
- ii. HR Matters related to Resignation Municipal Works Foreman/Lead
- iii. HR Matter related to Deputy Treasurer/Administrative Assistant Learning Plan
- iv. HR Matters related to employment contracts with:
 - Waste Disposal Site Attendant

- Administrative Assistant
- Corporate Services Coordinator

Return to Open Session

Resolution No.: 2025-075

Moved by _____ and seconded by _____

BE IT RESOLVED Council for the Corporation of the United Townships of Head, Clara and Maria does now return to Open Session at _____ and reports that _____

7. Mayor's Address

8. Approval of the Minutes of the Most Recent Meeting(s)

- a. Regular Meeting June 19, and Special Meeting August 8, 2025

Resolution No.: 2025-076

Moved by _____ and seconded by _____

BE IT RESOLVED THAT the minutes of the Regular Meeting of June 19, and Special Meeting August 8, 2025, be adopted as circulated.

9. Delegations/Presentations

10. Council Direction From the Previous Meeting

- a. Hall/Office Barrier Free Upgrades

11. Legislative Matters

- a. Council Working Session (Council will convene to discuss and develop certain municipal policies/programs)

- i. Library MOU – OLS Comments on Draft MOU

- ii. Hall Rental Policy – Rental Rate Discussion

- Grand Re-Opening

- iii. AODA Compliance Audit

- Training
- New Picnic Tables
- Update to Multi-Year Accessibility Plan

- iv. General Government/Administration Levels of Service

- b. Consent Agenda (includes items of correspondence not requiring administrative reports/action, committee reports not requiring any action by Council – matters that are for information purposes only).

(No Items for the Consent Agenda)

- c. Resolution/Bylaws

- d. Public Hearings: Planning/Zoning Matters (None)

- e. Committee/Local Board Reports

- i. Library Board

Library Board Resolution No.: 2025-077

Moved by _____ and seconded by _____

BE IT RESOLVED THAT the Library Board Council Representative Report be received.

- ii. Police Services Board

(None)

- iii. Renfrew County and District Health Unit

Resolution No.: 2025-078

Moved by _____ and seconded by _____

BE IT RESOLVED THAT the Renfrew County and District Health Unit Report to the Board dated June 24, 2025, be received.

iv. Renfrew County

County Council Summary June and August

2025 Resolution No.: 2025-079

Moved by _____ and seconded by _____

BE IT RESOLVED THAT the Renfrew County Council Summary for June and August 2025, be received.

v. Community Emergency Management Control Group
(None)

12. Administrative Matters

a. New Business/Reports from Officers/Employees on Various Issues (including reports from departments which require Council approval)

i. Request from Councillor Richer for Meeting Date Change

Resolution No.: 2025-080

Moved by _____ and seconded by _____

BE IT RESOLVED THAT Council amends its meeting schedule for the months of October and November, and that the Regular Meeting of October 16, 2025, be rescheduled to October 15, 2025, at 10:00 a.m., and the Regular Meeting of November 20, 2025, be rescheduled to November 24, 2025, at 2:00 p.m. to accommodate Councillor Richer's schedule.

ii. Correspondence from E. Villeneuve Junior RE: Fire Ban and Bylaw 2012-20 Update

Resolution No.: 2025-081

Moved by _____ and seconded by _____

BE IT RESOLVED THAT Council acknowledges and receives correspondence from Mr. Villeneuve, dated August 27, 2025, regarding concerns related to the application of municipal fire bans and Municipal Bylaw 2012-20;

AND THAT Bylaw 2012-20 be considered during Council's discussions on the Protection to Persons and Property Level of Service

b. Financial Update/Statement/Quarterly Variance
Report

Resolution No.: 2025-082

Moved by _____ and seconded by _____

BE IT RESOLVED THAT the Un-reconciled Variance Report dated August 31, 2025 be received.

c. Update on Capital Projects

i. Report from Municipal Works Lead/Labourer

Resolution No.: 2025-083

Moved by _____ and seconded by _____

BE IT RESOLVED THAT the Municipal Works Lead/Labourer Report be received.

13. Leadership Issues

a. Update to Strategic Plan

i. Review of 2023-2027 Strategic Plan

- Discussion of 2026 Priorities

b. Five-Year Financial Plan (including Asset Management Plan)

c. New Policy

d. Notice of Motion

14. Confirmation of Proceedings

a. Confirmatory Bylaw 2025-17

Resolution No.: 2025-084

Moved by _____ and seconded by _____

BE IT RESOLVED THAT By-Law 2025-17 being a bylaw to confirm proceedings of Council at their Regular Meeting of September 18, 2025, be read and adopted.

15. Adjournment

Mayor Grills adjourned the meeting at _____.

Note: Alternate formats and communication supports are available upon request.

THE CORPORATION of the
UNITED TOWNSHIPS of HEAD, CLARA & MARIA
MINUTES



Minutes of a special meeting of Council held on August 8, 2025.

The following persons were present:

Mayor Debbi Grills, Councillors: Chris Dowser, Fran Kelly-Chamberlain and Rachel Richer.

Meeting Clerk: Peggy Young-Lovelace, Deputy Clerk (E4m)

Staff/Advisors: Wendy Cosgrove, Office Assistant (Electronically)

Melanie Theil, Administrative Assistant (Electronically)

1. Call to Order and Moment of Silence

Mayor Grills called the meeting to order at 8:45 A.M.

Let us take a moment of silent reflection to contemplate in our own way the responsibility we have to collectively use our skills and experience to ensure the mutual long-term benefit of our Municipality and those we represent.

2. Traditional Land Acknowledgement

As we gather this morning (afternoon), I would like to acknowledge on behalf of Council and our community that we are meeting on the traditional territory of the Algonquin People. We would like to thank the Algonquin people and express our respect and support for their rich history, and we are extremely grateful for their many and continued displays of friendship. We also thank all the generations of people who have taken care of this land for thousands for years.

3. Recital of the Municipal Mission and Vision Statements – Councillor Richer

Vision

To foster a community that is inclusive, progressive in nature, with a commitment to reconciliation.

Mission

To serve our community honestly and ethically, while fostering an inclusive and progressive municipality. We will honour reconciliation, our natural environment, while working together to build a sustainable future for all.

4. Declarations of Disqualifying Interest (Pecuniary)

5. Special Business

a. **Municipal Fire Ban**

Resolution No.: 2025-071

Moved by Councillor Kelly-Chamberlain and seconded by Councillor Richer

BE IT RESOLVED THAT, in accordance with Bylaw 2012-20, Council hereby declares a fire ban to be in effect within the geographic boundaries of the municipality, commencing at 12:00 p.m. (noon) on August 8, 2025, and remaining in effect until further notice;

AND FURTHER THAT the Mayor is hereby authorized and directed to lift the fire ban when the danger of forest fires has been sufficiently reduced.

CARRIED

6. Confirmation of Proceedings

a. Confirmatory Bylaw 2025-16

Resolution No.: 2025-072

Moved by Councillor Dowser and seconded by Councillor Richer

BE IT RESOLVED THAT By-Law 2025-16 being a bylaw to confirm proceedings of Council at their Special Meeting of August 8, 2025, be read and adopted.

CARRIED

7. Adjournment

The Mayor adjourned the meeting at 8:58 A.M.

Note: Alternate formats and communication supports are available upon request.

THE CORPORATION of the
UNITED TOWNSHIPS of HEAD, CLARA & MARIA
MINUTES



Minutes of a regular meeting of Council held on June 19, 2025.

The following persons were present:

Mayor Debbi Grills, Councillors: Chris Dowser, Karen LeClerc and Rachel Richer.

Meeting Clerk: Peggy Young-Lovelace, Deputy Clerk (E4m)
Staff/Advisors: Wendy Cosgrove, Office Assistant (Electronically)
Melanie Theil, Administrative Assistant (Electronically)
Leanne Crozier, Deputy Treasurer (E4m - Electronically)
Josh Young, E4m (Electronically)

1. Call to Order and Moment of Silence

Mayor Grills called the meeting to order at 10:03 A.M.

Let us take a moment of silent reflection to contemplate in our own way the responsibility we have to collectively use our skills and experience to ensure the mutual long-term benefit of our Municipality and those we represent.

2. Traditional Land Acknowledgement

As we gather this morning (afternoon), I would like to acknowledge on behalf of Council and our community that we are meeting on the traditional territory of the Algonquin People. We would like to thank the Algonquin people and express our respect and support for their rich history, and we are extremely grateful for their many and continued displays of friendship. We also thank all the generations of people who have taken care of this land for thousands of years.

3. Recital of the Municipal Mission and Vision Statements – Councillor LeClerc

4. Approval of the Agenda

Resolution No.: 2025-061

Moved by Councillor Dowser and seconded by Councillor Richer

BE IT RESOLVED THAT the agenda of the Regular Meeting of Thursday June 19, 2025, be adopted as circulated.

CARRIED

5. Declarations of Disqualifying Interest (Pecuniary)

None were declared

6. Mayor's Address - None

7. Approval of the Minutes of the Most Recent Meeting(s)

- a. Regular Meeting May 15, and Special Meeting May 30, 2025

Resolution No.: 2025-062

Moved by Councillor LeClerc and seconded by Councillor Dowser

BE IT RESOLVED THAT the minutes of the Regular Meeting of May 15, and Special Meeting May 30, 2025, be adopted as circulated.

CARRIED

8. Delegations/Presentations

9. Council Direction From the Previous Meeting

a. Inclusive Community Grants – Accessible Washrooms Project

Council was advised that the funds could not be redirected at this time and Council directed that:

- i. The project does not proceed, and the funder be thanked
- ii. Notice be placed on the existing outdoor toilets that they will be closed to the public the week after Thanksgiving

b. Hall/Office Barrier Free Upgrades

Council was updated on the progress and requested that the Architect be contacted regarding the doors to be replaced and what type of locking mechanisms have been planned.

10. Legislative Matters

a. Council Working Session (Council will convene to discuss and develop certain municipal policies/programs)

- i. Asset Policy/Asset Management Plan – Council was advised as to the status of the Asset Management Plan and requested that they review the Asset Policy to update at a future meeting
- ii. Hall Rental Policy – Councillor Richer presented an update outline for the Hall Rental Policy and Council provided feedback
- iii. Recreation Level of Service – Council discussed all of the recreation services currently provided and discussed that it was planned that electricity be brought to Mackey Park as well as a recreation master plan be developed.

b. Consent Agenda (includes items of correspondence not requiring administrative reports/action, committee reports not requiring any action by Council – matters that are for information purposes only).
(No Items for the Consent Agenda)

c. Resolution/Bylaws

i. Resolution to Adopt Budget

Resolution No.: 2025-063

Moved by Councillor Dowser and seconded by Councillor Richer

BE IT RESOLVED THAT the 2025 municipal budget in the amount of \$1,796,346 be adopted.

CARRIED

ii. Bylaw 2025-14 – Being A Bylaw to strike tax rates for 2025

Resolution No.: 2025-064

Moved by Councillor Richer and seconded by Councillor Dowser

BE IT RESOLVED THAT Bylaw 2025-14 being a bylaw to strike tax rates for 2025 be hereby read and adopted.

CARRIED

d. Public Hearings: Planning/Zoning Matters (None)

e. Committee/Local Board Reports

i. Library Board
(None)

ii. Police Services Board
(None)

iii. Renfrew County and District Health Unit

Resolution No.: 2025-065

Moved by Councillor Dowser and seconded by Councillor Le Clerc

BE IT RESOLVED THAT the Renfrew County and District Health Unit Report to the Board Dated May 27, 2025 be received.

CARRIED

iv. Renfrew County

County Council Summary May 2025

Resolution No.: 2025-066

Moved by Councillor Richer and seconded by Councillor Dowser

BE IT RESOLVED THAT the Renfrew County Council May 2025 Summary be received.

CARRIED

v. Community Emergency Management Control Group (None)

11. Administrative Matters

a. New Business/Reports from Officers/Employees on Various Issues (including reports from departments which require Council approval)

(None)

b. Financial Update/Statement/Quarterly Variance Report (None)

c. Update on Capital Projects

i. Mackey Creek Culvert – *No update was available*

ii. Streetlights – *No update was available*

12. Leadership Issues

a. Update to Strategic Plan – Update to Mission, Vision & Value Statements

Resolution No.: 2025-067

Moved by Councillor Dowser and seconded by Councillor LeClerc

BE IT RESOLVED Council for the Corporation of the United Townships of Head, Clara and Maria does hereby adopt the following:

Vision

To foster a community that is inclusive, progressive in nature, with a commitment to reconciliation.

Mission

"To serve our community honestly and ethically, while fostering an inclusive and progressive municipality. We will honour reconciliation, our natural environment, while working together to build a sustainable future for all."

Core Values

Inclusion

We value diversity and ensure everyone in our community feels respected, represented, and welcome.

Integrity

We act with honesty, accountability, and transparency in all decisions and actions.

Sustainability

We protect our natural environment and plan responsibly to meet today's needs without compromising the future.

Collaboration

We work together—with residents, partners, and other governments—to create a stronger, more resilient community.

CARRIED

- b. Five-Year Financial Plan (including Asset Management Plan)
- c. New Policy
- d. Notice of Motion

Break at 2:26 P.M.

13. Closed Session

Resolution No.: 2025-068

Moved by Councillor Dowser and seconded by Councillor LeClerc

BE IT RESOLVED Council for the Corporation of the United Townships of Head, Clara and Maria does now move into Closed Session at 2:30 P.M. Pursuant to section 239(2) (b) personal matters about an identifiable individual, d) labour relations or employee negotiations, (f) advice that is subject to solicitor-client privilege, including communications for that purpose, and (k) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board. to consider:

- i. Confidential Service Proposal (requested to be discussed in closed by third-party)
- ii. HR Matters related to employment contracts with:
 - Municipal Works Foreman/Lead
 - Waste Disposal Site Attendant
 - Administrative Assistant

CARRIED

Return to Open Session

Resolution No.: 2025-069

Moved by Councillor LeClerc and seconded by Councillor Richer

BE IT RESOLVED Council for the Corporation of the United Townships of Head, Clara and Maria does now return to Open Session at 5:43 P.M. and reports that Council reviewed a confidential service proposal and gave direction to the Deputy Clerk regarding employment contracts.

CARRIED

14. Confirmation of Proceedings

- a. Confirmatory Bylaw 2025-15

Resolution No.: 2025-070

Moved by Councillor Dowser and seconded by Councillor Richer

BE IT RESOLVED THAT By-Law 2025-15 being a bylaw to confirm proceedings of Council at their Special Meeting of May 30, and their Regular Meeting of May 15, and 2025, be read and adopted.

CARRIED

15. Adjournment

Mayor Grills adjourned the meeting at 5:46 P.M.

Note: Alternate formats and communication supports are available upon request.

Not Approved

DRAFT Preamble for the Memorandum of Understanding between the Municipality and the Library Board

The Council of the United Townships of Head, Clara and Maria ~~(the “Municipality”) created established~~ the Head, Clara and Maria Public Library (the “Library”) under the *Public Libraries Act, R.S.O. 1990, c. P.44* ~~(PLA) to provide library services to residents on [Date of establishing bylaw].~~

The Library Board is the independent governing body responsible for ~~controlling and~~ managing the Library in accordance with the *Public Libraries Act*.

The Municipality recognizes the importance of the Library in serving the public and is committed to supporting its continued operation and success ~~as a local board under the Municipal Act, 2001, S.O. 2001, c. 25.-~~

~~The Municipality annually reviews and approves budgetary estimates received from the Library for the operation of the Library in accordance with Section 24 of the PLA.~~

The Municipality provides various forms of support to ~~help~~ the Library ~~Board carry out its responsibilities~~, including ~~space facilities~~, utilities, administrative ~~assistance duties~~, and insurance coverage.

For accountability and transparency purposes, it is in the best interest of both the Municipality and the Library ~~Board~~ to have a clear understanding of their respective roles, responsibilities, and the services ~~being~~ provided ~~and as outlined in this document~~.

This Memorandum of Understanding (MOU) sets out the shared understanding between the Municipality and the Library Board and clarifies the types of support the Municipality ~~will provide~~ provides.

Both parties are committed to working together in a respectful and cooperative manner to ensure the Library continues to meet the ~~unique~~ needs of the community. ~~The Library and the Municipality agree that while the Library empowers the Municipality to provide services to the Library, the Library may establish its own policies, procedures and management directives. Services provided by the Municipality to the Library will be in accordance with Municipal policies and directives.~~

~~The parties agree that no new costs will be charged to the Library unless the cost has been approved in writing by the Library prior to any expenditure by the Municipality. The parties agree that no new costs will be charged to the Municipality unless the cost has been approved in writing by the Municipality prior to any expenditure by the Library.~~

Auditor – ~~the Library uses the same auditor as appointed by the municipality~~

Commented [JR1]: Could the library be included as part of the annual municipal audit?

Legal

Commented [JR2]: Are Municipal legal services being made available to the Library?

Insurance

Space (electricity, heat etc.)/facility maintenance/cleaning & garbage collection

Commented [JR3]: Consider grouping anything space related under the heading "Facilities" and specify both exterior and interior spaces. Consider including capital maintenance projects (such as furnace replacement), snow removal, sanding/salting of entryways, and summer maintenance (if applicable).

Security- panic button

IT services & Support

Financial Management – Support / Payroll

Issuance of Tax Receipts-

Commented [JR4]: FYI that the CRA does not necessarily support municipalities issuing tax receipts on behalf of the library. The library is required to have its own bank account, and a CRA number and can pursue gaining charitable status or setting up a Friends group for this purpose.

Use of Hall four per year/set up take

Washrooms when library is open/kitchen

Phone service needs to be addressed!!!

Communication protocol

Mail being opened

Ask for more mailboxes

Commented [JR5]: If this is not an ongoing maintenance matter, but a one off request, consider leaving it out of the MOU

Councillor LeClerc to work with Board Chair to see if a mailbox can be set up

Commented [JR6]: If this is not an ongoing maintenance matter, but a one off request, consider leaving it out of the MOU

Full glass door/screen possibly?

Commented [JR7]: If this is not an ongoing maintenance matter, but a one off request, consider leaving it out of the MOU

Services other municipalities provide to the Library

Commented [JR8]: Which other municipalities? If they are not involved in this MOU development, consider leaving this part out or clarifying the other parties and their roles. Do there need to be MOUs with those other municipalities for these services?

- **Financial Services:** including payroll processing, accounts payable/receivable, financial reporting, and budget preparation support.
- **Human Resources:** including advice on recruitment, personnel policies, benefits administration, and health and safety compliance.
- **Information Technology (IT):** including network access, technical support, and cybersecurity monitoring.
- **Facility Maintenance and Custodial Services:** including routine maintenance, snow removal, janitorial services, and capital repair project coordination.
- **Insurance and Risk Management:** including coverage under the municipal insurance policy where feasible and legal.

ROLES AND RESPONSIBILITIES

- The **Municipality** will:
 - Deliver the agreed-upon services in a timely, professional manner.
 - Designate a staff liaison to coordinate with the Library CEO.
 - Include the Library's needs in relevant municipal planning (e.g., facility maintenance, budgeting).
- The **Library Board** will:
 - ~~Remain responsible~~ Maintain control and responsibility for library governance, policies, and service delivery.
 - Provide necessary documentation, approvals, and authorizations to allow the Municipality to deliver services effectively as outlined in this document.
 - Designate the CEO as the primary point of contact for coordination.

Other points for consideration / inclusion:

- Term of the MOU, will there be a stipulated end date for renegotiation purposes or will it remain in place until such time as both parties determine it needs to be reviewed again?
- Are there any municipal services provided by the library now or potentially in future? If so, consider including those in the MOU.
- Records management support by the Municipality?
- Is the library included in the Municipality's multi-year accessibility plan, management, and reporting?
- Is the library included in the Municipality's asset management planning?
- Health and Safety support
- Employee relations or labour management support
 - Including job evaluation as needed
- Additional accounting support, such as bookkeeping, accounts payable, credit card administration, grant applications, HST remittance and reconciliation



Council Member

Committee/Local Board Report

Council Member: Councillor Kelly-Chamberlain

Report Date: 2025-11-03

1. Committee Name
HCM Library Board

2. Purpose of the Committee---

HCM Library's mission is to promote intellectual growth & improvements in the quality of life through library materials & services that meet the the unique needs of this widely dispersed rural community.

The Vision statement is that the Library is a leader in celebrating lives through knowledge & information

3. Recent Meetings

- Date(s) of Meeting(s): September 2nd 2025
- Key Topics Discussed: The main discussion was about the how the library's finances are going & what needs to be worked on. The library now has opened an account by itself.
- A few problems arose concerning the CRA account that belongs to the municipality
- A report from our librarian is attached to explain.
- Also, the library wants clarification about tax receipts for donations over \$20 but needs a CRA account to be able to proceed.
- The Board also needs clarification on how to proceed with paying bills & report deposits

- The library now has its own post office box but it would be too expensive to redirect the mail at post office site (\$300). The new address is same as the municipal office but has Suite 1 added. Can the office staff be reminded of this change because it seems that some of Library's mail has either been opened in the office or being delayed getting to the library. An example is a letter from Cheryl Gallant about a grant information was dated July 10th, but we received it Aug. 19th. It had to be submitted by July 30th.
- Another Question that arose at the meeting was about Volunteers over the age of 80 not been covered by insurance. The library needs a written direction from Municipality as to how to proceed. Do we get a waiver signed by them?
- Decisions Made): The coffee mornings are going to start again in the library Sept.30th.

The Christmas Market to be held on November 15th if the hall is finished.

4. Progress on Initiatives

- **Ongoing Projects/ Tasks** (summarize progress on key initiatives or projects the committee is overseeing; Mention timelines, milestones achieved, or challenges faced.): [Click or tap here to enter text.](#)
- **New Initiatives** (Highlight any new initiatives that the committee has started or proposed.) [Click or tap here to enter text.](#)

5. Implications for Council

- **Items Requiring Council Attention** (List any decisions or input required from Council.): [Click or tap here to enter text.](#)
- **Budgetary/Financial Considerations** (Outline any impacts on municipal budgets or funding needs related to committee activities.): **Still awaiting our budget & Revenue & Expense Reports. Library needs to add expenses for salary & building rental plus the corresponding grant from the township to cover the cost of the proceeding items.**

[Click or tap here to enter text.](#)

- **Policy/Bylaw Impacts** (Identify any policy changes or bylaw implications from the committee's work.): **Next month-- start reviewing policies again.**

6. Upcoming Meetings

- **Next Meeting Date:** Oct. 14th 2025
- **Planned Agenda Items** (Highlight key topics for upcoming discussions.):

Click or tap here to enter text.

7. Additional Information (Include any other relevant information, such as community engagement efforts, partnerships, or public feedback.)

Click or tap here to enter text.

8. Recommendations to Council (if applicable):

(Clearly state any recommendations the committee has for Council.)

Click or tap here to enter text.

Fran- for council

On August 28th the CEO was filling out the PLOG (Ontario grant yearly) application form. It asked if banking had changed since last year and it did as the library has its own bank account now. When you hit yes it prompts you to call CRA. When Karen called CRA she spoke to Chris who was very helpful. Because the library is with the municipality, we are under the municipality CRA number. She asked if we needed our own CRA number and he said no as we are a small rural library. Over 75% of libraries are under there own municipality. Only libraries that serve a population over 100,000 have there own CRA number. When he looks on his end, he sees that the library is N/A, he didn't understand why the clerk labeled it that way as it should be HCM public library. The clerk can call CRA and create a sub organization in the system. That is when the library logs onto CRA they are using their email and their password. It is completely separate from the municipality but we are still able to share the CRA number.

She is contacting someone in Toronto who deals with the PLOG application to see if they can help with the application. But the clerk will still need to deal with the CRA end of it.

Council and Committee

Monthly Summary

August 2025

Below you will find highlights of the County of Renfrew County Council and Committee meetings held August 13 and August 27, 2025.

Please note that this summary does not constitute the official record of the meetings and approved minutes should be consulted for that purpose.

The full [Council and Committee packages](#) can be found online.

The [August 13, 2025](#) and [August 27, 2025](#) meetings are on YouTube.

Warden's Address

Key highlights

- At the August 13 meeting, Warden Peter Emon recognized the passing of Raye-Anne Briscoe, the former mayor of the Township of Admaston/Bromley, a former County Councillor and a long-standing advocate for the County of Renfrew. He noted that she remained engaged in County affairs even after her time on Council, as she regularly followed meetings on YouTube and kept a sharp eye on the issues, particularly those related to finance and the health sector. The Warden commended Raye-Anne for her dedication and passion for the County will not be forgotten, as he extended condolences to her family and friends.
- Over the summer months, the Warden had the honour of attending several events in communities across the County of Renfrew. He noted recent community events highlighted the pride residents take in their communities and the warm hospitality shown to both neighbours and visitors. These gatherings showcased the vibrant spirit of Renfrew County and reinforced its reputation as a welcoming and increasingly popular travel destination.
- The Warden emphasized that the County continues to play a central role in addressing the interconnected crises of homelessness, mental health, and substance use disorders. It is actively working with service providers, law enforcement, healthcare professionals, and community-based organizations to provide coordinated, compassionate, and effective support. He extended an open hand to all agencies willing to collaborate, share resources, and join in the shared mission of restoring dignity, stability, and hope to those most in need.
- At the August 27 meeting, the Warden highlighted the County of Renfrew's participation in the [Association of Municipalities of Ontario \(AMO\) Conference in Ottawa](#) and noted the contingent shared ideas, addressed challenges, and explored innovative solutions. He expressed pride in the collaborative spirit and forward-thinking discussions which occurred. He looks forward to bringing these insights back to Council and staff as we continue to build a stronger, more sustainable Renfrew County.

Delegations

- At the August 13 session, Warden Peter Emon and CAO Craig Kelley presented cheques from the proceeds of the annual Warden's Golf Tournament. The event raised \$8,500, which was divided between Family and Children Services of Renfrew County for the Darlene Aikens Memorial Summer Camp Fund and the County of Renfrew Housing and Homelessness Fund. Jennifer White, Executive Director of FCS Renfrew County, noted the \$4,250 donation has helped to send more than 70 children and youth from Renfrew County to summer camp. Jennifer Dombroskie, the County's Manager of Community Housing, said the \$4,250 donation to the Housing and Homelessness Fund will also go a long way to supporting families in the community. There are currently more than 2,000 households waiting for an affordable housing solution in the County of Renfrew through the centralized waitlist for rent-geared-to-income housing, in addition to more than 1,400 households that are receiving social assistance payments through Ontario Works.
- Renfrew County District School Board representatives Kristen Niemi, Director of Education; Scott Nichol, Superintendent of Education; Bill Murray, Senior Manager, Facilities; and Jamie Thomson, Director of Development, Re-Nature Foundation shared details about the partnership between the Board and Re-Nature Foundation to bring [outdoor learning spaces](#) to 19 elementary schools across the county. These spaces will support inquiry-based and experiential learning, framed by trees and natural elements to promote student well-being, environmental education, and equity. Each site will feature outdoor classrooms, benches and stump seats, curriculum cabinets and over 50 trees and eco-restoration features. RCDSB is seeking support from local municipalities to apply for the Growing Canada's Community Canopies (GCCC) grant through the Federation of Canadian Municipalities—with no cost to municipalities.
- The Grind Pembroke shared the impact of their work supporting individuals in crisis across the region. Grind Board members Dave Henderson and Derek Lindley made the presentation. Among the stats shared: 2,800+ breakfasts and 4,800+ lunches served, 200+ emergency food boxes distributed, 200+ individuals in need accessed showers, 1,300+ people received urgent client services and on-site support from Ontario Works, crisis teams, and health professionals. The Grind made a request that the County of Renfrew provide direct funding to their organization to sustain these vital services – annual request: \$95,750 and interim support needed until March 2026. The presentation was received as information.
- At the August 27 meeting, Warden Emon presented the Culture Connector Award to Emily Stovel, Manager of Culture and Curator at the Arnprior and District Museum on behalf of the Local Immigration Partnership – Lanark & Renfrew. Ms. Stovel was recognized for her outstanding contributions to community building, cultural inclusion, and newcomer support. Through her leadership, the museum has become a vibrant hub for connection and collaboration, and her outreach efforts have helped foster a welcoming and inclusive environment in Arnprior.
- Adrian Schut, Director of Real Estate Development and Construction with Cahdco, a non-profit real estate developer, presented the findings of the [Portfolio Analysis for the Renfrew County Housing Corporation](#). Select sites within Renfrew County lands and housing portfolio with the highest potential for redevelopment were identified. The report focuses on the current renewal plan with options for replacing a 24-unit property at the end of its useful life for the County of Renfrew and exploring various project scales and built forms to support future housing development.

Announcements

- Renfrew County Municipal Day will take place on Wednesday, September 24, from 3 p.m. to 7 p.m. at the County Administration Building. This family-friendly event will showcase County and municipal services, with interactive displays including Touch-a-Truck, Paint-a-Plow, a mini Taste of the Valley, and more. All municipalities and service partners are invited to participate. We hope to make Municipal Day an annual event that encourages residents to connect with their local government and appreciate the scale and diversity of services provided across Renfrew County.

Development & Property Committee

Presented by: James Brose, Chair

- The Development and Property Committee approved the award of a contract for the design and installation of EV Charging Stations at the County Administration Building site, 9 International Drive, Pembroke, and at Renfrew County Place, 450 O'Brien Road, Renfrew, to Rondeau Electric 1997 Ltd., Pembroke, Ontario, in the amount of \$93,865, plus applicable taxes and \$149,005, plus applicable taxes, respectively. The remaining \$152,870 required for the completion of the projects be drawn from the Building Reserve account.
- Council designated the Taste of the Valley event series as events of municipal significance playing an important cultural, social and economic role in the community. Due to changes in the designation of Farmers' Market events, and in order to continue to support and allow for the sale of craft alcohol products at Taste of the Valley events, the County must apply for a Special Occasion Permit (SOP) from the Alcohol and Gaming Commission of Ontario (AGCO) for the Calabogie and Cobden events, taking place on September 20 and October 18, respectively.

Community Services Committee

Presented by: Anne Giardini, Chair

- Following the Ministry of Education's CWELCC space recalibration, the County of Renfrew was awarded 261 new child-care spaces. In accordance with Council's direction, there were a number of spaces that were approved to be allocated, including an invitation to the three non-CWELCC centres to opt in, extra spaces for a pre-existing school build and the balancing of spaces from our original allocation, resulting in 97 remaining spaces. An open application process was held from June 10-July 15, 2025, with submissions reviewed and assessed in alignment with the County's Directed Growth Plan. The following is a list of organizations that were awarded spaces:
 - Arnprior and District Child Care Services (Leaps and Bounds) – 26 spaces for a new before and after school program at Our Lady of Fatima Elementary School in Renfrew
 - Community Resource Centre (Killaloe) Inc. – 39 spaces for a new child-care centre in Whitewater Region
 - County of Renfrew Licensed Home Child Care – 24 spaces (4 licensed homes) to be opened in priority neighbourhoods
 - Petawawa Military Family Resource Centre (Lil' Troopers South Day Care) – 6 spaces to revise their licence to increase capacity

- The Minister of Municipal Affairs and Housing has confirmed the County of Renfrew's funding allocations for the Canada-Ontario Community Housing Initiative (COCHI) and Ontario Priorities Housing Initiative (OPHI) for the 2025-26 fiscal year, along with planned allocations for 2026-27 and 2027-28. The memo received provides a rent-assisted unit target of 12 units for 2025-26, contributing to Ontario's goal of expanding rent-assisted housing by 19,660 units by March 2028. The Ministry also indicates that portable housing benefits under the Canada-Ontario Housing Benefit (COHB) program will continue for current participants, with allocations for new participants yet to be confirmed.
- The Minister of Municipal Affairs and Housing has confirmed the 2025-26 Homelessness Prevention Program (HPP) funding allocation in the amount of \$3,569,200. This funding allocation is consistent with the allocation for 2024-25 and aligns with planning allocations communicated in 2023. New reporting requirements have been implemented for 2025-26, including the requirement to report monthly data on individuals moved from encampments to emergency shelters, those moved into housing, and new emergency shelter spaces created.
- Deep Roots Nature and Nursery School Inc. and Petawawa Co-operative Nursery School Inc. (Kinder Connection) have entered the Canada-Wide Early Learning and Child Care (CWELCC) program with the County of Renfrew, effective July 1, 2025 and September 1, 2025, respectively. Deep Roots and Kinder Connection were previously non-CWELCC sites that were offered the opportunity to enroll in the CWELCC system following the County's successful acquisition of additional program spaces. All child-care centres in the County of Renfrew are now operating under CWELCC.

Health Committee

Presented by: Michael Donohue, Chair

- At the August 13 meeting, Paramedic Commander Matt Cruchet and Deputy Chief Nick LeRiche shared the incredible work of the Country of Renfrew Paramedic Service's [Sierra Team – Disaster & Event Support](#). So far in 2025, the Sierra Team has had 87 deployments – nearly double the 44 calls at this time last year – including the large Haliburton Deployment following a severe weather event and loss of critical infrastructure, a fall at the Eagles Nest, Medical Emergency at Gun Lake, Tree Strike at North Depot Lake, Storm/Tornado Response on Opeongo Lake, severe storm at Samuel de Champlain Provincial Park, and a skydiving crash. To date the team has assessed and managed appropriately 200 patients. Commander Cruchet noted complexity, acuity, frequency and duration of Sierra calls have increased substantially. The expansion of text to satellite communication options has resulted in a significant increase in Sierra requests, which also allows Sierra Team Paramedics to make direct patient contact prior to arrival and provide care instructions and ongoing support while simultaneously responding.

Corporate Services Committee

Presented by: Jennifer Murphy, Chair

- County Council approved the following Corporate Policies – Criminal Record Checks (amended); General Unpaid Leave of Absences or Statutory and Non-Statutory Leaves of Absence (amended); and Occupational Health and Safety (amended). These policies are available from Human Resources.

Operations Committee

Presented by: Glenn Doncaster, Chair

- County Council resolved to investigate opportunities to advocate with local MPP Billy Denault, Renfrew-Nipissing-Pembroke, and through municipal conferences for the transfer of the remaining Canadian Pacific (CP) Railway properties, using compiled plans where compatible, in support of the Ottawa Valley Recreational Trail/Algonquin Trail acquisition from CP in a timely manner.
- County Council approved the extension of the following two contracts based on the projected surplus in the 2025 Capital Program:
 - Rehabilitation of County Road 4 (Storyland Road), with the addition from Alex Lane to Highway 17, a distance of approximately 1.42 km, at an approximate cost of \$365,000, plus applicable taxes
 - Rehabilitation of County Road 20 (Castleford Road), with the addition from Eady Road to Humphries Road, a distance of approximately 2.7 km, at an approximate cost of \$1,085,000, plus applicable taxes.
- County Council adopted a by-law, dedicating Block 41 on Plan 547 as part of the public road allowance of County Road 26 (Doran Road), in the Town of Petawawa. This is as a result of a severance file which proposes the creation of an additional lot which would only have frontage along Doran Road.
- County Council approved the request for a new pedestrian crossover at the intersection of County Road 26 (Doran Road) and Herman Street, in the Town of Petawawa. As per County of Renfrew Corporate Policy PW-14, Pedestrian Crossings and Hiking Trail Crossings on County Roads, the Town of Petawawa will be responsible for all costs associated with the initial installation of the Pedestrian Crossing, including signage and pavement markings associated with the crossing, as well as the replacement of the pedestrian crossing and annual pavement markings associated with the crossing. The County of Renfrew will be responsible for the costs associated with the annual operation and maintenance of the pedestrian crossing and signage.
- The approved contracts/tenders were as follows:
 - For the purchase of Portable Traffic Lights from Canada Traffic Supply Inc., St-Mathieu de la Prairie, Quebec, in the amount of \$16,743.
 - For two Sweeper Attachments for Tractors from Colvoy Enterprises 2012 Ltd., Courtland, Ontario, in the amount of \$65,750.
 - For Concrete Gutters and Grates at the White Water Road Patrol from G.P. Splinter Forest Products Ltd., Pembroke, Ontario, in the amount of \$47,914.77.
 - For the Rooftop HVAC Unit at the Cobden Patrol Garage from Valley Refrigeration, Pembroke, Ontario in the amount of \$12,600.
 - For Traffic Signs, Decal and Blanks from Stinson Equipment Ltd., Concord, Ontario in the amount of \$66,276.43. The Towns of Arnprior, Laurentian Hills and the Townships of Bonnechere Valley, Brudenell, Lyndoch & Raglan, Greater Madawaska, Laurentian Valley, Madawaska Valley and Whitewater Region were participants on this tender.
 - For Steel Sign Posts from UCC Industries International, Pickering, Ontario, in the amount of \$39,337.24. The Town of Laurentian Hills and the Townships of Admaston/Bromley, Bonnechere Valley, Brudenell, Lyndoch & Raglan, Greater Madawaska, Head, Clara & Maria, Horton and Madawaska Valley were participants on this tender.

- For Winter Sand at the Cobden Patrol from W.W. Siegel Sand & Gravel Ltd., Pembroke, Ontario, in the amount of \$17875.
- For Winter Sand at the Goshen Patrol from McCrea Excavating Ltd., Pembroke, Ontario, in the amount of \$27,120.
- For Winter Sand at the Southwest Patrol from G.P. Splinter Forest Products Ltd., Pembroke, Ontario in the amount of \$46,800. The Township of Brudenell, Lyndoch and Raglan was a participant on this tender.
- For Winter Sand at the White Water Road Patrol from W.W. Siegel Sand & Gravel Ltd., Pembroke, Ontario, in the amount of \$15,750.
- Winter Sand at the Golden Lake Garage from G.P. Splinter Forest Products Ltd., Pembroke, Ontario, in the amount of \$8,450.
- Concrete Curb Replacement on Siberia Road from D. Rock Paving, Brampton, Ontario, in the amount of \$64,617.02. The Township of Madawaska Valley was a participant on this tender. The Township of Madawaska Valley was a participant on this tender.
- For the rehabilitation of County Road 20 (Castleford Road), from 275m east of Highway 17 to Eady Road, a distance of approximately 3.12km, in the Township of Horton, as submitted by B.R. Fulton Construction Limited, Renfrew, Ontario, in the amount of \$1,257,665.25, plus applicable taxes.
- For the rehabilitation of County Road 71 (Matawatchan Road), from Civic Address 4882 to County Road 65 (Centennial Lake Road), a distance of approximately 3.29km, Township of Greater Madawaska, as submitted by Bonnechere Excavating Inc., Renfrew, Ontario, in the amount of \$693,494.40, plus applicable taxes.
- For construction of the Algonquin Trail, from Yates Road to Crossing Road, a distance of 16.4km, United Townships of Head, Clara, and Maria, as submitted by G.P. Splinter Forest Products Ltd., Pembroke, Ontario in the amount of \$815,858.69, plus applicable taxes.
- For a Hydrovac Trailer as submitted by Wachs Canada Ltd., Newmarket, Ontario, in the amount of \$118,850, plus applicable taxes.
- Construction on County Structure C201 (Broomes Creek Culvert and Dam) resumed July 2, 2025, under emergent conditions due to the deteriorating dam, following a permit delay from the Ministry of Natural Resources. A permit was approved July 31, 2025. A Change Order was issued for stand-by costs, partially offset by County-led coordination with Hydro One. Completion is now expected beyond 2025, with potential additional costs and winter maintenance impacts being discussed with Whitewater Region staff.

Additional Information

Craig Kelley, Chief Administrative Officer/Deputy Clerk

613-735-7288

Council and Committee

Monthly Summary

June 2025

Below you will find highlights of the County of Renfrew County Council and Committee meetings held June 12 and June 25, 2025.

Please note that this summary does not constitute the official record of the meetings and approved minutes should be consulted for that purpose.

The full [Council and Committee packages](#) can be found online.

The [June 12, 2025](#) and [June 25, 2025](#) meetings are on YouTube.

Warden's Address

Key highlights

- On June 12, Warden Peter Emon welcomed Councillor Rob Tripp as an alternate member of Council representing Greater Madawaska; he congratulated Councillor Glenn Doncaster on his appointment to the FCM Board of directors; he congratulated Councillor Lori Hoddinott on receiving the Academic Excellence Award in Municipal Law at the recent AMCTO conference and he congratulated the Township of Greater Madawaska on the tremendous success of their inaugural Guitars and Gasoline Music Festival.
- The Warden acknowledged June as Pride Month, a time to celebrate the diversity, resilience, and contributions of 2SLGBTQI+ communities across our region and beyond; as National Indigenous History Month, which offers an opportunity to honour the rich history, heritage, and ongoing contributions of Indigenous peoples across Canada; as Seniors Month, a time to honour the amazing seniors and to recognize the hard work that they have done all their lives to make the County of Renfrew into the great place it is today.
- The 18th Annual Renfrew County Warden's Golf Tournament was held on June 20th at Dragonfly Golf Links. He shared that the event raised over \$8,500 in support of two local charities: the Family and Children's Services of Renfrew County Darlene Aikens Memorial Fund, and the County of Renfrew's Homelessness and Housing Fund. He thanked the generous sponsors and supporters, County of Renfrew staff, and staff at Dragonfly Golf Links for making this fundraiser a success. Congratulations to Team Sweetness on winning the tournament.
- The Warden also attended John Yakabuski's retirement dinner, where he had the opportunity to thank him for his 22 years of dedicated service representing the people of Renfrew–Nipissing–Pembroke and wish him all the best in his well-earned retirement.
- This summer he encouraged everyone to THINK about their activities and buying power and to support our local businesses, noting every dollar spent in Renfrew County helps sustain local jobs, strengthens our economy, and preserves the unique identity and vibrancy of our communities.

Delegations

- Michael Nolan, Director of Emergency Services/Chief, Paramedic Service, presented the Ontario Medal for Paramedic Bravery to retired Paramedic Brad Smith for his heroic actions on February 12, 2012. On that day, a snowmobiler had fallen through the ice on Calabogie Lake. Brad was among the first to respond. With no time to spare and no thought for his own safety, he located a nearby canoe, entered the icy waters, and paddled out using only his hands. Upon reaching the stranded individual — who was being supported by another courageous citizen — Brad worked to bring them to safety. During the rescue, Brad himself ended up in the freezing water. Despite this, he remained focused, resilient, and determined.
- Shanna Armstrong, member, and Jennifer Doelman, vice-chair, made a presentation on behalf of the [Renfrew County Agriculture Economic Development Committee](#). This Committee provides guidance and feedback on the state of the agriculture sector within Renfrew County and recommends and assists with possible initiatives in support of agricultural economic and business development. They highlighted economic contributions of the local agricultural community and noted challenges and opportunities for the industry.
- Darren Waters and Ryan Vandenberg, from the Ministry of Transportation, provided an update on several [MTO projects](#) in Renfrew County, including the twinning of Highway 17, Highway 148 in the Township of Laurentian Valley and City of Pembroke, and the preliminary design of Highway 60 and County Roads 30 and 60 in North Algona Wilberforce Township.
- MPP Billy Denault made his first official visit to County Council. Looking forward to his role as the Parliamentary Assistant to the Ministry of Tourism, Culture and Gaming, a position that is applicable to the riding in terms of local economic development, working to build relationships with local councils necessary to assist where issues arise. He spoke about the Provincial Government's focus on health care with the Primary Care Action Plan headed by Dr. Jane Philpott. He acknowledged it has been a learning curve since taking office, but he called it a privilege and honour to advocate for the riding of Renfrew-Nipissing-Pembroke at Queen's Park.
- At the June 12 Community Services Committee, County of Renfrew Chief Administrative Officer Craig Kelley and Sabine Mersmann, CEO of Pembroke Regional Hospital, provided an update on the activities to date towards the establishment of the Renfrew County Mesa HART Hub in Pembroke. The HART Hub will provide low-barrier access to services, ensuring that clients can receive support regardless of their current stage of readiness for change; eliminate common barriers to care, such as rigid requirements or limited access points; offer immediate access to intensive wellness supports, such as stabilization services and onsite care for individuals with complex needs and lead comprehensive care planning by conducting physical and mental health assessments and delivering treatments based on those assessments.

Announcements

- County Councillor Jennifer Murphy stated her intention to run for Renfrew County Warden for 2026. She thanked Warden Peter Emon for his support in the past six months in helping her to prepare for the role, which she previously held from 2017-2019.

Development & Property Committee

Presented by: James Brose, Chair

- County Council adopted a by-law to enter into a lease agreement with the Ontario Addiction Treatment Centre (OATC), located at 156 John Street, Pembroke, Ontario, for a three-year term commencing May 1, 2025, for the purpose of a warming/cooling centre as part of the Renfrew County Mesa HART Hub.
- County Council approved the implementation of a regional incentive program, referred to as the Helping Your Place Excel (HYPE) program.
- County Council adopted a by-law to approve Official Plan Amendment No. 47, which allows the County to provide grants/loans to local municipalities that support their Community Improvement Plans (CIPs).
- County Council has approved moving forward with the new Pembroke Paramedic Base at 330 Boundary Road. A consulting firm, Greenview Environmental Management, of Bancroft, Ontario, has been hired to help design and plan the project. The total cost for their services is \$227,970 plus taxes. The County will apply to Infrastructure Ontario to help fund the renovations.
- County Council has approved the construction of a new paramedic base in the Township of Whitewater Region. The project will be led by R.K. Porter General Contracting Inc. (Perth), working with J.L. Richards and Associates (Ottawa) and Egis Group (Kanata). The total cost is \$3.25 million (plus rebatable taxes). Funding will come through a financing arrangement with Infrastructure Ontario.
- A total of 13 applications were received to fill the 7 available spots in the [2025 Summer Company program](#). The successful participants are Jazmin Clark (Whitewater Region) – Pottery; Page Hodgson (Arnprior) - Crochet products and clothing; Noah Obrien (Madawaska Valley) - Apparel brand; Hunter Prince (Horton) - 3D Printing; Minnah Rehn (Arnprior) - Henna services and products; Nella Rosandic (Killaloe-Hagarty-Richards) - Handmade stickers and buttons and Emmanuel Young (Arnprior) - Lawn care business.
The Summer Company program supports students aged 15-29 who start and run their own summer business. Students are provided with business planning and operational guidance, in addition to a \$1,500 non-repayable grant at the start of the program. Upon program completion, students are awarded an additional \$1,500 non-repayable grant.

Operations Committee

Presented by: Glenn Doncaster, Chair

- County Council adopted a revised by-law to Regulate the Operation of Off-Road Vehicles on County of Renfrew Roads. The amendment permits Off-Road Vehicles on the following sections of County Roads in the Town of Petawawa: County Road 16 (Victoria Street), between Laurentian Drive and Petawawa Boulevard; County Road 25 (Laurentian Drive), between Victoria Street and Petawawa Boulevard; County Road 26 (Doran Road), between Petawawa Boulevard and Highway 17; County Road 37 (Murphy Road), between Petawawa Boulevard and Highway 17; County Road 51 (Petawawa Boulevard), between B-Line Road and civic address 2991 Petawawa Boulevard. Crossings of County Road 51 (Petawawa Boulevard) at the Fred Street/Norman Street and Victoria Street/Portage Road intersection is also permitted.

- The approved contracts/tenders were as follows:
 - For the purchase of a Boom Mower from Colvoy Enterprises 2012 Ltd., Courtland, Ontario, in the amount of \$49,998, plus applicable taxes.
 - For rehabilitation of County Road 26 (Doran Road) from Black Bay Road to County Road 51 (Petawawa Boulevard), Town of Petawawa, as submitted by Greenwood Paving (Pembroke) Ltd., Pembroke, Ontario, in the amount of \$1,165,971.50, plus applicable taxes.
 - For supply and delivery of bulk coarse highway salt for a two-year period as submitted by Windsor Salt Ltd., Mississauga, Ontario, in the amount of \$3,918,915, plus applicable taxes.
 - For rehabilitation of both County Road 52 (Burnstown Road) from B123 (Burnstown Bridge) to Picket Hill Road and County Road 508 (Calabogie Road) from Stacey Drive to Civic Address 1803, Township of McNab/Braeside, as submitted by Thomas Cavanagh Construction Limited, Ottawa, Ontario, in the amount of \$1,044,335.53, plus applicable taxes.
 - For the rehabilitation of County Road 4 (Storyland Road), from Eady Road to Alex Lane, a distance of approximately 2.69km, Township of Horton awarded to Greenwood Paving (Pembroke) Ltd., Pembroke, Ontario, in the amount of \$1,390,750.40.
 - For supply and delivery of granular material on County Road 69 (Siberia Road), from River Road to Sunny Hill Road, a distance of approximately 4.46km, Township of Madawaska Valley awarded to Bonnechere Excavating Inc., Renfrew, Ontario in the amount of \$357,212.
 - For paving, shouldering and guide rail installation on County Road 69 (Siberia Road), from River Road to Sunny Hill Road, a distance of approximately 4.46km, Township of Madawaska Valley, awarded to Bonnechere Excavating Inc., Renfrew, Ontario in the amount of \$947,266.25.
 - For the rehabilitation of County Road 70 (Ruby Road), from Gorman Road to Wolfe Road, a distance of approximately 3.25km, Township of Bonnechere Valley, awarded to Bonnechere Excavating Inc., Renfrew, Ontario, in the amount of \$756,960.12.
 - For the rehabilitation of County Road 512 (Foymount Road), from Silver Lake Road to Highway 41, Township of Bonnechere Valley, as submitted by Greenwood Paving (Pembroke) Limited, Pembroke, Ontario, in the amount of \$3,022,967.80, plus applicable taxes.

Community Services Committee

Presented by: Anne Giardini, Chair

- County Council authorized County of Renfrew staff to undertake all necessary actions to implement the Renfrew County Mesa HART Hub project as outlined, including but not limited to executing the Transfer Payment Agreement with the Ontario Ministry of Health, Ontario Ministry of Municipal Affairs and Housing, Ontario Health, and any other designated ministry or agency with responsibility for funding of the HART hub(s), fulfilling reporting obligations, hiring or assigning staff as appropriate, entering into agreements with partner agencies, procuring goods and services within approved budgets, and performing any other activities necessary to bring the project to fruition.

- As part of the Renfrew County Housing Corporation Annual General Meeting, Jennifer Dombroskie, Manager of Community Housing, and Kevin Raddatz, Manager of Real Estate, highlighted aspects of the [2024 Renfrew County Housing Corporation Annual Report](#). Mr. Raddatz overviewed the RCHC portfolio, which includes 1,029 Residential Units across apartments, townhouses, and single/semi-detached homes. He highlighted some capital projects completed, noted some emergency repairs required for some units and in looking ahead noted the 2025 priority of long-term stability for the RCHC. Ms. Dombroskie highlighted the Collaborative Model of Care when it comes to Community Housing in Renfrew County – from Community Housing Caseworkers, to maintenance staff and the Community Paramedic/RCHC collaboration towards improved health and wellness for tenants.
- A new Canada-Wide Early Learning and Child Care (CWELCC) Agreement was executed with Paradise Children’s Programs Inc., myFM Centre Recreation Complex, Renfrew, Ontario. In accordance with the County of Renfrew’s Directed Growth Strategy, the three non-CWELCC centres (Paradise Children’s Programs Inc., myFM Centre Recreation Complex), Kinder Connection Nursery School, and Deep Roots Nature & Nursery School) were given the first opportunity to opt in, followed by an application-based process to determine the allocation of remaining spaces.

Health Committee

Presented by: Michael Donohue, Chair

- County Council directed staff to establish a volunteer-based Disaster and Emergency Local Team Activation (DELTA) Program within the County of Renfrew, including the development of operational supports necessary for implementation. This strategy aims to build a robust infrastructure of trained, skilled, and community-based volunteers who can respond effectively alongside professional emergency services during times of crisis.
- County Council authorized County of Renfrew to undertake all necessary actions to implement the Renfrew County Substance Use, Mental Health and Housing Mesa Systems Integrated Navigational Tool, including but not limited to executing the Transfer Payment Agreement with Health Canada, fulfilling reporting obligations, entering into agreements with partner agencies, procuring goods and services within approved budgets, and performing any other activities necessary to bring the project to fruition.
- County Council adopted a by-law authorizing the Warden and Chief Administrative Officer to sign the Lease Agreement between the County of Renfrew and Carefor Health and Community Services, 425 Cecelia Street, Pembroke, Ontario, for tenant office space for the Renfrew County Virtual Triage and Assessment Centre (RC VTAC) for a one-year term commencing April 1, 2025.

Corporate Services Committee

Presented by: Jennifer Murphy, Chair

- County Council approved the Audited Financial Statements for the County of Renfrew for the year ended December 31, 2024. At the beginning of the meeting, Lori Huber, Partner KPMG, provided a high-level overview of the [clean audit report](#).

- County Council approves the following Corporate Policies: Retirement and Early Retirement (amended); Contract Employees (new); Hours of Work and Overtime (amended); Employee Recognition Program (amended). Copies of the policies are available from Human Resources.

Additional Information

Craig Kelley, Chief Administrative Officer/Deputy Clerk

613-735-7288



Council Meetings 2025

January							February							March							April						
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Section 5.1 of the Procedure By-law states that the Clerk, by December 31st of each calendar year, must submit a schedule of upcoming regular meetings for consideration and adoption by Council. Committee of the Whole, public or special meetings of Council may be scheduled as required during the year with appropriate notice provided.

From: [Ernie Villeneuve](#)
To: [HCM Clerk-Treasurer](#)
Cc: [Debbi Grills](#); [Rachel Richer](#); [Karen LeClerc](#); [Chris Dowser](#); [Fran Kelly-Chamberlain](#)
Subject: Municipal Fire Ban
Date: August 27, 2025 1:29:52 PM

Good afternoon

(please include this in the next council package).

I contacted the Municipal Office on Friday Aug 08 as to whether the campgrounds were included in the fire ban.

The response on the same day was that they were not exempt as they had not obtained an exemption by the Municipality, I was given a copy of Bylaw 2012-20

I have since heard through the grapevine that at least 1 of the campgrounds has been allowing fires during the ban because they have a fire truck.

This is a great concern to me since there are towns and cities nearby (Deep River, Chalk River, Petawawa, Pembroke) that are **not allowing** fires even though they have well trained firefighters and Fire Departments.

How is it possible that our private campground(s) are allowed to ignore the Fire Ban?

I think Bylaw 2012-20 needs to be rewritten so that in a Fire Ban everyone in the Municipality is included...no exceptions.

Ernie Villeneuve Jr.



Virus-free. www.avg.com

Townships of Head, Clara, and Maria
2025 Budget

LEVELS OF SERVICE /OPERATIONAL SUPPORT	BUDGET	AS OF AUG 31
REVENUE		
Previous Year Surplus	92,943	0.00
Taxation	706,900	707,082.96
Human Resources	4,500	0.00
General Government Services	222,500	138,487.61
Protections to Persons & Property Services	3,200	5,491.48
Environmental Servcies	31,000	26,750.05
Health Services	25,000	25,000.00
Recreational & Cultural Services	1,500	1,493.30
TOTAL REVENUE	1,087,543	904,305.40
EXPENSE		
Human Resources	606,400	280,267.23
General Government Services	86,920	77,089.66
Protections to Persons & Property Services	100,670	53,603.25
Transportation Services	93,690	71,237.96
Environmental Servcies	35,500	28,746.02
Health Services	26,700	5,687.27
Recreational & Cultural Services	4,300	1,483.37
TOTAL EXPENSE	954,180	518,114.76
ASSET LIFECYCLE SUPPORT	BUDGET	
REVENUE		
General Government Services	19,000	12,138.12
Health Services	5,000	5,000.00
TOTAL REVENUE	24,000	17,138.12
EXPENSE		
General Government Services	500	129.84
Transportation Services	97,350	54,100.61
Environmental Servcies	61,000	26,834.24
Health Services	2,500	0.00
Recreational & Cultural Services	18,850	10,596.59
TOTAL EXPENSE	180,200	91,661.28

CAPITAL	BUDGET	
REVENUE		
General Government Services	466,059	0.00
Transportation Services	110,000	100,000.00
Recreational & Cultural Services	100,000	0.00
Planning & Development Services	8,744	4,372.14
TOTAL REVENUE	684,803	104,372.14
EXPENSE		
Human Resources	3,272	0.00
General Government Services	227,997	0.00
Transportation Services	110,000	37,007.16
Environmental Servcies	5,000	0.00
Recreational & Cultural Services	305,697	121,613.85
Planning & Development Services	10,000	4,000.00
TOTAL EXPENSE	661,966	162,621.01
	0	253,418.61

Council Report Form – September 2025 Meeting

1. Roads

Progress on 2025 projects as set out in your budget submission (Report on what has been completed, what is in progress, and reasons for any projects not completed.)

Project	Status / Notes
Dunlop Road Culverts	<p>Completed:</p> <p>In Progress: Should be done By Sept 12</p> <p>Not completed - Reason(s)</p>
Streetlights	<p>Completed:</p> <p>In Progress:</p> <p>Not completed - Reason(s) I have tagged Leanne in emails All summer They don't answer Now</p>
Mackey Creek Culvert	<p>Completed:</p> <p>In Progress: Waiting On Renfrew County to give Price</p>

	Not completed – Reason(s)
Other projects	<p>Completed:</p> <p>In Progress:</p> <p>Not completed – Reason(s)</p>

Maintenance work carried out between May and September:

Activity	Details
Ditching	What roads and the date completed:
Mowing	<p>What roads and the date completed:</p> <p>Completed Aug 29</p>
Calcium	<p>What roads and the date completed:</p> <p>All gravel Roads In spring</p>

Other:	What roads and the date completed:
•	
•	
•	

(if you need additional space attach a separate page)

Issues or concerns for the 2026 budget:

I have not recieved a budget
for Roads or even a Top dollar Amount
Request for this Were ignored

2. Waste Management

Update regarding landfill management, solid waste collection, and service levels:

Item	Details
Bear and other 'pest' issues (April–September) – include dates, actions, and further work required	
Litter control measures taken at the landfill sites	
Electric Fence Inspection and repairs	
Update on garbage being dumped on municipal roads	

Issues or concerns for the 2026 budget:

3. Recreation

Item	Details
Boat Launch Repairs	What was done and when?: May 29th Deux-Rivieres Doc Repaired
Grass cutting between April and September - Boat Launches (# of times)	
Grass cutting between April and September - Ball Field (# of times)	

Issues or concerns for the 2026 budget:

CORPORATION OF THE UNITED TOWNSHIPS OF HEAD, CLARA AND MARIA



2023-2027
STRATEGIC PLAN



THE UNITED TOWNSHIPS OF HEAD, CLARA AND MARIA

MISSION

AT YOUR SERVICE; WORKING EFFECTIVELY TO BRING TOGETHER PEOPLE, PARTNERSHIPS AND POTENTIAL FOR A STRONG, CONNECTED COMMUNITY.

VISION

PROVIDING A HEALTHY, CONNECTED, AND SUSTAINABLE COMMUNITY TEEMING WITH POSSIBILITIES FOR OUR CITIZENS NOW AND INTO THE FUTURE.

CORE VALUES

The United Townships of Head, Clara and Maria strives to be an organization known for providing excellent municipal governance and public relations. To provide excellent service delivery, we promote a high standard of integrity, professionalism and ethical behaviour. The following Core Values guide how Council and Staff serve the community.

TRANSPARENCY

As an organization, we demonstrate open communication and transparency both internally and externally.

ACCOUNTABILITY

We are accountable for our decisions and our actions, we continuously build trust with our community.

CUSTOMER SERVICE

We strive to provide a positive experience for everyone we interact with. We consistently meet or exceed our customer expectations. We welcome and encourage the opinions and expertise of our residents, businesses and community partners.

INTEGRITY


Integrity is vital to good governance. By upholding the highest ethical standards, Staff and Council conserve and enhance public confidence in the honesty, fairness and impartiality of the Municipality.

SUSTAINABILITY

Commitment to efficient and effective municipal services that will be sustainable for future generations.

RESPECT AND EQUALITY

We treat others with respect and show consideration for each other. We are an accessible community inclusive of all people and honour and celebrate our diversity.





FISCAL RESPONSIBILITY

We will work to ensure value and affordability for taxpayers, adequately fund municipal services and infrastructure and build upon our existing financial health.



PRUDENT SPENDING

- Support the services our community needs while keeping tax increases low.
- Annual review of departmental spending to ensure it aligns with Council's priorities and determine if there is opportunities for cost-savings.

SHARED SERVICES

- Continue to look for opportunities for shared services to reduce redundancy and increase municipal capacity.
- Build strong relationships to secure successful shared services, where feasible.

GRANT FUNDING

- Continue to seek upper level government support for funding infrastructure improvements and social/recreational programming.

POLICY DEVELOPMENT

- Develop and implement a Reserve Fund Strategy.
 - Develop a Long-Term Capital Plan.
 - Continue to use Asset Management Plan as a planning tool in operating and long term budget creation.
- 



ECONOMIC GROWTH AND PROSPERITY

We will leverage the Municipality's assets to encourage economy growth and prosperity while ensuring our residents and businesses have what they need to succeed and contribute to a resilient economy.



BUSINESS GROWTH

- Encourage zoning that supports business development while undertaking a comprehensive zoning by-law review.
- Encourage expansion of high-speed internet to support home based business and continuing education.
- Supporting business through fair user fee programs.

RESIDENTIAL DEVELOPMENT

- Complete Comprehensive Zoning By-law considering the needs of a growing and evolving community and to support attainable building.
- Encourage new residential construction; supporting applications for severance, access to private and unopened road allowances and requirements of outside agencies.



MARKETING

- Create a brand/ marketing strategy that brings increased awareness to the municipality, its facilities and the businesses within.
- Utilize the municipal website and social media to showcase municipal assets and businesses.



QUALITY AND SUSTAINABLE INFRASTRUCTURE

We will create goals and allocate resources to meet the infrastructure needs of the community including maintaining existing assets and planning for future infrastructure investments that may be required as the community grows and changes.



EXISTING INFRASTRUCTURE

- Embrace best practices in asset management to continuously maintain and improve municipal infrastructure assets contributing to long-term sustainability.
- Continue to review current levels of service, considering financial sustainability and the needs of the community, to ensure the level of service is adequate.



LONG-TERM PLANNING

- Ensure that new construction of infrastructure that meets regulatory requirements and positions the municipality to provide accessible and sustainable services while accommodating growth.
- Invest in energy initiatives that support the sustainability of the organization and the community.



ASSET MANAGEMENT PLAN

- Update the Asset Management Plan on a continuous basis to build awareness of current conditions and replacement costs.
- Continue to reference the Asset Management Plan to plan for short and long-term funding of the infrastructure needs of the community.
- Maintain compliance with provincial requirements for Asset Management Planning.



SAFE, HEALTHY AND CONNECTED COMMUNITY

We will provide services, programs and facilities, through direct service delivery and collaboration with others, that allow people and businesses to thrive.

SAFE

- Continue to work with partners to implement a Community Safety and Well-Being Plan.
- Engage the community to ensure a high level of safety through education, prevention, monitoring and reporting services.
- Continue to work towards securing an auto-extrication solution.
- Continue to practice compliance, and safe practices, of Emergency Management in order to increase community preparedness.

HEALTHY

- Continue to support community events in conjunction with the Recreation Advisory Committee.
- Endeavour to bring more health, social and recreational services into the community.
- Continue to support physician recruitment and other healthcare expansion services.

CONNECTED

- Increase effectiveness of the municipal website for communication purposes.
- Continue to explore new ways to increase distribution of municipal publications.
- Continue to support community events and volunteerism.
- Endeavour to bring more services and into the municipality.
- Lobby for better transportation services.





EFFECTIVE GOVERNANCE AND SERVICE DELIVERY

We will provide friendly, responsive, and citizen-focused services, encouraging meaningful community engagement, demonstrating transparent decision-making, and providing a safe, inclusive and exceptional working environment for Staff and Council.



LEADERSHIP

- Provide efficient municipal governance and service delivery through accountable and transparent practices.
- Foster a healthy workplace that includes strong Council-Staff relationships.
- Continue to ensure service standard policies align with emerging community needs

MODERNIZATION

- Continue to modernize municipal processes and services.
- Continue to complete a digital records management strategy
- Complete a review and update of the municipal website to increase user efficiency.
- Establish a modern marketing for the municipality
- Improve municipal signage



COMMITTMENT TO CONTINUOUS IMPROVEMENT

- Implement a continuous review program for existing processes and policies that incorporates public feedback.
- Enhance education and skills development of Staff and Council to support strengthened municipal service delivery
- Continue implementing recommendations to enhance provision of services presented in the Service Delivery Review.



THE CORPORATION OF THE UNITED TOWNSHIPS OF HEAD CLARA AND MARIA

BYLAW NUMBER 2025-17

BEING A BYLAW TO CONFIRM THE PROCEEDINGS OF COUNCIL

Legal Authority

Scope of Powers

Section 8(1) of the *Municipal Act*, 2001, S.O. 2001, c.25, ("*Municipal Act*") as amended, provides that the powers of a municipality shall be interpreted broadly so as to confer broad authority on municipalities to enable them to govern their affairs as they consider appropriate, and to enhance their ability to respond to municipal issues.

Powers of a Natural Person

Section 9 of the *Municipal Act* provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act.

Powers Exercised by Council

Section 5 (1) of the *Municipal Act* provides that the powers of a municipality shall be exercised by its Council

Powers Exercised by By-law

Section 5(3) of the *Municipal Act* provides that a municipal power, including a municipality's capacity, rights, powers and privileges under section 9, shall be exercised by bylaw unless the municipality is specifically authorized to do otherwise.

Preamble

Council for the Corporation of the United Townships of Head, Clara and Maria ("Council") acknowledges that many of the decisions it makes during a meeting of Council, regular, special, or otherwise, are done by resolution. Section 5 (3) of the *Municipal Act* requires that Council exercise their powers by Bylaw.

Council further acknowledges that the passing of resolutions are more expedient than adopting Bylaws for each decision.

Decision

Council of the Corporation of the United Townships of Head, Clara and Maria decides it in the best interest of the Corporation to confirm its decisions by way of Confirmatory Bylaw.

Direction

NOW THEREFORE the Council of the Corporation of the United Townships of Head, Clara and Maria directs as follows:

1. The Confirmatory Period of this By-Law shall be for the Regular Council Meeting of September 18, 2025.
2. All By-Laws passed by the Council of the Corporation of the United Townships of Head, Clara and Maria during the period mentioned in Section 1 are hereby ratified and confirmed.
3. All resolutions passed by the Council of the Corporation of the United Townships of Head, Clara and Maria during the period mentioned in Section 1 are hereby ratified and confirmed.
4. All other proceedings, decisions, and directives of the Council of the Corporation of the United Townships of Head, Clara and Maria during the period mentioned in Section 1 are hereby ratified and confirmed.
5. This Bylaw takes effect on the day of its final passing.

Read and adopted by Resolution 2025-084 this 18th day of September 2025.