

**October 15, 2025**

**HUMAN RESOURCES, ADMINISTRATION & PUBLIC RELATIONS MEETING – MINUTES**

On Wednesday October 15, 2025 the Human Resources, Administration & Public Relations Committee held a hybrid meeting livestreamed to Youtube.

In Chambers:

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

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  
Jennifer Baragar, Deputy Treasurer  
Steve Ronholm, Works Superintendent  
Michael Anderson, CBO/BLEO

**OPEN MEETING/CALL MEETING TO ORDER:**

Councillor Florent, acting as Chair for the Committee while Councillor Collins participated via Zoom, called the meeting to order at 9:19 a.m.

**ROLL CALL :** All present

**ADDITIONS/AMENDMENTS TO THE AGENDA:** None

**ADOPTION OF THE AGENDA**

**Moved by: Councillor Kuiack**

**Seconded by: Councillor Rodnick**

To adopt the agenda of October 15, 2025 as circulated.

**DISCLOSURE OF PECUNIARY INTEREST or a GENERAL NATURE THEREOF:**

Councillor Kuiack & Councillor Pigeon RE: Item # 9 of the Agenda- Draft Short-Term Rental Licencing By-Law & Fees.

**STAFF REPORTS:**

**Charlene Alexander, CEO/Head Librarian/Grant Writing**

Library Report, Minutes of June 24<sup>th</sup>, 2025 and the Grant Writing Report were circulated in the package.

- Charlene will investigate having a photography by night session in the winter.

**Aurel Thom, Fire Chief/CEMC**

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

- The Fire Department currently assists with EMS calls involving shortness of breath when EMS response time exceeds 15 minutes. The DNSSAB agreement is up for renewal, and this matter will be reviewed further.
- Recruitment for a Deputy Fire Chief at Madawaska Station will not be pursued at this time, as it has been determined that the position is not currently required.

**Jennifer Baragar, Deputy Treasurer**

Expense/Income Report and a draft Capital Reinvestment Policy was circulated in the package.

- Department heads were present to answer any questions of Committee pertaining to the Expense/Income Report.
- The Capital Reinvestment Policy will be presented to Council at the next Regular Council Meeting.

**COUNCIL REPORT**

A Financial Planning to Meet the Asset Management Shortfall was provided in the package from Councillor Kuiack

- Committee members and staff will submit their written recommendations on addressing the Asset Management shortfall for inclusion in the agenda package for the December 17th committee meeting.

**UNFINISHED BUSINESS:**

Councillor Kuiack exited the meeting & Councillor Pigeon

**Draft Short-Term Licencing By-Law & Fees**

- The Short-Term Licencing By-Law will be presented at the next Regular Council Meeting for consideration.
- A resolution regarding the application, licencing, and inspection fees will be presented at the next Regular Council Meeting for inclusion in the Schedule of Fees By-law as follows.
  - Application Fee: \$200
  - Fire Inspection Fee: \$200
  - Building Inspection Fee: \$250
  - Initial Licence Fee: \$700
  - Annual Licence Fee: \$500 (in good standings)
  - Fire Re-Inspection (if deficiencies identified) Fee: \$200
  - Complaint-Based Fire Inspection Fee: \$200
  - Building Re-Inspection (if deficiencies identified) Fee: \$200
  - Complaint-Based Building Inspection Fee: \$200
  - Change of Use (if applicable) Fee: \$150
- The by-law and fees will be reviewed after a full year of implementation.

Councillor Kuiack & Councillor Pigeon came back into the Chambers.

**NEW BUSINESS:**

**Draft Unreasonable Behaviour Policy**

- The Unreasonable Behaviour Policy will be presented to Council at the next Regular Council Meeting for consideration.

**Official Naming and Opening of Trail in Madawaska**

- Official name of the trail will be “Roundhouse Trail” and the grand opening will be held October 31, 2025 at 2:00 p.m. A resolution will be brought forward at the next Regular Council Meeting for consideration.

**ADJOURNMENT:**

**Moved by: Councillor Rodnick**

**Seconded by: Councillor Siydock**

To adjourn the Human Resources, Administration & Public Relations Meeting of October 15, 2025 at 11:10 a.m.

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Councillor J. Florent

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Bryan Martin, CAO/Clerk-Treasurer