



**Head, Clara, & Maria**  
**November 24, 2025 - Regular Meeting - 02:00 PM**

**1 Call To Order**

Mayor \_\_\_\_\_ called the meeting to order at \_\_\_\_:\_\_\_\_ A/P.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 \_\_\_\_\_ recited the Vision and Mision 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**

BE IT RESOLVED THAT the agenda of the Regular Meeting of November 24, 2025, be adopted as circulated.

**5 Declarations of Disqualifying Interest (Pecuniary)**

**6 Mayor's Address**

BE IT RESOLVED THAT the Mayor's address be received as presented.

## **7 Approval of the Minutes of the Most Recent Meeting(s)**

BE IT RESOLVED THAT the minutes of the Regular Meeting October 15, and the Special Meeting October 29, 2025, be adopted as circulated.

📎 Minutes Regular Council Meeting October 15, 2025

📎 Minutes Special Council Meeting October 29, 2025

## **9 Council Direction from the Previous Meeting**

9.1 Volunteer Policy

9.2 Hall Rental Policy

9.3 Auto Extrication Letter Update

9.4 Snow Removal from Mailboxes

## **10 Legislative Matters**

10.1 Committee of the Whole Working Session (To work on Policy/Plans etc.)

10.1.1 Protection to Persons and Property Levels of Service

10.1.1.1 Fire Agreement - MNR Guest Zack Watkins Fire Management Technician

10.1.1.2 Fire Permits

10.1.2 Procedure Bylaw Update

10.1.2.1 Community Engagement

10.1.2.2 Meeting Summary

10.2 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).

BE IT RESOLVED THAT the Consent Agenda items for the \_\_\_\_\_ meeting be hereby received.

📎 Town of Petawawa - Glyphosate Resolution

📎 11.03.2025.Resolution No. 9 - Glyphosate

📎 2025-11-12, Letter to Mayors, Pothole Prevention & Repair Program

📎 Pothole Prevention and Repair Program Letter (English)

📎 Pothole Prevention and Repair Program Guide (English)

📎 Experience Ontario 2026 is Now Open for Applications!

📎 2025-11-21, Letter to Mayors & Community Stakeholders, Experience Ontario 2026 Open for Applications

📎 2025-154 Support removal of GST-HST from all new homes purchased as primary residences (Town of Parry Sound)

📎 Deep River CANDU (Town of Laurentian Hills)

📎 Minister's Memo\_FPT Meeting on Emergency Management

📎 Resolution of Council Regarding Support for the Future Use and Deployment of Canadian Nuclear Energy (Town of Deep River)

📎 Elect Respect Resolution (Township of Chapple)

📎 Correspondence from Ernie Villeneuve re: Municipal Operations

10.3 Bylaws

None

- 10.4 Public Hearings: Planning/Zoning Matters
  - None
- 10.5 Committee/Local Board Reports
  - 10.5.1 Library Board
    - BE IT RESOLVED THAT the Library Board Report be received.
    - 📎 Library Board November 15, 2025
  - 10.5.1.1 Police Services Board
    - BE IT RESOLVED THAT the Police Services Board Report be received.
    - 📎 Police Services Board Report November 11, 2025
  - 10.5.2 Renfrew County and District Health Unit
    - None
  - 10.5.3 Renfrew County
    - 10.5.3.1 County Council Summary October 2025
      - BE IT RESOLVED THAT the Renfrew County Council October 2025 Summary be received.
      - 📎 County Council Summary October 2025
- 11 **Administrative Matters**
  - 11.1 New Business/Reports from Officers/Employees on Various Issues (including reports from departments which require Council approval)
    - 11.1.1 Request for Snow Removal re: Trans Canada hwy & Bissett Creek Rd - 93 Bissett Creek Rd. Head, Clara & Maria
      - BE IT RESOLVED THAT Council for the Corporation of Head, Clara and Maria, does hereby receive the request for plowing services from QualNet and directs the Deputy Clerk to advise them that the Township is unable to provide this service at this time.
      - 📎 Correspondence from QualNet
    - 11.1.2 Waste Site Monitoring: Cambium Proposal
      - BE IT RESOLVED THAT the proposal for continued monitoring and reporting at all municipal waste sites submitted by Cambium be accepted and that the Deputy Clerk be hereby authorized to enter into the agreement on behalf of the Township.
      - 📎 Cambium Proposal for Waste Site Monitoring & Reporting
  - 11.3 Financial Update/Statement/Quarterly Variance Report
    - None
  - 11.4 Update on Capital Projects
    - 11.4.1 Streetlights
      - 📎 Letter from Mike Maloney re: Streetlight at McIsaac
- 12 **Leadership Issues**
  - 12.1 Update to Strategic Plan
    - None
  - 12.2 Five-Year Financial Plan (including Asset Management Plan)
    - None
  - 12.3 New Policy

12.4      None  
Notice of Motion  
None

**13      Closed Session**

13.1      Start

BE IT RESOLVED Council for the Corporation of the United Townships of Head, Clara and Maria does now move into Closed Session at \_\_:\_\_ a/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:

1. Wage increase request;
2. Confidential human resource matters related to employee performance, remote work arrangements, and expected competencies of municipal employees; and
3. Instructions to negotiate a contract amendment.

13.2      End

**14      Confirmation of Proceedings**

14.1      Bylaw 2025-19 Being a Bylaw to Confirm Proceedings

BE IT RESOLVED THAT By-Law 2025-19 being a bylaw to confirm proceedings of Council at their Special Meeting of October 29 and their Regular Meeting of November 24, 2025, be read and adopted.

 Bylaw 2025-19

**15      Adjournment**

Mayor Grills adjourned the meeting at \_\_:\_\_ a/p.m.





## **Head, Clara, & Maria**

### **Meeting Minutes**

**Regular Council Meeting October 15, 2025 - 10:00 AM**

#### **The following persons were present:**

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

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

#### **Staff/Advisors:**

Wendy Cosgrove, Office Assistant (Electronically)

Leanne Crozier, Deputy Treasurer (E4m - Electronically)

Josh Young, E4m (Electronically)

#### **1 Call To Order**

Mayor Grills called the meeting to order at 10:05 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 Dowser recited the Vision and Mission 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:** 2025-087

**Moved By:** Chris Dowser

**Seconded By:** Rachel Richer

BE IT RESOLVED THAT the agenda of the Regular Meeting of Wednesday October 15, 2025, be adopted as amended adding the AODA Compliance Audit as item 10.9.v.

**CARRIED**

### **5 Declarations of Disqualifying Interest (Pecuniary)**

None were declared.

### **6 Mayor's Address**

**Resolution No:** 2025-088

**Moved By:** Fran Kelly-Chamberlain

**Seconded By:** Karen LeClerc

BE IT RESOLVED THAT the Mayor's address be received as presented.

**CARRIED**

### **7 Approval of the Minutes of the Most Recent Meeting(s)**

**Resolution No:** 2025-089

**Moved By:** Chris Dowser

**Seconded By:** Rachel Richer

BE IT RESOLVED THAT the minutes of the Regular Meeting of September 18, and Special Meeting of October 7, 2025, be adopted as circulated.

**CARRIED**

### **8 Delegations/Presentations**

None

### **9 Council Direction From the Previous Meeting**

### **10 Legislative Matters**

## **10.1 Committee of the Whole Working Session (To work on Policy/Plans etc.)**

### **10.1.1 Hall Rental Policy - Draft Policy Review/Discussion**

Council reviewed and discussed the Hall Rental Policy. It was noted that the policy should be broadened to include all Recreational Facilities including the boat launches, parks and baseball diamond. It was also noted that there needed to be a provision for "special use" that would encompass uses such as the seniors programming/lunches, organizations and community groups like the Sunday card players. Councillor Kelly-Chamberlain was to seek feedback from the card players. Feedback to be provided to the Deputy Clerk prior to the November 24, 2025 Regular Meeting of Council.

### **10.1.2 Volunteer Policy**

Council reviewed the Draft Volunteer Policy and emphasized the importance of volunteers—particularly members of Council—being clearly identified as volunteers when performing volunteer duties. Council also directed that all volunteer opportunities be publicly posted on the municipal website, along with a standardized application form.

Council further noted that the policy must address the current lack of insurance coverage for volunteers over the age of 80. Councillor Dowser will prepare draft wording to be submitted to the municipality's insurer so that appropriate updates can be incorporated into the policy.

### **10.1.3 Procedure Bylaw Update**

Council discussed proposed updates to the Procedure Bylaw to incorporate its collaborative governance approach, particularly for the Committee of the Whole (COW) working group portion of the agenda. Council noted the importance of enabling public participation during these sessions and identified several items for consideration, including: a process for interested parties to register or submit written comments in advance; the ability for the Mayor or Clerk to invite individuals with relevant expertise to participate at the table; and the need to clearly outline conduct expectations, noting that disrespectful or disruptive behaviour will not be tolerated.

Council also discussed authorizing the Mayor to invite members of the public to participate during COW discussions, and agreed that, each December, a "Leadership Schedule" should be approved alongside the annual meeting schedule to identify key topics for Council's workplan and to support public engagement.

A new section on community engagement will be drafted for inclusion in the Procedure Bylaw, with Councillor Richer preparing the proposed wording.

### **10.1.4 Transportation Levels of Service**

Council reviewed the current Minimum Maintenance Standards to determine whether they remain appropriate for the municipality's needs. Council also discussed Stewart's winter road maintenance contract and the possibility of

amending it to place responsibility on the contractor, Pat, to initiate required work proactively rather than waiting for direction from the municipal office.

Council further noted the need to develop standard operating procedures (SOPs) for winter maintenance and directed staff to determine whether the County has existing SOPs that could be adapted for local use. Councillors Dowser and Richer will review the current bylaw and provide feedback.

#### **10.1.5 AODA Compliance Audit**

The Deputy Clerk provided an update to Council on the AODA Compliance Audit and shared revisions to the Multi-Year Accessibility Plan. The update included the requirement to meet Section 80.44 of the IASR regarding the maintenance of accessible elements in public spaces.

Council was advised that a new draft of the Multi-Year Accessibility Plan will need to be adopted at the Special Meeting on October 29 in order to achieve compliance for the audit.

#### **10.2 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).**

#### **10.3 Resolutions/Bylaws**

##### **10.3.1 Spraying of Herbicides in HCM – Councillor Richer**

**Resolution No:** 2025-090

**Moved By:** Chris Dowser

**Seconded By:** Rachel Richer

WHEREAS Hydro One sprays herbicides to kill trees under the hydro wires throughout HCM on a regular basis (years) and this happens on their rights-of-way on private land as well as Crown land within HCM.

AND WHEREAS if a landowner expresses they do not want chemicals sprayed on their land, Hydro One instead creates employment opportunities to manually remove the trees.

BE IT RESOLVED THAT to learn more about the possibility of HCM opting out of herbicide spraying on Crown land within municipal boundaries, we direct staff to invite someone from MNR and/or Hydro One to explore options moving forward.

**TABLED**

##### **10.3.2 Engine Brakes – Councillor Richer**

**Resolution No:** 2025-091

**Moved By:** Rachel Richer

**Seconded By:** Karen LeClerc

WHEREAS HCM has several residents that live on the highway and on a hill section of Hwy 17.

AND WHEREAS it would be beneficial to learn the balance between reduced noise

from engine brakes vs. safety when required to use engine brakes.

BE IT RESOLVED THAT staff be directed to draft a brief report related to municipal jurisdiction regarding engine breaks.

**CARRIED**

**10.4 Public Hearings: Planning/Zoning Matters**

None

**10.5 Committee/Local Board Reports**

**10.5.1 Library Board**

None

**10.5.2 Police Services Board**

None

**10.5.3 Renfrew County and District Health Unit**

**Resolution No:** 2025-092

**Moved By:** Chris Dowser

**Seconded By:** Rachel Richer

BE IT RESOLVED THAT the Renfrew County and District Health Unit Report to the Board Dated September 23, 2025, be received.

**CARRIED**

**10.5.4 Renfrew County**

**10.5.4.1 County Council Summary September 2025**

**Resolution No:** 2025-093

**Moved By:** Karen LeClerc

**Seconded By:** Rachel Richer

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

**CARRIED**

**10.5.5 Community Emergency Management Control Group**

None

**11 Administrative Matters**

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

**11.1.1 Deputy Mayor Position**

**Resolution No:** 2023-27

**Moved By:** Chris Dowser

**Seconded By:** Karen LeClerc

WHEREAS Council passed Bylaw 2023-27 appointing a Deputy Mayor for a term of one (1) year and the term expired;

AND WEHEREAS Council passed a resolution extending the term until such a time as Council deemed appropriate.

BE IT RESOLVED THAT extension of the appointment of Councillor Richer as Deputy Mayor is hereby terminated as of October 15, 2025, and the Deputy Clerk be directed to include a provision in the updated procedure bylaw for the appointment of a Deputy Mayor as may be necessary in the absence of the Mayor.

**CARRIED**

#### **11.1.2 Community Consultation – Deputy Mayor**

**Resolution No:** 2025-095

**Moved By:** Chris Dowser

**Seconded By:** Fran Kelly-Chamberlain

WHEREAS Councillor Richer in her role as Deputy Mayor hosted community consultations on October 4th, 2025, on municipal property without the express authority of Council;

BE IT RESOLVED THAT Council does hereby retroactively give permission to Councillor Richer to host such a consultation on October 4, 2025, at the following locations:

Mackey Creek boat launch,  
Stonecliffe landfill,  
Bisset Creek landfill, and  
Deux Rivières boat launch.

#### **11.2 Financial Update/Statement/Quarterly Variance Report**

#### **11.3 Update on Capital Projects**

##### **11.3.1 Report on the Streetlight Project & Mackey Creek Culvert**

The Deputy Clerk advised Council that:

- The Streetlight Project was nearing an end and that final inspections were scheduled for October 16, 2025, after which the lights could be energized.
- There would be no expenses in 2025 related to the Mackey Creek Culvert Replacement Project from Renfrew County and that a "survey" will be completed in the spring of 2026 when the water is low and then the replacement plan/costing will be prepared. Construction would then occur in the spring of 2027.

**12 Leadership Issues**

**12.1 Update to Strategic Plan**

None

**12.2 Five-Year Financial Plan (including Asset Management Plan)**

None

**12.3 New Policy**

None

**12.4 Notice of Motion**

None

**13 Closed Session**

None

**14 Confirmation of Proceedings**

**14.1 Confirmatory Bylaw 2025-18**

**Resolution No:** 2025-096

**Moved By:** Karen LeClerc

**Seconded By:** Fran Kelly-Chamberlain

BE IT RESOLVED THAT By-Law 2025-18 being a bylaw to confirm proceedings of Council at their Special Meeting of October 7 and their Regular Meeting of October 15, 2025, be read and adopted.

**CARRIED**

**15 Adjournment**

Mayor Grills adjourned the meeting at 3:24 P.M.

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Mayor

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Clerk



## **Head, Clara, & Maria Meeting Minutes**

**Special Council Meeting October 29, 2025 - 11:00 AM**

### **The following persons were present:**

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

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

### **Staff/Advisors:**

Wendy Cosgrove, Office Assistant (Electronically)

Leanne Crozier, Deputy Treasurer (E4m - Electronically)

Josh Young, E4m (Electronically)

### **1 Call To Order**

Mayor Grills called the meeting to order at 11:03 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 recited the Vision and Mission 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:** 2025-097

**Moved By:** Rachel Richer

**Seconded By:** Karen LeClerc

BE IT RESOLVED THAT the agenda of the Special Meeting of October 29, 2025, be adopted as amended by adding Mr. Jim Gibson as a delegation to speak about auto extrication.

### **5 Declarations of Disqualifying Interest (Pecuniary)**

### **6 Special Business**

#### **6.1 Adopt Multi-Year Accessibility Plan**

**Resolution No:** 2025-098

**Moved By:** Chris Dowser

**Seconded By:** Rachel Richer

BE IT RESOLVED THAT the Multi-Year accessibility Plan for 2025-2030 be adopted.

#### **6.2 Auto Extrication**

**Resolution No:** 2025-100

**Moved By:** Fran Kelly-Chamberlain

**Seconded By:** Chris Dowser

**BE IT RESOLVED THAT** Council authorizes Mayor Debbi Grills to contact neighbouring municipalities and fire departments to request auto extrication services for the United Townships of Head, Clara and Maria;

**AND THAT** a copy of the correspondence be filed with the municipal records.

#### **6.3 Library Request re: Porta Potty**

**Resolution No:** 2025-101

**Moved By:** Fran Kelly-Chamberlain

**Seconded By:** Karen LeClerc

BE IT RESOLVED THAT Council authorizes the Library to install a porta potty on Township property for Library use during renovations at a location approved by the municipality;

**AND THAT** the Township assumes no responsibility for installation, costs, or

maintenance.

**6.4 Library Request re: Wall Mount for Bell Canada Service Access**

**Resolution No:** 2025-102

**Moved By:** Chris Dowser

**Seconded By:** Fran Kelly-Chamberlain

BE IT RESOLVED THAT Council authorizes the Library to install a wall mount on Township property/building to facilitate Bell Canada service access;  
AND THAT the Township assumes no responsibility for installation, costs, or maintenance.

**6.5 Bylaw 2025-19 Being a Bylaw to Strike Tax Rates for 2025 and to rescind Bylaw 2025-14**

**Resolution No:** 2025-103

**Moved By:** Chris Dowser

**Seconded By:** Rachel Richer

BE IT RESOLVED THAT By-Law 2025-19 being a bylaw to strike tax rates for 2025, and to rescind Bylaw 2025-14, be read and adopted.

**7 Committee of the Whole Working Session (To work on Policy/Plans etc.)**

**7.1 2026 Budget**

The Deputy Treasurer presented an initial draft of the 2026 budget for discussion with Council.

**7.2 Overview of Meeting Management Software**

Council received a brief overview of the functionality and features of the Catalis Meeting Management software.

**8 Adjournment**

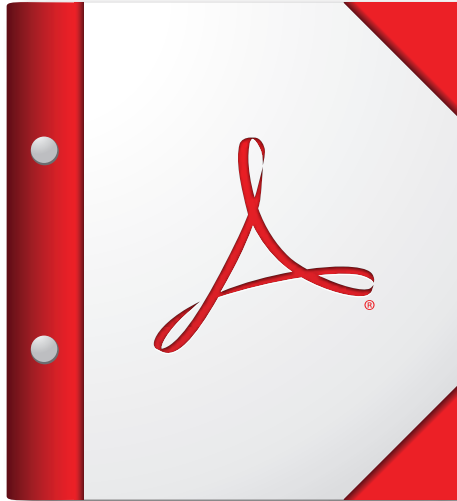
Mayor Grills adjourned the meeting at 3:13 p.m.

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Mayor

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Clerk



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Acrobat X or Adobe Reader X, or later.**

**Get Adobe Reader Now!**



Resolution # 9

### MOTION FORM

**Date:** November 3, 2025

**Moved by:** Lisa Couty

**Seconded by:** Theresa Sabourin

**Whereas**, the use of aerial spraying of glyphosate for forestry poses unacceptable risks of significant biodiversity loss; microbiome and mineral disruption; harmful health effects on wildlife; loss of use of land for recreational, tourism, and hunting/gathering purposes; water contamination; and concerns about the effects on human health;

**And Whereas**, municipalities have a limited ability to address the issue of the aerial spraying of glyphosate, particularly on Crown land, and requires provincial leadership and regulation;

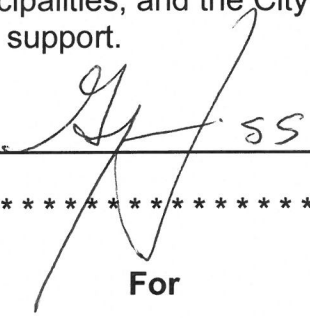
**And Whereas**, the Province of Ontario has a responsibility to protect the environment and public health, and must take action to reduce the harm caused by aerial spraying of glyphosate;

#### **Now Therefore Be It Resolved That:**

1. The Council of the Corporation of the Town of Petawawa urges the Federal and Provincial Governments to take immediate action to end the aerial spraying of glyphosate.
2. The Council of the Corporation of the Town of Petawawa commits to working with the Province of Ontario and other municipalities to advocate for stronger provincial leadership on aerial spraying of glyphosate.

**And Further Be It Resolved,** that a copy of this resolution be forwarded to the following: The Honourable Julie Dabrusin, Minister of Environment and Climate Change; The Honourable Tim Hodgson, Minister of Energy and Natural Resources; The Honourable Marjorie Michel, Minister of Health; The Honourable Todd McCarthy, Minister of Environment, Conservation and Parks; The Honourable Mike Harris, Minister of Natural Resources; The Honourable Sylvia Jones, Minister of Health; Cheryl Gallant, MP Algonquin-Renfrew-Pembroke; Billy Denault, MPP Renfrew-Nipissing-Pembroke; the Federation of Canadian Municipalities; the Association of Municipalities of Ontario; the County of Renfrew and all of its lower-tier municipalities; and the City of Pembroke for their consideration and support.

**Carried:**

 SS

\*\*\*\*\*

**Recorded Vote:**

**For**

**Against**

**Mayor Serviss** \_\_\_\_\_  
**Deputy Mayor Sabourin** \_\_\_\_\_  
**Councillor Carmody** \_\_\_\_\_  
**Councillor Coutu** \_\_\_\_\_  
**Councillor Donovan** \_\_\_\_\_  
**Councillor Driscoll** \_\_\_\_\_  
**Councillor Rutz** \_\_\_\_\_

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*From the Desk of*  
**Billy Denault, MPP**  
*Renfrew-Nipissing-Pembroke*

**November 12, 2025**

**Subject: *APPLY for the POTHOLE PREVENTION AND REPAIR PROGRAM by December 15<sup>th</sup>, 2025***

**Dear Mayors of Renfrew – Nipissing – Pembroke,**

Under the new Pothole Prevention and Repair Program, municipalities with populations of up to 10,000 people can apply for funding to support critical road maintenance and pothole repair.

The Pothole Prevention and Repair Program is designed to support smaller communities that do not have the same capacity or funding base as larger municipalities. Eligible municipalities can receive up to \$38,000 for projects.

Applications for the [Pothole Prevention and Repair Program](#) are now open.

**The deadline to apply is December 12, 2025.**

Additional information can be found on the Government of Ontario website:  
<https://news.ontario.ca/en/release/1006710/ontario-launches-pothole-prevention-and-repair-program>.

Warm regards,

**Billy Denault**  
Member of Provincial Parliament  
**Renfrew-Nipissing-Pembroke**  
613-735-6627 | [billy.denault@pc.ola.org](mailto:billy.denault@pc.ola.org) | [www.billydenaultmpp.ca](http://www.billydenaultmpp.ca)

**Ministry of Transportation**

Highway Operations  
Management Branch  
Special Highway Operations  
Initiatives Office

301 St. Paul Street, 2<sup>nd</sup> Floor  
St. Catharines, Ontario  
L2R 7R4  
Telephone: (905) 396 8142

**Ministère des Transports**

Direction de la gestion des  
opérations routières  
Bureau des initiatives spéciales  
en matière d'opérations  
routières

301, rue St. Paul, 2<sup>e</sup> étage  
St. Catharines (Ontario)  
L2R 7R4  
Téléphone: (905) 396 8142



**Date:** November 10, 2025

**Re: Pothole Prevention and Repair Program Notification**

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The Minister of Transportation recently announced the new Pothole Prevention and Repair Program. This program aims to enhance road safety and reduce vehicle damage due to potholes.

Ontario municipalities with a population of 10,000 or less according to the 2021 Statistics Canada census data are eligible to apply. Our review has identified that your municipality is eligible to apply for the program. For more details about the program, please review the attached *Pothole Prevention and Repair Program Guidelines*.

Applications can be submitted through the [Transfer Payment Ontario](#) portal which will remain open until December 12, 2025. Please note that late submissions will not be accepted.

If you have any questions, please contact [PPRP@ontario.ca](mailto:PPRP@ontario.ca).

Sincerely,

A handwritten signature in blue ink, appearing to read "Tyler Graham".

Tyler Graham  
Manager, Special Highway Operations Initiatives

bc: J. Ranger, Director, Highway Operations Management Branch

# **POTHOLE PREVENTION AND REPAIR PROGRAM**

## **PROGRAM GUIDELINES**

**NOVEMBER 2025**

**Ontario**   
**Ministry of Transportation**



# Pothole Prevention and Repair Program – Program Guidelines

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# Pothole Prevention and Repair Program – Program Guidelines

## Definitions

**Concrete - Pavement** means a rigid pavement structure with an exposed concrete surface and includes concrete shoulders when present. Rigid Pavement are those which include Hydraulic Cement Concrete (HCC) within the pavement structure.

**Double Chip Seal** means two successive single chip seals with different aggregate gradations as per OPSS.MUNI 303.

**Guideline** means these guidelines and requirements entitled “Pothole Prevention and Repair Program Guidelines 2025”.

**Hot Mix Asphalt Patching** means resurfacing localized areas of distressed pavement using Hot Mix Asphalt as per OPSS MUNI 310.

**Letter of Agreement** means an agreement entered between the Ministry and a Municipality, including a host Municipality, which sets out the terms and conditions under which the Ministry agrees to provide dedicated Pothole Prevention and Repair Program funds to the Municipality, including those under these guidelines and requirements, and any amendments to the Letter of Agreement.

**Lower Tier Municipality** under *Ontario's Municipal Act, 2001*, is a town, village, city, township or Municipality which forms part of an upper tier Municipality and which provides local services to residents such as local roads, fire protection, recreation and waste collection.

**Micro-Surfacing** means applying a thin lift of polymer modified asphalt emulsion mix to distressed pavement.as per OPSS MUNI 336.

**Ministry and Minister**, respectively mean the Ministry of Transportation, which is responsible for the administration of the Program and the Minister responsible for the Ministry.

**Municipality** means a municipality created by the Province of Ontario under the *Municipal Act, 2001*.

**Participants** means the eligible Municipalities participating in the Pothole Prevention and Repair Program.

## Pothole Prevention and Repair Program – Program Guidelines

**Program** means the Pothole Prevention and Repair Program administered by the Ministry to provide municipalities with dedicated funds subject to and in accordance with the Letter of Agreement.

**Program Year means** April 1, 2025, to March 31, 2026.

**Reporting Form** means the Pothole Prevention and Repair Program form which the Ministry will provide to participating municipalities.

**Rout and Seal** means routing, cleaning and sealing cracks using hot poured rubberized asphalt sealant compound as per OPSS MUNI 341.

**Scarification** means uniform loosening of the roadway surface to remove damaged areas such as raveling and potholes as per OPSS.MUNI 301.

**Sealing or Resealing of Joints and Cracks in Concrete Pavement and Concrete Base** means sawcutting, cleaning and sealing or resealing cracks in concrete pavement and concrete base as per OPSS MUNI 369.

**Single Surface Treatment** means a single application of bituminous binder followed by a single application of Class 1, Class 2, Class 3, Class 4, Class 5, or Class 6 aggregate as per OPSS.MUNI 304.

**Single Tier Municipality** means that under *Ontario's Municipal Act, 2001*, is a Municipality that is not part of an upper tier Municipality (such as a county or regional Municipality) and is therefore responsible for governance and providing all local government services to its residents.

**Slurry Seal** means applying a homogeneous mixture of emulsified asphalt, fine aggregates, water, mineral filler, and, if required, additive in a cold fluid state on a prepared bituminous surface as per OPSS.MUNI 337.

**Transfer Payment Ontario (TPON)** means the Government of Ontario's official online portal for managing all stages of provincial transfer payments which includes grants, funding programs and contributions that ministries provide to organizations, municipalities and in some cases individuals.

**Unpaved Roadway** means surfaces that are typically existing granular but may include sub grade soil surfaces as per OPSS.MUNI 301.

### What do you need to know prior to participating in the Program?

- ☐ Read the entire Program Guideline
- ☐ Consult with Program advisors if you are unsure your project is in alignment with the Pothole Prevention and Repair Program
- ☐ Confirm you are registered with Transfer Payment Ontario (TPON)
  - TPON Administrator is current
  - Organization's email address is correct
  - External Approvers are linked to the organization

### Program Overview:

#### What is the Pothole Prevention and Repair Program?

As part of the *Reducing Gridlock and Saving You Time Act (RGSYTA)*, the province announced the initiative to support smaller municipalities with pothole prevention. The Pothole Prevention and Repair Program aims to help make Ontario's roads safer and prevent accidents and damage that can occur from potholes. The Program is intended to support smaller municipalities with road maintenance and set standards to help improve road conditions and promote high-quality roadwork across the province. Municipalities receiving Pothole Prevention and Repair Program funds must meet the requirements set out in these Guidelines.

### Program Objectives

The Pothole Prevention and Repair Program has the following objectives:

- To provide funding to smaller municipalities to support critical road preservation and pothole repair
- To promote the adoption of harmonized standards that help improve road conditions, promote sound asset management practices and high-quality roadwork across the province

# Pothole Prevention and Repair Program – Program Guidelines

## Funding Model

The Pothole Prevention and Repair Program will follow an allocation-based implementation model. Municipalities can receive up to \$38,000 to cover eligible expenses.

## Program Timelines

Item	Time Frame	Note
Program Launch	<b>November 10, 2025</b>	<ul style="list-style-type: none"><li>• TPON is available and open for applications.</li><li>• New applicants must create a My Ontario Account. <a href="#">My Ontario Account</a> This may take up to five business days</li></ul>
Application Deadline	<b>December 12, 2025</b>	<ul style="list-style-type: none"><li>• Ministry Program Advisors are available during the application period for Program consultations and the <a href="#">Transfer Payment Ontario Client Care</a> are available to respond to questions about the TPON system.</li><li>• Applicants are responsible for submitting complete applications.</li><li>• <b><u>IMPORTANT</u></b>: Late applications will not be accepted</li></ul>
Compliance Reporting Deadline	<b>December 1, 2025, to January 30, 2026</b>	<ul style="list-style-type: none"><li>• Applicants to submit:<ul style="list-style-type: none"><li>• 2024 Asset Management Plan</li><li>• Most recent Pavement Condition Report</li><li>• Confirmation of 2024 Financial Information Return submission to Ministry of Municipal Affairs and Housing</li></ul></li></ul>
Final Reporting Deadline	<b>December 1, 2025, to April 17, 2026</b>	<ul style="list-style-type: none"><li>• Applicants are required to conform with the reporting requirements to qualify for participation in future Program years</li></ul>

## Eligibility Requirements

Eligible applicants must be:

- Single and Lower Tier Municipalities with a jurisdiction over municipal roads having a population of up to 10,000 according to the 2021 Statistics Canada census data
- Not in default of the terms and conditions of any grant or loan agreement with any ministry or agency of the Government of Ontario

The eligibility requirements for funds will be determined in accordance with these guidelines and requirements and at the sole discretion of the Ministry. Municipalities should consult with Ministry staff to determine if proposed expenditures do not fall within the definitions of these Guidelines.

The Pothole Prevention and Repair Program requires that municipalities use asset management best practices and incorporate standardized construction and materials specifications prescribed by MTO.

## Eligible Expenditures

Eligible projects and expenditures are those that are directed towards pothole repair and preventative maintenance of municipal roads and use one or a combination of the following methods:

### Pothole Prevention Strategies

- Rout and Seal
- Micro-Surfacing
- Slurry Seal
- Single Surface Treatment
- Double Chip Seal, and
- Granular In-Fill and Grading, Drainage and Stabilization of Unpaved Roadways

### Pothole Repair Strategies

- Hot Mix Asphalt Patching of Flexible Pavement
- Scarification and Grading of Unpaved Roadways
- Concrete – Pavement and Joint Seal Repairs

## Pothole Prevention and Repair Program – Program Guidelines

### **Eligible expenditures include, but are not limited to:**

- Purchase and delivery of materials required for the project
- Project design related to preservation and repair works where repairs are completed between the period of April 1, 2025, and March 31, 2026
- Labour for construction and repairs
- Municipal owned equipment to be reimbursed at OPSS 127 Rates
- Updating Pavement Condition Reports if prepared by an external consultant

Eligible expenditures are only considered if they have been incurred between April 1, 2025, and March 31, 2026.

### **Ineligible Expenditures**

- Costs not associated with eligible pothole prevention and repair works
- Costs incurred before April 1, 2025, or after March 31, 2026
- Costs associated with feasibility studies and design work for projects that will not be completed for the current fiscal year
- Administrative costs
- Audit and financial reporting costs

Please note that the above list is not exhaustive. Municipalities are encouraged to consult with Ministry staff for guidance or advice on whether a specific expense is eligible or not.

A Municipality receiving dedicated Program funds must ensure that all funds received, and any related interest, are used exclusively towards eligible expenditures unless otherwise approved in writing by the Ministry.

### **Post Application Evaluation Review**

Applicants will be required to:

- Sign a funding agreement with the Ministry, outlining the terms and conditions for receiving funding. No funding disbursements will be made until funding agreements are executed and all conditions for funding have been satisfied.
- Carry and provide proof of insurance as outlined in the funding agreement
- Maintain all receipts and records for auditing purposes
- Maintain all permits and approvals in good standing
- Abide by all reporting requirements noted in the funding agreement

## Reporting Requirements

MTO requires submission of the following information to inform future development of the Program, ensure effective administration and monitor performance of the Program

For Municipalities to qualify for participation in future Program years the reporting requirements below must be met to the satisfaction of MTO:

### **Compliance Report Requirements (no later than January 30, 2026):**

- Submit a copy of the Municipality's 2024 Asset Management Plan
- Submit a copy of the Municipality's most recent Pavement/Road Condition Report
- Submit confirmation of submission of the Municipality's 2024 Financial Information Return to MMAH
- Number of pothole complaints received in the 2024 and 2025 calendar years, as available
- Additional information as requested by the Ministry

### **The Final Report shall contain the following (no later than April 17, 2026):**

- Quantitative data on road maintenance supported by this Program that municipalities carried out, including the number of kilometres maintained and number of potholes repaired
- Project details and activities or materials related to the use of the fund. Examples of accepted documentation:
  - Contracts and drawings
  - Invoices and payment certificates
  - Post construction report
  - Purchase and delivery of assets or supplies
- Other activities that achieve the Program's objectives

Municipalities are advised to carefully verify all data before submitting their reporting forms to ensure all information provided is accurate. Municipalities are also encouraged to contact the Ministry if they require any guidance or assistance in completing these reports.

This reporting provides the Ministry valuable data ensuring due diligence and demonstrating the efficacy of the Program through measurement of key performance metrics. Submission of this data is paramount as it will inform future development and funding of the Program.



## Communications

Unless the Ministry otherwise approves in writing, a Municipality receiving dedicated Program funds will be required to acknowledge the support of the Ministry in a form and manner as directed by the Ministry. A Municipality will be required to give a minimum of thirty (30) days written notice to the Ministry regarding any planned local dedicated Program funding communication or recognition event, or both. The Municipality will also be required to provide the Ministry with detailed information regarding such communication or event.

The Ministry and a Municipality receiving dedicated Program funds will, at all times, remain independent of each other and will not represent themselves to be the agent, joint venturer, partner or employee of the other. Neither the Municipality nor the Ministry will be allowed to make representations or take actions that could establish or imply any apparent relationship of agency, joint venture, partnership or employment. In addition, neither the Municipality nor the Ministry will be bound in any manner whatsoever by any agreements, warranties or representations made by any of them to any other person or entity, with respect to any other action of the other.

If the Municipality publishes any material of any kind, written or oral, relating to Program funds provided or acquired with dedicated Program funds, the Municipality will indicate in the material that the views expressed in the material are the views of the Municipality and do not necessarily reflect those of the Ministry.

## Who do I contact for more information?

- If you have any accommodation requests, require alternative formats, or have any Program-specific inquiries related to the Pothole Prevention and Repair Program via email at: [PPRP@ontario.ca](mailto:PPRP@ontario.ca)
- For questions related to the TPON system, please contact TPON Client Care at 1-855-216-3090 Monday to Friday from 8:30 a.m. to 5:00 p.m. EST, or by email at [TPONCC@ontario.ca](mailto:TPONCC@ontario.ca)

## How To Apply

The Transfer Payment Ontario system is your one-window access to apply for funding, check the status of your application, e-approve documents and submit reports. The Government of Ontario is changing the way public users access secure government services, including TPON.

# Pothole Prevention and Repair Program – Program Guidelines

## My Ontario Account Set-Up

You are required to create a My Ontario Account for secure access to TPON.

New users to the TPON system start by creating a My Ontario account. For further information, see the Creating a My Ontario Account guide and video in preparation for creating your My Ontario Account. Applicant organizations should ensure they know the email address that is associated with their TPON account.

Please note that the information you provide for registration (such as address, contact information, etc.) will be automatically filled into the application form for the Pothole Prevention and Repair Program.

The application may be downloaded and completed offline and then upload to complete the application process. Please refer to TPON for instructions on how to submit the application.

Please note that participants will need to complete the supplier registration and application in TPON for direct deposit of funding payments.

## Submit the application form

Once you are registered and have access to TPON, the next step is to submit the application form online by following these steps:

1. Log into TPON
2. Click on “Submit for Funding” and select the “Pothole Prevention and Repair Program”
3. Review or complete sections in the online form per the guidelines.
4. Submit the application form

When you submit your application, you will receive a confirmation email. If you have not received a confirmation email within 48 hours of your submission, please call TPON Client Care at 1-855-216-3090.

## Transfer Payment Ontario Client Care

Please refer to the “Get Help” section of [Ontario.ca/GetFunding](https://ontario.ca/GetFunding).

If you have any technical questions or issues during this process, they must be directed to TPON Client Care at 1-855-216-3090 Monday to Friday from 8:30 a.m. to 5:00 p.m. EST, or by email at [TPONCC@ontario.ca](mailto:TPONCC@ontario.ca).

# Pothole Prevention and Repair Program – Program Guidelines

## **For Program-specific inquiries**

For questions related to the Pothole Prevention and Repair Program and the Program guidelines, please contact: [PPRP@ontario.ca](mailto:PPRP@ontario.ca).

November 19, 2025

**Re: Impacts of Provincial Bill 60 on Tenants in Hamilton - REVISED**

Hamilton City Council, at its meeting held on Wednesday, November 19, 2025, passed the following resolution:

Item 9.3 of the General Issues Committee Minutes 25-016:

**9.3 Impacts of Provincial Bill 60 on Tenants in Hamilton - REVISED**

WHEREAS, on October 23, the Provincial government introduced Bill 60, Fighting Delays, Building Faster, which seeks to weaken rent control and make rental tenure less secure;

WHEREAS, Council has introduced bylaws and policies to protect tenants from renovictions and to strengthen protections for tenants;

WHEREAS, Council has enacted new legislation to improve property standards, ensure health and safety in apartment buildings, and implement an Adequate Temperature Bylaw to address the impacts of extreme heat;

WHEREAS, the majority of residents living in Wards 1, 2, 3, 4, and 5 are tenants; approximately one third of all City residents rent their homes; and tenant populations in suburban and rural Wards are growing rapidly;

WHEREAS, through Ward 2 Tenant Town Halls, the Ward 2 Tenant Survey, and the Ward 2 Tenant Council, tenants have expressed anxiety about rental tenancy and rent control including the impacts they've faced since the Provincial government changed legislation in 2018 to eliminate it;

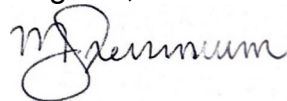
WHEREAS, the Provincial government has suggested it will backtrack on some parts of its proposed legislation but has not confirmed what the impact will be, what will be changed, or how this legislation will be implemented; and,

WHEREAS, a similar motion, entitled Impacts of Provincial Legislation that Weakens Rental Protections was passed by the City of Toronto's Executive Committee on November 4, 2025.

THEREFORE, BE IT RESOLVED:

- (a) That the Mayor, on behalf of City Council, inform the Government of Ontario and all Hamilton Members of Provincial Parliament of its opposition to changes to the *Residential Tenancies Act* in Bill 60 and the weakening of tenant rights including contemplated changes to “security of tenure” or a further weakening of rent control;
- (b) That the General Issues Committee direct the City Solicitor to work with the Hamilton Legal Clinic and report back in Q1 2026 through a Closed Session Information Report to review legal options and provide advice to protect renters and challenge the provisions of Bill 60, including potential Charter protections;
- (c) That staff from the Housing Services Division report back to the General Issues Committee, through an Information Report and presentation, on the potential impact of Bill 60 including changes to “security of tenure” and rent control, in Q4 2025; and
- (d) That this resolution be circulated to AMO, FCM and all Ontario municipalities.

Regards,



Matthew Trennum  
City Clerk

cc.

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*From the Desk of*  
**Billy Denault, MPP**  
*Renfrew-Nipissing-Pembroke*

November 21, 2025

Dear Mayors & Community Stakeholders of Renfrew – Nipissing – Pembroke,

**SUBJECT: EXPERIENCE ONTARIO 2026 IS NOW OPEN FOR APPLICATIONS!**

Our government is pleased to announce the launch of the Experience Ontario 2026 program for festivals and events taking place between April 1, 2026 – March 31, 2027.

The application period is now open – applications will be accepted until **December 16, 2025, at 4:00 p.m.**

This year, the Experience Ontario program includes a brand-new Capacity Building stream, with funding support specifically designed for new, first-time festivals and events in our province.

Festival and event organizers continue to develop and deliver exciting programming in communities across the province. Your many efforts attract visitors to explore all that Ontario has to offer, boosting local and regional economies while celebrating the diverse identities and cultures that make our province a special place to live, work and play.

Experience Ontario is a competitive funding program to support eligible in-person festivals and events that will have an economic impact and generate increased visitor spending. Applications will be measured against program criteria and there is **no guarantee of funding, including for past recipients**. Any applications received after the deadline will not be considered for funding.

Information about the program and how to apply is available at [Ontario.ca](https://ontario.ca). Please also see the [Experience Ontario 2026 Application Guide](#). [Regional development advisors](#) are available to discuss your event proposal, or you can email your questions to [ExperienceOntario@ontario.ca](mailto:ExperienceOntario@ontario.ca).

Warm regards,

**Billy Denault**  
Member of Provincial Parliament  
**Renfrew-Nipissing-Pembroke**  
613-735-6627 | [billy.denault@pc.ola.org](mailto:billy.denault@pc.ola.org) | [www.billydenaultmpp.ca](http://www.billydenaultmpp.ca)



## THE CORPORATION OF THE TOWN OF LAURENTIAN HILLS

34465 HIGHWAY NO. 17, POINT ALEXANDER, R. R. # 1, DEEP RIVER, ONTARIO K0J 1P0

November 20, 2025

The Right Honourable Mark Carney  
Office of the Prime Minister  
80 Wellington Street  
Ottawa, ON K1A 0A2  
[PM@pm.gc.ca](mailto:PM@pm.gc.ca)

Dear Prime Minister;

By their resolution attached the Council of the Town of Laurentian Hills does endorse the resolution from the Town of Deep River regarding the development of Canadian designed CANDU reactors, associated medical isotopes and small modular reactors.

Yours truly,

Sherry Batten  
Chief Administrative Officer/Clerk

cc

[doug.fordco@pc.ola.org](mailto:doug.fordco@pc.ola.org)  
[jlawrie@kincardine.ca](mailto:jlawrie@kincardine.ca)  
[clerks@pickering.ca](mailto:clerks@pickering.ca)  
[clerk@northumberland.ca](mailto:clerk@northumberland.ca)  
[vkennedy@southbruce.ca](mailto:vkennedy@southbruce.ca)  
[linda.sullivanbrown@fundyshores.ca](mailto:linda.sullivanbrown@fundyshores.ca)  
[kzamojski@arnprior.ca](mailto:kzamojski@arnprior.ca)  
[cerrett@renfrew.ca](mailto:cerrett@renfrew.ca)  
[annetteg@eganville.com](mailto:annetteg@eganville.com)  
[clerk@greatermadawaska.com](mailto:clerk@greatermadawaska.com)  
[hdillabough@hortontownship.ca](mailto:hdillabough@hortontownship.ca)  
[dsauriol@lvtownship.ca](mailto:dsauriol@lvtownship.ca)  
[resolutions@amo.on.ca](mailto:resolutions@amo.on.ca)  
[mcannon@mcnabbraeside.com](mailto:mcannon@mcnabbraeside.com)  
[cao@nalgona.wil.com](mailto:cao@nalgona.wil.com)  
[jmellon@deeperiver.ca](mailto:jmellon@deeperiver.ca)

[clerks@clarington.net](mailto:clerks@clarington.net)  
[clerk@porthope.ca](mailto:clerk@porthope.ca)  
[clerk@brucecounty.on.ca](mailto:clerk@brucecounty.on.ca)  
[gdombroski@countyofrenfrew.on.ca](mailto:gdombroski@countyofrenfrew.on.ca)  
[clerks@peterborough.ca](mailto:clerks@peterborough.ca)  
[admin@pinawa.com](mailto:admin@pinawa.com)  
[choward@petawawa.ca](mailto:choward@petawawa.ca)  
[cao@admastonbromley.com](mailto:cao@admastonbromley.com)  
[clerk-treasurer@blrtownship.ca](mailto:clerk-treasurer@blrtownship.ca)  
[clerk@headclaramaria.ca](mailto:clerk@headclaramaria.ca)  
[tgorgerat@khrtownship.ca](mailto:tgorgerat@khrtownship.ca)  
[corpserv@durham.ca](mailto:corpserv@durham.ca)  
[info@fcm.ca](mailto:info@fcm.ca)  
[cmiller@whitewaterregion.ca](mailto:cmiller@whitewaterregion.ca)  
[billy.denault@pc.ola.org](mailto:billy.denault@pc.ola.org)



THE CORPORATION OF THE TOWN OF  
**LAURENTIAN HILLS**

34465 HIGHWAY NO. 17, POINT ALEXANDER, R.R. # 1, DEEP RIVER, ONTARIO K0J 1P0

Moved by:

P. Blimkie

Resolution No. 210 -25

Seconded by:

L. Hill

Date: 18 November 2025

**Be it Hereby Resolved That:**

the resolution from the Town of Deep River in support of Canadians for CANDU movement for the future use and the development of Canadian nuclear energy, particularly Canadian designed CANDU Reactors, associated medical isotopes, and Small Modular Reactors be;

filed

endorsed

Carried / Defeated

Anne Beaudin  
Mayor

**From:** [Thibeau, Celeste](#)  
**To:** [City of Pembroke, Mayor – Ron Gervais](#); [North Algona Wilberforce Township, Mayor – James Brose](#); [Town of Arnprior, Mayor – Lisa McGee](#); [Town of Deep River, Mayor – Suzanne D'Eon](#); [Town of Laurentian Hills, Mayor – Anne Giardini](#); [Town of Petawawa, Mayor – Gary Serviss](#); [Town of Renfrew, Mayor – Tom Sidney](#); [Township of Admaston/Bromley, Mayor – Michael Donaghue](#); [Township of Bonnechere Valley, Mayor – Jennifer Murphy](#); [Township of Brudenell, Lyndoch & Raglan, Mayor – Valerie Jahn](#); [Township of Greater Madawaska, Mayor – Rob Weir](#); [Debbi Grills](#); [Township of Horton, Deputy Mayor - Daina Proctor](#); [Township of Killaloe, Hagarty and Richards, Mayor – Dave Mayville](#); [Township of Laurentian Valley, Mayor – Steve Bennett](#); [Township of Madawaska Valley, Mayor – David Shulist](#); [Township of McNab/Braeside, Mayor – Lori Hoddinott](#); [Township of South Algonquin, Mayor – Ethel LaValley](#); [Township of Whitewater Region, Mayor – Neil Nicholson](#); [Enterprise Renfrew County](#); [Pembroke BIA \(Betha Summers\)](#); [Renfrew BIA](#); [Renfrew Chamber of Commerce](#); [Renfrew County Community Futures Development Corporation](#); [Renfrew County Community Futures Development Corporation](#); [Renfrew County Economic Development \(Melissa Marquardt\)](#); [Upper Ottawa Valley Chamber of Commerce \(Kelly Hollihan\)](#)  
**Cc:** [City of Pembroke, CAO – David Unrau](#); [North Algona Wilberforce Township, CAO Clerk – Luke Dejardins](#); [Town of Arnprior, CAO – Robin Paquette](#); [Town of Deep River, CAO – Sean Patterson](#); [Town of Laurentian Hills, CAO/Clerk – Sherry Batten](#); [Town of Petawawa, CAO – Colin Howard](#); [Town of Renfrew, CAO – Gloria Raybone](#); [Township of Admaston/Bromley, Clerk – Jennifer Charkavi](#); [Township of Bonnechere Valley, CAO – Annette Gilchrest](#); [Township of Brudenell, Lyndoch & Raglan, Clerk/Treasurer – Virginia Phanenhour](#); [Township of Greater Madawaska, CAO - Renee Mask](#); [HCM Clerk-Treasurer](#); [Township of Horton, CAO – Hope Dillabough](#); [Township of Killaloe, Hagarty and Richards, CAO/Clerk – Tammy Gogerat](#); [Township of Laurentian Valley, CAO – Dean Sauriol](#); [Township of Madawaska Valley, CAO – Sue Klatt](#); [Township of McNab/Braeside, CAO – Mandy Cannon](#); [Township of South Algonquin, CAO -Clerk/Treasurer – Bryan Martin](#); [Township of Whitewater Region, CAO – Ivan Burton](#)  
**Subject:** Experience Ontario 2026 is Now Open for Applications!  
**Date:** November 21, 2025 10:13:23 AM  
**Attachments:** [2025-11-21, Letter to Mayors & Community Stakeholders, Experience Ontario 2026 Open for Applications.pdf](#)

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Dear Mayors & Community Stakeholders of Renfrew – Nipissing – Pembroke,

On behalf of MPP Billy Denault, we wanted to share with you the launch of the Experience Ontario 2026 program for festivals and events taking place between April 1, 2026 – March 31, 2027.

The application period is now open – applications will be accepted until **December 16, 2025, at 4:00 p.m.**

**Information about the program and how to apply is available at [Ontario.ca](https://ontario.ca).**

Please also see the [Experience Ontario 2026 Application Guide](#).

[Regional development advisors](#) are available to discuss your event proposal, or you can email your questions to [ExperienceOntario@ontario.ca](mailto:ExperienceOntario@ontario.ca).

*Celeste Thibeau*

Administrative Assistant  
MPP Billy Denault  
Renfrew-Nipissing-Pembroke

84 Isabella Street, Unit 6  
Pembroke, ON K8A 5S5  
613-735-6627



**DATE:** November 18, 2025

**MEMORANDUM TO:** Ontario Corps Partners and Community Emergency Management Coordinators

**SUBJECT:** FPT Meeting on Emergency Management

Dear partners,

Last week I had the honour of co-chairing the Federal-Provincial-Territorial ministers meeting responsible for emergency management in Toronto. I am writing to highlight the collaborative efforts underway among leaders across Canada to protect Ontario and all of Canada. The meeting served as a platform to advance coordinated approaches to emergency management, engaging government and Indigenous leadership in meaningful dialogue and shared action.

Throughout our discussions, we addressed challenging topics with purpose – lessons learned from this summer's significant wildland fire season, civilian response capabilities, communications infrastructure and our approach to the renewal of our national emergency management strategy. Many of us also highlighted our own volunteer-based initiatives, such as Ontario Corps, to build opportunities for a pan-Canadian approach to civilian involvement through work with volunteers and partner organizations.

We also launched the call for nominations for the [Emergency Management Exemplary Service Award](#), which will run until April 30, 2026. This prestigious award recognizes individuals and groups for their work to prevent, prepare for, respond to and recover from emergencies. If you have someone in Ontario that you would like to nominate, visit [Ontario.ca/EMESA](#).

These discussions reinforced that emergency management is a national priority, reflecting a shared commitment among all partners to protect communities and strengthen resilience across Canada.

As this work progresses, we remain committed to keeping all partners informed and engaged, ensuring transparency and continued collaboration across all levels of government and Indigenous leadership. I look forward to continuing this important work together in the months ahead.

Sincerely,

A handwritten signature in dark ink, appearing to read "Jill Dunlop".

The Honourable Jill Dunlop  
Minister of Emergency Preparedness and Response

# THE CORPORATION OF THE TOWN OF DEEP RIVER

P.O. BOX 400 • 100 DEEP RIVER ROAD • DEEP RIVER, ONTARIO K0J 1P0  
Tel: (613) 584-2000 • www.deepriver.ca • Fax: (613) 584-3237



November 12, 2025

To: The Right Honourable Mark Carney, Prime Minister of Canada  
The Honourable Doug Ford, Premier of Ontario  
Municipality of Clarington, Ontario, Member of CANHC  
Municipality of Kincardine, Ontario, Member of CANHC  
Municipality of Port Hope, Ontario, Member of CANHC  
Municipality of Pickering, Ontario, Member of CANHC  
District of Pinawa, Manitoba, Member of CANHC  
Region of Durham, Ontario, Member of CANHC  
County of Bruce, Ontario, Member of CANHC  
Northumberland County, Ontario, Member of CANHC  
Renfrew County, Ontario, Member of CANHC  
South Bruce, Ontario, Member of CANHC  
Peterborough, Ontario, Member of CANHC  
Rural Community of Fundy Shores, Ontario, Member of CANHC  
Municipalities of Renfrew County

Re: Support For the Future Use and Deployment of Canadian Nuclear Energy.

Please be advised the following Resolution of the Council of the Town of Deep River was passed at the October 22, 2025 Regular Meeting of Council, in support of the Canadians for CANDU movement for the future use and deployment of Canadian nuclear energy, particularly Canadian designed CANDU Reactors, associated medical isotopes, and Small Modular Reactors.

## 4.3.1 Canadians for CANDU

### **RESOLUTION 2025 295**

**MOVED BY:** Mayor D'Eon

**SECONDED BY:** Councillor Hughes

**WHEREAS** *Canadians for CANDU* is an advocacy group of Canadian business, science, education and indigenous leaders with a mission to secure Canada's clean energy future through further adoption of CANDU technology; and



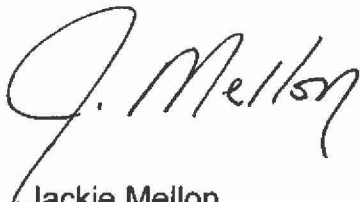
**WHEREAS** deploying safe, effective and efficient Made-in-Canada CANDU technology can help secure our energy independence and support a cleaner, healthier and more prosperous future for Canadians;

**THEREFORE BE IT RESOLVED THAT** as representatives of the thousands of our residents who have worked as employees of AECL's Chalk River Laboratories, and been instrumental in the development of the CANDU design, and maintenance of CANDU technology around the world, the Town of Deep River is proud to join *Canadians for CANDU* ambassadors Jean Chretien, former Prime Minister of Canada and Mike Harris, Former Premier of Ontario, and the dozens of business leaders who have signed onto the *Canadians for CANDU* movement to support the future use and deployment of Canadian nuclear energy, particularly Canadian designed CANDU Reactors, associated medical isotopes and SMRs; and

**FURTHER THAT** this Resolution be forwarded to the County of Renfrew, all Municipalities in Renfrew County, all Members of CANHC, the Federation of Canadian Municipalities, the Association of Municipalities of Ontario, the Premier of Ontario, and the Prime Minister.

**CARRIED**

Best Regards,

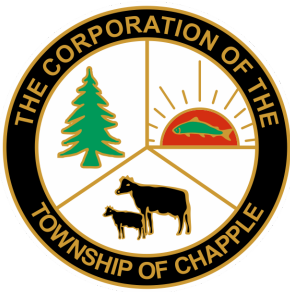
A handwritten signature in black ink, appearing to read 'J. Mellon', with a stylized, flowing script.

Jackie Mellon  
Clerk  
Town of Deep River

P: (613) 584-2000, ext. 128

E: [jmellon@deepriver.ca](mailto:jmellon@deepriver.ca)





# The Corporation of the Township of Chapple

P.O. Box 4, Barwick, Ontario P0W 1A0 CANADA

Phone: (807) 487-2354  
www.chapple.on.ca

Fax: (807) 487-2406  
CAO@chapple.on.ca

November 12, 2025

Sent via email: [resolutions@amo.on.ca](mailto:resolutions@amo.on.ca)

Association of Municipalities of Ontario (AMO)  
800 – 155 University Avenue  
Toronto, ON M5H 3B7

## RE: Elect Respect Pledge

Please be advised that at its Regular meeting on November 12, 2025, Council of the Township of Chapple passed the following resolution:

**RES-173-2025**

**Moved by: Vaughan Wilson**

**Seconded by: Trish Neilson**

Be it resolved that the correspondence from the Township of Southgate regarding the Elect Respect pledge; be received and supported as outlined below:

Whereas democracy is healthy when everyone is able to participate fully and safely and contribute to the well-being of their community; and

Whereas we are witnessing the dissolution of democratic discourse and respectful debate across all levels of government and in neighbouring jurisdictions; and

Whereas Ontario's municipally elected officials and municipal staff are dealing with increasingly hostile, unsafe work environments facing threats and harassment; and

Whereas social media platforms have exacerbated disrespectful dialogue, negative commentary, and toxic engagement which disincentivizes individuals, especially women and candidates from diverse backgrounds from running for office; and

Whereas better decisions are made when democracy is respectful and constructive and the voices of diverse genders, identities, ethnicities, races, sexual orientation, ages and abilities are heard and represented around municipal council tables; and

Whereas the Association of Municipalities of Ontario's Healthy Democracy Project has identified concerning trends with fewer people voting in local elections and running for municipal office; and

Whereas in 2024, female elected representatives from across Halton formed a group called H.E.R. (Halton Elected Representatives) which pledged to speak out against harassment and negativity in politics and called on elected officials to uphold the highest standards of conduct; and

Whereas H.E.R. Halton has launched a campaign called Elect Respect to promote the importance of healthy democracy and safe, inclusive, respectful work environments for all elected officials and municipal staff that encourages individuals to participate in the political process.

Now Therefore Be It Resolved That the Council of the Township of Chapple supports the Elect Respect pledge and commits to:

- Treat others with respect in all spaces—public, private, and online
- Reject and call out harassment, abuse, and personal attacks,
- Focus debate on ideas and policies, not personal attacks,
- Help build a supportive culture where people of all backgrounds feel safe to run for and hold office,
- Call on relevant authorities to ensure the protection of elected officials who face abuse or threats, and
- Model integrity and respect by holding one another to the highest standards of conduct; and

Be It Further Resolved That the Township of Chapple Council calls on elected officials, organizations and community members to support the Elect Respect campaign and sign the online pledge at [www.electrespect.ca](http://www.electrespect.ca); and

Be It Further Resolved That a copy of this resolution be sent to the Association of Municipalities of Ontario, the Federation of Canadian Municipalities, MP Doug Shipley and MPP Hon. Doug Downey, the Ontario Provincial Police, and all Ontario Municipalities.

Cindy Nielson  
CAO Clerk-Treasurer  
Township of Chapple

What is happening in Head Clara and Maria that has resulted in yet another staff member resigning this week?

In the last 6 months the Hall Caretaker, the Roads Supervisor and this week the Waste Collection/Attendant have all resigned, the Clerk is on medical leave and the other full time member of the office staff is working from home.

The only staff remaining are part time office staff, and of course the office is mostly closed since May due to a contracted renovation disaster which has been budgeted at \$400,000 or ~\$3,000 for every residence in the townships.

The Township is being run by an outside organization (E4M- Expertise for Municipalities) for the Clerk and Treasurer roles, in addition they supply Integrity Commissioner Services and through a partnership with Wishart Law they supply Municipal Lawyer service as well.

Has Council decided to outsource the Municipal Office and Municipal Staff?

Council needs to take ownership of these issues and provide some information to the public on the current state of affairs instead of hiding their heads in the sand and denying everything.

Ernie Villeneuve Jr.



# Council Member Committee/Local Board Report

**Council Member:** Councillor Kelly-Chamberlain

**Report Date:** 2025-05-08

**1. Committee Name**  
**Library Board**

**2. Purpose of the Committee/Local Board** (Provide a brief description of the committee's mandate, mission, or primary objectives.):

**Mission Statement**

**Head, Clara & Maria Public Library exists to promote intellectual growth and improvements in the quality of life through library materials and services that meet the unique needs of this widely dispersed rural community**

**Vision Statement**

**The Head Clara Public Library is a leader in celebrating lives through knowledge and information.**

**The library provides accessible service.**

**The library is a recognized contributor to the high quality of life in the community through exceptional services and valued partnership.**

**3. Recent Meetings**

- **Date(s) of Meeting(s)** Nov.6<sup>th</sup>/2025
- **Topics Discussed:**
  - The Board is discussing how the donated money in Marlene Gibson's name will be used to commemorate all that she did for the library over the past 20 years or more.

Coffee mornings are starting up again. The next one is Nov.24<sup>th</sup>

- **Decisions Made** (List key decisions, approvals, or recommendations made by the committee.):

#### 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.): The issue of the CRA account was discussed again. The board asked if any further information has come out when the Clerk called the OLS. The board can not apply for any grants or give out tax receipts for donations until we have a CRA number.
- **Budgetary/Financial Considerations** (Outline any impacts on municipal budgets or funding needs related to committee activities.):  
The board is still waiting for Revenue & Expense Reports
- **Policy/Bylaw Impacts** (Identify any policy changes or bylaw implications from the committee's work.): [OBJ] Policies are being reviewed and updated at every meeting until all have been completed.

#### 6. Upcoming Meetings

- **Next Meeting Date:** Dec.2<sup>nd</sup> 2025
- **Planned Agenda Items** (Highlight key topics for upcoming discussions.):  
To discuss the May madness event

#### 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.)



# Council Member Committee/Local Board Report

**Council Member:** Councillor Dowser

**Report Date:** 2025-11-12

## 1. Committee Name Upper Ottawa Valley Police Services Board

**Purpose of the Committee/Local Board** (Provide a brief description of the committee's mandate, mission, or primary objectives.): **To provide adequate and effective policing**

## 2. Recent Meetings

- **Date(s) of Meeting(s):** July 4, November 7th
- **Key Topics Discussed:** Terms of Reference, Strategic Plan, Structure and 2026 Budget. Request for quote from Detachment Commander
- **Decisions Made** (List key decisions, approvals, or recommendations made by the committee.): Adoption of Terms of Reference and Procedural By-Law. Strategic Plan to be created for 2026, a 1 yr term to coincide with Council Rep. term. 2026 Draft Budget agreed to. Quote for Detachment Commander to be created by the Secretary and Chair

## 3. Progress on Initiatives

- **Ongoing Projects/Tasks** (Summarize progress on key initiatives or projects the committee is overseeing; Mention timelines, milestones achieved, or challenges faced.): Continuing structure discussions (Community Representative, Provincial appointee) as no guidance from Province
- **New Initiatives** (Highlight any new initiatives that the committee has started or proposed.): Click or tap here to enter text.

#### 4. Implications for Council

- **Items Requiring Council Attention** (List any decisions or input required from Council.): None
- **Budgetary/Financial Considerations** (Outline any impacts on municipal budgets or funding needs related to committee activities.):  
For HCM budget discussions a PSB reserve of \$5000 is requested.
- **Policy/Bylaw Impacts** (Identify any policy changes or bylaw implications from the committee's work.): [Click or tap here to enter text.](#)

#### 5. Upcoming Meetings

- **Next Meeting Date:** 2025-12-05
- **Planned Agenda Items** (Highlight key topics for upcoming discussions.):  
2026 Budget adoption, Community Representative, Provincial Representative,  
2026 Meeting Dates

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

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

#### 7. Recommendations to Council (if applicable):

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

**None**



# Council and Committee Monthly Summary

## October 2025

Below you will find highlights of the County of Renfrew County Council and Committee meetings held October 8 and October 22, 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 [October 8, 2025](#) and [October 22, 2025](#) meetings are on YouTube.

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## Warden's Address

### Key highlights

- Warden Peter Emon celebrated the success of the Renfrew County Municipal Day Event on September 24. He noted it was wonderful to see so many residents, staff, and service partners come together. He thanked everyone who attended, and also staff, who organized a fun and educational experience for children and adults alike.
- The Warden congratulated the recipients of the Upper Ottawa Valley Chamber of Commerce Business Excellence Awards, including former member of provincial parliament, John Yakabuski, for receiving the lifetime achievement award.
- He highlighted a visit from Klaus Meyer, a paramedic from Germany who spent several days with the County of Renfrew Paramedic Service. He noted Klaus joined the team for ride-alongs, toured our paramedic bases, and had the opportunity to witness the Sierra Team in action. The visit was not only a chance to display the unique challenges and innovative approaches we employ in delivering paramedic care across our county, it was also a meaningful opportunity for research collaboration and partnership building, Warden Emon added.
- Warden Emon celebrated recent graduates of the Rural Ontario Institute (ROI) 2025 Rural Change Makers - a group of 22 young leaders from across rural and northern Ontario. Among them are several from Renfrew County, including Abbie Lakhan (Petawawa), Christina Raddatz (Douglas), Rachel Richer (Laurentian Hills), and Sarah Richer (Eganville). These individuals are making meaningful contributions to their communities, and their involvement in this program speaks volumes about the future of rural leadership.
- He highlighted the ongoing advocacy efforts through the Eastern Ontario Wardens' Caucus (EOWC) as [Parliament Hill Advocacy Day](#) was held on October 21 with meetings with federal officials and Members of Parliament to discuss urgent priorities impacting the 103 small urban and rural eastern Ontario communities that make up the EOWC.

## Delegations

- At the October 8 session of County Council Nick Gooderham, General Manager at Ottawa Valley Forest, provided an [update](#) on Ottawa Valley Forest Inc. (OVFI). Established in 1998, OVFI is a forest management company owned by a consortium of local wood processors and logging contractors. It holds the Sustainable Forest Licence for the Ottawa Valley Forest, which spans approximately 322,000 hectares—40% of Renfrew County—with 234,000 hectares actively managed. Key responsibilities include the development and implementation of Forest Management Plans, annual scheduling and reporting of forestry operations, forest renewal activities including tree planting and tending, and compliance inspections and data collection. In terms of the local economic impact, OVFI and its shareholders employ over 500 people directly, 75 jobs with seasonal renewal contracts and a 2025 Deloitte survey estimates 800 forest sector jobs in Renfrew County.
- Dean Felhaber, President, Ben Hokum and Son Limited, accompanied by John Yakabuski, presented the company's proposal for a biomass cogeneration facility in North Algona Wilberforce Township. The plant will generate carbon-neutral electricity using 150,000 green metric tonnes per year of mill residues and low-grade pulpwood, with 12.5 megawatts of electrical energy exported to Ontario's grid and 1 megawatt of electrical energy used on-site. Key highlights of the proposed project include a \$65 million investment with a projected \$53 million/year economic impact, 30 to 40 full-time rural jobs, offsets of 32,000 tonnes of CO<sub>2</sub> annually, utilization of underused biomass, enhanced forest health and reducing fire risk and alignment with Ontario's goals for clean energy, rural development, and sustainable forestry.

## Announcements

- There is still time to submit nominations for the 2025 Warden's Community Service Awards. These awards recognize individuals, non-profit organizations, and for-profit businesses that demonstrate exceptional dedication to our community through volunteerism, leadership, and support. The deadline to [submit nominations](#) is October 31 and residents are encouraged to consider nominating someone who makes a difference in Renfrew County. Let's celebrate those who go above and beyond to make our communities stronger.

## Operations Committee

### Presented by: Glenn Doncaster, Chair

- County Council approved that the General Repairs budget under the 2025 Capital Program be used to increase the budget for Campbell Drive Culvert (County Structure C134) and award contracts as follows:
  - Manufacture, Supply, and Delivery of Mechanically Stabilized Earth (MSE) wall as a Change Order to the existing Contract for the same materials at Robertson Line Twin Pipes (County Structure C136), to Maccaferri Canada Limited, Cambridge, Ontario, in the amount of \$58,504.76, plus applicable taxes;
  - Aggregate Supply and/or Supply and Delivery to Miller Aggregates Limited, McNab/Braeside, Ontario, at an upset contract limit cost of \$82,212.50, plus applicable taxes;
  - Hot Mix Asphalt Supply and Placement to McCrea Excavating Ltd., Pembroke, Ontario, in the amount of \$22,400, plus applicable taxes;

- Supply, Delivery and Installation of Steel Beam Guiderail and End Treatments to Peninsula Construction Inc., Fonthill, Ontario, in the amount of \$86,020, plus applicable taxes.
- Committee received information about Winter Maintenance Agreements for 2025-2026 as follows:
  - Township of Carlow/Mayo – for services of 1.2 km on County Road 517 (Dafoe Road) - complete.
  - Pat Stewart Trucking Inc. for services of 2.49 km on County Road 635 (Swisha Road) - in progress.
  - Algonquin of Pikwakanagan First Nation for services of County Road 70 (Kokomis Inamo) - complete.
  - Town of Arnprior for services for services of County Road 1 (Madawaska Boulevard/Elgin Street) and County Road 2 (Daniel Street North and South/ White Lake Road) - in progress.
  - Town of Deep River for services on County Road 72 (Ridge Road) and County Road 73 (Deep River Road) - complete.
  - Town of Renfrew for services on County Road 20 (Bruce Street) and County Road 52 (Raglan Street South) - complete.
- The approved contracts/tenders were as follows:
  - For paving the salt dome entrance as submitted by McCrea Excavating Ltd., Pembroke, Ontario in the amount of \$105,055.00,
  - For roof repairs at the Calabogie Patrol Yard as submitted by Blackladder Construction, Pembroke, Ontario in the amount of \$2,890.00, excluding taxes.
  - For the repair of overhead doors at the White Water Road Patrol as submitted by Draper Doors, Harrowsmith, Ontario, in the amount of \$17,888.50.
- Staff is preparing for the upcoming winter season, with the Public Works and Engineering Department targeting 50% operational capacity by November 1, 2025, and full readiness by November 15. Mechanics are ahead of schedule with truck preparations. Night patrols are set to begin November 16, 2025, and continue through April 2, 2026.

## Community Services Committee

### Presented by: Anne Giardini, Chair

- The Ontario Municipal Social Services Association prepared a [discussion paper](#) regarding EarlyON Child and Family Centres, which provide free, high-quality programs for families with children aged six and under across Ontario. It highlights the importance of EarlyON as a low-barrier, provincially funded program that supports child development, parenting, and community connections. The paper outlines survey findings from municipal service system managers and offers recommendations to the Ministry of Education to address funding gaps, workforce support, curriculum updates, equitable access in rural areas, and IT system standardization. The document emphasizes the critical role EarlyON plays in family well-being and community support while advocating for sustainable investments to meet growing demand.
- As information, the Committee received the [Renfrew County and District Drug Strategy Progress Report](#), outlining progress made during the first three quarters of 2025. The report highlights significant reductions in the number of suspected drug toxicity deaths and opioid-related emergency department visits compared to the same period in the previous two years.

## Development & Property Committee

**Presented by: Rob Weir, Vice-Chair**

- County Council approved a resolution to establish a HYPE Reserve Account to support its regional incentive program – Helping Your Place Excel (HYPE); with funds budgeted for the 2025 HYPE Program being transferred to the HYPE Reserve. Due to the nature of some approved applications under the HYPE Program extending from one fiscal year to the next, staff recommended the creation of a HYPE Reserve to allow for better management of the funds for approved projects.
- County Council endorsed the Township of Whitewater Region's efforts to assess and unlock the economic potential of the former Timminco Mine Site, including evaluating mineral viability, as well as the feasibility of severing uncommitted lands for industrial development. The Township of Whitewater Region has identified the former Timminco Mine Site, located near Haley Station, as a strategic opportunity for future industrial and mineral development. The site contains a high-purity dolomitic marble (magnesium) deposit and is adjacent to existing industrial infrastructure, including Magellan Aerospace, natural gas, high-voltage electricity, and the planned Highway 17 twinning.
- Women in Wood, co-founded by County Forester Lacey Rose, was the recipient of the 2025 Forest Products Association of Canada [Partnership Award](#). Women in Wood is celebrating its 10th year as a network for women who work in, with, and for the woods, with a current membership of more than 3,700 all over the world.
- [Registration is now open](#) for the annual Ottawa Valley tourism conference taking place on November 3, 2025, from 10 a.m. to 2 p.m., at the Ottawa River Barn, Foresters Falls, Township of Whitewater Region. Under the theme – *Valley Voices: Shaping Tourism Together* – presenters will include the Tourism Industry Association of Ontario (TIAO), Ontario's Highlands Tourism Organization (OHTO) and Ottawa Valley Tourist Association (OVTA) staff, who will share information about the recently launched provincial tourism strategy, as well as local and regional tourism marketing opportunities.

## Corporate Services Committee

**Presented by: Jennifer Murphy, Chair**

- The County of Renfrew has been selected to host a youth intern through Environmental Leadership Canada's Municipal Climate Internship (MCI) program for the 2025–2026 cohort. This nationally recognized initiative supports municipalities in advancing climate action while providing youth (ages 18–30) with professional experience in environmental leadership and local governance. The internship will run full-time from January to July 2026, offering a six-month placement.  
Participation in the MCI program will enhance staff capacity to advance climate and environmental initiatives. It also provides an opportunity to support and mentor a future environmental leader, contributing to workforce development and youth engagement in the region. Furthermore, the County's involvement in this nationally recognized program reinforces its commitment to climate action and sustainability, increasing its visibility as a proactive and environmentally conscious municipality. The [application deadline](#) is November 3, 2025.

- County Council approved the updated Asset Management Plan and Long-Term Financial Plan. With this resolution, pre-budget approval was granted to proceed with the 2026 projects and purchases contained within the updated Asset Management Plan and Long-Term Financial Plan, totalling \$61,923,112. Similar to 2025, this pre-budget approval allows for early tendering for projects for potential better pricing; earlier start for those projects that have long order times; clarity for staff to allow for workload planning; multi-year carryover projects to proceed uninterrupted by the budget cycle; and for the project list to be circulated to the local municipalities for consideration under the Infrastructure Expansion Policy.
- County Council approved an amended Staff Training and Development Policy. This policy update is part of the Senior Leadership Team's ongoing review of policies, with the goal of making meaningful, positive changes for staff. Aligned with our Why Statement, each policy reflects our commitment to cultivating a compassionate, collaborative, creative, and inclusive environment. The policy is available from Human Resources.
- County Council approved changes to the Non-Union Staff Salary Grid within Employment By-law #1 to increase the student (under 18) wage from \$16.20 to \$16.60 per hour; and increase the student (18 and over) wage from \$17.20 to \$17.60 per hour.
- County Council approved a resolution in support of the [Association of Municipalities of Ontario \(AMO\)'s advocacy](#) around automated speed enforcement (ASE) cameras within Community Safety Zones. The County of Renfrew has paused its plan to bring Automated Speed Enforcement to school zones in Petawawa, Renfrew and Laurentian Valley.

## Health Committee

**Presented by: Michael Donohue, Chair**

- Steve Osipenko, Commander with the County of Renfrew Paramedic Service, was awarded the Governor General's Emergency Medical Services Exemplary Service Medal in recognition of outstanding career accomplishments in the field of emergency medical services. This prestigious national honour is awarded to only 180 recipients across Ontario each year. This recognition reflects Steve's long-standing dedication and professionalism and serves as a testament to the high standard of service provided by our paramedic team.
- County Council directed the Warden to send a detailed letter advocating to the Honourable Doug Ford, Premier of Ontario, the Honourable Sylvia Jones, Deputy Premier and Minister of Health and copied to Billy Denault, MPP, Renfrew-Nipissing-Pembroke regarding predictable and sustained funding for paramedic services and related programs, including the Dedicated Offload Nurses Program; advance notification of funding changes, including reductions or terminations, to allow for responsible planning and service continuity and transparent communication mechanisms between the Province and municipalities regarding health-related funding decisions.  
The Warden will also request a formal meeting with the Ministry of Health during the County's Queen's Park Day in November to discuss long-term funding strategies for paramedic services, share local impacts and challenges related to offload delays and staffing pressures and reinforce the County's commitment to collaborative solutions that align with provincial health priorities.

## Additional Information

**Craig Kelley, Chief Administrative Officer/Deputy Clerk**  
613-735-7288

**From:** [Steve Duval](#)  
**To:** [HCM Clerk-Treasurer](#)  
**Subject:** C8501 Trans Canada hwy & Bissett Creek Rd - 93 Bissett Creek Rd.Head, Clara & Maria  
**Date:** November 18, 2025 10:01:25 AM  
**Attachments:** [image001.png](#)  
[image002.png](#)

---

Hi Crystal,

I am a Contractor for Rogers, and we would need the access road to the tower plowed and sanded.

Is this a service you can provide?

If not, would you know someone?

Thank you,



Steve Duval | Senior Project Manager | Gestionnaire Principal de Projets

C. 343.576.2785 | [www.qualnet.ca](http://www.qualnet.ca)

703 boul. St-René Est, Gatineau, Québec J8P 8A7

 [/company/qualnet-wireless-services-inc](https://www.linkedin.com/company/qualnet-wireless-services-inc)

STAC member | membre du CSPA





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November 14, 2025

The United Townships of Head, Clara & Maria

15 Township Hall Road  
Stonecliffe, Ontario K0J 2K0  
Attn: Peggy Young-Lovelace  
Acting Clerk

**Re: PROPOSAL  
2026 to 2029 Environmental Monitoring and Reporting Work Program  
Township of Head, Clara & Maria Waste Disposal Sites  
Cambium Reference: P2511686.000**

Dear Peggy,

Cambium Inc. (**Cambium**) is pleased to provide The United Townships of Head, Clara & Maria (the “**Client**”) with this proposal which shall be valid for a period of thirty (30) days from the date of issuance.

### Understanding of the Client Project

Based on our recent working knowledge of the Sites, Cambium understands that the United Townships of Head, Clara & Maria (Township) requires environmental consulting services to include water quality, inspections, biennial surveys, and biennial reporting to meet regulatory requirements. This work is essential in maintaining compliance with the Ministry of the Environment, Conservation and Parks (Ministry) Environmental Compliance Approvals (ECA) for the Township’s waste sites, including the Bissett Creek, Stonecliffe, and Deux Rivières waste disposal sites. As such, the environmental monitoring work program will be completed in accordance with the Ministry *Monitoring and Reporting for Waste Disposal Sites Groundwater and Surface Water Technical Guidance Document* (November 2010).

### Scope of Work

This proposal is being provided in relation to the following scopes of work:

- Annual monitoring and biennial reporting at the Bisset Creek waste disposal site
- Annual monitoring and biennial reporting at the Stonecliffe waste disposal site
- Semi-annual inspections at the closed Deux Rivières waste disposal site

The scopes of work are limited to the services expressly described in this proposal. Any additional scopes of work shall be confirmed by the parties and shall increase the cost of the work. All other services are excluded.

### Environmental Monitoring





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November 14, 2025

All field work will be completed in accordance with the standard field procedures employed by Cambium which meet methodologies approved by the Ministry and the United States Environmental Protection Agency (USEPA).

The groundwater and surface water monitoring programs for the waste disposal sites are summarized in Table 1 to Table 2. Sampling and reporting have been discontinued at the Deux Rivières site, replaced by semi-annual inspections.

**Table 1 Stonecliffe Monitoring Program**

Location	Task	Frequency	Analytical Parameters
<b><u>Groundwater</u></b>  BH1-1, BH1-2, BH2-1, BH2-2, BH3-1, BH3-2, BH4-1, BH4-2  Seep 1  1 QA/QC Duplicate	<ul style="list-style-type: none"> <li>Measure groundwater levels</li> <li>Groundwater sampling</li> <li>Field measurements (pH, temperature, conductivity, DO, ORP)</li> </ul>	Once (Late Summer)	Alkalinity, Ammonia – Total, Boron, Calcium, Chloride, COD, Conductivity, Copper, Iron, Magnesium, Manganese, Nitrate, Nitrite, pH, Phenols, Potassium, Sodium, Strontium, Sulphate, TDS, TKN
BH2-I, BH2-II, BH4-I, BH4-II  Trip Blank	<ul style="list-style-type: none"> <li>Groundwater sampling</li> </ul>	Once (Late Summer)	benzene, 1,4 dichlorobenzene, dichloromethane, toluene, vinyl chloride

**Table 2 Bissett Creek Groundwater Monitoring Program**

Location	Task	Frequency	Analytical Parameters
<b><u>Groundwater</u></b>  BH1-I, BH1-II, BH2-I, BH2-II, BH3-I, BH3-II, BH4, BH5, BH6, BH7, BH8**  1 QA/QC Duplicate	<ul style="list-style-type: none"> <li>Measure groundwater levels</li> <li>Groundwater sampling</li> <li>Field measurements (pH, temperature, conductivity, DO, ORP)</li> </ul>	Once Annually (Spring)	Alkalinity, Ammonia – Total, Boron, Calcium, Chloride, COD, Conductivity, Copper, Iron, Magnesium, Manganese, Nitrate, Nitrite, pH, Phenols, Potassium, Sodium, Strontium, Sulphate, TDS, TKN
<b><u>Surface Water</u></b>  SW1, SW2  1 QA/QC Duplicate	<ul style="list-style-type: none"> <li>Surface water sampling</li> <li>Flow estimates</li> <li>Field measurements (pH, temperature, conductivity, dissolved oxygen, oxygen reduction potential)</li> </ul>	Once Annually (Spring)	Alkalinity, Ammonia – Total, Boron, Calcium, Chloride, COD, Conductivity, Copper, Iron, Magnesium, Manganese, Nitrate, Nitrite, pH, Phenols, Phosphorous - Total, Potassium, Sodium, Strontium, Sulphate, TDS, TKN, TSS, Zinc

\*\*3 new wells are required as part of the expansion. Costs for installation and annual analysis and reporting for these wells have not been included herein.





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November 14, 2025

**Biennial Topographic Survey**

As part of the monitoring programs, updated topographical/waste capacity surveys should be completed biennially at Stonecliffe and Bissett Creek sites, in the autumn, to accurately track waste disposal rates and capacity information, consistent with previous topographic survey events.

**Data Analysis and Reporting**

The results of the monitoring tasks identified in the annual work program would be presented in respective Biennial Reports for each waste disposal site as per respective ECAs and Ministry requirements.

Each Biennial Report will meet established guidelines required by the Ministry and detailed in the document titled *Monitoring and Reporting for Waste Disposal Sites, Groundwater and Surface Water, Technical Guidance Document* (November 2010). Reports will be reviewed and signed by a Certificated Environmental Practitioner (CEP) as required by the Guidance document.

**Progress Meetings**

Progress meetings with Township staff will be scheduled as needed or upon request. For the purposes of this proposal, Cambium has allocated one progress meeting per program year, to be held at the Township office in Stonecliffe. This meeting may include a presentation of annual findings to Council. Additionally, Cambium has allocated up to three virtual meetings per year to present sampling and annual monitoring program results or to discuss key topics such as operational optimization, Blue Box transition support, contract renewals, and waste management planning.

Beyond these formal meetings, Cambium team members remain available throughout the year to address inquiries in a less formal capacity as they arise. This ongoing support reflects Cambium's commitment to providing the Township with a comprehensive and inclusive waste management service at a fixed price.

**Waste Management compliance tasks**

Cambium, as part of its complete waste management service, will assist the Township, as requested, with any regulatory agency or external organization consultation as necessary. This would include review and recommendations for comments in response to Ministry correspondence, by-law review and recommendations, technical assistance with waste disposal site matters and any other waste management matters that the Township may request of Cambium's expertise.

Cambium would provide the above related services on an as-needed basis, with scope of service and payment terms to be confirmed respective of particular circumstances, and the Township's needs.



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**Schedule**

The frequency of monitoring is outlined in Table 1 and Table 2. Biennial surveys will be completed at the Stonecliffe and Bissett Creek sites, in the autumn, every second year.

Reporting is due to the Ministry by May 31. Draft copies of the reports will be provided to the Township for review and comment at least one month in advance of this deadline.

**Estimated Costs**

The estimated professional services costs (Table 3) is based on the identified scopes of work exclusive of taxes and external third-party fees. Professional services costs include but are not limited to professional fees, travel, consumables, communication, and printing. Although costs may vary between parts of the work program, the Estimated Cost for the items quoted will not be exceeded without Client authorization. The costs presented in this proposal are effective November 14, 2025 and will be honoured for 120 days.

**Table 3 Estimated Costs – 2026 to 2029**

Service		2022	2023	2024	2025	Total
<b>1</b>	<b>Stonecliffe WDS</b>					
	Monitoring	\$5,390	\$5,390	\$5,660	\$5,660	\$22,100
	Reporting	\$6,500		\$6,825		\$13,325
	Topographic Survey	\$1,900		\$1,995		\$3,895
	<b>Subtotal</b>	<b>\$13,790</b>	<b>\$5,390</b>	<b>\$14,480</b>	<b>\$5,660</b>	<b>\$39,320</b>
<b>2</b>	<b>Bissett Creek WDS</b>					
	Monitoring	\$6,115	\$6,115	\$6,421	\$6,421	\$25,072
	Reporting		\$6,500		\$6,825	\$13,325
	Topographic Survey	\$1,900		\$1,995		\$3,895
	<b>Subtotal</b>	<b>\$8,015</b>	<b>\$12,615</b>	<b>\$8,416</b>	<b>\$13,246</b>	<b>\$42,292</b>
<b>3</b>	<b>Deux Rivieres Inspection</b>	\$800	\$800	\$800	\$800	\$800
	<b>Subtotal</b>	<b>\$800</b>	<b>\$800</b>	<b>\$800</b>	<b>\$800</b>	<b>\$3,200</b>
	<b>Total</b>	<b>\$22,605</b>	<b>\$18,805</b>	<b>\$23,695</b>	<b>\$19,705</b>	<b>\$84,810</b>

Cambium has developed the costs upon the information available and previous experience conducting this type of work. If these costs are anticipated to be exceeded because of a change in the program scope or additional services, Cambium will promptly notify and consult with the Township. For all approved additional person hours required to execute the project, the Township would be invoiced in accordance with the approved additional time and expenses.



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November 14, 2025

In addition to the above, as part of our complete waste management services to the Township, we suggest that the Township set aside an additional 10% to 15% of the annual monitoring and reporting costs to cover additional waste management compliance tasks that arise throughout the year. To provide some insight into some of the unexpected costs, we have included proposed costs herein for the following:

- Any additional meetings, assumed to be held on-site with one Cambium team member
- Preparation of typical documentation that may be required to respond to Ministry technical support comments or Site inspections, the preparation of minor ECA amendment applications, etc.
- Well Repairs that often are observed during sampling events (casing replacements, pipe extensions or reductions, etc.)
- On-going support for the required property acquisition at the Stonecliffe WDS

Typical costs for these items are in Table 4 for information purposes only. Cambium would provide the above related services on an as-needed basis, with scope of service and payment terms to be confirmed respective of circumstances, and the Township’s needs.

Table 4 Professional Services Schedule of Costs

Service		Cost
1	Additional Meeting, in person	\$2,500
2	ECA Amendment Application, Response to Ministry Comments (not incl. app fee)	\$2,300
3	Miscellaneous Well Repairs	\$500/well
4	Closure/Post-Closure Liability Costing	\$1,850
5	Property Acquisition Support, Stonecliffe WDS	\$1,500

If it is anticipated that the Estimated Costs will be exceeded as a result of a change in the scopes of work, Cambium will promptly notify and consult with the Client.

Summary of Assumptions

Estimated Costs are based upon the information provided by the Client, Cambium’s previous experience, and the following assumptions:

1. Copies of all relevant information including historical correspondence concerning the Project, reports (including third-party reports pertaining to the design and location of the Project), records related to the design and location of the Project, site plans, and other documents necessary to confirm the scopes of work will be promptly provided to Cambium by the Client.



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November 14, 2025

2. Cambium has assumed that the Client will provide Cambium with electronic copies of Site Plans, Drawings, and other information related to the Project in digital format (e.g., AutoCAD, shape). Cambium has also assumed that the Client will provide full access to any and/or all relevant technical reports, information, and similar documentation.
3. Cambium has assumed that any information provided by the Client is accurate and, as such, that Cambium can rely on the information provided by the Client. The Client expressly acknowledges and agrees that Cambium may rely on the information the Client has provided.
4. Cambium has assumed that full and unrestricted access to all areas of the site(s) and adjacent land areas (including but not limited to watercourses) shall be provided to Cambium as required by the scopes of work.
5. Unless explicitly stated otherwise in the scopes of work, Cambium has assumed that the Client will be responsible to obtain and provide to Cambium all permits and approvals necessary to complete the scopes of work.
6. Deliverables related to this scope of work are issued to the Client as final, signed (and sealed where applicable) reports in immutable digital (i.e. PDF) or hardcopy format.

This proposal and the scopes of work specified herein (if awarded to Cambium) shall be governed by the attached Qualifications and Limitations. It is possible that unforeseen or unknown conditions or occurrences will be encountered during the Project which could alter the service requirements described above. If unforeseen or unknown conditions are discovered, Cambium will promptly notify and consult with the Client regarding the same. If any unforeseen or unknown conditions pose a health and safety risk to any of Cambium's personnel, consultants, or subtrades, Cambium shall have sole, absolute and unfettered discretion to immediately suspend activity until any risks to health and safety have been mitigated.

## Closing

Cambium trusts that this proposal meets your expectations. We look forward to working with you. If you decide to proceed, please review and return completed and signed copies of the forms which are enclosed in this proposal.

If you have any questions or require clarification of any aspect of this submission, please do not hesitate to contact Michael Pion at 705-957-9042.

Best regards,

## Cambium Inc.

Encl.      General Terms of Client Engagement  
              Financial Terms of Engagement  
              How to Make Payments to Cambium  
              Statement of Qualifications and Limitations  
              Acceptance of Obligations and Terms of Service  
              Contact Details Form





## General Terms of Client Engagement

We thank you for the opportunity to provide our services to you and your business. Please review and sign these General Terms of Client Engagement. Cambium cannot commence the provision of its services until the Client has reviewed and returned a signed copy of this document. The terms of the proposal related to 2026 to 2029 Environmental Monitoring and Reporting Work Program

Township of Head, Clara & Maria Waste Disposal Sites (the “**Project**”) dated November 14, 2025 (the “**Proposal**”), which was submitted to Peggy are deemed to form part of this agreement and are hereby incorporated in the General Terms of Client Engagement by reference.

### Purpose and Scope

Cambium is to provide the Client with the scopes of work described in the Proposal. Subject to any agreement to the contrary, the scope is limited to the services described therein.

### Responsibilities

The Client shall arrange access by Cambium to the subject site(s), relevant individuals, and documents, and shall be responsible for both the completeness and accuracy of the information supplied to Cambium.

### Confidentiality

Information acquired by Cambium in the course of its engagement is subject to strict confidentiality requirements. We will not disclose that information to other parties except as required or allowed for by law or with your express consent.

### Cambium Senior Management Contact Information

In addition to your Cambium Project Manager, should you ever feel the need to speak with any senior staff, they may be reached as follows:

Phone: 866.217.7900

Name and Title	Email
Ian Murdoch, Vice President – Revenue & Growth	ian.murdoch@cambium-inc.com
Jim Bailey, Vice President – Services	jim.bailey@cambium-inc.com
Ron Savoy, Vice President – Business Administration	ron.savoy@cambium-inc.com
Dave Bucholtz, Director – Program Operations	david.bucholtz@cambium-inc.com
Stu Baird, Director – Technical Operations	stuart.baird@cambium-inc.com



## Financial Terms of Engagement

### Estimated Costs

Unless otherwise stated in writing, any estimates that Cambium has provided in relation to the anticipated fees, disbursements, and charges for any services are only indicative of the minimum cost of the work to be performed. Estimates are not binding.

### Professional Services Fees

The fee arrangement is based on the information the Client has provided to Cambium as well as the expected effort and the skill level of the personnel required to complete the agreed scopes of work.

### Payment

Please refer to 'How to Make Payments to Cambium' below. The terms of payment are thirty (30) days from the invoice date. Overdue accounts will incur a financing service fee of 1.5% per month, compounded monthly. Cambium reserves the right, without penalty, to suspend or terminate the provision of its services in the event of non-payment. The Client expressly acknowledges and agrees that non-payment constitutes a fundamental breach of this agreement.



## How to Make Payments at Cambium

### Important:

- Please include the Cambium reference number with all payments. Refer to the Proposal.
- Please be aware that bank processing times on payments may vary.

Payment to Cambium may be made as follows:

### Cheque

Please make the cheque payable to “Cambium Inc.” and send to our head office in Peterborough:

Postal Delivery: P.O. Box 325, Peterborough, ON K9J 6Z3

Courier or Hand Delivery: 194 Sophia St, Peterborough, ON K9H 1E5

### Credit Card

When paying by credit card either in person or over the phone, please ask to speak with Accounts Receivable. Note that for your protection, we do not retain client credit card information on file.

### Email Transfer

Transfers of funds via email from your banking platform sent to **ar@cambium-inc.com**.

### Electronic Funds Transfer

Payments should be sent to our Bank of Montreal account using the following information.

#### Electronic Fund Transfer (EFT)

---

Beneficiary name	CAMBIUM INC.
Beneficiary bank	Bank of Montreal
Institution number	001
	If a 4-digit institution number is needed, please use 0001.
Transit number	00022
Account number	1457253

#### Wire Payments Made in Canadian Dollars

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Beneficiary name	CAMBIUM INC.
Beneficiary address	194 SOPHIA STREET PETERBOROUGH, ON K9H1E5 Canada
Account number	00021457253





## Statement of Qualifications & Limitations

### Limited Warranty

Cambium relies on its client to provide instructions on the scope of work to be performed. Cambium undertakes all work in accordance with applicable accepted industry practices and standards, and with the degree of care and skill ordinarily exercised by professionals performing similar services for similar projects in the same region. Unless required under applicable laws, other than as expressly stated herein, no other warranties or conditions, either expressed or implied, are made regarding the services, work or reports provided.

### Reliance on Materials and Information

The findings, results, information and data prepared by Cambium are based on the materials, documents and information provided by the client to Cambium and on the facts, conditions and circumstances encountered by Cambium during the performance of the work. In formulating its findings, results, information and data, Cambium assumes that the information, documents and materials provided by the client to Cambium are factual, accurate and represent a true depiction of the circumstances that exist at the Project. Cambium relies on its client to inform Cambium if there are changes to any such information, documents and materials. Cambium does not review, analyze or attempt to verify the accuracy or completeness of the information, documents or materials provided by the client, other than in accordance with applicable accepted industry practice. Cambium will not be responsible for matters arising from incomplete, incorrect or misleading information or from facts or circumstances that are not fully disclosed to Cambium, are unknown by Cambium, or are otherwise concealed from Cambium during the provision of its services.

Facts, conditions, information and circumstances may vary with time and locations and Cambium's work is based on a review of such matters as they existed at the particular time and location indicated in the findings, results, information and data prepared by Cambium. No assurance is made by Cambium that the facts, conditions, information, circumstances or any underlying assumptions made by Cambium in connection with the work performed will not change after Cambium has completed its work. If any such changes occur or additional information is obtained, Cambium should be advised and requested to consider if the changes or additional information affect its work.

When preparing reports, Cambium considers applicable legislation, regulations, governmental guidelines and policies. Cambium is not qualified to advise with respect to legal matters. The presentation of information regarding applicable legislation, regulations, governmental guidelines and policies is for information purposes only and is not intended to and should not be interpreted as constituting a legal opinion concerning the work completed or conditions outlined in a report. All legal matters should be reviewed and considered by an appropriately qualified legal practitioner.

### Site Assessments

A site assessment is created using data and information collected during the investigation of a site and based on conditions encountered at the time and particular locations at which fieldwork is conducted. The information, sample results and data collected represent the conditions only at the specific times at which and at those specific locations from which the information, samples and data were obtained and the information, sample results and data may vary at other locations and times. To the extent that Cambium's work considers any locations or times other than those from which information, sample results and data was specifically received, the work shall be based on a reasonable extrapolation from such information, sample results and data, but the actual conditions encountered may vary from those extrapolations.

Only conditions at the site and locations chosen for study by the client are evaluated; no adjacent or other properties are evaluated unless specifically requested and paid for by the client. Any physical or other aspects of the site chosen for study by the client, or any other matter not specifically addressed in findings, results, information and data prepared by Cambium, are beyond the scopes of the work performed by Cambium and such matters have not been investigated or addressed.

### Intellectual Property Rights

Upon full payment of all fees properly owing to Cambium, the client shall have a perpetual, non-exclusive, non-transferable license (without sub-licensing rights) to use the work and reports prepared by Cambium solely for their intended purpose. For greater certainty, Cambium retains all right, title, and interest in and to the work and reports, and they may not be modified, used for other purposes, or relied upon for additional work without Cambium's prior written consent.

### Reliance

Cambium's services, work and reports may be relied on by the client and its corporate directors and officers, employees, and professional advisors. Cambium is not responsible for the use of its work or reports by any other party, or for the reliance on, or for any decision which is made by any party using the services or work performed by or a report prepared by Cambium without Cambium's express written consent. Any party that relies on services or work performed by Cambium or a report prepared by Cambium without Cambium's express written consent does so at its own risk. No report of Cambium may be disclosed or referred to in any public document without Cambium's express prior written consent. Cambium specifically disclaims any liability or responsibility to any such party for any loss, damage, expense, fine, penalty or other such thing which may arise or result from the use of any information, recommendation or other matter arising from the services, work or reports provided by Cambium.

### Limitation of Liability

Potential liability to the client arising out of the report is limited to an amount equal to the fees paid to Cambium for the preparation of the report. Cambium shall only be liable for direct damages to the extent caused by Cambium's negligence and/or breach of contract. Cambium shall not be liable for indirect, consequential, aggravated or punitive damages and the client expressly waives the right to claim for such damages.

### Personal Liability

The client expressly agrees that Cambium employees shall have no personal liability to the client with respect to a claim, whether in contract, tort and/or other cause of action in law. Furthermore, the client agrees that it will bring no proceedings nor take any action in any court of law against Cambium employees in their personal capacity.





## Acceptance of Obligations & Terms of Service

This agreement will be effective immediately upon the parties' execution of these General Terms of Client Engagement. This agreement may be signed electronically and in counterparts.

Where the Client has issued a Purchase Order Number, the issuance of a Purchase Order Number shall constitute acceptance of the terms of this agreement and the Proposal. In the event of a conflict between the terms of the Purchase Order and this agreement, the terms of this agreement shall govern.

**The United Townships of Head, Clara & Maria (the "Client") hereby accepts and agrees to all of the terms and conditions herein:**

2026 to 2029 Environmental Monitoring and Reporting Work Program      Township of Head,  
Clara & Maria Waste Disposal Sites (the "Project")

P2511686.000

Cambium Reference

Authorized Signature of the Client

Printed Name

Position

Date

### Holdback

Will a holdback, as specified in the Construction Act, R.S.O. 1990, c. C-30, apply to the work supplied by Cambium to the Project? ☐ Yes ☐ No.

### Cambium Inc.

DocuSigned by:

8E835D37469743F...

Authorized Signature of Cambium  
Inc.

Michael Pion

Printed Name

Project Manager

Position

2025-11-17

Date



## Contact Details Form

**Cambium Reference:** P2511686.000

☐ Please include this **Purchase Order reference** on invoices: \_\_\_\_\_

### Primary Client Project Contact

Client: \_\_\_\_\_

Contact: \_\_\_\_\_

Title: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

#### Physical Address:

**Mailing Address:** ☐ **Same as Physical**

Street: \_\_\_\_\_

Street: \_\_\_\_\_

City: \_\_\_\_\_

City: \_\_\_\_\_

Province/State: \_\_\_\_\_

Province/State: \_\_\_\_\_

PC/ZIP: \_\_\_\_\_

PC/ZIP: \_\_\_\_\_

Country: \_\_\_\_\_

Country: \_\_\_\_\_

### Accounts Payable Contact

**HST No.:** \_\_\_\_\_

Legal Business  
Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Title: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

#### Physical Address:

**Mailing Address:** ☐ **Same as Physical**

Street: \_\_\_\_\_

Street: \_\_\_\_\_

City: \_\_\_\_\_

City: \_\_\_\_\_

Province/State: \_\_\_\_\_

Province/State: \_\_\_\_\_

PC/ZIP: \_\_\_\_\_

PC/ZIP: \_\_\_\_\_

Country: \_\_\_\_\_

Country: \_\_\_\_\_

☐ **Please copy the Primary Contact on all billing correspondence.**

**From:** [Peggy Young-Lovelace](#)  
**To:** [Peggy Young-Lovelace](#)  
**Subject:** FW: Street light  
**Date:** November 23, 2025 8:34:30 AM

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**From:** mike maloney <[mikemaloneyelectric@gmail.com](mailto:mikemaloneyelectric@gmail.com)>  
**Sent:** Monday, November 10, 2025 4:25 PM  
**To:** HCM Office <[office@headclaramaria.ca](mailto:office@headclaramaria.ca)>  
**Subject:** Street light

Good afternoon

Street light at Mclsaac Drive was energized Friday afternoon

I am concern about the light...I have a problem with the light.

The light should have a shade to deflect the direct light that shines through my house.

Please contact me to discuss further.

Thank you.



## THE CORPORATION OF THE UNITED TOWNSHIPS OF HEAD CLARA AND MARIA

### BYLAW NUMBER 2025-19

#### BEING A BYLAW TO CONFIRM THE PROCEEDINGS OF COUNCIL

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#### **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 Special Council Meeting of August 8, 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 2025-072 this 8<sup>th</sup> day of August 2025.