



# AGENDA

## ASSET MANAGEMENT COMMITTEE MEETING IMMEDIATELY FOLLOWING THE ECONOMIC DEVELOPMENT COMMITTEE MEETING

**March 18, 2026**

**Council Chambers  
Municipal Office  
7 Third Avenue  
Whitney, Ontario**

**And ZOOM and livestreamed to You Tube Channel: South Algonquin Council**

Open Meeting/Call to order

Roll Call

1. Additions / Amendments to the Agenda
2. Adoption of the Agenda
3. Disclosure of Pecuniary Interest or a General Nature Thereof
4. Petitions, Delegations and/or Presentations
  - Stephen Kirk, Chief-Paramedic Services -Tiered Response Agreement
5. Staff Reports:
  - Charlene Alexander, CEO/Head Librarian/Grant Writing
    - Library Report
    - Minutes of January 27<sup>th</sup>, 2026 Board Meeting
    - Grant Writing Report
  - Aurel Thom, Fire Chief/CEMC
    - Monthly Fire/ CEMC Report
  - Steve Ronholm, Works Superintendent
    - Works Department Report
6. Unfinished Business
7. New Business
8. Adjournment

**NOTE: Submissions received from the public, either orally or in writing, may become part of the public record.**

## THE CORPORATION OF THE TOWNSHIP OF SOUTH ALGONQUIN BYLAW # XX-XXX

Being a bylaw to authorize a Tiered Response Agreement between The Township of South Algonquin Fire Department and Nipissing District Paramedic Services.

**WHEREAS** The *Municipal Act, 2001* Subsection 10(2) 6 and 8 authorizes a Municipality to pass bylaws respecting the health, safety and well-being of persons and the protection of persons and property;

**AND WHEREAS** the Council of the Corporation of the Township of South Algonquin deems it necessary to have an agreement in place between the Nipissing District Paramedic Services and the Township of South Algonquin Fire Department for Tiered Response Agreement for Medical Emergencies;

**NOW THEREFORE** the Council of the Corporation of the Township of South Algonquin enacts as follows:

### 1. SHORT TITLE

This Bylaw may be cited as the "Tiered Medical Response Bylaw."

### 2. DEFINITIONS

**Ambulance Service** means the District of Nipissing Social Services Administration Board (DNSSAB) - Paramedic Services

**Code 4 (Life and Limb) Emergencies** means any emergency where the patient may die without timely medical intervention

**Fire Department** means the Township of South Algonquin Fire Department

**MVC** means Motor Vehicle Collision and includes any collision between a motorized vehicle including but not limited to cars, trucks, and motorcycles

**Off Road** means ATV and snowmobile trails, and/or any response where the patient is not accessible by land ambulance and response requires additional equipment or personnel

**Patient Lift Assist** means paramedics have requested Fire Department assistance with patient lifting and/or extrication

### 3. AGREEMENT

The CAO/Clerk, Paramedic Chief / Manager, and South Algonquin Fire Chief are hereby authorized to execute the Tiered Response Agreement for Medical Emergencies attached hereto as Appendix "A" to and forming part of this bylaw.

That the executed agreement be forwarded to Northern911 for implementation.

That the CAO/Clerk of the Municipality of South Algonquin be authorized to make minor modifications or corrections of a grammatical or typographical nature to this bylaw or appendix, after the passage of this bylaw, where such modifications or corrections do not alter the intent of the bylaw.

This bylaw will come into force and take effect upon final passing thereof.

DRAFT

## **Medical Tiered Response Agreement**

**Between**

**District of Nipissing Social Services Administration Board**

Paramedic Services  
(Herein known as DNSSAB)

and

**Township of South Algonquin Fire Department**

(Herein known as the Fire Department)

The DNSSAB and the Fire Department wish to enter into a Medical Tiered Response Agreement for the mutual benefit of each agency and to assist community residents. The development of a Medical Tiered Response Agreement is not intended to place undue hardship or pressure on any emergency service, rather Medical Tiered Response Agreements are intended to provide a rapid response of trained personnel to specified events and within specified times and as specified in this document.

The Medical Tiered Response Agreement will be reviewed by both organizations annually and when required, amended to reflect evolving community needs, or capacity. Where no amendments are brought forward by either party, this agreement shall remain in full force and effect.

The Medical Tiered Response Agreement may be cancelled by any of the participating agencies with a minimum of three months written notice to participating agencies. All participating agencies will be subject to all legislated responsibilities including but not limited to maintenance of patient confidentiality as provided in the Personal Health Information Protection Act.

The Medical Tiered Response Agreement is not intended to alter the assignment of participating agencies from those incidents that they would wish to respond to under their mandate for specific service delivery. As an example, Fire Services may wish to respond to all motor vehicle collisions to provide agency specific activities. Such a response would not be part of a Medical Tiered Agreement but would be managed within their organization.

**Whereas** the parties have expressed their desire to participate in a tiered response for specified medical emergencies, the parties agree as follows:

## Medical Tiered Response Activation Criteria

1. The activation of a tiered response may occur at any time for the following criteria:
  - a. All motor vehicle collisions (MVC).
  - b. Unconscious (does not include seizures)
  - c. VSA
  - d. Multiple Casualty incidents that may overwhelm the ambulance service
  - e. Instances where the Fire Department is able to respond to a Code 4 emergency in a more timely fashion (due to location of call), than the ambulance service. (30 minutes response time)
  - f. When an Off-Road Rescue is required to reach a patient. An Off-Road response is defined as a patient that cannot be accessed by ambulance and will require additional equipment or personnel to complete
  - g. All confirmed structure fires
  - h. Patient Lift Assists – at the request of the paramedics on-scene the Fire Department will be sent to provide assistance in lifting/extricating patients.
2. The Fire Department will only respond to calls within the municipal boundaries unless otherwise authorized.
3. Dispatch shall notify the Fire Department within **one (1) minute** of the receipt of a call when able, for any emergencies that meet the criteria as listed in section 1.
4. The Ambulance Service and Fire Department shall have in place the necessary Liability Insurance.
5. **This agreement recognizes that the Fire Department may not be able to respond when occupied with a fire emergency, or for any other reason as determined by an on-duty fire official.**
6. Appendix “A” to this agreement is the operational guidelines for activating this tiered response agreement.
7. This agreement may be reviewed, revised, and maintained by the Fire Department, Ambulance Service on an annual basis or at the request of any parties to this agreement.
8. Will not respond to calls where OPP or Ontario Parks will respond, unless requested by Paramedics.

# Appendix A

## Operational Guidelines

### Northern911 Responsibilities:

- Activate the Township of South Algonquin Fire Department to emergencies located within their normal response areas when these emergencies/requests fall into the criteria that has been mutually agreed upon.

### DNSSAB - Paramedic Services Guidelines:

- Upon responding to the closest, most appropriate, ambulance to the scene, will advise the ambulance crew if a tiered response has been activated.
- All available information should be relayed to the Fire Department with updates as they are received.
- Advise of **any potential hazardous situations**.

### Fire Department Responsibilities:

- Prevent, control, and/or extinguish fires
- Control the safety of the scene when hazards are identified.
- Provide extrication as needed.
- Control and coordinate incidents involving spills, leaks, or dangerous goods.
- Providing patient care as necessary, including First Aid, CPR, AED and O2 Therapy.
- Make decisions involving the potential for evacuations at the scene of an emergency.

### Fire Department Guidelines:

- Firefighters are responsible for activities in areas subject to hazardous environmental conditions or where exposure to fire may occur. Ambulance crews, unless equipped with adequate protective equipment and supervised by firefighters, will remain in a staging area.
- Firefighters should position their vehicles so as to not block access or egress for the responding ambulance.
- Ambulance will cancel the Fire Department if it is obvious that they are not needed.

### Ambulance Responsibilities:

- Ambulance personnel are responsible for the care and transportation of patients.
- Ambulance personnel will assist other emergency services as required, secondary to patient care and transport.
- The Paramedics should be aware of the local tiered response agreement(s) in place and upon arrival at the scene should determine whether or not the Fire Department is needed for further assistance.
- The Ambulance crew will evaluate injuries of patients, perform triage if necessary and notify dispatch immediately if any further assistance is required, i.e. Air

Ambulance response.

- The Ambulance crew may request assistance from the Fire Department at the scene with regards to patient removal or further patient care.
- Replenish of first aid supplies to Fire department.

Shared Responsibilities:

- Scene safety is everyone’s responsibility. Should a hazard be identified anyone on scene can call a “STOP” to all activities.
- Wherever possible, allied agencies should encourage their respective staff to meet after calls, at a mutually agreed site in order to discuss the events of the call in such a way as to improve the handling of such a call in the future.
- Return equipment as required.
- Maintain a high level of respect and a professional rapport with one another.
- Participate in inter agency training whenever possible.
- Participate in Critical Incident Stress Debriefing as necessary.

---

For: \_\_\_\_\_ Date \_\_\_\_\_  
Township of South Algonquin Fire Department

---

For: \_\_\_\_\_ Date \_\_\_\_\_  
District of Nipissing Social Services Administration Board

**Township of South Algonquin Public Library - Charlene Alexander  
Report – March 2026**

**Next Library Board Meeting:** March 24, 2026, at 6:00 PM – Whitney Branch / Online

**Programming Updates**

- **Author Visit – Adam Shoalts:** Sunday, April 19, 2026, 1 pm Madawaska Hall, registration required.
- **Astronomy in Action:** Currently working to coordinate a tour date for June 2026.
- **School Visits:** Three classes are participating in bi-weekly visits.
- **Snakes and the Research Done on Them in Algonquin Park** with Drayke Evans, manager of Algonquin Wildlife Research Station - Date to be determined. May or July

**Upcoming Virtual Author Talks:**

- **Book Portals and Journeys of Literary Magic with Kate Quinn** Thursday, March 12th, 2026, at 7:00 PM
- **America’s Failed Response to the Opioid Crisis with Author Shoshana Walter**  
*With Special Guest Host Barbara Kingsolver* Tuesday, March 24th, 2026, at 2:00 PM
- **On a Mission: The History of US Women Astronauts with Smithsonian Curator Emerita Valerie Neal**  
Thursday, April 2nd, 2026, at 2:00 PM

To register for upcoming events or view archived talks, visit: <https://libraryc.org/southalgonquinlibrary>

**Governance**

- The library board has made a motion to nominate Jackie Findlay to the board.
- The CEO and Library Board are developing a draft Memorandum of Understanding (MOU) with the Township to formalize the current working relationship.
- CEO is completing the Annual Survey of Public Libraries.
- Canada Post Community Grant application to support Smart TV upgrades and the development of STEM/STEAM books, kits, and games collection. Submitted.

Library Statistics	Whitney		Madawaska	
	January	February	January	February
<b>Head Count</b>	<b>166</b>	<b>163</b>	<b>83</b>	<b>84</b>
<b>Circulation</b>	<b>448</b>	<b>391</b>	<b>102</b>	<b>143</b>
<b>Computer users</b>	<b>16</b>	<b>20</b>	<b>16</b>	<b>20</b>
<b>Inter Library Loans</b>	<b>24</b>	<b>6</b>	<b>0</b>	<b>0</b>
<b>New Members</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>1</b>
<b>Print/fax/copy</b>	<b>32</b>	<b>110</b>	<b>5</b>	<b>9</b>
<b>Reference/Reader's Advisory</b>	<b>159</b>	<b>174</b>	<b>4</b>	<b>32</b>
<b>Tech/media/software support</b>	<b>14</b>	<b>12</b>	<b>3</b>	<b>3</b>
<b>School/Daycare headcount</b>	<b>52</b>	<b>65</b>	<b>0</b>	<b>0</b>
<b>Program headcount</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Non-members users</b>	<b>12</b>	<b>13</b>	<b>6</b>	<b>16</b>
<b>Over drive users combined</b>	<b>23</b>	<b>13</b>		
<b>Ove drive E book Circulation combined</b>	<b>135</b>	<b>100</b>		
<b>Seed Library</b>	<b>0</b>	<b>4</b>	<b>0</b>	<b>0</b>

**Township of South Algonquin Public Library**  
**Minutes of the Meeting Held**  
 January 27th, 2026 6pm Whitney Branch/Online

**Attendees:** Rose Jessup, Councillor Laurie Siydock, Vicki Forward, Elaine Hare

**Staff:** Charlene Alexander **Regrets:** Sarah Ennor and Cynthia Haskin **Guest:** Jackie Findlay

**Land Acknowledgement:** Charlene Alexander

**Call to Order:** 6:00 pm

**1. Motion # 2026-01**

Moved – Elaine Hare Seconded – Rose Jessup /To approve the agenda/Carried

**2. Motion # 2026-02**

Moved – Rose Jessup Seconded – Laurie Siydock /To approve the minutes of October 28<sup>th</sup>, 2025 Carried

**3. Report of the Chair:** No report

**4. Business Arising from the Minutes**

4.1. **Astronomy in Action program 2026** – they reached out saying there may be dates available in May & June and they are trying to coordinate with Madawaska Valley Public Library and Maynooth Public school. No word if evening performances will be available.

4.2. **Night Sky Photography with Robert Fisher** – The program was canceled due to lack of interest. May try again early spring.

**5. New Business:**

5.1. **Overdrive Review:** In 2025, the OverDrive consortium expanded to two-hundred-member libraries for 2026, providing shared access to a collection of more than 109,000 digital titles. Usage reached a record high, with 5,060,345 total checkouts—an increase of over 7% from the previous year and the highest annual circulation to date. Locally, usage included thirty-four active users and 1,707 total checkouts. To further enhance digital offerings, an All-Access Mystery subscription (450 titles) has been added for 2026.

5.2. **Board Membership Inquiry:** Jackie Findlay joined the meeting and introduced herself and her qualifications. She left after this discussion.

**Motion #2026-03**

Moved - Rose Jessup Seconded - Elaine Hare/That Jackie Findlay be nominated to the Library Board pending receipt of a clear Vulnerable Sector Check/ Carried.

**6. Reports**

6.1. **Finance:** Action: Review of the bank statements. November \$3486.43 December \$3494.25

6.2. **Librarian Reports:** Reviewed and discussed reports.

6.3. **Council Report:** Will follow up with the grocery store regarding a bottle fundraiser. No news regarding the new recycling program.

**7. Governance**

7.1. **Policy:** none

7.2. **Strategic Planning/Strategic Doing:** Draft MOU moved to February meeting.

**8. Correspondence:** none

**9. Any Other Business:** none

**10. In-Camera/Out of Camera:**

**Motion #2026-04**

Moved – Vicki Forward Seconded - Elaine Hare/Motion to move in camera at 6:55pm/ Carried

**Motion #2026-05**

Moved – Rose Jessup Seconded - Elaine Hare/Motion to move out of camera at 7:03pm/ Carried

**Motion #2026-06**

Moved – Rose Jessup Seconded - Laurie Siydock / That the Library Board approve the implementation of a fragrance-free policy at both library locations to support the health and well-being of staff and patrons. / Carried

**11. Next Meeting:** February 24<sup>th</sup>, 2026, 6pm Madawaska Branch/Online

**12. Adjournment**

**Motion #2026-06**

Moved by – Vicki Forward Seconded by – Elaine Hare /To adjourn/Carried.

**Township of South Algonquin  
Grant Writing Activity Report – Charlene Alexander - March 2026**

**1. Seniors Community Grant (2025)**

**Status:** Approved June 6, 2025 - **Funding:** \$10,863

**Project Status:** Completed **Next Steps:** Final report submitted

---

**2. NOHFC – Lester Smith Rink Resurfacing**

**Status:** Approved **Funding:** \$200,000 (plus \$49,000 Recreation contribution)

**Project Status:** Work to be completed spring/summer 2026

---

**3. NOHFC Workplace Development Program**

**Status:** Approved **Funding:** \$35,000

**Project:** Community Development Intern position

**Project Status:** Project currently underway September 2025 – September 2026

---

**4. Enabling Accessibility Fund – Lester Smith Accessible Playground**

**Status:** Approved **Funding:** \$121,749 (plus \$40,000 Recreation contribution)

**Next Steps:** Work to be completed spring/summer 2026.

---

**5. Rural Ontario Development (ROD) Grant**

**Status:** Approved **Funding:** \$25,000 (plus \$25,000 Municipal contribution)

**Project:** Boat Launch and Trails Master Plan development.

---

**6. Skills Development Fund**

**Status:** Submitted; under review

**Project:** DZ licensing training for three Works Department employees and four firefighters.

---

**7. Fire Prevention Grant – Cancer Prevention Equipment (2026)**

**Status:** Approved **Funding:** \$36,223.56

**Project:** Fire Chief completing purchases and arranging for installation work.

---

**8. Canada Summer Jobs Grant (2026)**

**Status:** Submitted; under review

**Project:** Funding request for two summer student positions.

---

**9. Celebrate Canada (Canada Day Funding) 2026**

**Status:** Submitted; under review

**Project:** Support for Canada Day community celebrations.

---

**10. Ontario Trillium Foundation (OTF) Capital Grant – Privy Accessibility Upgrades**

**Status:** Submitted March 2<sup>nd</sup>, 2026; under review

**Project:** Accessibility upgrades to five Township Privies.

---

**11. Pothole Prevention and Repair Program**

**Status:** Approved **Funding:** \$38,000

**Project:** Support for priority road maintenance and pothole repair.

---

**12. Seniors Community Grant (2026)**

**Status:** Submitted December 12, 2025; under review

**Project:** A series of eight seniors' community dinners featuring guest speakers and entertainment, alternating between Madawaska and Whitney.

---

### 13. Firehouse Subs Grant

**Status:** Submitted January 19, 2026; under review

**Project:** Purchase and installation of an automatic generator at the Whitney Fire Hall/EMS Base.

---

### 14. Canada Post Community Grant – Library

**Status:** Application in progress

**Deadline:** February 27, 2026

**Project:** Expansion of library technology through the installation of Smart TVs at both branches and the launch of a circulating STEAMSTEM books, kits, and educational board game collection. Smart TVs will replace outdated equipment and support virtual author talks, National Film Board screenings, presentations, and enhanced in-library programming.

---

### 15. New Horizons for Seniors Program

**Status:** Submitted by Bil Smith (CRC) in September 2025; under review

**Project:** Three organized bus trips for seniors.

## Grants Summary – Applications Submitted 2025

- **January 25: Ministry for Seniors & Accessibility** – Seniors Community Grant 2025 (Two bus excursions with meals) – **\$10,892.50** – Successful/Completed
- **March 25: Ontario Trillium Foundation – Capital Grant 2025** – Accessibility upgrades to five township privies – Not Successful/invited to resubmit
- **June 25: Northern Ontario Heritage Fund Corporation** – Workplace Development Program 2025 (Community Intern Position) – **\$35,000** – Successful/In Progress
- **Sept. 25: OMAFRA – Rural Ontario Development 2025** – Boat Launch & Trails Master Plan – **\$25,000** – Successful/In Progress
- **Sept. 25: Office of the Fire Marshal & Emergency Management (OFMEM)** – Fire Prevention Grant 2026 (Decontamination showers at Whitney Fire Hall and washer/dryer at Madawaska Fire Hall) – **\$36,223.56** – Successful/In Progress
- **Sept. 25: Seniors New Horizons 2026** – Three Seniors Bus Trips (CRC application – Bil Smith) – awaiting approval
- **Oct. 25: Ministry of Labour, Immigration, Training & Skills Development (MLITSD)** – Skills Development Fund 2025 (DZ training for three Works employees and four firefighters) – Awaiting approval
- **Nov. 25: Canadian Heritage – Celebrate Canada 2026** – Canada Day Funding - Awaiting approval
- **Dec. 25: Employment & Social Development Canada (ESDC)** – Canada Summer Student 2026 Awaiting approval
- **Dec. 25: Ministry of Transportation** – Pothole Prevention & Repair Program 2026 – **\$38,000** – Successful/In Progress
- **Dec. 25: Ministry for Seniors & Accessibility – Seniors Community Grant 2026** – Series of eight senior dinners with speakers/entertainment, alternating between Madawaska and Whitney - Awaiting approval

**Total Grant Hours: 280**



## MONTHLY FIRE REPORT TO COUNCIL

Reporting Date: February 12, 2026 – March 11, 2026

### Training / Courses

- **Feb. 17<sup>th</sup> - Fire Practice in Whitney:** Quick practice with the SCBA, putting on and off. Then hose rolls, skill sheets #45, 46, 47, 48 & 49. Captain Courneyea done training.
- **Feb. 24<sup>th</sup> - Fire Practice in Madawaska:** Quick practice with the SCBA, putting on and off. Then hose rolls, skill sheets #45, 46, 47, 48 & 49. Captain Courneyea done training.
- **March 3<sup>rd</sup> – Fire Practice in Whitney:** Equipment checks and put the new AED,(defibrillator) into service.

### Calls / Responses

- **Feb. 15<sup>th</sup> - EMS ASSIST:** Madawaska Hall - They requested fire to get a patient off a trail to the ambulance; we used the side x side with rescue sled. **Paged @ 12:11 Hrs.**
- **March 5<sup>th</sup> –** Dispatch called me that they received a call of smoke on Aylen Lake; it was on the North East side of the lake. No calls after so I assume someone was burning brush, water access. **Called @ 16:31 hrs.**
- **March 7<sup>th</sup> – EMS ASSIST:** Whitney Hall **Paged @ 12:17 hrs.**

### Complaints / Concerns

- 

### Upcoming Events

- CPR/First Aid is scheduled for the Fire Department on April 18<sup>th</sup>.
- SCBA and FIT testing will be in May.

### Correspondence / Other

- **Feb. 20<sup>th</sup> –** Last day for the Carbonator @ the AFA yard on Major Lake Road.





- **Feb. 26<sup>th</sup>** - Attended an information session at the MNR fire building in Haliburton, they went over fire agreements with Municipalities and the importance of them. They conducted a tour for anyone that wanted to look around, it's a very impressive building. A storage room of fire equipment, the area I was interested in the most was the office where the Sector Response Officer sits. This is where your call goes to when a fire is being reported! They are talking about extending the fire season because of dryer/warmer conditions, not this year. It is April 1<sup>st</sup> until October 31<sup>st</sup> now, they are considering adding 2 weeks before and after these dates.
- **Feb. 27<sup>th</sup>** – Short term rental inspection with CBO.
- **March 4<sup>th</sup>** – Sat in on the Renfrew County Fire Chiefs association meeting via Zoom, there was a guest speaker from Home Fire Sprinkler Coalition. He explained the systems that are installed including the underground water tank, had live burn demos that were conducted. They are pushing for sprinklers to be mandatory in all new residential buildings! A couple chiefs are seriously considering not allowing the burning of brush, because of the warmer and dryer summers.
- **March 10<sup>th</sup>** – Sat in on a Teams meeting, **Modernizing Conservation Authorities**. They are forwarding the slide deck which I will forward on to members of the Township.

### EMERGENCY MANAGEMENT

- **Feb. 18<sup>th</sup>** – Ottawa River freshet meeting on Teams, gave an update on snow amounts and snow melts. They are planning more meetings as the snow melts, as they do every year.
- **March 7<sup>th</sup>** – Lengthy power outage, from approximately 02:00 hrs. until around 20:00 hrs. The restoration times from Hydro1 kept getting extended every time by an hour or two, I was talking with a work crew around 18:00 hrs. in Madawaska. They told me they found the problem and the power would be restored shortly!
- **March 9<sup>th</sup>/10<sup>th</sup>** – Environment and Climate Change Canada (ECCC) held a couple update sessions about the upcoming freezing rain/freezing storm, Worst areas to be hit will be the Ottawa Valley and Algonquin Park area, they sent the maps slide deck that I forwarded to members of the Township. Jeffery Warren, our Emergency Management coordinator has reached out several times checking in over these couple days to everyone .
- **March 11<sup>th</sup>** – We are getting the bad weather, no outages as of 07:50. Fingers crossed!





## **Committee Report March 2026 Meeting – Public Works & Roads Department**

Date: Wednesday March 18<sup>th</sup>, 2026

Submitted by: Steven Ronholm, Public Works Superintendent

### **1 - ROAD OPERATIONS:**

- **WINTER CONTROL / MAINTANACE:**
  - It has been a good winter so far in terms of winter control & maintenance. No Major Issues encountered so far
  - Spring Road Conditions are here now. Grader will be out whenever weather permits to address areas with potholes as soon as possible
- **CULVERTS / ROAD DRAINAGE IMPROVEMENTS:**
  - To Resume in Summer of 2026
- **BRUSHING OPERATIONS:**
  - To resume in Spring of 2026, starting with the completion of the mainline at McKenzie Lake
- **STRUCTURES UPDATE:**
  - **BI-ANNUAL OSIM INSPECTIONS**
    - Next round of OSIM's to occur in 2027
    - Priority Structures from 2025 OSIM Inspections include the replacement of McCauley Creek Multi-plate Culvert & Algonquin Street Bridge Expansion Joint Seals
  - **ALGONQUIN STREET BRIDGE:**
    - Replacement of Expansion Joint Seals required under 2025 OSIM Inspection and is scheduled & budgeted to take place in Summer of 2026
  - **MCCAULEY CREEK MULTI-PLATE:**
    - Replacement of Culvert required under 2025 OSIM Inspection & included in 2026 Budget and scheduled to take place during low water level time period in 2026 (Late Summer / Early Fall)
- **2025 / 2026 - WINTER SAND / SALT UPDATE**
  - November 2025 Sand Usage = 600t
  - December 2025 Sand Usage (upto December 10<sup>th</sup>, 2025) = 600t
  - January 2026 Sand Usage = 885t
  - February 2026 Sand Usage = 625t

- March 2026 Sand Usage (upto March 11<sup>th</sup>, 2026) = 75t
- **TOTAL 2025/2026 Sand Usage to date = 2785t**

## **2 – 2026 CAPITAL PROJECTS UPDATE**

### **1. INTERNATIONAL TANDEM PLOW TRUCK**

- Latest Update received was on February 10<sup>th</sup>, 2026 and that truck is expected to be ready for delivery in 2-3 months Mid-April to Mid-May 2026. Still on-track.

### **2. THOMPSON WATER STEAMER REPLACEMENT**

- Existing Unit was purchased in 1998 and is now 28 years old. Our tangible Assets Policy (Bylaw No. 22-724) states that the useful lifespan for Machinery & Equipment (Heavy Equipment) is 20 years. The existing unit is 8 years past its useful service life and requiring replacement.
- Replacement will be scheduled in Summer / Fall of 2026 once budget passes.

### **3. ALGONQUIN STREET EXPANSION JOINT REPLACEMENT**

- Has been included in 2026 Budget Capital Works as it was required as part of the 2025 OSIM Bi-Annual Inspections as needing replacement within 1 year. Once Budget passes work will be scheduled in Spring / Summer of 2026.

### **4. MCCAULEY LAKE MULTI-PLATE REPLACEMENT**

- Has been included in 2026 Budget Capital Works as it was required as part of the 2025 OSIM Bi-Annual Inspections as needing replacement within 1 year. Once Budget passes work will be scheduled in Late Summer / Fall of 2026 during low water conditions.

### **5. ROAD RE-GRAVELLING / RESURFACING PROJECT**

- The AMP refers to the 2022 Roads Needs Study which specifies that the Township should be targeting 14.8km of gravel road resurfacing per year. In 2026, CCBF Funding will be put towards re-gravelling Mainline of McKenzie Lake (8km), A section of McKenzie Lake North Road (8km), McGuey Road (3km), Cross Lake (0.5km), Murray Park (0.5km).
- Work will be scheduled to take place in the Spring once Spring Grading has been completed and prior to Calcium Placement (work to take place sometime in June 2026).
- Currently working on sourcing most economical aggregate supplier
- Work to be funded using annual CCBF Grant Funding & Pothole Prevention Grant

### **6. ROAD DRAINAGE IMPROVEMENTS**

- Ditching & Culvert Replacements including areas of McKenzie Lake Mainline, McKenzie Lake North Road, McGuey Road, Gaffney Road, North Aylene Lake Road, Church Hill Street
- Work above to be funded using Annual CCBF Grant Funding

## 7. **ALGONQUIN FIBRE - ONGOING**

- Whitney Fibre Installation / Commissioning Update
  - **Phase 1** (Hay Creek, Ottawa St, 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>) – **Commissioned**
  - **Phase 2** (Post Street, Church Hill) - **Commissioned**
  - **Phase 3** (Paradise / Park Street) – Onhold due to issues with Permitting with MTO, hoping to have permitting completed by Spring once frost is out to continue work and to have commissioned by June 2026 Deadline
  - **Phase 4** (Hilltop) - Onhold due to issues with Permitting with MTO, hoping to have permitting completed by Spring once frost is out to continue work and to have commissioned by June 2026 Deadline
  - **Phase 5** (Algonquin Street, Algonquin Crescent) – **Commissioned by Mid-Late March**
  - **Phase 6** (Galeairy Lake Road, Maple, Sunset) – **Commissioned by Mid-Late March**
- Madawaska Fibre Installation / Commissioning Update
  - Mid-April once frost is out work will resume on install of remaining main-duct, install of interconnect feed from Bell at the M&L Hall & Fibre Jetting which all remaining works are estimated to take 4-5 weeks
  - Algonquin Fibre are having delays with Bell getting a main interconnect feed. They are coordinating weekly with Bell to have this issue resolved as soon as possible and ensure completed by Spring when the frost is out so they can resume work and be completed by the June 2026 deadline.
  - Algonquin Fibre confirmed that service will be ran to Landsdown Avenue

## 8. **LESTERSMITH PLAYGROUND**

- Shop Drawings approved
- 10-week leadtime on fabrication
- Install Scheduled to commence on May 25<sup>th</sup>, 2026

## 9. **LESTERSMITH RINK RESURFACING**

- Shop Drawings and Tender Document Preparation to commence in March 2026 in preparation to have work completed in Summer of 2026

## 10. **PARKS / PRIVIES ACCESSIBILITY IMPROVEMENTS**

- Grant Submitted in March 2026. If approved work will be completed in Summer / Fall of 2026

## **3 RECREATION UPDATE**

- **Rinks** – Rinks were officially closed for the season on March 6<sup>th</sup>, 2026. Was a great rink season. Thanks to Peter Martin, Justin Hunter, Howard Drew & Brendia Drew for doing a great job this season.
- **Docks**

- i. JR Booth Dock was rebuilt at the works garage this winter and will be installed in the Spring once snow is gone
- ii. Tom & Mick Murray Dock – I have reached out to Murrays Mill to see if they would be open to donating lumber for assisting with the replacement of this dock in the Spring. Murrays to confirm by March 13<sup>th</sup>, 2026
- iii. Aylen Lake EZ Dock – Dock Extensions to be added on in 2026

#### **4 EQUIPMENT MAINTENANCE / NOTES**

- Tandem #7
  - i. Power Steering Box had a major leak in January 2026. Had to be replaced. Cost was around \$2000.
  - ii. Routine 250hr Service completed in February 2026
  - iii. Front Axle ABS Sensor Replaced in March 2026
- Tandem #27
  - i. Multiple Air leaks in January & February 2026 repaired
  - ii. Pressure protection valve replaced in February 2026
  - iii. 2 Hydraulic lines to the main PTO pump replaced in February 2026
  - iv. Relay Valve Replaced in March 2026
- Tandem #33
  - i. 2 Rear Axle Break chambers replaced in February 2026
- F-150 Pickup (#29)
  - i. Routine 250hr service recently completed
  - ii. Truck Safety completed in February 2026. Truck required new brakes for safety
- F-150 Pickup (#30)
  - i. Routine 250hr service recently completed
  - ii. Truck Safety completed in February 2026. Truck required new tires and brakes for safety
- F-250 Pickup (#37)
  - i. Routine 250hr service recently completed
  - ii. No issues to note.
- F-550 Pickup (#34)
  - i. Routine 250hr service just completed on truck
  - ii. Issues with 10.5ft Western V-Plow, replaced hydraulic pump motor
  - iii. Truck taken to Price Ford in January 2026 to fix electronic / wiring issue
  - iv. Wheel stud broke and tire replaced in February 2026
  - v. Front Brakes Replaced in March 2026
  - vi. Ignition Wires & Plugs replaced in March 2026
- Garbage Compactor
  - i. Water Pump recently replaced on truck
  - ii. Hydraulic lines recently replaced on truck
  - iii. Routine 250hr service recently completed in March 2026
- Float Trailer
  - i. No issues to note

- Utility Trailer
  - i. No issues to note
- New Volvo G970 Grader
  - i. No issues to note
- Backhoe
  - i. No issues to note
- Loader
  - i. Loader bucket re-plated
  - ii. Bucket Pivot Pins / Bushings Replaced
  - iii. New Tires Ordered for Loader and to be installed Mid-March

## **5 SAFETY UPDATE:**

- Incidents
    - i. Slip / Trip Incident to Works Employee on March 5<sup>th</sup>, 2026. Worker had checked out at Hospital and has returned to work. Incident review and safety talk with crew held following incident to mitigate from reoccurrence.
  - Employee Safety Documentation Summary
    - i. Safety Talks completed in 2026 include:
      - a. Slips Trips & Falls (January 8<sup>th</sup>)
      - b. Electrical Hazards (January 15<sup>th</sup>)
      - c. Carbon Monoxide (January 30<sup>th</sup>)
      - d. Reporting & Investigating an Incident (February 26<sup>th</sup>)
      - e. Eye Protection (February 26<sup>th</sup>)
    - ii. Policy / Agreement Reviews with Crew include:
      - a. Smokefree Workplace Policy (February 26<sup>th</sup>)
      - b. Helipad Agreement (January 30<sup>th</sup>)
      - c. Vacation, Sick, OT Policy Reviews (March 5<sup>th</sup>)
  - PPE Inventory – Good inventory of PPE currently at works yard for staff.
  - Monthly JHSC Meetings – Ongoing. Steven Ronholm (management rep), Adam Ziebarth (worker rep), Tom Florent (worker rep) all present for monthly meetings. No major action items to be addressed as a result of the meeting
- Other New Business