

Township of Admaston/Bromley  
First Monthly Meeting  
Thursday, April 9th, 2020 @ 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
  - a) **5a** Resolution to adopt Minutes of council meeting held March 19<sup>th</sup>, 2020.
6. Delegations and Guests
7. **Planning and Economic Development Committee** – Chair Bob Hall, Committee Member Kevin LeGris
8. **Community Service Committee** – Chair Kevin LeGris, Committee Member Bob Hall
9. **Operations Committee** – Chair Robert Dick, All of Council.
  - a) **9a** Landfill Transfer Station Report
10. **Waste Management Committee** – Chair Kevin LeGris, All of Council
11. **Finance and Administration Committee** - Chair Michael Donohue, All of Council
  - a) **11a** Resolution to adopt By-Law 2020-23 Delegation of Authority of Council.
  - b) **11b** Resolution to adopt By-Law 2020-24 Interest and penalty relief due to the Covid-19 Pandemic.
  - c) **11c** Resolution to adopt By-Law 2020-25 Appointment of Clerk-Treasurer.
  - d) **11d** Municipal Disaster Recovery Assistance program Letter – Steve Clark
12. **Protective Services Committee** – Chair Mike Quilty, Committee Member Robert Dick
  - a) **12a** Resolution to adopt Pandemic Response Plan Appendices
13. **County of Renfrew** – Mayor Michael Donohue
14. **By-Laws**
  - **By-Law 2020-23** Being a By-Law Delegate the Authority of Council

- **By-Law 2020-24** Being a By-Law to provide relief from interest and penalty on billings; due to the COVID-19 Pandemic.
- **By-Law 2020-25** Being a By-Law to Appoint the Clerk-Treasurer of the Township of Admaston/Bromley.

15. Notice of Motion

16. Old Business

17. New Business

18. Confirmatory By-Law

- a) **18a** [By-Law No 2020-26](#) to confirm proceedings of the Council of the Township of Admaston/Bromley at the meeting held April 9<sup>th</sup>, 2020

19. Question Period

20. In-Camera Session

21. 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**

CORPORATION OF TOWNSHIP OF ADMASTON/BROMLEY

SECOND MONTHLY MEETING

Council met for their second monthly meeting at the Municipal Council Chambers on Thursday, March 19, 2020 at 7:30 pm. Present was Mayor Michael Donohue, Deputy Mayor Mike Quilty, Councillors Bob Hall, Kevin LeGris. Robert Dick was absent.

Staff members present were Acting Clerk-Treasurer Mitchell Ferguson, Public Works Superintendent Chris Kunopaski. Allison Vereyken is also present.

Mayor Michael Donohue then called the meeting to order at 7:45pm followed with a moment of silence.

**Resolution No. 07/03/20**

Moved by: Mike Quilty, seconded by Kevin Legris

BE IT RESOLVED that Council accept the agenda as amended this date.

“Carried”

The March 5<sup>th</sup>, 2020 minutes were provided to Council for approval and the following resolution was passed:

**Resolution No. 08/03/20**

Moved by: Mike Quilty, seconded by Kevin Legris

BE IT RESOLVED that Council accept the minutes of the regular council meeting held March 5<sup>th</sup>, 2020.

“Carried”

**Planning and Economic Development Committee** - Chair Bob Hall,  
Committee Member Kevin LeGris

**Community Service Committee** Chair Kevin LeGris, Committee Member Bob Hall

**Operations Committee** Chair Robert Dick, All of Council

The Roads Voucher dated March 13<sup>th</sup>, 2020 was provided to Council for approval and reviewed by Public Works Superintendent Chris Kunopaski. Upon consideration the following resolution was passed:

**Resolution No. 09/03/20**

Moved by: Mike Quilty, seconded by Kevin Legris

BE IT RESOLVED that Council approve payment of the Roads Voucher dated March 13<sup>th</sup>, 2020 in the amount of \$130,096.79.

“Carried”

A resolution to re-table By-Law 2020-18 until a future meeting was discussed. Upon consideration the following resolution was passed:

**Resolution No. 10/03/20**

Moved by: Bob Hall, seconded by Kevin Legris

BE IT RESOLVED that Council tables the by-law 2020-18, brought forward from the March 5<sup>th</sup>, 2020 meeting, to a future meeting pending investigation of a perceived conflict with the language contained in the agreement.

“Carried”

**Waste Management Committee** - Chair Kevin LeGris, All of Council

**Finance and Administration Committee** - Chair Michael Donohue, All of Council

The General Voucher dated March 13<sup>th</sup>, 2020 was provided to Council and reviewed Acting Clerk-Treasurer Mitchell Ferguson. Upon consideration the following resolution was passed:

**Resolution No 11/03/2020**

Moved by: Mike Quilty, seconded by Kevin Legris

BE IT RESOLVED that Council approve payment of the General Voucher dated March 14<sup>th</sup> in the amount of \$ 473,991.29.

“Carried”

Council reviewed the report that was brought forward from Ontario Wholesale Energy, and the following resolution was passed:

**Resolution No 12/03/2020**

Moved by: Bob Hall, seconded Kevin Legris

BE IT RESOLVED that council direct staff to renew with Ontario Wholesale Energy for one year.

“Carried”

Council reviewed the pandemic response plan that was reviewed and amended at the Finance and Administration meeting, and the following resolution was passed:

**Resolution No 13/03/2020**

Moved by: Bob Hall, seconded Kevin Legris

BE IT RESOLVED that council adopts the Covid-19 Response Plan reviewed and amended by the Finance and Administration Committee at the meeting of March 19, 2020.

“Carried”

Council reviewed the proposed amendment to by-law 2012-34, Part III – Council, Item 6 – Regular and Special Council meetings, to add subsection (l); to allow for electronic participation at meetings, and the following resolution was passed:

**Resolution No 14/03/2020**

Moved by: Kevin LeGris, seconded by: Bob Hall

BE IT RESOLVED that council approves By-Law 2020-21 Being a By-Law to amend By-law Number 2012-34, being a By-Law to Govern the Proceedings of Council and Committees of the Township of Admaston/Bromley.

“Carried”

**Protective Services** - Chair Mike Quilty, Committee Member Robert Dick

The following reports were reviewed by Council and accepted as information:

- Police Services Board Annual Year End Report 2019
- OPP Letter to Police Services Board re: Operational Review
- February Fire Committee Minutes and March Fire Chief's Report

**County of Renfrew** - Mayor Michael Donohue

The Mayor brought forward from County Council a report in which they delegated authority to Warden and CAO during the Provincial State of Emergency. Council reviewed it and accepted it as information.

**By-Laws**

**Resolution No 15/03/20**

Moved by: Kevin LeGris, seconded by: Bob Hall

That the By-Laws listed below dated March 19<sup>th</sup>, 2020 be enacted and passed:

- By-Law 2020-21 being a by-law to amend By-Law 2012-34, being a by-law to govern the Proceedings of Council and Committees of the Township of Admaston/Bromley.

**Confirmatory By-Law**

**Resolution No 16/03/20**

Moved by Kevin LeGris, seconded by Bob Hall

THAT By-Law No 2020-22, being a By-Law to Confirm the Proceedings of the Council of the Township of Admaston/Bromley at the meeting held March 19, 2020 be now numbered, deemed read three times and passed.

“Carried”

**Resolution No. 17/03/20**

Moved by Kevin LeGris, seconded by Bob Hall

BE IT RESOLVED THAT the Thursday March 19, 2020 Admaston/Bromley Council meeting be adjourned at 8:40p.m.

“Carried”

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Mayor

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Acting Clerk/ Treasurer

**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: April 9<sup>th</sup>, 2020

To: Council

Re: Landfill & Transfer Station Report

From: Mitchell Ferguson & Chris Kunopaski

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**Background:**

Currently, Admaston/Bromley landfill site and transfer stations remain open. Landfill site attendants have been encouraging physical distancing and ensuring that patrons are using the locations safely, while still recycling properly. Due to Covid-19, landfill site attendants have been directed to not handle money for tipping fees, and instead have been invoicing the patrons when required. The use of proper personal protective equipment has also been emphasized at the waste management sites when handling recycling, garbage or cardboard.

Unfortunately there have been instances where ratepayers are not observing proper physical distances at the waste management sites. In an effort to increase the safety to the ratepayers and reduce the risk of transmission and exposure, while still allowing for proper recycling practices, the following recommendations are being made:

**Recommendation:**

As of April 15<sup>th</sup> for the duration of the Provincial State of Emergency; in an effort to expedite the amount of time spent at the waste management sites and to observe proper physical distancing, the following measures are recommended:

- At the Stone road transfer station an employee will direct patrons to their respective recycling bins and compactor truck, allowing only one person at a time.
- No construction waste or household furniture will be accepted at the Stone Road Transfer Station, and instead will be diverted to Osceola.
- A two bag limit will also be implemented at the Stone Road Transfer station and the Douglas Transfer station.
- If further issues arise at the waste management sites, staff will implement measures to enhance ratepayer and staff safety as they see fit.

CORPORATION OF THE TOWNSHIP OF ADMASTON/BROMLEY

By-Law No. 2020-23

**Being a By-Law Delegate the Authority of Council**

**WHEREAS** the Municipal Act, S.O. 2001 c.25 as amended, Section 23.1 (1) provides that a municipality may delegate its powers and duties to a person or body subject to the restrictions set out in the act;

**AND WHEREAS** the Municipal Act, S.O. 2001 c.25 as amended, Section 23.3 (1) provides for restrictions and powers which cannot be delegated;

**AND WHEREAS** the Township of Admaston/Bromley deems it desirable to delegate certain authority and powers in the event that Council or its Committees are unable to act due to the current COVID 19 outbreak;

**NOW THEREFORE BE IT RESOLVED THAT** the Council of the Township of Admaston/Bromley enacts as follows:

1. That the Mayor and Clerk-Treasurer be delegated the authority to make decisions related to and/or during COVID 19, such as but not limited to:
  - a) waiving of fees and penalties for property tax billings;
  - b) determining and/or altering property tax billing due dates and methods of payment;
  - c) approving Human Resource Policies and Procedures as they pertain to staffing;
  - d) a spending limit for the Clerk-Treasurer and Mayor shall be set for \$25,000.
  - e) approval of consultant appointments and contract awards
2. That the Mayor and Clerk-Treasurer will report to Council at the next meeting of council on any actions taken under the provisions of this By-Law.
3. That this By-Law will come into force and take effect April 9, 2020, and terminate at the time that the Province terminates their Declaration of a State of Emergency.

READ a first and second time this 9<sup>th</sup> day of April 2020.

READ a third time and finally passed this 9<sup>th</sup> day of April 2020.

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Mayor

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Acting Clerk-Treasurer

CORPORATION OF THE TOWNSHIP OF ADMASTON/BROMLEY

By-Law No. 2020-24

**Being a By-Law to provide relief from interest and penalty on billings; due to the COVID-19 Pandemic.**

**WHEREAS** section 11 (1) of the Municipal Act, 2001, S.O. 2001, c. 25, as amended provides that a lower-tier municipality may provide any service or thing that the municipality considers necessary or desirable for the public; and;;

**AND WHEREAS** section 11(2) of the Municipal Act, 2001, S.O. 2001, c. 25, as amended allows the Township to pass by-laws regarding the financial management of the municipality and its local boards.;

**AND WHEREAS** the Township of Admaston/Bromley deems it expedient and desirable to provide some financial relief to ratepayers due to the COVID19 pandemic;

**NOW THEREFORE BE IT RESOLVED THAT** the Council of the Township of Admaston/Bromley enacts as follows:

1. Notwithstanding corporate policies in effect, that Interest & Penalty on all unpaid property taxes be set at 0% for March 2020.
2. That the Mayor and Clerk-Treasurer be provided with delegated authority to extend the period of 0% interest and penalty while the Province remains in a State of Emergency related to COVID-19 pandemic.

READ a first and second time this 9th day of April 2020.

READ a third time and finally passed this 9th day of April 2020.

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Mayor

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Acting Clerk-Treasurer



CORPORATION OF THE TOWNSHIP OF ADMASTON/BROMLEY

By-Law No. 2020-25

**Being a By-Law to Appoint a Clerk-Treasurer for the Township of Admaston/Bromley.**

**WHEREAS** Section 228 (1) of the Municipal Act S.O. 2001 c. 25 provides that the Council may appoint a Clerk;

**AND WHEREAS** Section 286 (1) of the Municipal Act S.O. 2001 c. 25 provides that the Council shall appoint a Treasurer;

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

1. That Allison Vereyken is hereby appointed as Clerk-Treasurer for the Corporation of the Township of Admaston/Bromley.
2. That the duties, roles and responsibilities will be in accordance with but not limited to the Job Description and is hereby attached as Schedule "A".
3. This By-Law shall be deemed to take effect on April 14<sup>th</sup>, 2020 and shall remain in force until repealed by Council.
4. That By-Law No. 2020-07 shall hereby be repealed on April 14<sup>th</sup>, 2020.

Read a first and second time this 9th day of April 2020.

Read a third and final time and passed this 9th day of April 2020.

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Mayor

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Acting Clerk-Treasurer

Schedule "A"

To By-Law 2020-25

**TOWNSHIP OF ADMASTON/BROMLEY  
JOB DESCRIPTION**

Job Title:	Approved By:
<b>Clerk-Treasurer</b>	<b>Council</b>
Reports To:	Effective Date:
<b>Council</b>	<b>April 22, 2013</b>

**Position Summary:**

To carry out all statutory duties of Clerk-Treasurer under the Municipal Act and other Acts of the legislature and to administer policies, programs and objectives established and approved by Council. Supervises the activities of the office staff.

**Position Qualifications:**

- Previous management/supervision experience required.
- Post secondary education in a related field or education in Municipal Government, particularly A.M.C.T. training would be considered an asset.
- Requirement to complete the AMCTO Municipal Administration Program
- 3 - 5 years experience with municipal financial and budgeting processes.
- Strong interpersonal skills and leadership ability combined with excellent written and verbal communication skills.
- Working computer knowledge.
- Must be Bondable.
- Valid Driver's License with a clear Driver's Abstract
- Police Records Search Certificate/Vulnerable Sector Screening

**Position Description:**

- 1) Performs the responsibilities of the position within the legislative and regulatory standards set out in the applicable Provincial and Municipal Acts. Performs the responsibilities of the position consistent with the Operations policies of the Township of Admaston/Bromley.
- 2) Manages the positions of Office Staff and assists Public Works Superintendent when required.
- 3) Acts as primary resource person to the Mayor, Council and committees on administrative matters.
- 4) Attends all Council and standing committee meetings when required and records the minutes of the proceedings or delegates this responsibility.
- 5) Ensures the timely preparation of agenda and distribution of minutes in accordance with established procedures.
- 6) Responsible to coordinate the preparation of the annual budget with the Public Works Superintendent, Local Boards and Committees.
- 7) Responsible for effective internal control measures for the financial operations of the municipality.
- 8) Ensures report preparation and consolidation for presentation to Council, Standing Committees and annual auditors.
- 9) Prepares By-Laws in accordance with all applicable legislation and ensures that all By-Laws requiring other agency approvals are presented to the appropriate party for approval.

- 10) Ensures that Council's decisions are communicated to all parties and staff as appropriate.
- 11) Receives Township correspondence, staff and committee reports.
- 12) Conducts Municipal Elections acting in the capacity of Returning Officer.
- 13) Fulfills the legislated clerk's functions described in the Planning Act and undertakes various activities to carry out the planning function including responding to inquiries from the public and other government agencies.
- 14) Oversees the administration of the Committee of Adjustment.
- 15) Responsible for all requirements under the Drainage Act including grant applications for Municipal Drain maintenance and Tile Drainage Debenture applications.
- 16) Establishes liaisons and positive relationships with the community and with other boards, authorities and upper levels of government. Ensures effective communication with the public, various other boards and agencies and the media.
- 17) Ensures that all advertisements and matters relating to tendering, major purchase, contractual agreements, notices and declarations are effectively administered.
- 18) Submits recommendations and reports to Council on administrative issues.
- 19) Acts as signing officer for Municipal By-Laws, minutes and other official documents.
- 20) Approves general invoices received in accordance with approved budgetary guidelines.
- 21) Advises and requests approval from Council for expenditure beyond the established limits.
- 22) Ensures maintenance and confidentiality of all documents related to Council.
- 23) Fulfill the statutory duties of Treasurer.
- 24) Develop and manage effective financial and cash management systems including the preparation, maintenance and monitoring of all financial records and reports.
- 25) Coordinate annual audit.
- 26) Supervise preparation and reconciliation of payroll for all departments.
- 27) Coordinate and reconcile grant applications
- 28) Supervise property taxation billing process and reconciliation to general ledger
- 29) Maintains a current municipal general ledger and prepare monthly budgetary control reports and quarterly cash management reports for Council.

**The forgoing description reflects the general duties necessary to describe the principal functions of the job identified and shall not be construed to be all of the work requirements that may be inherent in this classification.**

**Ministry of  
Municipal Affairs  
and Housing**

Office of the Minister

777 Bay Street, 17<sup>th</sup> Floor  
Toronto ON M5G 2E5  
Tel.: 416 585-7000

**Ministère des  
Affaires municipales  
et du Logement**

Bureau du ministre

777, rue Bay, 17<sup>e</sup> étage  
Toronto ON M5G 2E5  
Tél. : 416 585-7000



Your Worship  
Mayor Michael Donohue  
Township of Admaston/Bromley  
477 Stone Road, RR2  
Renfrew, Ontario  
K7V 3Z5  
mayordonohue@admastonbromley.com

234-2020-691

Dear Mayor Donohue:

Thank you for your municipality's application under the Municipal Disaster Recovery Assistance program for costs associated with spring 2019 flooding. I am pleased to respond to your request.

First of all, I would like to commend your residents and staff for their hard work and dedication in responding to last year's unprecedented flood season. The Government of Ontario recognizes the impact the flooding had on your community.

Today I am pleased to inform you that the Government of Ontario will provide financial support through the Municipal Disaster Recovery Assistance program to help with disaster response and recovery efforts in the Township of Admaston/Bromley. Eligible costs for provincial assistance under the program are up to \$461,630.15, primarily for significant costs related to washouts experienced on roads and culverts. The final amount you receive will be based on actual costs. Included in your eligible costs is funding under the climate resilience pilot initiative our government introduced in 2019 to help municipalities rebuild infrastructure to better withstand future extreme weather events when making repairs after a natural disaster. I want to thank you for your commitment to 'building back better' as demonstrated by your municipality's participation in this pilot initiative.

I understand how hard your community has been working, and I am making a commitment to transfer initial funds as quickly as possible. Staff from the ministry's Municipal Services Office East will be working with your municipality to finalize a transfer payment agreement. If you have any questions, please feel free to contact Eric Thibaudeau by telephone at 613-545-2131 or by e-mail at [Eric.Thibaudeau@ontario.ca](mailto:Eric.Thibaudeau@ontario.ca).

The province is committed to supporting your community. Please accept my best wishes for any ongoing recovery efforts in your Township.

Best regards,

A handwritten signature in blue ink that reads "Steve Clark". The signature is written in a cursive, flowing style.

Steve Clark  
Minister

c. The Honourable John Yakabuski, MPP, Renfrew - Nipissing - Pembroke

## **Appendix A**

# **PANDEMIC RESPONSE TEAM**

On receipt of an official message from authorized personnel, the Clerk-Treasurer will implement the plan by contacting the Covid-19 Response Team in the order listed below. If the primary contact is unavailable, contact the \*alternates.

Position	Name	Cell	Home	Work	Email
<b>Mayor</b>	Michael Donohue	613-433-1906	613-649-2943		<a href="mailto:mayordonohue@admastonbromley.com">mayordonohue@admastonbromley.com</a>
*Alternate	Kevin LeGris	613-312-9361	613-433-3144		<a href="mailto:klegris@admastonbromley.com">klegris@admastonbromley.com</a>
<b>Clerk-Treasurer</b>	Allison Vereyken	613-312-9534	613-281-8463	613-432-2885	<a href="mailto:info@admastonbromley.com">info@admastonbromley.com</a>
<b>Deputy Clerk-Treasurer</b>	Mitchell Ferguson	613-281-4517	613-432-8993	613-432-2885	<a href="mailto:info@admastonbromley.com">info@admastonbromley.com</a>
<b>CEMC</b>	Daryl Thom	613-433-6096	613-432-7223		<a href="mailto:dathom@xplornet.com">dathom@xplornet.com</a>
*Alternate	Karen Wren		613-433-2053		<a href="mailto:wrenroxie55@gmail.com">wrenroxie55@gmail.com</a>
<b>Emergency Information Officer</b>					
Primary	Township Receptionist			613-432-2885	<a href="mailto:info@admastonbromley.com">info@admastonbromley.com</a>
<b>Fire Department</b>					
Fire Chief	Kevin Van Woezik	613-281-1997			<a href="mailto:kvanwoezik@gmail.com">kvanwoezik@gmail.com</a>
Deputy Fire Chief	Bill McHale	613-281-0562		613-649-2457	<a href="mailto:billmchale16@icloud.com">billmchale16@icloud.com</a>
<b>Roads Department</b>					
Roads Superintendent	Chris Kunopaski	613-312-3175	613-432-2814	613-432-2885	<a href="mailto:info@admastonbromley.com">info@admastonbromley.com</a>
*Alternate	Steve Visinski	613-433-7484		613-432-2885	

# **Appendix B**

## **Administrative Measures**



### **Phase 1 – Effective Immediately:**

- Staff are encouraged to wash their hands frequently with warm water and soap especially after handling money.
- Visitors shall apply hand sanitizer upon attending at the public counter.
- Staff shall sanitize the public counter and all other surfaces, such as door handles, contacted by any visitors immediately upon the departure of the visitor.
- Share information as we receive it via email, Social Media and/or website.
- No training or travel outside the country is permitted.
- Public guidance information from Canadian public health agencies will be shared via email, social media and posted to the Township website
- No Special Events Permits will be issued.

### **Phase 2 - Province of Ontario declares State of Emergency relating to COVID-19 - Discussions begin regarding the Township declaring an emergency.**

#### Council and Staff

In addition to all previous measures,

- Except for waste management sites, all Township facilities will be closed to the public and notice shall be posted to that effect.
- Staff will continue to work therefore all communication or business to be conducted with staff must be done by telephone, email or fax.
- Working from home may be an option on a rotation basis provided that managers develop a plan on how to manage work being completed at home, the plan is to include prioritization of work as well as a list of items being worked on. The plan must be to the satisfaction of both the Mayor and the Clerk-Treasurer before working at home on a rotational basis is permitted.
- Staff with pre-existing health issues are encouraged not to attend work.
- Staff shall not report to work if they exhibit symptoms associated with coronavirus infection – cough, fever in excess of 38 degrees Celsius or shortness of breath – are required to notify their supervisor of the reason for their absence, and shall self-isolate as per guidance from the Renfrew County & District Health Unit or other Canadian public health agency. They shall not return to work until cleared to do so by their supervisor.
- Any staff self-isolating will continue to be regularly remunerated by the Township
- Any staff self-isolating may be assigned work to be completed at home.
- In the event self-isolating staff are found not to be complying with guidance provided by the Renfrew County & District Health Unit (RCDHU) (e.g. grocery shopping, etc.) they will not be compensated.
- Staff shall maintain 2 meter physical distancing from each other at all times.

- During the closure of the office staff will be permitted to be in casual attire.
- There shall be enhanced cleaning and sanitization of the Township office. These enhanced measures shall include:

#### Council Meetings

- As provided in the Municipal Emergency Act 2020, meetings of Council will be virtual through electronic means.
- All members attending virtually shall count toward quorum and may participate in closed session of Council.
- Council and any necessary visitors to Chambers will be offered gloves, masks, bacterial wipes and hand sanitizer if available
- The Mayor and senior managers shall attend virtual meetings from the Council Chamber, strictly observing physical distancing guidelines provided by the RCDHU.

#### Property Taxes

- Due date for taxes is March 31, 2020, at this point no extension has been approved.
- Payments can be made online through bank , payment can be put in mailbox at the Township Office, or payment can be mailed to:

Township of Admaston/Bromley  
477 Stone Road  
Renfrew ON, K7V 3Z5

All Township facilities will be closed to the public, facilities include but are not limited to:

- Township Office
- Public Works Garages
- Douglas Fire Hall
- Barr Line Community Centre
- Library
- Recreation, including grounds

#### Building

- Building inspections will occur however the CBO will only attend inspections when necessary and will always be required to wear a mask and gloves

#### By-law Enforcement

- By-Law Enforcement shall be done at the discretion of the By-Law enforcement officer.
- Physical distancing is required to ensure safety of the officer.
- Personal Protective Equipment (PPE) will be worn when necessary.

#### Livestock Evaluation

- Livestock Evaluators shall continue to investigate claims of predator damage, but shall adhere to the following guidance:
- Personal Protective Equipment shall be worn when necessary.
- Physical distancing s required when attending a claim.

#### Drainage Inspector

- Inspections shall be done at the discretion of the drainage inspector.
- Physical distancing will be required to ensure safety of the inspector.

#### Other Services

- All other Municipal services, such as but not limited to fence viewing or committee of adjustment shall be suspended.

#### **Phase 3 – Occurs when The Township of Admaston/Bromley declares an emergency**

# **Appendix C**

## **Public Works Measures**

### **Phase 1 – Effective Immediately:**

- Staff are encouraged to wash their hands frequently with warm water and soap especially after handling money.
- Visitors shall apply hand sanitizer upon attending at the public counter.
- Staff shall sanitize the public counter and all other surfaces, such as door handles, contacted by any visitors immediately upon the departure of the visitor.
- No training or travel outside the country is permitted.

### **Phase 2 - Occurs when Province of Ontario declares State of Emergency relating to COVID-19 - Discussions begin regarding the Township declaring an emergency.**

#### Public Works

- Except for waste management sites, all Public Works facilities will be closed to the public and notice shall be posted to that effect.
- Staff with pre-existing health issues are encouraged not to report to work.
- Staff shall not report to work if they exhibit symptoms associated with coronavirus infection – cough, fever in excess of 38 degrees Celsius or shortness of breath – are required to notify their supervisor of the reason for their absence, and shall self-isolate as per guidance from the Renfrew County & District Health Unit or other Canadian public health agency. They shall not return to work until cleared to do so by their supervisor.
- Any staff self-isolating will continue to be regularly remunerated by the Township
- Any staff self-isolating may be assigned work to be completed at home.
- In the event self-isolating staff are found not to be complying with guidance provided by the Renfrew County & District Health Unit (RCDHU) or other Canadian public health agencies (e.g. grocery shopping, etc.) they will not be compensated.
- Staff shall maintain 2 meter physical distancing from each other where practicable.
- Staff will be assigned equipment restricted to their sole operation where practicable.
- Staff are required to sanitize any vehicle/equipment they have operated with antibacterial solution when done using the vehicle/equipment, which may or may not be at the end of the shift.
- Staff are required to wear gloves when fueling equipment.
- Staff using the mechanic's tools are required to sanitize the tools prior to returning them to the mechanic.
- Senior staff shall compile a list of operators available to assist in a weather event should the need arise (ie. Plowing). All such part-time staff shall be subject to requirements herein.
- There shall be enhanced cleaning and sanitization of the Public Works garages. These enhanced measures shall include:

#### Waste Sites

- Staff are encouraged to remain in the booth at all times and limit interaction with ratepayers. Any interactions with ratepayers at the waste site must be done at a minimum of two (2) meters separation from them.
- Staff is not permitted to come in contact with any household waste or recyclables delivered by ratepayers.
- Staff will not accept cash as tipping fee, and will only document ratepayers subject to tipping fees for reporting to Administration staff for sending a tipping fee invoice to the ratepayer.
- Absolutely no items are to be removed from the transfer site by anyone.
- Cardboard is not to be handled until at least 24 hours have passed since the last possible exposure would have occurred.
- Staff are required to wear disposable gloves when handling cardboard for transfer.

### **Phase 3 – Occurs when The Township of Admaston/Bromley declares an emergency**

#### Public Works

- Will only be responding to weather events and/or emergency calls
- Staff will be on a rotational basis and the schedule for such rotation will be at the discretion of the Public Works Superintendent.

#### Waste Sites

- Senior staff will identify alternate recycling attendants as back up to the regular attendants if needed.
- Transfer stations located at Stone Road and Fourth Chute Road will be closed to the public if no attendants are available. Ratepayers will be required to take household waste and recyclables directly to the Osceola Landfill.
- If no attendants are available for the transfer stations or the Osceola Landfill, ratepayers are required to securely store household waste and recyclables until the earlier of resumption of service or notice of alternate means of disposal
- Construction waste may be received by appointment with the Public Works department.

# **Appendix D**

## **Fire Department Measures**

### **Phase 1 – Effective Immediately:**

- Staff are encouraged to wash their hands frequently with warm water and soap.
- Staff are encouraged to wear personal protective equipment (PPE) on all calls.
- Staff shall take guidance from the Office of the Fire Marshall regarding appropriate PPE.
- In the event of a medical assist call, masks will also be provided, and the victim may also be requested to wear a mask to minimize risk to our Fire Department.
- Staff shall closely observe proper sanitization of share equipment, particularly self-contained breathing apparatus
- No travel outside the country is permitted
- All training events are suspended until further notice.

### **Phase 2 - Occurs when Province of Ontario declares State of Emergency relating to COVID-19 - Discussions begin regarding the Township declaring an emergency.**

- The Douglas Fire Station will be closed to the public and notice shall be posted to that effect.
- Staff are required to notify the Chief if they will not be available for active duty, and the reason for their unavailability.
- Staff with pre-existing health issues are encouraged not to respond to calls.
- Staff are required to notify the Chief if they exhibit symptoms associated with coronavirus infection – cough, fever in excess of 38 degrees Celsius or shortness of breath – shall be removed from active duty, and shall self-isolate as per guidance from the Renfrew County & District Health Unit or other Canadian public health agency. They shall not return to active duty until cleared to do so by the Chief.
- Personal protective equipment shall include all standard issue firefighter gear and equipment.
- Proper sanitation practices of the PPE will be observed prior to and after use.
- Staff are required to limit occupancy to two per truck driving to or from fire hall.
- Staff shall be mindful of physical separation where it does not impair appropriate response as directed by Incident Commander.
- Upon return to the fire hall, the same fire staff that had occupied the truck will thoroughly sanitize the truck and equipment with antibacterial solution.
- Staff are required to wear gloves when refueling trucks.

There shall be enhanced cleaning and sanitization of the Fire Hall. These enhanced measures shall include:

### **Phase 3 – Occurs when The Township of Admaston/Bromley declares an emergency**



CORPORATION OF THE TOWNSHIP OF ADMASTON/BROMLEY

BY-LAW No. 2020-26

**A BY-LAW TO CONFIRM PROCEEDINGS OF  
THE COUNCIL OF THE TOWNSHIP OF ADMASTON/BROMLEY  
AT THE MEETING HELD APRIL 9, 2020**

**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 9th day of April 2020 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 9th day of April 2020.

READ a third time and finally passed this 9th day of April 2020.

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Mayor

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Acting Clerk-Treasurer