

February 18, 2026

HUMAN RESOURCES, ADMINISTRATION & PUBLIC RELATIONS MEETING – MINUTES

On Wednesday February 18, 2026 the Human Resources, Administration & Public Relations Committee held a hybrid meeting livestreamed to YouTube.

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
Aurel Thom, Fire Chief/CEMC
Charlene Alexander, CEO/Head Librarian/Grant Writing
Jennifer Baragar, Deputy Treasurer
Steve Ronholm, Works Superintendent
Michael Anderson, CBO/BLEO
Stephanie Russell Community Development Intern

OPEN MEETING/CALL MEETING TO ORDER:

Councillor Collins, Chair for the Committee called the meeting to order 9:24 a.m.

ROLL CALL: All present

ADDITIONS/AMENDMENTS TO THE AGENDA: None

ADOPTION OF THE AGENDA

Moved by: Councillor Kuiack

Seconded by: Councillor Pigeon

To adopt the agenda of February 18, 2026 as circulated.

DISCLOSURE OF PECUNIARY INTEREST or a GENERAL NATURE THEREOF:

Councillor Florent; Line item #16-3000-0814 regarding the Flying Feathers Archery Club.

STAFF REPORTS:

Michael Anderson, BLEO/CBO

Building/By-Law Report was circulated in the package.

Charlene Alexander, CEO/Head Librarian/Grant Writing

Library Report, Grant Writing Report, and the 2025 Annual Stats were circulated in the package.

Verbally reported:

- A resolution will be put forward at the March Council meeting to nominate a new board member.
- Councillor Kuiack noted an error in the budget report that the Rural Ontario Development Grant (ROD) has a Municipal contribution not a Recreation contribution.
- In the early stages of a FEDNOR grant to replace the rink boards on the Madawaska ice rink. Councillor Florent noted that the proposed rink boards will not use any municipal tax dollars, that the funds will come from Recreation through fundraising.
- There has been requests to extend the hours at the library but not any to change the hours.

Aurel Thom, Fire Chief/CEMC

Verbally reported;

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

- Currently, if an ambulance is unable to arrive on scene within 15 minutes, the Fire Department is also dispatched. In most cases—particularly in Madawaska—the Fire Department arrives before the ambulance. A meeting has been scheduled in March with Stephen Kirk, Chief Paramedic, to discuss the response timeframe and consider extending it to 25 minutes.

Steven Ronholm, Works Superintendent

Waste/Works Department Report was circulated in the package.

- The meeting was paused to proceed into a scheduled Closed Session of Committee. Following the Closed Session, S. Ronholm resumed and completed his report.

Moved by: Councillor Florent

Seconded by: Councillor Collins

THAT the Human Resources, Administration & Public Relations Committee for the Corporation of the Township of South Algonquin move into Closed Session in accordance with Part VI, Section 239(1)(f) of the Ontario Municipal Act, being advice that is subject to solicitor-client privilege, including communications necessary for that purpose, and Section 239(1)(b), being personal matters about an identifiable individual, including municipal or local board employees; and that Andrea Risk, Cunningham, Swan, Carty, Little & Bonham LLP will be in attendance to provide advice regarding an employee at 10:00 a.m.

-Carried-

Rising Report from Closed Session

Staff will proceed as discussed in Closed Session, based on the advice of Andrea Risk, Cunningham, Swan, Carty, Little & Bonham LLP and direction provided by the Committee.

Open session of Committee resumed at 10:48 a.m.

UNFINISHED BUSINESS:

Chris Fitzpatrick; Seasonal Workers- Unemployment

- Chris Fitzpatrick provided a written response in the package pertaining to the invitation to a Council meeting regarding Seasonal Workers and Unemployment services. Mayor LaValley will follow back up with C. Fitzpatrick.

NEW BUSINESS:

2026 Budget Presentation

- Council agreed to a 2.1% increase in taxation for 2026. A By-Law for first and second reading will be presented at the March 4, 2026 Council Meeting, allowing a public consultation period.

ADJOURNMENT:

Moved by: Councillor Siydock

Seconded by: Councillor Rodnick

To adjourn the Human Resources, Administration & Public Relations Meeting of February 18, 2026 at 12:27 p.m.

Councillor S. Collins

Bryan Martin, CAO/Clerk-Treasurer