

Township of Admaston/Bromley  
Second Monthly Meeting  
Thursday, August 18<sup>th</sup>, 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 [August 4, 2022](#)
6. Delegations and Guests
  - 6a Sgt. Lisa Rotar, Municipal Policing Specialist – Review OPP Contract Extension
7. **Planning and Economic Development Committee** – Chair Bob Hall, Committee Member Kevin LeGris
  - 7a [Building and Sewage Report – July](#)
  - 7b [Health Canada Update](#)
8. **Community Service Committee** – Chair Kevin LeGris, Committee Member Bob Hall
  - 8a
9. **Operations Committee** Chair Robert Dick, All of Council
  - 9a [July Public Works Report](#)
  - 9b [Township Equipment on Private Property](#)
  - 9c [Job Cost Expenditure Report](#)
  - 9d [Capital Project Budgetary Control Report](#)
10. **Waste Management Committee** – Chair Michael Donohue, All of Council
  - 10a [Stone Road Transfer Station – Ratepayer Update](#)
11. **Finance and Administration Committee** - Chair Michael Donohue, All of Council
  - 11a Payment Voucher up to August 4<sup>th</sup>, 2022  
[iVoucher Report to Council](#)



18. Confirmatory By-Law

**18a 2022-60** 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 first monthly meeting on Thursday August 4<sup>th</sup>, 2022. Present were, Mayor Michael Donohue, Deputy Mayor Mike Quilty and Councilors Robert Dick, Bob Hall. Kevin Legris attended virtually.

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

**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. 01/08/22**

Moved by Mike Quilty, seconded by Bob Hall

BE IT RESOLVED that Council approve the amended agenda of August 4<sup>th</sup>, 2022, Council Meeting:

- Closed session to include Osceola Landfill
- Deferred delegations, OPP, and Dillon Consulting.

Carried

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

None.

**Agenda Item 5 – Minutes**

**Resolution No. 02/08/22**

Moved by Mike Quilty, seconded by Bob Hall

BE IT RESOLVED that Council adopt the following meeting Minutes:

- July 5<sup>th</sup>, 2022, Special Council Meeting; and
- July 21<sup>st</sup>, 2022, Regular Council Meeting

Carried

**Agenda Item 6 – Delegations and Guests**

6a Sgt. Lisa Rotar, Municipal Policing Specialist – Review OPP Contract Extension

**Resolution No. 03/08/22**

Moved by Mike Quilty, seconded by Bob Hall

BE IT RESOLVED THAT Council defer the OPP Contract Extension and Presentation to the August 18<sup>th</sup>, 2022, Council meeting.

Carried

6b Dillon Consulting – Asset Management Plan Presentations

**Resolution No. 04/08/22**

Moved by Mike Quilty, seconded by Bob Hall

BE IT RESOLVED THAT Council defer the Asset Management Plan presentation by Dillon Consulting to a future meeting.

Carried

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

It was noted by the Acting Treasurer/Deputy Clerk that a Zoning By-Law Amendment is a condition of consent for various reasons with each of the applications placed before Council this evening.

7a B180/21 Consent Application

Discussion was had on the portion of the application B180/21 that referred to retained lands.

**Resolution No. 05/08/22**

Moved by Bob Hall, seconded by Kevin LeGris

BE IT RESOLVED that Admaston/Bromley Council accept in principle Consent Application B180/21 submitted by Kelly, Jane, and Joshua Young so long as requirements of commenting agencies are satisfied.

Carried

7b B181/21 Consent Application

**Resolution No. 06/08/22**

Moved by Bob Hall, seconded by Kevin LeGris

BE IT RESOLVED that Admaston/Bromley Council accept in principle Consent Application B181/21 submitted by Kelly, Jane, and Joshua Young so long as requirements of commenting agencies are satisfied.

Carried

7c B204/21 Lot Addition Application

**Resolution No. 07/08/22**

Moved by Bob Hall, seconded by Kevin LeGris

BE IT RESOLVED that Admaston/Bromley Council accept in principle Consent Application B204/21 submitted by Bruce Bennett who is acting as an agent on behalf of Clare & Bert Bennett, so long as requirements of commenting agencies are satisfied.

Carried

7d B205/21 Lot Addition Application

Discussion was had on the splitting of zones of the properties within this application. It was reiterated that a Zoning By-Law amendment would be required to merge the zoning on the noted property.

**Resolution No. 08/08/22**

Moved by Bob Hall, seconded by Kevin LeGris

BE IT RESOLVED that Admaston/Bromley Council accept in principle Consent Application B205/21 submitted by Bruce Bennett who is acting as an agent on behalf of Clare & Bert Bennett, 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 Tender PW2022-05 Report

There was discussion about the difference in submitted pricing between RFP PW2022-03 and RFP PW2022-05 with the removal of line items and the scope change of the project. The pricing difference between lowest tenders from both RFP’s was \$105,553.47 inclusive of all applicable taxes.

**Resolution No. 09/08/22**

Moved by Robert Dick, seconded by Mike Quilty

BE IT RESOLVED THAT Council of the Corporation of the Township of Admaston/Bromley award PW 2022-05 to Bonnechere Excavating Inc (BEI) in the amount of \$753,806.11 inclusive of applicable taxes.

AND BE IT FURTHER RESOLVED THAT Council of the Corporation of the Township of Admaston/Bromley defer the surface treatment project on the South McNaughton Road from Bonnechere Road to Butler Road to 2023 and utilize these funds to offset over budget costs, with any unspent funds set aside as a reserve for the South McNaughton project.

Carried

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

10a Hauling of Waste from Transfer Sites

Acting Public Works Superintendent advised that the compactor truck is failing faster than anticipated and as such an agreement with Emterra, the recommended successful proposal, is required September 1, 2022. Further Discussion was had on the hauling of waste and the following motion was passed.

**Resolution No. 10/08/22**

Moved by Robert Dick, seconded by Mike Quilty

BE IT RESOLVED THAT Council of the Township of Admaston/Bromley award the RFP PW 2022-02 to Emterra Environmental for the annual cost of \$66,583.44 tax included.

AND BE IT FURTHER RESOLVED that Council direct staff to enter into a Two (2) year contract with Emterra Environmental commencing September 1st, 2022.

Carried

**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

None.

**Agenda Item 14 – Closed Session**

14a As per Section 239 2 (b) personal matters about an identifiable individual, including municipal or local board employees. More specifically as it relates to the Organizational Review Recommendations and a planning update.

14b As per Section 239 2 (c) a proposed or pending acquisition or disposition of land by the municipality or local board. More specifically as it relates to a parcel of property requested to be taken over by the municipality.

**Resolution No. 11/08/22**

Moved by Bob Hall, seconded by Mike Quilty

BE IT RESOLVED THAT Council move into a Closed Session at 7:59 p.m.

As per section 239 2(b) of the Municipal Act – *personal matters about an identifiable individual, including municipal or local board employees.*

More specifically as it relates to the Organizational Review Recommendations and a planning update.

AND

As per section 239 2(c) of the Municipal Act – a proposed or pending acquisition or disposition of land by the municipality or local board.

More specifically as it relates to a parcel of property requested to be taken over by the municipality & the Osceola Landfill Expansion.

Carried

Acting Road Superintendent Steve Visinski and Administrative Assistant Meagan Jessup left the Council Chambers at 8:00 p.m.

Council rose from the Closed Session and had the following resolutions to report as progress:

**Resolution No. 12/08/22**

Moved by Mike Quilty, seconded by Bob Hall

BE IT RESOLVED THAT Council declare a surplus from 2021 in the amount of \$229,436.

AND BE IT FURTHER RESOLVED THAT Council use a portion of the 2021 surplus to fund the Organizational Review Recommendations for 2022.

Carried

**Resolution No. 13/08/22**

Moved by Mike Quilty, seconded by Bob Hall

BE IT RESOLVED THAT Council promote Mitchell Ferguson, the Deputy Clerk/Treasurer to Treasurer/Deputy Clerk position, effective September 1, 2022.  
Carried

**Resolution No. 14/08/22**

Moved by Robert Dick, seconded by Mike Quilty

BE IT RESOLVED THAT Council promote Steve Visinski, Lead Hand, to Public Works Superintendent, in an Acting Position, effective September 1, 2022.  
Carried

**Resolution No. 15/08/22**

Moved by Robert Dick, seconded by Mike Quilty

BE IT RESOLVED THAT Council promote William McHale, the Deputy Fire Chief to the Fire Chief, effective September 1, 2022.  
Carried

**Resolution No. 16/08/22**

Moved by Robert Dick, seconded by Mike Quilty

BE IT RESOLVED THAT Council promote Pat Donohue, Deputy Fire Chief, effective September 1, 2022.  
Carried

**Resolution No. 17/08/22**

Moved by Bob Hall, seconded by Mike Quilty

BE IT RESOLVED THAT Council replace the current Administrative Assistant position with a Finance Clerk position, effective September 1, 2022.  
Carried

**Resolution No. 18/08/22**

Moved by Bob Hall, seconded by Mike Quilty

BE IT RESOLVED THAT Council approve the adoption of By-Law 2022-53, being a by-law to amend the Employment By-Law (2020-58) to adopt a new payroll grid, effective September 1, 2022.

Councillor Robert Dick	For	
Councillor Robert Hall	For	
Councillor Kevin LeGris	For	
Deputy Mayor Mike Quilty	For	
Mayor Michael Donohue		Against

Carried

Mayor Donohue wanted noted in the minutes that he is not opposed to the implementation of the new payroll grid, he is opposed to the start date, he would have supported a January 1, 2023, effective date.

**Resolution No. 19/08/22**

Moved by Mike Quilty, seconded by Bob Hall

BE IT RESOLVED THAT Council adopt the Organizational Review provided by Municipal Government Wayfinders.

Carried

**Resolution No. 20/08/22**

Moved by Robert Dick, seconded by Mike Quilty

BE IT RESOLVED THAT Council adopt the On-Call Policy for Public Works Employees, effective September 1, 2022.

Carried

**Resolution No. 21/08/22**

Moved by Robert Dick, seconded by Mike Quilty

BE IT RESOLVED THAT Council authorize the addition of an Equipment Operator to the contingent of employees within the Public Works Department, bringing the total number of Equipment Operators to four (4);

AND BE IT FURTHER RESOLVED THAT Council authorize the CAO/Clerk to advertise, interview and hire a full-time Machine Equipment Operator for the Township.

Carried

**Resolution No. 22/08/22**

Moved by Bob Hall, seconded by Mike Quilty

BE IT RESOLVED THAT Council authorize the CAO/Clerk to advertise, interview and hire a contract Lead Hand Position for a 12-month period, with possible extension.

Carried

**Resolution No. 23/08/22**

Moved by Bob Hall, seconded by Mike Quilty

BE IT RESOLVED THAT Council adopt the 5-year financial plan provided by Municipal Government Wayfinders, in principle;

AND BE IT FURTHER RESOLVED THAT Council direct staff to prepare a 5-year financial plan to be addresses at the 2023 budget deliberations.

Carried

**Resolution No. 24/08/22**

Moved by Mike Quilty, seconded by Robert Dick

BE IT RESOLVED THAT By-Law 2022-53 be considered separately by a separate motion.

Carried

**Agenda Item 15 – By-Laws**

- 15a 2022-53 – Amend Employment By-Law
- 2022-54 – Appoint Treasurer/Deputy Clerk
- 2022-55 – Appoint Fire Chief

**Resolution No. 25/08/22**

Moved by Mike Quilty, seconded by Bob Hall

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

- 2022-54 – Appoint Treasurer/Deputy Clerk
- 2022-55 – Appoint Fire Chief

Carried

**Resolution No. 26/08/22**

Moved by Robert Dick, seconded by Mike Quilty

BE IT RESOLVED THAT Council adopt the following By-Law:

- Amend Employment By-Law 2022-53

Councillor Robert Dick	For	
Councillor Robert Hall	For	
Councillor Kevin LeGris	For	
Deputy Mayor Mike Quilty	For	
Mayor Michael Donohue		Against

Carried

Mayor Donohue noted once again that he is not opposed to the implementation of the Payroll Grid, just the effective date.

**Agenda Item 16 – Old Business**

16a Action Tracking List

**Resolution No. 27/08/22**

Moved by Robert Dick, seconded by Mike Quilty

BE IT RESOLVED THAT Council receive the Action Tracking List as information.

Carried

**Resolution No. 28/08/22**

Moved by Robert Dick, seconded by Mike Quilty

BE IT RESOLVED THAT The Bonnechere Recreation Report be deferred to a future Council Meeting.

Carried

CAO/Clerk Charkavi noted that the information requested by Council had not yet been received from the Town of Renfrew.

**Agenda Item 17 – New Business**

None.

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

18a By-law 2022-56 being a by-law to confirm proceedings of Council Meeting

**Resolution No. 29/08/22**

Moved by Robert Dick, seconded by Mike Quilty

BE IT RESOLVED that By-law 2022-56, being a By-law to Confirm the Proceedings of the Council of the Township of Admaston/Bromley at the meeting held August 4, 2022, be now numbered, deemed read three times and passed.

Carried

**Agenda Item 19 – Question Period**

None.

**Agenda Item 20 – Adjournment**

**Resolution No. 30/08/22**

Moved by Bob Hall, seconded by Mike Quilty

BE IT RESOLVED that the Thursday, August 4<sup>th</sup>, 2022, Township of Admaston/Bromley Council meeting be adjourned at 9:13 p.m.

Carried

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Mayor

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

**REPORT**

Date: August 18, 2022  
 To: Council  
 From: Meagan Jessup  
 Re: Building and Sewage Report

**Discussion:**

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

July 2022	New Residence Permits	New Residence Permit Values	Other Permits	Other Permit Values	Total Permits	Total Value
Monthly	3	1,340,000.00	11	643,500.00	14	1,983,500.00
Year to Date	15	6,092,000.00	57	4,776,900.00	72	10,868,900.00
July 2021						
Monthly	2	900,000.00	8	153,000.00	10	1,053,000.00
Year to Date	8	3,050,000.00	43	2,198,500.00	51	5,248,500.00

Permit Breakdown Comparison			
	2020	2021	2022 to date
Dwellings	11	12	15
Commercial	-		
Agricultural & Farm	21	5	11
Other (Ex. Additions, Porches, Sheds, Decks)	47	65	46
<b>Total Building Permits</b>	<b>79</b>	<b>82</b>	<b>72</b>
Septic Permits	24	29	22
Demolition Permits	-	3	3
<b>Grand Total</b>	<b>103</b>	<b>114</b>	<b>97</b>

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	11	20	14	-	-	-	-	-	72

**People Consulted:**

CBO  
 Acting Treasurer/Deputy Clerk

**Recommendation for Council:**

BE IT RESOLVED THAT Council accepts this report as information.

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**REPORT**

Date: August 18<sup>th</sup>, 2022  
To: Council  
From: Jennifer Charkavi  
Re: Cannabis – Health Canada Update

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**Background:**

Council is aware that staff and By-law Enforcement had difficulty contacting Health Canada for support concerning a cannabis issue in the Township.

**Discussion:**

Staff and By-Law Enforcement met with Health Canada representatives to discuss our concerns. Health Canada was sympathetic to our issues, however they explained the complaint process, the range of complaints and issues with private and confidential information.

Since that first meeting, staff have been contacted by Health Canada Representatives as they want to improve their communications and response with municipalities as well as with the OPP. Staff were asked to participate in a pilot project where they review all information from a complaint to note where communications could have been improved.

Health Canada stated that following our meeting they have adjusted their triage process to ensure that reports from other levels of government will be prioritized over individual complaints from the general public.

Health Canada thanked us for our support and candour, stating that it helped them better understand the challenges experienced, and so that they could look into improving their communication processes.

Staff that were involved in this process should be recognized: Acting Treasurer/Deputy Clerk, Chief Building Official, MLES – By-Law Enforcement, and the County of Renfrew Planning Division. Without their support this issue may still be ongoing.

**Financial Implications:**

There are no financial implications.

**People Consulted:**

Acting Treasurer/Deputy Clerk

**Recommendation for Council:**

BE IT RESOLVED THAT Council of the Township of Admaston/Bromley receive this report as information.

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**REPORT**

Date: August 18<sup>th</sup>, 2022  
To: Council  
From: Steve Visinski/Jamie Doering  
Re: Public Works July 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 July 2022.

**Township**

As usual, 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. Entrance permits and 911 signs have been measured and installed as per requests.

**Current Projects**

- Grading operations and cold patching will continue as needed.
- Speed radar sign has been installed on various roads.
- Center line marking has been completed on chosen roads.
- Campbell Line will be final graded in preparation for Double Surface Treatment.
- Crack sealing has begun on asphalt roads.
- Roadside grass cutting has started, along with Pest Control Spraying.
- Calcium application has been completed in most areas.
- Gravel contract is mostly completed with stockpiles to be finished in the near future.
- Remediation Jobs have begun in various locations, including culvert replacements and digouts.
- Staff are updating and creating new Standard Operating Procedures for Public Works and Landfill Staff.

## **Upcoming Events**

- Maintenance of Equipment is ongoing.
- Culvert maintenance and remediation jobs will continue.
- Grading and cold patching will be ongoing.
- Calcium application will continue.
- Public Works Staff are working on updating Landfill Site Attendant's mandatory training.
- Staff are working on updating the following:
  - Driveway Entrances – Policy and Procedure
  - Road Occupancy – Policy and Procedure
- Setting up Stone Road Transfer Site to accommodate new bins for waste and cardboard.
- Pulverizing tar and chip surface on South McNaughton Road, from Rowan Road to Bonnechere Road
- Applying granulars to road base on South McNaughton Road
- Brushing on South McNaughton Road
- Ditching and granulars on McPeak Line
- Scheduling with Contractors for the application of the wear surface on McPeak line and South McNaughton Road.

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**REPORT**

Date: August 18, 2022  
To: Council  
From: Jamie Doering  
Re: Township Equipment on Private Property

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**Background:**

In the past the municipality's practice was to rent out Township owned Equipment to do work on private property as requested by the landowner.

Requests could vary from small landscaping jobs, brushing of private roads, culvert installation and grading. Municipal Staff operate the equipment and charge the owner for the work completed, as per Fees and Charges By-Law, which should be amended to be removed when the By-Law is reviewed.

**Discussion:**

Staff have reached out to our insurance company provider and asked if we would be covered for this type of activity. The response from the insurance company is as follows:

"The liability associated with each job remains with the Municipality given your staff will be on site, using Municipal owned equipment to complete work in a third parties' location. As a result, the liability associated with each job remains with the Municipality and may not be covered by the third party. This is not something we as your insurance company recommend doing, given the Municipality would basically be acting as a contractor and as such increases the exposure for more claims."

In addition, with the recent Several & Liability training attended by the CAO/Clerk and the Acting Treasurer/Deputy Clerk, the municipality needs only to be found 1% responsible by the courts. Being 1% responsible allows for up to full payment of insurance costs to a claim. With our deductible we would obviously be able to make the payment, however it will be the future premium costs that will be vastly over budget.

**Financial Implications:**

None at this time.

**People Consulted:**

CAO/Clerk  
Acting Roads Superintendent  
Acting Treasurer/Deputy Clerk

**Recommendation for Council:**

BE IT RESOLVED THAT Council receive this report as information;

AND BE IT FURTHER RESOLVED THAT Council approve not renting Municipal equipment to private property owners or third parties.

Job Cost Expenditure Report July 31, 2022

		<b>2022 Budget</b>	<b>2022 YTD</b>	<b>Variance</b>
	<b>MAINTENANCE</b>			
	<b>Roadside Maintenance</b>			
1	Brushing	20,000.00	5,732.89	\$14,267.11
2	Culvert Maintenance	10,000.00	9,211.07	\$788.93
3	Ditching	40,000.00	18,221.78	\$21,778.22
4	Flood Control	8,000.00	12,570.44	<b>-\$4,570.44</b>
5	Grass & Weeds	15,000.00	10,111.64	\$4,888.36
6	Catch Basin	1,800.00	1,399.20	\$400.80
7	Snow Fencing	1,500.00	237.73	\$1,262.27
	<b>Subtotal: RM</b>	<b>96,300.00</b>	<b>57,484.75</b>	<b>\$38,815.25</b>
	<b>Hard Top</b>			
1	Cold Patching	100,000.00	20,152.82	\$79,847.18
	<b>Subtotal: HT</b>	<b>100,000.00</b>	<b>20,152.82</b>	
	<b>Loose Top</b>			
1	Dust Control	60,000.00	33,676.87	\$26,323.13
2	Grading	60,000.00	28,135.86	\$31,864.14
3	Gravel Resurfacing	140,000.00	131,068.32	\$8,931.68
4	Patching & Washouts	15,000.00	10,711.09	\$4,288.91
	<b>Subtotal: LT</b>	<b>275,000.00</b>	<b>203,592.14</b>	<b>\$71,407.86</b>
	<b>Winter Control</b>			
1	Sanding	200,000.00	67,966.63	\$132,033.37
2	Snow Plowing	160,000.00	99,256.03	\$60,743.97
3	Winter Control Contingency	20,000.00		\$20,000.00
	<b>Subtotal: WC</b>	<b>380,000.00</b>	<b>167,222.66</b>	<b>\$212,777.34</b>
		<b>2022 Budget</b>	<b>2022 YTD</b>	<b>Variance</b>
	<b>Traffic</b>			
1	Signs	8,000.00	6,511.77	\$1,488.23
3	Civic Signs	1,000.00	1,388.26	<b>-\$388.26</b>
4	Centre Line Marking	5,000.00	4,701.38	\$298.62
5	Guide Rails	1,000.00		\$1,000.00
6	Street Lights-Hydro & Maint.	3,500.00	2,395.06	\$1,104.94
7	Street Maintenance	10,000.00	8,799.33	\$1,200.67
	<b>Subtotal: T</b>	<b>28,500.00</b>	<b>23,795.80</b>	<b>\$4,704.20</b>
	<b>Total Maintenance</b>	<b>879,800.00</b>	<b>472,248.17</b>	<b>\$407,551.83</b>

Job Cost Expenditure Report July 31, 2022

		<b>2022 Budget</b>	<b>2022 YTD</b>	<b>Variance</b>
	<b>OVERHEAD</b>			
1	Advertising	1,750.00	2,083.99	<b>-\$333.99</b>
2	Associations	1,000.00	679.16	\$320.84
3	Conventions	2,000.00		\$2,000.00
4	Training	7,500.00	3,442.36	\$4,057.64
5	Financial Expense	100.00		\$100.00
6	Telephone	2,000.00	1,085.42	\$914.58
7	Cell Phone	2,000.00	872.67	\$1,127.33
8	Radios	8,500.00	3,431.17	\$5,068.83
9	Munic. Drain Maintenance	1,000.00		\$1,000.00
10	Hydro	5,500.00	1,626.42	\$3,873.58
11	Security	200.00		\$200.00
12	Garage Maintenance	9,000.00	3,591.34	\$5,408.66
13	Garage Equipment/Supplies	8,000.00	4,394.66	\$3,605.34
14	Garage Energy Audit	0.00		\$0.00
15	Furnace	15,000.00	14,902.01	\$97.99
16	Insurance	33,250.00	34,002.38	<b>-\$752.38</b>
17	Interest on 5 yr Loan & IO Loan	0.00		\$0.00
18	Miscellaneous	1,000.00	149.18	\$850.82
19	Licensing (Pit/HWIN)	1,500.00	1,236.00	\$264.00
20	Safety Boots	1,700.00	476.00	\$1,224.00
21	Safety Equipment	3,000.00	801.43	\$2,198.57
22	Secretarial Wages and Deductions	26,000.00		\$26,000.00
23	Supervision	70,000.00	48,742.21	\$21,257.79
24	Inspections	8,000.00	6,403.36	\$1,596.64
25	Technology	6,500.00		\$6,500.00
26	On Call Phone and Wages	6,200.00	4,770.00	\$1,430.00
	<b>Total Overhead</b>	<b>220,700.00</b>	<b>132,689.76</b>	<b>88,010.24</b>
		<b>2022 Budget</b>	<b>2022 YTD</b>	<b>Variance</b>
	<b>EQUIPMENT</b>			
3	V34	10,000.00	8,950.24	
4	V36 ( Purchased in 2018)	8,000.00	4,259.53	
5	V39 New 1 Ton (to replace V32)	12,500.00	4,233.45	
	<b>Total Equipment</b>	<b>30,500.00</b>	<b>17,443.22</b>	<b>\$13,056.78</b>
		<b>2022 Budget</b>	<b>2022 YTD</b>	<b>Variance</b>

Job Cost Expenditure Report July 31, 2022

<b>CONSTRUCTION / INFRASTRUCTURE</b>			
<b>Construction (Funded by Gas Tax, OCIF, ICIP)</b>			
Barr Line			\$0.00
Egan Line			\$0.00
Bonnechere Road			\$0.00
CAP 22-01 Campbell Line	130,000.00		\$130,000.00
South Other Portion - Rowan to Du	350,000.00		\$350,000.00
South McNaughton Road - OCIF	500,000.00	11059.00	\$488,941.00
CAP 22-04 McPeak Line	117,000.00		\$117,000.00
Capital Maintenance Program	100,000.00	23080.00	\$76,920.00
<b>Total Construction</b>	<b>1,197,000.00</b>	<b>34,139.00</b>	<b>\$1,162,861.00</b>
	<b>2022 Budget</b>	<b>2022 YTD</b>	<b>Variance</b>
<b>REMEDIATION</b>			
<b>2022 Remediation work</b>			
South McNaughton	15,000.00	6,479.48	\$8,520.52
Barr Line	4,000.00	1,940.00	\$2,060.00
Lynch Road	6,000.00		\$6,000.00
Colton Road	6,000.00	3,757.71	\$2,242.29
Culhane Road	3,000.00		\$3,000.00
McPeak Line	6,000.00	1,150.00	\$4,850.00
English Road	6,000.00		\$6,000.00
Swamp Road	3,000.00		\$3,000.00
Kunopaski Road	3,000.00		\$3,000.00
Gauthier Road	3,000.00		\$3,000.00
Lynch Road	3,000.00		\$3,000.00
Briscoe Road	3,000.00		\$3,000.00
Desmond Road	3,000.00		\$3,000.00
McGuinty Road	3,000.00		\$3,000.00
Spence Line	3,000.00		\$3,000.00
Stoqua Creek Road	3,000.00		\$3,000.00
Dunmore Road	3,000.00		\$3,000.00
Gallagher Road	9,000.00		\$9,000.00
<b>Total Remediation</b>	<b>85,000.00</b>	<b>47,466.19</b>	<b>\$37,533.81</b>

Job Cost Expenditure Report July 31, 2022

	<b>2022 Budget</b>	<b>2022 YTD</b>	<b>Variance</b>
<b>ROADS CAPITAL</b>			
Server			\$0.00
Traffic Counters	7,400.00	7,278.49	\$121.51
Excavator Repairs			\$0.00
Tandem Truck	275,000.00	274,502.21	\$497.79
Bush Hog			\$0.00
Compaction Equipment (Roads)			\$0.00
Equipment Shed	5,000.00		\$5,000.00
5 Year Loan IO	52,000.00		\$52,000.00
10 Year Loan IO	51,390.49		\$51,390.49
20 Year Loan IO	52,610.95		\$52,610.95
Garage Roof (Stone Road & Cobden)	115,000.00	78,920.12	\$36,079.88
Golf Course Road - Horton Agreement	63,313.90		\$63,313.90
<b>Total Roads Capital</b>	<b>621,715.34</b>	<b>360,700.82</b>	<b>57,619.30</b>
<b>TOTAL EXPENSES</b>	<b>3,034,715.34</b>	<b>1,064,687.16</b>	<b>\$1,970,028.18</b>

2022 Capital Program

FUNDING

	2022 Budgeted Costs	Actual 2022 to date	Difference	OCIF Formula						Total Funding	Notes:
				Taxation	Comp.	Reserves	Gas Tax	Debenture	Grants		
<b>CONSTRUCTION/REMEDIAION / INFRASTRUCTURE</b>											
<b>Construction (Funded by Gas Tax, OCIF, ICIP)</b>											
<b>(Includes the Remediation Expenses for the projects)</b>											
ICIP - South McNaughton Extension	350,000		350,000			92,446			257,554	<b>350,000</b>	Asphalt Surface from Rowan Road to Dunfield Road
South McNaughton Road - CONSTRUCTION	500,000	11,059	488,941		500,000					<b>500,000</b>	
South McNaughton Road - REMEDIATION	Noted Below			Noted Below							From Bonnechere to Dunfield Asphalt will be applied.
<b>TOTAL South McNaughton</b>	<b>500,000</b>	<b>11,059</b>	<b>488,941</b>								
McPeak Line - CONSTRUCTION	97,050		97,050			37,000	80,000			<b>117,000</b>	
- Culverts and Gravel - Noted Below	19,950		19,950								Double Surface Treatment
McPeak Line - REMEDIATION	Noted Below			Noted Below							
<b>TOTAL McPeak Line</b>	<b>117,000</b>	<b>0</b>	<b>117,000</b>								
Campbell Line - CONSTRUCTION	130,000		130,000			116,920	13,080			<b>130,000</b>	
Campbell Line - REMEDIATION			0								Completion of the remaining Campbell Line work - \$104,230 OCIF reserve and \$12,690 Gas Tax reserves for remainder.
<b>TOTAL Campbell Line</b>	<b>130,000</b>	<b>0</b>	<b>130,000</b>								
Maintenance - Third Lift, Shouldering, Crack Seal	Noted Below					100,000				100,000	As per 2021 capital Financing Schedule - \$100,000 being put towards capital maintenance, crack sealing, shouldering
Remediation Jobs	Noted Below			85,000						85,000	
<b>Total Construction</b>	<b>1,097,000</b>	<b>11,059</b>	<b>1,085,941</b>	<b>85,000</b>	<b>500,000</b>	<b>346,366</b>	<b>93,080</b>	<b>0</b>	<b>257,554</b>	<b>1,282,000</b>	

Road Maintenance Plan and Remediation Projects				Remediation Funding	Capital Maintenance Program						
<b>South McNaughton Road Project (Above)</b>											
Dunfield - Bonnechere - Culverts	10,000	6,479	3,521	10,000							
Bonnechere-Campbell Line - Culverts	5,000		5,000	5,000							
<b>Barr Line Shouldering Project</b>											
Gravel Required	22,000		22,000		22,000						
Culvert Replacement	7,660	2,339	5,321		7,660						
Barr Line Remediation	4,000	1,940	2,060	4,000							
<b>Lynch Road Project</b>											
Gravel Required	7,900		7,900		7,900						
Culvert Replacement	900	907	-7		900						
Lynch Road Remediation	6,000		6,000	6,000							
<b>Colton Road Project</b>											
Gravel Required	2,200		2,200		2,200						
Culvert Replacement	1,800	1,331	469		1,800						
Colton Road Remediation	6,000	3,758	2,242	6,000							
<b>Culhane Road Project</b>											
Gravel Required	1,500		1,500		1,500						
Culvert Replacement	4,800	4,684	116		4,800						
Culhane Road Remediation	3,000		3,000	3,000							
<b>McPeak Line Construction (Above)</b>											
Gravel Required	18,000		18,000		18,000						
Culvert Replacement	1,950	1,997	-47		1,950						
McPeak Line Remediation	6,000	1,150	4,850	6,000							
<b>Remediation - Emergency Culvert Replacements</b>											
English Road	6,000		6,000	6,000							
Swamp Road	3,000		3,000	3,000							
Kunopaski Road	3,000		3,000	3,000							
Gauthier Road	3,000		3,000	3,000							
Lynch Road	3,000		3,000	3,000							
Briscoe Road	3,000		3,000	3,000							
Desmond Road	3,000		3,000	3,000							
McGuinty Road	3,000		3,000	3,000							
Spence Line	3,000		3,000	3,000							
Stoqua Creek Road	3,000		3,000	3,000							
Dunmore Road	3,000		3,000	3,000							
Gallagher Road	9,000		9,000	9,000							
Crack Sealing & Shouldering	31,290	11,821	19,469		31,290						
<b>Total Maintenance - Third Lift, Shouldering, Crack Seal &amp; Remediation</b>	<b>185,000</b>	<b>36,407</b>	<b>148,593</b>	<b>85,000</b>	<b>100,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	

Culvert Replacement time through remediation jobs

**FUNDING**

	2022 Budgeted Costs	Actual 2022 Costs	Difference	Taxation	OCIF Formula Comp.	Reserves	Gas Tax	Debenture	Grants	Total Funding	Notes:
<b>Roads/Waste Capital</b>											
Capital Plan Purchase										0	
Traffic Counters	7,400	7,278	122					7,400		7,400	Received in 2022 - Debentured
Garage Roof	115,000	78,920	36,080			115,000				115,000	Roof Replacements at Stone Road and Cobden Road
Tandem Truck (replace 2009)	275,000	274,502	498					275,000		275,000	Received in 2022 - Debentured
Equipment Shed	5,000		5,000					5,000		5,000	Electrical Finishing
Golf Course Road Agreement	63,314		63,314			63,314				63,314	Road Agreement for Golf Course Road
Acquisition 5 yr Loan Payment	52,000		52,000	52,000						52,000	Infrastructure Ontario Loan (\$250,000)
Acquisition 10 yr Loan Payment	51,390		51,390	51,390						51,390	Infrastructure Ontario Loan (\$890,623)
Acquisition 20 yr Loan Payment	52,611		52,611	52,611						52,611	Infrastructure Ontario Loan (\$1,528,881)
<b>Total Roads Capital</b>	<b>621,715</b>	<b>360,701</b>	<b>261,014</b>	<b>156,001</b>	<b>0</b>	<b>178,314</b>	<b>0</b>	<b>287,400</b>	<b>0</b>	<b>621,715</b>	
<b>Total Capital for 2022 Budget</b>	<b>1,903,715</b>	<b>408,166</b>	<b>1,495,549</b>	<b>241,001</b>	<b>500,000</b>	<b>524,680</b>	<b>93,080</b>	<b>287,400</b>	<b>257,554</b>	<b>1,903,715</b>	



# Stone Road Transfer Station

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On August, 4th, 2022 Council approved entering into an agreement with Emterra Environmental for the transfer of waste to the Osceola Landfill, and cardboard to a Recycling Facility.

The Compactor Truck at the Stone Road Transfer Station has reached the end of it's useful life. The Township has determined that it will be replacing the Compactor Truck with alternative methods of waste collection.

As of September 1, 2022, Emterra Environmental will be placing bins at the Stone Road Transfer Station to be hauled to the Osceola Landfill. Emterra Environmental will be responsible of hauling the waste, instead of Municipal Staff.

These changes are required in order to keep the transfer station open, and we would like to ensure the Residents who use the Stone Road Transfer Station that they will be accommodated if they need assistance.

There will be some changes to the existing layout at the Transfer Station and appropriate signage will direct Ratepayers to the proper locations for items being disposed of.

**\*To ensure efficient service at the Transfer Station, please ensure that your cardboard is broken down.\***

Thank you for understanding!

**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: August 18<sup>th</sup>, 2022  
To: Council  
From: Mitchell Ferguson  
Re: Payment Voucher

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**Discussion:**

As council is aware, Staff is bringing forward one payment voucher instead of one for each respective department having one. A few things to note on this listing are as follows:

- Cavanagh Construction – Invoice gravel contract invoices received in 2022.
- Ministry of Finance – Monthly Policing Contract
- Wagar & Corput Weed Control – Weed Control Services
- Cornerstones Management – Structural Review
- Denchem Surface Solutions – Calcium for Road Maintenance
- Receiver General – July Source Deductions
- Irvcon Limited – Invoicing for Roof renovation expenses incurred.

**Financial Implications:**

None at this time

**People Consulted:**

Acting Public Works Superintendent

**Recommendation for Council:**

BE IT RESOLVED that Council approve the payment voucher listing to August 4, 2022, in the amount of \$187,057.59.

**Bank Code: AP - AP-GENERAL OPER**

Payment #	Vendor	Date	Amount
Computer Cheques			
24625	AALTO TECHNOLOGIES	22-07-21	124.02
24626	BENSON AUTO PARTS	22-07-21	274.89
24627	BELL MOBILITY INC	22-07-21	158.73
24628	CAVANAGH CONSTRUCTION LTD	22-07-21	12,144.91
24629	COMBETEK MULTIMEDIA	22-07-21	1,101.76
24630	CORNERSTONES MANAGEMENT	22-07-21	904.00
24631	COUNTY OF RENFREW	22-07-21	970.00
24632	EGANVILLE LEADER LTD	22-07-21	438.53
24633	H & H CONSTRUCTION INC	22-07-21	2,588.45
24634	TOWNSHIP OF GREATER	22-07-21	4,708.47
24635	NESTOR IT SERVICES	22-07-21	88.19
24636	OLMSTEADS HOME HARDWARE	22-07-21	12.07
24637	METROLAND MEDIA GROUP	22-07-21	208.71
24638	PITNEY BOWES GLOBAL CREDIT	22-07-21	15.00
24639	MINISTRY OF FINANCE	22-07-21	32,368.00
24640	PURDIE, JAMES	22-07-21	250.00
24641	RENFREW HOME HARDWARE	22-07-21	32.04
24642	TELUS	22-07-21	540.93
24643	TF CUSTOM SIGNS & GRAPHICS	22-07-21	90.40
24644	WAGAR & CORPUT WEED CONTROL	22-07-21	4,141.11
24645	BENSON AUTO PARTS	22-07-28	78.45
24646	BELL CANADA	22-07-28	320.83
24647	BELL CANADA	22-07-28	99.97
24648	CAVANAGH CONSTRUCTION LTD	22-07-28	3,369.91
24649	CHAMBERLAIN, LEONARD	22-07-28	49.40
24650	CORNERSTONES MANAGEMENT	22-07-28	10,678.50
24651	DENCHEM SURFACE SOLUTIONS	22-07-28	21,334.59
24652	DONOHUE, MICHAEL	22-07-28	378.20
24653	GREENWOOD PAVING PEMBROKE L	22-07-28	329.96
24654	IDEAL PIPE	22-07-28	727.14
24655	INTEGRA DATA SYSTEMS CORP.	22-07-28	123.30
24656	LOCAL AUTHORITY SERVICES LTD	22-07-28	254.91
24657	MANUFACTURERS LIFE INSURANCE	22-07-28	6,706.59
24658	BILL MCMAHON	22-07-28	44.90
24659	[REDACTED]	22-07-28	0.00
24660	Ministry of Finance	22-07-28	790.83
24661	BANK OF MONTREAL	22-07-28	685.44
24662	OMERS	22-07-28	6,956.92
24663	OTTAWA VALLEY OXYGEN LTD	22-07-28	452.00
24664	METROLAND MEDIA GROUP	22-07-28	438.65
24665	PEEVER, ROSS	22-07-28	53.70
24666	PENDER, RAY	22-07-28	52.60
24667	PETRO-CANADA FUELS INC	22-07-28	1,644.90
24668	RECEIVER GENERAL	22-07-28	19,294.68
24669	RENFREW PRINTING (2018) LTD	22-07-28	1,158.25
24670	BARBARA WESTGARTH	22-07-28	20.00
24671	CAVANAGH CONSTRUCTION LTD	22-07-28	175.76

Report Date  
22-08-04 9:09 AM

Township of Admaston/Bromley  
**Payment Register**  
As of 22-08-04  
Batch: 2022-00078 to 2022-00084

Page 2

**Bank Code: AP - AP-GENERAL OPER**

Payment #	Vendor	Date	Amount
24672	COUNTY OF RENFREW	22-07-28	750.00
24673	IRVCON LIMITED	22-07-28	41,181.72
24674	Ministry of Finance	22-07-28	561.57
24675	PETRO-CANADA FUELS INC	22-07-28	5,761.51
24676	STEWART, BRENT	22-07-28	970.20
24677	TF CUSTOM SIGNS & GRAPHICS	22-07-28	316.40
24678	LEVI WEBER	22-07-28	135.60
		Total:	187,057.59
		Total for AP:	187,057.59

Payments Printed: 54

**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: August 18<sup>th</sup>, 2022  
To: Council  
From: Mitchell Ferguson  
Re: Budgetary Control Report to July 31<sup>st</sup>, 2022

---

**Background:**

The budgetary control report represents the year-to-date figures as of July 31<sup>st</sup>, 2022.

**Revenue**

**Taxation** – The Final Tax Billing has been processed. The variance is due to the difference in Supplementals tax billings and Tax Write offs (Farm Property Class Tax Adjustments).

**Drains** – This amount was billed at the Final Tax Billing, to recover the expenditures for municipal drain work in 2021, as well as to recover the costs associated with tile drain loans.

**Grants** – As of July 31<sup>st</sup>, 2022, the Township has received the following sources of grant revenue:

- a) \$338,250 – Ontario Municipal Partnership Funding
- b) \$335,769 – Ontario Community Infrastructure Funding
- c) \$46,542 – Gas Tax / Canada Community-Building Fund
- d) \$21,000 – Modernization Intake 2 – Roads Review
- e) \$42,739 – Modernization Intake 3 – Org Review
- f) \$15,624 – Recycling Grant Installment 1

**Other Revenue** – This variance is due to the large debenture budget line item (\$287,400). When the debenture line item is removed, the variance for other revenue is approximately five percent (5%). The Township is recognizing a large influx in building permits being issued in 2022.

**Revenue from Reserves** – The reserves entries will be completed as the corresponding projects funded through reserves are completed.

Expenditures

**Utilities** – The administrative department splits the hydro bill and the telephone bill, for the 477 Stone Road location, with the public works department. The public works department will be allocating the costs to their budget for the remainder of the year, starting in July.

**Economic Development** – Renfrew & Area Health Services Village payment was made in 2022, in the amount of \$31,705.53. The budgeted variance is to be allocated to various advertising items.

**Asset Management Review** – These invoices are the remainder of the invoices from the Asset Management Review that commenced in 2021, to be completed in 2022.

**Structural Review** – The Township has received the remainder of the invoices.

**County and Schools** – The first payment of the County of Renfrew Levy and the School Board Levies was due March 31<sup>st</sup>. 2022 The second installment was due June 30<sup>th</sup>, 2022. This variance is based off the calculated totals before adjustments for Supplementals/Omitted Assessments and any applicable Write-Offs.

**Financial Implications:**

None at this time

**People Consulted:**

CAO/Clerk

**Recommendation for Council:**

BE IT RESOLVED THAT Council accepts the Budgetary Control Report to July 31<sup>st</sup>, 2022 as information.

**Township of Admaston/Bromley**  
**Budgetary Control Report**  
For the Month Ending July 31, 2022

	Current	Year to Date	Budget	Variance	Var %
<b>REVENUES</b>					
Taxation	2,398,148.50	4,591,444.48	4,600,970.00	(9,525.52)	0.21-
Drains	29,160.74	29,160.74	50,000.00	(20,839.26)	41.68-
Payment In Lieu		1,686.48	14,900.00	(13,213.52)	88.68-
Grants	244,204.19	799,255.07	1,640,694.00	(841,438.93)	51.29-
Fees & Service Charges	4,758.00	21,248.97	55,500.00	(34,251.03)	61.71-
Other Revenue	21,578.29	379,853.87	389,410.00	(9,556.13)	2.45-
Revenue from Reserves			613,740.00	(613,740.00)	100.00-
<b>TOTAL REVENUES:</b>	<b>2,697,849.72</b>	<b>5,822,649.61</b>	<b>7,365,214.00</b>	<b>(1,542,564.39)</b>	<b>20.94-</b>
<b>EXPENDITURES</b>					
<b>ADMINISTRATION COSTS</b>					
Building Maintenance	2,546.14	8,431.93	19,360.00	10,928.07	56.45
General Employment Costs	31,683.14	206,274.73	306,350.00	100,075.27	32.67
General Overhead	2,648.86	53,492.82	95,500.00	42,007.18	43.99
Office Expense	604.64	8,573.78	15,200.00	6,626.22	43.59
Taxation Expense		12.48	1,000.00	987.52	98.75
Training & Development	446.72	3,709.79	6,500.00	2,790.21	42.93
Information Technology	190.45	7,055.95	15,500.00	8,444.05	54.48
Utilities	907.82	14,800.01	17,600.00	2,799.99	15.91
Contributions to Reserves			210,860.00	210,860.00	100.00
<b>TOTAL ADMINISTRATION COSTS:</b>	<b>39,027.77</b>	<b>302,351.49</b>	<b>687,870.00</b>	<b>385,518.51</b>	<b>56.05</b>
<b>COUNCIL</b>					
Council Employment Costs	6,975.80	52,829.87	90,200.00	37,370.13	41.43
Council Expenses	546.56	2,109.29	14,000.00	11,890.71	84.93
Council Audio Visual System	1,411.92	1,411.92	5,000.00	3,588.08	71.76
<b>TOTAL COUNCIL:</b>	<b>8,934.28</b>	<b>56,351.08</b>	<b>109,200.00</b>	<b>52,848.92</b>	<b>48.40</b>
<b>PROTECTION</b>					
By-Law Enforcement			2,000.00	2,000.00	100.00
Emergency Management		106.27	3,000.00	2,893.73	96.46
Fire	4,523.31	52,570.74	338,920.00	286,349.26	84.49
Police Services Board	28.06	2,325.76	4,000.00	1,674.24	41.86
Policing	32,368.00	228,968.45	395,420.00	166,451.55	42.09
<b>TOTAL PROTECTION:</b>	<b>36,919.37</b>	<b>283,971.22</b>	<b>743,340.00</b>	<b>459,368.78</b>	<b>61.80</b>
<b>BUILDING &amp; SEWAGE</b>					
Building Employment Costs	3,259.38	18,313.68	25,300.00	6,986.32	27.61
Building Expenses	202.10	763.78	1,500.00	736.22	49.08
<b>TOTAL BUILDING &amp; SEWAGE:</b>	<b>3,461.48</b>	<b>19,077.46</b>	<b>26,800.00</b>	<b>7,722.54</b>	<b>28.82</b>
<b>ANIMAL CONTROL</b>					
Canine Control		1,340.00	2,500.00	1,160.00	46.40
Dog License		60.78	400.00	339.22	84.81
Livestock	2,261.00	3,156.48	6,350.00	3,193.52	50.29
<b>TOTAL ANIMAL CONTROL:</b>	<b>2,261.00</b>	<b>4,557.26</b>	<b>9,250.00</b>	<b>4,692.74</b>	<b>50.73</b>

**Township of Admaston/Bromley**  
**Budgetary Control Report**  
For the Month Ending July 31, 2022

	Current	Year to Date	Budget	Variance	Var %
<b>WASTE MANAGEMENT</b>					
Waste Employment Costs	4,761.41	34,413.89	62,450.00	28,036.11	44.89
Landfill Maintenance	6,899.92	41,390.38	88,600.00	47,209.62	53.28
International Compactor	976.42	11,102.73	16,000.00	4,897.27	30.61
Recycling	2,646.59	14,001.61	34,000.00	19,998.39	58.82
Well Testing & Reports		15,108.72	33,000.00	17,891.28	54.22
Osceola Landfill Expansion		3,688.81	50,000.00	46,311.19	92.62
<b>TOTAL WASTE MANAGEMENT:</b>	<b>15,284.34</b>	<b>119,706.14</b>	<b>284,050.00</b>	<b>164,343.86</b>	<b>57.86</b>
<b>RECREATION</b>					
Recreation Expenses	(258.20)	19,913.76	43,790.00	23,876.24	54.52
Library Expenses	20.00	21,760.00	22,100.00	340.00	1.54
<b>TOTAL RECREATION:</b>	<b>(238.20)</b>	<b>41,673.76</b>	<b>65,890.00</b>	<b>24,216.24</b>	<b>36.75</b>
<b>DRAINS &amp; PLANNING</b>					
Municipal Drain Maintenance			25,000.00	25,000.00	100.00
Tile Drainage	1,059.77	9,062.40	30,000.00	20,937.60	69.79
Drainage Superintendent		191.00	1,000.00	809.00	80.90
Planning Fees	950.60	1,751.20	7,000.00	5,248.80	74.98
Economic Development		31,705.53	35,800.00	4,094.47	11.44
FCM Asset Management		13,143.15	15,000.00	1,856.85	12.38
Cannabis Study - ICB		1,348.54	4,500.00	3,151.46	70.03
Public Works Joint Review	18,481.44	29,350.52	67,000.00	37,649.48	56.19
Structural Review	25,598.28	59,683.58	61,000.00	1,316.42	2.16
<b>TOTAL DRAINS &amp; PLANNING:</b>	<b>46,090.09</b>	<b>146,235.92</b>	<b>246,300.00</b>	<b>100,064.08</b>	<b>40.63</b>
<b>COUNTY &amp; SCHOOLS</b>					
County of Renfrew		691,743.00	1,383,486.00	691,743.00	50.00
English Public		273,852.28	554,151.00	280,298.72	50.58
English Separate		97,339.72	192,907.00	95,567.28	49.54
French Public		4,148.14	8,732.00	4,583.86	52.49
French Separate		8,962.04	18,523.00	9,560.96	51.62
<b>TOTAL COUNTY &amp; SCHOOLS:</b>	<b>0.00</b>	<b>1,076,045.18</b>	<b>2,157,799.00</b>	<b>1,081,753.82</b>	<b>50.13</b>
<b>ROADS</b>					
Overhead	21,832.52	129,879.66	220,700.00	90,820.34	41.15
Road Maintenance	66,313.15	456,731.54	879,800.00	423,068.46	48.09
Equipment	4,043.05	40,909.41	30,500.00	(10,409.41)	34.13-
Capital	37,085.49	360,700.82	621,715.00	261,014.18	41.98
Construction	20,427.80	46,871.91	1,282,000.00	1,235,128.09	96.34
Covid-19	1,259.76	13,892.21		(13,892.21)	
<b>Total ROADS:</b>	<b>150,961.77</b>	<b>1,048,985.55</b>	<b>3,034,715.00</b>	<b>1,985,729.45</b>	<b>65.43</b>
<b>TOTAL EXPENDITURES:</b>	<b>302,701.90</b>	<b>3,098,955.06</b>	<b>7,365,214.00</b>	<b>4,266,258.94</b>	<b>57.92</b>
<b>SURPLUS/DEFICIT</b>	<b>2,395,147.82</b>	<b>2,723,694.55</b>	<b>0.00</b>	<b>2,723,694.55</b>	<b>0.00</b>

**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: August 4, 2022  
To: Council  
From: Jennifer Charkavi  
Re: Bonnechere Valley Recreation Agreement

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At the July 21 Council meeting, the proposed Bonnechere Valley Recreation Agreement was considered. Council directed staff to see what the cost is per residents of our other Recreation agreement (Renfrew). Staff have been able to find the 2019 stats in a 2021 report for the Renfrew recreation agreement that was proposed. At the time of writing this report stats for 2020 and 2021 had not been provided by Renfrew. Attendees amounted to 287 in 2019 from Admaston/Bromley.

The agreement with Bonnechere Valley for recreation services expired December 31, 2021 and since that time, Admaston/Bromley has been paying \$100 towards the fee of \$200 for each resident.

The Township was contacted by Bonnechere Valley to consider an agreement renewal in the amount of \$3,000 per year, increasing at a rate of 2% per year. Council declined this and respectfully requested to continue the status quo in 2021.

**Discussion:**

The Township of Admaston/Bromley is currently in a recreation services agreement with the Town of Renfrew until 2023. (By-Law 2021-27) We have no recreation agreements with any other municipalities.

**Financial Implications:**

Below are the costs for the Recreation agreements with Renfrew.

Should the hockey season of 2022/2023 in Bonnechere Valley be well attended by Admaston/Bromley residents, and it is similar to the 2019/2020 year, the agreement proposed would be beneficial to our residents that participate as they would no longer have to pay a user fee and would be treated just as the participants who take part in Renfrew Recreation programs.

The proposed Bonnechere Valley agreement is good for both municipalities as Admaston/Bromley supports the hockey arena. Encouraging physical activity is important, not just hockey but being able to have an indoor skating rink for all ages to be active.

<b>Year - Renfrew</b>	<b>Cost</b>	<b># of Participants</b>
<b>2019</b>	<b>\$20,900</b>	<b>287</b>
<b>2020</b>	<b>\$11,300</b>	
<b>2021</b>	<b>\$24,300</b>	
<b>2022</b>	<b>\$26,100</b>	
<b>2023</b>	<b>\$27,800</b>	

<b>Year – Bonnechere Valley</b>	<b>Cost to Admaston/Bromley</b>
<b>2015/2016</b>	<b>\$2,100</b>
<b>2016/2017</b>	<b>\$2,300</b>
<b>2017/2018</b>	<b>\$1,900</b>
<b>2018/2019</b>	<b>\$1,800</b>
<b>2019/2020</b>	<b>\$2,100</b>
<b>2020/2021</b>	<b>\$1,300</b>
<b>2021/2022</b>	<b>\$1,400</b>

**People Consulted:**

Acting Treasurer/Deputy Clerk

**Recommendation for Council:**

WHEREAS the Township is in an agreement with the Township of Bonnechere Valley for recreation services on a pay per use agreement;

AND WHEREAS the Township of Bonnechere Valley has offered a Recreation Services Agreement that would save families who use their services \$100 per year for use fees,

BE IT RESOLVED THAT Council approve entering into a Recreation Services Agreement with the Township of Bonnechere Valley for \$3000 for 2022 and increasing at a rate of 2% per year for the next 4 years.

**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: August 18<sup>th</sup>, 2022  
To: Council  
From: Jennifer Charkavi  
Re: RCDSB Facilities Agreement

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**Background:**

The Agreement with the Renfrew County District School Board (RCDSB) in relation to the use of Admaston Public School is required to be renewed.

**Discussion:**

The new agreement resembles the old agreement. There is a new permitting system that has been established by the school board, which the municipality has already completed for Canada Day.

**Financial Implications:**

There are no financial implications.

**People Consulted:**

Acting Treasurer/Deputy Clerk

**Recommendation for Council:**

BE IT RESOLVED THAT Council of the Township of Admaston/Bromley approve By-Law 2022-59, being a by-law to enter into an Agreement with RCDSB.

This agreement made this \_\_ day of *month, year*

Between:

The Renfrew County District School Board  
(hereinafter called the "Board")

And

The Corporation of the Township of Admaston/Bromley  
(hereinafter called the "Township")

WHEREAS the Board is the owner of Admaston Public School, in the Township,

AND WHEREAS the Township participated in the construction of an addition to said school consisting of a Library, Kindergarten room, and Gymnasium at Admaston Public School,

AND WHEREAS the parties are desirous of promoting active and healthy living for the residents of the Township through participation in recreational pursuits,

AND WHEREAS the Township is prepared to cover the cost of replacement of school equipment that is lost or damaged by use of said equipment by Township programs.

NOW THEREFORE in consideration of mutual covenants and agreements herein contained, the parties hereto agree as follows.

1. In accordance with [AP 545: Public Use of School Facilities](#), as amended from time to time, the Board will make available approved rental spaces to the community when it is not required for use by the school.
2. The Township will have use of the following Boards facilities during Community Use of Schools hours.
  - a. Admaston Public School gymnasiums and additional spaces are listed on the permitting system.
3. The use of the Board's facilities by the Township:
  - a. Will be booked through the Community Use of Schools [permitting system](#)
  - b. Will observe the [rules](#) set out for community users as listed on the Board [website](#).
  - c. Will not conflict with school operations.
  - d. The Township will be deemed a Category 6 - Reciprocal Agreement user and incur no rental fees for rentals, with the exception of a one-time permit fee of \$15 per permit.

- e. Custodial charges for weekend use or weekday use outside of scheduled custodial hours will be charged at the subsidized rate assigned to Category 2,3,5 users.
  - f. Will have use of school sports equipment at the discretion of the school principal, all requests for equipment must be made and approved through the permit system.
  - g. Once a permit is approved it may only be impacted by school use, necessary maintenance, inclement weather or a violation of Community Use of Schools regulations.
4. The Township agrees that while using the Board's facilities, the Township will be responsible for:
    - a. The conduct and supervision of all persons associated with the use of the facility.
    - b. To ensure only authorized persons are allowed to use the facilities.
    - c. Costs associated with loss and damage of property except for general wear and tear.
  5. The Township agrees to indemnify and save harmless the Board who is the owner of the facility concerning any claims, demands, and courses of action relating to the use of said facilities except as to any claims, demands, or courses of action that arise through the negligence of the Board who is the owner of the facility, its servants or agents.
  6. The Township shall provide general liability insurance coverage for \$5,000,000.00 against liability that may arise through the use of a facility owned by the Board.
  7. The Board agrees to maintain property and liability insurance for the building and grounds relating to its use as an educational facility
  8. Either party may on 120 days written notice terminate this agreement and 120 days after giving such notice this agreement shall terminate.
  9. Termination of this agreement must be provided in writing and delivered to the other party by registered mail. The Township shall send written notice to the attention of the Board's Superintendent of Corporate Services. The Board shall send written notice to Township's CAO/Clerk or their designate.
  10. This agreement shall be reviewed after five years unless both parties agree otherwise.

SIGNED, SEALED & DELIVERED  
IN THE PRESENCE OF

Renfrew County District School Board

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Pino Buffone, Director of Education

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Witness

Jennifer Barnes,  
Superintendent of Corporate Services

Township of Admaston Bromley

---

Mayor, Michael Donohue

---

Witness

CAO/Clerk, Jennifer Charkavi

DRAFT



INSPIRE. EMPOWER. ACHIEVE.

ADMINISTRATIVE PROCEDURE 545: PUBLIC USE OF SCHOOL FACILITIES	
Adopted/Original Date of Issue	January 2020
<input checked="" type="checkbox"/> Last Reviewed <input checked="" type="checkbox"/> Revised	January 2020
Next Review Date	January 2025
Contact	Facilities Department

## Public Use of Facilities

### BACKGROUND

Renfrew County District School Board’s primary responsibility is for the education of elementary and secondary school students and therefore holds that the first claim on its facilities must be for the education of our students. After the needs of the regular school day are met, the next priority of use is the district’s continuing education program. Public use of board property must not encroach on the optimum use of its facilities and the safety of students in the regular school day and co-curricular program or in the continuing education program.

The district is prepared to engage in co-operative planning with municipalities to achieve maximum use of existing facilities on a reciprocal basis and to provide such additional facilities as may be mutually beneficial to the district and the municipality.

The district recognizes that student development and the educational process may be broadened and enriched by access to the resources of the community. It therefore welcomes any arrangement with the municipalities which brings their facilities to the service of students on a reciprocal basis.

The district therefore favours public use of school buildings and playgrounds. However, it reserves the right to determine categories of user groups for the purpose of establishing priority of status where more than one group requires the same facilities at the same time, and the fee scale to be charged for the use of facilities.

The district will establish terms governing the use of its facilities to provide uniformity for public use across the county. All groups using school facilities shall complete an approved form. The Director of Education or designate has discretionary powers in the administration of this procedure.

Individual agreements, e.g. with municipalities, recreation associations, extend or supersede this procedure.

## PROCEDURE

### General

1. Groups that abuse board property may forfeit their eligibility and be charged for undue damage.
2. Principals, or their designates, shall input their schedule for school/student activities a minimum of one month prior to the booking date.
3. The Director, or designate, may refuse an application by any person or group that does not meet the criteria of an eligible community use group. (i.e. private parties, activities not in compliance with school use, individuals or groups with historical issues as a community use group.)
4. The tenant group is responsible to supervise and control its members and spectators. Adequate adult supervision (21 years of age or older) must accompany all user groups. Groups with minors must have a minimum of one adult supervisor for every 20 minors. These adults must supervise the group at all times during the rental period and in all areas of the premises that have been rented. It is the responsibility of the user group supervisor to ensure that the group uses only the rooms indicated in the rental application along with associated corridors and washrooms.
5. Only district personnel shall assign duties in connection with the rental of school facilities and the cleaning and closing of rented buildings.
6. The user group must carry a minimum of \$2 million in liability insurance to cover its activities when using district facilities. The Board must be listed as an additional insured on the certificate of insurance.
7. Bookings will be made using the online application process located on the Board's website ([www.rcdsb.on.ca](http://www.rcdsb.on.ca)). Where there is a board/municipality joint recreation operating committee, bookings may be made by the Recreation Department. Custodial arrangements will be managed by the Facilities Department.
8. Community Use bookings must be made a minimum of two weeks in advance of the date of use and a valid credit card must be provided to cover all related rental charges and applicable fees.

9. Groups using gymnasiums for athletic activities must wear footwear of a type that will neither mark nor damage the floor.
10. Smoking, vaping, the use of tobacco products and the consumption of alcohol will not be permitted in the schools or on school property (within 20m of the property) in accordance with Administrative Procedure 170.
11. User groups must vacate district premises not later than 10:15 pm unless special arrangements have been made through the community use office.
12. Organizations may use only the rooms covered in their rental application, along with the associated corridors and washrooms. All other parts of the building are out of bounds.
13. Once a reservation is confirmed, it may only be preempted by the principal for significant educational purposes.
14. Where the group does not adequately meet the district's conditions for the use of school facilities, the community use office may cancel the contract.
15. District facilities are not intended to compete with private enterprises or commercial ventures. Public dances for private or corporate gain will not be allowed in school buildings when public halls are available in the community or within reasonable distance thereof.

#### Daytime Use of School Facilities

1. Daytime use of school facilities by outside groups shall be permitted under the terms of reference that govern public use of school facilities.
2. Such use is permitted where there is space surplus to school requirements as determined by the principal.
3. The user group must not interfere in any way with the normal operation of the school. Where such interference occurs, the principal may, after reasonable warning, suspend further use of the school by that group until the Director or designate has considered and made a ruling on the case.

#### Voting Accommodation

Where space in a school is requested for use as a polling station, such space shall be made available in accordance with the Polling Places guidelines in the [Election Act, R.S.O., 1990 c. E6](#):

1. The principal and superintendent decide that space can be made available in the school for use as a polling station without seriously upsetting the regular school program.
2. Fees charged shall not be greater than the flat fee established by the Election Authority and shall cover expenses incurred, including custodial services.

3. The Election Authority is responsible for assuring proper supervision of the access areas and facilities placed at the service of the Election Authority.

### Conditions of Use of Outside Accommodation

(playing fields, track and field areas, etc.)

1. User groups must supply their own equipment.
2. User groups must clean up the area and leave the facilities in a satisfactory condition.
3. The user group has the responsibility of providing proper supervision of its members and spectators.
4. The user group is responsible for parking and other possible problems arising from the use of the school grounds. It must prevent members and spectators from parking cars on school lawns or any other unauthorized areas.
5. Where experience shows that public use of outside facilities results in deterioration of the grounds or any other form of loss to the district, compensation charges will be instituted for subsequent use.

### Notes

1. Costs of any additional custodial service required (including unauthorized/entry call back) will be the responsibility of the user group.
2. A leasing arrangement must be negotiated for long-term use.

### Categories

#### Category 1 – School Use

- Board sanctioned activities
- Extracurricular Programs
- Board sponsored Professional Development
- School council meetings
- School fun fairs
- Graduation exercises

#### Category 2 – Youth Non Profit

- Organized and maintained by volunteers with participation open to all children/youth in the community
- All revenue is reinvested directly back into the organization
- Organizers, instructors and coaches are not paid salaries or honorariums

- All participants are under 18 (not including instructors/coaches/leaders)

#### Category 3 – Adult Non Profit

- Organized and maintained by volunteers with participation open to everyone in the community
- All revenue is reinvested directly back into the organization
- Organizers, instructors and coaches are not paid salaries or honorariums

#### Category 4 – For Profit

- Clubs or groups offering programs/activities programs where the proceeds are retained by the group
- Colleges, universities
- Driver’s Education
- Fitness instructors
- Performances

#### Category 5 – Music/Dance Instructor - School Hours

- Music, dance, and art instruction offered to students
- During day time hours (Monday-Friday, 8:00am-4:00pm)

#### Category 6 - Reciprocal

- Agreement to exchange space between municipality and school board.

#### Use of School Equipment

It is understood that permission to use school facilities does not include the use of school equipment. Specific arrangements for such use, including a rental fee, if any, must be requested in the permit a minimum of three business days before the permit start date. Access to school equipment is at the discretion of the principal. An operator, i.e. A.V. Technician may be provided at user cost if agreed upon. The principal may levy a fee for piano tuning where it is warranted.

## Legal References

*Education Act S. 171; S. 265*  
*Election Act, R.S.O, 1990 c. E6*

## RCDSB References

[Administrative Procedure 170: Smoking](#)

## Procedure History

Approved:	February 2021
Reviewed:	February 2021
Revised:	February 2021

**CORPORATION OF THE TOWNSHIP OF ADMASTON/BROMLEY**

**BY-LAW NO. 15-2002**

**Being a By-Law of the Corporation of the Township of  
Admaston/Bromley authorizing the Corporation to enter  
Into an agreement with the Renfrew County District  
School Board**

**WHEREAS** the Board is the owner of a school site on Part Lot 12, Con. 3 & 4 in the Township of Admaston/Bromley known as "Admaston Public School"

**AND WHEREAS** the Township has participated in the construction of an addition to the "Admaston Public School" consisting of a Library, Kindergarten room and Gymnasium in order that members of the community can use the Gymnasium at times when it is not required for use by the school.

**AND WHEREAS** under the terms of the Board's Policy on Public Use of School Facilities as it is amended from time to time, the Board will make the Gymnasium available to the community at times when it is not required for use by the school.

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

- (1) The Mayor and Clerk are hereby authorized to enter into an agreement On behalf of the Township which agreement is attached hereto and that they further be authorized to executed the said agreement.
- (2) That the said Agreement attached hereto and marked as Schedule 'A' shall Form part of this By-Law.

**READ** a First and second time this 3<sup>rd</sup> day of October 2002.

**READ** a Third time and finally passed this 3<sup>rd</sup> day of October 2002.

  
\_\_\_\_\_  
Mayor

  
\_\_\_\_\_  
Clerk/Treasurer

THIS AGREEMENT made this 29<sup>th</sup> day of August, A.D. 2002

**BETWEEN:**

**THE RENFREW COUNTY DISTRICT SCHOOL BOARD**  
(hereinafter called the "Board")

OF THE FIRST PART;

-- and --

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

OF THE FIRST PART;

WHEREAS the Board is the owner of a school site on Part Lot 12, Conc 3 & 4 in the Township of Admaston/Bromley known as "Admaston Public School".

AND WHEREAS the Township has participated in the construction of an addition to the said school consisting of a Library, Kindergarten room and Gymnasium in order that members of the community can use the Gymnasium at times when it is not required for use by the school.

NOW THEREFORE this agreement witnesseth that in consideration of the premises and of the mutual covenants hereinafter expressed, the parties hereto agree as follows:

1. Under the terms of the Board's Policy on Public Use of School Facilities as it is amended from time to time, the Board will make the Gymnasium available to the community at times when it is not required for use by the school. A copy of the said Policy in effect at the date of this agreement is attached hereto as Appendix A.
2. Except as provided in the Board's Policy on Public Use of School Facilities, the Board will be responsible for the operation and maintenance of the school facilities.
3. The Board agrees to maintain property and liability insurance for the building and grounds relating to its use as an educational facility.
4. The Municipality shall indemnify and keep indemnified and save harmless the Board and each of its officers, servants, agents, teachers and students from and against all actions, suits, prosecutions, claims, executions, and demands, which may be brought or made upon the Board as a direct or indirect result of the use of the Facilities or by reason of any activities contemplated by this agreement or persons coming on to the School Site as a result of same.
5. This agreement shall continue in force from the date of execution hereof by both parties and from year to year thereafter unless terminated by written notice of termination served by either party upon the other; provided that such termination cannot be less than six months from the date of service.
6. This agreement shall enure to the benefit of and be binding upon the parties hereto and their respective successors and assigns.

IN WITNESS whereof the parties hereto have herewith affixed their corporate seals, attested to by the hands of its proper signing officers clearly authorized in that behalf.

THE RENFREW COUNTY DISTRICT  
SCHOOL BOARD

THE CORPORATION OF THE TOWNSHIP  
OF ADMASTON/BROMLEY

  
Chairperson

  
Reeve Mayor

  
Secretary

  
Clerk

POLICY STATEMENT

PART C - PUBLIC USE OF SCHOOL FACILITIES

1. The Board favours public use of school buildings and playgrounds.
2. Use of school facilities by outside groups must not prejudice their service to school curricular, extracurricular activities, or the Continuing Education Program.
3. The Board reserves the right to determine categories of user groups for the purpose of establishing:
  - (a) priority of status where more than one group requires the same facilities at the same time;
  - (b) the fee scale to be charged for the use of facilities.
4. The Board will establish terms governing the use of the Board's facilities to provide uniformity for public use across the county. All groups using school facilities will be expected to fill in a "Permit for the Use of School Facilities (Short Term)" as attached to this policy and regulation as Appendix "A".
5. The Board vests discretionary powers in the Director of Education, or designate.

Ref. Minute #122  
November 26, 2001

PART C - PUBLIC USE OF SCHOOL FACILITIES

Page 1

- ✓ Individual agreements, e.g. with municipalities, recreation associations, extend or supersede these regulations.

General Regulations

1. Groups that abuse Board property may forfeit their eligibility and be charged for undue damage.
2. The Director, or designate, may refuse an application by any person or group.
3. The tenant group is responsible to supervise and control its members and spectators. Adequate adult supervision (18 years of age or older) must accompany all user groups. This adult must supervise their group at all times during the rental period and in all areas of the premises that have been rented. It is the responsibility of the user group supervisor to ensure that their group uses only the rooms indicated in their rental application along with associated corridors and washrooms.
4. Only Board personnel shall assign duties in connection with the rental of school facilities and the cleaning and closing of rented buildings.
5. The user group must carry liability insurance to cover its activities when using Board facilities.
6. Bookings will be made through the principal's office. Where there is a Board/Municipality Joint Recreation Operating Committee, bookings may be made by the Recreation Department. Custodial arrangements will be managed by the Plant Department.
7. Reservations must be made in advance of the date of use and the rental charges and applicable fees must be paid in advance.
8. Groups using gymnasiums for athletic activities must wear footwear of a type that will neither mark nor damage the floor.
9. Smoking or the use of tobacco products will not be permitted in the schools or on school property in accordance with Board policies C-1 and I-11.
10. Policy C-54 - Use of Alcoholic Beverages on Board Premises - does not permit the use of alcoholic beverages in the schools and on school property.
11. User groups must vacate Board premises not later than 10:30 p.m. unless special arrangements are made through the principal.
12. Organizations may use only the rooms covered in their rental application, along with the associated corridors and washrooms. All other parts of the building are out of bounds.
13. Once a reservation is confirmed, it may only be preempted by the principal for significant educational purposes.
14. Where any group does not adequately meet the Board's conditions for the use of school facilities, the principal may cancel the contract.

**ADMINISTRATIVE REGULATION**

C - 53

**PART C - PUBLIC USE OF SCHOOL FACILITIES**

Page 2

**General Regulations (cont'd)**

15. Board facilities are not intended to compete with private enterprises or commercial ventures. Public dances for private or corporate gain will not be allowed in school buildings when public halls are available in the community or within reasonable distance thereof.

**Daytime Use of School Facilities**

1. Daytime use of school facilities by outside groups shall be permitted under the terms of reference that govern public use of school facilities.
2. Such use is permitted where there is space surplus to school requirements as determined by the principal.
3. The user group must not interfere in any way with the normal operation of the school. Where such interference occurs, the principal may, after reasonable warning, suspend further use of the school by that group until the Board has considered and made a ruling on the case.

**Voting Accommodation**

Where space in a school is requested for use as a polling station, such space shall be made available under the following terms:

1. The principal and superintendent decide that space can be made available in the school for use as a polling station without seriously upsetting the regular school program.
2. Fees charged shall not be greater than the flat fee established by Election Authority and shall cover expenses incurred, including custodial services.
3. The Election Authority is responsible for assuring proper supervision of the access areas and facilities placed at the service of the Election Authority.

**Conditions of Use of Outside Accommodation**  
(playing fields, track and field areas, etc.)

1. User groups must supply their own equipment.
2. User groups must clean up the area and leave the facilities in a satisfactory condition.
3. The user group has the responsibility of providing proper supervision of its members and spectators.

PART C - PUBLIC USE OF SCHOOL FACILITIES

Page 3

Conditions of Use of Outside Accommodation (cont'd)  
(playing fields, track and field areas, etc.)

4. The user group is responsible for parking and other possible problems arising from the use of school grounds. It must prevent members and spectators from parking cars on school lawns or any other unauthorized areas.
5. Where experience shows that public use of outside facilities results in deterioration of the grounds or any other form of loss to the Board, compensation charges will be instituted for subsequent use.

Conditions for Use of Facilities Without Charge

Groups may be permitted the use of school facilities without charge where the following conditions are met:

- (a) no special preparation of accommodation may be required;
- (b) no special clean-up arrangements may be required;
- (c) no special close-up arrangements may be required;
- (d) use of Board-owned equipment is only by permission of the principal and a charge may be levied for this equipment;
- (e) the functions must be supervised by an adult approved by the principal or Board with the name supplied at the time of the application;
- (f) all requirements that prevent the need of special custodial services must be met. Where free users are found to leave the school building in a condition requiring special custodial services, they will be required to pay the cost of such services;
- (g) the group must fit within the Board's category for granting of free use of facilities.

NOTE 1: Costs of any additional custodial service required (including unauthorized/entry callback) will be the responsibility of the user group.

NOTE 2: For category 1, 2, 3 users, custodial fees will only be charged if warranted. For category 4 and 5 users, custodial fees determined jointly by the principal and chief custodian shall be assigned in accordance to the condition of the school facilities after its use.

NOTE 3: A leasing arrangement should be negotiated for long-term use.

**ADMINISTRATIVE REGULATION**

**PART C - PUBLIC USE OF SCHOOL FACILITIES**

**CATEGORIES & RATES**

<u>Category 1</u>	<u>Rate</u>
<p>(a) Activities sponsored by the Board or extracurricular activities sponsored by the school administration as part of the educational program (includes club and athletic activities, commencement exercises, school plays, extra class instruction, professional development meetings, etc.);</p> <p>(b) Continuing Education Programs;</p> <p>(c) School dances held on a school day.</p>	<p>No charge.</p>
<p><u>Category 2</u></p> <p>(a) School dances held on other than a school day;</p> <p>(b) Youth clubs or groups where no alternate accommodation is available through their affiliation (i.e. Boy Scouts, Girl Guides);</p> <p>(c) Meetings of School Councils, Home and School Associations, Ratepayers Associations, Board employee unions or federations;</p> <p>(d) Community sponsored political meetings (i.e. Meet the Candidates Night);</p> <p>(e) Any municipality-sponsored functions operated under a reciprocal Board/Municipal Agreement;</p> <p>(f) Recreational and cultural activities sponsored and arranged by local community organizations where the activity is formally advertised and for which no admission fee or registration fee is charged.</p>	<p><u>Rate</u></p> <p>No charge for functions that are held on Monday through Friday during the time the school is regularly staffed with custodians. Charges for use at any other time will be sufficient to recover the cost of custodial overtime.</p>
<p><u>Category 3</u></p> <p>(a) Adult clubs or groups when the activity is not for fundraising purposes or when all proceeds from the activity are distributed to charity organizations or used for charitable purposes;</p> <p>(b) Churches and church schools. (When a church congregation does not have a building of its own, it may use school facilities at Category 3 rates for a period of three years. After three years, Category 4 rates will apply.);</p> <p>(c) Municipal nursery schools;</p> <p>(d) Partisan political meetings;</p> <p>(e) Schools and classes for youths (music, dancing, fitness, etc.) operate for private gain.</p>	<p><u>Rate - effective November 26, 2001</u> (excluding custodial overtime charges and G.S.T.)</p> <p>Regular Classrooms ..... \$10.00/hour</p> <p>Commercial, Technical or Computer Classroom..... \$25.00/hour</p> <p>General Purpose Rooms ..... \$15.00/hour</p> <p>Gymnasium - Single ..... \$15.00/hour - Double..... \$30.00/hour</p> <p>Auditorium..... \$25.00/hour</p> <p>Cafeteria ..... \$25.00/hour</p>

**ADMINISTRATIVE REGULATION**

**PART C - PUBLIC USE OF SCHOOL FACILITIES**

**CATEGORIES & RATES**  
(cont'd)

<p><b>Category 4</b></p> <p>(a) Adult clubs or groups when the activity is for fundraising purposes and the proceeds are retained by the club or group;</p> <p>(b) Schools and classes for adults (dancing, drama, fitness, music, etc.) operated for private gain;</p> <p>(c) Classes or courses sponsored by educational institutions such as Algonquin College or the University of Ottawa.</p>	<p><b>Rate - effective November 26, 2001</b> (excluding custodial overtime charges plus G.S.T)</p> <p>Regular Classrooms ..... \$15.00/hour</p> <p>Commercial, Technical or Computer Classroom..... \$30.00/hour</p> <p>General Purpose Rooms..... \$20.00/hour</p> <p>Gymnasium - Single ..... \$20.00/hour - Double..... \$40.00/hour</p> <p>Auditorium..... \$40.00/hour</p> <p>Cafeteria ..... \$40.00/hour</p>
<p><b>Category 5</b></p> <p>Functions of a commercial nature whether sponsored by a local or non-local organization and for which admission fees are charged or which are operated for private or corporate gain.</p>	<p><b>Rate - effective November 26, 2001</b> (excluding custodial overtime charges and G.S.T)</p> <p>Regular Classrooms ..... \$20.00/hour</p> <p>Commercial, Technical or Computer Classroom..... \$40.00/hour</p> <p>General Purpose Rooms ..... \$25.00/hour</p> <p>Gymnasium - Single ..... \$50.00/hour - Double..... \$100.00/hour</p> <p>Auditorium..... \$50.00/hour</p> <p>Cafeteria ..... \$50.00/hour</p>
<p><b>Category 6</b></p> <p>Polling Stations - municipal, provincial or federal elections.</p>	<p><b>Rate</b></p> <p>Charges will be as regulated and in the absence of regulations as negotiated with the appropriate government body.</p>
<p><b>Custodial Charges</b></p>	<p><b>Rate</b></p> <p>Straight Time ..... \$20.00/hour</p> <p>Time and One-Half ..... \$30.00/hour</p>

ADMINISTRATIVE REGULATION

C - 53

PART C - PUBLIC USE OF SCHOOL FACILITIES

Page 6

Use of School Equipment

It is understood that permission to use school facilities does not include the use of school equipment. Specific arrangements for such use, including a rental fee, if any, must be made with the principal. An operator, i.e. A.V. Technician, may be provided at user cost if agreed upon. The principal may levy a fee for piano tuning where it is warranted.

Disposition of Rental Fees and Charges

The principal will establish an account for all money received for facilities rental and equipment. It will be forwarded to the Superintendent of Business and Finance who will collect the funds from the rental of facilities and put it into the school's budget for use by the school.

Ref. Minute #122  
November 26, 2001

**RENFREW COUNTY DISTRICT SCHOOL BOARD**  
**Policy #AS2557**

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**Who is Eligible?**

Any group using the facilities of the Board. The Insurance Company must approve activities. Some restrictions may apply.

---

**SPORTS LIABILITY INSURANCE**

---

**Why Liability Insurance?**

Because of your operations, or actions, you are open for possible suit from Third Parties. You may not be liable, but you will need to be defended in court. A liability policy pays for this defense as well as any costs found against you. Legal fees can be very expensive and this can be an affordable way to have them covered. This Policy covers your legal liability for bodily injury to or damage to property of others such as spectators, passers-by, property owners and others resulting from your activity.

In addition, your legal liability for injury to participants is covered in most cases (a few sports disciplines may not be eligible).

---

**WHO IS COVERED?**

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All members collectively including Executives, Managers, Coaches, Trainers, Officials and Volunteers while acting within the scope of their duties on your behalf.

---

**ELIGIBILITY**

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The program is designed principally for sport and recreation groups at local levels who do not belong to a Provincial/National Association.

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**GENERAL LIABILITY**

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**Limit \$2,000,000, subject to a \$500 deductible**  
**Including the following extensions:**

- Premises Property and Operations
- Products and Completed Operations
- Personal Injury (libel & slander)
- Cross Liability
- Occurrence Basis Property Damage
- Medical Payments \$1,000 (Third Party)
- Tenants Legal Liability \$250,000
- Liability for injury to participants

---

260 Nebo Rd., Hamilton ON L8W 3K5  
(905) 575-1122 or 1-800-461-5087  
Fax (905) 575-4250 Email [Ldunn@Pearson-dunn.com](mailto:Ldunn@Pearson-dunn.com)



**RENFREW COUNTY DISTRICT SCHOOL BOARD  
PERMIT FOR THE USE OF SCHOOL FACILITIES (SHORT TERM)**

1. **SCHOOL:** \_\_\_\_\_

2. **APPLICANT:**  
Name of Organization \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Telephone \_\_\_\_\_

Purpose or Nature of Gathering \_\_\_\_\_

Anticipated Attendance \_\_\_\_\_ Admission Charge \_\_\_\_\_

Name of Person Responsible for Supervising the Event(s) \_\_\_\_\_

Telephone \_\_\_\_\_

3. **FACILITIES REQUESTED (Check ✓)**

Classroom(s) _____	Cafeteria _____		
No. Req'd _____			
Gymnasium – Single _____		Lunchroom _____	
- Double _____		Playing Field _____	
Auditorium _____			
General Purpose Room _____			
Equipment – P.A. System _____			
- Grand Piano _____			
- Piano _____			

4. **DATE(S) AND TIME(S) REQUESTED**

<u>Date</u>	<u>Time</u>
_____	from _____ to _____
_____	from _____ to _____

5. **FEES (BOARD POLICY C-53 To be paid in full prior to event)**  
CATEGORY \_\_\_\_\_

Rental of Accommodation _____		
Rental of Equipment _____	<input type="checkbox"/> Cash	<input type="checkbox"/> Cheque
Custodial Charges _____		
Insurance (if applicable) _____		
Total _____		

6. **INSURANCE**

The APPLICANT acknowledges that they are NOT insured by the Board's Property and Liability Insurance. The APPLICANT has attached proof of insurance coverage naming the Board as an additional insured (where applicable).  Attached

The APPLICANT acknowledges and agrees to observe the "Terms Governing the Use of School Facilities" printed on the back of this PERMIT.

The PRINCIPAL of the school reserves the right to cancel the PERMIT without notice upon a breach of any of the rules and regulations.

\_\_\_\_\_  
Date of Application

\_\_\_\_\_  
Signature of Applicant  
(Authorized Official)

\_\_\_\_\_  
Date of Issue

\_\_\_\_\_  
Signature of Principal

**- NOT A VALID PERMIT UNTIL SIGNED BY BOTH PARTIES -**

**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: August 4, 2022  
To: Council  
From: CAO/Clerk Charkavi  
Re: Fire Agreements – Whitewater Region

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**Background:**

The Township of Admaston/Bromley has agreements with the Township of Whitewater Region, the agreements are for Heavy Rescue Extrication Services and for Automatic Aid, they both expire December 31, 2022.

**Discussion:**

Fire Chief McLaren, Whitewater Region and Acting Fire Chief McHale, Douglas Fire Department have reviewed the by-laws and minor housekeeping edits have been made.

Whitewater Region has passed the agreements at their recent August 3, 2022 Council meeting.

**Financial Implications:**

The fees associated with the agreements are not changing, the only change is to the MTO rates.

**People Consulted:**

Acting Treasurer/Deputy Clerk  
Acting Fire Chief McHale  
Fire Chief McLaren & CAO Burton

**Recommendation for Council:**

BE IT RESOLVED that Council rescind By-Law 2018-57 and adopt By-Law 2022-57 being a by-law to authorize the execution of a Automatic Fire Protection Agreement with the Township of Whitewater Region;

AND BE IT FURTHER RESOLVED THAT Council rescind By-Law 2018-30 and adopt By-Law 2022-58 for Heavy Rescue Extrication Services with the Township of Whitewater Region.

TOWNSHIP OF ADMASTON/BROMLEY  
PROTECTIVE SERVICES COMMITTEE  
MINUTES

Tuesday June 7, 2022  
At 5:00 p.m.

Chair Mike Quilty and Committee Members Robert Dick, Michael Donohue

Also in attendance were CAO/Clerk Charkavi and Acting Chief Mchale, Acting Deputy Chief Donohue, Chief Murphy – Bonnechere Valley Fire Department

1. Chair Mike Quilty call the meeting to order at 5:06 p.m.
2. Declaration of Pecuniary Interest – None
3. Approval of Agenda

Moved by Michael Donohue, seconded by Robert Dick

BE IT RESOLVED THAT the Committee approve the agenda for the June 7, 2022 Protective Services Committee meeting as presented this date.

“Carried”

4. Minutes – Approve February 14 and February 25, 2022

Moved by Michael Donohue, seconded by Robert Dick

BE IT RESOLVED THAT the Committee accept the minutes of the Protective Services Committee meetings held February 14 and February 25, 2022.

“Carried”

5. Dispatch Calls – Chief Murphy Bonnechere Valey

Moved by Michael Donohue, seconded by Robert Dick

BE IT RESOLVED THAT Chief Murphy, Bonnechere Valley Fire Department, appear before Committee to discuss dispatching in Renfrew County.

“Carried”

Acting Chief McHale reviewed for Committee issues that the department has encountered surrounding motor vehicle accidents. He added that Chief Murphy is here to explain to Committee how to ensure that our Fire Department is being contacted by Dispatch Services.

Chief Murphy handed out dispatch protocol comparisons between the Douglas Fire Department and the Bonnechere Valley Fire Department.

He reviewed the differences between the two. He also reviewed the process of how a dispatch call is completed in Renfrew County.

Acting Chief McHale noted that it is not anticipated to be many more calls that would ultimately affect the overall budget of the Douglas Fire Department. However, he noted it is important for the Douglas Fire Department to receive calls for motor vehicle accidents when an ambulance has been dispatched.

Committee directed Acting Chief McHale and Acting Deputy Chief Donohue to meet with Chief Murphy to review the dispatch response protocol and to change accordingly and provide the updated information to Committee.

#### 6. Fire Hall Garage – Verbal Update

Moved by Michael Donohue, seconded by Robert Dick

BE IT RESOLVED THAT Councillor Dick and Acting Chief McHale provide an update on the Fire Hall Garage Expansion.

“Carried”

It was noted that there was a site meeting on May 31, 2022 with Wren Construction, and their Engineer of Record. Discussions were had on the exterior, accessibility, heating, aesthetics, draining, roof construction and landscaping.

The drawings are due July 8, 2022.

#### 7. FPPA – Firefighter Certification – Verbal Update

Moved by Michael Donohue, seconded by Robert Dick

BE IT RESOLVED THAT Acting Chief McHale provide an update on the FPPA – Firefighter Certifications.

“Carried”

Acting Chief McHale noted that only 5 of the existing volunteer firefighters do not meet the legacy requirements. He advised that the OFM representative will be attending a future training of the Douglas Fire Department and all firefighters will then meet the certification requirements.

Mayor Donohue stated that this is very good news, however, recruitment will be an issue in the future for all Volunteer Fire Departments.

Committee discussed training and the lack of local resources to accomplish the training requirements.

#### 8. Smoke Alarm Policy – Discussion

Acting Chief McHale noted that in the past the replacement of smoke alarms was a simple process. However, he advised that this is no longer the case as smoke alarms have evolved, they are either dual smoke alarm / CO2 monitors, they are hard wired into homes and should they be removed by Firefighters, the OFM's interpretation is that they exact same device must be replaced. He added that this will be very costly and will carry liability issues for the department.

Committee discussed the issue and directed staff to draft a smoke alarm policy that does not involve replacing smoke alarms but puts the onus on the property owner to ensure that the smoke alarms are to code. Acting Chief McHale noted that the Department will have smoke alarms available should the public require one, but they will no longer replace or install smoke alarms.

Committee also requested that there be more educational announcements and opportunities taken to ensure all property owners ensure they have working smoke alarms.

Moved by Robert Dick, seconded by Michael Donohue

BE IT RESOLVED THAT the Protective Services Committee direct staff to draft a Smoke Alarm Replacement Policy.

“Carried”

#### 9. Risk Assessment – Verbal Update

Moved by Robert Dick, seconded by Michael Donohue

BE IT RESOLVED THAT Acting Fire Chief McHale provide an update on the Risk Assessment for the Douglas Fire Department.

“Carried”

Acting Chief McHale advised that the OFM would like to undertake a new risk assessment of the Douglas Fire Department, there is a new template with new risks associated. He further added that this is primarily to update existing information.

#### 10. Self Contained Breathing Apparatus (SCBA) – Verbal Update

Moved by Robert Dick, seconded by Michael Donohue

BE IT RESOLVED THAT Acting Fire Chief McHale provide an update on the Self Contained Breather Apparatus (SCBAs).

“Carried”

Acting Chief McHale reviewed the issues surrounding SCBAs. He noted that during the pandemic Firefighters could no longer share masks. The department has looked into ensuring that all of their SCBAs have masks and the SCBAs that we have masks are no longer produced for these units. He also added that SCBA units are very expensive and the Fire Committee will have to begin setting money aside for their replacement.

He advised Committee that at this time the SCBAs on hand are compliant and have passed their annual inspections.

Discussion was had on how to replace the SCBAs. Staff are directed to research grants available and partnerships for ordering.

Committee also directed that the Fire Committee begin looking at their 2023 budget.

#### 11. Next Meeting – To be called by the Chair

#### 12. Adjournment

Moved by Robert Dick, seconded by Michael Donohue

BE IT RESOLVED THAT the Tuesday June 7<sup>th</sup>, 2022 Township of Admaston/Bromley Protective Services Committee be adjourned at 6:30 p.m.

“Carried”

CORPORATION OF THE TOWNSHIP OF ADMASTON/BROMLEY

BY-LAW NO. 2022-51

**BEING A BY-LAW TO AUTHORIZE THE EXECUTION OF AN AGREEMENT BETWEEN HER MAJESTY THE QUEEN IN RIGHT OF ONTARIO AS REPRESENTED BY THE SOLICITOR GENERAL (“ONTARIO”) AND THE CORPORATION OF THE TOWNSHIP OF ADMASTON/BROMLEY (THE “MUNICIPALITY”) FOR THE PROVISION OF POLICE SERVICES UNDER SECTION 10 OF THE POLICE SERVICES ACT, R.S.O. 1990, c.P.15, as amended**

**WHEREAS** the Township of Admaston/Bromley deems it necessary to comply with Section 10 of the Police Services Act, R.S.O. 1990, c.P.15, as amended;

**AND WHEREAS** under Section 4 (1) of the Police Services Act, R.S.O. 1990, c. P. 15, as amended, (the Act), the Municipality is required to provide adequate and effective police services in accordance with its needs;

**AND WHEREAS** under Section 5 of the Act, the Municipality’s responsibility for providing police services may be discharged by entering into an Agreement with Ontario under Section 10 of the Act;

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

1. That the Corporation of the Township of Admaston/Bromley enter into an Agreement with the Solicitor General for Police Services, and that the said contract shall be known as Schedule “A” attached hereto to this By-Law.
2. That the Mayor and Clerk-Treasurer are hereby authorized to execute such Agreement and Affix the Corporation Seal thereto.

Read a first and second time this 18th day of August 2022.

Read a third time and passed this 18th day of August 2022.

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Mayor

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CAO/Clerk

TOWNSHIP OF ADMASTON/BROMLEY

BY-LAW NO. 2022-57

Being a By-Law to authorize the Mayor and Clerk to execute an Agreement with the Corporation of the Township of Whitewater Region with respect to automatic aid fire protection

**WHEREAS** Section 2 (6) of the Fire Protection and Prevention Act, Chapter 4, Statutes of Ontario, 1997, authorizes a municipality to enter into automatic aid agreements with other municipalities; and

**WHEREAS** Section 20 (1) of the Municipal Act, 2001, S.O. 2001, c. 25 authorizes the Councils of municipalities to enter into agreements with other municipalities for the use of fire fighting equipment, or any of it; and

**WHEREAS** the Council of the Corporation of the Township of Admaston/Bromley has requested automatic aid fire protection from the Township of Whitewater Region;

**WHEREAS** the Council of the Corporation of the Township of Admaston/Bromley deems it desirable and expedient to enter into such an Agreement with the said municipality.

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

1. **That** the Mayor and Clerk be, and hereby are authorized to execute on behalf of the Corporation, the agreement between the Corporation of the Township of Admaston/Bromley and the Corporation of the Township of Whitewater Region for automatic aid fire protection for the period as set out in the form attached hereto as **Schedule 'A'** which said Schedule forms a part of this By-Law as if fully recited herein.
2. **That** the Mayor and Clerk be, and hereby are authorized to do or to cause to be done all such manner of act or thing as may be required in order to give full force and effect to this By-Law.
3. **That** By-Law 2018-57 is here by repealed, effective December 31, 2022.
4. **That** this By-Law shall take effect January 1, 2023.

Read a First and Second Time this 18<sup>th</sup> day of August 2022

Read a Third Time and finally passed this 18<sup>th</sup> day of August 2022

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Mayor

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CAO/Clerk

## SCHEDULE 'A'

### FIRE AGREEMENT

BETWEEN:

**THE CORPORATION OF THE TOWNSHIP OF ADMASTON/BROMLEY**  
(Hereinafter called "Admaston/Bromley")

and

**THE CORPORATION OF THE TOWNSHIP OF WHITEWATER REGION**  
(Hereinafter called "Whitewater")

WHEREAS By-laws have been duly enacted by the Corporate parties hereto respectively, pursuant to the provisions of Section 20 (1), of the Municipal Act, 2001, S.O. 2001, c. 25 to authorize an agreement between the said parties relative to the use of certain fire fighting equipment of the said TOWNSHIP OF WHITEWATER REGION within the described "fire area" of the said TOWNSHIP OF ADMASTON/BROMLEY.

NOW, in consideration herein contained, it is mutually agreed between the parties hereto, as follows:

1. In this agreement,
  - (a) "Admaston/Bromley Fire Department" means the Douglas Fire Department
  - (b) "Admaston/Bromley Fire Chief" means the Chief of the Douglas Fire Department.
  - (c) "Whitewater Fire Department" means the Township of Whitewater Region Fire Department
  - (d) "Whitewater Fire Chief" means the Chief of the Township of Whitewater Region Fire Department
  - (e) "Fire Area" means all the area(s) of the Township of Admaston/Bromley, as described in Appendix 1 attached to and forming part of this agreement.
  - (f) "Fire Protection Services" means and includes only the following:
    - (1) Fire Suppression
2. The Township of Whitewater Region will supply, except as hereinafter limited or excluded, "fire protection services" to the Township of Admaston/Bromley, in the "fire area".
3. Subject to clause 15 & 16 hereunder, the Township of Whitewater Region shall provide to the Township of Admaston/Bromley the services set out herein from the **1st day of January 2023 to the 31st day of December 2026**.
4. The apparatus and personnel of the fire department that will respond to occurrences in the "fire area" will include the following from Fire Stations No. 1 & 2:
  - (a) One (1) pumper/tanker with four (4) fire fighters including an officer.
  - (b) No response will be provided for burn complaints or lock door rescues

5. The "Fire Protection Services" provided under this agreement shall be "first response only". The Douglas Fire Department shall respond to each call and shall take command upon their arrival.
6. It is the responsibility of each fire department to ensure that the other party is immediately notified of an emergency in the "fire area".
7. The "Fire Chief" may refuse to supply "Fire Protection" in the "fire area" if the personnel, apparatus and equipment are required in the Township of Whitewater Region or elsewhere under the provision of the Renfrew County Mutual Aid Plan. Similarly, the "Fire Chief" may order the return of such personnel, apparatus and equipment that is responding to or is at the scene of an occurrence in the "fire area". No liability shall attach or accrue to the Township of Whitewater Region for failing to supply to the Township of Admaston/Bromley on any occasion or occasions the said fire protection services provided for in this agreement.
8. The Admaston/Bromley Fire Chief will be responsible for establishing and notifying in the manner and to the extent deemed necessary, residents and occupants of the "fire area" of the procedures for reporting an emergency and of the services provided by the "Fire Department".
9. No liability shall attach or accrue to the Township of Admaston/Bromley by reason of any injury or damage sustained by the personnel, apparatus or equipment of the "Fire Department" while engaged in the provision of "Fire Protections Services" in the "fire area".
10. The "Admaston/Bromley Fire Chief" will submit all claims and the Township of Admaston/Bromley will receive funds recoverable for occurrences at which the "Fire Department" attends on provincial highways in the "fire area".
11. In the case of an incident pursuant to the Forest Fire Prevention Act and regulations, the "Whitewater Fire Chief" will be considered a fire warden and will immediately notify the Fire Chief of the Township of Admaston/Bromley. The "Admaston Bromley Fire Chief" will submit all necessary reports and claims to the Ministry of Natural Resources.
12. The Township of Admaston/Bromley shall pay to the Township of Whitewater Region the sum of \$7,000.00 annually. Payments shall be comprised of one payment, payable on May 31<sup>st</sup> in each of 2023, 2024, 2025 and 2026.
13. After the first hour, if the Douglas Fire Department requires further assistance, it shall be deemed to be in accordance with the Renfrew County Mutual Aid Fire Service Plan.
14. So often as there may be any dispute between the parties to this agreement, or any of them, with respect to any matter contained in this agreement, including, but not limited to the interpretation of this agreement, the same shall be submitted to arbitration under the provision of the Municipal Arbitration's Act, R.S.O. 1990 c.M.48, and the decision rendered in respect of such proceedings shall be final and binding upon the parties to this agreement. If for any reasons the said arbitration cannot be conducted pursuant to the provision of the Municipal Arbitration's Act, then the parties hereto shall agree to the selection of a single Arbitrator, and in the absence of agreement, such arbitrator shall be appointed by judge of the Ontario Court of Justice (General Division)

pursuant to the provisions of the Arbitration's Act R.S.O. 1990, c.M.48 or pursuant to any successor legislation

- 15. This agreement shall be in force until terminated by either party upon sixty (60) days written notice to the other party.
- 16. Notwithstanding Section #15, setting out the termination of this agreement, the agreement may be amended by the mutual consent of the parties after the party desiring the amendment(s) gives the other party sixty (60) days written notice of the proposed amendment(s).
- 17. In witness whereof the parties have hereunto affixed the signatures of their duly authorized officers together with their corporate seals.

**Corporation of the Township of  
Admaston/Bromley**

**Corporation of the Township of  
Whitewater Region**

\_\_\_\_\_

Mayor

\_\_\_\_\_

Mayor

\_\_\_\_\_

CAO/Clerk

\_\_\_\_\_

CAO

TOWNSHIP OF ADMASTON/BROMLEY

BY-LAW NO. 2022-58

**Being a By-Law to authorize the Mayor and Clerk to execute an Agreement with the Corporation of the Township of Whitewater Region with respect to Heavy Rescue (Extrication) Services**

**WHEREAS** Section 20 (1) of the Municipal Act, 2001, S.O. 2001, c. 25 authorizes the Councils of municipalities to enter into agreements with other municipalities for the use of fire-fighting equipment, or any of it; and

**WHEREAS** the Council of the Corporation of the Township of Admaston/Bromley has requested automatic aid with respect to Heavy Rescue (Extrication) Services from the Township of Whitewater Region; and

**WHEREAS** the Council of the Corporation of the Township of Admaston/Bromley deems it desirable and expedient to enter into such an Agreement with the said municipality.

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

1. **That** the Mayor and Clerk be, and hereby are authorized to execute on behalf of the Corporation, the revised agreement between the Corporation of the Township of Admaston/Bromley and the Corporation of the Township of Whitewater Region for automatic aid with respect to Heavy Rescue (Extrication) Services within the described “response area” of the said Township of Admaston/Bromley for the period as set out in the Agreement attached hereto as **Appendix ‘A’** which said Agreement forms a part of this By-Law as if fully recited herein.
2. **That** the “Response Area” means all the area(s) of the Township of Admaston/Bromley, as set out on the map attached hereto as **Appendix ‘B’** to and forming part of this By-Law.
3. **That** the Mayor and Clerk be, and hereby are authorized to do or to cause to be done all such manner of act or thing as may be required in order to give full force and effect to this By-Law.
4. **That** By-Law 2018-30 is hereby repealed, effective December 31, 2022.
5. **That** this By-Law shall take effect January 1, 2023.

Read a First and Second Time this 18<sup>th</sup> day of August 2022

Read a Third Time and finally passed this 18<sup>th</sup> day of August 2022

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Mayor

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CAO/Clerk

Appendix "A" to By-Law 2022-58

Heavy Rescue (Extrication) Agreement

BETWEEN

**The Corporation of the Township of Whitewater Region**  
(Hereinafter referred to as "Township of Whitewater Region")

AND

**The Corporation of the Township of Admaston/Bromley**  
(Hereinafter referred to as "Township of Admaston/Bromley")

IN CONSIDERATION OF MUTUAL COVENANTS AND AGREEMENTS HEREIN CONTAINED, IT IS AGREED BETWEEN THE TWO PARTIES AS FOLLOWS:

1. Definitions

**"Call"** shall mean an emergency incident within the Municipality of the Township of Admaston Bromley for the provision of Heavy Rescue (Extrication) services.

**"Equipment"** shall mean the equipment necessary for Heavy Rescue (Extrication) services owned by the Township of Whitewater Region.

**"Incident Commander"** shall mean the Whitewater Region's Chief or responding Officer in Charge.

2. Area to be Protected

2.1 It is agreed that the Whitewater Region Fire Department will respond to calls within the agreed area of the Township of Admaston/Bromley and that all calls for Heavy Rescue (Extrication) within the agreed area will immediately dispatch the Whitewater Region Fire Department.

2.2 The Whitewater Region Fire Department shall make all reasonable attempts to respond to any call for which it has been notified within the agreed area of the Township of Admaston/Bromley. Additional fire apparatus and firefighters will be provided by the Whitewater Region Fire Department as deemed necessary by the Incident Commander.

2.3 It is agreed between the parties hereto that should the Whitewater Region Fire Department be dispatched and respond to a call and upon arriving at the scene determine that the call is actually outside the agreed area of response within the Township of Admaston/Bromley, the Whitewater Region Fire Department will notify the Admaston/Bromley Fire Department and continue to service the call until such time as the correct Fire Department for the jurisdiction of the call arrives at the scene. The Township of Whitewater Region will bill the Township Admaston/Bromley accordingly for its time at the call and the Township of Admaston/Bromley agrees to pay for such service.

3. Equipment & Firefighters

3.1 It is agreed that sufficient firefighters and equipment as deemed necessary by the Incident Commander will respond to each call.

3.2 In any event it is understood that all efforts will be made by the Whitewater Region Fire Department to ensure that the **minimum** response to a call will be one (1) apparatus, all necessary Heavy Rescue (Extrication) Equipment and three (3) personnel.

3.3 It is agreed that any additional personnel or equipment of the Whitewater Region Fire Department above the agreed **minimum** response will be at the expense of the responding Whitewater Region Fire Department.

4. Response

- 4.1 In the event the Whitewater Region Fire Department receives a call within its municipality while responding to, or at the scene of a call, the Incident Commander **will immediately** notify the Admaston/Bromley Fire Department via dispatch and update the dispatch centre that a Whitewater Region Fire Department rescue response cannot be made.
  - 4.2 Whenever the Whitewater Region Fire Department is committed to a call within its boundaries, or within an area for which there is another agreement, or to Renfrew County Mutual Fire Aid assistance call, and there is a request for Heavy Rescue (Extrication) Services, the Incident Commander will notify dispatch and update the Admaston/Bromley Fire Department that Whitewater Region will be unable to provide the service and the nearest neighboring Heavy Rescue (Extrication) Service will be dispatched. The Incident Commander will notify the Admaston/Bromley Fire Department through dispatch as soon as the Service can again be provided.
  - 4.3 It is understood that if for any reason the Whitewater Fire Department cannot respond to a call for service within the Township of Admaston/Bromley, the Whitewater Region Fire Department will make all necessary arrangements for response through Renfrew County Mutual Aid by another neighbouring municipality, which provides Heavy Rescue (Extrication) Services.
  - 4.4 It is further understood and agreed that notwithstanding the provisions of the Agreement, and as provided for in *The Municipal Act, S.O. 2001, c. 25*, and any amendment thereto, no liability shall accrue to the Whitewater Region Fire Department for failing to supply the use of Heavy Rescue (Extrication) Services, equipment or any of it, in answer to a call.
5. Indemnification
    - 5.1 The Township of Admaston/Bromley agrees that it will at all times indemnify and save harmless the Township of Whitewater Region and the members of the Whitewater Region Fire Department for any and all claims, actions, suits or demands for damage or otherwise for any negligence of action on the part of the Township of Whitewater Region and the members of the Whitewater Region Fire Department while performing any of the services provided by this agreement.
6. Liability
    - 6.1 No liability shall attach or accrue to the Township of Admaston/Bromley by reason of any injury or damaged sustained by personnel, apparatus, or equipment of the Whitewater Region Fire Department while engaged in the provision of Heavy Rescue (Extrication) Services within the municipal boundaries of the Township of Admaston/Bromley.
7. Mutual Aid
    - 7.1 Should additional assistance by way of personnel, apparatus, or equipment in addition to that provided by the Whitewater Region Fire Department be required, the Incident Commander may invoke the applicable provisions of the County of Renfrew Mutual Aid Plan.
8. Reports
    - 8.1 Upon request the Whitewater Region Fire Department shall provide an incident report to the Admaston/Bromley Fire Department after each incident.
9. Authority at the Scene
    - 9.1 The Incident Commander shall have full authority and control over all personnel and equipment, which may be engaged at the call.

- 9.2 Transfer of command to the Admaston/Bromley Fire Department may be done at the discretion of the Incident Commander when the extrication call is complete and it is safe to do so.
- 9.3 Upon transfer of command to the Admaston/Bromley Fire Department all Whitewater Fire Department equipment and personnel will be released from the call as soon as it is safe to do so.

## 10. Fees

- 10.1 The Township of Admaston/Bromley hereby agrees to pay the Township of Whitewater Region an **Annual Administration Fee** in accordance with Schedule "A" attached, for the provision of Heavy Rescue (Extrication) Services, which shall be due and payable January 1<sup>st</sup> of each year beginning January 1<sup>st</sup>, 2023.
- 10.2 In addition to the Administration Fee, the Township of Admaston/Bromley agrees to pay the Township of Whitewater Region a **Service Rate** in accordance with Schedule "A" attached, for response to calls for Heavy Rescue (Extrication) Services.
- 10.3 A statement of calls, together with an invoice for such calls, will be provided monthly by the Township of Whitewater Region.
- 10.4 In the case of a call being cancelled or called-off after the Whitewater Region Fire Department has been dispatched, the Township of Admaston/Bromley will be invoiced and agree to pay for such response in accordance with Schedule "A". Calls cancelled on MTO roads are not exempt from this fee.
- 10.5 The fees contained in Schedule "A" of this Agreement are subject to review after one (1) year and annually thereafter and whenever there is an increase to rates paid by the MTO for Heavy Rescue (Extrication) Services.

## 11. Terms of Agreement

- 11.1 It is agreed between the parties hereto that the terms of this Agreement shall come into force and take effect on the 1<sup>st</sup> day of January 2023 and remain in full force and effect for a period of one (1) year after which the agreement is automatically renewable annually unless notice is given to terminate this agreement as per article 11.3.
- 11.2 Amendments may be made at any time by the mutual consent of the parties after the party desiring the amendment (s) gives the other party thirty (30) days written notice of the proposed amendment. Both parties must agree in writing to the amendments.
- 11.3 This agreement may be terminated by either party by giving notice to the the party not less than ninety (90) days prior to the desired termination date. Any monies owing to the Township of Whitewater Region and not paid shall forthwith be paid to the Township of Whitewater Region prior to the date of said termination.

## 12. Severability

- 12.1 In the event that any covenant, provision or term of this agreement should at any time be held by any competent tribunal to be void or unenforceable, then the agreement shall not fail but the covenant, provision or term shall be deemed to be severable from the remainder of this agreement which shall remain in full force and effect mutates mutandis.

IN WITNESS WHEREOF the parties have hereunto affixed their Corporate Seals under the hand of its Officers duly authorized in that behalf.

CORPORATION OF THE TOWNSHIP OF WHITEWATER REGION

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CAO

CORPORATION OF THE TOWNSHIP OF ADMASTON/BROMLEY

\_\_\_\_\_  
MAYOR

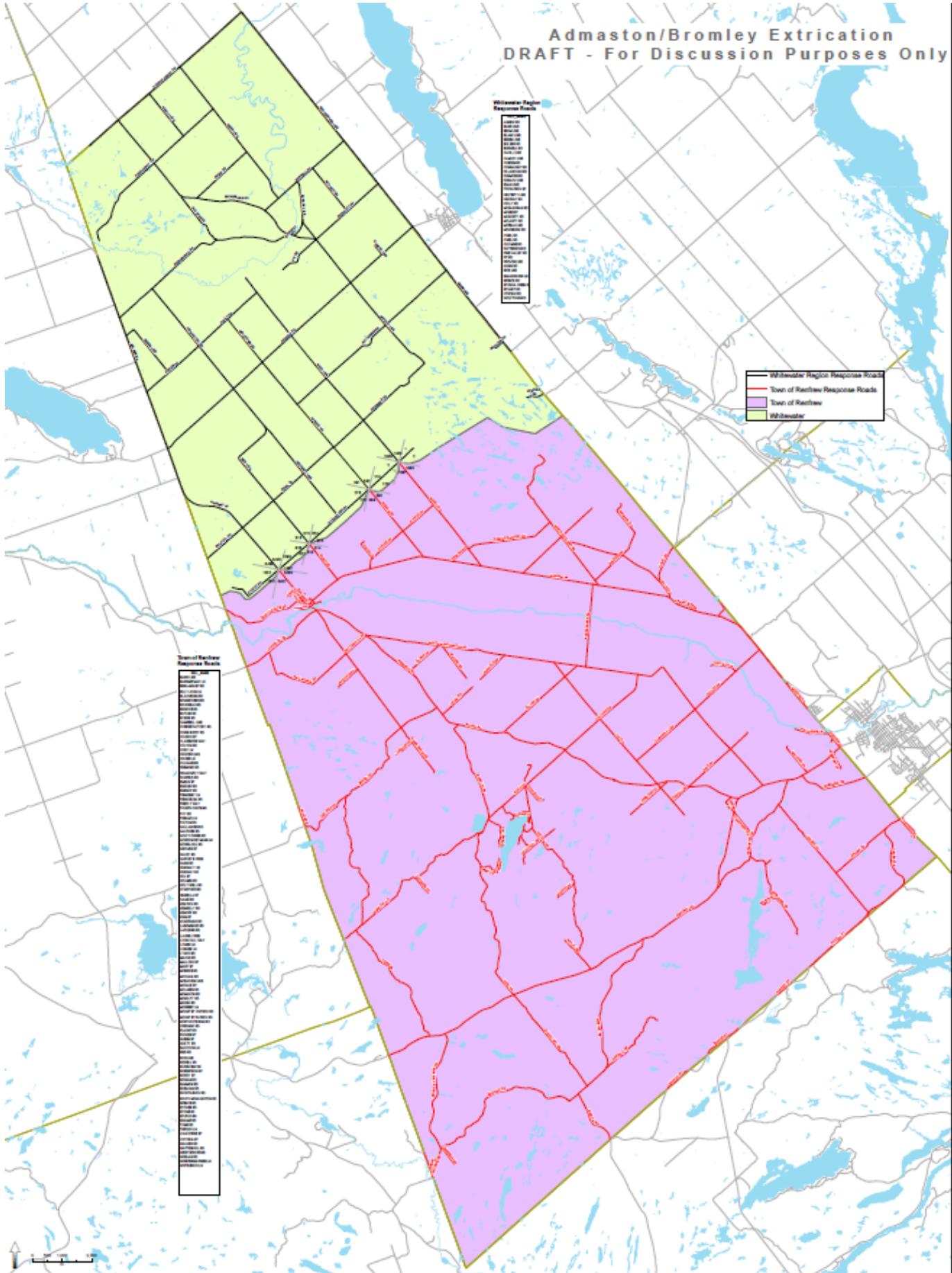
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CAO/CLERK

## Heavy Rescue (Extrication) Agreement Schedule "A"

### Fees

#	Description	Fee
1	Annual Administrative Fee	\$1,000.00
2	Service Rate	MTO Rates as amended (currently for the first hour or any part thereof: 509.89 and \$255.00 for each additional one-half hour or part thereof  Minimum Charge = MTO hourly rate as amended
3	Cancelled Call	Will be charged in accordance with the Service Rate

Appendix "B" to By-Law 2022-58



CORPORATION OF THE TOWNSHIP OF ADMASTON/BROMLEY

BY-LAW NO. 2022-59

**Being a By-Law of the Corporation of the Township of  
Admaston/Bromley authorizing the Corporation to enter  
Into an agreement with the Renfrew County District School Board**

**WHEREAS** the Board is the owner of a school site on Part Lot 12, Con. 3 & 4 in the Township of Admaston/Bromley known as “Admaston Public School”

**AND WHEREAS** the Township has participated in the construction of an addition to the “Admaston Public School” consisting of a Library, Kindergarten room and Gymnasium in order that members of the community can use the facility at times when it is not required for use by the school.

**AND WHEREAS** under the terms of the Board’s Policy on Public Use of School Facilities as it is amended from time to time, the, Board will make the facility available to the community at times when it is not required for use by the school.

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

1. That the Mayor and CAO/Clerk are hereby authorized to enter into an agreement on behalf of the Township of Admaston/Bromley which agreement is attached hereto and that they further be authorized to execute the said agreement.
2. That the said Agreement attached hereto and marked as Schedule ‘A’ shall Form part of this By-Law.
3. That the CAO/Clerk is hereby authorized to make such administrative amendments as necessary to carry out this by-law.
4. That By-Law 2002-15 is hereby repealed in its entirety.

READ a first and second time this 18<sup>th</sup> day of August 2022.

READ a third time and finally passed this 18<sup>th</sup> day of August 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	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.
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.

CORPORATION OF THE TOWNSHIP OF ADMASTON/BROMLEY

BY-LAW No. 2022-60

**A BY-LAW TO CONFIRM PROCEEDINGS OF  
THE COUNCIL OF THE TOWNSHIP OF ADMASTON/BROMLEY  
AT THE COUNCIL MEETING HELD AUGUST 18, 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 18<sup>th</sup> day of August, 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 18<sup>th</sup> day of August 2022.

READ a third time and finally passed this 18<sup>th</sup> day of August 2022.

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Mayor

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CAO/Clerk