

**TOWNSHIP OF SOUTH ALGONQUIN**  
**ASSET MANAGEMENT COMMITTEE MEETING – MINUTES**

On Wednesday, March 18, 2026 the Asset Management Committee held an in-person and Zoom Meeting, livestreamed to YouTube.

**Council Present:**

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

**Township Staff Present:**

Bryan Martin, CAO, Clerk-Treasurer  
Tracy Cannon, Deputy CAO/Deputy Clerk-Planner, Recording Secretary  
Steven Ronholm, Works Superintendent  
Charlene Alexandar, CEO/Head Librarian/Grant Writing  
Aurel Thom, Fire Chief/CEMC

Chair of the Asset Management Committee, Councillor Florent called the meeting to order at 10:19 a.m.

**ROLL CALL:** All Present

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

**ADOPTION OF THE AGENDA**

**Moved by: Councillor Kuiack**  
To adopt the agenda as circulated.

**Seconded by: Councillor Pigeon**

**DISCLOSURE OF PECUNIARY INTEREST or a GENERAL NATURE THEREFORE:**  
None

**PETITIONS, DELEGATIONS and/or PRESENTATION:**

- Stephen Kirk attended the meeting to address questions regarding the draft Tiered Response Agreement between the Fire Department and the Nipissing District Paramedic Services. Housing availability remains a challenge for staff in the area, and new hires are encouraged to secure local accommodation. The by-law and agreement will be brought forward to the April 1 Council meeting for consideration.

S. Kirk left the meeting.

**STAFF REPORTS:**

**Charlene Alexander, CEO/Head Librarian/Grant Writer provided a Library Report, Minutes of January 27, 2026 Board Meeting and the Grant Writing Report.**

Verbally Reported;

- The total grant hours stated in the Grant Writing Report are hours for 2025.

**Aurel Thom, Fire Chief/CEMC provided a Monthly Fire/ CEMC Report**

Verbally Reported;

- Chief Thom and Captain Courneyea will be attending the Northeastern Fire Education Conference and Trade Show (NEFEC).
- The First Aid/CPR Training for the Fire Department is full. S. Ronholm is looking at dates for the Works Department and will let Recreation Committees know if there is availability for other attendees.
- A. Thom will research procedure/policy around Warming/Cooling Centres.
- Members of the McKenzie Lake Property Owners Association purchased their own water pumps.
- A decision on the Firehouse Subs Public Safety Foundation grant for an automatic generator at the Ambulance Bay and Whitney Fire Department is anticipated by the end of March or early April.

**Steve Ronholm, Works Superintendent provided a Works Department Report**

Verbally Reported;

- The surplus grader was posted this morning on GovDeal and closes April 1<sup>st</sup>.

- Sabine Ward will be prioritized for road gravelling for 2026.
- S. Ronholm will explore the purchase of a brusher head attachment for the grader, provided it can be accommodated within the existing budget allocation.
- With rising fuel costs, staff will likely need to take steps to minimize the potential shortfall in the fuel budget.
- The new tandem is expected to be delivered in April or May.

The Committee expressed appreciation to the rink attendants for their excellent work throughout the season in both Whitney and Madawaska.

**UNFINISHED BUSINESS:**

The phishing emails to staff and Councillors, which appear to be coming from Mayor LaValley, have resurfaced.

**NEW BUSINESS:** None

**Moved by: Councillor Collins**

**Seconded by: Councillor Pigeon**

To adjourn the Asset Management Committee meeting of March 18, 2026, at 11:21 a.m.

**-Carried-**

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Bryan Martin, CAO/Clerk Treasurer

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Councillor Joe Florent/Chairperson