

Township of Admaston/Bromley  
Second Monthly Meeting  
Thursday, May 19, 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 [May 5<sup>th</sup>, 2022](#)
6. Delegations and Guests
- 6a** Enbridge Gas Representatives via zoom
7. **Planning and Economic Development Committee** – Chair Bob Hall, Committee Member Kevin LeGris
- 7a** [Building and Sewage Report – April](#)
- 7b** [Planning Services Agreement Report](#)
  - i)** [Agreement](#)
8. **Community Service Committee** – Chair Kevin LeGris, Committee Member Bob Hall
- 8a**
9. **Operations Committee** Chair Robert Dick, All of Council
- 9a** [April Public Works Report](#)
10. **Waste Management Committee** – Chair Michael Donohue, All of Council
- 10a**
11. **Finance and Administration Committee** - Chair Michael Donohue, All of Council
- 11a** [Insurance renewal](#)
12. **Protective Services Committee** – Chair Mike Quilty, Committee Member Robert Dick
- 12a** [Fire hall garage report](#)
- 12b** [Fire Committee Minutes March 2022](#)

**12c** [Chief's Report April 2022](#)

13. **County of Renfrew** – Mayor Michael Donohue

**13a**

14. **By-Laws**

**14a** [2022-36](#) – Agreement with County of Renfrew for Planning Services

15. Old Business

**15a** [Action Tracking List](#)

16. New Business

**16a**

17. Closed Session

**17a** As per Section 239 2 (a) – the security of the property of the municipality or local board.

18. Confirmatory By-Law

**18a** [2022-37](#) being a by-law to confirm proceedings of Council Meeting

19. Question Period

20. Adjournment

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

**Council Information**

Township of Admaston/Bromley  
First Monthly Meeting

Council met for their second monthly meeting on Thursday May 5<sup>th</sup>, 2022. Present were, Deputy Mayor Mike Quilty and Councilors Robert Dick, Bob Hall, and Kevin Legris. Present via Zoom Conference was Mayor Michael Donohue.

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

County of Renfrew Planning Representatives present were Bruce Howarth and Lindsey Bennett.

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

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

**Agenda Item 3 – Approval of Agenda**

**Resolution No. 1/05/22**

Moved by: Mike Quilty, seconded by Robert Dick

BE IT RESOLVED that Council approve the agenda of May 5<sup>th</sup>, 2022, Council Meeting Agenda.

Carried

**Agenda Item 4 – Disclosure of Pecuniary Interest**

None.

**Agenda Item 5 – Minutes**

**Resolution No. 2/04/22**

Moved by Robert Dick, seconded by Mike Quilty

BE IT RESOLVED that Council adopt the following meeting Minutes as amended:

- April 21, 2022, Regular Council Meeting.

Carried

**Agenda Item 6 – Delegations and Guests**

None.

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

7a Resolution to Amend the Zoning By-Law 2004-13

CAO/Clerk presented the report to Council. There were a few questions from members of Council regarding the reciprocal setbacks that were proposed.

Discussion was had on setbacks.

The current challenge would be meeting setbacks, focusing on a broader community. It was then brought up those ratepayers can request to amend the Zoning By-Law.

There were issues with the reciprocal setbacks affecting neighbouring properties, limiting what can be done in the future with their property.

Discussion was also had on the setbacks and that they were not large enough. Council could not agree on the setback amounts.

The County representative reviewed the proposed By-Law and noted that it does have multiple setbacks and requirements. If someone was to request a Production Facility, there would be a thorough investigation that the building met the setbacks to the property lines and the reciprocal setbacks could very well be on the neighbouring property.

Council directed Staff to investigate setbacks and reciprocal setbacks within this proposed amending zoning by-law.

Should there be changes to the existing proposed amendment to the zoning By-Law, another Public Meeting will be required. After the discussions, the following resolution was passed:

**Resolution No. 3/05/22**

Moved by Mike Quilty, seconded by Robert Dick

BE IT RESOLVED THAT Admaston/Bromley Council defer By-Law 2022-33 to amend By-Law 2004-13 to add Cannabis be deferred to a future Council Meeting.

AND BE IT FURTHER RESOLVED THAT Council direct Staff to investigate and provide recommended changes to separation distances and provide a report back.

Carried

County of Renfrew Planning Representatives, Bruce Howarth and Lindsey Bennett left the Council Chambers at 8:42 pm.

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

8a Library Report and Minutes – February 2022

Councillor Bob Hall presented the report to Council. After some discussion regarding the fundraisers and events to take place, the following resolution was passed:

**Resolution No. 4/05/22**

Moved by Kevin Legris, seconded by Bob Hall

BE IT RESOLVED THAT Council receive the Library Report and Minutes from February 2022 as information.

Carried

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

9a Garage Roofs – 477 Stone Road & 1239 Cobden Road

The CAO/Clerk presented the report to Council. After some discussion regarding the price differences and what materials were included in the individual's proposals, the following resolution was passed:

**Resolution No. 5/05/22**

Moved by Robert Dick, seconded by Mike Quilty

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 in the amount of \$177,463 plus HST.

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.

None.

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

None.

**Agenda Item 13 – County of Renfrew** Mayor Michael Donohue

13a County Council Summary March 30, 2022

**Resolution No. 6/05/22**

Moved by Mike Quilty, seconded by Robert Dick

BE IT RESOLVED THAT Council accept the County of Renfrew's County Council Summary dated March 30, 2022, as information.

Carried

13b County Council Summary April 27, 2022

**Resolution No. 7/05/22**

Moved by Mike Quilty, seconded by Robert Dick

BE IT RESOLVED THAT Council accept the County of Renfrew's County Council Summary dated April 27, 2022, as information.

Carried

**Agenda Item 14 – By-Laws**

None.

**Agenda Item 15 – Old Business**

15a Action Tracking List

CAO/Clerk Charkavi presented the Action Tracking Report to Council. There were no recent updates. The following resolution was passed:

**Resolution No. 8/05/22**

Moved by Bob Hall, seconded by Kevin LeGris

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

Carried

**Agenda Item 16 – Closed Session**

None.

**Agenda Item 17 – New Business**

None.

**Agenda Item 18 – Confirmatory By-Law**

18a By-law 2022-28 being a by-law to confirm proceedings of Council Meeting

**Resolution No. 9/05/22**

Moved by Kevin LeGris, seconded by Bob Hall

BE IT RESOLVED that By-Law 2022-34, being a By-law to confirm the Proceedings of Council of the Township of Admaston/Bromley at the meeting held May 5, 2022, be now numbered, deemed read three times and passed.

Carried

**Agenda Item 19 – Question Period**

None.

**Agenda Item 20 – Adjournment**

**Resolution No. 10/05/22**

Moved by Mike Quilty, seconded by Robert Dick

BE IT RESOLVED that the Thursday, April 7, 2022, Township of Admaston/Bromley Council meeting be adjourned at 9:03 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 19, 2022  
 To: Council  
 From: Mitchell Ferguson/Meagan Jessup  
 Re: Building and Sewage Report

**Discussion:**

Below is a comparison of the Building Permits from 2022 and 2021 for April.

April 2022	New Residence Permits	New Residence Permit Values	Other Permits	Other Permit Values	Total Permits	Total Value
Monthly	4	1,850,000.00	7	1,990,000.00	11	3,840,000.00
Year to Date	5	2,250,000.00	22	2,709,000.00	27	4,959,000.00
April 2021						
Monthly	2	750,000.00	18	1,444,000.00	20	2,194,000.00
Year to Date	3	1,150,000.00	28	1,865,500.00	31	3,015,500.00

Permit Breakdown Comparison			
	2020	2021	2022 to date
Dwellings	11	12	5
Commercial	-		
Agricultural & Farm	21	5	2
Other (Ex. Additions, Porches, Sheds, Decks)	47	65	20
Total Building Permits	79	82	27
Septic Permits	24	29	8
Demolition Permits	-	3	
Grand Total	103	114	35

Total Monthly Building Permits - Previous Years													
	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
2020	-	4	5	7	13	9	11	5	12	6	5	2	79
2021	-	-	11	20	7	3	10	9	17	3	1	1	82
2022	-	11	5	11	-	-	-	-	-	-	-	-	27

**People Consulted:**  
 None.

**Recommendation for Council:**

BE IT RESOLVED THAT Council accepts this report as information.

**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 19th, 2022  
To: Council  
From: Jennifer Charkavi  
Re: Planning Services (County of Renfrew) Agreement

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**Background:**

The County of Renfrew has requested that lower tier municipalities who use their services, such as Human Resources, Financial and Planning, as well as others, enter into agreements to solidify the service provided.

**Discussion:**

The County of Renfrew Planning Division has drafted a Planning Services Agreement for the Township of Admaston/Bromley.

The agreement puts in place requirements of the county and of the municipality. This agreement will ensure that the planning services required by the municipality are covered. The agreement is for 3 years, however, there is a clause for termination of six months notice.

**Financial Implications:**

At this time the Township is receiving Planning Services from the County, it is just not formalized.

**People Consulted:**

Acting Treasurer/Deputy Clerk



**Recommendation for Council:**

IT FURTHER RESOLVED THAT Council approve By-Law 2022-36 to authorize the Mayor and CAO/Clerk to enter into an agreement with the County of Renfrew Planning Division for planning services.

**PLANNING SERVICES AGREEMENT**

**MEMORANDUM OF AGREEMENT** effective this \_\_\_ day of \_\_\_\_\_, 2021

**BETWEEN:**

**THE CORPORATION OF THE COUNTY OF RENFREW**  
(hereinafter called the "**County**")

- and -

**THE CORPORATION OF THE TOWNSHIP OF ADMASTON/BROMLEY**  
(hereinafter called the "**Township** ")

**WHEREAS:**

- A. The County is a municipality and an upper-tier municipality as defined by the Municipal Act, 2001, 5.0 . 2001, c. 25, as amended or replaced (hereinafter the "**Municipal Act**");
- B. Admaston/Bromley is a municipality, lower-tier municipality, and local municipality as defined by the Municipal Act;
- C. Local municipalities located within the geography of the County and County Councilors have expressed interest in having local planning advice, assistance and services provided by the County;
- D. Subsection 9 of the Municipal Act provides that municipalities have the capacity, rights, powers and privileges of natural persons, which includes the power to do things that natural persons can do, such as, inter alia, provide planning services and enter into agreements;
- E. Subsection 11(1-2) of the Municipal Act provides broad authority for upper -tier municipalities to manage their respective financial affairs and to provide any service the upper-tier municipality considers desirable for the public;
- F. County Council considers the County provision of local planning advice, assistance and services to be desirable in terms of providing value to the local citizenry/common taxpayer and has determined that Planning Services should be offered to local municipalities related to local Planning Act applications;
- G. Subsection 19(2)3 and 20 of the Municipal Act allows an upper-tier municipality to provide a service in a local municipality as long as one of the purposes for its provision is for lower-tier municipal purposes, there is consent from the local municipality, and

the municipalities enter into an agreement with respect to the provision of such services;

- H. Section 15 of the Planning Act, RSO 1990, c P. 13, as amended or replaced ("**Planning Act**") allows upper-tier municipalities to provide advice and assistance to local municipalities with respect to planning matters, as long as the municipalities agree on the conditions upon which the service will be provided;
- I. Township of Admaston/Bromley desires and consents for Planning Services to be provided by the County and confirms that the purpose of delivery of such service from the County is to pool resources with the County in a cooperative effort for Local Municipalities to receive high quality planning advice, assistance and services at a cost which is not prohibitive (hereafter referred to as the "**Initiative**");
- J. Township of Admaston/Bromley acknowledges that its desire for the Initiative has caused the County to rely on such desire to hire planning staff to provide planning advice, assistance and services to the local municipalities and that it would be detrimental to the County in terms of human resources and employment law costs in the event that Township of Admaston/Bromley were to terminate this Agreement;
- K. Subsection 8 of the Municipal Act provides that the powers of municipalities shall be interpreted broadly so as to confer broad authority to enable municipalities to govern their own affairs; and
- L. This Agreement sets out the conditions upon which the County will provide local planning advice, assistance and services to Township of Admaston/Bromley.

**NOW THEREFORE THIS AGREEMENT WITNESSETH THAT**, in consideration of the payment of the sum of TWO DOLLARS (\$2.00) from each Party to the other and for other good and valuable consideration, including the covenants provided for herein, the receipt and sufficiency of which is hereby acknowledged, the Parties covenant and agree as follows:

### **Recitals**

- 1. The above recitals are true and are hereby incorporated into this Agreement by reference.

### **Definitions**

- 2. In this Agreement, in addition to terms defined elsewhere in this Agreement, the following terms have the following meanings:
  - (a) "**Agreement**" means this Agreement, including all Schedules, as it may be confirmed, amended, modified, supplemented or restated by written agreement

between the Parties.

- (b) "**Business Day**" means any day excluding a Saturday, Sunday or statutory holiday in the Province of Ontario.
- (c) "**Communication**" means any notice, demand, request, consent, approval or other communication which is required or permitted by this Agreement to be given or made by a Party.
- (d) "**Consultant(s)**" means a third party(ies) whose business is procured by the County Planning Division upon the recommendation of the Director of Development and Property and paid for by the Local Municipality.
- (e) "**Core Planning Services**" means the subset of Planning Services set out in section 5-6 of this Agreement.
- (f) "**County Levy**" means the annual County taxation of its citizens, payable by all Local Municipalities in the geography of the County.
- (g) "**County Planning Division**" means the department of the County having the mandate and responsibility for reviewing matters related to land use planning under the Planning Act.
- (h) "**Director of Development and Property**" means the person appointed to hold the position of the Director of Development and Property of the County Planning Division.
- (i) "**Local Municipalities**" means all of the local municipalities which are located within the geography of the County of Renfrew, collectively.
- (j) "**Non-Core Planning Services**" means the subset of Planning Services set out in sections 8- 9 of this Agreement.
- (k) "**Parties**" means The Corporation of the County of Renfrew and Township of Admaston/Bromley collectively and "Party" means one of them.
- (l) "**Planning Staff**" means employees of or independent contractors contracted with the County Planning Division.
- (m) "**Planning Services**" means the planning advice, assistance and services provided for in sections 5 through 9 of this Agreement and includes both Core Planning Services and Non- Core Planning Services, as defined herein.

- (n) **"Primary Planner"** means the employee of the County Planning Division or independent contractor retained by County Planning Division assigned to a particular Local Municipality by the Manager of Planning.

### **Term**

3. Subject to the termination and amendment provisions of this Agreement (ss. 20-22 and 26), the term of this Agreement shall be for three (3) years commencing on the effective date noted at the top of page one (1) of this Agreement, provided that the term shall be automatically renewed for further periods of three (3) years commencing on the anniversary date of each three year term between any Party which has not made termination effective in accordance with ss. 20-22 of this Agreement as of each anniversary date.

### **Planning Services**

4. The County Planning Division shall use reasonable efforts to provide Township of Admaston/Bromley with the Planning Services set out in sections 5 through 9 of this Agreement.

### **Core Planning Services**

5. Core Planning Services shall include, subject to section 11:
- (a) Providing planning information and advice to the staff of Township of Admaston/Bromley, the public, the development industry, and Municipal Council and Committees regarding land use planning matters generally within Township of Admaston/Bromley.
  - (b) Providing assistance, including consultation (general inquiries), review of planning applications for completeness, research, meetings, site visits, interpretations, reports and presentations using solution based planning practices, subject to Ontario Professional Planners Institute ("OPPI") standards, in the processing of the following applications pursuant to the Planning Act such as:
    - (i) Official plan amendments;
    - (ii) Zoning by-law amendments;
    - (iii) Minor Variances;
    - (iv) Part-lot control by-laws;

- (v) Site plan control;
  - (vi) Interim control by-laws;
  - (vii) Temporary use by-laws;
- (c) Collaborate with local staff (i.e. CBO, fire chief, public works, engineering, legal) on agreements related to consents, site plans, plans of subdivision, and plans of condominium.
- (d) Preparation of planning reports for presentation to councils and committees of Township of Admaston/Bromley based upon a detailed review of the application and related information. Such reports will include a professional planning opinion and recommendation in accordance with OPPI standards with respect to the application. Planning Staff will attend at municipal council and committee meetings as requested by the local municipal chief administrative officer (or his/her functional equivalent and/or designate) to present the planning report and to answer questions.
- (e) Providing staffing levels such that Township of Admaston/Bromley will be served appropriately from a planning standpoint.
- (f) Regular consolidation of Official Plans and Zoning By-Laws of Township of Admaston/Bromley to reflect recent amendments.
- (g) Review of building permits for zoning conformity
- (h) Where a decision of Township of Admaston/Bromley as an approval authority is appealed to the Ontario Land Tribunal or proceedings are initiated in any other court or tribunal of competent jurisdiction:
- (i) Assisting in the preparation of necessary documentation for proceedings initiated in court or tribunal of competent jurisdiction, although primary responsibility for the documentary preparation remains with the administration staff of Township of Admaston/Bromley (See 13).
  - (ii) Subject to qualification by any court or tribunal of competent jurisdiction, giving professional planning evidence at any proceedings and/or hearing(s) convened in cases where the decision of Township of Admaston/Bromley under appeal coincided with the recommendation of Planning Staff.

- (iii) In cases where the decision of Township of Admaston/Bromley under appeal did not coincide with the recommendation of Planning Staff, no Consultant will be recommended or retained by the County Planning Division as set out in section 11 of this Agreement and it may be necessary for Township of Admaston/Bromley, at its discretion, to procure its own witness to provide planning evidence and Township of Admaston/Bromley hereby acknowledge that Planning Staff may be summoned before a court or tribunal of competent jurisdiction to give evidence of the recommendation that was forwarded and not accepted by Township of Admaston/Bromley.

Should the above referenced situation arise, Township of Admaston/Bromley hereby acknowledges and agrees that the planning evidence given by the Planning Staff shall be considered to be part of the Planning Services and not be considered to be a conflict of interest. Township of Admaston/Bromley hereby acknowledges and agrees that Planning Staff are required to adhere to OPPI standards and properly issued subpoenas in this regard.

- (i) Providing availability (based from the County Administration Building) during regular business hours to respond to in-person, telephone and e-mail inquiries from Township of Admaston/Bromley staff, the public and the development industry. Planning Staff will respond to inquiries in a timely manner.
- (j) Providing Planning Staff office hours in Township of Admaston/Bromley which are available substantially as set out in the appended Schedule "A". Schedule "A" shall be amended on an annual calendar year basis by the Director of Development and Property at his/her discretion in consideration of ongoing Planning Services demand. Township of Admaston/Bromley hereby acknowledges and agrees that absences due to vacation, illness or other types of valid leave may not be known or communicated at the time that Schedule "A" is formulated and distributed and further agree that any such variance from Schedule "A" is not a breach of this section of the Agreement.
- (k) Assignment of a Primary Planner to Township of Admaston/Bromley by the Director of Development and Property, to serve as the regular point of contact for Township of Admaston/Bromley, who is normally responsible for the Planning Services outlined in this Agreement for Township of Admaston/Bromley. The Primary Planner will be the liaison between the County Planning Division and any other Departments of the County that may require input into a planning matter. The Primary Planner may serve as the Primary Planner to another local municipality that is not Township of

Admaston/Bromley. The Director of Development and Property may assign other Planning Staff that is not the Primary Planner in order:

- (i) to assist with areas of specialized expertise;
  - (ii) to further the provision of Planning Services during periods of high workload or
  - (iii) absence (such as vacations); and/or for any other reasonable operational reason at the sole discretion of the Director of Development and Property.
- (l) Providing Geographic Information System ("GIS") mapping services for municipal reports, by-laws, schedules and other planning related documents as needed. The Primary Planner will serve as liaison between Township of Admaston/Bromley and the County Development and Property's GIS personnel and will be responsible for giving instructions to GIS personnel for the portions of the Planning Services performed by GIS personnel.
- (m) Preparing workload updates as necessary as determined by the Director of Development and Property/Manager of Planning Services for the Chief Administrative Officer of Township of Admaston/Bromley which outlines the Planning Services provided and anticipated moving forward. Township of Admaston/Bromley 's Chief Administrative Officer will review such updates and identify to the County Planning Division any areas where the workload is inconsistent with Township of Admaston/Bromley priorities.
- (n) Preparing annual summary reports for the Council of Township of Admaston/Bromley which outlines the Planning Services provided to the municipality.
- (o) Printing and production of planning reports and materials.
- (p) Providing zoning related support to Township of Admaston/Bromley By-Law Enforcement
- (q) Support for Township responsibility of mailing notification of completeness, scheduling of public meetings, circulation of public notices, internal staff circulation;
6. The scheduling and delivery times for Core Planning Services will be discussed, as between the Director of Development and Property and Township of Admaston/Bromley and the Planning Division shall use reasonable efforts to cooperate with and accommodate the scheduling requests of Township of



Admaston/Bromley.

7. Township of Admaston/Bromley acknowledges and agrees that in cases where the County, a lower-tier municipality, or a third party appeals a Planning Act decision to the Ontario Land Tribunal (OLT), Planning Staff may be summoned to give planning evidence before the Ontario Land Tribunal, that the resulting giving of planning evidence shall be considered part of the Planning Services and Core Planning Services and shall not be considered to be a conflict of interest. Township of Admaston/Bromley also acknowledges that in cases where a third party or lower-tier municipality appeals a County planning decision, Planning Staff may be summoned to give planning evidence before the Ontario Land Tribunal and such shall not be considered to be a conflict of interest. The Local Municipalities further acknowledge that Planning Staff are professionally required to adhere to OPPI standards and legally required to respond to duly issued subpoenas.

## Non-Core Planning Services

8. Non-Core Planning Service shall include, subject to s. 11, professional planning advice, project management services and any additional expert planning assistance required by Township of Admaston/Bromley to complete:
  - (a) Official Plan reviews;
  - (b) Comprehensive zoning by-law updates;
  - (c) Special area studies; and
  - (d) Such other planning related tasks which the Director of Development and Property may agree in writing from time to time for the County Planning Division to perform.
9. The scheduling and delivery times for Non-Core Planning Services will be discussed, as between the Director of Development and Property and Township of Admaston/Bromley and the Planning Division shall use reasonable efforts to cooperate with and accommodate the scheduling requests of Township of Admaston/Bromley. However, given the extensiveness of Non-Core Planning Services and their potential to delay the provision of Core Planning Services, ultimate and final discretion with respect to scheduling and delivery times for Non-Core Planning Services resides with the Director of Development and Property.

## Planner's Ethical Duty

10. Township of Admaston/Bromley acknowledges that Registered Professional Planners in Ontario owe ethical duties to provide planning opinions within the professional standards and requirements of the OPPI and that as a result, are not advocates for a particular client position when providing Planning Services, but rather, planners registered in Ontario advance their professional planning opinions based on their professional view of the matter in application of the planning apparatus in existence in Ontario and have a duty to serve the public interest.

## Consultants to be Procured by the County Planning Division

11. From time to time and subject to section S(f)(iii) of this Agreement, it may be necessary for the County Planning Division, on the recommendation of the Manager of Planning, to individually procure Consultant(s) to assist with the provision of Planning Services. Such situations may include but are not limited to:
  - (a) The need for additional or peer review evidence at an Ontario Land Tribunal appeal hearing;

- (b) The need for specialized expertise;
- (c) To provide additional support to existing Planning Staff for significant projects with short deadlines;

Where the Director of Development and Property recommends the procurement of Consultant(s), he/she shall notify Township of Admaston/Bromley in writing of such recommendation with written reasons why the consultant is necessary. It shall be the sole responsibility of the County Planning Division to procure the Consultant(s) in accordance with the County purchasing policy and pay such Consultant(s) directly. Any amounts due and payable to a Consultant pursuant to this section shall be calculated and directly paid to the consultant by Township of Admaston/Bromley. Prior to awarding the procurement of a Consultant to a particular individual or entity the County Planning Division shall provide the name of a proposed Consultant to Township of Admaston/Bromley so that it may advise the County Planning Division of any potential conflicts of interest.

#### **Fees**

- 12. The County shall be compensated for the provision of Planning Services by the costs of providing Planning Services in accordance with the planning tariff of fee's by-law (as amended from time to time).

Township of Admaston/Bromley acknowledges and agrees that where the Township of Admaston/Bromley procures its own witness(es) under the circumstances described section 5(e)(iii) of this Agreement, Township of Admaston/Bromley will be responsible for paying the fees of such consultant directly to the consultant independent of the County.

#### **Local Municipality Responsibilities**

- 13. Township of Admaston/Bromley shall be responsible for the following, which are not Planning Services to be performed by the County pursuant to this Agreement:
  - (a) Mailing notification of completeness, scheduling of public meetings, circulation of public notices, internal staff circulation;
  - (b) Arranging/assigning (when required) team to review technical submissions (i.e. engineering studies, environmental studies, legal)
  - (c) Arranging for the drafting and registration of legal agreements for subdivisions, site plans, etc.

- (d) Tracking/enforcement of legal agreements/release of securities when applicable
- (e) By-law enforcement
- (f) Creation of agendas, committee or council packages or minutes;
- (g) Municipal by-laws that are not passed under the Planning Act; and
- (h) Any other matters related to planning administration which are not Core or Non-Core Planning Services set out in section 5-9 of this Agreement.

Without limiting the foregoing, Township of Admaston/Bromley warrants that where local municipal staff assistance is required for the implementation of Planning Services, Township of Admaston/Bromley shall provide the Primary Planner with necessary staff assistance.

However, and despite the foregoing, assistance with respect to any of the responsibilities of Township of Admaston/Bromley listed in section 13(a-f) may become Non-Core Services only if agreed to in accordance with section 8(d) of this Agreement.

#### **Recognition of Lower-Tier Municipal Council and County Council Autonomy**

- 14. The Parties recognize the authority of Township of Admaston/Bromley's Council and County Council as statute-enabled decision making authorities in certain land use and planning matters. Further, the Parties hereby recognize the discretion of each of the Councils of Township of Admaston/Bromley and County Council to advocate for a particular position relating to a land use planning matters and the potential for County Council and Township of Admaston/Bromley's Council to take opposing positions.

#### **Local Integration**

- 15. When Planning Staff attend office hours in Township of Admaston/Bromley as set out in section 5(h) of this Agreement, Planning Staff shall make reasonable efforts to function in an integrated manner with the day-to-day staffing of Township of Admaston/Bromley, with the same hours as the Township of Admaston/Bromley municipal office when on-site (ie. start time, end time, lunch time).

#### **County as Approval Authority**

- 16. The County is mandated by statute to operate as the delegate of provincial authority with respect to being an Approval Authority for municipal official plan amendments, plans of subdivision, plans of condominium, consents, and part-lot

control by-laws which will be operated in an arms-length manner from the day-to-day land use planning activities. Any professional planning opinion provided by any member of Planning Staff or the Director of Development and Property shall be consistent with the OPPI requirements.

### **Insurance**

17. The County will ensure that appropriate general liability, errors and omissions and automobile, and WSIB insurance coverage is in place for all Planning Staff performing Planning Services.

### **Force Majeure**

18. Despite any section of this Agreement, no Party shall be liable for damages caused by delay or failure to perform its obligations under this Agreement where such delay or failure is caused by an event beyond its reasonable control (hereinafter referred to as a " Force Majeure Event"). The Parties agree that an event shall not be considered a Force Majeure Event if a reasonable person owing duties to others in the same or similar circumstances as provided for under this Agreement would have put in place contingency plans to either materially mitigate or negate the effects of such an event. If a Party seeks to excuse itself from its obligations under this Agreement due to a Force Majeure Event, that Party shall immediately notify the other Party(ies) of the delay or non-performance, the reason for such delay or non-performance, and the anticipated period of delay or non-performance. In addition, the Party excusing itself due to a Force Majeure Event shall use its best efforts to remedy any such non-performance, except that nothing herein contained shall require any such party to make settlement of any labour dispute on terms unacceptable to it.

### **Compliance with Law and Confidentiality**

19. The Parties will each perform their responsibilities pursuant to this Agreement in compliance with all applicable laws, including all laws pertaining to the protection of personal information about individuals and individuals' access to personal information about themselves.

### **Termination**

By Local Township of Admaston/Bromley

20. Township of Admaston/Bromley may terminate this Agreement at any time, upon providing six (6) months written notice to the County. The effective date of Township of Admaston/Bromley's termination shall be exactly six (6) months after notice is effectively received by the County in accordance with section 24 of this

Agreement. Township of Admaston/Bromley acknowledges that in the event Township of Admaston/Bromley terminates its respective Party status to this Agreement, Township of Admaston/Bromley will no longer receive local Planning Services.

#### By County

21. The County may terminate this Agreement at any time without cost or penalty upon providing six (6) months written notice to Township of Admaston/Bromley.

#### Due to Dissolution

22. In the event Township of Admaston/Bromley dissolves as a Corporation, this Agreement shall terminate. In the event the County dissolves as a Corporation, this Agreement shall terminate. In either event, termination due to dissolution shall occur as of the date the corporate entity ceases operations. Each of the Parties covenant to inform the other immediately as soon as it has knowledge that the dissolution the cessation of operations is either being considered and/or has any semblance of likelihood.

#### Notices

23. Any Communication must be in writing and either be:
  - (a) Delivered personally or by courier;
  - (b) Sent by prepaid registered mail; or
  - (c) Transmitted by facsimile, e-mail or functionally equivalent electronic means of transmission, charges (if any) prepaid.

Any Communication must be sent to the intended Party at its address for service listed on the signature pages of this Agreement or to any other address as any Party may at any time advise the other by Communication given or made in accordance with this section. Any Communication delivered to a Party to whom it is addressed will be deemed to have been given or made and received on the day it is delivered at that Party's address, provided that if that day is not a Business Day then the Communication will be deemed to have been given or made and received on the next Business Day. Any Communication transmitted by facsimile, e-mail or other functionally equivalent electronic means of transmission will be deemed to have been given or made and received on the day on which it is transmitted, but if the Communication is transmitted on a day which is not a Business Day or after 4:00pm (local time of the recipient), the Communication will be deemed to have been given or made and received on the next Business Day.

### **Further Assurances**

24. The Parties warrant that they shall do, execute, acknowledge, deliver and/or cause to be done such other acts, agreements and other documents as may be reasonably required or desirable to give effect to the terms of this Agreement.

### **Amendment and Waiver**

25. No amendment, discharge, modification, restatement, supplement, termination or waiver of this Agreement or any section of this Agreement is binding unless it is in writing and executed by the Parties to be bound. No waiver of, failure to exercise, or delay in exercising, any section of this Agreement constitutes a waiver of any other section (whether or not similar) nor does any waiver constitute a continuing waiver

### **Assignment and Enurement**

26. Neither this Agreement nor any right or obligation under this Agreement may be assigned by any Party, other than provided for herein, without the prior written consent of the other Parties. This Agreement enures to the benefit of and is binding upon the Parties and their respective heirs, executors, administrators, estate trustees, trustees, personal or legal representatives, successors and permitted assigns.

### **Dispute Resolution**

27. Upon written requests to resolve any disputes arising from this Agreement which are sent by one Party to another, the Parties hereby agree to resolve all disputes pursuant to this section. Upon receipt by the receiving Party of a written request to resolve disputes, the Parties shall first attempt to resolve all disputes by way of formal negotiation between the Parties and their appointed representatives. If the disputes cannot be settled within thirty (30) days from the receipt of the written request to resolve disputes by the receiving Party, then the Parties shall enter into a structured negotiation on a without prejudice basis with the assistance of a mediator appointed by them. If the disputes cannot be settled within ninety (90) days from the receipt of written request to resolve disputes by the receiving Party, or such longer period as may be agreed to by the Parties, the Parties shall, refer the matter forthwith to an arbitration which shall finally resolve the dispute (s). The aforementioned arbitration shall be conducted in accordance with the Ontario Arbitration Act, 1991, c 17, as amended or replaced.

### **Entire Agreement**

28. This Agreement constitutes the entire agreement between the Parties pertaining to the provision of Planning Services by the County to Township of Admaston/Bromley and supersedes all prior agreements, understandings, negotiations and discussions, whether oral or written, of the Parties. The Parties acknowledge that there are no representations, warranties or other agreements between the Parties in connection with the subject matter of this Agreement except as specifically set out in this Agreement and that no Party has been induced to enter into this Agreement in reliance on, and there will be no liability assessed, either in tort or contract, with respect to, any warranty, representation, opinion, advice or assertion of fact, except to the extent it has been reduced to writing and included as a term in this Agreement. Except as amended herein, the terms of this Agreement shall remain in full force and effect. This Agreement includes the provisions of this Agreement and each of its Schedules, all of which shall be read together in the forming of this Agreement. In the event there is a conflict between the provisions of this Agreement and its Schedules, the provisions of this Agreement shall prevail.

#### **Voluntary Enforceable Agreement**

29. The Parties warrant that this Agreement is voluntary, that none of the Parties are under any legal disability and that each Party has had an opportunity to seek the advice of independent legal counsel with respect to this Agreement. Township of Admaston/Bromley confirms that the County has the legal right and ability to provide Planning Services, as set out herein, and that they are estopped from pleading or asserting otherwise in any dispute, arbitration or any other proceeding.

#### **Counterparts**

30. This Agreement may be executed and delivered by the Parties in one or more counterparts, each of which will be an original, and each of which may be delivered by facsimile, e-mail or other functionally equivalent electronic means of transmission, and those counterparts will together constitute one and the same instrument.



## **Severability**

31. Each section of this Agreement is distinct and severable. If any section of this Agreement, in whole or in part, is or becomes illegal, invalid, void, voidable or unenforceable in any jurisdiction by any court of competent jurisdiction, the illegality, invalidity or unenforceability of that section, in whole or in part, will not affect:
- (a) the legality, validity or enforceability of the remaining sections of this Agreement, in whole or in part; or
  - (b) the legality, validity or enforceability of that section, in whole or in part, in any other jurisdiction.

## **Governing Law**

32. This Agreement is governed by, and is to be construed and interpreted in accordance with the laws of the Province of Ontario and the laws of Canada applicable in that Province.

**IN WITNESS WHEREOF** this Agreement has been executed by the Parties hereto on the date(s) set out below and the Parties agree that this Agreement shall be effective on the date set out at the top of page one (1) of this Agreement.

**THE CORPORATION OF THE COUNTY OF RENFREW**

We have authority to bind the Corporation

County of Renfrew

Town (Township) of \_\_\_\_\_

\_\_\_\_\_  
Paul V. Moreau  
Chief Administrative Officer/Clerk

\_\_\_\_\_  
Name  
Title

\_\_\_\_\_  
Craig Kelley, CMO, Dipl.M.M., Ec.D  
Director of Development and Property

\_\_\_\_\_  
Name  
Title

\_\_\_\_\_  
Date  
(SEAL)

\_\_\_\_\_  
Date  
(SEAL)

(SEAL}

Schedule "A"

Township of Admaston/Bromley Office Hours Schedule:

<b>Weekly Office Hours</b>	<b>Bi-weekly Office Hours</b>
8:30 am – 4:00 pm	N/A

DRAFT

**Township of Admaston/Bromley  
477 Stone Road, R.R. #2  
Renfrew, ON  
K7V 3Z5**

**E-Mail Address – [info@admastonbromley.com](mailto: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 19<sup>th</sup>, 2022  
To: Council  
From: Steve Visinski/Meagan Jessup  
Re: Public Works April 2022 Report

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On a monthly basis the Public Works Superintendent prepares a report to Council with information on road maintenance, remediation works and current and upcoming projects within the Township which occurred during the month. This monthly report is for the month of April 2022.

**Township**

Cardboard was delivered to the Emterra Recycling Plant in Renfrew by Township staff twice per month. Recycling was picked up weekly this month from the Stone Road Transfer site by the contractor. The recycling at the Osceola Landfill and Douglas Transfer stations are normally picked up once per month by the contractor.

Staff completed and documented monthly road inspections to ensure roads are meeting the Minimum Maintenance Standards. Load restriction signs have been installed on all roads until May 31<sup>st</sup>, 2022, weather related.

**Current Projects**

- Cold patching is ongoing.
- Traffic Counters have been set up on various roads, along with the speed radar sign.
- Intersection and street sweeping is taking place.
- Grading operations and cold patching will continue as needed.
- Brushing on various roads have begun.
- Some Tandem truck safeties are being completed.
- Online CPR Training has taken place for Roads Staff, with the in-class portion being completed on May 16<sup>th</sup>, 2022.

**Upcoming Events**

- Excavator Brushing jobs will continue.
- Maintenance of Equipment is ongoing.
- Culvert maintenance will begin and remediation jobs.
- Grading and cold patching will be ongoing.
- Sign reflectivity testing will begin in May.
- Calcium application will begin when load restrictions are lifted.
- Crack sealing on various asphalt roads will begin.

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

**REPORT**

Date: May 19, 2022  
To: Council  
From: Mitchell Ferguson  
Re: 2022 Insurance Renewal Pricing

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**Background:**

The Township of Admaston/Bromley insurance policy renews each year on May 1. In 2021, the Township of Admaston/Bromley procured the services of MIS Municipal Insurance Services, to be the insurer for the 2021-2022 & 2022-2023 insurance years. For 2022/2023, it was estimated by the insurer that the Township was going to see upwards of a 15% increase upon annual renewal this year. The budgeting process was created with insurance values that of a 15% increase from the prior year actual. Since the budget was recommended to Council for adoption, staff were informed that there was going to be an 8% renewal increase, instead of the anticipated 15%.

**Discussion:**

MIS Municipal Insurance Services has provided some additional options that will increase coverage at an additional cost.

1. Increase the Total Liability Limit from \$25,000,000 to \$50,000,000 of coverage, for an additional **\$2,012**. The Township has elected to remove this excess layer in the past. In 2021 specifically, it was removed to find savings of about \$1,800. It is being recommended by staff to not include the additional layer and leave our policy consistent with previous years, at this time.

2. Cyber Liability quotes were obtained as follows:

<b>Limit of Liability</b>	<b>Cost (\$)</b>
\$500,000	\$3,900
\$1,000,000	\$4,400
\$2,000,000	\$5,750

In consultation with the insurer and several surrounding municipalities, staff are recommending to also purchase coverage for Cyber Insurance, for coverage of up to \$500,000. This will have a budget impact of **\$3,900** (\$4,212 inclusive of taxes). The Township is very fortunate to be able to purchase cyber insurance as it is becoming increasingly unattainable for most municipalities. This provides the Township with an extra layer cyber protection.

3. Low Risk Event Policy Coverage for Alcohol and Vendor Liability was also provided to the Township on behalf of the insurer, in the amount of an additional **\$688**. Staff do not feel that alcohol and vendor liability is applicable to our activities at this time, as alcohol is not served at our facilities, therefore there will be no recommendation to include this into our policy.

### **Financial Implications:**

The Township budgeted for \$64,090 for insurance for 2022. The current renewal before taxes is \$58,481 (\$62,203 inclusive of taxes). With the inclusion of Cyber Insurance, the total costs for insurance will be \$66,415 (inclusive of taxes).

### **People Consulted:**

CAO/Clerk

### **Recommendation for Council:**

BE IT RESOLVED THAT Council approves the preliminary Insurance renewal price for the period of May 1, 2022 to May 1, 2023 in the amount of \$62,203 (inclusive of taxes).

AND BE IT FURTHER RESOLVED THAT Council approves the additional purchase of Cyber Insurance in the amount of \$4,212 (inclusive of taxes).

**Township of Admaston/Bromley**

**477 Stone Road, R.R. #2**

**Renfrew, ON**

**K7V 3Z5**

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613-646-7918 Cobden Road Garage**

**REPORT**

Date: May19th, 2022  
To: Council  
From: Jennifer Charkavi  
Re: Fire Hall Garage

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**Background:**

The Township applied to the ICIP COVID funding stream in the amount of \$100,000 for the expansion of the Fire Hall to include a garage. The application was successful. The Protective Services Committee identified a Project Team to review the quotations received. There was interest in the Quotation, however, time was a factor. The quotation closed and the Project Team resent the RFQ to those who had attended the mandatory site visit.

**Discussion:**

According to the Purchasing By-Law, the Township may single source the quotation. The Project Team felt that time for both proponents was a factor and instead of sending to one company, both that had attended the meeting and shown interest were resent the RFQ with a deadline date of May 6, 2022 at 3:00 pm.

The drawings are essential to the project as there is site preparation to be completed this year.

The following quotes were received:

H. Elaine Design Corp	\$39,504.80 (includes HST)
Wren Construction	\$20,304.00 (includes HST)

The Project Team scored the Quotations on Tuesday May 10, 2022, and it was decided by the project team that Wren Construction should be the successful candidate, pending council approval.



**Financial Implications:**

At this time, none of the ICIP Covid Funding has been spent. Once the drawings are completed (July 8 deadline), site preparations can then be started.

**People Consulted:**

Acting Treasurer/Deputy Clerk

**Recommendation for Council:**

IT FURTHER RESOLVED THAT Council award the quotation for drawings of the Fire Hall Garage to Wren Construction in the amount of \$20,304.80, inclusive of HST.

Douglas Fire Committee  
Regular Meeting  
March 9, 2022

The regular meeting of the Douglas Fire Committee was called to order by Chairman Robert Dick. Present were Nathan Harris, Ken Keill, Harry Stuart, Acting Fire Chief Bill McHale and Acting Deputy Fire Chief Patrick Donohue. Covid-19 restrictions were followed. There were no conflicts of interest.

It was moved by Ken Keill and seconded by Nathan Harris that the minutes of the December 8, 2021 meeting be approved as read.

Carried

In Old Business, Covid-19 guidelines are being followed and fire practices are on going. A Health and Safety report was received and reviewed. Chair Robert Dick thanked Ken Keill for his help in setting up the committee. Acting Fire Chief Bill McHale gave a report on the SCBA's and they are out of date and parts are getting hard to come by for repairs. There are changes coming in the requirements for SCBA's and Acting Chief Bill would like to wait until he knows what all the changes are before looking into purchasing. A quote from A.J. Stone was \$189,234.32 and there is another quote coming from M & L Supply. At present there are 12 packs, 10 masks and 32 bottles. There were some changes to the 2022 budget and the committee reviewed it and the following motion was made.

It was moved by Nathan Harris and seconded by Harry Stuart. A discussion on moving Money from reserves to lower the levy asked for resulted in this motion.  
Be it resolved that the fire committee repurpose the reserve funds previously set Aside for the Dry Hydrant and sign at the fire hall to be used to fund and offset the Costs associated with a Forcible Entry Tool.

Carried

In Correspondence an email was received from the municipal CAO repealing its Vaccine Policy effective March 1, 2022. This is keeping in line with the province. The municipal CAO sent the fire fighter certification that are in draft legislation. These requirements were reviewed and discussed at great length. Acting Fire Chief Bill mentioned that it is getting more difficult to find and retain firemen with the proposed new legislation and no sign of a training center in Renfrew County. It was also noted that the OFM office does not have sufficient persons to train to new proposed standards. Chairman Robert Dick passed around a copy of the proposed new standards. The Acting Chief, Acting Deputy Chief and secretary are to find the grandfathering in papers from 2018. Chairman Robert Dick told the committee that there is now a committee for the proposed building formed and a request for a drawing to get an idea of cost is in the process. The Acting Chief, Acting Deputy Chief and Captains are to formulate a plan to do Smoke Alarm checks in the municipality.

The Acting Fire Chief gave a report for January, February and March for fires and practices to date. Fireman Bailey McIntyre received his DZ licence. Fireman Liam McHale is booking his drivers test and it will not be until June 2022. Acting Fire Chief Bill is hoping to get two more firemen with DZ licences this year.

It was moved by Harry Stuart and seconded by Ken Keill that the fire chief's reports For January 12, 2022, February 9, 2022 and March 9, 2022 be accepted as presented

Carried

The bills and accounts were reviewed.

It was moved by Nathan Harris and seconded by Harry Stuart that the payment vouchers  
Dated February 9, 2022           \$11,148.66 and  
      March 9, 2022                \$10,777.51 be paid

Carried

It was moved by Ken Keill to adjourn

Carried

Douglas Fire Committee  
Fire Chief Report  
April 26, 2022

Date	Men	Hrs	Where	What
March 8	02	04	Practice	Municipal office building plans
Mar 10	06	12	Practice	chain saws/truck wipers
Mar 11	02	04	Practice	Weekend truck checks
Mar 14	10	20	Practice	Rit Bags/SCBA/truck fittings
Mar 18	13	25		Flue fire
Mar 19	03	14	Practice	Weekend truck checks
Mar 22	01	03		Clean fire hall
Mar 24	10	30	Practice	SCBA presentation
Mar 27	03	06	Practice	Weekend truck checks
Mar 27	03	06		MVA
Mar 28	02	04	Practice	Meeting at twsp—building
Mar 28	07	14	Practice	Captains met—SCBA/orders/tools
Mar 28	08	16		Brush pile
Ap 03	03	06	Practice	Weekend truck checks
Apr 03	17	64		Abandon house
Apr 04	13	26		ditch & grass
Apr 05	01	03		Clean fire hall
Apr 05	07	14		MVA
Apr 05	01	05	Practice	Chief's meeting/site meeting 1197A Hwy 132
Apr 07	07	14	Practice	Ran Forestry pumps
Apr 09	06	12		Services not required
Apr 11	05	10	Practice	Discussed concerns at 1197A
Apr 16	03	06	Practice	Weekend truck checks
Apr 19	01	03		Clean fire hall
Apr 19	01	03	Practice	Getting supplies
Apr 21	05	20		Hydro pole
Apr 21	17	122		House
Apr 23	01	06	Practice	Repair leak on pump
Apr 24	03	09	Practice	Weekend truck checks
Apr 25	01	01	Practice	Zoom meeting Enbridge Gas
Apr 25	07	14	Practice	clean up from fire

CORPORATION OF THE TOWNSHIP OF ADMASTON/BROMLEY

BY-LAW NO. 2022-36

**Being a By-Law to authorize the Mayor and CAO/Clerk to execute an agreement with County of Renfrew for Planning Services.**

WHEREAS Section 11 of the Municipal Act, 2001, empowers the Corporation of the Township of Admaston/Bromley to pass by-laws and to enter into agreements respecting services and things that the municipality is authorized to provide under subsection (1);

AND WHEREAS the Council of the Corporation of the Township of Admaston/Bromley is desirous to enter into an agreement with the County of Renfrew for planning services;

AND WHEREAS the Council of the Corporation of the Township of Admaston/Bromley does not have a planner to perform the duties as outlined under the Planning Act.

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

- (1) THAT the agreement attached hereto as Schedule "A" is hereby deemed to form part of this By-Law as fully as if recited herein.
- (2) THAT the Mayor and CAO/Clerk are hereby authorized to execute the attached agreement with the County of Renfrew
- (3) That this By-Law shall take effect and come into force immediately upon the passing thereof.

Read a First and Second Time this 19<sup>th</sup> day of May, 2022

Read a Third time and finally passed this 19<sup>th</sup> day of May, 2022

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Mayor

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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 - extend deadline for nominations

CORPORATION OF THE TOWNSHIP OF ADMASTON/BROMLEY

BY-LAW No. 2022-37

**A BY-LAW TO CONFIRM PROCEEDINGS OF  
THE COUNCIL OF THE TOWNSHIP OF ADMASTON/BROMLEY  
AT THE COUNCIL MEETING HELD MAY 19, 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 19<sup>th</sup> 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 19<sup>th</sup> day of May 2022.

READ a third time and finally passed this 19<sup>th</sup> day of May 2022.

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Mayor

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CAO/Clerk