

Quarterly Report

2025 Q2



Renfrew



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www.renfrew.ca

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Message from the CAO

As another quarter draws to a close, departments and staff across the Town of Renfrew have once again delivered a dynamic and productive period filled with meaningful activity. Among the most notable developments this quarter, were the implementation of the Strong Mayor legislation under Part VI.1 of the *Municipal Act, 2001* and the passing of the 2025 municipal budget.

Strong Mayor Legislation

Effective May 1, 2025, the Strong Mayor authorities were introduced following a brief two-week public comment period issued by the Province in April. Renfrew was among 170 municipalities added to this legislation, bringing the total to 216 - representing approximately 49% of Ontario's 444 municipalities. More information and updates on Strong Mayor Powers can be found on the Town website: [Strong Mayor Powers | Renfrew](#).

2025 Municipal Budget

The budget was officially approved by Council by by-law on May 13, 2025, following a challenging but thoughtful process focused on minimizing the tax levy increase.

- **Total Tax Levy:** \$12,494,281
- **Increase:** \$1,171,636
 - \$593,100 for road projects debt payments
 - \$142,491 for Town Hall renovations debt payments
 - \$662,174 for the Ma-te-Way expansion debt payments
 - Total new tax-supported debt: \$1,397,765
- **Mitigating Measures:**
 - \$145,000 applied from OPP credit
 - \$81,129 in savings across departments
- **Resulting Residential Tax Rate:** 1.920089% (includes education and county rates)
 - **Impact:** Approximately \$212 increase annually for average home assessed at \$171,000

Departmental Highlights

Across other departments, staff worked diligently on:

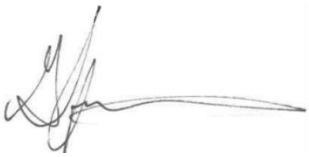
- Records management
- Information requests from the public
- Communications and outreach
- Facilitating Regular and Special Council meetings
- Conversion of accounting and budget software
- Managing vacancy of Treasurer/Director of Finance and Corporate Services role
- Planning and building applications
- Seasonal opening of Household Hazardous Waste depot
- Hiking trail development

- Water and wastewater capacity reporting
- Fireground Survival Training in partnership with Renfrew Professional Firefighters Association
- Fire education and smoke alarm programs
- By-law investigations
- Recreation and community events, including preparations for Canada Day
- Seasonal opening of McDougall Mill Museum
- Library launched TD Summer Reading Program with kick-off party in late June
- Staff prepared for summer camp programming
- Efforts towards agreements and reports for selling surplus Town-owned lands
- Construction projects, including:
 - Ma-te-Way Park Drive watermain replacement
 - Continuation of Eighth Street
 - Continuation of Dominion Street
 - Sidewalk installations and final lift for Argyle/Lochiel project
- Review, creation, update and/or repeals of 19 policies since beginning of the year with 9 more scheduled for review before end of the year

Closing Note

I am proud of both Council and our dedicated staff, who continue to provide exceptional service within budget constraints. As we enter the third quarter, our focus remains on achieving the priorities set out in the 2025 Corporate Workplan and continuing to enhance service delivery to our residents.

Thank you,

A handwritten signature in black ink, appearing to read 'Gloria Raybone', with a long horizontal flourish extending to the right.

Gloria Raybone

Chief Administrative Officer
Town of Renfrew

Community and Recreation Services & Library

Overview of Department Activities

Community and Recreation Services

Q2 was a busy season for myFM Centre Operations staff, with outdoor activities resuming, while indoor ice usage stayed open. Facility usage statistics are outlined below. Q2 is also the busiest quarter for large events on the Deslaurier Arena slab. In addition to routine day-to-day operations, in Q2 the Town hosted:

Date	Event	Notes
April 5	Once Upon a Time Figure Skating Show	Over 100 skaters and two show times
April 10 – 12	Silver Wolves Hockey Tournament	24 teams (16 men's teams and 8 women's teams)
April 18 – 21	Federal Election Advance Polling	Kelly Home Lobby
April 24 – 27	Poutine Fest	Visitor Information Centre Parking Lot
April 28	Tennis & Pickleball Courts Open	
April 28	Federal Election Polling	
April 29	Ice Removed from Deslaurier Arena	
May 1	Renfrew Victoria Hospital Recognition Awards	
May 2 – 4	Renfrew Wolves Junior A Spring Tournament	
May 4	Slow Pitch Tournament	
May 2 & 3	myFM Home Show	
May 9 – 11	Canada East Wrestling Festival	
May 12 – 15	Renfrew Firefighter Training	Self-rescue and survival training
May 13	Peloton Bike in McGrimmon Holdings Fitness Centre activated.	
May 15	Queen Elizabeth Track Meet	
May 17	Splash Pad Open	

May 21	Culvert installed on trail behind Visitor Information Centre	
May 22	RCIS Track Meet	
May 24	Black Tie Affair – myFM Concert	Estimated 700 – 750 attendees.
May 27	Central School Track Meet	
May 30	“May Day” Renfrew County Child Care & Early Years Services Conference	Estimated 480 attendees.
May 30	Kallie’s Pavilion Deep Clean & Storage Installation	
May 31	OPG Tree Planting Day	
May 31	Senior Home Support Fundraiser	Visitor Information Centre
June 1	New gate installed at Lions Club Dog Park	
June 7	Speed control signs posted at Children’s Paradise Daycare	
June 7 & 8	Slow Pitch Tournament	
June 8	Lions Club Walk for Guide Dogs	
June 13 – 15	Renfrew Minor Baseball Tournament	
June 13 - 15	Renfrew Wolves Junior B Prospects	
June 14	Renfrew Pride	Low Square
June 18	Central School Track Meet	
June 23	Culvert installed near Lions Club Dog Park	
June 24	Ice Removed from BEI Arena	
June 27	Youth Sports Board Installed	Board for minor sports organizations to share information
June 28	Welcome to Ma-te-Way Park sign replaced.	
June 28 & 29	Minor Soccer Tournament	
June 28	Canada Day Slow Pitch Tournament	
June 30	Canada Day Set-Up	

- Camps: Put on PA Day camps in May and June and opened up registration for 8 weeks of Summer Day Camp on May 1st. Multiple weeks sold out within the first hour of registration being open.

- Summer Program Guide: Worked with Renfrew Public Library to plan and execute a vast selection of programs that was put out end of May for programs/events happening in June-August.
- Community Garden: Worked with Renfrew & District Food Bank and members of the public to assign plots at Oddfellows Park. This is a popular program with a waitlist for plots for the 2026 season.
- Events:
 - Easter Egg Scavenger Hunt & Colouring Contest
 - Poutine Fest: Worked with organizers of this event to bring it to Renfrew.
 - Park & Play Trailer every Monday and Wednesday, held at different parks in months of May and June.
 - Youth Bike Rally: Worked with OVCATA (Ottawa Valley Cycling and Active Transportation Alliance) to put on 2 routes for youth on June 7th. Unfortunately, we did not have anyone attend.
 - Colour Fun Run: Worked with Renfrew Public Library to host our 2nd annual 3.5 km Colour Fun Run from Ma-te-Way Park along the trails ending at Low Square. Over 30 participants were doused in colour powder along the route, and all registration fees collected will be donated between Renfrew Public Library and Renfrew Pride after expenses are paid out for colour powder.
 - National Indigenous People's Day: Worked with BAFN (Bonnechere Algonquin First Nations) to host a 2-day event at Ma-te-Way Park and the new Cultural Centre over the weekend of National Indigenous People's Day on Friday, June 20 and Saturday, June 21. Event included indigenous dancers with full regalia, speaking about reconciliation, indigenous crafts, indigenous drumming, and a free BBQ. Over 100 people in attendance over the 2 days.
 - Pasta Making Workshop: Worked with LIP (Lanark & Renfrew County Immigration Partnership) for their Culture Connect series to host a Pasta Making Workshop for Italian Heritage Month. This workshop sold out and participants learned how to make pasta from scratch.
 - Music in the Park: Every Sunday from 1-3 pm at O'Brien Park started June 22 through the summer.
 - Co-ed Ball Tournament: Worked with local ball enthusiast, Steve Madaire, to put on 2nd annual Pre-Canada Day Ball tournament on Saturday, June 28, 2025. 8 teams registered, raising \$1,400 for Renfrew & District Food Bank and many non-perishable food donations.
 - Canada Day preparation to host event at Ma-te-Way Park from 10 am – 10 pm.





Museum

- Customer Service - Rearranged main floor space to expand visitor information services, add customer service desk and gift shop
- Promotion – New brochure with Town of Renfrew Branding. 17' Feather flag installed on river side of museum
- Programming – Summer programming schedule developed. Program on every Saturday in July and August. One night program scheduled for both July and August
- Exhibitions – Spring cleaning and rationalization of existing exhibitions
- Building – 2 ceiling fans installed on main floor and receptacle at main desk
- Reports to Council – Accessibility, Building Condition

Economic Development

- RFSO for Real Estate has been awarded to three firms.
- Tenant requests and concerns at 1 Innovation and the myFM Centre are consistently being looked after as well as regular maintenance of all town owned facilities.
- Final stages of pre work for acoustic panels installation at medicine wheel inside Cultural Centre.
- YWHO nurses stations tender being created.
- Town Garage tenders are being created for floor and roof replacement.
- An interactive map of all potential future surplus properties has been created and will be circulated.

Renfrew Public Library

- Professional Development: Staff represented RPL at the Little Branches, Rural Roots conference in Perth, ON, gaining valuable insights and connections. Two comprehensive staff meetings were held to align team goals and enhance communication, with a renewed commitment to updating internal procedures to reflect current practices.
- Community Connections: RPL strengthened local partnerships by hosting literacy programs at St. Thomas School, welcoming visits from Central Public School, and collaborating with the Town of Renfrew and Renfrew Pride for the Colour Run. Staff also participated in strategic planning with the Local Immigration Partnership,

attended St. Joseph's High School Pride event, and hosted ROC meetings with community partners.

- **Children's Programming:** The Children's Department delivered a dynamic range of programs including Early Literacy sessions, BIAK EarlyON Indigenous Teachings, Kid Librarian, Homeschooler Hive, Hands-On Tuesdays, a Kid Rave, EarlyON Meet & Greet, and Culture Connect activities such as a Language Carousel Storytime. The TD Summer Reading Club launched in June alongside outreach to the Town's Park & Play programs.
- **Adult Programming:** The Adult Department offered inclusive programming for tweens, teens, adults, and seniors, including ESL classes, Tech Tuesdays, Chess Club, Fiero Coding Club, Tea Club, a Local Authors event, and National Canadian Film Day. The federally funded New Horizons for Seniors program "Golden Growth" launched with the Cultivate phase, bringing seniors in our community together to create a sensory garden along our accessible pathway on Railway Avenue. The Connect phase of the project begins in August.
- **Inclusive Collections:** To support our mission of equitable access, new materials were added to our Large Print, 2SLGBTQIA+, and BIPOC collections.
- **Outreach Services:** RPL continued to reach beyond its walls, delivering services to Quail Creek, Bonnechere Manor, Groves Park Lodge, Hospice Renfrew, and providing home delivery to patrons unable to visit the Library in person.

Key Statistics

Community and Recreation Services

- **Total Program Registrations:** 2,730 registrations between April 1, 2025, and June 30, 2025, compared to 1,484 registrations in the same timeframe in 2024.
- **Programs and Events:** 44 different programs and events with a total of 238 sessions hosted by Town of Renfrew.
- **Program/Event Hours:** 555.25 total hours of programming/events hosted by Town of Renfrew.

Fitness Center Memberships

Month	Day Pass	1 Month	3 Month	6 Month	1 Year
April	51	70	31	6	10
May	38	63	24	4	9
June	21	53	25	6	7

Fitness Centre Fob Swipes

Month	Swipes
April	4,371
May	3,747
June	3,177

Fitness Centre Cardio Machines

Equipment	Metrics in Q2
Treadmills	5,071 miles
Exercise Bikes	741,632 revolutions
Ellipticals	1,236,224 strides

Court Memberships

Month	Day Pass	Junior	Intermediate	Adult	Senior
April	7	7	9	88	36
May	39	9	11	42	11
June	57	3	6	21	2

Court Fob Swipes

Month	Swipes
April	127
May	910
June	734

Facility	Hours	Revenue
Deslaurier Arena (Rentals)	395 hours	\$42,923.20
Deslaurier Arena (Town Bookings)	132 hours	N/A
Ball Diamonds (Rentals)	240.5 hours	\$4,272.00
Ball Diamonds (Town Bookings)	45.5 hours	N/A
Tennis Courts	1,627.6 hours	Paid by Membership
Pickleball Courts	1,253 hours	Paid by Membership
Soccer Fields & Track (Rentals)	259.5 hours	\$6,962.50
Soccer Fields & Track (Town Bookings)	91.75 hours	N/A
BEI Arena (Rentals)	630.75 hours	\$83,229.02
BEI Arena (Town Programs)	63 hours	N/A
Rooms (Rentals)	713.25 hours	\$18,411.88
Rooms (Town Programs)	1,210.5 hours	N/A
Renfrew Home Hardware Gymnasium (Rentals)	98.5 hours	\$4,275.00
Renfrew Home Hardware Gymnasium (Town Programs)	395.92 hours	N/A
Visitor Information Centre (Rentals)	52 hours	\$1,050.00
Visitor Information Centre (Town Programs)	322.5 hours	N/A
Splash Pad Bookings	16 hours	N/A
TOTAL	7,547.27 hours	\$161,123.60

Machine Labour Hours

- Renfrew Professional Firefighter's Olympia: 119 hours (estimated 475 floods)
- Layton Knight-Locke Olympia: 100 hours (estimated 400 floods)
- Floor Scrubbers: 73.1 hours combined.

Museum

- Open 30 days, 210 hours
- 463 total visitors in June 2025 (up over 68% from the same timeframe last year)

- Hosted 2 school groups
- Held 1 evening event

Economic Development

- Key statistics are provided in the monthly updates to council on tenants' facilities and maintenance.

Renfrew Public Library

- Door sensors calculated over 10,500 entries in the 2nd quarter
- We added 154 new library patrons
- A total of 11,671 physical library items were borrowed in both Departments
- 6,942 e-resources were circulated/accessed (e-books, e-audiobooks, genealogy searches)
- The Children's Department held 68 programs with an attendance of 602
- There were 16 class visits with 290 students attending
- The Adult Department held over 51 programs with an attendance of 525

Strategic Plan & Corporate Plan Progress

Community and Recreation Services

- Partnerships: Continued to build and grow relationships with outside organizations, groups, non-profits, and volunteers to offer a variety of programs and events for the community.
- Volunteer Fair: Messaged over 30 members of the ROC committee to poll multiple dates to host a Volunteer Fair. The Volunteer Fair will allow local organizations to recruit volunteers. Date: Tuesday, October 28 from 3-7 pm at myFM Centre.
- First Aid Training: Worked with all departments to Schedule first aid training for all staff who were in need.
- Gymnasium Floor: Met with Gymnastics EH and Advantage Sport to work on installing new sockets in gymnasium floor for large uneven bars that Gymnastics EH is purchasing for use for their club.

Training Plans:

- Two Lead Hands have completed their Advanced Refrigeration Course through Ontario Recreation Facilities Association and continue the path to Certified Arena Refrigeration Plant Technician (CARPT) certification.
- Two Lead Hands have also completed Working at Heights training, Confined Spaces training, and Lock Out/Tag Out training.
- One Maintenance/Labourer/Janitor completed Chainsaw Awareness Course.
- Recreation Operations will host a Working at Heights course on July 15 for remaining staff.

Recreation Agreements:

- Draft Recreation agreements with local municipalities were presented to Council on July 8.

Wayfinding:

- Wayfinding signs have been drafted for approval.

Rec Centre (67 Argyle)

- Surplus items of no value have been disposed of, with local not-for-profits and schools now engaged to retrieve items they could use (for drama programs, for example).

Museum

McDougall Mill Museum is progressing on supporting an accessible and age-friendly community.

Economic Development

- RFSO for Real Estate has been awarded to three firms. CBRE Limited, Tiree, P3 Advisors Inc.
- Tender is going out for the roof replacement at 1 Innovation.
- Researching future land to surplus to sell and develop.
- 550 Hall roof replacement is complete.

Renfrew Public Library

The Renfrew Public Library is actively working with the Ontario Library Service to develop a new strategic plan. As part of this process, a community survey was launched to gather valuable input and feedback from residents. While this important work is underway, we continue to be guided by our current plan and remain committed to our mission: to be a place of discovery, inspiration, connection, and inclusion.

Our efforts continue to focus on three core priorities—clear and inclusive communication, strong community partnerships, and ongoing service improvement. All recent departmental activities have supported these priorities as we move toward establishing a refreshed strategic direction.

Look Ahead

Community and Recreation Services

Q3 will be another busy quarter as both indoor and outdoor activities take place from July to September. This will include the reinstallation of ice at the myFM Centre, which will be the shortest “ice-out” season we have ever had. Outdoor activities continue in large numbers, and indoor activities will resume.

Capital projects will take place, including the tendering of a floor replacement in the Recreation Fundraising Team Hall, fencing outside the Kelly Homes Lobby entrance, and more.

- Event Planning: Prepare and execute upcoming events, including Canada Day, Art in the Park, National Day for Truth & Reconciliation, and Craft Beer & Food Truck Festival.
- Summer/Fall Programs: Roll out summer programs including 8 weeks of Summer Day Camp and continue with planning for the fall program guide.
- Ongoing Partnerships: Maintain partnerships with the GAAC (Golden Age Activity Centre); Bonnechere Algonquin First Nation; YWHO (Youth Wellness Hubs of Ontario); Renfrew County; LIP (Local Immigration Partnership); OVCATA (Ottawa Valley Cycling & Active Transportation Alliance); 4H; Renfrew & District Food Bank.

Museum

- Report to Council on museum governance model.
- Report to Council on fundraising initiative for Veteran's Memorial Boulevard banner project related to Arts, Culture & Heritage Plan.
- Develop digital museum content through Bloomberg Connects to enhance the visitor's experience and provide alternative access to the basement and second floor levels when the museum is closed for the season.

Economic Development

- Will begin working with firms to sell current surplus lands and work towards deeming more vacant land surplus.
- Town Garage roof and floor replacements on the horizon.

Renfrew Public Library

- Continue delivering diverse, inclusive programming that engages all age groups, with a focus on areas highlighted for improvement in the Strategic Plan survey feedback.
- Strengthen community partnerships by enhancing our presence at local events and updating a dedicated community resources page on our website.
- Grow our active membership while ensuring accurate data by removing expired memberships and updating our VOLT spreadsheet accordingly.
- Review and revise library policies to align with current standards and best practices, with all updated policies published on the website by September.

Working Group & Team Updates

Community and Recreation Services

- Co-op Students & Summer Students: Worked with RCDSB to accept 2 co-op students: 1 in Recreation, and 1 in Community Services for the term from February-June. Community Services received 36 applications for Summer Student positions for Day Camp. 6 summer students were hired in Community Services Department to run Summer Day Camp. Training for staff and planning of Summer Day Camp was completed in June. 4 Summer students were hired in Recreation Department.
- Quarterly Program Meeting: Held two quarterly ROC meetings with outside groups, organizations, and non-profits on April 14, 2025 and June 23, 2025, at Renfrew Public Library.

- Art Council/Committee & Art in the Park: Met with 5 previous members of the Art Guild to collect information to run an Art Council/Committee as well as to host an Art in the Park on Saturday, September 13 at Haramis Park.
- Booking & Registration Software: Begun implementation and training for new system: ACTIVENet. This system has an estimated go-live date of Tuesday, September 2, 2025.
- A Skilled Operator was hired to fill a vacancy within the Recreation Operations team, and competition and recruitment is ongoing to fill that vacancy.
- An informal working group has been formed to revitalize the Renfrew Sport & Recreation Wall of Fame.

Museum

- 6 summer students hired and trained.
- 3 summer student grants received.

Renfrew Public Library

A summer student was successfully recruited and hired to support the TD Summer Reading Club (TDSRC), with partial funding provided through the Canada Summer Jobs program. Due to budgetary constraints, the second approved position for a technology support student—also partially funded—was regrettably declined.

As part of the Golden Growth Project, funded by the New Horizons for Seniors Program, a current staff member was appointed as Project Coordinator. A senior Indigenous gardener was recruited to lead a plant talk for the Cultivate phase, and a tech-savvy senior has been engaged to support the upcoming Connect phase.



Development & Environment

Overview of Department Activities

- May was Building Safety Month – promoted on social media
- Ongoing implementation and streamlining of electronic e-permitting software (CityReporter) focusing on the reporting aspect.
- Site Plan Approval issued and implementation progressing on several developments – Dollarama, Shoppers Addition, Bonnechere Manor - Agreements prepared and under review by legal sections of the corporations (Shoppers, Dollarama)
- Renfrew East Secondary Plan Approved by the County (adopted by Town Council in March)
- Zoning By-law Office Consolidation Completed (consolidating previous amendments into single working document)
- Preparation of OPA 15/site-specific ZBA for 436 Lisgar Avenue (municipally-initiated)
- Project scoping for cultural heritage listing/designation project in collaboration with CRS
- Handover of myFM Centre project to Facilities/Rec Operations; Master Servicing Plan to IPWE
- Annual Reporting for Water/Wastewater Capacity
- 2025 Capital/Operating Budget deliberations, review & adoption.
- Coordination on CLI-ECA approach to infrastructure approvals.
- Draft Fence By-law – replacing current outdated By-law
- Draft Parkland Dedication By-law – under legal review
- Coordination with By-law Enforcement on complex enforcement matters
- Work on ongoing property and infrastructure-related legal proceedings
- Finalization of new Landfill ECA for revised final contours, which will permit the re-grading of the steep waste slopes
- Opening of the Bonnechere River trail
- Coordination with MTO on status of Highway 417 project.
- Several ongoing legal matters pertaining to property, development and infrastructure.
- Continued coordination with County on initiatives pertaining to the development of County property within the Town
- CBO continued covering off building services in McNab/Braeside as part of the shared services agreement

- Planning services provided to Greater Madawaska on small number of files per their request.



Figure: Former McPhail and Perkins Building – Fully Restored & Tenanted

Key Statistics

Building: April - June

- 28 Permits issued

Town of Renfrew - 2025 Building Permit Summary

Month	No. of Permits	2025 Construction Value	Demo Value	Permit Fee	Lot Dev. Fee	Renos/Add Comm/Res	Garages/ Storages Bldg Comm/Res	New Res	New Comm	Sign Permit	Demo	Septic System	Foundation/ Superstructure	Stop Work Orders Issued
January	1	\$ 150,000.00		\$ 1,350.00		1								
February	5	\$ 903,700.00		\$ 8,202.00		3				2				
March	6	\$ 169,500.00		\$ 1,612.50		5	1							
April	9	\$ 6,991,850.00		\$ 61,535.80	\$ 87,106.44	4	1	1	1	1	1			
May	9	\$ 180,500.00		\$ 1,965.00		8				1				
June	10	\$ 735,450.00		\$ 6,828.00		8	1					1		
July														
August														
September														
October														
November														
December														
TOTALS	40	\$ 9,131,000.00	\$ -	\$ 81,493.30	\$ 87,106.44	29	3	1	1	4	1	1	0	0

Year to Year Comparables	No. of Permits	Construction Value	Demo Value	Permit Fees	Lot Dev.
2018	94	\$6,809,745.00		\$49,197.96	\$ 130,600.29
2019	99	\$10,470,504.67	\$ 84,000.00	\$92,351.24	\$ 161,892.00
2020	103	\$ 11,358,512.32	\$ 17,500.00	\$ 108,635.25	\$ 125,036.00
2021	122	\$ 40,401,768.87	\$ 196,500.00	\$ 268,286.44	\$ 806,386.00
2022	82	\$ 41,384,061.11	\$ 32,800.00	\$ 255,206.07	\$ 415,933.00
2023	91	\$ 27,265,091.00	\$ 38,000.00	\$ 153,077.16	\$ 68,955.00
2024	74	\$ 5,026,546.00	\$ 16,600.00	\$ 61,558.06	\$ 32,296.75
2025 - YTD	40	\$ 9,131,000.00	\$ -	\$ 81,493.30	\$ 87,106.44

Planning: April - June

- New applications:
 - 2 Consent Applications
 - 2 Minor Variance Applications
 - 5 Zoning & Compliance Letters
- Approved Applications
 - 2 Consents
 - 2 Minor Variances
 - 5 Zoning & Compliance Reports
- Active Applications (New & Ongoing):
 - 5 Consent Applications
 - 3 Site Plan Applications
 - 4 Plan of Subdivision Applications

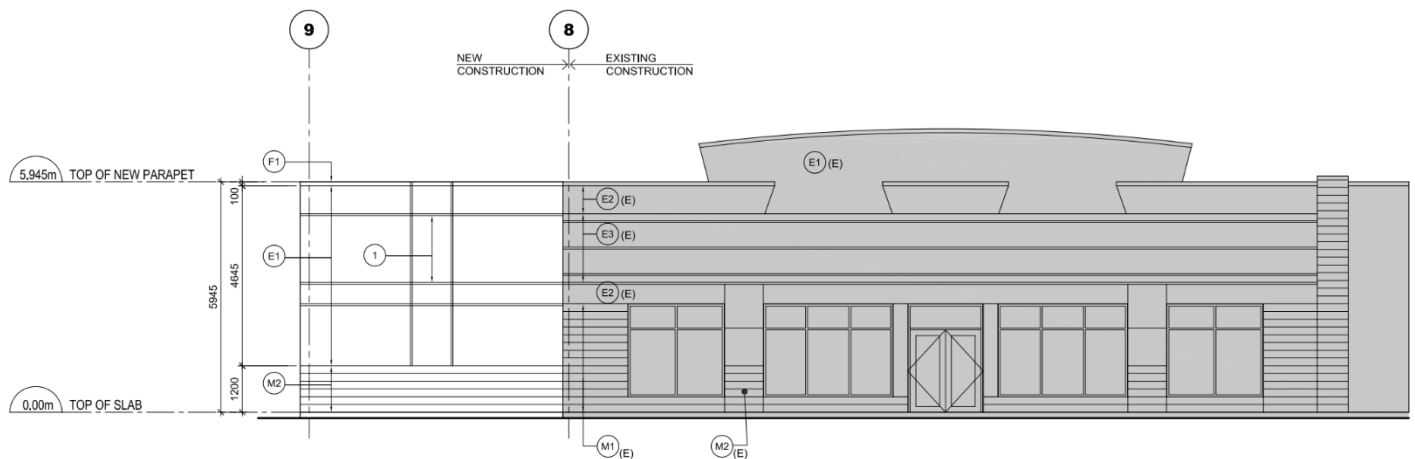


Figure: Architectural Elevation of planned Dollarama expansion.

Environmental Services

- 4,797 transactions at the landfill
- \$173,435 in tipping fees collected
- 3 Household Hazardous Waste shipments
- 1 watermain leak (Arthur Ave.)
- 2 sewer service repairs (Prince Ave. & Lynn St.)
- 1 Adverse Water Quality Incident Reported by OCWA (THM & HAA rolling average)
- 1,265 meters of hiking trail built
- ~150 trees and shrubs planted at Ma-te-Way in partnership with OPG and the Scouts.



Strategic Plan & Corporate Plan Progress

- Official Plan Review - draft Official Plan anticipated Q4 2025.
- Renfrew East Secondary Plan – approved by County.
- Draft Revised Final Landfill contours complete, ECA application drafted, submission expected in July 2025.
- Housing Accelerator Fund Application not successful (impacts Attainable Housing Action Plan implementation).
- Health & Safety Water Stream Fund Application submitted for replacement of Water Treatment Plant Filters.
- New Landfill Hours implemented in January, no issues identified in Q1, in Q2 some residents were confused by the half hour later opening time. 504 customers visited the Landfill on Fridays during quarter (average 42/day).
- Due to scheduling conflicts with multiple parties, discovery for the standpipe legal claim has been scheduled for December 2025.
- Grand opening of the Bonnechere River trail on July 1 was well attended. Trail seems to have many users based on anecdotal evidence. Working Group will gather feedback and plan for minor trail improvements into the fall.
- Review of file and re-engagement of consultant with respect to demolition of old wastewater treatment plant, pending Council decision.
- 2025 capital and operating budgets approved.

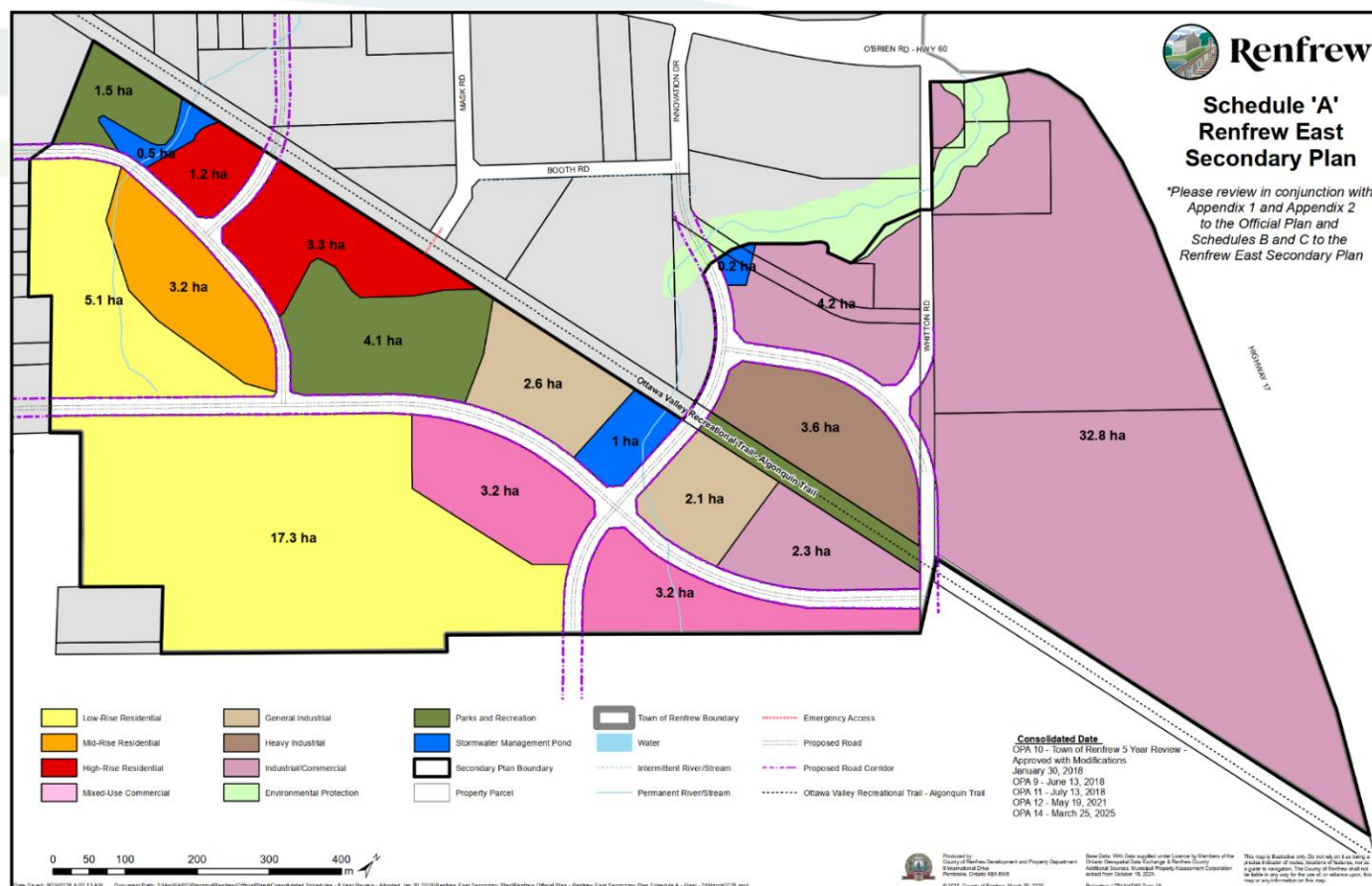


Figure: Approved Renfrew East Secondary Plan – Land Use Schedule

Working Group & Team Updates

General

- Staff attended Employee Engagement Team meetings
- Staff support for the Economic Development Advisory Committee

Building

- Building services staff attended the OBOA Upper Ottawa Valley Chapter Meeting in Horton
- Building Inspector/Planning Technician attended two Building Admin Chapter Meeting virtually
- CBO booked OBOA “Part 9 Fire Protection” virtual training Sept/2025
- CBO virtually attending RSM on-line training 2 sessions/month.
- Attended Employee Engagement Team meeting

Planning

- Planning Staff attended Chamber of Commerce Mayor's Breakfast in May

Environmental Services

- The Bonnechere River Park and Trail Working group met multiple times during the quarter to conduct work on building the trail and prepare for the Grand Opening

- Landfill Operator I and HHWD Attendant positions backfilled due to vacancies

Look Ahead

Building

- Continue to encourage and promote the use of the online e-permitting portal and the online booking tool for inspections
- Anticipate Shoppers construction to commence in Q3/Q4, which will require several on-site inspections

Planning

- Construction phase of Shoppers anticipated for this year (BP ready for issue pending corporate review of site plan agreement)



Figure: 3D Rendering of Future Shoppers Drug Mart

- Continued advancement of active subdivision, site plan, consent/severance, and Zoning By-law amendment development files
- Assumption of remaining services for Hunter Gate Ph. 4. (Pending Developer submission of remaining parkland dedication payment)
- Title clean-up for previous phases of Hunter Gate Subdivision (Phase 3 1-foot reserves to be assumed)
- Coordination to resolve ongoing project management and consultant matters with developer on the Hunter Gate Phase 5 subdivision
- Title clean-up and land transfers for new WWTP and RPG/RHI transformers (Mutual Ave)
- Awaiting review and comments from developer on the draft subdivision agreement for Mayhew, Phase 4
- Finalization of MOU for Bonnechere Manor 40-unit modular housing development

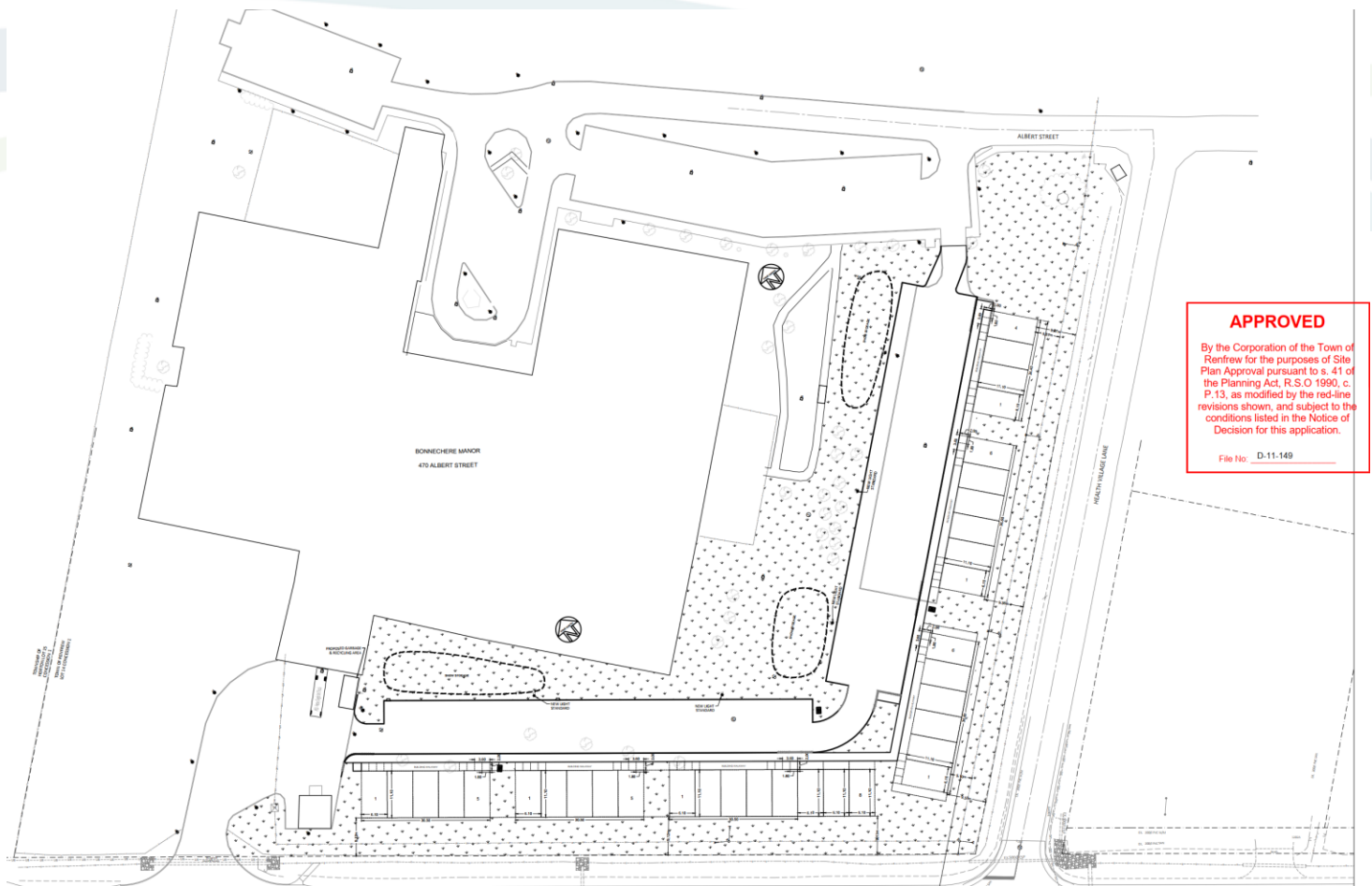


Figure: Approved Bonnechere Manor Site Plan

- Drafting of the revised Official Plan
- Produce new *Planning Act* Application forms
- Continued work on electronic planning application management solutions

Environmental Services

- Implement projects and activities identified in the 2025 Budget
- Continuing training and development for landfill staff
- Explore options for non-eligible recycling post transition, pending Council direction.
- HHWD end of season activities

Finance & Corporate Services

Overview of Department Activities

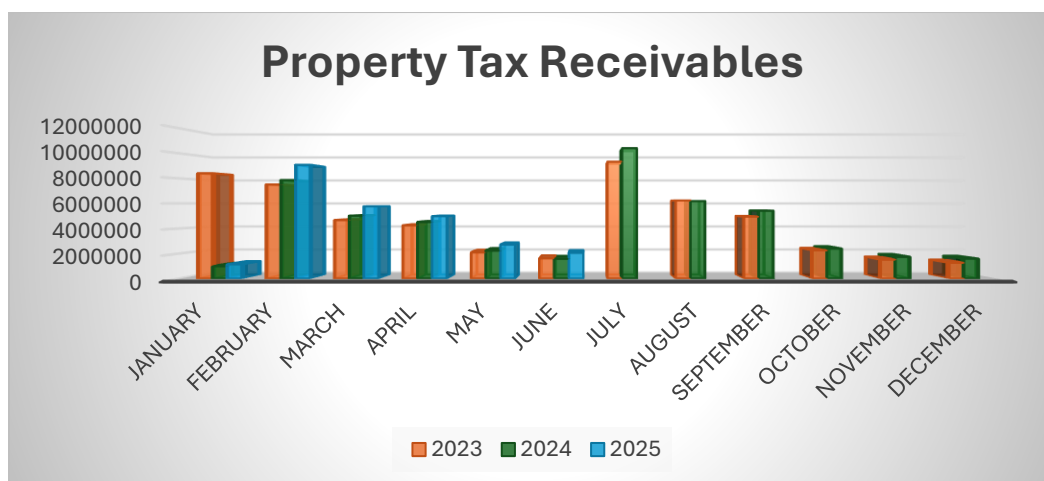
The Finance and Corporate Service department oversees the Budget Services, Procurement, Accounts Payable, Accounts Receivables – including taxation and water/sewer, Insurance, Risk management, and IT services for the Town of Renfrew.

In Q2, outside of standard day to day responsibilities, staff were heavily involved in the training and implementation of the new financial software. With the software being live internally, staff have been working to get the new software up to date as well as figuring out any nuances or issues as they arose. Staff have also been comparing processes from the old software to the processes in the new to see where efficiencies can be attained as well as adding steps to ensure accuracy and still maintain appropriate sign offs.

Key Statistics

Receivables outstanding:

- Tax Receivables - \$2,070,190.62
- Utilities Receivables - \$133,204.28
- Accounts Receivables – \$196,213.94



Strategic Plan & Corporate Plan Progress

- This is captured within the actual plans as updated by the CAO

Look Ahead

- Final Tax billing occurs early Q3 (first week of July)
- User Fees will be updated in August of 2025
- Update procurement policy in Q3
- New financial software goes live (internally) with new online portal going live likely in Q1 2026
- Budgeting software and implementation to be kicked off in Q3
- Planning for 2026 budget will commence in Q3
- Continuously reviewing and maintaining newly adopted Asset Management Plan to ensure all data within the living replacement value document is up to date.

Working Group & Team Updates

- Treasurer/Director of Finance and Corporate Services retired in May 2025. Recruitment for replacement is underway in Q2.

Fire, Emergency & Protective Services

Overview of Department Activities

Fire Training

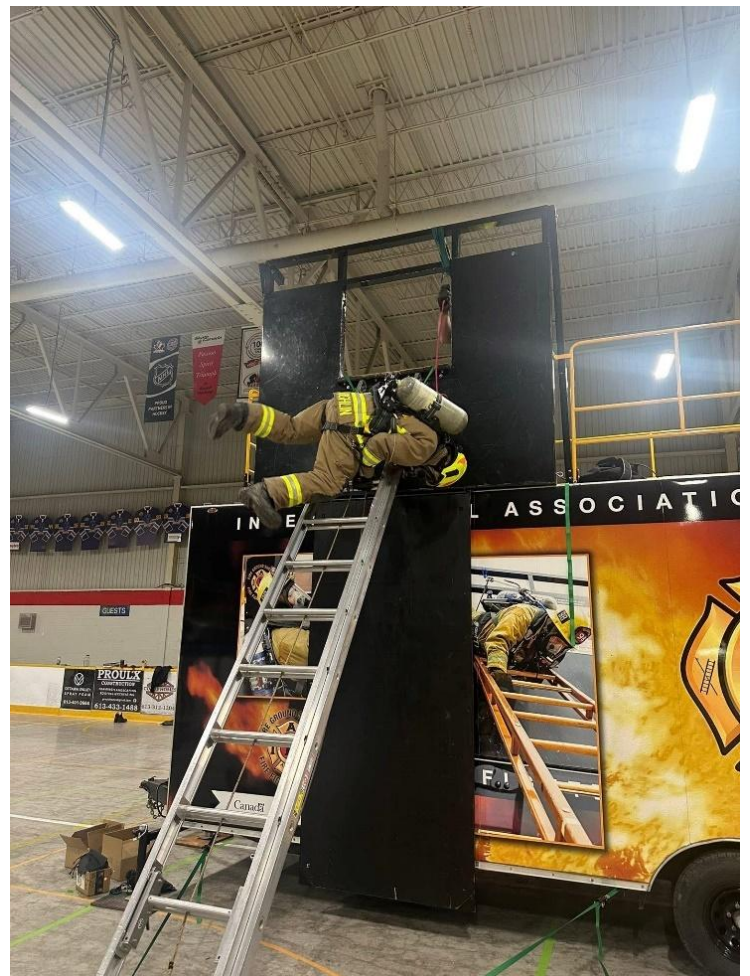
Renfrew Fire Department full-time firefighters focused on the following topics in the months of April to June:

- Auto Extrication – tools and techniques
- Nozzle Forward Training – hose handling and fire nozzle techniques and principles
- RIT and Self Rescue
- Ground Ladders
- Ventilation

Training Highlights

In May, the Renfrew Professional Firefighters Association was able to secure fire ground survival trailers and props from the IAFF/OPFFA and were able to complete Fireground Survival Training at the myFM Centre. This training focused on firefighter self-rescue and survival techniques. Without access to these trailers and the support of the OPFFA, our crews would not have had the opportunity to learn these life-saving skills. We would also like to thank Councillor Andrew Dick for taking time out of his day to come and observe the training and allow us to share the background stories of why these skills are so important. Special thanks to staff at Public Works and the myFM Centre for all their help and support.





Our Volunteer Crews focused on the following topics in the months of April to June:

- Water supply principals
- Portable pumps
- Fire hydrant connections and operations
- Ventilation practices and principals

Public Education

Promoting fire safety and public education is a critical component of Fire Prevention. It is a great opportunity not only to provide visitors and residents with fire safety messaging and tips but also to showcase the fire apparatus and equipment.


In June, students at St. Joseph's Catholic High School in Renfrew gained invaluable insight into the firefighting profession through hands-on training sessions. As part of the Specialist High Skills Major (SHSM) program, which aims to encourage and develop students interested in skilled trades, participants engaged in practical activities that provided a realistic understanding of the knowledge and skills essential for a career in firefighting. This immersive experience allowed students to directly engage with the tools and techniques used by firefighters, fostering a deeper appreciation for this demanding and vital profession. A special thanks to St. Joseph's Catholic High School for allowing the Renfrew Fire Department to participate with students and continuing to build community partnerships.



Fire Safety Messaging

- Safety tips, important updates and ways to keep your family safe were shared through media outlets. Several tips that were shared are:

April

 Kitchen Fashion Tip: Roll Up Those Sleeves! Loose clothing and cooking can be a recipe for disaster!

Before you dive into your culinary creations, roll up those loose sleeves. Loose clothing can dangle onto stove burners and catch fire if it comes in contact with a gas flame or electric burner.



May

Smoke alarms over 10 years old? They need to be retired and replaced with a new one! After 10 years, smoke alarm sensors can begin to lose sensitivity. The test button only confirms that the battery, electronics, and alert system are working; it doesn't mean that the smoke sensor is working. So, while your smoke alarm may still beep after 10 years, the sensor will likely not be as sensitive as it once was.

Smoke alarms can save your life! Replace them after 10 years.



June

Summer break is almost here and many of us will be travelling. If you ever have a car fire, here's what to do:

1. Pull over as quickly as it is safe to do so. Be sure to use your signal as you make your way to a safe location off the road such as the breakdown lane or rest stop.
2. Once you have stopped, TURN OFF the engine.
3. Get everyone out of the car. Never return to a burning car for anything.
4. Move everyone at least 100 feet (30 meters) from the burning car and well away from traffic.
5. Call 9-1-1



Inspection and Enforcement

The Renfrew Fire Department received several complaints regarding fire safety concerns, including:

- Occupants tampering with fire alarm system components
- Emergency lighting not functioning properly
- Fire doors wedged and blocked open
- Commercial cooking equipment deficiencies
- Outdated smoke alarms in a multi unit residential occupancy
- Several smoke alarm deficiency calls

Door to Door Smoke Alarm Program

Our crews have been busy with our door-to-door smoke alarm program, ensuring every home has working smoke alarms and carbon monoxide alarms. Crews also take the opportunity to share other important fire prevention tips such as safe cooking practices, fire extinguishers and the importance of having a home escape plan.

Bylaw

Parking Enforcement

Streets were continuously and actively patrolled Renfrew regarding parking infractions for various issues including, parking in accessible spaces without permit, parking on the street for over 24 hours, time locations sidewalks and facing the wrong direction. A total of 169 parking tickets were issued between April to June 2025, down from 216 between

April to June 2024. A total of 59 streets were patrolled with Grigg Avenue, Bonnechere Street South and Renfrew Avenue East receiving the most parking tickets.

Property Standards/Clean Yards

Bylaw continued to conduct patrols. Throughout the quarter numerous issues were dealt with, such as:

- Large piles of refuse and garbage in several yards
- Ongoing patrols related to overgrowth of grass and weeds
- Issues pertaining to littering
- Issues regarding rodents and pests
- Issues pertaining to dead and decaying trees including trees damaged from storms
- Property standards issues pertaining to several structures/ abandoned buildings not secure
- Worked with the Director regarding contract competitions to remedy ongoing issues.
- Attended and spoke at Economic Advisory Committee with regard to abandoned buildings
- Derelict vehicles on properties
- Broken walls and roofs in buildings
- Several issues involving fences (Fence Bylaw)

Nuisance Noise Concerns

- Dealt with several concerns involving nuisance noise
- Issues involving loud mufflers/cars

Animal Control

Bylaw responded to 22 complaints regarding dogs, cats, and pest control issues. Some of these issues were:

- Complaints pertaining to Pit Bulls
- Dogs at large/ dog attack issues (2)
- Cat at large issues whereas charges were issued
- Completed and passed yearly pound inspection – OMAFRA
- Received complaints related to cruelty issues and directed residents to PAWS - Welfare
- Attended PAWS seminar in Horton ON
- 81 pet tags have been purchased to date.

Town of Renfrew Crossing Guards 2025-2026 School Year

- Total number of Crossing Guards – 7
- Hours Per Day Worked – 2
- Located at:
 - Veterans' Memorial Blvd at Queen Elizabeth School
 - Raglan Street South at Bolger Lane
 - Hall Avenue at Barr Street



Power Outage Food Safety

During a power outage, food storage like fridges and freezers will also lose power. Here are five helpful tips on food safety in the event of a power outage:

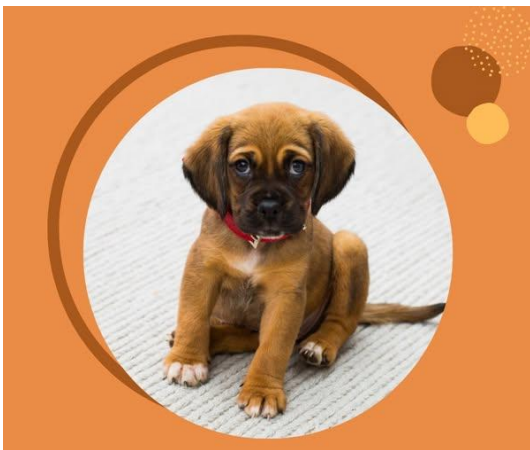
- A full freezer will keep food frozen for around 48 hours
- A half-full freezer will keep food frozen for around 24 hours
- An unopened refrigerator will keep food cold for about 4 hours
- Never store your food outside, even in the winter. Animals could contaminate it, and the sun's rays can thaw it



Children and Emergency Preparedness

It is important to teach children emergency preparedness.

One way to empower children is to teach them how to use 9-1-1. Teaching kids how and when to call emergency services can save their lives and help them save others.



Pets

Our pets, service animals and farm animals are all prone to major risks during emergencies. Animals also need basic items to keep them comfortable during an emergency.



Power Outage

What do during a power outage:

- Contact your hydro company to report the outage
- Turn off all non-essential appliances and limit cellphone use
- Listen to updates and advice from local authorities



Flooding

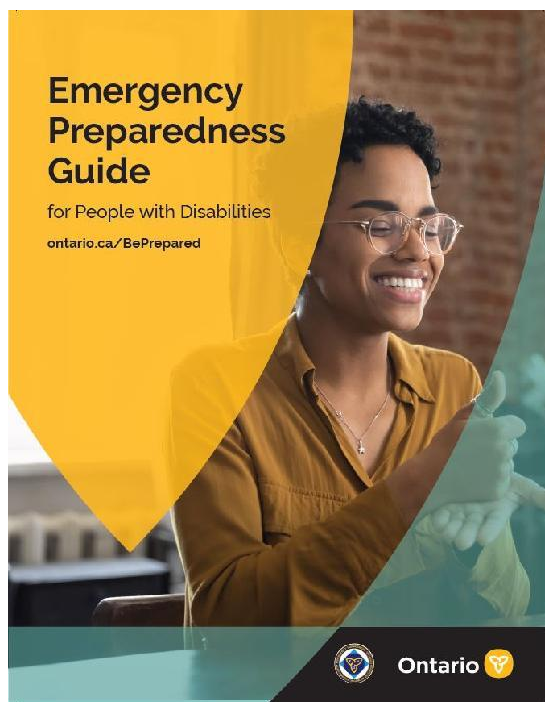
Get flood ready by learning how to protect yourself and your property: <https://ow.ly/KSxV50VbYRv>



After the Emergency

Preparing for the aftermath of an emergency is just as important as preparing for a possible emergency.

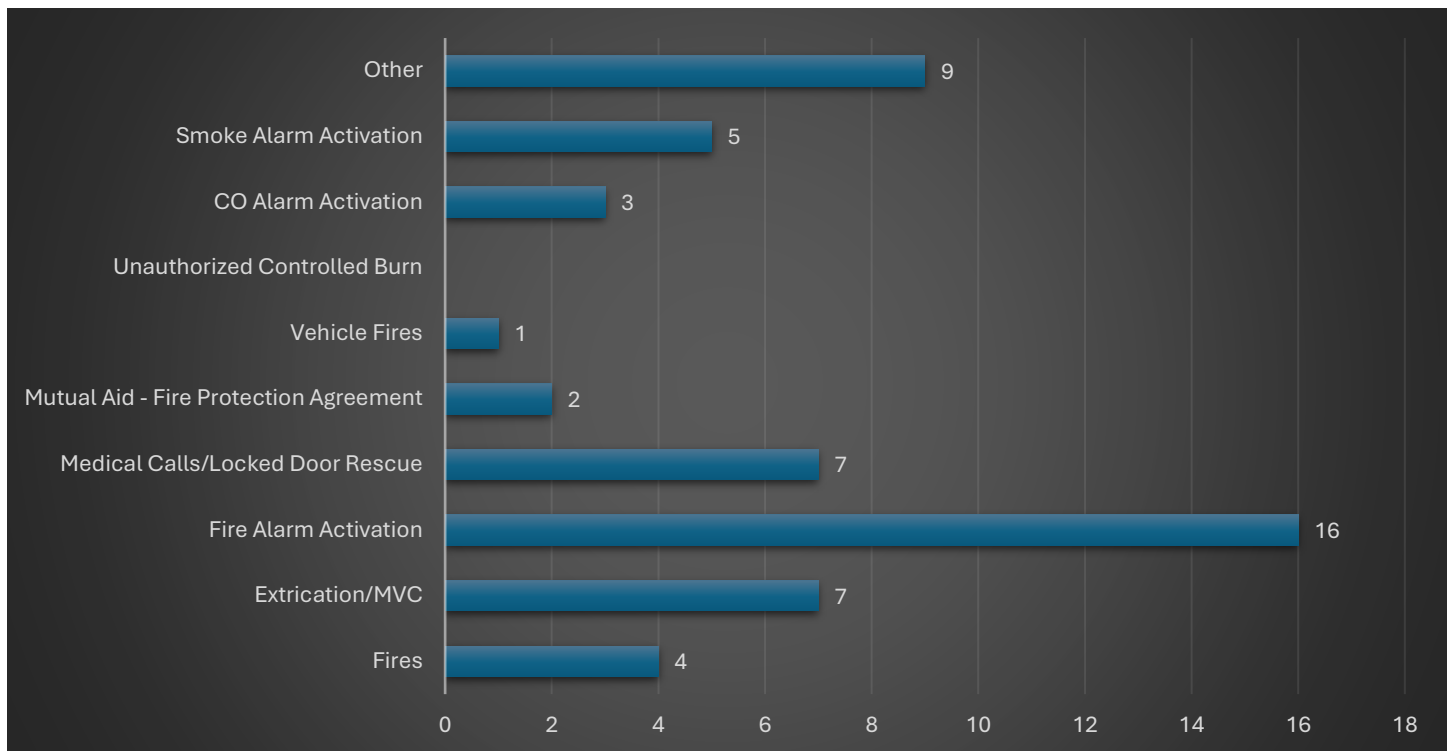
Learn more on what steps to take post-emergency:
<https://www.getprepared.gc.ca/cnt/hzd/ft-en.aspx...>



Key Statistics

Fire

There was a total of 54 emergency responses between the months of April to June 2025, down from 61 calls between April to June 2024.



A total of 48 Recreational Outdoor Burn Permits were issued between the months of April to June 2025.

Strategic Plan & Corporate Plan Progress

- Staff are reviewing and updating the Emergency Response Plan
- Staff have begun planning the annual emergency exercise
- The review of the Parking Bylaw is complete. A draft was presented to Council in April and passed on June 4th.
- Staff have completed a draft business continuity plan for the Town of Renfrew's commercial enterprises
- On May 13th staff brought a report recommending that the Taxi By-law 33-2012 be repealed. On June 3rd, Council repealed the by-law to license, regulate and govern taxicab owners and drivers in the Town of Renfrew.

Working Groups & Team Updates

Parking Bylaw Working Group

The Parking Bylaw Working Group met on two separate occasions to review the current bylaw and to discuss proposed changes. The review is complete, and the Consolidated Parking By-law was brought forward to Council for adoption on June 4th.

Corporate Joint Health and Safety Committee

The Corporate JHSC met on June 25th.

- Departments to communicate when courses/certifications are offered so staff can participate if needed
- Landfill mold test results
- Roll up door repairs at the Town Garage
- SOP handbook review and discussion
- Discussion pertaining to Naloxone Kits
- Immediate Health and Safety concerns

Infrastructure, Public Works & Engineering

Overview of Department Activities

Construction Projects

- Construction continued on Eighth Street and Dominion Street.
- Ma-te-Way Park Drive Watermain Replacement project was released to tender and was awarded to BEI.
- As part of the Argyle/Lochiel project, the Argyle sidewalks between Munroe and Patrick were completed, as well as the sidewalk on Patrick between Argyle and Lochiel.
- Deficiency repairs on O'Brien Road (Mask to Wrangler) commenced.

Design Projects

- Ongoing project meetings & reviews to get projects to tender-ready stage

Public Works

- Storm cleanup and tree removal
- Sidewalk repairs started
- Installed signs for the new Parking By-Law on Hall Ave. and Lochiel St.
- Pothole maintenance and repair work using cold patch & hot mix
- Annual vehicle safety inspections
- Repaired and replaced damaged signs and signposts
- Watering Unit (included as part of the capital budget) was purchased and is being used daily for watering the downtown hanging baskets & garden beds
- Grass cutting, whipping, and tree brushing
- Spring street sweeping throughout the Town and continued maintenance sweeping as needed
- Continuous support for the Landfill as needed
- Storm system repairs

Key Statistics

Public Works

- 200 locates completed in Q2.
- 9 water meter replacements.
- Approximately 25 tonnes of hot mix used, and 35 days included hours towards patching in Q2.
- 15 Commercial Vehicle Inspections completed in-house by our mechanic, as well as 77 work orders.

- Culvert installation at the dog park.
- Acculines has completed much of the annual line painting through the Town.
- ACE GPS software successfully installed and operational in Public Works vehicles and equipment.

Strategic Plan & Corporate Plan Progress

- Prioritizing Infrastructure Renewal
 - Capital budget was finalized, and approved projects were started
- Asset Management
 - Asset Management Plan was updated to include 2025 requirements, and was presented to Council by Steve Keeley on June 24th

Look Ahead

- Preparation for/continuation of 2025 capital projects
- Prioritizing necessary repairs or upgrades to roads/infrastructure
- Ma-te-Way Park Drive Watermain Replacement Project to begin in July
- Stevenson Crescent Asphalt Rehabilitation Project to begin in July
- Tender for Seventh Street Asphalt Rehabilitation Project
- Continued sign replacement & installations as per the new Parking by-law
- Small sidewalk repairs in various locations
- Ongoing landscaping work including grass cutting, whipping, tree trimming, and downtown horticulture
- Training for ACE GPS Infobite software
- 2017 International plow truck sandblasting and repairs to be completed in Q3 as per the capital budget
- Tenders for capital budget approved equipment
- Posting out of service equipment for sale on Gov Deals

Working Group & Team Updates

- Jennifer Cormier attended OPS 101 Training, Gerard Hanniman attended the TJ Mahoney Maintenance Course, and Kayla McComb attended the Public Works Leadership Development Course
- Public Works staff attended the Chainsaw Safety Course, Surface Minor Common Core Course, and Working at Heights Training
- Owen Pender returned as a GIS summer student, Jenna Drefke returned as a Public Works summer student, and Tanner Legris was hired as a summer student in Public Works
- Asset Management Steering Team membership revised

Legislative Services & Council Relations

Overview of Department Activities

Town Clerk

- **Records Management:** Successfully completed TOMRMS classification for the internal all-department shared drive, significantly improving accessibility across departments. Met with each department to determine specific departmental needs for a Records Management Policy update. Continuing to move forward with the 2025–2027 implementation plan that has been reviewed and approved by the CAO. Records Management Summer Student started in early May and has been actively inventorying and categorizing physical files. Further organization and records retention to be completed throughout July and August.
- **Accessibility:** Modernize vital statistics services to implement a more accessible platform for residents, specifically as it relates to Marriage Licencing. Working with the Province to incorporate death registration.
- **Policy Updates:** Several key policies have been reviewed and revised in accordance with the policy review schedule adopted by Council in Q1. Updated (and new) policies for Q2 include Social Media Policy, Council-Staff Relations Policy, Municipal Complaint Policy, and Routine Disclosure Policy.
- **Elections:** Actively participating in the Renfrew County Election Working Group to coordinate efforts across municipalities, share resources, and establish best practices for a smooth and efficient election process for the 2025 municipal election. A joint RFP for Internet, Telephone, Tabulator voting system services was issued in collaboration with The City of Pembroke; Town of Arnprior; Town of Petawawa; Town of Renfrew; Township of Greater Madawaska; Township of Laurentian Valley; Township of McNab/Braeside; and the Township of Whitewater Region was closed in late May. Interviews with top providers was conducted in June. Final decision on award is forthcoming.
- **Marriage Licence Modernization:** Successfully implemented an online marriage licence application system. Applicants can now complete the process and submit required documents through the municipal website. Worked with the province to correct system deficiencies. Staff are currently reviewing additional services for marriage ceremonies.
- **Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) Requests:** Ongoing processing of access requests in full compliance with legislative requirements. A Routine Disclosure Policy was brought forward and approved by

Council to aid in transparency. Ongoing processes and staff training are being implemented to streamline the document disclosure process.

- **Strong Mayor Legislation:** Implementation of Strong Mayor legislation that came into effect on May 1, 2025. Development of processes and templates as it relates to Budget, By-Law, Mayoral Decision, and Mayoral Direction. Conducted and engaged in Council and Staff training.
- **Procedural By-Law Update:** Conduct a review and update to the Town's Procedural By-Law. Conducted Council and departmental training and facilitated a mid-term Council Code of Conduct and Council-Staff Relation information session to support informed and respectful governance.

Communications and Engagement

In Q2, the Communications Department continued to enhance community engagement and information sharing through a variety of platforms. Highlights include targeted radio and newspaper advertisements promoting Town programs, events, and services, along with ongoing outreach through the Town's monthly newsletter—now reaching over 630 subscribers. The Department supported multiple surveys, including consultations on business recycling and the 2025 public budget. Significant outreach was achieved via the bciti+ app with timely service notices and event updates, while digital sign campaigns and social media (321 posts) helped further amplify key messages. A new Social Media Policy was adopted in June. Revenue generation efforts included securing \$5,500 in grants and sponsorships, along with \$900 in digital sign advertising.

Key Statistics

Town Clerk

The following are key statistics from April 1, 2025 – June 30, 2025

- 105 Death Registrations
- 32 Marriage Licences
- 7 Marriage Ceremonies
- 5 Regular Council Meetings
- 10 Special Council Meetings
- 4 Renfrew Public Library Board Meetings
- 2 Economic Development Advisory Committee Meetings
- Approximately 126 hours allocated to search and preparation of document access requests (FOI)
- Approximately 950 boxes of records inventoried for records management classification.

Communications and Engagement

Radio Ads – myFM and Valley Heritage Radio Advertisements:

- Spring Program Guide for the Town – Highlighting programs and activities for residents and users.
- 2025 Volunteer of the Year Awards
- Canada Day Celebration
- Opening of the Bonnechere River Trail
- Household Hazardous Waste Depot – Opening and Hours

Newspaper Ads – Eganville Leader:

- “Celebrate Canadian Literature and Cinema with the Renfrew Public Library!”
- “Nominations Now Open for the 2025 Volunteer of the Year Awards!”

Surveys:

- Business Consultation Survey: Changes to Recycling Collection for Businesses and Organizations
- 2025 Public Budget Consultation Survey

Newsletter (April, May and June):

The Town of Renfrew has 631 monthly Newsletter subscribers (and growing each month). Some Newsletter Highlights from the past quarter include:

- Survey – 2025 Public Budget Consultation Survey
- Upcoming events, Council, and program summaries for the previous month
- “From the Archives” where we have a historic look at Renfrew’s history
- Featured monthly events from Library and Recreational Programming
- Community updates for the Chamber and BIA
- PSA’s from Renfrew Fire Department and Public Works
- Digital Sign Advertisements
- Download the Town of Renfrew’s bciti+ App
- Council Summary - Links and details
- Local business recycling program survey
- Ontario Trillium Foundation’s \$122,600 Capital Grant for the Renfrew Public Library and the creation of an Arts, Culture & Heritage Master Plan
- “No Mow May” Information
- PA Day Camp Information
- Household Hazardous Waste Depot Opening
- Call for Volunteers – Bonnechere River Trail
- Town of Renfrew proudly unveiled the Louis Mulvihill Sledge Hockey Exhibit

Town of Renfrew Bciti+ App – Notices

The following notices were sent directly to Renfrew Residents via text, email or phone.

- Notice of Change to Service Hours at myFM Center
- Special Council Meeting – April 4th

- Selection Committee call-out for the 2025 Volunteer of the Year Awards
- Business Owners Notice – Change to Recycling Program
- Reminder to Renfrew Dog Owners on Pet Clean-Up and Off-Leash areas.
- Weather Alert – Severe Storms
- 2025 Summer Program Guide
- May Construction Update
- 2025 Nominations Open for Volunteer of the Year
- Watermain Repair – Arthur Ave.
- Resident Reminder: No Mow May is Over
- McDougall Mill Museum is Now Open
- Reminder From the Renfrew Fire Department: Butts in Flower Beds
- 2025 Canada Day Celebrations!

*** The following information is always available for Renfrew Residents to access on the bciti+ App:*

- Event and Activity reminders and registration details
- Garbage & Recycling Schedule
- Facility Hours and Schedules
- Community Events Calendar
- All News Highlights and Features from Town of Renfrew website

Council Summary:

- Council Summaries completed for all Council meetings in April, May and June and are posted on website and eScribe.

Digital Sign Advertisements:

- 2025 Public Budget Consultation Survey
- Business Survey: Changes to Recycling Pick-up
- Summer Programming
- “Spend Local” Campaign in partnership with Downtown BIA
- General Town of Renfrew images and advertising programming
- Canada Day Celebrations
- Renfrew Tourism Information
- Paid ads: Dentistry @ Renfrew, Renfrew and Area Seniors Home Support, Magellan Aerospace

Social Media:

During Q2, the Town of Renfrew made a strong impact across social media platforms, with a total of 321 posts shared on Facebook, Instagram, and LinkedIn. These posts helped keep the community informed and engaged on a wide range of topics throughout the quarter including event details, community engagement initiatives, service disruption announcements, and public consultations. An official “Social Media” Policy was also

created by the Communications & Engagement Coordinator and officially adopted by Council in June.

Communications Department Revenue:

- Thanks to a grant application to the *Renfrew County Community Futures Development Corporate* the Town was able to secure a \$5,000 grant for the Craft Beer and Food Truck Festival.
- A \$500 Sponsorship with onTrac Employment Services was secured for the 2025 Volunteer of the Year Awards.
- Digital Sign Revenue: \$900 Magellan Aerospace 3-month Advertising Contract.

Strategic Plan & Corporate Plan Progress

Town Clerk

- **Records Management – 20% Complete:** The shared public drive has been fully reformatted into the TOMRMS structure. The CAO, Town Clerk and Deputy Town Clerk have met with all departments to define individual departmental records management requirements.
- **Marriage Licence Modernization – 75% Complete:** Marriage Licence online application platform is fully implemented. Proposed alternative offerings identified in the 2025 Fees and Charges to be brought forward to Council for consideration. Marriage Services have been promoted on Town social media.
- **By-law Records Update – 75% Complete:** By-laws have been logged from 1969 to current. Repeal and amendment tracking and related documents completed for 2024 & 2025 by-laws. Strong Mayor legislation and tracking for by-laws, MDE and MDI has been implemented.

Communications and Engagement

- The creation of Sponsorship packages has continued, most recently with the 2025 Volunteer of the Year awards and the 2025 Craft Beer & Food Truck Festival.
- The development of the “2026 Communication Strategy and Action Plan” is currently underway. A public survey has been launched to gather input on how residents are currently receiving information, what types of content they’re most interested in, and their preferred methods of communication.
- Key priorities for signage and wayfinding improvements have been identified, including updates to park signage, wayfinding signage at the myFM Centre, and decals on Town-owned vehicles, and will extend into 2026.

Look Ahead

Town Clerk

- Continue organizing department digital file drives into the TOMRMS filing system. The next step in this process is to update elements of the Records Management Policy.
- Bring forward additional service offerings for Marriage Ceremonies, incorporated into the Fees and Charges By-Law.
- Work will focus on establishing a standardized process for tracking and retaining by-laws and ensuring consistency and accessibility.
- Efforts will begin to develop best practices for accessibility document formatting.
- Successful Joint Request for Proposal will be awarded to secure internet and in-person voting equipment and support services in preparation for the 2026 municipal elections.
- A comprehensive training and work plan will be developed to support staff and ensure effective delivery of the 2026 election process.

Communications and Engagement

- Reviewing survey results and public consultation to put together the 2026 *Communication Strategy and Action Plan*, aligning with the Town's Road to 2035 priorities.
- Efforts will continue throughout 2025 (Q1-Q4) to develop a standardized sponsorship package for all large community and Town events, set to launch in 2026. This initiative aims to enhance community events and funding.

Working Group & Team Updates

Preventing Auto Theft Working Group - formed to guide the development and implementation of the Preventing Auto Theft project initiative, with a focus on defining scope and optimizing the use of available grant funding.


- Established in partnership with the Township of Admaston Bromley to ensure alignment and shared objectives.
- Held two meetings within May-June to refine project goals and assess funding priorities.
- Formulated a request to Ministry of the Solicitor General to reallocate identified funds from the original grant to ensure resources could be redirected.

Contact us!

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