

July 16, 2025

HUMAN RESOURCES, ADMINISTRATION & PUBLIC RELATIONS MEETING – MINUTES

On Wednesday July 16, 2025 the Human Resources, Administration & Public Relations Committee held a hybrid meeting.

In Chambers:

Mayor LaValley
Councillor Sandra Collins, Chair
Councillor Joe Florent
Councillor Joan Kuiack
Councillor Shawn Pigeon
Councillor Bill Rodnick
Councillor Laurie Sydock

Township Staff Present:

Bryan Martin, CAO, Clerk-Treasurer
Tracy Cannon, Deputy CAO/Deputy Clerk-Planner
Aurel Thom, Fire Chief/CEMC
Charlene Alexander, CEO/Head Librarian/Grant Writing

OPEN MEETING/CALL MEETING TO ORDER:

Councillor Collins called the meeting to order at 9:15 a.m.

ROLL CALL

ADDITIONS/AMENDMENTS TO THE AGENDA:

- New Business – Complaint Process; Requested by Councillor Kuiack

ADOPTION OF THE AGENDA

Moved by: Councillor Florent

Seconded by: Councillor Kuiack

To adopt the agenda of July 16, 2025 as circulated and amended.

DISCLOSURE OF PECUNIARY INTEREST or a GENERAL NATURE THEREOF:

Councillor Kuiack & Councillor Pigeon RE: Item # 8 - Draft Short-Term Rental Licencing By-Law

STAFF REPORTS:

Charlene Alexander, CEO/Head Librarian/Grant Writing

Library Report, Minutes of May 27th, 2025 and the Grant Writing Report were circulated in the package.

- Hosting Renfrew County District Health Unit Dental Screening is today.
- Some items were missing from the report due to technical difficulties; these issues will be addressed and corrected for the next meeting.
- August 8th (August 9th alternate date); Night Sky Photography with Robert Fisher hosted at Tom & Mick Murray Park in Madawaska.
- The OTF Capital Grant for privy accessibility upgrades was denied. C. Alexander will be meeting with representatives this afternoon to discuss areas for improvement in the application.
- The bus excursion to Ottawa was well attended, with 48 participants. The event was funded by the Seniors Community Grant.
- Working on obtaining quotes for the Accessible Playground.
- The deadline for the Rural Ontario Development Program is approaching, and consideration should be given to applying. Staff will review the Economic Development Master Plan to determine if there is an opportunity to submit an application. C. Alexander will send out an information package.

Aurel Thom, Fire Chief/CEMC

Monthly Fire Report/CEMC Report were circulated in the package.

- Two-way radio wasn't working, and it is now working.
- Still looking into reimbursement for the calls for trees on Hydro lines.
- Discussion pertaining to additional security cameras being installed at the Lester Smith Community Centre.
- A. Thom will review how other townships manage cooling and warming stations.
- Storm damage has been reported on the ATV/Snowmobile trail between Madawaska and Ayles Lake Road. As a result, First Response will be unable to access the area. It was recommended that upper levels of the OFSC be contacted to report the damage.

UNFINISHED BUSINESS:

Update Highway 60 Bridge – Whitney & Speeding in Township

- Staff provided a verbal update regarding snowmobile use of the sidewalk on the highway bridge. They met with representatives from the Ministry of Transportation (MTO) and Leah Geddes of the Opeongo Snowbirds. The MTO is currently working on the approval of Regulation 803,

which will amend the Motorized Snow Vehicle's Act to permit snowmobiles to cross and ride the highway via the bridge while prohibiting their use of the sidewalk. The goal is to have the regulation in place prior to snowmobile season. The Committee approved a recommendation for staff to provide a letter of support for the legislative amendments to the MTO.

- Staff to confirm if Highway 523 bridge crossing should be included in the legislation.
- Staff received confirmation from MTO that a radar speed trailer will be installed in the area of the OPP station along Highway 60. It is anticipated that it will be up and running soon. Two extra large speed limit signs are being installed at each end of the village of Madawaska and one in Whitney.
- There was discussion regarding ongoing speed concerns. Councillor Siydock will raise the issue at the upcoming Police Board Meeting. Staff will consult with the MTO to determine if certain areas within the villages qualify for designation as Community Safety Zones. The public will be informed of the concern via social media platforms, and staff will continue to explore potential solutions to address speeding issues.

Councillor Kuiack exited the meeting & Councillor Pigeon

Draft Short-Term Rental Accommodations Licencing By-Law

- Staff were directed to proceed with the recommendations outlined in the staff report.

Councillor Kuiack & Councillor Pigeon came back into the Chambers.

NEW BUSINESS:

Safe Handling of Used Needles/Syringes

- All Works staff have been provided with training provided by the Renfrew County Health Unit. Kits have been installed in all Township vehicles. Dr. Morganstern has offered to attend a future meeting should Council wishes.

Complaint Process

- Councillor Kuiack requested it not be discussed.

ADJOURNMENT:

Moved by: Mayor LaValley

Seconded by: Councillor Siydock

To adjourn the Human Resources, Administration & Public Relations Meeting of July 16, 2025 at 10:32 a.m.

Councillor S. Collins

Bryan Martin, CAO/Clerk-Treasurer