

Township of Admaston/Bromley
Second Monthly Meeting
Thursday, May 5th, 2022 @ 7:30 p.m.

AGENDA

1. Call Meeting to Order
2. Moment of Silence
3. Approval of Agenda
4. Disclosure of Pecuniary Interest
5. Minutes
 - 5a Resolution to adopt Minutes of council meeting held [April 21, 2022](#)
6. Delegations and Guests
7. **Planning and Economic Development Committee** – Chair Bob Hall, Committee Member Kevin LeGris
 - 7a [Resolution to Amend the Zoning By-Law 2004-13](#)
8. **Community Service Committee** – Chair Kevin LeGris, Committee Member Bob Hall
 - 8a [Library Report and Minutes – February 2022](#)
9. **Operations Committee** Chair Robert Dick, All of Council
 - 9a [Garage Roofs – 477 Stone Road & 1239 Cobden Road](#)
10. **Waste Management Committee** – Chair Michael Donohue, All of Council
 - 10a
11. **Finance and Administration Committee** - Chair Michael Donohue, All of Council
 - 11a
12. **Protective Services Committee** – Chair Mike Quilty, Committee Member Robert Dick
 - 12a

13. **County of Renfrew** – Mayor Michael Donohue
 - 13a [County Council Summary March 30, 2022](#)
 - 13b [County Council Summary April 27, 2022](#)

14. **By-Laws**
 - 14a [2022-33](#) Zoning By-Law Amendment

15. Old Business
 - 15a [Action Tracking List](#)

16. New Business
 - 16a

17. Closed Session
 - 17a

18. Confirmatory By-Law
 - 18a [2022-34](#) being a by-law to confirm proceedings of Council Meeting

19. Question Period

20. Adjournment

PLEASE NOTE “Submissions received by the public, either orally or in writing may become part of the public record/package”.

Council Information

Renfrew & Area Chamber of Commerce - [April 2022 Chamber Update](#)
Municipal Property Assessment Corporation – [Financial Statements for 2021](#)
Eganville Seniors Grant – [Support Letter](#)
Ministry of Transportation – [Transportation Plan for Eastern Ontario](#)

Township of Admaston/Bromley
Second Monthly Meeting

Council met for their second monthly meeting on Thursday April 21, 2022. Present were Deputy Mayor Mike Quilty and Councilors Robert Dick, Bob Hall, and Kevin Legris.

Staff Members present were CAO/Clerk Jennifer Charkavi, Acting Treasurer/Deputy Clerk Mitchell Ferguson, Acting Roads Superintendent Steve Visinski and Administrative Assistant Meagan Jessup.

Agenda Items 1 and 2 – Call Meeting to Order and Moment Silence

Deputy Mayor Mike Quilty called the Meeting to Order at 7:30 pm. A moment of silence followed.

Agenda Item 3 – Approval of Agenda

Resolution No. 18/04/22

Moved by Kevin Legris, seconded by Bob Hall

BE IT RESOLVED that Council approve the agenda of April 21, 2022 Council Meeting Agenda.

Carried

Agenda Item 4 – Disclosure of Pecuniary Interest

None.

Agenda Item 5 – Minutes

Resolution No. 19/04/22

Moved by Kevin Legris, seconded by Bob Hall

BE IT RESOLVED that Council adopt the following meeting Minutes:

- April 7, 2022, Regular Council Meeting.

Carried

Agenda Item 6 – Delegations and Guests

None.

Agenda Item 7 – Planning and Economic Development Committee Chair Bob Hal, Committee Member Kevin LeGris

7a Building and Sewage Report - March

The Acting Treasurer/Deputy Clerk presented the report to Council. The following resolution was passed:

Resolution No. 20/04/22

Moved by Kevin Legris, seconded by Bob Hall

BE IT RESOLVED THAT Council accepts the Building and Sewage report as information.

Carried

7b B147/21 Consent Application

After some brief discussion, the following resolution was passed:

Resolution No. 21/04/22

Moved by Bob Hall, seconded by Kevin LeGris

BE IT RESOLVED THAT Council accepts the withdrawal of consent application B147/21 for Part of Lots 4 & 5, Concession 2, Admaston, submitted by Tom Cobus, as an agent of Jason Kunopaski, as information.

Carried

7c B148/21 Consent Application

Resolution No. 22/04/22

Moved by Bob Hall, seconded by Kevin LeGris

BE IT RESOLVED THAT Council accepts in principle consent application B148/21, submitted by Tom Cobus, as an agent of Jason Kunopaski, so long as requirements of commenting agencies are satisfied.

Carried

7d B149/21 Consent Application

Resolution No. 23/04/22

Moved by Bob Hall, seconded by Kevin LeGris

BE IT RESOLVED THAT Council accepts in principle consent application B149/21, submitted by Tom Cobus, as an agent of Jason Kunopaski, so long as requirements of commenting agencies are satisfied.

Carried

7e B150/21 Consent Application

Resolution No. 24/04/22

Moved by Bob Hall, seconded by Kevin LeGris

BE IT RESOLVED THAT Council accepts in principle consent application B150/21, submitted by Tom Cobus, as an agent of Jason Kunopaski, so long as requirements of commenting agencies are satisfied.

Carried

7f B145/21 Consent Application

Resolution No. 25/04/22

Moved by Bob Hall, seconded by Kevin LeGris

BE IT RESOLVED THAT Council accepts in principle consent application B145/21, submitted by Ted Barron, so long as requirements of commenting agencies are satisfied.

Carried

Agenda Item 8 – Community Services Committee – Chair Kevin Legris,
Committee Member Bob Hall

None.

Agenda Item 9 – Operations Committee – Chair Robert Dick, all of Council

9a March Public Works Report

Acting Roads Superintendent, Steve Visinski, presented the report to Council. It was noted that recycling was being picked up weekly on Stone Road. This shows a good sign as more ratepayers are utilizing the recycling process more.

Traffic Counters are also now set up, the Administrative Assistant is assisting the Acting Roads Superintendent with gathering accurate data. After some brief discussion, the following resolution was passed:

Resolution No. 26/04/22

Moved by Robert Dick, seconded by Kevin Legris

BE IT RESOLVED THAT Council receive the Public Works March 2022 Report as information. Carried

Agenda Item 10 – Waste Management Committee – Chair Michael Donohue, all of Council.

None.

Agenda Item 11 – Finance and Administration Committee – Chair Michael Donohue, all of Council.

11a Inaugural Meeting amended by Municipal Elections Act Report

The CAO/Clerk presented the report to Council. The CAO/Clerk explained the change in the Municipal Elections Act (MEA) allowing for newly elected council to be sworn in on November 15. Admaston/Bromley's council meeting that week is November 17, which allows for a smooth transition for new council. The following resolution was passed:

Resolution No. 27/04/22

Moved by Kevin Legris, seconded by Bob Hall

BE IT RESOLVED that Council approve By-Law 2022-30 that amends By-Law 2012-34, being a by-law to govern the proceedings of Council and Committees of the Township of Admaston/Bromley. Carried

11b Provincial Election June 2 – Options for Council Meeting Report

The CAO/Clerk brought the report to Council. Since Elections Ontario will need to use the Township's Council Chambers on the first monthly meeting of June thus we need to change or cancel the first monthly meeting. It was noted that since the Township now has virtual accommodations that that would be a good option. An option to cancel the meeting was discussed, but not recommended as there are always issues that need to be discussed with Council. After some discussions, the following resolution was passed:

Resolution No. 28/04/22

Moved by Robert Dick, seconded by Kevin Legris

BE IT RESOLVED that Council change the council meetings for the month of June 2022 to June 9 and June 23, 2022 and provide notice of such.

Carried

11c Interim Tax Report – to March 31, 2022

The The Acting Treasurer/Deputy Clerk brought the report to Council. It was noted that the pre-Authorized ratepayers has increased in the last year since advertising this more. It was noted in the interim tax mailout, and the agreement was also sent out with arrears letters. After some discussions the following resolution was passed:

Resolution No. 29/04/22

Moved by Robert Dick, seconded by Kevin Legris

BE IT RESOLVED that Council accepts the Tax Report – Interim Tax Billing as information.

Carried

11d Cash Management Report – to March 31, 2022

After brief discussion, the following resolution was passed:

Resolution No. 30/04/22

Moved by Robert Dick, seconded by Kevin Legris

BE IT RESOLVED that Council accepts the Cash Management Report as information.

Carried

11e Restricted Acts Delegation

The CAO/Clerk brought the report to Council. It was noted that this by-law protects the Township should the Council find themselves within Restricted Acts as per the Municipal Act, 2001. Council will be restricted from performing certain duties during this period. After some brief discussion, the following resolution was passed:

Resolution No. 31/04/22

Moved by Kevin LeGris, seconded by Bob Hall

BE IT RESOLVED that Council approve By-Law 2022-31 that delegates authority to the CAO/Clerk should the Council of Admaston/Bromley be in Restricted Acts as per Section 275 of the Municipal Act, 2001.

Carried

Agenda Item 12 – Protective Services Committee Chair Mike Quilty, Committee Member Robert Dick

12a Emergency Management Compliance Report 2021

Resolution No. 32/04/22

Moved by Bob Hall, seconded by Kevin Legris,

BE IT RESOLVED that Council accepts the Emergency Management Compliance Report noting that the Township is compliant for 2021, as information.

Carried

Agenda Item 13 – County of Renfrew Mayor Michael Donohue

None.

Agenda Item 14 – By-Laws

Resolution No. 33/04/22

Moved by Kevin Legris, seconded by Bob Hall

BE IT RESOLVED THAT the Council approve the following by-laws:

- Amend Procedural By-Law – By-Law 2022-30; and
- Delegation of Authority – Restricted Acts – By-Law 2022-31.

Carried

Agenda Item 15 – Old Business

15a Action Tracking List

The CAO/Clerk presented the Action Tracking Report to Council. It was brought up that the Cannabis Growth was updated as a Public Meeting will be held on May 5th to consider amending the zoning by-law. This is another tool that the Township can utilize to deal with any issues involving cannabis that may arise.

Canada Day events were also briefly discussed, Administrative Assistant, Meagan Jessup is planning to meet with the Admaston Recreation Committee to discuss plans. It was also brought up that the Township is working with the School Board to update the current agreement and reflect any changes in policies that the School Board has in place.

Resolution No. 34/04/22

Moved by Robert Dick, seconded by Kevin Legris

BE IT RESOLVED THAT Council accepts the Action Tracking report as information.

Carried

Agenda Item 16 – Closed Session

17a Employee Negotiations

The Administrative Assistant, Meagan Jessup, left the Council Chambers at 8:02 p.m. The following resolution was passed:

Resolution No. 35/04/22

Moved by Robert Dick, seconded by Kevin Legris

BE IT RESOLVED that council move to a Closed session at 8:02 p.m. as per section 239(b) of the Municipal Act – *personal matters about an identifiable individual, including municipal or local board employees.*

More specifically to discuss employee negotiations.

Carried

Council rose from the Closed Session at 8:19 pm and reported progress with the passing of the following motions:

Resolution No. 35/04/23

Moved by Bob Hall, seconded by Kevin Legris

BE IT RESOLVED that council direct the CAO/Clerk advertise, interview and hire a Public Works Superintendent for six (6) month contract for the purpose of succession planning for the role of Public Works Superintendent.

Carried

Resolution No. 35/04/24

Moved by Robert Dick, seconded by Kevin Legris

BE IT RESOLVED that council direct the CAO/Clerk to advertise, interview and hire a Full-Time Machine Operator.

Carried

Resolution No. 35/04/25

Moved by Kevin Legris, seconded by Bob Hall

BE IT RESOLVED that council direct the CAO/Clerk to extend the Machine Operator Contract to December 31, 2022.

Carried

Agenda Item 17 – New Business

None.

Agenda Item 18 – Confirmatory By-Law

18a By-law 2022-32 being a by-law to confirm proceedings of Council Meeting

Resolution No. 36/04/26

Moved by Bob Hall, seconded by Kevin Legris

BE IT RESOLVED that By-Law 2022-32, being a By-law to confirm the Proceedings of Council of the Township of Admaston/Bromley at the meeting held April 21, 2022, be now numbered, deemed read three times and passed.

Carried

Agenda Item 19 – Question Period

None.

Agenda Item 20 – Adjournment

Resolution No. 37/04/27

Moved by Kevin Legris, seconded by Bob Hall

BE IT RESOLVED that the Thursday, April 21, 2022, Township of Admaston/Bromley Council meeting be adjourned at 8:39 p.m.

Carried

Mayor

CAO/Clerk

Township of Admaston/Bromley

477 Stone Road, R.R. #2

Renfrew, ON

K7V 3Z5

E-Mail Address – info@admastonbromley.com

**613-432-2885 Stone Road Office
613-432-4052 Fax**

**613-432-3175 Stone Road Garage
613-646-7918 Cobden Road Garage**

REPORT

Date: May 5th, 2022

To: Council

Re: Resolution to Amend the Zoning By-Law 2004-13

From: Mitchell Ferguson

At the Public Planning meeting held on May 5th, 2022, there was a proposal to amend the zoning By-Law 2004-13 to add Cannabis definitions for air filtration, Cannabis – licensed cultivation and production facility and security fence as follows:

- (a) By adding the following new sections to Section 2.0 Definitions, and by renumbering the remaining subsections of section 2.0 accordingly:

“AIR FILTRATION SYSTEMS means a system designed, approved and implemented in accordance with a license issued by Health Canada as part of its requirements under the Cannabis Act, for the purposes of controlling emissions, including odour, or a licensed cannabis cultivation and production facility.

CANNABIS – LICENSED CULTIVATION AND PRODUCTION FACILITY means any building or structure, licensed and/or authorized to grow, possess, sell, provide, ship, deliver, transport, destroy, test, produce export and/or import cannabis for medical or non-medical purposes, including related research as defined in applicable Federal Regulations as amended from time to time. For the purpose of describing a licensed cannabis cultivation and production facility, cultivation refers to the growing of cannabis, whereas production refers to the processing and producing of cannabis and cannabis related products.

SECURITY FENCE means fencing that is required by Health Canada as part of its license requirements under the Cannabis Act.”

- (b) By adding the following new section to Section 3.0 General Provisions, immediately following subsection 3.32:

“3.33 LICENSED CANNABIS PRODUCTION FACILITY

3.33.1 Separation Distance

The following reciprocal separation distance shall be applied between a licensed cannabis production facilities to any residential, commercial, institutional or open space use/zones.

	Reciprocal Setback (minimum)
A cannabis production and cultivation facility with a total gross floor area less than 7,000 square metres and with an air treatment control system	150 m
A cannabis production and cultivation facility with a total gross floor area greater than 7,000 square metres and less than 10,000 square metres and with an air treatment control system	200 m
A cannabis production and cultivation facility with a total gross floor area greater than 10,000 square metres and with an air treatment control system	250 m
A cannabis production and cultivation facility of any size where an air treatment control system is not provided	300

3.33.2 Where permitted as an agricultural use (in the rural and agricultural zones) the following provisions apply to a licensed cannabis cultivation and production facility:

1. Minimum Lot Frontage 100 m
2. Minimum Lot Area 8 Ha
3. Minimum Yard requirements for buildings and structures
 - i. Front Yard 30 m
 - ii. Exterior Side Yard 30 m

- | | |
|-------------------------|------|
| iii. Interior Side Yard | 30 m |
| iv. Rear Yard | 30 m |
4. Maximum Building Height 11 m
 5. In an Agriculture Zone, the maximum gross floor area of a licensed cannabis cultivation and production facility shall be 500 square metres.
 6. In an Agriculture Zone, the maximum amount of land to be utilized for buildings (including greenhouses), structures, parking areas shall be 1 ha.
 7. A security fence associated with a licensed cannabis cultivation and production facility shall be setback a minimum of 10 metres from all lot lines.
 8. All loading spaces must be located in a wholly enclosed building.
 9. Existing structures may not be converted or retrofitted for a licensed cannabis cultivation and production facility.
-

Recommendation:

BE IT RESOLVED that Council approves By-Law 2022-33 being a By-Law to amend By-law Number 2004-13 for the purpose of adding Cannabis definitions for air filtration, Cannabis – licensed cultivation and production facility and security fence to the current Zoning By-Law.

ADMASTON/BROMLEY PUBLIC LIBRARY
BOARD OF DIRECTORS MEETING
February 15, 2022
7:00 PM

Present: Susan Patterson O'Neil, Jane Wouda (Librarian), Karen Payne, Lynn Celland, Lynn Agnew, Charlene Whattam

Regrets: Bob Hall, Karen Coulas, Trisha McIntyre, Beth McDonald, Angela McEachen

The meeting was called to order at 7:00 pm

1. Approval of Agenda

Motion to approve the agenda

Moved by Lynn Agnew

Seconded by Charlene Whattam

Carried

2. Declaration of Conflict of Interest - none

3. Approval of minutes

Motion to approve the minutes from January 18, 2022

Moved by Karen Payne

Seconded by Lynn Clelland

Carried

4. Business arising from the minutes

- March Trivia night - this event has been canceled
- Balsam Hill Horton WI donation - two suggestions are an outdoor or enclosed indoor book return box or movable shelves. Susan and Lynn Agnew will get quotes.
- Little Caesars Pizza - the flyers are now available

5. New Business

- Performance Review - Susan is working on this

6. Treasurer's Report

Motion to accept the treasurer's report and pay all bills

Moved by Lynn Agnew

Seconded by Charlene Whattam

Carried

7. CEO's Report as attached

8. Policy Review - BL-05

Motion to accept BL-05 Meeting of the Board

Moved by Charlene Whattam

Seconded by Lynn Clelland

Carried

9. Correspondence - none

10. Other Business

Motion that the executive of ABPL is concerned that we need to find a way to make communication between the Library and the Township staff more efficient. Changes such as a new email address or a new contact as well as replies to questions/inquiries need a transparent chain of command.

Moved by Lynn Celland

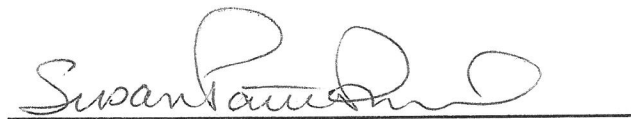
Seconded by Karen Payne

Carried

Please Note: If you are not able to attend a meeting, please notify the secretary by 3:00pm on the day of the meeting so that if there will not be quorum, she can notify the other member that there will be no meeting

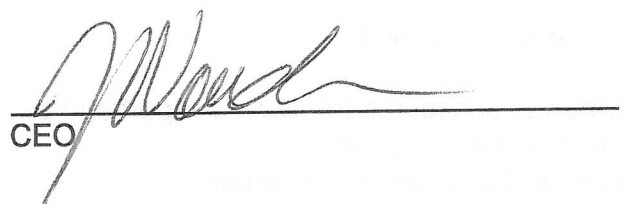
11. Adjournment - 8:30 pm

Next Meeting - April 19, 2022



Chair

Tues., Apr. 19/2022



CEO

Bills	Amount
Bell Phone	\$ 86.23
Bell Internet	\$ 118.65
Buske- Jan. - Mar. 2022	\$ 65.30
Total to be paid	\$ 270.18

April Paid	Amount
Mastercard	\$ 1,196.55
Township wages	\$ 1,395.68
Jane Pizza refund	\$ 22.00
Beth pizza refund	\$ 29.00
	\$ 2,643.23

Current Bank Balance **\$ 7,233.22**

Library CEO's Report – April 2022

- **STATS:** *Overdrive for Mar. 2022 – 142; Library Checkouts for Mar. 2022, not including e-books – 616; Total March 2022 Checkouts – 758; Inter-Library Loans for Mar. 2022. – 14; FB Reach for last 28 days – 1895*
- **Programming** – We had a small group for our St. Patrick's Day Bingo, but it went really well, and I will do it again. It is possible to have in-person programming, but I am still hesitant to do it. I would like to start with smaller groups, but I am finding it a challenge to re-engage the community. People have become accustomed to staying away.
- **Collections** – Items purchased for collection in January – \$ 545.47 approx.
- **Policy Review** – I would like to review BL-06, *Amendment of Bylaws* and GOV-03, *Duties and Responsibilities of Individual Board Members*.
- **Summer Experience Program (SEP)** - I have completed and submitted the SEP application. I haven't heard back yet about whether or not we received the grant.
- **Annual Survey** - I completed and signed-off on the Annual Survey. Now I will work on getting our TPN issues resolved so we will be able to receive our PLOG. One possible solution will be to get our own CRA number. I will need to do some research to find out if we already have a number or else we will begin the process of getting a new one. Susan has already been looking into this, as well.
- **COVID-19 Update** – I have been wearing my mask, but the mask mandates have been lifted, as have the capacity limits. People are respectful and things are going well. Social distancing is still being observed, and I intend to leave the barriers up for the time being.

Correspondence:

- Bell Phone– March
- Bell Internet – March
- Buske Bill – Jan. – Mar. 2022
- Wages bill from Township – March
- Mastercard Bill – March
- Bank Statement - March

Miscellaneous:

- Paul updated our firewall, Fortinet. He has a new email address and changed companies, but he will continue to be our IT person, for which we are very thankful.
- Libby is working well for most people, but some people are experiencing some frustrations. On the plus side, the magazines are a big hit. There are hundreds of free magazines on Libby and no wait times.
- The Pizza Fundraiser went really well. A big thank you to Beth, Susan, Karen, Lynn, Angela, and Lynn for your hard work in making it a success. I hope I haven't forgotten anyone. There were a few hiccups along the way, but overall, we did great. I don't recall the exact amount we made, but it was around \$900.00. I would also like to thank St. Michael's and our awesome community for their support.
- Susan and I met on March 29 with the principal of St. Michael's, Pamela Dickerson and Mary Lynn Schauer, the Superintendent of Business for RCCDSB to talk about the library's agreement with the school board. We hope that this latest draft will get us closer to a finalized agreement.
- Our library has been selected to receive funding as part of the Connecting Public Libraries Initiative. This means: capital costs for upgrades to broadband infrastructures and reimbursement for monthly internet connectivity for 50/10 mbs speeds for the first 12 months. We will be required to sign a 2-year agreement with our ISP. There is a lot to figure out, but I completed another survey recently and I expect more information will be available soon. I also need to sign an agreement with OLS, which I will do ASAP.

Township of Admaston/Bromley

477 Stone Road, R.R. #2

Renfrew, ON

K7V 3Z5

E-Mail Address – info@admastonbromley.com

**613-432-2885 Stone Road Office
613-432-4052 Fax**

**613-432-3175 Stone Road Garage
613-646-7918 Cobden Road Garage**

REPORT

Date: May 5, 2022

To: Council

From: Jennifer Charkavi

Re: Garage Roofs – 477 Stone Road & 1239 Cobden Road

Background:

In October 2021 it was recommended to the Operations Committee that engineered drawings were required for the repair and replacement of the roofs. However, in November of 2021, Committee directed staff to prepare an RFP for the investigation of needs, repair, and reroofing of the Public Works Garages at 477 Stone Road and 1239 Cobden Road. In March 2022, the RFP was sent out and advertised for the replacements of both roofs.

Discussion:

An RFP for the garage roofs was advertised and a mandatory site visit was required on April 14, 2022. At the mandatory site visit, six (6) companies were represented.

During the mandatory site visit, it was explained to the attendees what the requirements were for each roof. The roof at 477 Stone Road requires the same type of metal roofing, Vee-Rib, be replaced. This is a requirement because of the existing spacing of the strapping already existing on the roof. Replacement of the existing strapping to accommodate another type of metal roofing would greatly increase the time required to complete the project and the cost of strapping would increase the overall costs.

From the six (6) companies that attended the mandatory site visit, only three (3) submitted proposals.

Irvcon Limited –

Walsh Bros -

We Got It Covered Roofing -

Total \$117,463 plus HST – includes Vee-Rib

Total \$79,630 plus HST – doesn't include Vee-Rib

Rejected – company not identified on envelope nor contents identified as per RFP.

Financial Implications:

Staff took the increase costs associated with the metal into consideration when drafting the 2022 budget.

The extra time and costs associated with strapping are not identified in the proposal by Walsh Bros and this uncertainty negatively impacted the scoring for their proposal.

Staff understand that some costs may be associated with the replacement of some strapping that may be damaged, however the costs associated with the additional time and strapping are too uncertain and the cost of materials is very high at this time. Staff recommend Irvcon Limited as the pricing reflects the Vee-Rib identified at the mandatory site visit. This would reflect a total budget impact of \$119,530 inclusive of the non-rebatable portion of HST.

The garage roofs will be funded out of the reserves as recommended by the Finance & Administration Committee at its April 29, 2022, meeting.

People Consulted:

Acting Treasurer/Deputy Clerk
Acting Public Works Superintendent

Recommendation for Council:

BE IT RESOLVED THAT Council award the Request for Proposal to repair and replace the garage roofs at 477 Stone Road and 1239 Cobden Road to Irvcon Limited in the amount of \$117,463, plus HST.

County Council Summary

March 30, 2022

Below you will find highlights of the County of Renfrew Council meeting from March 30, 2022.

Please note that this summary does not constitute the official record of the meeting and approved minutes should be consulted for that purpose.

The [full agenda](#) can be found here

Meeting [YouTube link](#)

Announcements

- On March 30, 2020, on behalf of the County of Renfrew, Warden Robinson signed with much trepidation a piece of paper that effectively put the County under a Declared State of Emergency. Exactly two years to the day, and after consultation with a number of people, the declaration was officially terminated. Warden Robinson indicated that at this point we may not have reason to celebrate, but it is time to begin bringing some normalcy back to our lives. As always, the County of Renfrew will continue to monitor the ever-changing landscape with the goal of doing what is required to keep our residents and staff safe while maintaining our essential services.
- Paul Moreau announced his retirement to County Council and plans to leave in late August/early September. Paul indicated “One of my greatest privileges has been to work with what I believe to be one of the highest performing teams ever at the County of Renfrew. You have shown unparalleled commitment to the delivery of services to the residents of the County and I have been proud to be a part of such an effective and professional team. Together, we have worked through a truly unprecedented time. We could not have anticipated the impacts of a worldwide pandemic and the impact it would have on the County and on our most vulnerable residents. Your response, commitment and willingness to continue to serve our community through this challenging time, demonstrates public service at its best.” Paul will certainly be missed by staff and elected officials.
- County Council passed a resolution to raise the Ukrainian flag at County Administration Buildings until April 30, 2022 to show support to Ukraine and the Ukrainian community

Warden’s Address

Key highlights

- During the month of March Warden Robinson attended 30 meetings regarding Council business.
- On March 1, she attended, on behalf of the EOWC, the virtual Ontario Food Summit with Premier Ford, the Honourable Lisa Thompson, Minister of Agriculture, Food and Rural Affairs and Parliamentary Assistants, Randy Pettapiece and Toby Barrett. This was an opportunity to discuss food supply and security, as well as innovation through the value chains and the future of our agri-food supply chain as a whole. Our province’s farmers, food processors and grocery stores have been working tirelessly to ensure Ontarians have food on their tables, and our province is committed to continuing to support their efforts.

- On March 8, she had the privilege of being the keynote speaker at the Upper Ottawa Valley Chamber of Commerce International Women's Day event. At the meeting, she encouraged anyone who wants to have a positive impact on his or her community to consider putting their name on a ballot, and if anyone is interested in learning about municipal politics and what it entails, to speak to any of the 17 accomplished leaders who sit on County Council who would be happy to share their experiences.
- On March 10, she attended a virtual Garrison Petawawa Business Lunch, along with some of our economic development staff. It was an opportunity for us to highlight our economic development and tourism work as well as focus on the excellent relationship the County of Renfrew has with Garrison Petawawa.
- On March 11, she traveled to Napanee to chair her very first in-person meeting of the Eastern Ontario Wardens' Caucus. This is the EOWC's annual priority setting session. With the assistance of John Mathieson from Strategy Corp, they narrowed it down from thirteen to three priorities: Affordable and Attainable Housing; Ontario Health Team Governance / Structure; and Health Care Human Resources / Family Physicians. Warden Robinson also sits on AMO's Health Task Force and she has asked to present to the task force members on the EOWC's two health-related priorities at our June meeting. As chair of the EOWC, she sees it as her responsibility to bring issues of concern from the caucus to AMO if they have province-wide implications and certainly OHTs and health care human resources fit that description.
- On March 24 and 25, she attended the AMO Board of Directors and Committee of the Whole Meetings.

Delegations

- Ms. Susan Chase, Specialist in Digital IT Strategy, Smart City and Innovation, Perry Group Consulting Ltd. to overview the Digital Strategy Discovery Review prepared for the County of Renfrew.

Finance & Administration Committee

Presented by: Brian Hunt, Vice-Chair

- At the request of our local municipalities during our 2021 Tax Policy Working Group meeting, the County of Renfrew was asked to take the lead on coordinating a third-party organization on a fee for service basis for appeals for assessment changes, which resulted in Municipal Tax Equity Consultants Inc. being selected by the group. As part of the 2022 Budget, County Council approved the costs associated with Municipal Tax Equity Consultants Inc. providing the County of Renfrew and our local municipalities with the following services:

MTE Services	Budget
Assessment Roll Audit Study	\$10,500
Assessment Audit Follow Up and Remediation Efforts	\$8,000
ABM Workshop and Knowledge Transfer	\$2,500
Ad Hoc Program Design Support	\$1,200
Total (Exclusive of HST and Disbursements)	\$22,200

The County entered into a service agreement with Municipal Tax Equity Consultants Inc. to begin their review of our assessment roll. Any resulting assessment appeals would be considered on a cost-share basis with our local municipalities.

- A virtual Tax Policy Working Group meeting was held on Tuesday, March 22, 2022 at 10:00 a.m. and all the local municipal treasurers were invited to attend. This virtual meeting also included a meeting of the Renfrew County Clerk-Treasurers Association (RCCTA) Finance Sub-Committee. A Tax Policy Working Group Report and Taxation By-laws will be provided at the April meeting of the Finance and Administration Committee and April session of County Council, which will include all recommendations from the March Tax Policy Working Group meeting.
- County Council repealed Corporate COVID-19 Vaccination Policy.
- The County of Renfrew endorsed Councillor Glenn Doncaster to stand for election on FCM's Board of Directors and or appointments to Standing Committees for the period starting in June 2022 and ending June 2023.

Community Services Committee

Presented by: James Brose, Chair

- County Council adopted a By-law to execute the Contribution Agreement between the County of Renfrew and the Renfrew County Housing Corporation for funding from the Province of Ontario to build affordable, supportive housing in the Renfrew County catchment area. The intent is to build a complex that will house a minimum of six 2-bedroom housing units on the Renfrew County Housing Corporation (RCHC) property located on Lea Street in Pembroke.
- County By-law No. 49-17 was amended to change policies LHCC-01 Anaphylaxis Policy, LHCC-13 Compliance and Contravention Policy, LHCC-17 COVID-19 Immunizations Disclosure Policy, and include the addition of a new policy, LHCC-18 Pet and Animal Policy, to the Licensed Home Child Care Policies and Procedures.
- County Council approved that the Warden sign the Ministry of Municipal Affairs and Housing Fair Share Petition to the federal government. Warden Robinson, as the Chair of the Eastern Ontario Wardens' Caucus, also signed, a request from the Ministry of Municipal Affairs and Housing to sign a petition being sent to the federal government to pay their fair share, extend homelessness prevention funding to all of Ontario's communities, and fully and expeditiously implement the commitment to create a URN Indigenous Housing Strategy, including joining Ontario in investing heavily in off-reserve Indigenous communities.
- County Council approved the Homelessness Prevention Program Investment Plan.

Development & Property Committee

Presented by: Cathy Regier, Vice-Chair

- County Council passed a revised Tariff of Fees By-law. The revised by-law had included the addition of a fee for General Inquiries, however that fee proposal was deferred to the Development & Property Committee to be dealt with as part of the 2023 budget deliberations.
- Staff are working with farmers' markets and municipalities in Arnprior, Renfrew, Whitewater Region, Bonnechere Valley, Madawaska Valley and Deep River in order to establish live, in-person Taste of the Valley Events for 2022. Most farmers' markets were open last year and market vendors as well as the general public are anxious to again enjoy what the various Taste of the Valley events around the County have to offer. Final dates and Taste of the Valley host

municipalities are still to be confirmed but planning and coordination is on-going with past Taste of the Valley host municipalities and organizations.

- Nominations are open for the Ottawa Valley Tourism Awards in the following categories:
 - Tourism Champion (individual)
 - Business of Distinction (business)
 - Special Event (event).

Municipalities are encouraged to nominate local individuals, tourism businesses and events who have gone above and beyond to help grow tourism in the Ottawa Valley during 2021.

Nominations will be accepted until Friday, April 1, 2022 and the awards will be announced during the Ottawa Valley Tourist Association (OVTA) Annual General Meeting which is scheduled for Tuesday, April 26, 2022 from 10:00 a.m. to 12:00 p.m. via Zoom

- At the February 22, 2022 OVTA Board meeting, the Board agreed to send a letter to the Honourable Lisa MacLeod, Minister of Heritage, Sport, Tourism and Culture Industries and to the Tourism Industry Association of Ontario (TIAO) expressing concerns over rising costs for the TODS program and its impact to businesses. Staff have also requested similar letters of support from the County partners within the Ontario's Highlands regions, including Frontenac, Hastings, Haliburton, Lanark and Lennox and Addington.
- County Council approved that the Warden sign a petition to the Canadian Nuclear Safety Commission (CNSC) in collaboration with the Town of Deep River in their support of the Near Surface Disposal Facility (NSDF). County Council recommend that the Warden sign a petition to the Canadian Nuclear Safety Commission (CNSC) in collaboration with the Town of Deep River in their support of the Near Surface Disposal Facility (NSDF). The petition was also sent to the Renfrew County local municipalities and the City of Pembroke for their support.
- County Council approved the Warden to send a letter to the Hon. Greg Rickford, Minister of Northern Development, Mines, Natural Resources and Forestry requesting that the Province's Registry Office permit the use of compiled plans, instead of very costly surveys, to transfer the remaining Canadian Pacific (CP) lands running through Crown Land to the County of Renfrew and the Township of Papineau-Cameron; A copy of this letter will be sent to MPP John Yakabuski, Renfrew-Nipissing-Pembroke and MPP Vic Fedeli, Nipissing.
- County Council passed a By-law to enter into a Transfer Payment Agreement (TPA) with the Province of Ontario for the financial and program support of Enterprise Renfrew County provided that the terms of the 2022-2023 agreement maintain the integrity and commitments of previous TPAs.
- County Council passed a Transfer Payment Agreement for funds to be received from OMAFRA for an economic development program that will be formally announced in the very near future.
- County Council direct staff to cancel RFP-DP-2022-01 (Design-Build of an Affordable Multi-Residential Housing Project), AND THAT County Council direct staff to issue a Request of Proposal (RFP) for Architectural Services for the Construction of an Affordable Multi-Residential Housing Project in the City of Pembroke.

Health Committee

Presented by: Michael Donohue, Chair

- County Council approved Policy G-010 Vaccination Policy for the Long-Term Care Homes (Bonnehchere Manor and Miramichi Lodge). Dr. Robert Cushman, Acting Medical Officer of Health for the Renfrew County and District Health Unit, advises all long-term care facilities to postpone lifting of restrictions.
- A Point of Care Ultrasound Service (POCUS) rollout within the CPRU program is being planned, including education for staff in a train the trainer model to leverage the Canadian Point of Care Ultrasound Society's expertise and accreditation. This will result in improved assessment and diagnostic capability for the Community Paramedic Program.
The CPRU program is participating in the High Intensity Supports at Home (HISH) program in collaboration with Home and Community Care Support Services and other multidisciplinary agencies in the community to provide "wrap around" care for patients requiring more intensive supports to safely remain at home.
- Swabbing clinics continue to provide testing for eligible residents although there has been a significant decline in numbers. The clinic in Shady Nook still offers weekday clinics while Horton and Arnprior have reduced the number of testing dates.
The transition to testing with the Abbott ID Now rapid analyzers will be used almost exclusively starting next week, while PCR testing will be used on an as needed basis. All appointments for testing will continue to be booked through RCVTAC.
- The Ministry of Health has provided confirmation that the Ministry of Health has received approval to continue supporting COVID-19 testing in fiscal year 2022-23, including maintaining current funding support for the Renfrew County VTAC.
- The Ministry of Health has provided the County of Renfrew, Paramedic Service with up to \$1,514,402 in one-time funding for 2021 in support of the Emergency Service's COVID-19 General Expenses and Vaccine Distribution.
- County Council adopted a By-law to authorizing the Warden and Chief Administrative Officer/Clerk to sign the "Extending Letters" for the extension of the Long-Term Care Service Accountability Agreements from March 31, 2022 until March 31, 2023 between Ontario Health and each of Bonnehchere Manor and Miramichi Lodge for submission by the deadline of March 30, 2022.
- County Council adopted a By-law to authorizing the Warden and Chief Administrative Officer/Clerk to sign the "Extending Letter" for the extension of the Multi-Sector Service Accountability Agreement from March 31, 2022 to March 31, 2023 between Ontario Health and Bonnehchere Manor Senior/Adult Day Program for submission by the deadline of March 30, 2022.
- County Council authorized the Chief Administrative Officer to sign the Ontario Transfer Payment Agreement for the Network 24 Ontario Health Team to receive funding in the amount of \$1,125,000 (Implementation Funding) and \$75,000 (Collaborative Support) from the Province of Ontario.

Operations Committee

Presented by: Tom Peckett, Chair

- The Capital Program maps for the planned projects for County Roads and Structures in 2022, including the budget allocation can be found in the County Council report.
- A brief prepared by the Public Works and Engineering Department staff on the findings from research conducted and through discussions with the Ministry of Environment, Conservation and Parks (MECP) on their recently enacted requirements of Regulation 406/19, On-Site and Excess Soil Management Regulation. The research concludes that Regulation 406/19 does not significantly impact County operations or projects.

A webinar session with the Senior Policy Advisor for the Ministry of Environment, Conservation and Parks was held on March 22, 2022 for the County of Renfrew and lower-tier municipal public works staff to overview the Regulation 406/19, On-Site and Excess Soil Management. Staff was directed to develop a policy regarding the management and reuse of excess soils resulting from County of Renfrew capital and maintenance projects and to update the property owner declaration form to meet the consent requirements under Ontario Regulation 406/19. Through feedback received on the circulation of options for establishing funding for growth related projects, it has been recommended by a number of local municipalities that the County proceed with completing a Transportation Master Plan (TMP) in order to better identify those projects resulting from growth and establish the costs associated with them.

In anticipation that the development of a TMP may be of benefit to the County, staff sounded the market in late 2021 and received proposed costs averaging \$188,556 for the services required to establish a TMP. Infrastructure to be considered in the TMP would be to include County Roads, Bridges, Structure Culverts, and Active Transportation infrastructure (trails, hardened shoulders, etc.). A County TMP shall, at minimum:

- Integrate with County and local Official Plans;
- Establish a vision for transportation within the County and guiding principles supporting the vision;
- Proactively plan for all modes of travel;
- Optimize investments in transportation infrastructure;
- Identify projects not currently included in the 10-Year Asset Management Plan resulting from growth;
- Identify joint partnership funding opportunities;
- Provide accessible streets for all ages and abilities;
- Investigate and provide insights on potential for a County transit system;
- Encourage seamless, multi-modal travel and transfers between different transportation modes;
- Promote active lifestyles;
- Support a vibrant and connected community; and
- Enhance quality of life for the people who live, work, and play in the County of Renfrew.
- The development of a TMP is anticipated to be a lengthy process, requiring investigation and analysis of all County transportation infrastructure, cooperation with all local municipalities, and review of all policies relating to roads, bridges, trails, and prioritization of works. There will also be opportunity to cooperate with local municipalities who have completed, or are in the process of completing, a TMP to ensure the County's TMP coincides with the others. It is anticipated that a County TMP will require up to two years to complete.

Our Committee directed the Public Works and Engineering Department staff to issue a Request for Proposal (RFP) for Professional Services to develop a Transportation Master Plan for the County of Renfrew. As the development of a TMP has not been included in the 2022 budget, the funding for this will come from the Working Capital Reserve.

- County Council approved waiving the Tourism Signage fees on County Roads for 2022, and the Tourism Signage fees will be reinstated in January 2023. Warden will send a letter to the Honourable Lisa MacLeod, Minister of Heritage, Sport, Tourism and Culture Industries requesting the Ministry to consider suspending the Tourism-Oriented Directional Signing (TODS) fees in 2022.

Additional Information

Paul Moreau, Chief Administrative Officer/Clerk

613-735-7288

County Council Summary

April 27, 2022

Below you will find highlights of the County of Renfrew County Council meeting from April 27, 2022.

Please note that this summary does not constitute the official record of the meeting and approved minutes should be consulted for that purpose.

The [full agenda](#) can be found here.

[Meeting YouTube link](#)

Warden's Address

Key highlights

During the month of April, Warden Robinson attended 24 meetings regarding County business, including but not limited to:

- On April 1, she attended a virtual meeting with United Way Eastern Ontario to discuss the community service sector capacity with a focus on the implications of the human resource challenges they are all facing and working to address.
- On April 6, she attended an announcement virtually by the Honourable Helena Jaczek, Minister responsible for the Federal Economic Development Agency advising of a Government of Canada investment of \$68.5 million to support Indigenous and Regional Tourism Organizations (RTOs).
- On April 7, she participated in the Ottawa Valley Tourism Awards Judging. It has been the warden's pleasure to judge these awards the past three years.
- On April 14, she attended a virtual Town Hall meeting with the Ministry of Infrastructure on high-speed internet.
- Much of the warden's time was spent considering the process the county will undertake to find Mr. Moreau's replacement. On April 20, the CAO Recruitment Committee held its first meeting and she feels very confident that the committee has an excellent recruitment strategy moving forward.
- On April 28, she will participate in an embargoed technical briefing hosted by the Deputy Minister of Finance prior to the release of the *2022 Ontario Budget*.
- She has been asked to contribute to the creation of a mural on May 10. Algonquin College's [Inclusion & Diversity Circle](#) is leading an exciting project to add a mural in a street art/graffiti style to each campus to help address representation as a barrier to belonging at the College.
- The Silver Chain Challenge is on for 2022. She encourages all members of council and all residents to register for the challenge and start clocking their kilometres. It is an opportunity to improve our mental and physical health, be more active in our community and hopefully win bragging rights.
- She acknowledged National Administrative Professionals' Day on April 27. This is an opportunity to recognize the work of secretaries, administrative assistants, receptionists and other

administrative support professionals. Central to any business and in our case municipal government, these professionals keep an office organized and efficient.

- The warden noted Renfrew County is preparing to host the EOWC's May 12-13 meeting here at the County Administration building. It has been more than five years since we have had the opportunity to host the EOWC members. In trying to give them the visitors the best experience possible, the trip will include a shopping excursion in Laurentian Valley and Whitewater Region, golf in Laurentian Valley and dinner at Garrison Petawawa's Golf Club. She was happy to report that Col. John Vass, commander 4th Canadian Division Support Group, and staff will attend the dinner. She thanked Mr. Moreau and Ms. Gruntz for all their hard work in preparing for this event, as well as staff from the OVTA who will serve as tour guides.

Delegations

- Jennifer Gardner, Communications Advisor and Micro Modular Reactor Project at Chalk River; Jos Dening, Managing Director, Global First Power. The presentation provided an update on the proposed Small Modular Reactor (SMR) demonstration project at the Chalk River Laboratories site. Ultra Safe Nuclear has designed a Micro Modular Reactor, which produces 15 megawatts of heat energy, and will be used for the project. The lifespan is anticipated at 20 years, after which time the reactor will be decommissioned and the site restored. Global First Power has applied for a Canadian Nuclear Safety Commission licence to prepare the site and an environmental assessment is underway. The project began in 2019 with Indigenous, public and stakeholder engagement and the SMR is expected to commence operations in 2026.

Special meeting of County Council

- County Council met for a Special Meeting on April 20. At the meeting Gary Scanlon, managing director, Watson & Associates Economists Ltd., provided an in-depth review of Development Charges. Following the presentation County Council passed a resolution directing staff to continue to investigate opportunities associated with Development Charges and cost recovery alternatives to address growth issues in the County of Renfrew including an outline of the process moving forward; and this information will be provided through the Finance and Administration Committee. A copy of Mr. Scanlan's presentation was sent to all members of County Council and the CAOs of all lower-tier municipalities.

CAO Recruitment Committee

Presented by: Warden Debbie Robinson, Chair

- Paul Moreau has announced his intention to retire in late August/early September. As a result, a CAO Recruitment Committee has been struck. Warden Debbie Robinson will chair the committee with members Peter Emon, Jennifer Murphy and Robert Sweet.
 - For information, with the municipal election scheduled for October 24, 2022, the Municipal Act speaks to Restricted Acts of Council after Nomination Day it is hoped that a candidate will be selected prior to August 19, 2022.
 - County Council approved a resolution that the Human Resources Division lead the recruitment process for the County's CAO/Clerk position. While at the same time,

approving a resolution that an Internal/External Competition be used for the CAO/Clerk position recruitment process. While there might be several internal candidates for the CAO/Clerk position, the benefits of an external competition far outweigh seeking a replacement through a competition limited to only internal candidates. A \$50,000 budget for CAO recruitment to be taken from the Provision for Unallocated Funds Account was approved.

Announcement

- County Council approved a resolution to continue flying the Ukrainian flag at the County Administration Buildings until the end of the current term of council, but provided the authority to the warden to altar the decision should the situation in Ukraine change or other circumstances arise requiring a change in direction. County Council originally passed a motion at the March session to fly the Ukrainian flag until April 30.

Finance & Administration Committee

Presented by: Jennifer Murphy, Chair

- Tina Peplinskie, former journalist with the Pembroke Observer and News, has been hired as the County of Renfrew's new Media Relations and Social Media Coordinator. [See full media release here.](#)
- Provincial Offences Administration backlog as addressed. With 2,760 backlog charges from January to March 2022, it could take an estimated three years to clear the backlog at the current rate of dealing with charges.
- Council approved the establishment of an Ottawa Valley Ontario Health Team (OVOHT) reserve in the amount of \$65,000 for use of the OVOHT steering committee.
- Several by-laws were passed relating to the 2022 Tax Policy:
 - A by-law to set tax ratios for County and lower-tier purposes.
 - A by-law to set tax rate reductions for prescribed property subclasses for County and lower-tier purposes.
 - A by-law to establish the 2022 Tax Rates for County of Renfrew purposes.
- Council approved changes to Corporate Policies A-09 Misconduct in the Workplace, E-01 Hours of Work and Overtime, E-02 Statutory and Paid Holiday FT, E-03 Statutory and Paid Holiday Other than FT and E-04 Vacation.

Community Services Committee

Presented by: James Brose, Chair

- The Social Services Relief Fund (SSRF) is a new investment by the Ontario government because of the COVID 19 pandemic. It provides assistance to individuals to help protect the health and safety of the province's most vulnerable people to meet their basic needs. This SSRF was first

announced on March 23, 2020. Since then, there have been four rounds of the SSRF. Since April 2020, the County of Renfrew has received \$6,688,196.

- County Council passed a resolution to authorize the Warden and Clerk to execute the amended Homelessness Prevention Program Transfer Payment Agreement between the County of Renfrew and the Ministry of Municipal Affairs and Housing.
- County Council passed a resolution to approve the hiring of a contract Child Care Supervisor in Group 7 of the Salary Range (\$70,758 to \$80,748); with 100 per cent of the salary for the position coming from the Canada-Wide Early Learning and Child Care (CWELCC) funding.
- County Council approved the awarding of a contract for the replacement of windows in four (4) town home blocks at 1030-1106 Lea Street, Pembroke, as submitted by Valley Window and Door, Pembroke, Ontario in the amount of \$214,534 plus HST.

Development & Property Committee

Presented by: Robert Sweet, Chair

- Update on the Twinning with Renfrewshire, Scotland. Chair Robert Sweet, Director Craig Kelley, Manager of Economic Development Alastair Baird, and members of the Upper Ottawa Valley Chamber of Commerce (UOVCC) met to discuss opportunities as they relate to a Chamber Initiated Business Twinning Mission with Renfrewshire's Chamber of Commerce(s) in late 2022/early 2023.
- The Eastern Ontario Wardens' Caucus (EOWC) and Eastern Ontario Regional Network (EORN) chairs made a joint submission to Ontario's Standing Committee on General Government Policy on the Building Better Broadband Act and Getting Ontario Connected Act on March 30. Association of Municipalities Ontario (AMO) staff appeared before the Standing Committee on March 30 to voice concerns on behalf of their members. The response was based on previous positions adopted by Council.
- Business Development Officer David Wybou participated in a meeting with members of the Canadian Nuclear Laboratories organizing team for CNL's annual Industry Day, which will take place Thursday, June 2 at CNL's new Logistics building at the entrance to the Chalk River Laboratories. Renfrew County businesses will have the opportunity to participate with a booth at no charge.
- The Federal Economic Development Agency for Southern Ontario (FedDev Ontario) announced a new funding stream to be delivered via the Federal Government Tourism Relief Fund via the Regional Tourism Organization (RTO) network in Ontario. RTO 11, Ontario's Highlands Tourism Organization (OHTO), supports the County of Renfrew, as well as the Counties of Hastings, Lanark, Frontenac and Lennox and Addington, and will have \$3 million in funding to deliver across the region. OHTO and the Ottawa Valley Tourist Association (OVTA) have been anticipating this funding announcement and welcome the positive news to help our tourism sector rebuild and innovate in our recovery from COVID-19.
- Correspondence was sent to all lower-tier municipalities reminding of the 2014 appointment of Jason Davis as the County's Area Weed Inspector and requesting to be informed if the lower-tier municipalities have appointed their own local weed inspector.
- Information on secondary dwellings was reviewed. Secondary dwellings are a self-contained residential unit that has kitchen and bathroom facilities that is located on the same property as the primary dwelling. It can be lived in by the property owner, other family members, or rented out. Changes to the Planning Act and County of Renfrew Official Plan have made secondary

dwelling a new housing option for municipalities and property owners to consider. Municipalities are updating their zoning by-laws and developing provisions for allowing these housing units. [For more information on Secondary Dwellings visit page 212.](#)

- Two plans of subdivision received final approval. The Shames subdivision in the Town of Petawawa creates 14 lots. The Combermere Lodge subdivision and condominium in the Township of Madawaska Valley creates 44 new lots.
- On March 24, the Ministry of Municipal Affairs and Housing approved OPA No. 11 for the Township of Whitewater Region. The approval triggers an appeal period and if no appeals are received by the Ministry, then the decision is final.
- The County received an application to amend the Official Plan from the Township of Whitewater Region. The application proposes changes to the settlement boundary of Cobden and some of the land use designations in the area. Staff will be processing the application in accordance with the requirements of the Planning Act and a public meeting will be scheduled to be held at the municipal office of the Township of Whitewater Region in June.
- The County will assist the Township of Whitewater Region for an eight-week period while the Township Planner is on leave. The County will be primarily preparing notices required under the Planning Act. In addition, planning staff will be preparing consent reports and attended a Committee of Adjustment meeting on April 21.
- On March 30, the Ministry of Municipal Affairs and Housing issued a news release, on a plan to act on recommendations from the Housing Affordability Task Force and the Provincial-Municipal Housing Summit. Highlights include:
 - Working with municipalities to identify and enhance measures that will crack down on land speculation and protect home buyers.
 - Supporting municipalities with resources, tools and standards to provide timely review and adjudication processes by both extending legislated timelines for decisions while focusing the decision-making process.
 - Investing more than \$19 million to help the Ontario Land Tribunal (OLT) and the Landlord and Tenant Board to reduce their backlogs.
 - Making it easier to build more community housing by making better use of provincially owned lands for non-profit housing providers. To preserve the existing stock of community housing and modernize the system for those who depend on it.
 - The Province of Ontario will be consulting with the public and municipalities on how to develop recommendations on how to support gentle density for multi-generational and missing middle housing, as well as addressing housing needs in rural and northern communities.
- County Council passed a resolution directing staff to review the complement of Planning Division staff, along with a forecast of planning applications, including general inquiries and bring a report back to council. County Council approved the addition of one County Planner position in the Planning Division to be hired in Group 7 of the Salary Range. By way of background, the Planning Division Services is experiencing a significant increase in planning activity, much of it stemming from much more complicated files, updating of zoning by-laws, and an increase in the use of general inquiries. With the impending changes to planning policies by the Province of Ontario with the passing of Bill 109, there will be increased pressure on our staffing resources to review applications for rural severances, subdivisions, and to complete general inquiries within a much more limited period.

- County Council passed a resolution to authorize the Warden to send a letter to the Honourable Chrystia Freeland, Deputy Prime Minister and Minister of Finance, calling for the inclusion of nuclear energy in the Green Bond Framework.
- County Council passed a resolution to authorize the Warden to send a letter to the Minister of Municipal Affairs and Housing in response to Bill 109, which intends to “support a plan to crack down on speculators who are driving up the cost of housing, protect homebuyers from predatory development practices, and create more housing options for homeowners and renters by accelerating development timelines to get more homes built faster” that addresses: i) concern regarding municipalities ability to achieve the proposed timelines without penalty; ii) the need for increased funding resources to assist with the need to add staff capacity to meet the new approval timelines; iii) clarity on timelines for agency feedback and concurrent provincial approvals; and, iv) increased resources to encourage post-secondary students to pursue a career in municipal planning.
- County Council passed a by-law to enter into a Program Services Agreement with Futurpreneur Canada to assist in the delivery of programs in the community. Futurpreneur Canada, a not-for-profit corporation established to support and provide business loans to entrepreneurs, has been a partner of Enterprise Renfrew County (ERC) for 11 years.
- County Council passed a by-law delegating authority to the Director of Development and Property to enter Planning Services Agreement(s) with local municipalities. Staff was directed to correspond with local municipalities for which the County provides local planning services that have not yet signed a Planning Services Agreement. The County provides planning services to 12 local municipalities regarding local approvals and processes.
- County Council authorized the Warden and the Chief Administrative Officer/Clerk to enter into a Lease Agreement with Rogers Communications Inc. for the installation of a telecommunication tower on the County of Renfrew owned forest property, the Ireland South Tract, at Lalande Road and Little Ireland Road in the Township of Brudenell, Lyndoch and Raglan. The revenue will be used by the Forestry Division and re-evaluated if the term is extended.

Health Committee

Presented by: Michael Donohue, Chair

- The County of Renfrew began the transition from COVID-19 testing clinics to Clinical Assessment Centres to continue the process of monitoring the transmission and contraction rates of the population. Operating in stationary and mobile teams, the Emergency Services Department is now performing COVID-19 rapid molecular testing through a nasopharyngeal (NP) swab and the use of ID Now equipment.
- Vaccine update: With the increase of the number of COVID-positive cases in the community, the province has requested the Paramedic Service begin preparation for delivery of fourth dose vaccinations. The Ministry of Health has updated COVID-19 Vaccine third dose booster recommendations. The Renfrew County and District Health Unit plans to move forward to support this increase in demand by continuing pop-up clinics in partnership with Emergency Services throughout the county.
- The week of April 10-16 was National Public Safety Telecommunicators Week. The County of Renfrew acknowledged the vital service performed with bravery, patience and compassion by the men and women at Central Ambulance Communications Centre, during this week dedicated to them.

- Fixing Long-Term Care Act, 2021 came into force on April 11, 2022, which repeals and replaces the existing Long-Term Care Homes Act, 2007 and revokes Ontario Regulation 79/10. This new Act will enhance resident quality of care and life in several key areas including residents' rights, hours of care, resident safety and wellbeing, caregivers, quality, development and redevelopment, emergency planning, accountability and palliative care.
- County Council passed a resolution to authorize the Warden and Chief Administrative Officer/Clerk to sign Schedule F – Declaration of Compliance for the period April 1, 2021 to March 31, 2022, as part of the Multi-Sector Service Accountability Agreement (M-SAA) Amending Agreement between Ontario Health and Bonnechere Manor Senior/Adult Day Program for the continuation of 100 per cent funding.

Operations Committee

Presented by: Tom Peckett, Chair

- County Staff facilitated a virtual meeting with Laura Blease, Senior Policy Advisor, Environmental Policy Branch, Ministry of the Environment, Conservation and Parks to discuss the On-Site and Excess Soil Management, Ontario Regulation 406/19. Eleven of our partner municipalities were in attendance.
- The committee directed staff to schedule a road tour for members of County Council in August. The tour would allow members of council to witness the wide expanse of projects undertaken annually on roads, bridges, and structure culverts throughout the County of Renfrew. Warden Debbie Robinson and CAO Paul Moreau visited several capital project sites in 2021 and found it to be a beneficial exercise.
- Design work is continuing for the rehabilitation of County Structure B005 (Scollard Bridge) by HP Engineering Incorporated. Three design alternatives were evaluated during the preliminary design.
- The tender for close-cut clearing along County Road 512 (Foymount Road), from Miller Road to Harrington Creek Bridge, in the Township of Bonnechere Valley, closed on April 7. County staff reached out to staff at Bell and Hydro One to advise that close-cut clearing is anticipated to be completed by June 2. Bell staff has advised that utility relocations could take up to one year to complete due to the large number of poles to be relocated and 83 requiring rock drilling.
- As the County of Renfrew proceeds with a Transportation Master Plan (TMP), an email has been sent to all local municipal Public Works staff and County representatives requesting they provide the Public Works staff with a timetable for an official decision on whether they wish to be included. As part of the Request for Proposal, local municipal TMPs will be included as provisional items, but the municipalities can withdraw without penalty.
- A resolution was passed that County Council pass a By-law to amend the existing Asset Management Plan to set target system average condition values at 68 for Bridge and Structural Culvert assets.
- A resolution was passed that County Council approve a contract as submitted by Coco Paving Inc., Kingston, Ontario for the rehabilitation of County Structure B057 (Mount St. Patrick Bridge) in the amount of \$686,698 plus HST.
- County Council approved a contract as submitted by 2274084 Ontario Ltd., a/o GMP Contracting Ltd., Markham, Ontario for the rehabilitation of County Structure B319 (Bucholtz Bridge) in the amount of \$835,495.47 plus HST.

- County Council approved a contract as submitted by Six Nations Aecon Joint Venture, Toronto, Ontario for close-cut clearing along County Road 512 (Foymount Road) from Miller Road to County Structure B257 (Harrington Creek Bridge) in the amount of \$151,477.44 plus HST.
- County Council approved a contract as submitted by Greenwood Paving (Pembroke) Ltd., Pembroke, Ontario for the rehabilitation of County Road 517 (Dafoe Road) in the amount of \$943,818.01 plus HST.
- County Council approved a contract as submitted by Greenwood Paving (Pembroke) Ltd., Pembroke, Ontario for the rehabilitation of County Road 65 (Centennial Lake Road) in the amount of \$1,143,330.89 plus HST.
- County Council approved a contract as submitted by Surgenor Chevrolet Buick GMC Cadillac, Ottawa, Ontario for the supply and delivery of eight light duty pick-up trucks in the amount of \$432,318 plus applicable taxes.
- County Council approved a contract as submitted by Provincial Road Markings Inc., Guelph, Ontario for Pavement Marking in the amount of \$657,003 plus HST.
- County Council passed a by-law to acquire Part 1 on Plan 49R-20034 in the geographic Township of Matawatchan in the Township of Greater Madawaska from Korey McKinnon for the sum of \$1.00; and further that Part 1 on Plan 49R-20034 be dedicated as part of the public highway upon registration of the transfer documents.
- In an addendum to the Operations Committee report, County Council approved a contract as submitted by Bonnechere Excavating Incorporated, Renfrew, Ontario for the rehabilitation of County Structure B203 (Petawawa River Bridge) in the amount of \$1,806,574 plus HST. Additional funds will be allocated from the Working Capital Reserve to finance the project above the original budget allocation.
- County Council passed a by-law approving the alterations to County Roads and Structures. For several of our 2022 capital projects, the work may include temporary or permanent changes, alterations or restrictions to the use of the highway, or to private entrances.

Additional Information

Paul Moreau, Chief Administrative Officer/Clerk

613-735-7288

CORPORATION OF THE TOWNSHIP OF ADMASTON/BROMLEY

BY-LAW NO. 2022-33

A BY-LAW TO AMEND BY-LAW NUMBER 2004-13 OF THE CORPORATION OF THE TOWNSHIP OF ADMASTON/BROMLEY, AS AMENDED.

PURSUANT TO SECTION 34 OF THE PLANNING ACT, R.S.O., 1990, c.P. 13, THE TOWNSHIP OF ADMASTON/BROMLEY HEREBY ENACTS AS FOLLOWS:

1. THAT By-law Number 2004-13, as amended, be and the same is hereby further amended as follows:

(a) By adding the following new sections to Section 2.0 Definitions, and by renumbering the remaining subsections of section 2.0 accordingly:

“AIR FILTRATION SYSTEMS means a system designed, approved and implemented in accordance with a license issued by Health Canada as part of its requirements under the Cannabis Act, for the purposes of controlling emissions, including odour, or a licensed cannabis cultivation and production facility.

CANNABIS – LICENSED CULTIVATION AND PRODUCTION FACILITY means any building or structure, licensed and/or authorized to grow, possess, sell, provide, ship, deliver, transport, destroy, test, produce export and/or import cannabis for medical or non-medical purposes, including related research as defined in applicable Federal Regulations as amended from time to time. For the purpose of describing a licensed cannabis cultivation and production facility, cultivation refers to the growing of cannabis, whereas production refers to the processing and producing of cannabis and cannabis related products.

SECURITY FENCE means fencing that is required by Health Canada as part of its license requirements under the Cannabis Act.”

(b) By adding the following new section to Section 3.0 General Provisions, immediately following subsection 3.32:

“3.33 LICENSED CANNABIS PRODUCTION FACILITY

3.33.1 Separation Distance

The following reciprocal separation distance shall be applied between a licensed cannabis production facilities to any residential, commercial, institutional or open space use/zones.

	Reciprocal Setback (minimum)
A cannabis production and cultivation facility with a total gross floor area less than 7,000 square metres and with an air treatment control system	150 m
A cannabis production and cultivation facility with a total gross floor area greater than 7,000 square metres and less than 10,000 square metres and with an air treatment control system	200 m
A cannabis production and cultivation facility with a total gross floor area	250 m

greater than 10,000 square metres and with an air treatment control system	
A cannabis production and cultivation facility of any size where an air treatment control system is not provided	300

3.33.2 Outdoor storage is prohibited

3.33.3 Where permitted as an agricultural use (in the rural and agricultural zones) the following provisions apply to a licensed cannabis cultivation and production facility:

1. Minimum Lot Frontage 100 m
2. Minimum Lot Area 8 Ha
3. Minimum Yard requirements for buildings and structures
 - i. Front Yard 30 m
 - ii. Exterior Side Yard 30 m
 - iii. Interior Side Yard 30 m
 - iv. Rear Yard 30 m
4. Maximum Building Height 11 m
5. In an Agriculture Zone, the maximum gross floor area of a licensed cannabis cultivation and production facility shall be 500 square metres.
6. In an Agriculture Zone, the maximum amount of land to be utilized for buildings (including greenhouses), structures, parking areas shall be 1 ha.
7. A security fence associated with a licensed cannabis cultivation and production facility shall be setback a minimum of 10 metres from all lot lines.
8. All loading spaces must be located in a wholly enclosed building.
9. Existing structures may not be converted or retrofitted for a licensed cannabis cultivation and production facility.

2. THAT save as aforesaid all other provisions of By-law 2004-13, as amended, shall be complied with.

3. This by-law shall come into force and take effect on the day of final passing thereof.

READ a first and second time this 5th day of May 2022.

READ a third time and finally passed this 5th day of May 2022.

Mayor

CAO/Clerk

ACTION TRACKING LIST

	Updated Information
	NEW

Date	Item	Assigned To	Due Date	Current Status
October 2021	UPDATE Asset Management Plan	Acting Treasurer/Deputy Clerk	Early 2022	Staff have been involved in facility inspections with consultant.
June. 2020	Ministry appointment of PSB Member	Clerk	Nov. 2022	The new changes will not happen until after the election and a new term has begun.
September. 2020	Cannabis Growth	Clerk	Oct. 2022	Public Meeting for Amendment to Zoning By-law to include Cannabis - May 5, 2022
October. 2020	Fencing By-Law	Clerk/CBO	Dec. 2022	Look into updating the fencing by-law.
November. 2020	LEG report to Committee	Clerk	continuing	The Clerk is provide Council with Regular updates.
October 2021	Admaston Public School - Gym Use	Acting Treasurer/Deputy Clerk	December 2022	Investigate community use of the facility. Find old agreement and contact the RCDSB to verify agreement and develop procedure for booking.
October 2021	Forced Roads	Clerk	On-Going - 2022	Staff are to investigate a policy for the assumption of forced roads.
January 2022	Canada Day	CAO/Clerk	Ongoing	Investigate Canada Day activities

CORPORATION OF THE TOWNSHIP OF ADMASTON/BROMLEY

BY-LAW No. 2022-34

**A BY-LAW TO CONFIRM PROCEEDINGS OF
THE COUNCIL OF THE TOWNSHIP OF ADMASTON/BROMLEY
AT THE COUNCIL MEETING HELD MAY 5, 2022.**

WHEREAS Subsection 5(1) of the Municipal Act, 2001, S.O. 2001, Chapter 25, as amended, provides that the powers of a municipal corporation are to be exercised by its Council;

AND WHEREAS Subsection 5(3) of the said Municipal Act provides that the powers of every Council are to be exercised by by-law;

AND WHEREAS it is deemed expedient and desirable that the proceedings of the Council of the Corporation of the Township of Admaston/Bromley at this meeting be confirmed and adopted by by-law;

THEREFORE the Council of the Township of Admaston/Bromley enacts as follows:

1. That the actions of the Council at its meeting held on the 5th day of May, 2022 and in respect of each motion, resolution and other action passed and taken by the Council at its said meetings, is, except where the prior approval of the Ontario Municipal Board or other body is required, hereby adopted, ratified and confirmed as if all such proceedings were expressly embodied in this by-law.
2. That the Head of Council and proper officers of the Corporation of the Township of Admaston/Bromley are hereby authorized and directed to do all things necessary to give effect to the said action or to obtain appropriate approvals where required, except where otherwise provided, and to affix the Corporate Seal of the Corporation of the Township of Admaston/Bromley to all such documents.
3. That this By-Law shall come into force and take effect upon the passing thereof.

READ a first and second time this 5th day of May 2022.

READ a third time and finally passed this 5th day of May 2022.

Mayor

CAO/Clerk



APRIL 2022 CHAMBER UPDATE

Meet Your 2022 Board of Directors

The **Renfrew & Area Chamber of Commerce** is pleased to announce their 2022 - 2023 Board of Directors, voted in at the Annual General Meeting held on Tuesday March 8, 2022.

Executive:

President - **Carol-Ann Adams**, Branch Manager, RBC Royal Bank, Renfrew

Vice President - **Jordan Mather**, Branch Manager, BrokerLink

Secretary / Treasurer - **Bob Hall**, Township of Admaston / Bromley

Directors:

Donnie Russett - Principal, Director of Client Service, Renfrew, Welch LLP - Chartered Professional Accountant

Julie Villamere - Employment Services Manager, ontrac-Renfrew

Karen Lunn - Business Account Manager – Ottawa West and Valley, RBC Royal Bank

Amanda Asselin - Project Assistant, Labour Market Group of Renfrew and Lanark Counties

Laurie Wichers-Schreur - Secretary/Treasurer, Wood Works of Renfrew Ltd / Burnstown Building Supply Ltd.

Christina Ouellet - Owner, The Flower Factory

Melanie Clemmer - Development Coordinator, RVH Foundation

Tom Sidney - Councillor, Town of Renfrew, Chamber Past President

Doug Humphries - Councillor, Horton Township

Lucie Perrier - Councillor, Township of Greater Madawaska

[Renfrew & Area Chamber of Commerce](#)

2022 Chamber Scheduled Events



Annual Home Garden and Leisure Show - May 6th and 7th at Ma-Te-Way. The Chamber has a booth at the show. If you have any swag, brochures, flyers, business cards that you would like display on the table please reach out to Gail at the office. This is a an awesome opportunity to showcase your business

New to the Frew / Community Organizations - Wednesday September 21, 2022

Annual Community Awards Celebration - Thursday October 20, 2022

Chamber Office

The Chamber Board of Directors continues to meet via ZOOM meetings. Our next Board of Directors Meeting is scheduled for Tuesday May 17, 2022, beginning at 8:00 a.m. All members are welcome to attend the meeting, reach out to the Chamber office for the Zoom link.



The Chamber office is open Monday to Friday from 9:00 am to 3:00 pm.

If you are planning an event, reach out to the Chamber office, we can help spread the word.

Our office has a very good supply of Rapid Antigen Tests and are available to local businesses who employ under 150 employees. Contact the office to place your order and arrange pick up.

Welcome to Our New Member

First Canadian Payments

Charles Shefler is the local representative for First Data, FiServ and Clover Canada Credit and Debit Card Processing (Merchant Services). You can reach out to Charles by clicking on the following:

Toll Free Phone 1-514-647-4111
email - sales@firstcanadianpayments.ca
or visit their Website @ <http://www.firstcanadianpayments.ca/>

Canadian Chamber of Commerce - Access to up-to-date information that affect Canadian Businesses. Visit the [Canadian Chamber of Commerce website..](http://www.chamber.ca) <http://www.chamber.ca>

Chambers of Commerce Group Insurance Plan

Contact the Chamber office for more information regarding this plan.
info@renfrewareachamber.ca



Financial statements of
Municipal Property Assessment
Corporation

December 31, 2021

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Independent Auditor's Report

To the Board Members of
Municipal Property Assessment Corporation

Opinion

We have audited the financial statements of Municipal Property Assessment Corporation (the "Corporation"), which comprise the statement of financial position as at December 31, 2021, and the statements of operations, changes in net assets and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies (collectively referred to as the "financial statements").

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Corporation as at December 31, 2021, and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards ("Canadian GAAS"). Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of the Corporation in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Other Information

Management is responsible for the other information. The other information comprises the information included in the Annual Report, but does not include the financial statements and our auditor's report thereon. The Annual Performance Report is expected to be available to us after the date of this auditor's report.

Our opinion on the financial statements does not cover the other information and we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information identified above and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit, or otherwise appears to be materially misstated.

When we read the Annual Report, if we conclude that there is a material misstatement therein, we are required to communicate the matter with those charged with governance.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Corporation's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Corporation or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Corporation's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian GAAS will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian GAAS, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Corporation's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Corporation's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Corporation to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Other matter

The financial statements of the Corporation as at and for the year ended December 31, 2020 were audited by another auditor who expressed an unmodified opinion on those statements dated March 30, 2021.

Deloitte LLP

Chartered Professional Accountants
Licensed Public Accountants
March 30, 2022

Municipal Property Assessment Corporation

Statement of financial position

As at December 31, 2021

(In thousands of dollars)

	Notes	2021 \$	2020 \$
Assets			
Current assets			
Cash		16,519	10,233
Investments	3	—	2,076
Accounts receivable		3,335	3,728
Prepaid expenses		2,054	2,570
		21,908	18,607
Long-term investments	3	147,690	131,493
Capital assets	4	8,804	10,343
Long-term prepaid expenses		367	—
Intangible assets	5	9	50
		178,778	160,493
Liabilities			
Current liabilities			
Accounts payable and accrued liabilities	14	27,909	27,425
Deferred revenue	6	2,761	1,801
Current portion of capital leases	10	685	759
		31,355	29,985
Employee future benefits	7	49,267	49,899
Deferred lease inducements		1,901	2,306
Long-term portion of capital leases	10	463	1,116
		82,986	83,306
Commitments and contingencies	9 and 11		
Net assets			
Unrestricted		6,958	6,816
Internally restricted	8	81,169	61,853
Invested in capital and intangible assets		7,665	8,518
		95,792	77,187
		178,778	160,493

The accompanying notes are an integral part of the financial statements.

Approved by the Board of Directors

 _____, Director

 _____, Director

Municipal Property Assessment Corporation

Statement of operations

Year ended December 31, 2021

(In thousands of dollars)

	2021	2020
	\$	\$
Revenue		
Municipal	214,919	214,919
Other	23,601	19,884
Interest and dividend income	3,353	3,217
	241,873	238,020
Expenses		
Salaries and benefits	186,315	182,419
Professional services	13,320	12,741
Information technology	11,222	10,578
Facilities	8,581	9,013
General and administrative	6,096	6,411
Royalties	4,024	3,352
Amortization of capital and intangible assets	3,601	3,883
Gain on disposal of capital assets	(65)	(245)
	233,094	228,152
Excess of revenue over expenses before change in fair value of investments	8,779	9,868
Change in fair value of investments	6,998	8,229
Excess of revenue over expenses for the year	15,777	18,097

The accompanying notes are an integral part of the financial statements.

Municipal Property Assessment Corporation

Statement of changes in net assets

Year ended December 31, 2021

(In thousands of dollars)

	Unrestricted	Internally restricted	Invested in capital and intangible assets	2021 Total	2020 Total
Notes	\$	\$	\$	\$	\$
	(Note 8)				
Net assets, beginning of year	6,816	61,853	8,518	77,187	65,460
Excess of revenue over expenses for the year	19,313	—	(3,536)	15,777	18,097
Remeasurements and other items on employee future benefits	2,828	—	—	2,828	(6,370)
Acquisition of capital and intangible assets	(2,054)	—	2,054	—	—
Proceeds from disposal of capital and intangible assets	98	—	(98)	—	—
Incurred lease obligations for vehicles accounted for as capital leases	32	—	(32)	—	—
(Repayment) retirement of lease obligations for vehicles accounted for as capital leases	(759)	—	759	—	—
Interfund transfers to internally restricted reserves	(19,316)	19,316	—	—	—
Net assets, end of year	6,958	81,169	7,665	95,792	77,187

The accompanying notes are an integral part of the financial statements.

Municipal Property Assessment Corporation

Statement of cash flows

Year ended December 31, 2021

(In thousands of dollars)

	Notes	2021 \$	2020 \$
Operating activities			
Excess of revenue over expenses for the year		15,777	18,097
Employee future benefits payments	7	(505)	(308)
Add (deduct): Items not affecting cash			
Change in fair value of investments		(6,998)	(8,229)
Reinvested investment income		(3,122)	(2,948)
Employee future benefits expense	7	2,701	2,762
Amortization of capital assets		3,560	3,830
Amortization of intangible assets		41	53
Gain on disposal of capital assets		(65)	(245)
Amortization of lease liabilities		(405)	(167)
		10,984	12,845
Changes in non-cash working capital			
Accounts receivable		393	(369)
Prepaid expenses		149	(249)
Accounts payable and accrued liabilities		484	2,139
Deferred revenue		960	493
		12,970	14,859
Investing activities			
Purchase of investments		(7,343)	(17,532)
Proceeds from sale of investments		3,342	5,532
Purchase of capital assets		(2,022)	(2,040)
Proceeds on disposal of capital assets		98	270
Purchase of intangible assets		—	(11)
		(5,925)	(13,781)
Financing activity			
Repayment of lease obligations		(759)	(755)
Increase in cash during the year		6,286	323
Cash, beginning of year		10,233	9,910
Cash, end of year		16,519	10,233
Supplementary cash flow information			
Non-cash transactions			
Acquisition of leased vehicles		(32)	(16)
Incurrence of lease obligations		32	16

The accompanying notes are an integral part of the financial statements.

Municipal Property Assessment Corporation

Notes to the financial statements

December 31, 2021

(In thousands of dollars)

1. Description of business

Municipal Property Assessment Corporation (the Corporation), formerly the Ontario Property Assessment Corporation, was incorporated effective January 1, 1998 and is a special act corporation under the Municipal Property Assessment Corporation Act, 1997 (Ontario). The Corporation is responsible for providing property assessment services for municipalities in the Province of Ontario, as well as providing other statutory duties and other activities consistent with such duties as approved by its board of directors. All municipalities in Ontario are members of the Corporation.

2. Summary of significant accounting policies

The financial statements are prepared in accordance with Canadian accounting standards for not-for-profit organizations.

The significant accounting policies are summarized as follows.

Fund accounting

The financial statements include the following funds:

- The unrestricted fund comprises mainly amounts available for immediate use for the general purpose of the Corporation.
- The reserve for board-appropriated working fund is set aside by the board of directors in accordance with the Corporation's reserve strategy for contingencies and funding for identified one-time expenditures.
- The reserve for employee future benefits is the portion of net assets consisting of internally restricted investments set aside to settle employee future benefits.
- The reserve for enumeration was established to fund the costs associated with the preparation of preliminary voters' lists for municipal and school board elections. The next enumeration process is scheduled for 2022.
- The reserve for assessment update was established to fund the costs associated with the assessment update. The Corporation generally contributes \$2,400 annually to the reserve but may vary the annual contribution with approval from the board of directors. The unspent reserve balance will be maintained to finance the Assessment Update when the Minister of Finance announces the new Assessment date and will be drawn down as expenses are incurred.
- Invested in capital and intangible assets represents assets that have been invested in long-lived capital and intangible assets which are not readily converted to cash, net of any liabilities related to the acquisition of those assets.

Financial instruments

The Corporation records cash, accounts receivable, accounts payable and accrued liabilities initially at fair value and subsequently at amortized cost. Financial assets are tested for impairment at the end of each reporting period when there are indications the assets may be impaired.

Investments are recorded at fair value. Transaction costs incurred on the acquisition of financial instruments measured subsequently at fair value are expensed as incurred.

Municipal Property Assessment Corporation

Notes to the financial statements

December 31, 2021

(In thousands of dollars)

2. Summary of significant accounting policies (continued)

Capital assets

Capital assets are recorded at cost and are amortized using the straight-line method as follows:

Office equipment	5 years
Furniture and fixtures	5 to 10 years
Computer equipment	3 to 4 years
Small boats and vessels	3 to 8 years
Vehicles under capital lease	5 years

Leasehold improvements are also amortized on a straight-line basis over the term of the lease or ten years, whichever is less.

Impairment of long-lived assets

The Corporation reviews the carrying amount, amortization and useful lives of its long-lived assets on an annual basis. If the long-lived asset no longer has any long-term service potential to the Corporation, the excess of the net carrying amount over any residual value is recognized as an expense in the statement of operations.

Intangible assets

Intangible assets consist of computer software, which is recorded at cost and is amortized over three years.

The costs of developing in-house software are expensed as incurred.

Revenue recognition

Municipal revenue relates to assessment services and is recognized in the year in which the services are provided and collection is reasonably assured.

Other revenues are comprised of services sold and products delivered from business development. These revenues are recognized when the services have been provided and/or the product is delivered, and collection is reasonably assured.

Interest income is recognized when earned.

The Corporation follows the deferral method of accounting for contributions. Restricted contributions are recognized as revenue in the year in which the related expenses are incurred. Unrestricted contributions are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

Employee future benefits

The Corporation has defined benefit plans that provide for post-retirement medical and dental coverage and special termination benefits for defined eligible employees. Certain investments have been internally restricted but not segregated to pay for post-retirement benefits.

Municipal Property Assessment Corporation

Notes to the financial statements

December 31, 2021

(In thousands of dollars)

2. Summary of significant accounting policies (continued)

Employee future benefits (continued)

The Corporation has the following policies:

- The Corporation accrues its obligations under defined benefit plans and the related costs when the benefits are earned through current service using the accounting valuation method.
- The cost of post-employment benefits earned by employees is actuarially determined using the projected benefit method pro-rated on service and management's best estimates of retirement ages of employees, expected health-care costs and dental costs. The accrued benefit obligation related to employee future benefits is discounted using market rates on high-quality debt instruments.
- Remeasurements and other items are composed of actuarial gains (losses) on the accrued benefit obligation and arise from differences between the actual and expected experience and from changes in the actuarial assumptions used to determine the accrued benefit obligation, past service costs and gains and losses arising from settlements and curtailments. Actuarial gains and losses arise when the accrued benefit obligations change during the year. The actuarial gains and losses and other remeasurements including plan amendments are recorded in the statement of changes in net assets when incurred.

In addition, all employees of the Corporation are part of a defined benefit multi-employer benefit plan providing both pension and other retirement benefits. Contributions made to this plan are expensed as paid as the plan is accounted for as a defined contribution plan.

Deferred lease inducements

Lease liabilities include deferred lease inducements, which represent the free rent and improvement allowances received from landlords and are amortized over the term of the lease, and step-rent liability, which represents the difference between the average annual rent over the term of the lease agreement and actual rent paid in the year.

Use of estimates

In preparing the Corporation's financial statements, management is required to make estimates and assumptions that affect the reported amounts of assets and liabilities and the disclosure of contingent liabilities at the date of the financial statements and the reported amounts of revenue and expenses during the reporting period. Actual results could differ from those estimates. Accounts requiring significant estimates include accounts payable and accrued liabilities, useful lives of capital assets and employee future benefits.

3. Investments

Investments are held within third party managed accounts, which invest independently.

The current portion of investments consists of amounts that management estimates to be liquidated within 12 months.

Long-term investments consist of amounts that management estimates and intends to hold longer than 12 months for future use.

Municipal Property Assessment Corporation

Notes to the financial statements

December 31, 2021

(In thousands of dollars)

3. Investments (continued)

The breakdown of total investments by category is outlined below:

	2021	2020
	\$	\$
Cash	250	—
Fixed income	82,154	80,910
Equity	47,528	38,525
Real assets	17,758	14,134
	147,690	133,569
Less: Current portion	—	2,076
Long-term investments	147,690	131,493

The Corporation internally restricts certain securities to fund employee future benefits.

The breakdown of total investments by intended use is outlined below:

	2021	2020
	\$	\$
General investments	76,845	69,895
Internally restricted investments	70,845	63,674
	147,690	133,569

4. Capital assets

	Cost	Accumulated amortization	2021 Net	2020 Net
	\$	\$	\$	\$
Office equipment	546	545	1	3
Furniture and fixtures	8,442	7,437	1,005	901
Computer equipment	15,263	12,933	2,330	2,273
Small boats and vessels	390	377	13	16
Leasehold improvements	20,991	16,605	4,386	5,421
Vehicles under capital lease	3,768	2,750	1,018	1,729
Assets under construction	51	—	51	—
	49,451	40,647	8,804	10,343

5. Intangible assets

	Cost	Accumulated amortization	2021 Net	2020 Net
	\$	\$	\$	\$
Computer software	3,022	3,013	9	50

Municipal Property Assessment Corporation

Notes to the financial statements

December 31, 2021

(In thousands of dollars)

6. Deferred revenue

	2021	2020
	\$	\$
Business development unearned revenue and customer down payments	2,583	1,620
Other deferred amounts	178	181
	2,761	1,801

7. Employee future benefits

The Corporation has accrued an obligation for its post-employment benefits as follows:

Employees who transferred to the Corporation from the Government of Ontario on December 31, 1998

- Employees who transferred to the Corporation with less than ten years of service with the province will receive post-retirement group benefit coverage through the Corporation for themselves and for their dependants' lifetimes. The cost of these benefits is shared equally between the Corporation and the employee for those employees who retire after January 1, 2018.

The Government of Ontario continues to provide post-retirement benefits for employees who transferred to the Corporation with ten or more years of service with the province.

Employees hired by the Corporation after December 31, 1998

- These employees will receive post-retirement group benefit coverage for themselves and for their dependants through the Corporation until age 65.

All employees

- The Corporation is a Schedule II employer under the Workplace Safety and Insurance Act (Ontario), 1997 and follows a policy of self-insurance for all its employees. The obligation as at December 31, 2021 is \$829 (\$1,261 in 2020) and is included in the total obligations below.

Information about the Corporation's accrued benefit obligations and accrued benefit liabilities is as follows:

	2021	2020
	\$	\$
Accrued benefit obligations, beginning of year	49,899	41,075
Current service costs	1,298	1,447
Interest on accrued obligations	1,403	1,315
Actuarial (gain) losses	(2,828)	6,370
Contributions	(505)	(308)
Accrued benefit obligations, end of year	49,267	49,899

Municipal Property Assessment Corporation

Notes to the financial statements

December 31, 2021

(In thousands of dollars)

7. Employee future benefits (continued)

All employees (continued)

The employee future benefits expense recorded in the statement of operations during the year is as follows:

	2021	2020
	\$	\$
Current service costs	1,298	1,447
Interest on accrued obligations	1,403	1,315
	2,701	2,762

Remeasurements and other items, consisting of curtailments, settlements, past service costs and actuarial gain of \$2,828 (loss of \$6,370 in 2020), have been recognized directly in net assets.

The significant actuarial assumptions adopted in measuring the Corporation's accrued benefit obligations are as follows:

	2021	2020
	\$	\$
Discount rate	3.10%	2.8%
Health care inflation	5.4% grading down to 4% by 2040	5.55% grading down to 4% by 2040
Vision and dental care inflation	4.93% grading down to 4% by 2040	4.71% grading down to 4% by 2040

The date of the most recent actuarial valuation of the accrued benefit obligations was December 31, 2019.

The Corporation paid \$28,150 (\$27,634 in 2020) of employer and employee contributions to the defined benefit multi-employer benefit plan.

8. Internally restricted net assets

	2021	2020
	\$	\$
Reserve for board-appropriated working fund	47,283	37,121
Reserve for employee future benefits	21,578	13,775
Reserve for enumeration	2,200	2,681
Reserve for assessment update	10,108	8,276
	81,169	61,853

Interfund transfers are approved by the board of directors. During the year, the board of directors approved the transfers between the unrestricted fund and the internally restricted net assets as follows: \$10,162 to (\$11,400 to in 2020) the board-appropriated working fund reserve to pay for future one-time expenditures; \$1,832 to (\$1,389 to in 2020) the assessment update reserve to set aside funds for the property assessment process, and \$481 from (\$1,968 to in 2020) the enumeration reserve.

Municipal Property Assessment Corporation

Notes to the financial statements

December 31, 2021

(In thousands of dollars)

8. Internally restricted net assets (continued)

The purpose and use of the employee future benefits reserve was approved by the board of directors at initial setup, and an annual approval for transfers is not required. A transfer of \$7,803 to (\$1,611 from in 2020) the employee future benefit reserve was made during the year.

Refer to note 2 for a description of the reserves.

9. Commitments

The Corporation has commitments under various operating leases for properties. Minimum lease payments due in each of the next five years and thereafter are as follows:

	\$
2022	4,714
2023	4,579
2024	3,590
2025	2,906
2026	1,814
Thereafter	703
	<u>18,306</u>

The Corporation is also committed to paying operating costs and property taxes on its various property leases.

10. Capital leases

The Corporation entered into several vehicle leases with an interest rate of between 2.51% and 4.34%, with lease terms up to 60 months. On termination of the lease, the Corporation has guaranteed a certain residual value of the vehicle to the lessor, depending on the ultimate lease term.

As at December 31, 2021 the current portion of the capital leases is \$685 (\$759 in 2020) and the long-term portion is \$463 (\$1,116 in 2020).

Future minimum annual lease payments required under capital lease arrangements are as follows:

	\$
2022	729
2023	412
2024	57
2025	8
Total lease payments	1,206
Less: amount representing interest	<u>(58)</u>
	1,148
Less: current portion	<u>685</u>
	<u>463</u>

Municipal Property Assessment Corporation

Notes to the financial statements

December 31, 2021

(In thousands of dollars)

11. Contingent liabilities and guarantees

The Corporation has been named as a defendant in certain legal actions in which damages have either been sought or, through subsequent pleadings, could be sought. The outcome of these actions is not determinable or is considered insignificant as at December 31, 2021 and, accordingly, no provision has been made in these financial statements for any liability that may result. Any losses arising from these actions will be recorded in the year the related litigation is settled.

In the normal course of business, the Corporation enters into agreements that meet the definition of a guarantee, as outlined in the Chartered Professional Accountants of Canada Handbook. The Corporation's primary guarantee subject to disclosure requirements is as follows:

- The Corporation enters into agreements that include indemnities in favor of third parties, such as purchase agreements, confidentiality agreements, leasing contracts, information technology agreements and service agreements. These indemnification agreements may require the Corporation to compensate counterparties for losses incurred by the counterparties as a result of breaches of contractual obligations, including representations and regulations, or as a result of litigation claims or statutory sanctions that may be suffered by the counterparty as a consequence of the transaction. The terms of these indemnities are not explicitly defined and the maximum amount of any potential reimbursement cannot be reasonably estimated.

The nature of the above indemnifications prevents the Corporation from making a reasonable estimate of the maximum exposure due to the difficulties in assessing the amount of liability, which stems from the unpredictability of future events and the unlimited coverage offered to counterparties. Historically, the Corporation has not made any significant payments under such or similar indemnification agreements and, therefore, no amount has been accrued in the statement of financial position with respect to these agreements.

12. Risk management

Market risk

The Corporation's investments are susceptible to market risk, which is defined as the risk the fair value or future cash flows of a financial instrument will fluctuate because of changes in market prices. The Corporation's market risk is affected by changes in the level or volatility of market rates or prices, such as interest rates, foreign currency exchange rates and equity prices. The Corporation is subject to cash flow interest rate risk due to fluctuations in the prevailing levels of market interest rate sensitive investments. The risk is mitigated through the Corporation's investment policy, which requires investments to be held in high grade, low risk investments.

Credit risk

Credit risk arises from the potential a counterparty will fail to perform its obligations. The Corporation is exposed to credit risk from banks and debtors. The risk is mitigated in that the Corporation conducts business with reputable financial institutions and its debtors are mainly entities within a level of the provincial government.

Liquidity risk

Liquidity risk is the risk the Corporation will not be able to meet its financial obligations as they come due. The Corporation manages liquidity through regular monitoring of forecasted and actual cash flows.

Municipal Property Assessment Corporation

Notes to the financial statements

December 31, 2021

(In thousands of dollars)

13. Credit facility

The Corporation has an unsecured credit facility of \$10,000 to be used for its operations, which is renewable annually. The credit facility was temporarily extended to \$50,000 in 2020 and continued to December 31, 2021. Starting on January 1, 2022, the extended credit facility was not renewed. The unsecured credit facility of \$10,000 remains in place.

14. Government remittances

Government remittances consist of workplace safety insurance costs, sales taxes and payroll withholding taxes required to be paid to government authorities when the amounts come due. In respect of government remittances, \$3,258 (\$3,140 in 2020) is included in accounts payable and accrued liabilities.

15. Significant event

On March 11, 2020, the World Health Organization characterized the outbreak of a strain of the novel coronavirus ("COVID-19") as a pandemic which has resulted in a series of public health and emergency measures that have been put in place to combat the spread of the virus. The duration and impact of COVID-19 is unknown at this time. While it has limited business travel, reduced office utilization, and postponed the Assessment Update, it is not possible to reliably estimate the impact that the length and severity of these developments will have on the financial position, results of operations and cash flows of the Corporation in future periods.

16. Prior year comparative figures

Certain of prior year's comparative figures have been reclassified to conform with current year's presentation.

Township of Admaston/Bromley



477 Stone Road
Renfrew ON, K7V 3Z5

April 27, 2022

Eganville and District Seniors
Att: Kayla Menkhorst, Executive Director
Echo Centre
30 Bell Street
Eganville, ON K0J 1T0

Kayla Menkhorst:

RE: Letter of Support – Grant Application

The Township of Admaston/Bromley is honoured to submit a letter of support for the Eganville and District Senior Citizen's Needs Association grant application through the Ministry for Seniors and Accessibility.

The Eganville and District Seniors ensures that seniors in the Township of Admaston/Bromley are engaged and provided with many opportunities for social interaction, activity, mental health and information on important topics such as security, internet and health and well being to name a few.

The grant application will take engagement to the next level for our seniors. Healthy living involves activity and this approach that the Eganville and District Seniors are hoping to provide will provide seniors with more opportunities to be active and to be active with the young. Happiness and mental health go hand in hand. Outdoor activities bring so many together and provide joy to our seniors as they engage the younger generation. Seeing seniors active will help to instill the importance of activity in our youth.

The Township not only writes this letter of support of the grant application, but also will provide public areas in our municipality where the programs can take centre stage.

Yours truly,

A handwritten signature in blue ink, appearing to read "JCharkavi", is written over a light blue horizontal line.

Jennifer Charkavi
CAO/Clerk

**Ministry of
Transportation**

Office of the Minister

777 Bay Street, 5th Floor
Toronto ON M7A 1Z8
416 327-9200
www.ontario.ca/transportation

**Ministère des
Transports**

Bureau de la ministre

777, rue Bay, 5^e étage
Toronto ON M7A 1Z8
416 327-9200
www.ontario.ca/transports



April 22, 2022

107-2022-1367

Michael Donohue
Mayor
Township of Admaston/Bromley
mayordonohue@admastonbromley.com

Dear Mayor Donohue:

I am pleased to announce that the province has released its plan to build a better transportation system in eastern Ontario. [Connecting the East: A Draft Transportation Plan for Eastern Ontario](#) contains more than 50 near-and long-term actions that will support population and employment growth, reduce gridlock, connect local communities, and improve access to jobs, housing, health care and education.

Eastern Ontario is a diverse and thriving region with unique transportation needs. The plan considers many challenges including addressing gaps between urban and rural areas, unlocking economic growth, the impacts of climate change, new technologies, and shifting demographics that present new and increased demands on Ontario's current and future transportation systems.

The plan includes infrastructure, service improvements and policies organized under five goals:

- Connecting people and places
- Supporting a competitive and Open for Business environment
- Providing more choice and convenience
- Improving safety and inclusion
- Preparing for the future.

Municipalities have been important partners at every stage of the planning process and will be essential to support implementation of our plan. The plan is an evergreen, living document that will continue to evolve as the ministry works closely with municipalities, Indigenous nations, communities and organizations, Francophone residents and organizations, transportation agencies and local businesses to implement the plan actions.

The release of this regional plan brings us one step closer to our vision for eastern Ontario, delivering on our promise to help build a safe, reliable, and connected transportation network to make life more convenient for travellers and keep goods moving across the province.

If you have any questions or comments, or require additional information, please do not hesitate to email the project team at EasternTransportationPlan@ontario.ca.

Sincerely,

A handwritten signature in black ink that reads "Caroline Mulroney". The signature is written in a cursive, flowing style.

Caroline Mulroney
Minister of Transportation

c. EasternTransportationPlan@ontario.ca