

TOWNSHIP OF ADMASTON/BROMLEY  
COMMUNITY SERVICES COMMITTEE

AGENDA

The Township office is currently closed to the public and will be holding all meetings virtually. To attend the meeting please join as per below:

Join Zoom Meeting

<https://us02web.zoom.us/j/83769057110>

OR

Meeting ID: 837 6905 7110

+1 613 209 3054 Canada

Wednesday, May 12<sup>th</sup>, 2021  
At 1:00 p.m.

1. Call meeting to order.
2. Declaration of Pecuniary Interest
3. Approval of Agenda
4. [Adoption of Minutes –March 19<sup>th</sup>, 2021](#)
  5. [Canada Day 2021](#)
  6. [Nordic Walking Poles](#)
    1. [Donation Letter](#)
7. [Renfrew Recreation Agreement](#)
  1. [Report from March 19, 2021](#)
  2. [Renfrew Recreation Agreement](#)
8. [Dacre and Area Community Association Request](#)

1. Request for Financial Assistance
  2. Financial Statements
9. Women's Institute – School House Request
    1. Request and Financial Statements
10. Next Meeting
7. Adjournment

TOWNSHIP OF ADMASTON/BROMLEY  
COMMUNITY SERVICES COMMITTEE  
MINUTES

Friday, March 19, 2021

**At 1:00 p.m.**

Chair Kevin Legris and Committee Members Bob Hall and Michael Donohue were present.

Also in attendance were Deputy Mayor Mike Quilty, Councillor Robert Dick, Clerk/Treasurer Allison Vereyken.

1. Chair Kevin Legris called the meeting to order at 2:24 p.m.
2. Declaration of Pecuniary Interest – none
3. Approval of Agenda

Moved by Michael Donohue, seconded by Bob Hall

BE IT RESOLVED THAT the Committee approve the agenda for the March 19, 2021 Community Services Committee as presented this date.

“Carried”

4. There were no previous minutes to be approved at this time.
5. Renfrew Recreation Agreement

The Clerk/Treasurer presented the report related to a proposed agreement from the Town of Renfrew for Recreation services.

Upon consideration the Committee made the following recommendation to Council:

Moved by Michael Donohue, seconded by Bob Hall

BE IT RESOLVED that the Community Services Committee direct staff to obtain from the Town of Renfrew the most recent approved recreation budget as well as the basis for the target user fee of \$100 per person;

AND FURTHER that staff communicate to the Town of Renfrew a preference for an agreement based on a rolling 5 year average of users.

“Carried”

6. Next Meeting

The next meeting is to be at the call of the Chair.

7. Adjournment

Moved by Michael Donohue, seconded by Bob Hall

BE IT RESOLVED that the Friday, March 19<sup>th</sup>, 2021 Community Services Committee adjourn at 3:15 p.m.

“Carried”

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Chair

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Clerk

**Township of Admaston/Bromley**

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

**Renfrew, ON**

**K7V 3Z5**

**E-Mail Address – info@admastonbromley.com**

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

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

**REPORT**

Date: May 12, 2021  
To: Community Services Committee  
From: Allison Vereyken  
Re: Canada Day Celebrations

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**Background:**

As Committee will recall at the May 7, 2020 Council meeting the following resolution was passed:

**Resolution No. 03/05/20**

Moved by: Kevin Legris, seconded by Bob Hall

BE IT RESOLVED THAT Council approve the cancellation of the 2020 Canada Day Celebrations for the Township of Admaston/Bromley;

AND THAT IT BE RESOLVED THAT Council approve and support an application to the Celebrate Canada Grant and the Celebrate Ontario Grant for the 2021 Canada Day Celebrations;

AND THAT IT BE RESOLVED THAT Council approve staff to advertise for the nominations of Citizens of the Year as in previous years, but that the awards will be distributed at a later date.

“Carried”

This decision was made based on the current situation with the COVID-19 pandemic.

**Discussion:**

The Ontario government, in consultation with the Chief Medical Officer of Health and other health experts, declared a third [provincial emergency](#) on April 7<sup>th</sup>, 2021 under s

7.0.1 (1) of the *Emergency Management and Civil Protection Act* (EMPCA). These measures were taken in response to the rapid increase in COVID-19 transmission, the threat on the province's hospital system capacity, and the increasing risks posed to the public by COVID-19 variants.

Effective Thursday, April 8, 2021 at 12:01 a.m., the government issued a province-wide Stay-at-Home order requiring everyone to remain at home except for essential purposes, such as going to the grocery store or pharmacy, accessing health care services (including getting vaccinated), for outdoor exercise , or for work that cannot be done remotely. This Stay-at-Home order is in effect until at least May 20, 2021.

Municipalities in Renfrew County are having discussions around the Canada Day festivities for 2021 and a number of Municipalities in Renfrew County have cancelled their Canada Day Celebrations or are strongly leaning towards that direction based on the current state of the Province.

The normal timeline for Canada Day includes invites being mailed/delivered in April for the local community groups and participants that aid in making the Celebrations what they are in the Township. The Citizens of the Year Awards have been advertised for nominations in the local papers. At this current time staff has held off on performing many of the tasks until there was greater certainty the event would be held.

Unfortunately due to the current status of the COVID-19 pandemic and with the uncertainty on the ability to host an in-person gathering Township staff is recommending cancelling the 2021 Canada Day Celebrations for any in-person events. The recommendation would be to host a electronic festivity to deliver the Citizen of the Year Awards to the 2020 recipients and the 2021 recipients.

### **Financial Implications:**

There is \$3,000 budgeted for Township events, which include the Citizens of the Year Awards, plus \$1,300 in Celebrate Canada Grant funding that will be returned.

Currently there is one (1) deposit out to Ry-J's Climbing Adventure for Canada Day in the amount of \$785.35. Township staff will contact to have the deposit returned in the event the recommendation is approved.

### **People Consulted:**

Township Staff  
Local Municipalities within Renfrew County

### **Recommendation for Council:**

BE IT RESOLVED THAT Council approve the cancellation of the 2021 Canada Day Celebrations for the Township of Admaston/Bromley;

AND THAT IT BE RESOLVED THAT Council approve and support an electronic Canada Day to deliver the 2020 and 2021 Citizen of the Year Awards as long as the state of the Province allows for this at the time of the event.

**Township of Admaston/Bromley**

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

**Renfrew, ON**

**K7V 3Z5**

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613-432-4052 Fax**

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613-646-7918 Cobden Road Garage**

**REPORT**

Date: May 12, 2021  
To: Community Services Committee  
From: Allison Vereyken  
Re: Walking Sticks/Pole Donation

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**Background**

In early April Township staff were contacted by Connect Well Community Health about receiving a donation of Nordic Walking Poles (see attached letter).

**Discussion**

The Township has received the walking sticks but received substantially more than anticipated in the letter. The Township received approximately 24 sets of walking poles, which have a value of approximately \$187/per set.

Staff responded to the donation letter to advise that the Township would be interested in receiving the walking poles to distribute amongst individuals in the Township that may find use for them.

There are several options for Committee to discuss on how to distribute, with the below noted option being presented by staff, although noting that there may be other options presented by Committee:

1. Develop a lending hub for ratepayers to pick up the poles at the Township office. This option would require substantial staff time to look after the inventory and deal with people looking to loan the sticks.
2. Post a notice on social media and in the local newspaper advising people of the sticks and provide on a first come first serve basis.
3. Donate to the local recreation committees for them to disperse as they deem fit.
4. Reach out to local activities such as the Walk the Halls organizer from Opeongo High School and see if they have any use for the sticks.

**Financial Implication**

None.

**Recommendation**

WHEREAS the Township has been donated a number of Nordic Walking Poles;

NOW THEREFORE BE IT RESOLVED THAT the Community Services Committee recommends to Council Option \_\_\_\_\_ as discussed this date.



20 Robertson Drive  
Beachburg, Ontario  
K0J 1C0

T 613-582-3685  
F 613-582-7095  
[connectwell.ca](http://connectwell.ca)

Township of Admaston/Bromley  
ATTN.: Manager of Recreation  
477 Stone Road, RR 2  
Renfrew, ON, K7V 3Z5

Dear Recreation Staff:

This letter is to offer the Municipality a donation of a package of Nordic Walking Poles that includes:

- 12 sets of Nordic Walking poles (varying lengths);
- 4 sets of cut-to-size, customizable poles;
- Wrist straps;
- Extra rubber paws
- Snow baskets.

The poles we are offering are shown in the attachment and include a mix of used and new, fixed-length poles with removable wrist straps. Most of the poles are made by [Gymstick](#) and are similar to their new model shown in the link called the "Go Walker." There are a few Exel, fixed-length poles included as well.

We received a large donation of these poles some time ago and we are not able to use all that we received. Rather than remain in storage, we wish to share this donation with our local and surrounding Municipal Recreation Departments to offer to community members to get more active outdoors.

We are offering the sets "as is" and we are not able to make substitutions in lengths of poles. We may be able to offer additional sets of poles and parts if needed and by request.

Please respond by email or phone to Lara: [lmylly@connectwell.ca](mailto:lmylly@connectwell.ca) or 613-582-3685 x4247 **by April 30** if are interested in receiving this donation package.

Kind regards,

A handwritten signature in blue ink that reads "Lara Mylly".

Lara Mylly, Health Promoter – System Navigator  
Cc: Brenda Powers-Ross, Director

30 Bennett Street  
Carleton Place, Ontario  
K7C 4J9  
613-257-7619

207 Robertson Drive  
Lanark, Ontario  
K0G 1K0  
613-259-2182

20 Robertson Drive  
Beachburg, Ontario  
K0J 1C0  
613-582-3685



20 Robertson Drive  
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K0J1C0

T 613-582-3685  
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**REPORT**

Date: May 12, 2021  
To: Community Services Committee  
From: Allison Vereyken  
Re: Renfrew Recreation Agreement

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**Background**

As Committee will recall a report was brought forth at the March 19<sup>th</sup>, 2021 meeting to discuss the Renfrew Recreation Agreement extension until December 31, 2023. The report is attached for reference.

**Discussion**

At the meeting on March 19<sup>th</sup>, 2021 Committee requested additional information be received from the Town of Renfrew in relation to the amounts being charged per user to the Township of Admaston/Bromley. Below noted are the responses received from the Town of Renfrew:

- 1) Can you forward the most recent Budget for the Town of Renfrew? **2020 Recreation Operating Budget was \$1,104,360**
- 2) What is the basis to charge \$100 per user? **Is the phased maximum for this agreement. The cost per RESIDENT of Renfrew for recreation services is (\$124.76-4 year average or \$126.18-5 year average) Neighboring municipalities are being charged for their average users, not total residents. It will be my recommendation to phase in the next 5 year agreement to the current cost per town resident.**
- 3) It would be the preference of Admaston/Bromley to have a rolling average for the 5 year average. **The direction I received from my committee was to sign a 5 year fixed agreement with neighboring municipalities to provide a phased in approach and an identified budget amount for the duration of the agreement. I believe the Town was more than fair lowering the non-resident user agreements by half in 2021 due to Covid, even though our usage was up at the arena. Admaston/Bromely annual contribution was reduced in 2020 and more than cut in half in 2021. My fear of revisiting the**

formulas is that neighboring municipalities were scheduled to pay \$1.30 to \$11.79 per resident over the five year average, prior to cutting the fees in half for 2020! Town of Renfrew residents paid an average of \$126.18 towards the recreation operating budget. Should you or an elected official wish to contact our Chair, Tom Sidney to reconsider the agreement I encourage you to do so.

4) Have the other Townships signed their agreements? Horton and McNab Braeside have signed and paid. Greater Madawaska is still questioning the years as their previous agreement did not expire until 2021. I was trying to have all agreements renew at the same time.

### **Financial Implication**

Each Year until 2024 the Township will realize an approximate increase of \$1,700 to the agreement with the Town of Renfrew.

### **Recommendation**

WHEREAS the Township has been annually approving the amounts to be paid as per the Town of Renfrew Recreation agreement since the 2019 year;

NOW THEREFORE BE IT RESOLVED that the Committee provide recommendation to Council to approve the agreement as presented to be effective January 1, 2019 and terminating December 31, 2023.

**Township of Admaston/Bromley**

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**REPORT**

Date: March 19, 2021

To: Community Services Committee

From: Allison Vereyken

Re: Proposed Recreation Agreement with Town of Renfrew

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**Background**

Kevin Hill attended the November 21<sup>st</sup>, 2019 Council meeting as a delegation to discuss the Town of Renfrew's Recreation Agreement coming forward in 2020.

Once the meetings with the Townships of Horton, Greater Madawaska, McNab/Braeside and Admaston/Bromley were complete, there was a proposal sent forward from Kevin Hill to municipalities to discuss the Non Resident User Agreement.

Below is the Draft fee schedule for Admaston/Bromley from Kevin Hill, based on the Average Number of Users being: **277.6** (Figure 3) for Admaston/Bromley. Attached on Page 2 (Figure 3) is the full breakdown of the proposal sent to the Township by Kevin Hill.

As shown in **Figures 1 & 3**, the proposed agreement would cause a yearly increase of \$6.25 per user, or \$1,700.00 per year.

<b>Figure 1</b>		
<b>Year</b>	<b>Charge Per User</b>	<b>Total Fee</b>
2020	\$75.00	20,900.00
2021	\$81.25	22,600.00
2022	\$87.50	24,300.00
2023	\$93.75	26,100.00
2024	\$100.00	27,800.00

As shown in **Figure 2**, the Previous Agreement consisted of a \$500.00/year increase which equates to approximately 2% annually.

Year	Total Fee
2015	21,000.00
2016	21,500.00
2017	22,000.00
2018	22,500.00
2019	23,000.00

Year		Renfrew	Admaston/ Bromley	Horton	Greater Madawaska	McNab/Braeside
<b>Users</b>						
2015		1,251.00	227.00	382.00	93.00	81.00
2016		1,405.00	249.00	394.00	159.00	139.00
2017		1,584.00	323.00	402.00	138.00	77.00
2018		1,262.00	302.00	387.00	126.00	120.00
2019		1,612.00	287.00	377.00	169.00	112.00
Average		1,422.80	277.60	388.40	137.00	105.80
Year	Proposed Charge per User	Renfrew	Admaston/ Bromley	Horton	Greater Madawaska	McNab/Braeside
2020	75	106,800.00	20,900.00	29,200.00	10,300.00	8,000.00
2021	81.25	115,700.00	22,600.00	31,600.00	11,200.00	8,600.00
2022	87.5	124,500.00	24,300.00	34,000.00	12,000.00	9,300.00
2023	93.75	133,400.00	26,100.00	36,500.00	12,900.00	10,000.00
2024	100	142,300.00	27,800.00	38,900.00	13,700.00	10,600.00
Average Annual Increase		7%	7%	7%	7%	7%

At the March 5, 2020 Committee meeting Committee directed staff to correspond with Kevin Hill, Director of Parks and Recreation for the Town of Renfrew, asking for more information with regards to the substantial escalation in the proposed fee structure for the recreation agreement.

### **Discussion**

Staff has followed up with the Town of Renfrew to provide background on the substantial annual increase. The reasoning provided is that the intent is to slowly over a five (5) year period move towards a \$100 per user fee to each Municipality that has an agreement with the Town of Renfrew. This charge is similar to the agreement that the Township of Admaston/Bromley has with the Township of Bonnechere Valley although Bonnechere Valley also charges an additional \$100 to the resident at the time of registry for a total of \$200 extra for non-resident users.

**Financial Implication**

Each Year until 2024 the Township will realize an approximate increase of \$1,700 to the agreement with the Town of Renfrew.

In 2024 the five (5) year average of number of users will be adjusted to be based off of 2019-2023, this may have a positive or negative affect on the Township as per the current numbers used have been decreasing each year. For the 2020 year the actual numbers will not be reflective or useful due to the pandemic.

**Recommendation**

WHEREAS the Township has been annually approving the amounts to be paid as per the Town of Renfrew Recreation agreement since the 2019 year;

NOW THEREFORE BE IT RESOLVED that the Committee provide recommendation to Council to approve the agreement as presented to be effective January 1, 2019 and terminating December 31, 2023.



January 27, 2021

Allison Vereyken, Clerk-Treasurer  
Township of Admaston/Bromley  
477 Stone Road  
Renfrew, ON K7V 3Z5

Dear Allison:

**Reference: Recreation - User Fee Agreement**

Please find enclosed our Certified Copy of By-Law 6-2021 and two signed agreements respecting the User Fee Agreement for Recreation. Please keep one agreement along with the copy of the by-law for your records and return one signed agreement to the Town of Renfrew.

Thank you,

Jennifer Charkavi  
Deputy Clerk

# SCHEDULE "A"

## AGREEMENT

Made this 27<sup>th</sup> day of January, 2020

BETWEEN:

**The Corporation of the Town of Renfrew**

(hereinafter called the "Town")

**AND**

**The Corporation of the Township of Admaston Bromley**

(hereinafter called the "Township")

**WHEREAS** the Town of Renfrew is the owner of various recreational facilities and the coordinator of a variety of recreational programs and services within the Town of Renfrew;

**AND WHEREAS** the Township of Admaston Bromley wishes that its residents have access to the recreational facilities, programs and services of the Town of Renfrew;

**AND WHEREAS** the Town of Renfrew is prepared to grant such permission to the residents of the Township of Admaston Bromley;

**NOW THEREFORE**, the parties hereto agree as follows:

1. Residents of the Township shall be permitted the same rights, privileges and access to participate in recreational programs and services and to use recreational facilities operated by the Town of Renfrew Parks, Recreation and Facilities Department as residents of the Town; subject to fees and premiums identified in section 3 of this agreement.
2. At the end of each calendar year the Town of Renfrew will provide a summary of recreation program and services usage by the neighbouring residents.
3. It is agreed that the Township will pay the Town the annual fee as provided for below to allow all Township residents to enjoy the same rights, privileges and access to the recreational facilities, programs and services as the residents of the Town. The Township shall pay to the Town for said services the following fees, plus applicable taxes:

2019	\$20,900
2020	\$11,300
2021	\$24,300
2022	\$26,100
2023	\$27,800

**The Town will invoice the Township in June each year, with payment due upon receipt.**

- 4. Term: This Agreement shall be for a period of five (5) years commencing retroactively to the 1<sup>st</sup> day of January, 2019 and terminating on the 31<sup>st</sup> day of December 2023.**
- 5. It is understood and agreed upon by both parties that the fees collected on an annual basis are for the previous year's usage and financial commitment to the Town of Renfrew.**
- 6. The Township and the Town agree to share information on proposed capital enhancements of recreational facilities, programs and services.**
- 7. It is agreed that neither party will terminate this Agreement until December 31, 2023 and that should the Town or the Township not be interested in extending the agreement, six (6) months' notice prior to December 31, 2023 must be provided in writing to the other party at its Municipal Office.**
- 8. This agreement may be amended by the parties to the agreement by mutual agreement between both parties.**
- 9. This agreement supersedes any previous shared services/non resident user agreements between both parties.**

**IN WITNESS WHEREOF the Parties herto have herunder set their hand and the corporate seal on the date written above**

**Signed, Sealed and Delivered**

**In the Presence of**

**The Corporation of the Town of Renfrew**

\_\_\_\_\_

**Witness**

  
\_\_\_\_\_

**Mayor** DON RIADY

\_\_\_\_\_

**Witness**

  
\_\_\_\_\_

**Clerk** Kim R. Bulman

**The Corporation of the Township of Admaston Bromley**

\_\_\_\_\_

**Witness**

\_\_\_\_\_

**Mayor**

\_\_\_\_\_

**Witness**

\_\_\_\_\_

**CAO**

**Township of Admaston/Bromley**

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**REPORT**

Date: May 12, 2021

To: Community Services Committee

From: Allison Vereyken

Re: Dacre and Area Community Association Request

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**Background**

On March 29th, 2021 staff received a written request for financial assistance from the Dacre and Area Community Association Request due to the COVID-19 pandemic. Staff requested financial statements from the Dacre and Area Community Association Request in order to best prepare Committee with all available information prior to responding to the financial request. The financial request is attached.

**Discussion**

In 2021 the Township received an additional \$9,000 for use to address the unique needs of each community based on COVID-19 related operating pressures. This funding was separate from the previous funding received through the Safe Restart Program, at which the Township received \$85,100 and then an additional \$20,000.

The Ontario Trillium Foundation announced funding that would be available for charitable organizations or not-for-profits to help offset operating costs due to loss of revenue during the pandemic. Staff provided the link and notice of the potential funding available to the Dacre and Area Community Association. A member from the association thanked Township staff for providing the information in relation to the potential funding to them as they were unaware of the grant application.

The financial request from DACA is being presented to the Township of Admaston/Bromley because the Township has the Dacre and Area Community Centre as their alternate Emergency Operations Centre in the event of an emergency. At the time of the report the Township of Greater Madawaska had not been contacted about additional financial assistance as they also have the Dacre and Area Community Centre

as their alternate Emergency Operating Centre and the Dacre and Area Community Centre is located in the Township of Greater Madawaska.

**Financial Implication**

Unknown at this time.

The Township normally sets aside \$6,500 for donations to local groups. Due to the pandemic there are a number of events that have already been cancelled such as the Science Fair and potentially Canada Day activities.

**Recommendation**

WHEREAS the Township has received a request from the Dacre and Area Community Association to help offset lost revenues due to the COVID-19 pandemic;

NOW THEREFORE BE IT RESOLVED THAT the Community Services Committee recommends to Council the donation of \$\_\_\_\_\_ to the Dacre and Area Community Association.

DACRE & AREA COMMUNITY ASSOCIATION INCORPORATED

111 Flat Rd.,  
DACRE, ON K0J 1N0  
[dacacommunity@gmail.com](mailto:dacacommunity@gmail.com)

*Lynn Gavin*  
*President*  
(613) 649-2721

*Gail Murphy*  
*Vice-President*  
(613) 649-2236

*Elizabeth Frost*  
*Treasurer*  
(613) 649-2668

March 29, 2021

Michael Donohue, Mayor  
Township of Admaston/Bromley  
477 Stone Rd.  
Renfrew, ON  
K7V 3Z5

Dear Mayor Donohue & Council,

The Dacre and Area Community Association Incorporated will be starting their new fiscal year in April and are again asking for your assistance. The Admaston/Bromley Township annual donation has been a great asset to us and we hope that you will continue to keep us in mind again this year.

As you probably know our largest fundraiser (St. Patrick's Dance) has been cancelled for a second year in a row due to the Covid-19 restrictions. We realize that there are many organizations with the same funding issues but with our building designated as a Disaster Relief and/or Evacuee Centre we wondered if there might be grant monies available that we might qualify for.

DACA has been raising funds by serving take-out dinners and holding limited seating Bingo's as well as selling our newly printed cookbooks, but our taxes, insurance and utilities alone cost us over \$14,000.00. We, the Board and its members are determined to keep the DACA Centre running and hope that we will soon be able to start celebrating our many events and programs that have been cancelled because of the pandemic.

If you require any further information from us, please don't hesitate to ask. Thanks again for your continued support.

Yours sincerely,

Elizabeth (Betty) Frost  
Treasurer, DACA Inc.

Dacre & Area Community Association Incorporated  
For the period ended March 31, 2021  
Summary of Financial Operations

Revenues:

General Revenue	144.25	
Hall Rental	800.00	
Bar/Kitchen Proceeds	9,502.50	
Donations	7,350.50	
Grants	8,000.00	
Fundraising Projects	5,040.00	
Memberships	935.00	
Bingo/Lottery Proceeds	<u>5,059.70</u>	
		36,831.95

Expenses:

Utilities	7,679.16	
Events	3,355.46	
Donation To:	150.00	
Bank Charges	194.71	
Insurance	5,140.82	
Repairs & Maintenance	9,668.92	
Office Expenses	1,201.66	
Advertising	2,281.39	
Taxes	2,169.64	
Fundraising expenses	2,688.93	
Miscellaneous (WSIB & Bingo & Lottery Licences)	581.45	
Capital Expenses (computer, laminator, binding machine)	1,413.34	
Memberships To:	<u>30.00</u>	
		<u>36,555.48</u>
Surplus (Deficit)		\$ 276.47

Dacre & Area Community Association Incorporated  
As of March 31, 2020  
Summary of Financial Activities

Assets		
Bank		
Cash	17,260.01	
Lottery Account	10,182.77	
Other Accounts	<u>6,133.33</u>	
		33,576.11
Receivables		
Investments		
Term Deposit A	7,711.22	
Term Deposit B	7,253.44	
Term Deposit C	2,689.13	
Term Deposit D	2,863.76	
Term Deposit E	<u>2,780.37</u>	
		<u>23,297.92</u>
Total Assets		<u>56,874.03</u>
Liabilities		
Accounts Payable		
Loans		_____
Surplus from Prior Year		56,597.56
Plus Surplus/Deficit		<u>276.47</u>
Total Liabilities and Surplus		<u>56,874.03</u>

**Township of Admaston/Bromley**

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**K7V 3Z5**

**E-Mail Address – info@admastonbromley.com**

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

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

**REPORT**

Date: May 12, 2021

To: Community Services Committee

From: Allison Vereyken

Re: Balsam Hill- Horton Women's Institute Request

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**Background**

On April 19th, 2021 staff received a written request for financial assistance from the members of the Balsam Hill –Horton Women's Institute due to the COVID-19 pandemic. Staff requested financial statements from the Balsam Hill –Horton Women's Institute in order to best prepare Committee with all available information prior to responding to the financial request. The financial request is attached.

**Discussion**

In 2021 the Township received an additional \$9,000 for use to address the unique needs of each community based on COVID-19 related operating pressures. This funding was separate from the previous funding received through the Safe Restart Program, at which the Township received \$85,100 and then an additional \$20,000.

The Ontario Trillium Foundation announced funding that would be available for charitable organizations or not-for-profits to help offset operating costs due to loss of revenue during the pandemic. Staff provided the link and notice of the potential funding available to the Balsam Hill –Horton Women's Institute.

**Financial Implication**

Unknown at this time.

The Township normally sets aside \$6,500 for donations to local groups. Due to the pandemic there are a number of events that have already been cancelled such as the Science Fair and potentially Canada Day activities.

**Recommendation**

WHEREAS the Township has received a request from the the Balsam Hill –Horton Women’s Institute to help offset lost revenues due to the COVID-19 pandemic;

NOW THEREFORE BE IT RESOLVED THAT the Community Services Committee recommends to Council the donation of \$ \_\_\_\_\_ to the the Balsam Hill –Horton Women’s Institute

July 2019.  
April 2020.  
April 2021

To: the Admaston Bromley Township Councillors  
From: Lynn Clelland: President: Balsam Hill – Horton Women’s Institute  
Re: Financial Assistance

Background Information:

In 1919-2000 , the Balsam Hill Women’s Institute, with the approval and help of the community and the support of the Renfrew County School Board and the Renfrew County Roman Catholic School Board, renovated the Institute Hall - the former SS#2 elementary school. It reopened as a Living Museum - a place where Gr. 3 students could visit to experience , first-hand, a bit of pioneer life of the 1800’s, part of the curriculum.

The original renovations were funded by a Trillium Grant. For 15+ years, minimal fees charged each school which attended were enough to pay for the insurance, Hydro, supplies, an honorarium for the Teacher and the cost of grass cutting in the summer.

We are in transition now. In 2019 we had no income as the regular teacher experienced health issues and could no longer take on the responsibility. We had made arrangements to open the school in 2020 with a new teacher but, of course, those plans are on hold into 2021 with the covid-19 crisis.

We are requesting that, in the year 2021, the Admaston Bromley Council would consider some sort of financial assistance to help cover our costs for 1 more year until can complete a plan of action. We would also ask if the grass cutting for the summer of 2021 might be handled by the township’s Summer Students, if that program exists.

Many in this community have close ties to SS#2 and the heritage it represents. We are certainly looking at as many options as we can, which, unfortunately, also includes the sale of the property.

Thank you for your consideration of this matter.

Sincerely,

The members of the Balsam Hill –Horton Women’s Institute

Financial statement re: SS#2 Fiscal Year May 1 – April 30.

Annual Report: 2017-2018 SS#2 income \$1598.00 expenses \$1467.87

Account balance May 2018 \$2061.00

2018 – 2019 income \$ nil ( no teacher) expenses \$968.73

2019 – 2020 income \$254.00 (special Education Week visit from Admaston PS students)  
expenses \$938.00

2020-2021 income \$ 100 (from Township) expenses (as of April 30)

Hydro \$180.00 Insurance (1/2) \$312.12 grass cutting \$100 total \$592.12