

Township of Admaston/Bromley  
Second Monthly Meeting  
Thursday, November 18<sup>th</sup>, 2021 @ 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 November 4, 2021.
6. Delegations and Guests
7. **Planning and Economic Development Committee** – Chair Bob Hall, Committee Member Kevin LeGris  
  
7a [Building and Sewage Report](#) – October 31, 2021  
7b [Public Notification Package, Public Notice Ad & Justification Report](#) for Communication tower on Dunmore Road
8. **Community Service Committee** – Chair Kevin LeGris, Committee Member Bob Hall  
  
None
9. **Operations Committee** Chair Robert Dick, All of Council  
  
9a [October Public Works Report](#)  
9b [Capital Budget Control Report](#) – October 2021
10. **Waste Management Committee** – Chair Michael Donohue, All of Council  
  
None
11. **Finance and Administration Committee** - Chair Michael Donohue, All of Council  
  
11a October 31, 2021 [Voucher Report](#) and [Payment Voucher](#)  
11b October 31, 2021 [Budgetary Control Report](#) and [Year-to-Date Report](#)  
11c Tax Report – [Final Billing](#) and [Collection Breakdown](#)  
11d [Cash Management Report & Breakdown](#)  
11e [Holiday Hours](#)

12. **In-Camera Session**

**12a** Douglas Fire Department – pursuant to the Municipal Act Section 239 (2) (b) personal matters about an identifiable individual, and/or Section 239 (2) (d) – labour relations or employee negotiations.

13. **Protective Services Committee** – Chair Mike Quilty, Committee Member Robert Dick

**13a** [Fire Committee Minutes and Fire Chief Report](#)

**13b** Acting Deputy Fire Chief

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

**14a** Renfrew County Report

15. **By-Laws**

**15a** By-law No [2021-51](#) appoint CAO/Clerk

**15b** By-law No [2021-52](#) Amend Procedural By-law

**15c** By-law No. 2021-53 Appoint Acting Deputy Fire Chief

16. Old Business

**16a** [Action Tracking List](#)

17. New Business

18. Confirmatory By-Law

**18a** [By-Law No 2021-54](#) to confirm proceedings of the Council of the Township of Admaston/Bromley at the meeting held November 18<sup>th</sup>, 2021

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 November 4, 2021 at 7:30 pm. Present were Mayor Michael Donohue and Councillors Robert Dick, Bob Hall and Kevin LeGris. Absent was Deputy Mayor Mike Quilty.

Staff Members present were Acting Clerk Mackie McLaren, Acting Treasurer/Deputy Clerk Mitchell Ferguson and Lee Perkins, County of Renfrew.

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

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

**Agenda Item 3 – Approval of Agenda**

**Resolution No. 01/11/21**

Moved by Kevin LeGris, seconded by Bob Hall

BE IT RESOLVED that Council approve the amended November 4, 2021 Council Meeting Agenda with the following additions:

- Add a Member to the Library Board
- Integrity Commissioner Training – Code of Conduct refresher
- By-law 2021-49 - appoint the Public Library Board Members

Carried

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

None

**Agenda Item 5 – Minutes**

**Resolution No. 02/11/21**

Moved by Kevin LeGris, seconded by Bob Hall

BE IT RESOLVED that Council adopt the following Meeting Minutes:

- October 21, 2021 Regular Council Meeting

Carried

**Agenda Item 6 – Delegations and Guests**

None

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

None

**Agenda Item 8 – Community Service Committee** – Chair Kevin LeGris, Committee Member Bob Hall

8a) Library Minutes and Reports

Member Bob Hall reviewed the September 21, 2021 Board Meeting Minutes, the October 20, 2021 Treasurer's and CEO's Report and the Library's Cheese fundraiser.

Resolution No. 03/11/21

Moved by Bob Hall, seconded by Kevin LeGris

BE IT RESOLVED That Council receive the following Library Board information:

- September 2, 2021 Board Meeting Minutes
- October Treasurer's Report, and
- October Chief Executive Officer's Report

Carried

8b) Admaston Recreation Committee – October 6, 2021 Meeting Minutes

Chair LeGris reviewed the Meeting Minutes.

Resolution No. 04/11/21

Moved by Kevin LeGris, seconded by Bob Hall

BE IT RESOLVED that Council receive the Admaston Recreation Committee's October 6, 2021 Meeting Minutes.

Carried

8c) Add a Member to the Library Board

Member Bob Hall advised Council that a former Board Member wishes to return as a Voting Member.

Resolution No. 05/11/21

Moved by Bob Hall, seconded by Kevin LeGris

BE IT RESOLVED that Council pass a by-law to add Karen Coulas to sit as a Member of the Library Board and rescind By-law 2021-33, which appointed the previous Members.

Carried

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

9a) Road Compliment Letter

Chair Dick presented a letter from a resident on Rice Line that complimented the Roads Department of road work and winter snow removal on the road in the past.

Resolution No. 06/11/21

Moved by Robert Dick, seconded by Kevin LeGris

BE IT RESOLVED that Council receive the compliment letter for the Roads Department and request that staff be forwarded a copy to the Department.

Carried

**Agenda Item 10 – Waste Management Committee**

None

**Agenda Item 11 – Finance and Administration Committee** – Chair Michael Donohue, All of Council

11a) Ontario Municipal Partnership Fund (OMPF) – 2022 allocations

Mitchell Ferguson, Acting Treasurer/Deputy Clerk reviewed the 2022 allocations which have an increase of approximately \$1,100.

Resolution No. 07/11/21

Moved by Robert Dick, seconded by Kevin LeGris

BE IT RESOLVED that Council receive the 2022 OMPF funding allocation as information.

Carried

11b) Renfrew County & District Health Unit's request that municipalities adopt a Covid Vaccination Policy

Mayor Donohue informed Council that the Medical Officer of Health is urging all municipalities adopt a Covid Vaccination Policy.

Resolution No. 08/11/21

Moved by Robert Dick, seconded by Kevin LeGris

BE IT RESOLVED that Council direct staff to prepare a draft Covid 19 Vaccination Policy for presentation at a Finance and Administration Committee Meeting to be held at 6:30 pm prior to November 18, 2021 Council Meeting.

Carried

11c) Integrity Commission Training – Code of Conduct Refresher

Council received an invitation from Bonnechere Valley Township to join a Zoom presentation by their Integrity Commissioner on a Code of Conduct refresher. Admaston/Bromley Township uses the same Integrity Commissioner.

Resolution No. 09/11/21

Moved by Bob Hall, seconded by Kevin LeGris

BE IT RESOLVED THAT Council accept the report on Integrity Commissioner Training – Code of Conduct Refresher as information.

AND BE IT FURTHER RESOLVED THAT Council authorizes council members to attend, if available.

AND BE IT FURTHER RESOLVED THAT Council direct staff to confirm Admaston/Bromley's participation and that funds be allocated from Council Conventions.

Carried

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

None

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

13a) Renfrew County Report – October 2021

Resolution No. 10/11/21

Moved by Bob Hall, seconded by Kevin LeGris

BE IT RESOLVED THAT Council receive the County of Renfrew update report as information.

Carried

**Agenda Item 14 – By-laws**

14a) By-law No. 2021-49 – appoint Library Board

Resolution No. 11/11/21

Moved by Bob Hall, seconded by Kevin LeGris

BE IT RESOLVED that Council enacts the following by-law:

- By-law 2021-49 being a by-law to appoint Members to sit on the Public Library Board.

Carried

**Agenda Item 15 – Notice of Motion**

None

**Agenda Item 16 – Old Business**

16a) Action Tracking List – October 31, 2021

Mitchell Ferguson presented the October 31 Action Tracking List.

Resolution No. 12/11/21

Moved by Kevin LeGris, seconded by Bob Hall

BE IT RESOLVED that Council receive the October 31, 2021 Action Tracking List Report. Carried

**Agenda Item 17 – New Business**

Mayor Donohue informed Council that an announcement was made in Queen’s Park today about \$200 million increased funding to the OCIF Fund in 2022. For 2022 to 2025 the fund will be doubled to \$400 million each year.

Members discussed the order of the agenda noting that the Procedural By-law requires the Confirmatory By-law to be considered prior the Question Period and any In-Camera session.

Resolution No. 12a/11/21

Moved by Kevin LeGris, seconded by Bob Hall

BE IT RESOLVED THAT the agenda be amended to move item 18 – Confirmatory By-law to after item 20 In-Camera Session.

Carried

**Agenda Item 19 – Question Period**

Councillor Bob Hall asked if there was to be a Remembrance Day ceremony at the Douglas Cenotaph this year. Mayor Donohue said there was no ceremony planned this year noting that the Cobden Legion is searching for volunteers to revive the event.

**Agenda Item 20 – In-Camera Session**

**Resolution No. 13/11/21**

BE IT RESOLVED that. Council proceed into an In-Camera Session pursuant to Sections 239 (2) (b) and/or Section 239 (2) (d) of the Municipal Act re the Public Works Department and the Employment Contract for CAO/Clerk position at 8:27 p.m.

Carried

Mayor Donohue called the Regular Council Meeting back to Order 9:55 pm and reported that during the In-Camera Session, Council reviewed Lee Perkins Public Works Department personnel report, and gave direction to staff to contact the County Human Resources Department. Council also reviewed the employment contract with the new CAO/Clerk. Lee Perkins left the Council Chambers after his presentation in the In-Camera meeting.

Council considered the following resolution after coming out the In-Camera Session:

**Resolution No. 14/11/21**

BE IT RESOLVED that Council approves the Employment Contract with the CAO/Clerk as reviewed In-Camera and authorizes Mayor Donohue to execute and seal the contract on behalf of Council.

Carried

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

**Resolution No. 15/11/21**

Moved by Kevin LeGris, seconded by Bob Hall

BE IT RESOLVED that By-law 2021- 50, being a By-law to Confirm the Proceedings of the Council of the Township of Admaston/Bromley at the meeting held November 4, 2021 be now numbered, deemed read three times and passed.

Carried

**Agenda Item 21 – Adjournment**

**Resolution No.16/11/21**

Moved by Kevin LeGris, Seconded by Bob Hall

BE IT RESOLVED that the Thursday, November 4<sup>th</sup>, 2021 Township of Admaston/Bromley Council meeting be adjourned at 9:57 p.m.

Carried

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Mayor

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Acting 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: November 18, 2021  
To: Council  
From: Mitchell Ferguson  
Re: Building and Sewage Report

**Discussion:**

Below is a comparison of the Building Permits from 2021 and 2020 for October.

October 2021	New Residence Permits	New Residence Permit Values	Other Permits	Other Permit Values	Total Permits	Total Value
Monthly	-	-	3	85,000.00	3	85,000.00
Year to Date	12	3,865,000.00	68	2,919,500.00	80	6,784,500.00
October 2020						
Monthly	2	410,000.00	4	84,000.00	6	494,000.00
Year to Date	11	3,485,000.00	61	2,168,000.00	72	5,653,000.00

Permit Breakdown Comparison				
	2018	2019	2020	2021 to date
Dwellings	8	2	11	12
Commercial	-	1	-	
Agricultural & Farm	6	10	21	5
Other (Ex. Additions, Porches, Sheds, Decks)	42	41	47	63
<b>Total Building Permits</b>	<b>56</b>	<b>54</b>	<b>79</b>	<b>80</b>
Septic Permits	23	17	24	27
Demolition Permits	3	2	-	3
<b>Grand Total</b>	<b>82</b>	<b>73</b>	<b>103</b>	<b>110</b>

Total Monthly Building Permits - Previous Years													
	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
2018	5	-	-	5	4	8	8	9	7	6	4	-	56
2019	-	-	3	3	10	4	7	3	9	10	4	1	54
2020	-	4	5	7	13	9	11	5	12	6	5	2	79
2021	-	-	11	20	7	3	10	9	17	3	-	-	80

**People Consulted:**  
None.

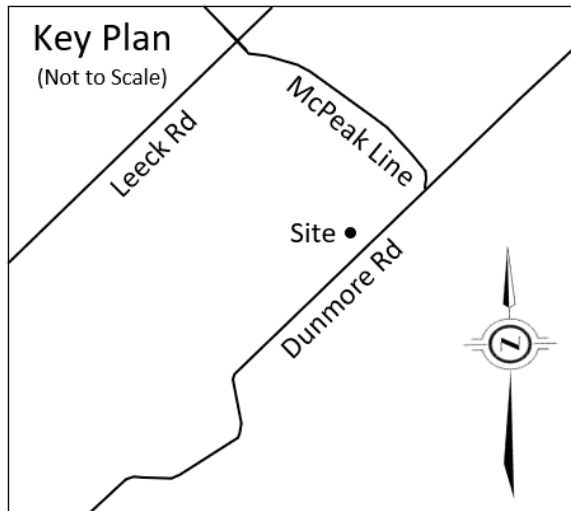
**Recommendation for Council:**

BE IT RESOLVED THAT Council accepts this report as information.



**IMPORTANT NOTICE  
FOR PROPERTY OWNERS WITHIN  
STIPULATED RADIUS OF PROPOSED  
TELECOMMUNICATIONS TOWER**

The Township of Admaston/Bromley  
**EORN Site C8625 - Dunmore Rd  
& Barr Line**



Like all areas of the province, your community is experiencing explosive demand for wireless services. As people rely more on wireless devices such as smartphones, tablets and laptops for business and personal use, network improvements are required to ensure high quality voice and data services are available.

As an essential service, telecommunications facilities are federal undertakings with a corresponding mandate for carriers to deploy them such that all residents have access to wireless high speed broadband services.

The recent Covid-19 pandemic has highlighted the critical need for seamless coverage as citizens now rely on online communication to meet basic needs for business, education, health care, entertainment, and social engagement. 5G LTE technology is now being extensively deployed to support the *Internet of Things* that will see most everything we use from driverless electric vehicles to contact-less transactions, remote healthcare and worldwide video communication seamlessly connected.

In addition to meeting consumer needs, technological upgrades are also critical to ensuring the accessibility of emergency services such as fire, police, and ambulance. Wireless communications products and services used daily by police, EMS, firefighters, and other first responders are an integral part of Canada's safety

**This project falls under the EORN Cell Gaps initiative to improve coverage and capacity of the cell network in the region. Learn more about EORN at [www.eorn.ca](http://www.eorn.ca)**

All infrastructure development has necessary trade-offs, and Rogers has worked to find the most suitable location for a new telecommunications structure in this area.

Rogers feels that the proposed site is well situated to provide improved wireless voice and data services in the targeted area, is designed to have minimal impact on surrounding land uses and meets the intent of accepted good siting practices under the governing

*Your feedback matters...*

ANY PERSON may make a written submission to either individual listed below by ( TBD ) with respect to this matter. All comments must be received by the close of this business day.

Public input is an important component in the process of deploying this necessary infrastructure. Like any infrastructure, there are often few options available to achieve the necessary technical requirements. What represents reasonable or relevant concerns are specifically defined in the

ISED Canada's rules contain requirements for timely response to all questions, comments, or concerns. We will acknowledge receipt of all communication within 14 days and will provide a formal response to the Land Use Authority and those members of the public who communicate to Rogers, within 60 days. The members of the public who communicated with Rogers will then have 21 days to review and reply to Rogers as a final response.

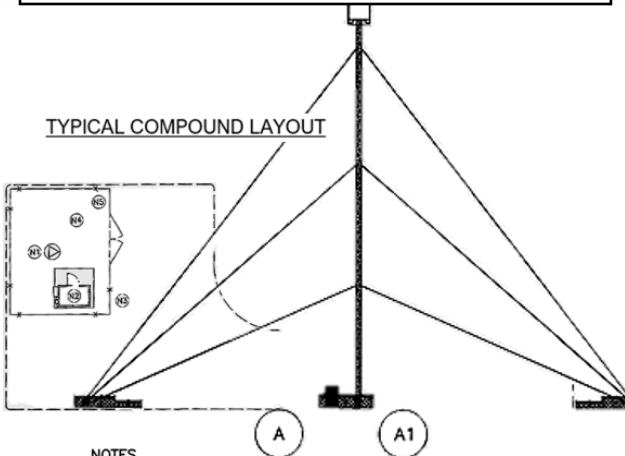
**Proponent Contact:**  
Rogers Communications Inc.  
Jeff McKay FCSI MBA, Site Acquisition (Contractor)  
(519) 566-9267 [j\\_mckay@rogers.com](mailto:j_mckay@rogers.com)

**Land Use Authority Contact:**  
Township of Admaston/Bromley  
477 Stone Road, Renfrew Ontario, K7V 3Z5  
Mitchell Ferguson, Deputy Clerk-Treasurer  
(613) 432-2885 [info@admastonbromley.com](mailto:info@admastonbromley.com)

**PLEASE TAKE NOTICE** that the approval of this Site and its design is under the exclusive jurisdiction of the Government of Canada through Innovation, Science and Economic Development Canada ("ISED"). The Township of Admaston/Bromley has no jurisdiction in this matter other than as a commenting body to ISED and the Applicant. For more information on the approval process contact the local ISED office at 1-855-465-6307.

**Proposed Facility:**

- 92m Guyed Tower
- Tower Location: 101 DUNMORE RD, RR4 Cobden, ON
- GPS Coordinates: 45.581296, -76.893273
- Technology: 600ESS/700LTE/2100LTE and 3.5 civil and design ready
- Allows future Co-location? Yes



- NOTES**
- (N1) PROPOSED GALVANIZED STEEL GUYED TOWER. PAINT COLOUR SUBJECT TO NAV CANADA REQUIREMENTS. ANTENNA NUMBER AND LOCATIONS TO BE DETERMINED. FOUNDATION DESIGN PENDING SOIL REPORT.
  - (N2) PROPOSED PREFABRICATED GALVANIZED STEEL WALK-IN RADIO EQUIPMENT CABINET ON CAST IN PLACE REINFORCED CONCRETE SLAB, MINIMUM 0.35 m ABOVE FINISHED GRADE.
  - (N3) HYDRO CONNECTION AND ROUTING TO BE DETERMINED BY QUALIFIED PERSONNEL IN CONSULTATION WITH LOCAL AUTHORITY.
  - (N4) REMOVE EXISTING TOPSOIL. PROOF ROLL SUBGRADE AND PLACE 300 mm GRANULAR A ACROSS COMPOUND AREA. FINISHED GRAVEL SURFACE TO BE MIN. 150 mm ABOVE EXISTING GRADE AND SLOPED AWAY FROM SHELTER AT MIN. 1% ON ALL SIDES TO PROVIDE ADEQUATE DRAINAGE.
  - (N5) PROPOSED 1.8 m HIGH CHAIN LINK SECURITY FENCE TOPPED WITH BARBED WIRE SURROUNDING COMPOUND.

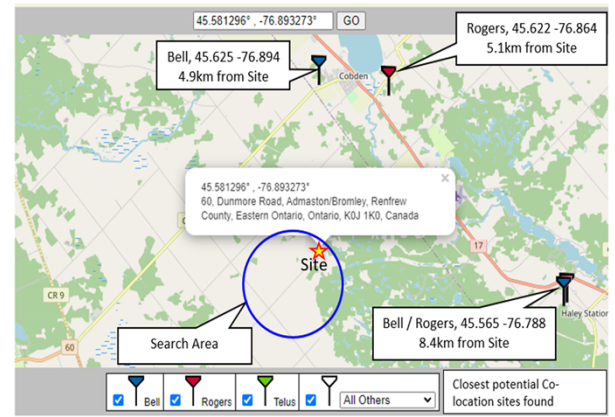


This facility will include a walk-in equipment shelter within a security-fenced Compound of a 15m x 15m leasehold, with 6m wide access lane for road, power line and fiber optics, aerial or underground, as required. Paint colour and lighting subject to NAV Canada

**Rogers attests that the proposed facility:**

- is neither located within federal lands, nor forms part of or is incidental to projects that are designated by the *Regulations Designating Physical Activities* or otherwise designated by the Minister of the Environment as requiring an environmental assessment. In accordance with the *Canadian Environmental Assessment Act (2012)*, this installation is excluded from assessment. More info: <http://laws-lois.justice.gc.ca/eng/acts/c-15.21/>
- will comply with Transport Canada / NAV Canada aeronautical safety requirements. More info: <http://www.tc.gc.ca/eng/civilaviation/regserv/cars/part6-standards-standard621-3808.htm>
- will be constructed in compliance with the *National Building Code ("NBC")* and The *Canadian Standards Association ("CSA")* and comply with good engineering practices including structural adequacy.
- will **always** comply with *Health Canada's Safety Code 6* limits for the protection of the general public, including any combined effects of additional carrier co-locations and nearby installations within the local radio

**Co-location:** Rogers reviewed all potential co-location options in the local and/or expanded area for suitability for its coverage use. All such facilities were disqualified due to the extensive distance from the required search area. Tower inventory in the area is deniered below



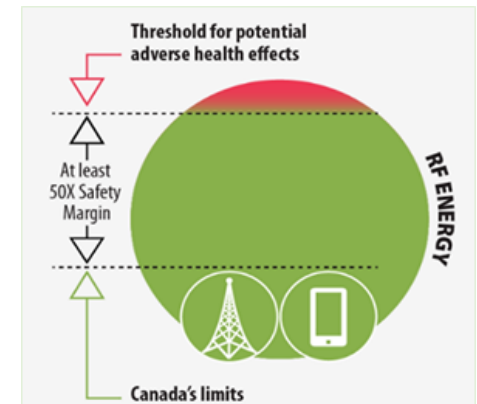
For more information on ISED's **process**, including public consultation guidelines, please visit: <http://www.ic.gc.ca/towers>

... or contact your local **ISED** office at:  
**Innovation Science and Economic Development Canada** - Spectrum Management

Northern & Eastern Ontario District Office  
 2 Queen Street East Sault Ste. Marie ON P6A 1Y3  
 Telephone: 1-855-465-6307  
 Fax: 705-941-4607  
 Email: [ic.spectrumenod-spectredeno.ic@canada.ca](mailto:ic.spectrumenod-spectredeno.ic@canada.ca)

General information from ISED Canada:  
<http://strategis.ic.gc.ca/antenna>

This figure shows the Canadian regulatory limits that incorporate a **safety margin of at least 50-fold** from the threshold for possible adverse health effects:



View the Canada.ca 5G safety video here:  
<https://www.canada.ca/en/health-canada/services/video/5g-technology-safety.html>

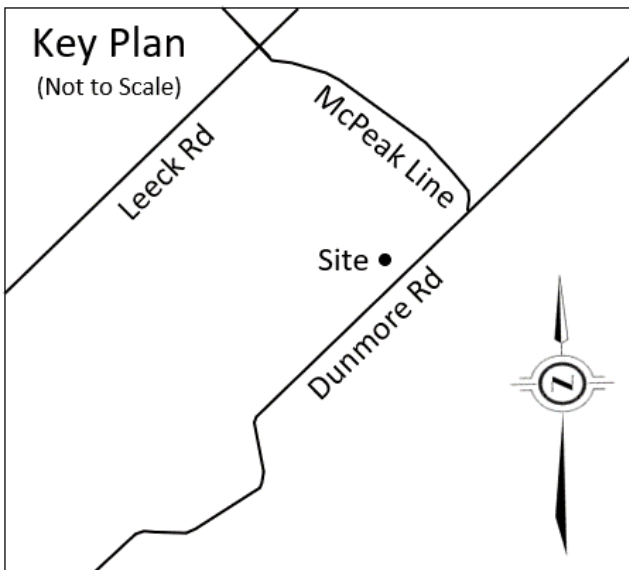


Public Notice

<h2 style="margin: 0;">PROPOSED 92m GUYED TELECOMMUNICATIONS TOWER</h2>	
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- Tower Location: 101 DUNMORE RD, RR4 Cobden, ON
- GPS Coordinates: 45.581296, -76.893273

· The facility will include mechanical equipment cabinets at the base of the tower within a security-fenced Compound. The tower will provide LTE wireless voice and data services.



**ANY PERSON** may make a written submission to either individual listed below by ( TBD ) with respect to this matter. All comments must be received by the close of this business day.

This project is a federal essential service undertaking under the EORN Cell Gaps initiative and the Proponent's mandate to improve coverage and capacity of the cell network in the region. Learn more about EORN at [www.eorn.ca](http://www.eorn.ca)

**Proponent Contact:**

Rogers Communications Inc.  
 Jeff McKay FCSI MBA, Site Acquisition (Contractor)  
 (519) 566-9267 [j\\_mckay@rogers.com](mailto:j_mckay@rogers.com)

**Land Use Authority Contact:**

Township of Admaston/Bromley  
 477 Stone Road, Renfrew Ontario, K7V 3Z5  
 Mitchell Ferguson, Deputy Clerk-Treasurer  
 (613) 432-2885 [info@admastonbromley.com](mailto:info@admastonbromley.com)

**PLEASE** design is Canada Develop Admasto than as approval

**Instructions to Media:**

Contact: Ronit White STAR METROLAND MEDIA, (416) 624-1300  
 Publication: Renfrew Mercury, Insertion Date: TBD  
 Notice Size target: **1/6<sup>th</sup> page** Generally, 5-Columns ~54 Agate-Line;  
 Do Not Oversize to make 'more readable'; only if it wont work in the  
 All design elements are editable in the above proof.  
 Notice to be placed in the body of the newspaper where the Townsh  
 publish Public/Civic Notices, not the Classified Advertising section.

**Please ensure invoices and communication/emails CLEARLY refer**

Publication requested by Jef  
 Phone: (519) 566-9267 Email: [j\\_mo](mailto:j_mo)



## **C8625 - Dunmore Rd & Barr Line Site Selection/Justification Report – Wireless Communications Site**

**Prepared for: Township of Admaston/Bromley**  
Mitchell Ferguson, Deputy Clerk-Treasurer  
**(613) 432-2885    [info@admastonbromley.com](mailto:info@admastonbromley.com)**  
**Proposed: 91.5m Guyed Tower**  
Coordinates: 45.581296° , -76.893273°  
PIN: 572420047 ARN: 474205401007600

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## Introduction

Like many areas of the province, your community is experiencing explosive demand for wireless services. As people rely more on wireless devices such as smartphones, tablets and laptops for business and personal use, network improvements are required to ensure high quality voice and data services are available.

This document outlines the site selection process in accordance with the requirements of Innovation, Science and Economic Development Canada's (ISED) Spectrum Management and Telecommunications Policy, CPC-2-0-03, Issue 5 (CPC) updated Jul. 15, 2014 and provides a description of the system associated with the proposed wireless communication installation on property owned by **ANGUS, WENDY; ANGUS, GORDON**, known municipally as:

**101 RR4 Dunmore Rd, Cobden K0J 1K0 ON**

**Pin No.: 572420047 ARN: 474205401007600**

**Legal Description: PT LT 10, CON 3, BROMLEY, BEING THE E 1/2; BROMLEY, Land Registry Office Renfrew (49)**

*The prosperity of Canadians depends on telecommunications services to do their jobs, conduct business, learn new skills and build communities. These services play an important role in the lives of all Canadians, enabling them to participate in today's digital economy and to access health care, education, government, and public safety services.*

*As a Tier 1 Carrier, Rogers' federal mandate is to fill coverage gaps such that all residents have access to wireless high speed broadband services.*

## Background and Coverage Requirement

A wireless telecommunications facility is a puzzle piece in a very complex radio network, whether that site is situated in an urban, suburban or rural setting. Customer demand and sound engineering principles direct where sites are required to be located. As people rely more on wireless devices such as smartphones, tablets and laptops for business and personal use, network improvements are required to ensure high quality voice and data services are available. For a wireless network to be reliable, an operator must provide "seamless" coverage so that gaps in the network are avoided. Gaps create dropped calls and overall poor service to customers. Rogers is committed and mandated by its license to ensure the best coverage and service to the public and private sectors.

The proposed site at *the above-noted location* will achieve the necessary engineering coverage objectives for our network. The location will also have the ability to provide much relied upon communication services in the area such as EMS Response, Police and Fire; improved wireless signal quality for area residents, those traveling along the major roads, as well as providing local subscribers with Rogers's 4G/5G wireless network coverage and capacity for products and services such as iPhones, smartphones, tablets and wireless internet through surrounding area.

## Rationale for New Telecommunication Infrastructure

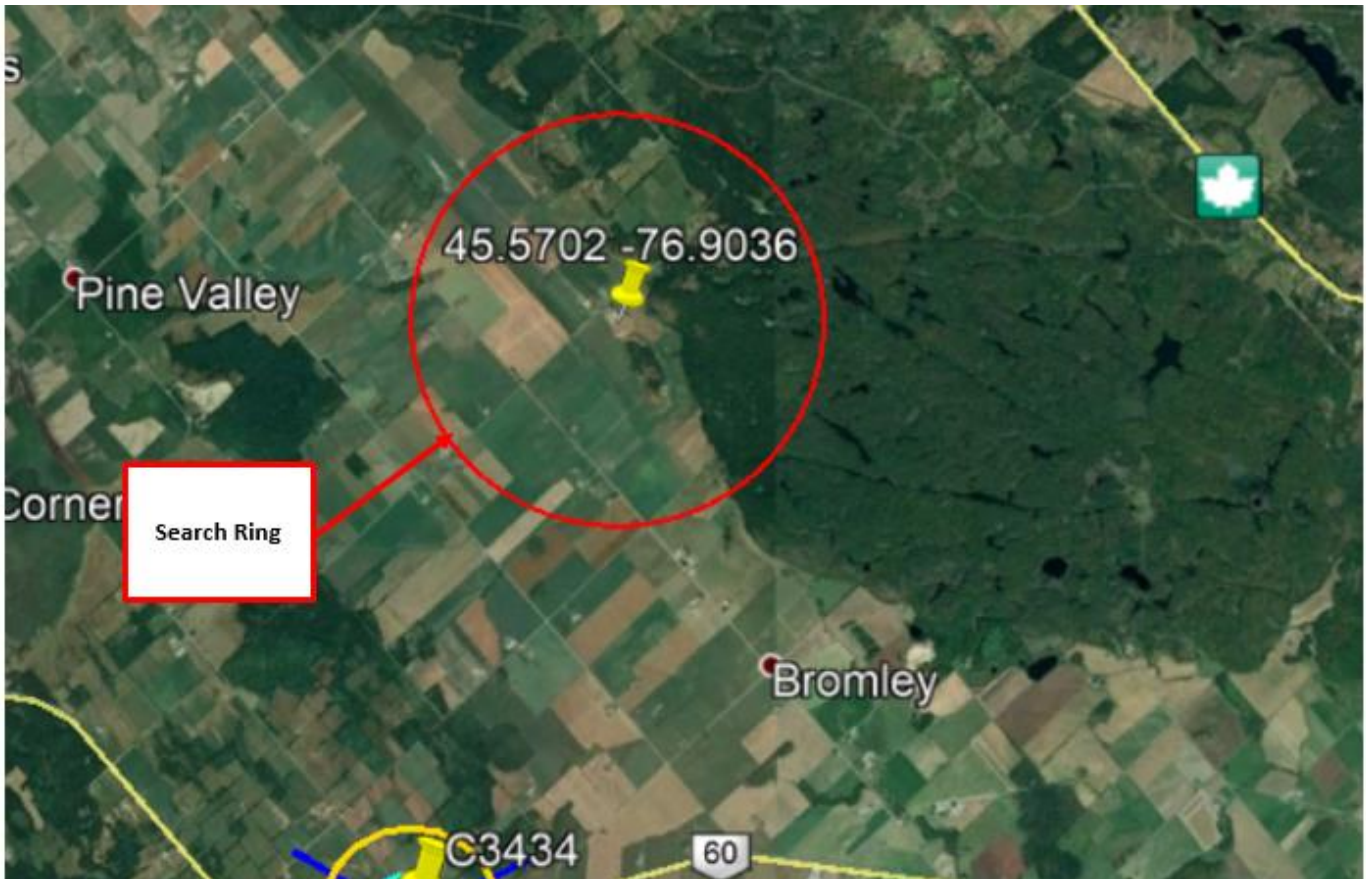
In identifying a potential new tower location and design, Rogers examined the surrounding area, assessed the visibility of the structure and considered possible host sitings. Rogers evaluated the best location for a new facility in compliance with protocol-established procedures, based on the following criteria:

### ABBREVIATED SEARCH MAP

SITE NAME: <b>Dunmore Rd &amp; Bulger Rd</b>	LOCATION CODE: <b>C8625</b>
RF PLANNER: <b>Mayda Alkhalidi and Sarmad Nadeem</b>	TELEPHONE #:
DATE: <b>March 11, 2021</b>	

Proposed Search Map Centre: Lat: <b>45.5702</b> Long: <b>-76.9036</b>
SITE DESCRIPTION: This will be a 3 sectored LTE/5G site. It will also accommodate antennas and equipment for future technology services.
Proposed Antenna Mounting Height: 91.5m
Candidates: the attached search map shows the limits of the proposed candidate.
Co-locates: No
Special Comments:

#### Candidate Search Area





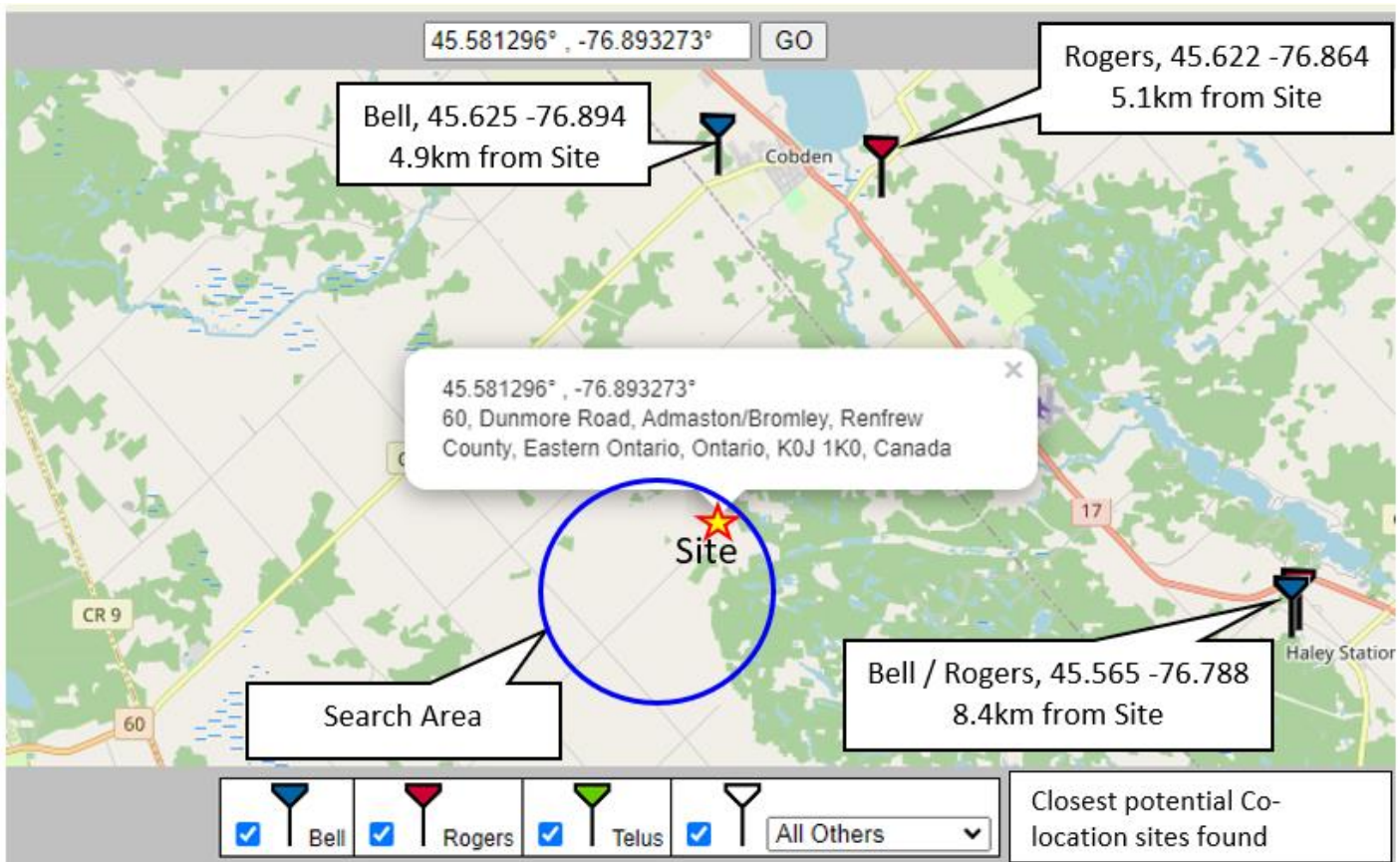
## Candidate Search Process

Before building a new antenna-supporting structure the proponent is required to first consider:

- Sharing an existing antenna system, modifying or replacing a structure, if necessary.
- Locate, analyze, and attempt to use any feasible existing infrastructure such as high-rise rooftops, water towers, etc.

### Co-location opportunities on existing area carrier structures

- The following local coverage map depicts the local tower inventory of all carriers within a 6km radius of the Search Centre.



There are no existing antenna structures in the area which may be utilized for co-location within two kilometers of the proposed site and a new structure must be erected to address the coverage deficiency.

### Evaluation of Other Local Existing Structures / Rooftops

After disqualifying any colocation opportunities, the proponent next evaluates existing structures that are located within the specific geographical area offering the required height and that may be available to support new equipment or to use for co-location.

#### Existing Structure Notes:

During the site selection process for this proposed, Rogers determined that no other existing infrastructure opportunity was available in our target area that was suitable for our network.

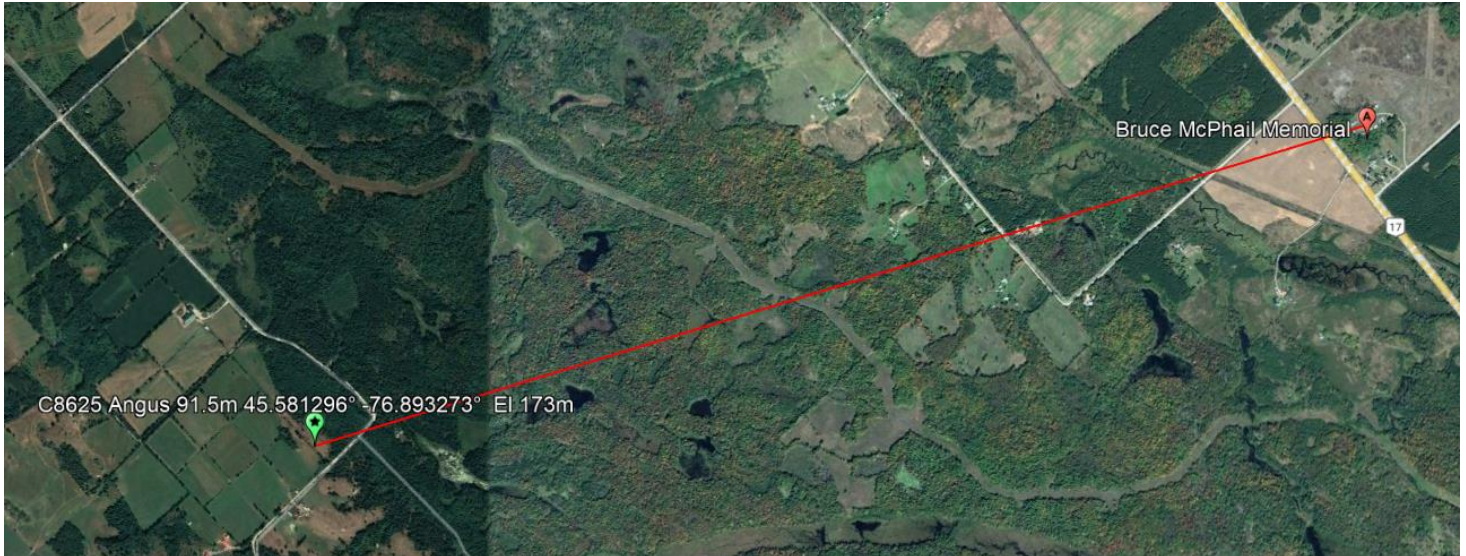
## Consideration of municipal surplus properties

Within the Proponent search area, the Proponent sought to identify any surplus municipal properties that may have been satisfactory to meet the coverage objectives.

- No suitable municipal properties were found
- Suitable municipal properties were identified:

## Aeronautical Issues

The proposed site is 4.65km west of the Bruce McPhail Memorial Airport CPF4. Accordingly, it is outside of any airport zoning or safety restrictions.



## Private Candidate Review Process

Having identified an initial, qualified candidate from the preceding exercise, secondary candidates are then evaluated. Private candidates are reviewed starting with the center of the search area and moving out in a radial pattern until a large enough commercial, industrial or agricultural property option was available that could mitigate public concern to the greatest extent possible within the technical coverage limitations.

The following picture depicts the available real estate opportunities which were assessed for candidate suitability and technical sufficiency to meet the Proponent's coverage requirements.

### **There are a number of property options with the footprint required to support a guyed tower in this area.**

Each of the private candidate sites were disqualified/qualified for the following reasons:

1. Angus, Wendy and Gordon      Mitigates total residential uses to the extent possible, RF/TX and Civil  
Qualified; Selected candidate
2. M. J. Enright Holdings Inc.      Greater amount of bushcut needed, difficult civil, inadequate radius
3. Schruder, Carl      Low elevation,
4. Angus, Wendy and Gordon      Large access required,



C8625 Angus 91.5m 45.581296° -76.893273° El 173m

45.578679° -76.890422°

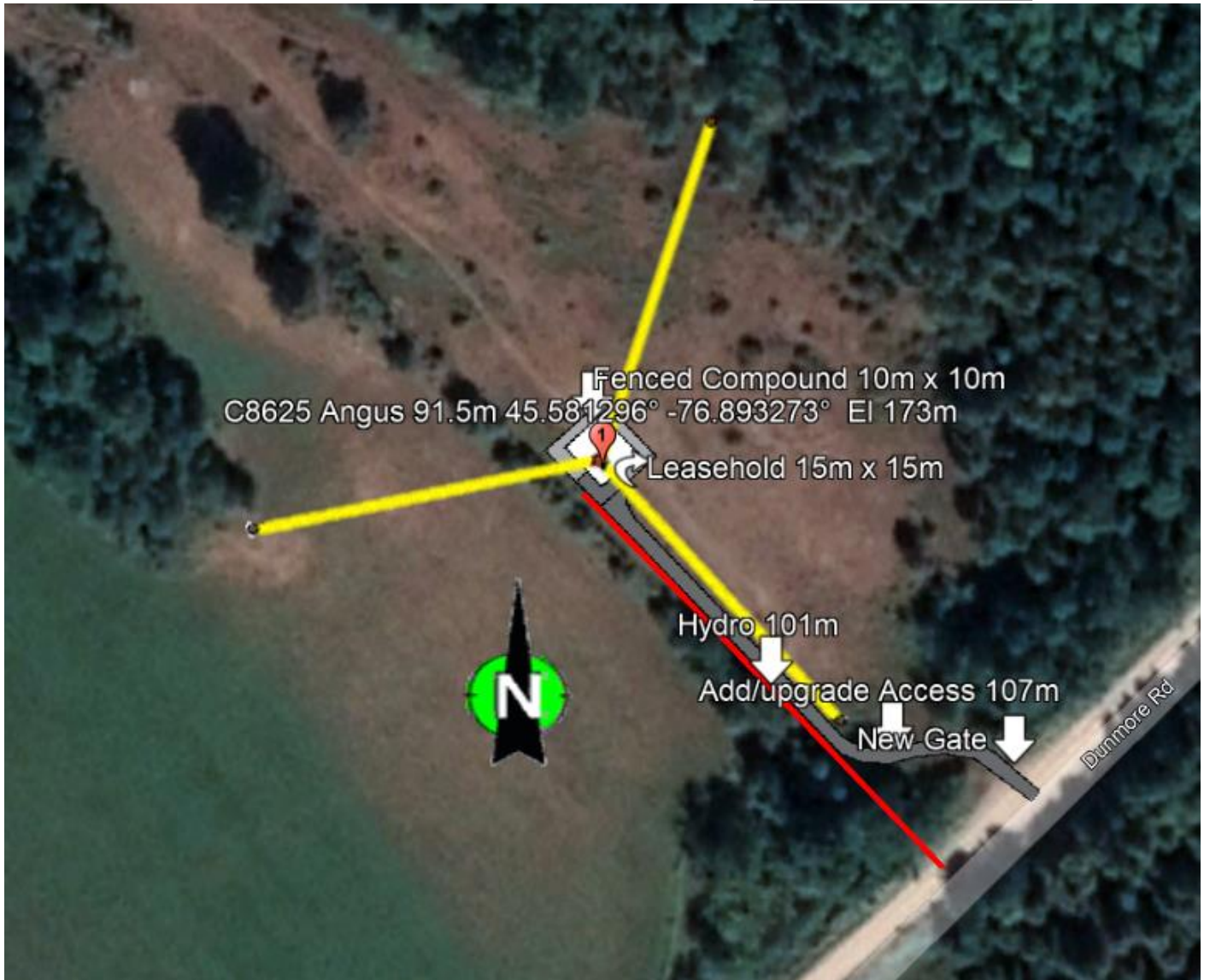
45.576682° -76.902732°

45.573746° -76.900974°

# Proposed Facility Location and Site Sketch

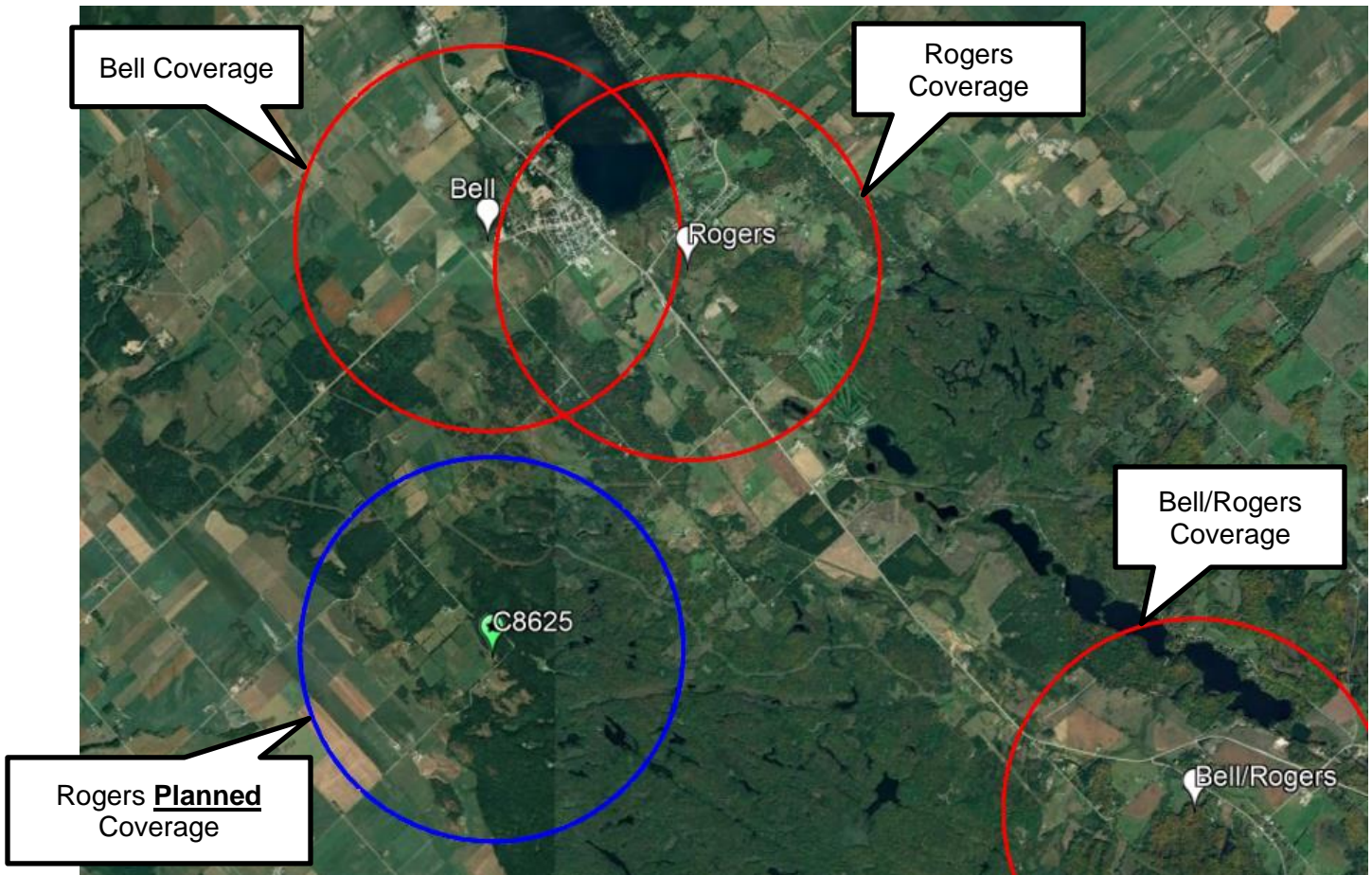


Representative Photo

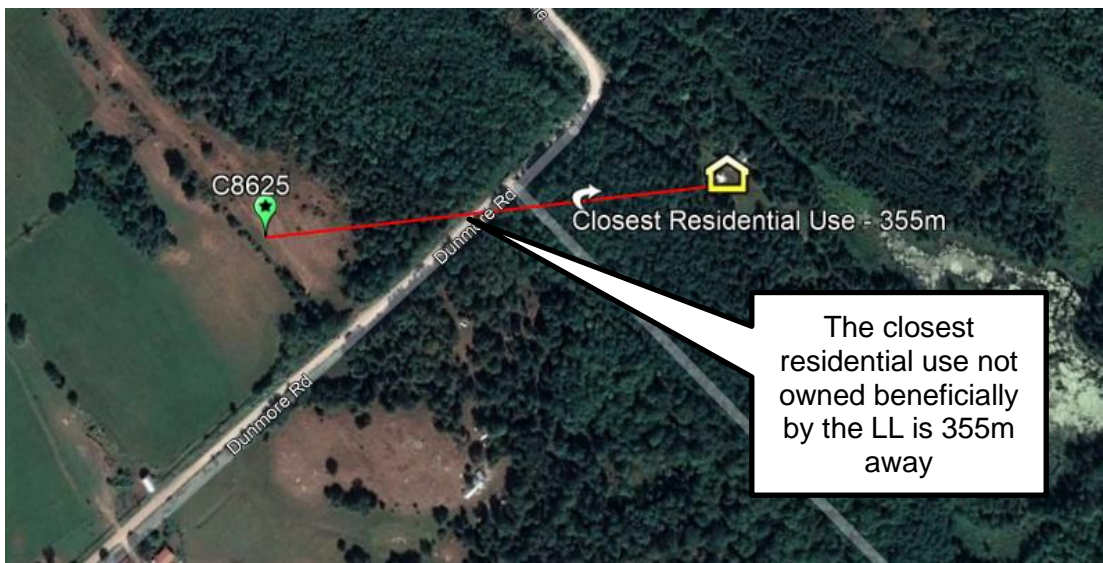


### Coverage Map

The coverage map below depicts the general “4G/5G Good Coverage Radius” for the selected candidate, together with other local neighbouring carrier facilities.



### Residential Use Setback Map



### Local Properties in Notification Radius (1 public property identified + Landlord)



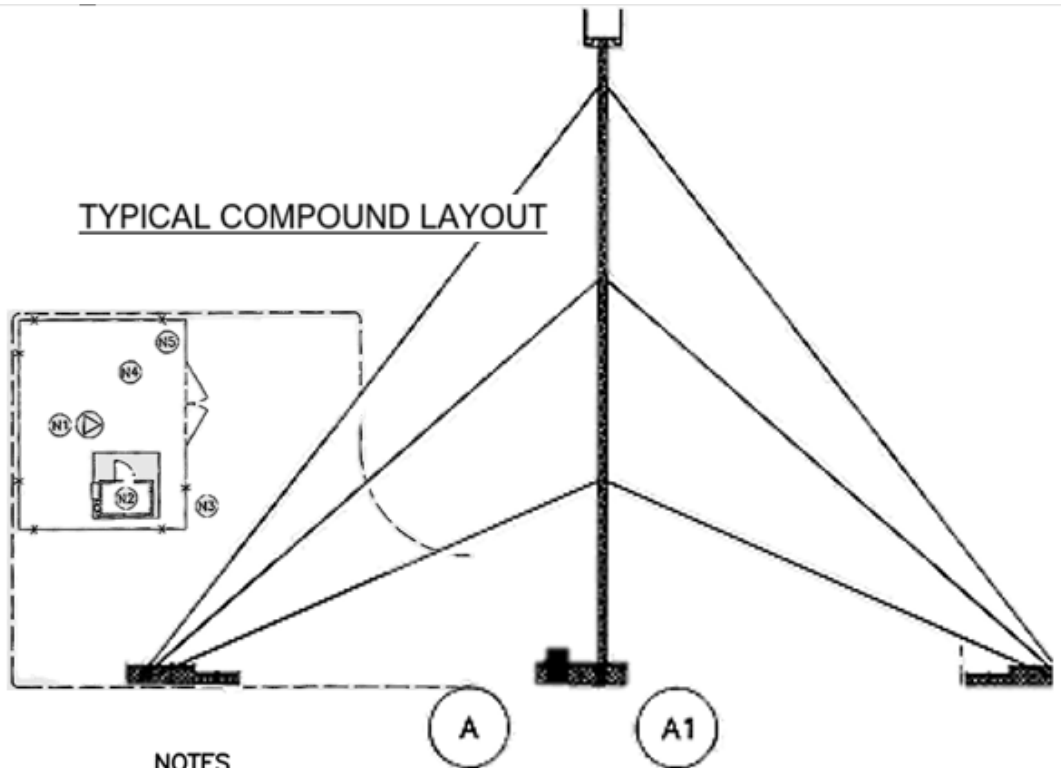
There is one (1) public-owned property (not owned beneficially by the same owner as Landlord) within the stipulated 3x tower height notification radius.

The facility **is not** located within 3x tower height from a neighbouring municipality. Accordingly, notice of the proposal is not required to be circulated to additional LUAs.

## Description of Proposed Tower:

### Specifics:

91.5m Guyed Tower enclosed in a 15m x 15m (fenced) secured Compound. This site will be built to accommodate antennas and equipment for future technology services and provide for colocation with other carriers.



### NOTES

- (N1) PROPOSED GALVANIZED STEEL GUYED TOWER. PAINT COLOUR SUBJECT TO NAV CANADA REQUIREMENTS. ANTENNA NUMBER AND LOCATIONS TO BE DETERMINED. FOUNDATION DESIGN PENDING SOIL REPORT.
- (N2) PROPOSED PREFABRICATED GALVANIZED STEEL WALK-IN RADIO EQUIPMENT CABINET ON CAST IN PLACE REINFORCED CONCRETE SLAB. MINIMUM 0.35 m ABOVE FINISHED GRADE.
- (N3) HYDRO CONNECTION AND ROUTING TO BE DETERMINED BY QUALIFIED PERSONNEL IN CONSULTATION WITH LOCAL AUTHORITY.
- (N4) REMOVE EXISTING TOPSOIL. PROOF ROLL SUBGRADE AND PLACE 300 mm GRANULAR A ACROSS COMPOUND AREA. FINISHED GRAVEL SURFACE TO BE MIN. 150 mm ABOVE EXISTING GRADE AND SLOPED AWAY FROM SHELTER AT MIN. 1% ON ALL SIDES TO PROVIDE ADEQUATE DRAINAGE.
- (N5) PROPOSED 1.8 m HIGH CHAIN LINK SECURITY FENCE TOPPED WITH BARBED WIRE SURROUNDING COMPOUND.

## Protocol

The Township of Admaston/Bromley does not have a locally enacted protocol which adapts ISED Canada's default protocol CPC-2-0-03 Issue 5 (July 2014) "Radiocommunication and Broadcasting Antenna Systems" to address issues in the local environment. Accordingly, the Proponent is required to follow the terms of the default federal CPC in addressing general and specific requirements. One of the key concerns of this process is that such installations are deployed in a manner that considers the surroundings in exercising the mandate to deploy necessary infrastructure.

CPC Protocol i5: <https://www.ic.gc.ca/eic/site/smt-gst.nsf/eng/sf08777.html>

The policy outlines the land use consultation process relevant to evaluating federally mandated wireless communication installations. In accordance with the CPC, proponents must provide a notification package to the local public (including nearby residences, community gathering areas, public institutions, schools, etc.), neighbouring land-use authorities, businesses, and property owners, etc. located within a radius of 3-times tower height from the outermost limit of the tower structure. **In this case, there is one (1) other public property outside of the beneficial ownership of the Landlord that falls within the 3x tower height radius, requiring direct notice.**

### *Other Municipal Considerations*

*As we are regulated under federal policy, provincial legislation such as the Ontario Building Code and the Planning Act including zoning by-laws and site plan control do not apply to these facilities.*

### **Additional Public Consultation Obligations**

Pursuant to CPC section 4.2, since the tower exceeds 30m in height, the Proponent is required to place a Public Notice in the local community newspaper, inviting comments about this proposal from the public, and participation in the stipulated Public Comment and Reply process.



## Federal Requirement: Attestations

In addition to the requirements for consultation with municipal authorities and the public, Rogers must also fulfill other important obligations including the following:

### *Canadian Environmental Assessment Act*

ISED requires that the installation and modification of antenna systems be done in a manner that complies with appropriate environmental legislation. This includes the Canadian Environmental Assessment Act, 2012 (CEAA 2012), where the antenna system is incidental to a physical activity or project designated under CEAA 2012 or is located on federal lands.

- ***Rogers Communications Inc. attests*** that the radio antenna system as proposed for this site is not located within federal lands or forms part of or incidental to projects that are designated by the Regulations Designating Physical Activities or otherwise designated by the Minister of the Environment as requiring an environmental assessment. **In accordance with the Canadian Environmental Assessment Act, 2012, this installation is excluded from assessment.** For additional detailed information, please consult the Canadian Environmental Assessment Act)

<http://laws-lois.justice.gc.ca/eng/acts/c-15.21/>

### *Transport Canada's Aeronautical Obstruction Marking Requirements*

Aerodrome safety is under the exclusive jurisdiction of NAV Canada and Transport Canada. An important obligation of Rogers' installations is to comply with Transport Canada / NAV CANADA aeronautical safety requirements. Transport Canada will assess the proposal with respect to potential hazards to air navigation and notify Rogers of any painting and/or lighting requirements for the antenna system.

- ***Rogers Communications Inc. attests*** that the radio antenna system described in this notification package will comply with Transport Canada / NAV Canada aeronautical safety requirements.

For additional detailed information, please consult Transport Canada.

<http://www.tc.gc.ca/eng/civilaviation/regserv/cars/part6-standards-standard621-3808.htm>

### *Engineering Practices:*

- ***Rogers Communications Inc. attests*** that the radio antenna system as proposed for this site will be constructed in compliance with the National Building Code and The Canadian Standard Association and comply with good engineering practices including structural adequacy.

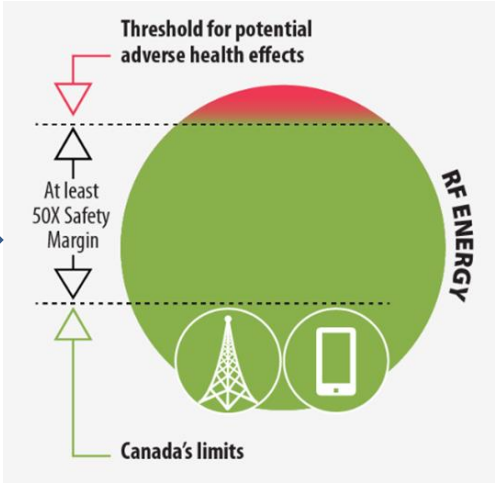
### *Health Canada's Safety Code 6 Compliance*

Health Canada is responsible for research and investigation to determine and promulgate the health protection limits for Exposure to the RF electromagnetic energy. Accordingly, Health Canada has developed a guideline entitled "Limits of Human Exposure to Radiofrequency Electromagnetic Field in the Frequency Range from 3kHz to 300 GHz – Safety Code 6".

The exposure limits specified in Safety Code 6 were established from the results of hundreds of studies over the past several decades where the effects of RF energy on biological organisms were examined. Radiocommunication, including technical aspects related to broadcasting, is under responsibility of the Ministry of Industry (Innovation, Science and Economic Development Canada), which has the power to establish standards, rules, policies and procedures. ISED, under this authority, has adopted Safety Code 6 for the protection of the general public. As such, ISED requires that all proponents and operators ensure that their installations and apparatus comply with the Safety Code 6 at all times.

- **Rogers Communications Inc. attests** that the radio antenna system described in this notification package will at all times comply with Health Canada’s Safety Code 6 limits, as may be amended from time to time, for the protection of the general public including any combined effects of additional carrier co-locations and nearby installations within the local radio environment.

This figure shows the Canadian limits that incorporate a safety margin of at least 50-fold from the threshold for possible adverse health effects:



More information in the area of RF exposure and health is available on the Health Canada’s website under Health Canada's Radiofrequency Exposure Guidelines.

<https://www.canada.ca/en/health-canada/services/environmental-workplace-health/reports-publications/radiation/safety-code-6-health-canada-radiofrequency-exposure-guidelines-environmental-workplace-health-health-canada.html>

<https://www.ic.gc.ca/eic/site/smt-gst.nsf/eng/sf11467.html>

**Proponent Contact Information**

**Rogers Communications Inc.**  
 c/o Simpson-McKay Inc.  
 12317 Funaro Crescent, Tecumseh ON N9K1B2

**Attn:** Jeff McKay, Site Acquisition Specialist  
 (519) 566-9267 [j\\_mckay@rogers.com](mailto:j_mckay@rogers.com)

## Conclusion

Reliable wireless communication services are a key enabler of economic and social development across Canada. They facilitate the growth of local economies by providing easy access to information, and connectivity for residents and business alike.

The infrastructure proposed is suitable for the development over the long term and protects public health and safety.

In response to this growing demand for wireless services, Rogers has worked to find the most suitable location for a new telecommunications structure in our efforts to provide improved wireless services to residents, businesses and the traveling public.

In addition to meeting consumer needs, technological upgrades are also critical to ensuring the accessibility of emergency services such as fire, police and ambulance. Wireless communications products and services used daily by police, EMS, firefighters and other first responders, are an integral part of Canada's safety infrastructure.

Rogers feels that the proposed site is well situated to provide improved wireless voice and data services in the targeted area and designed to have minimal impact on surrounding land uses and meets the intent of the governing protocol.

*Rogers looks forward to working with the Township to provide improved wireless services to the community.*

Should you have any further questions or comments, please feel free to contact me via email at [j\\_mckay@rogers.com](mailto:j_mckay@rogers.com), or via phone at (519) 566-9267.

Yours truly,



**Jeff McKay CFP CIM FMA FCSI MBA**

**Site Acquisition Specialist**

**Rogers Communications Inc.**

 **Cell: (519) 566-9267**

 **eMail: [j\\_mckay@rogers.com](mailto:j_mckay@rogers.com)**

**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: November 18, 2021  
To: Council  
From: Steve Visinski  
Re: Public Works October 2021 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 October 2021.

**Township**

Cardboard was delivered to the Emterra Recycling Plant in Renfrew by Township staff, normally twice per month. Recycling was picked up twice 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.

Emterra has placed four waste bins at the Douglas Transfer station. The bins will be emptied by Emterra once a week for the winter months.

Staff completed and documented monthly road inspections to ensure roads are meeting the Minimum Maintenance Standards. There were no issues to report.

Staff measured for and installed civic address signs.

Grading and cold patching was ongoing throughout the month.

New traffic counter was installed on South McNaughton Road and McGuinty road.

Rice Line has been completed with asphalt paving, shouldering and center line marking.

Dig outs, geotextile, gravel and calcium have been completed on Campbell Line.

**Current Projects**

Tandem trucks have begun getting their yearly safeties completed.

Shouldering has started on various roads that had major shoulder drop offs, and are still in progress.

The gravel contract is completed as per below:

<b>Road</b>	<b>Total MT Placed on Road</b>
Colton Rd Highway 132 end	316.37
Stufko Road	570.38
English Road	1465.46
Boudreau Road	315.97
Holy Well Road	234.04
Toms Road	644.17
Lynch Road	374.23
Sammon Road	326.40
Gallagher Road	1827.14
Stoqua Creek Road	1019.34
Dunmore Road	944.13
Patterson Road	438.28
Barr Line	250.00
Holly Road	433.27
Stock Pile – Stone Road	340.21
Stock Pile – Cobden	489.05
<b>TOTAL</b>	<b>9988.44</b>

**Upcoming Events**

2021 budgeted capital projects to continue including dig outs and gravel application on Campbell Line.

Brushing and ditching jobs are still to be completed with weather permitting.

2021 Capital

FUNDING

CONSTRUCTION/REMEDIAION / INFRASTRUCTURE Construction (Funded by Gas Tax, OCIF, ICIP) (Includes the Remediation Expenses for the projects)	2021 Budgeted Costs	Actual 2021 Costs to September 30, 2021	Difference	OCIF Formula						Total Funding	Notes:
				Taxation	Comp.	Reserves	Gas Tax	Debenture	Grants		
ICIP - Kennelly		19,139	-19,139								Completing the works from 2020 - funds are from Provincial and Federal portion and the Municipal portion has been accrued.
Barr Line - CONSTRUCTION	88,900	81,156	7,744					88,900		88,900	Culverts purchased and installed, pulverizing completed with granulars applied and asphalt paving completed.
Barr Line - REMEDIATION	5,000	9,927	-4,927								
<b>TOTAL Barr Line</b>	<b>93,900</b>	<b>91,082</b>	<b>2,818</b>								
Egan Line - CONSTRUCTION	112,750	57,537	55,213					112,750		112,750	Pulverized and granulars applied with calcium.
Egan Line - REMEDIATION	10,000	11,405	-1,405								
<b>TOTAL Egan Line</b>	<b>122,750</b>	<b>68,942</b>	<b>53,808</b>								
Bonnechere Road - CONSTRUCTION	182,000	149,272	32,728		182,000					182,000	Culverts purchased and installed, pulverizing completed with granulars applied and a double surface treatment applied. (Invoice processed in August)
Bonnechere Road - REMEDIATION	7,500	12,546	-5,046								
<b>TOTAL Bonnechere Road</b>	<b>189,500</b>	<b>161,818</b>	<b>27,682</b>								
Campbell Line - CONSTRUCTION	171,600	12,135	159,465		101,470	70,130				171,600	Digouts, geotextile, gravel and calcium have been completed.
Campbell Line - REMEDIATION	10,000	23,954	-13,954								
<b>TOTAL Campbell Line</b>	<b>181,600</b>	<b>36,089</b>	<b>145,511</b>								
Dillabough Road - CONSTRUCTION	660,400	519,799	140,601					660,400		660,400	This has been completed.
Dillabough Road - REMEDIATION	7,500	28,287	-20,787								
<b>TOTAL Dillabough Road</b>	<b>667,900</b>	<b>548,086</b>	<b>119,814</b>								
Rice Line - CONSTRUCTION	863,600	120,395	743,205					863,600		863,600	Paving has been completed. Currently awaiting shouldering and center line painting.
Rice Line - REMEDIATION	7,500	38,530	-31,030								
<b>TOTAL Rice Line</b>	<b>871,100</b>	<b>158,925</b>	<b>712,175</b>								
Foy Road - CONSTRUCTION	182,000	117,825	64,175					182,000		182,000	Culverts purchased and installed with a double surface treatment applied to 2.2km of roadway. (Bill processed in August)
Foy Road - REMEDIATION	10,000	11,592	-1,592								
<b>TOTAL Foy Road</b>	<b>192,000</b>	<b>129,417</b>	<b>62,583</b>								
Pine Valley Road - CONSTRUCTION	305,500	237,397	68,103			123,420	182,080			305,500	This has been completed.
Pine Valley Road - REMEDIATION	10,000	13,173	-3,173								
<b>TOTAL Pine Valley Road</b>	<b>315,500</b>	<b>250,570</b>	<b>64,930</b>								
McGahran Road - CONSTRUCTION	344,500	190,058	154,442			31,450		313,050		344,500	Culverts purchased and replaced, pulverizing completed and granulars applied. Asphalt to be applied in November.
McGahran Road - REMEDIATION	10,000	20,864	-10,864								
<b>TOTAL McGahran Road</b>	<b>354,500</b>	<b>210,922</b>	<b>143,578</b>								
McBride Road - CONSTRUCTION	64,009	95,529	-31,520					64,009		64,009	Culvert purchased and installed, ditching. Hotmix asphalt, line paint completed. Staff has billed Horton their share of the project (which has been removed from the total costs presented, approx. \$55,000).
McBride Road - REMEDIATION	5,000	13,135	-8,135								
<b>TOTAL McBride Road</b>	<b>69,009</b>	<b>108,664</b>	<b>-39,655</b>								
Cahill Culvert	15,000	14,755	245				15,000				This has been completed.
Golf Course Road - CONSTRUCTION										0	Dig outs of soft areas completed with the B gravel being supplied with no charge from Cavanagh. The surface will not be addressed in 2021.
Golf Course Road - REMEDIATION		25,410	-25,410								
<b>TOTAL Golf Course Road</b>		<b>25,410</b>	<b>-25,410</b>								
<b>Total Construction</b>	<b>3,072,759</b>	<b>1,823,821</b>	<b>1,248,939</b>	<b>0</b>	<b>283,470</b>	<b>240,000</b>	<b>182,080</b>	<b>2,284,709</b>	<b>0</b>	<b>2,990,259</b>	

**FUNDING**

	2021 Budgeted Costs	Actual 2021 Costs	Difference	OCIF						Total Funding	Notes:
				Taxation	Formula Comp.	Reserves	Gas Tax	Debenture	Grants		
<b>Roads/Waste Capital</b>											
2021 1 Ton		71,411	-71,411								The amount was accrued in 2020 (funded from debenture)
Server	19,500		19,500			19,500				19,500	Slated to be changed the week of August 23, 2021.
Capital Plan Purchase			0							0	
Traffic Counters	7,400		7,400					7,400		7,400	Purchased 3 units, awaiting delivery and invoice.
Excavator Repairs	60,000		60,000					60,000		60,000	
Tandem Truck (replace 2009)	275,000		275,000					275,000		275,000	Purchased but not to be received until May 2022.
Bush Hog	25,000		25,000					25,000		25,000	The Brush Hog has been installed - awaiting pickup.
Road Compaction Equipment	60,000	43,885	16,115					60,000		60,000	Purchased a used 2012 Roller and a Diesel plate packer.
Equipment Shed	30,000	9,608	20,392					30,000		30,000	Exterior steel purchased and installed.
Acquisition 5 yr Loan Payment	52,000		52,000	52,000						52,000	Infrastructure Ontario Loan (\$250,000)
<b>Total Roads Capital</b>	<b>528,900</b>	<b>124,905</b>	<b>475,406</b>	<b>52,000</b>	<b>0</b>	<b>19,500</b>	<b>0</b>	<b>457,400</b>	<b>0</b>	<b>528,900</b>	
<b>Total Capital for 2021 Budget</b>	<b>3,601,659</b>	<b>1,948,725</b>	<b>1,724,345</b>	<b>52,000</b>	<b>283,470</b>	<b>259,500</b>	<b>182,080</b>	<b>2,742,109</b>	<b>0</b>	<b>3,519,159</b>	

**DEBENTURES (inclusive of interest)**

	<b>2020</b>	<b>2021</b>	<b>2020</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>	<b>2029</b>	<b>2030</b>	<b>2031</b>	<b>2032</b>	<b>2033</b>
OILC -Grader (Expires May 2020, 1.57% interest, semi annual)	18,200													
KK- Waste Loan (\$200,000, Expires April 2033, 3.2% interest compounded monthly, annual pmt) - Total interest to be paid = \$68,285	14,500	14,230	13,900	13,600	13,250	12,900	12,600	12,300	12,000	11,630	11,300	11,000	10,650	10,330
KK - General Loan (\$100,000, Expires April 2033, 3.2% interest compounded monthly, annual pmt) - Total Interest to be paid - \$34,143	7,300	7,120	6,950	6,800	6,630	6,470	6,300	6,140	6,000	5,820	5,650	5,500	5,330	5,170
KK- Roads Loan (\$250,834, Expires April 2022, 3.2% interest compounded monthly, annual pmt) - Total interest to be paid = \$24,438	55,055	53,430	51,800											
<b>TOTAL Debenture Payments</b>	<b>95,055</b>	<b>74,780</b>	<b>72,650</b>	<b>20,400</b>	<b>19,880</b>	<b>19,370</b>	<b>18,900</b>	<b>18,440</b>	<b>18,000</b>	<b>17,450</b>	<b>16,950</b>	<b>16,500</b>	<b>15,980</b>	<b>15,500</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: November 18<sup>th</sup>, 2021

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:

- County of Renfrew – Contract Wages for Public Works Assistance
- Almon Equipment LTD – Annual Line Painting
- Greenwood Paving – Dillabough Road paving works
- Protech Training Services – Local Municipalities engaged in a training session at Mat-e-Way in Renfrew for Winter Maintenance Training. Costs incurred with this have been invoiced back to municipalities that took part.

**Financial Implications:**

None at this time.

**People Consulted:**

N/A

**Recommendation for Council:**

BE IT RESOLVED that Council approve the payment voucher listing to November 2nd, 2021 in the amount of \$617,560.05.

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

Payment #	Vendor	Date	Amount
Computer Cheques			
23914	AALTO TECHNOLOGIES	21-10-21	124.02
23915	BENSON AUTO PARTS	21-10-21	32.98
23916	BELL MOBILITY INC	21-10-21	84.76
23917	BUSKE OFFICE EQUIPMENT	21-10-21	151.79
23918	CAVANAGH CONSTRUCTION LTD	21-10-21	6,867.85
23919	CERTIFIED LABORATORIES	21-10-21	579.35
23920	COUNTY OF RENFREW	21-10-21	9,182.92
23921	DONOHUE, MICHAEL	21-10-21	356.50
23922	EGANVILLE LEADER LTD	21-10-21	774.54
23923	DEBBIE ENRIGHT	21-10-21	183.77
23924	HORTON, TOWNSHIP OF	21-10-21	1,028.72
23925	GAIL IRVING	21-10-21	20.00
23926	BILL MCMAHON	21-10-21	44.90
23927	Ministry of Finance	21-10-21	2,038.02
23928	PEEVER, ROSS	21-10-21	53.70
23929	PENDER, RAY	21-10-21	53.50
23930	PETRO-CANADA FUELS INC	21-10-21	4,624.36
23931	PITNEY BOWES GLOBAL CREDIT	21-10-21	847.50
23932	REIS EQUIPMENT CENTER	21-10-21	124.64
23933	GAIL RIDDELL	21-10-21	20.00
23934	RIVERVIEW METAL WORKS	21-10-21	1,385.94
23935	JUDY SAUVE	21-10-21	20.00
23936	TUBMAN MARKETING INC	21-10-21	508.50
23937	ALMON EQUIPMENT LTD.	21-10-28	5,121.16
23938	ANGUS, GORDON	21-10-28	224.00
23939	MARY BEIMERS	21-10-28	20.00
23940	BENSON AUTO PARTS	21-10-28	137.11
23941	BELL CANADA	21-10-28	316.05
23942	BELL CANADA	21-10-28	93.57
23943	COUNTY OF RENFREW	21-10-28	600.00
23944	ETMANSKI, BASIL	21-10-28	2,821.68
23945	GREENWOOD PAVING PEMBROKE L	21-10-28	508,866.66
23946	LECLAIRE ANDREA	21-10-28	172.87
23947	MACKENZIE MOTORS, MACK	21-10-28	477.74
23948	MANUFACTURERS LIFE INSURANCE	21-10-28	4,298.25
23949	Ministry of Finance	21-10-28	4,582.72
23950	BANK OF MONTREAL	21-10-28	675.76
23951	OMERS	21-10-28	6,460.12
23952	METROLAND MEDIA GROUP	21-10-28	337.19
23953	MINISTRY OF FINANCE	21-10-28	33,605.00
23954	PROTECH TRAINING SERVIVES INC	21-10-28	5,243.20
23955	PUROLATOR INC	21-10-28	79.60
23956	RECEIVER GENERAL	21-10-28	14,125.06
23957	RENFREW HOME HARDWARE	21-10-28	76.28
23958	TELUS	21-10-28	117.77

Report Date  
21-11-02 1:50 PM

Township of Admaston/Bromley  
**Payment Register**  
As of 21-11-02  
Batch: 2021-00105 to 2021-00110

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

Payment #	Vendor	Date	Amount
		Total:	617,560.05
		Total for AP:	617,560.05

Payments Printed: 45

**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: November 18<sup>th</sup>, 2021  
To: Council  
From: Mitchell Ferguson  
Re: Budgetary Control Report to October 31st, 2021

---

**Background:**

The budgetary control report represents the year to date figures as of October 31st, 2021.

Revenue

**Taxation** – The Current column includes the October Supplemental tax bills that have been issued.

**Drains** – The “Current” column on this line item reflects the tile drain and municipal drain fees billed with the Final Tax Billing.

**Payment In Lieu** – This line item will be adjusted as the Township receives PIL tax payments.

**Grants** – As of October 31<sup>st</sup>, the Township has received all of the allocated OMPF funding in the amount of \$449,900, as well as five OCIF payments totalling \$236,227. The Township has also received \$20,000 in Covid-19 Funding, and \$5,000 in Cannabis Implementation Funding. Also received was the second installment of the Gas Tax Funding. The Aggregate Resource fees for 2021 were received in the amount of \$39,890.94. Lastly, the municipality is in receipt of the Canada Summer Jobs funding allocation in the amount of \$5,987.00.

**Other Revenue** – This variance is due to the large debenture budget line item (\$2,742,660). When the debenture line item is removed, the variance for other revenue is approximately two percent (2%).

**Revenue from Reserves** – The reserves entries are completed at year end to reflect the funds that were withdrawn from reserves in the year.

Expenditures

**General Overhead** – We have not yet received the invoices for the audit for 2021. The invoice for the 2021 audit was awarded at \$23,500, subject to additional costs as required.

**Training & Development** – The staff convention line item has not yet been spent due to in-person events not taking place at this time.

**Information Technology** – The municipality has not yet purchased the laptops that were budgeted for in 2021.

**Council Audio Visual System** – This project is underway, and is anticipated to be completed before the end of 2021.

**Building Employment Costs** – The septic wages line item is over budget; due to the number of septic permits issued thus far in 2021. However, there is a corresponding revenue line item that offsets this expenditure.

**Waste Employment Costs** – There was a second waste site attendant at the Stone Road transfer station during the Covid-19 stay-at-home orders in 2021, to ensure safety measures were being followed.

**Economic Development** – Renfrew & Area Health Services Village payment was made in 2021, in the amount of \$31,083.85. The budgeted variance is to be allocated to various advertising items.

**County and Schools** – Three of the four payments of the County of Renfrew Levy and the School Board Levies were due March 31<sup>st</sup>, 2021, June 30<sup>th</sup>, 2021 and September 30<sup>th</sup>, 2021. The fourth payment will be due before December 31<sup>st</sup>, 2021.

**Financial Implications:**

None at this time

**People Consulted:**

None

**Recommendation for Council:**

BE IT RESOLVED THAT Council accepts the Budgetary Control Report to October 31st, 2021 as information.

**Township of Admaston/Bromley**  
**Budgetary Control Report**  
For the Month Ending October 31, 2021

	Current	Year to Date	Budget	Variance	Var %
<b>REVENUES</b>					
Taxation	10,406.47	4,417,684.28	4,451,478.00	(33,793.72)	0.76-
Drains		34,190.93	50,000.00	(15,809.07)	31.62-
Payment In Lieu	918.81	8,729.81	14,900.00	(6,170.19)	41.41-
Grants	123,216.00	990,791.14	986,230.00	4,561.14	0.46
Fees & Service Charges	3,359.00	39,693.83	54,000.00	(14,306.17)	26.49-
Other Revenue	7,882.51	591,869.97	2,835,670.00	(2,243,800.03)	79.13-
Revenue from Reserves			511,840.00	(511,840.00)	100.00-
<b>TOTAL REVENUES:</b>	<b>145,782.79</b>	<b>6,082,959.96</b>	<b>8,904,118.00</b>	<b>(2,821,158.04)</b>	<b>31.68-</b>
<b>EXPENDITURES</b>					
<b>ADMINISTRATION COSTS</b>					
Building Maintenance	3,750.23	17,004.53	18,260.00	1,255.47	6.88
General Employment Costs	18,003.86	271,489.79	297,800.00	26,310.21	8.83
General Overhead	1,343.97	32,310.46	77,000.00	44,689.54	58.04
Office Expense	1,080.53	11,622.18	16,700.00	5,077.82	30.41
Taxation Expense			1,000.00	1,000.00	100.00
Training & Development	378.17	2,821.84	6,500.00	3,678.16	56.59
Information Technology	627.65	16,058.41	21,500.00	5,441.59	25.31
Utilities	437.14	12,887.28	17,050.00	4,162.72	24.41
Contributions to Reserves			219,730.00	219,730.00	100.00
<b>TOTAL ADMINISTRATION COSTS:</b>	<b>25,621.55</b>	<b>364,194.49</b>	<b>675,540.00</b>	<b>311,345.51</b>	<b>46.09</b>
<b>COUNCIL</b>					
Council Employment Costs	6,723.68	70,391.36	90,200.00	19,808.64	21.96
Council Expenses	356.50	2,410.47	5,000.00	2,589.53	51.79
Council Audio Visual System			50,000.00	50,000.00	100.00
<b>TOTAL COUNCIL:</b>	<b>7,080.18</b>	<b>72,801.83</b>	<b>145,200.00</b>	<b>72,398.17</b>	<b>49.86</b>
<b>PROTECTION</b>					
By-Law Enforcement			2,000.00	2,000.00	100.00
Emergency Management			3,000.00	3,000.00	100.00
Fire	(323.39)	71,937.90	223,940.00	152,002.10	67.88
Police Services Board		1,932.67	5,800.00	3,867.33	66.68
Policing	33,605.00	335,451.09	410,260.00	74,808.91	18.23
<b>TOTAL PROTECTION:</b>	<b>33,281.61</b>	<b>409,321.66</b>	<b>645,000.00</b>	<b>235,678.34</b>	<b>36.54</b>
<b>BUILDING &amp; SEWAGE</b>					
Building Employment Costs	2,313.44	24,342.75	25,300.00	957.25	3.78
Building Expenses	(76.51)	739.65	1,500.00	760.35	50.69
<b>TOTAL BUILDING &amp; SEWAGE:</b>	<b>2,236.93</b>	<b>25,082.40</b>	<b>26,800.00</b>	<b>1,717.60</b>	<b>6.41</b>
<b>ANIMAL CONTROL</b>					
Canine Control	335.00	3,015.00	5,000.00	1,985.00	39.70
Dog License		137.65	400.00	262.35	65.59
Livestock	256.00	3,943.42	6,350.00	2,406.58	37.90
<b>TOTAL ANIMAL CONTROL:</b>	<b>591.00</b>	<b>7,096.07</b>	<b>11,750.00</b>	<b>4,653.93</b>	<b>39.61</b>

**Township of Admaston/Bromley**  
**Budgetary Control Report**  
For the Month Ending October 31, 2021

	Current	Year to Date	Budget	Variance	Var %
<b>WASTE MANAGEMENT</b>					
Waste Employment Costs	4,238.21	56,855.37	62,450.00	5,594.63	8.96
Landfill Maintenance	6,629.69	52,721.58	86,100.00	33,378.42	38.77
Western Star Compactor		3,044.00	6,000.00	2,956.00	49.27
International Compactor	1,200.88	14,867.50	16,000.00	1,132.50	7.08
Recycling	2,211.81	22,199.40	37,000.00	14,800.60	40.00
Well Testing & Reports	2,996.23	27,614.72	36,000.00	8,385.28	23.29
Osceola Landfill Expansion		(1,708.98)	50,000.00	51,708.98	103.42
<b>TOTAL WASTE MANAGEMENT:</b>	<b>17,276.82</b>	<b>175,593.59</b>	<b>293,550.00</b>	<b>117,956.41</b>	<b>40.18</b>
<b>RECREATION</b>					
Recreation Expenses	202.33	27,656.19	29,850.00	2,193.81	7.35
Library Expenses	80.00	22,750.00	22,950.00	200.00	0.87
<b>TOTAL RECREATION:</b>	<b>282.33</b>	<b>50,406.19</b>	<b>52,800.00</b>	<b>2,393.81</b>	<b>4.53</b>
<b>DRAINS &amp; PLANNING</b>					
Municipal Drain Maintenance		330.72	25,000.00	24,669.28	98.68
Tile Drainage	5,652.11	22,464.51	30,000.00	7,535.49	25.12
Drainage Superintendent		200.00	1,000.00	800.00	80.00
Planning Fees	752.10	2,687.16	7,000.00	4,312.84	61.61
Economic Development		31,083.85	34,100.00	3,016.15	8.85
FCM Asset Management	5,055.65	58,819.75	78,000.00	19,180.25	24.59
Cannabis Study - ICB		585.12	5,000.00	4,414.88	88.30
<b>TOTAL DRAINS &amp; PLANNING:</b>	<b>11,459.86</b>	<b>116,171.11</b>	<b>180,100.00</b>	<b>63,928.89</b>	<b>35.50</b>
<b>COUNTY &amp; SCHOOLS</b>					
County of Renfrew		1,012,815.00	1,346,372.00	333,557.00	24.77
English Public		415,633.39	545,891.00	130,257.61	23.86
English Separate		149,168.63	193,682.00	44,513.37	22.98
French Public		6,358.82	8,219.00	1,860.18	22.63
French Separate		13,848.56	17,754.00	3,905.44	22.00
<b>TOTAL COUNTY &amp; SCHOOLS:</b>	<b>0.00</b>	<b>1,597,824.40</b>	<b>2,111,918.00</b>	<b>514,093.60</b>	<b>24.34</b>
<b>ROADS</b>					
Overhead	22,364.86	155,567.20	241,500.00	85,932.80	35.58
Road Maintenance	31,678.16	538,312.34	885,300.00	346,987.66	39.19
Equipment	2,432.40	20,957.83	30,500.00	9,542.17	31.29
Capital		131,824.19	528,900.00	397,075.81	75.08
Construction	489,692.36	1,757,547.56	3,075,260.00	1,317,712.44	42.85
Covid-19		38,142.40		(38,142.40)	
Extraordinary Expense - Insurance		1,680.88		(1,680.88)	
<b>Total ROADS:</b>	<b>546,167.78</b>	<b>2,644,032.40</b>	<b>4,761,460.00</b>	<b>2,117,427.60</b>	<b>44.47</b>
<b>TOTAL EXPENDITURES:</b>	<b>643,998.06</b>	<b>5,462,524.14</b>	<b>8,904,118.00</b>	<b>3,441,593.86</b>	<b>38.65</b>
<b>SURPLUS/DEFICIT</b>	<b>(498,215.27)</b>	<b>620,435.82</b>	<b>0.00</b>	<b>620,435.82</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: November 18<sup>th</sup>, 2021  
To: Council  
From: Mitchell Ferguson  
Re: Tax Report – Final Tax Billing

---

**Background:**

The Final Tax Billing has been processed and was due September 30<sup>th</sup>, 2021. Council will note that more taxes were collected at the Final Tax Billing in 2021 than in 2020.

Please see the total breakdown of taxes and arrears collected during the Interim Tax Billing:

	<b>2021</b>	<b>2020</b>
Taxes Owing at Final Billing Calculation	\$2,410,644.47	\$2,454,235.48
Outstanding Taxes as of October 31 <sup>st</sup>	\$347,842.64	\$394,976.86
Taxes Collected from Final Billing	\$2,062,801.83 85.57%	\$2,059,258.62 83.91%

**Financial Implications:**

None at this time.

**People Consulted:**

N/A

**Recommendation for Council:**

BE IT RESOLVED THAT Council accepts the Tax Report – Final Tax Billing as information.



**TOWNSHIP OF ADMASTON/BROMLEY  
2021 TAX REPORT**

Control Totals as of July 27, 2021 (after Final Billing)

	<b>Current</b>	<b>2020</b>	<b>2019</b>	<b>2018</b>	<b>Prior</b>	<b>Total</b>
<b>Taxes</b>	2,285,336.92	76,380.04	33,751.12	10,058.31	5,118.08	<b>2,410,644.47</b>
Penalty	2,064.66	5,065.69	3,705.77	1,627.85	3,382.81	<b>15,846.78</b>
<b>Total</b>	<b>2,287,401.58</b>	<b>81,445.73</b>	<b>37,456.89</b>	<b>11,686.16</b>	<b>8,500.89</b>	<b>2,426,491.25</b>

Control Totals as of October 31st, 2021

	<b>Current</b>	<b>2020</b>	<b>2019</b>	<b>2018</b>	<b>Prior</b>	<b>Total</b>
<b>Taxes</b>	262,945.94	56,022.33	22,468.20	2,159.94	4,246.23	<b>347,842.64</b>
Penalty	4,342.41	4,200.34	2,725.69	1,077.60	3,072.15	<b>15,418.19</b>
<b>Total</b>	<b>267,288.35</b>	<b>60,222.67</b>	<b>25,193.89</b>	<b>3,237.54</b>	<b>7,318.38</b>	<b>363,260.83</b>

Tax Reduction/Increase by Total Dollars

	<b>Current</b>	<b>2020</b>	<b>2019</b>	<b>2018</b>	<b>Prior</b>	<b>Total</b>
Owing 07/27/21	2,285,336.92	76,380.04	33,751.12	10,058.31	5,118.08	<b>2,410,644.47</b>
Owing 10/31/21	262,945.94	56,022.33	22,468.20	2,159.94	4,246.23	<b>347,842.64</b>
<b>Amount Paid</b>	<b>2,022,390.98</b>	<b>20,357.71</b>	<b>11,282.92</b>	<b>7,898.37</b>	<b>871.85</b>	<b>2,062,801.83</b>

Tax Reduction by Percentage

	<b>Current</b>	<b>Previous Year</b>	<b>2 Years Arrears</b>	<b>3 Years Arrears</b>	<b>Prior</b>	<b>Total</b>
<b>October 2021</b>	88.49%	26.65%	33.43%	78.53%	17.03%	85.57%
<b>October 2020</b>	87.12%	29.86%	34.73%	38.17%	0.00%	83.91%

\* NOTE - There are currently 277 properties on monthly preauthorized payment plans compared to 193 last year.

**Township of Admaston/Bromley**

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**Renfrew, ON**

**K7V 3Z5**

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613-646-7918 Cobden Road Garage**

**REPORT**

Date: November 18<sup>th</sup>, 2021  
To: Council  
From: Mitchell Ferguson  
Re: Cash Management Report

---

**Background:**

The final tax billing has been processed and was due September 31<sup>st</sup>, 2021. As noted in the Tax Report, approximately 86% of the taxes have been received. Council will find below a few things to note:

- The outstanding loan payments have been paid off. However, the IO Loan account is being used until the time it is to be rolled over into a loan.
- The Gas Tax Fund account is reallocated into the General Bank account once the corresponding projects are completed.
- Note that the County and School Boards will be receiving their last installment in December.

**A Detailed Cash Management Report follows this document.**

**Financial Implications:**

None at this time.

**People Consulted:**

N/A

**Recommendation for Council:**

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

**Cash Management Report**  
For the period ending October 31st, 2021

<b>GENERAL ACCOUNT</b>	<b>January 31, 2021</b>		<b>March 31, 2021</b>		<b>October 31, 2021</b>	
Opening Balance at Start of Year	\$	86,586.57	\$	86,586.57		86,586.57
Deposits	\$	179,410.12	\$	2,351,513.38		6,595,607.49
Monthly Preauthorized Tax Payments	\$	43,418.04	\$	132,637.28		463,395.34
Interest Earned on bank balance	\$	133.35	\$	884.99		5,352.39
Transfers from Gas Tax Account	\$	85,826.76	\$	85,826.76		85,826.76
Subtotal	\$	395,374.84	\$	2,657,448.98		7,236,768.55
Cheques Issued	\$	61,947.00	\$	877,689.22		5,373,862.29
Outstanding Cheques from Previous Year	\$	-	\$	-		-
Bank Charges	\$	50.96	\$	664.05		1,226.09
Payroll Direct Deposited	\$	45,618.33	\$	133,779.44		483,376.20
Interest Paid on Loans	\$	470.86	\$	1,285.29		2,375.49
Principal Payments on Loans	\$	22,850.00	\$	22,850.00		255,084.83
Subtotal	\$	130,937.15	\$	1,036,268.00		6,115,924.90
Closing Balance	\$	264,437.69	\$	1,621,180.98	\$	1,120,843.65

<b>GAS TAX FUND ACCOUNT</b>	<b>January</b>		<b>Year to Date @ March 31/21</b>		<b>Year to Date @ Oct 31, 21</b>	
Opening Balance	\$	109,793.65	\$	109,793.65	\$	109,793.65
Deposits	\$	-	\$	-	\$	182,568.25
Interest Earned	\$	205.86	\$	205.86	\$	745.04
Subtotal	\$	109,999.51	\$	109,999.51	\$	293,106.94
Transfers to General Account	\$	85,826.76	\$	85,826.76	\$	85,826.76
Closing Balance	\$	24,172.75	\$	24,172.75	\$	207,280.18

<b>BANK LOANS</b>	<b>Borrowed to Date</b>		<b>Year to Date @ March 31/21</b>		<b>Year to Date @ Oct 31, 21</b>	
Emergency Loan for Spring Flood Event 2019 - 0370 6983 815	\$	228,500.00	\$	228,500.00	\$	-
IO Loan Debenture	\$	497,502.00	\$	-	\$	497,502.00

<b>SIGNIFICANT EXPENDITURES - NEXT 30 DAYS</b>	<b>Amount</b>	<b>Expected Due Date</b>	<b>Expected Due Date</b>
Police Contract - Ministry Of Finance	\$ 33,605.00	N/A	October 31, 2021

<b>SIGNIFICANT REVENUES EXPECTED</b>	<b>Amount</b>	<b>Expected Due Date</b>	<b>Expected Due Date</b>
MDRAP Funding	\$ 460,934.45	N/A	Received as of Oct 31st

**Township of Admaston/Bromley**

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**Renfrew, ON**

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**REPORT**

Date: November 18<sup>th</sup>, 2021

To: Council

From: Mitchell Ferguson

Re: Municipal Office Hours – Christmas and New Year's 2021

---

**Background:**

Due to the number of the staff at the Township of Admaston/Bromley; it makes taking holidays during the Christmas season challenging. Historically, two staff members would have time off and two would remain in office for the days between Boxing Day and New Year's Eve.

Our current statutory holiday policy (E2) states that the following be honoured around the Christmas and New Year's season:

Christmas Day  
Boxing Day  
½ New Year's Eve  
New Year's Day

Because Christmas Day and Boxing Day fall on the weekend, they will be observed as Statutory Holidays on December 27<sup>th</sup> and December 28<sup>th</sup>. This leaves the Township Office open December 29<sup>th</sup>, 30<sup>th</sup> and half of the 31<sup>st</sup>, totalling two and a half days (2.5).

**Discussion:**

**Option 1 – Township office and public works facilities Closed from December 27<sup>th</sup> to December 31<sup>st</sup>**

Staff would use their accumulated banked time, vacation time, floater time and/or overtime to be off. In some instances, staff may have used up their allotted time. In these instances; staff would go without pay, or apply for the use of 2022 vacation time with their supervisor.

Staff would provide the notice of office closure to the residents and ratepayers by the means of social media and local advertising. Staff would also ensure the appropriate measures are in place to be able to respond to emergencies and/or significant weather events.

**Option 2 – Township office remain open with half staff**

The administrative office would remain open to the public, operating at half-staff.

**Financial Implications:**

None at this time

**People Consulted:**

Local Municipal Staff  
Incoming CAO/Clerk

**Recommendation for Council:**

BE IT RESOLVED THAT Council approve Option 1, approving the closure of the Municipal Office from December 27th to December 31st, 2021.

AND BE IT FURTHER RESOLVED THAT Staff will make application for leave out of their accumulated banked time, vacation time, floater time and/or overtime.

Douglas Fire Committee  
Regular Meeting  
October 13, 2021

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

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

Carried

In Old business Chief Kevin mentioned that the firemen are working with Covid-19 and opening training to larger groups. Chief Kevin has been in contact with some architects. Chief Kevin mentioned that he had plans for a building similar to the needs of the fire department and would adjust them and submit them to the building inspector. Work on the antenna on the tower has been completed. The installer reported to Chief Kevin that the tower is getting older and may need some repairs. Chairman Robert Dick mentioned that it should go on the capital plan.

In Correspondence a thank you was received from Shirley Briscoe concerning a fire on Highway 60. Mayor Donohue forwarded a letter to Chairman Robert Dick about foam to be used on fires. Foam was discussed and the letter was placed on file.

In New business Chief Kevin's retirement was talked about. Lots of good wishes. The job of Acting Deputy Fire Chief was reposted for two weeks. The Christmas Party was discussed and with the uncertain Covid restriction that may be in place in December it was decided that it should be the same as last year.

It was moved by Harry Stuart and seconded by Ken Keill--Be it resolved that the job posting for Acting Deputy Fire Chief be reposted for two weeks.

Carried

The fire chief presented his report. Chairman Robert Dick asked about progress of the Health and Safety Committee now that Clerk Allison has left the municipality. Committee member Ken Keill is willing to work with Deputy Bill and Fire Captain Lawrence in setting up the committee.

It was moved by Ken Keill and seconded by Nathan Harris that the fire chief's report be accepted as presented.

Carried

The budget control report was reviewed along with the major purchases for this budget.

It was moved by Nathan Harris and seconded by Ken Keill that the payment voucher Dated October 13, 2021 in the amount of \$12,962.21 be paid.

Carried

It was moved by Harry Stuart to adjourn

Carried

Douglas Fire Committee  
Fire Chief Report  
November 10, 2021

Date	Men	Hrs	Where	What
Oct 12	01	03		Clean fire hall
Oct 15	03	06	Practice	Weekend truck checks
Oct 21	24	24	Practice	Wrap up with chief Kevin
Oct 25	03	06	Practice	Weekend truck checks
Oct 25	01	03		Clean fire hall
Oct 31	03	09	Practice	Weekend truck checks
Nov 1	09	27		MVA-Renfrew Extrication
Nov 7	03	06	Practice	Weekend truck checks
Nov 8	03	03		Clean fire hall

CORPORATION OF THE TOWNSHIP OF ADMASTON/BROMLEY

By-Law No. 2021-51

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

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

**AND WHEREAS** Section 229 of the Municipal Act S.O. 2001 c. 25 provides that the municipality may appoint a Chief Administrative Officer;

**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 Jennifer Charkavi is hereby appointed as Chief Administrative Officer/Clerk (CAO/Clerk) 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 November 29, 2021 and shall remain in force until repealed by Council.
4. That By-Law No. 2020-25 shall hereby be repealed.

Read a first and second time this 18<sup>th</sup> day of November 2021.

Read a third and final time and passed this 19<sup>th</sup> day of November, 2021.

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Mayor

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Acting Clerk



Schedule "A"

To By-Law 2021-51

<p><b>TOWNSHIP OF ADMASTON/BROMLEY</b> <b>Job Description</b></p>	<p><i>Job Title: Chief Administration Officer/Clerk</i></p>	<p><i>Page #</i> _____</p>
<p><i>Location:</i>  <i>Department: <u>Administration</u></i></p>	<p><i>Reports To:</i>  _____ <u>Council</u></p>	<p><i>Revision date:</i> <u>UNDER REVIEW</u>  <i>Salary grid:</i> <u>UNDER REVIEW</u></p>
<p><i>Approval:</i>            { }    Department Head                               { }    Supervisor                               { }    Employee{s}                               { }    Council</p>		

**Position Summary:**

Under the direction of Council, the CAO/Clerk provides administrative and leadership expertise on all municipal affairs and ensures compliance of all Council decisions. Directs the overall planning, coordination and control of all operations in accordance with objectives, policies and plans as approved by Council. Acts as Manager of all municipal departments within the Township.

**Qualifications:**

- Requires Post-Secondary Education in Public Administration, Political Science, Law, Business, Planning or an equivalent combination of education and experience.
- AMCTO or CMO designation would be considered an asset.
- Minimum five (5) years progressive Managerial experience and previous experience in a municipal environment.
- Thorough knowledge of municipal administration, including finance, human resources and planning.
- General knowledge of local government operations including public works, (any other applicable departments). Knowledge of Provincial and Municipal Legislation.
- Extensive computer experience required.
- Proven leadership ability combined with excellent interpersonal written and oral communication skills.
- Analytical skills to initiate and execute programs, to identify and resolve problems and to formulate policies and procedures.
- Excellent negotiating skills to resolve organizational and interdepartmental conflicts and to participate in the problem solving process.
- Must provide a clean criminal record check.
- Valid Driver's License.

## **Position Responsibilities:**

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 Operational policies of the Township of Admaston/Bromley.
2. Maintains general financial control over all departments of the Township.
3. Directs, co-ordinates and oversees all departments as directed by Council.
4. Responsible for all Human Resources activity for the Township.
5. Co-ordinates and prepares research and preparation of all bylaws, resolutions, and submissions to council.
6. Acts as Clerk for the Council of the Township of Admaston/Bromley including attending all Council and Committee meetings when required and recording minutes of proceedings.
7. Ensures that a proper filing and records management system including the safekeeping or original By-Laws, minute books and other important papers is in place.
8. Acts as primary resource person to the Mayor, Council and Committees on administrative matters.
9. Fulfills the legislated Clerk's functions described in the Planning Act and oversees the administration of the Committee of Adjustment. Undertakes various activities to carry out the planning function including responding to inquiries from the public, developers and other government agencies.
10. Conducts all requirements under the Drainage Act including grant applications for Municipal Drain maintenance and Tile Drainage Debenture applications.
11. Acts as Freedom of Information Coordinator for the Township
12. Protects own health and health of others by adopting safe work practices, reporting unsafe conditions immediately, and attending all relevant in-services regarding occupational health and safety. Follows all guidelines for employees and employers as legislated under the Ontario Occupational Health and Safety Act.

**The foregoing 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.**



***TOWNSHIP OF ADMASTON/BROMLEY***

LIMIT OF AUTHORITY
The employer has the following standards of performance regarding the limits of authority for the position of <u>CAO/Clerk</u> .
1. Employee will not deviate from Township policies and procedures.
2. Employee will take disciplinary measures according to council direction and policy.
3. Approves and decides on all Township purchases according to policy and bylaws.
4. Employee will not terminate an employee without Council approval
5. Employee will not release confidential information consistent with the Freedom of Information Act.

**TOWNSHIP OF ADMASTON/BROMLEY**

POSITION: CAO/CLERK  
 DEPARTMENT Administration

:

JOB DESCRIPTION FACTOR	STANDARD OF PERFORMANCE
<p>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 Operational policies of the Township of Admaston/Bromley.</p>	<p>1- Required to interpret and remain current on the content and changes of the Municipal Act and all other Acts relevant to Municipal Operations.            2- Responsible to distribute and communicate Township policies and procedures to municipal employees &amp; public.            3- Knowledge of Procedural Bylaw and Council Agendas            4- Responsible to ensure the relevant legislative and municipal law amendments are communicated to Council and the public.</p>
<p>2. Maintain general financial control over all departments of the Township.</p>	<p>1- The CAO/Clerk shall ensure that the system of accounting being used accurate and enables council and staff to obtain desired information.            2- The CAO/Clerk conducts effective monitoring of revenues and expenditures of the Corporation in accordance with approved budgets.            3- The CAO/Clerk shall direct the preparation and compilation of annual budgets in accordance with the requirements of legislation and the instructions of Council.            4- The CAO/Clerk shall direct the presentation to Committees and Council of the annual budgets.            5- The CAO/Clerk shall have prepared and submitted to Council at the end of the fiscal year a complete report on the finances of the Corporation for the preceding year.            6- The CAO/Clerk shall put into place sound procedures for purchasing, for tendering and for entering into contracts.            7- The CAO/Clerk shall exercise general financial control over all departments of the Township.</p>
<p>3. Directs, co-ordinates and oversees all department as directed by Council. Acts as Human Resources Co-ordinator for the Township.</p>	<p>1- Supervise and direct all staff.            2- Ensure all council policies and decisions are followed and implemented.            3- Maintains personnel file for Municipal Staff.            4- Maintain a harmonious attitude and communication with the Staff and Council.            5- Ensure all deadlines are met.            6- Ensure proper conduct of employees is carried out.            7- Be sure the office is adequately staffed at all times.            8- The CAO/Clerk shall have the right to participate in meetings pertaining to negotiations on collective agreements or meetings on any dispute or discussion arising</p>

	<p>therefrom.</p> <p>9- Recommends to Council, with the input of the department heads when appropriate, the appointment, employment, or dismissal of all employees, recognizing the policy and procedures for the Township.</p> <p>10- Recommends to Council on matters concerning wages, salaries, working conditions and terms of employment as necessary where required by the Township's policies.</p> <p>11- Ensures performance reviews for each employee the CAO/Clerk directly supervises are completed in accordance with the policy and procedures for the Township.</p> <p>12- Ensures that supervisory staff complete performance reviews for their employees in accordance with the policy and procedures for the Township.</p>
<p>4. Co-ordinates and prepares research and preparation of all bylaws, resolutions and submissions to council.</p>	<p>1- Prepare all by-laws, resolutions and submissions to Council.</p> <p>2- Research grants and subsidies</p> <p>3- Gather and implement all necessary legislation into by-laws and resolutions.</p> <p>4- Ensure recording and maintenance of all by-laws and resolutions.</p> <p>5- Working knowledge of all by-laws and resolutions.</p>
<p>5. Acts as Clerk to Council of the Township of Admaston/Bromley including attending all Council and Committee meetings when required and recording minutes of proceedings.</p>	<p>1- Responsible to establish Council's agenda and record minutes.</p> <p>2- Liaise with government, professionals, suppliers, public and contract labourers.</p> <p>3- Reports to Council on monthly activities.</p> <p>4- Administer all statutory responsibilities.</p> <p>5- The CAO/Clerk shall give particular attention to the following:</p> <p>a) The processing of correspondence and other communications of concern to Council and its Committees prior to their presentations to Council or its committees;</p> <p>b) The content and format of agendas, reports and minutes;</p> <p>c) The codifying of any Council, Committee, local boards or administration procedures and policy, ensuring convenient access to such policies and procedures;</p> <p>d) The indexing and retention of all records, documents, correspondence, books of account and legislation and their legal disposition when no longer used.</p> <p>6- The CAO/Clerk may be assigned such other duties, responsibilities, privileges and authorities as council may legally assign, provided that the CAO/Clerk shall have the right to request council's reconsideration of any such additional assignment and to propose alternative courses of action.</p> <p>7- Acts as media liaison for items approved by the Mayor/Council.</p> <p>8- Attend Council meetings.</p> <p>9- Provide background information and all related correspondence to Council.</p>

	<p>10-Amend and enforce municipal by-laws as required.</p> <p>11-Communicate regularly with Council regarding municipal matters.</p> <p>12-Act as Local Registrar for the Registrar General of Ontario.</p> <p>13-Act as Returning Officer for the Municipal Elections every four years.</p> <p>14- Establishes and maintains contracts when required.</p>
<p>6. Protects own health and health of others by adopting safe work practices, reporting unsafe conditions immediately, and attending all relevant in-services regarding occupational health and safety. Follows all guidelines for employees and employers as legislated under the Ontario Occupational Health and Safety Act.</p>	<p>1- Ensure compliance with Occupational Health and Safety Act</p> <p>2- Responds to health and safety Workplace Inspection Deficiencies.</p>

CORPORATION OF THE TOWNSHIP OF ADMASTON/BROMLEY

By-Law No. 2021-52

A By-Law to Amend By-Law 2012-34 and to rescind By-law 2015-40, by-laws which govern the proceedings of Council and Committees, of the Township of Admaston/Bromley.

**WHEREAS**, pursuant to Section 238 of the Municipal Act, 2001, S.O., 2001 c. 25 as amended, every Council shall pass a procedural by-law for governing the calling, place and proceedings of meetings;

**AND WHEREAS** it is deemed desirable and expedient to further amend the said By-Law for the purpose of amending Part IV – Order of Proceedings, Item 10 – Agendas and Supporting Material, subsection (f);

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

1. That Part IV – Order of Proceedings, Item 10 – Agendas and Supporting Material, subsection (f) as set out in the said By-Law No. 2015-40 be rescinded.
2. That Schedule “A” attached to this By-Law is hereby enacted as an amendment to the said By-Law No. 2012-34.
3. That this By-Law shall come into force and take effect on the date of Enactment of this By-law.

Read a first and second time this 18<sup>th</sup> day of November, 2021

Read a third time and finally passed this 18<sup>th</sup> day of November, 2021.

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Mayor

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Acting Clerk



SCHEDULE "A" to By-Law No. 2021-52

- (f) Agendas shall be generally formatted as follows but modifications to the matters to be included or the order of business may be affected without requiring amendment to this By-Law.

- (1) Call to Order
- (2) Moment of Silence
- (3) Approval of Agenda
- (4) Disclosure of Pecuniary Interest
- (5) Adoption of Minutes
- (6) Delegations/Guests
- (7) Planning and Economic Development Committee
- (8) Community Service Committee
- (9) Operations Committee
- (10) Waste Management Committee
- (11) Finance and Administration Committee
- (12) Protective Services Committee
- (13) County of Renfrew
- (14) By-Laws
- (15) Notice of Motion
- (16) Old Business
- (17) New Business
- (18) Question Period
- (19) In-Camera Meeting
- (20) Confirmatory By-law
- (21) Adjournment

**ACTION TRACKING LIST**

	<b>Updated Information</b>
	<b>NEW</b>

<b>Date</b>	<b>Item</b>	<b>Assigned To</b>	<b>Due Date</b>	<b>Current Status</b>
October 2021	UPDATE Asset Management Plan	Acting Treasurer/Deputy Clerk	Early 2022	Staff have been involved in facility inspections with consultant.
June. 2020	Ministry appointment of PSB Member	Clerk	July. 2020	With the change of the Detachment Boards this will be delayed.
September. 2020	Cannabis Growth	Clerk	Oct. 2022	County of Renfrew Cannabis Study is almost done. Township implemented an Interim Control By-Law extension.
September. 2020	Speed Radar Sign	Deputy Clerk/Treasurer	Sept. 2020	The PSB is to have follow up on whether the cost is for both sides of the roadway, permanent encroachment or an annual basis. A encroachment application is required in the amount of \$550. MTO stated that a permit can be applied for, for one side, and we can ask about a second sign once we approved at that point.
October. 2020	Speed Limit By-Law	PW Superintendent	2021	Bring forward a by-law in 2021.
October. 2020	Fencing By-Law	Clerk/CBO	Dec. 2020	Look into updating the fencing by-law.
November. 2020	LEG report to Committee	Clerk	continuing	The Clerk is provide Council with Regular updates.
March. 2021	Health and Safety Committee - Fire	Clerk/Treasurer with Fire	April/May 2021	Robert Dick indicated at the July 8th Council meeting that the Deputy Fire Chief and the Safety Officer are looking after this item.
October 2021	Admaston Public School - Gym Use	Acting Treasurer/Deputy Clerk	December 2021	Investigate community use of the facility. Find old agreement and contact the RCDSB to verify agreement and develop procedure for booking.
October 2021	Community Facility	Acting Treasurer/Deputy Clerk	December 2021	ARC requested that community facilities be opened for committee uses. Staff are to investigate procedures for reopening.
October 2021	Forced Roads	Clerk	On-Going - 2022	Staff are to investigate a policy for the assumption of forced roads.
October 2021	ICIP Application - Extension	Acting Treasurer/Deputy Clerk	December 2021	Acting Treasurer/Deputy Clerk to investigate extension of project to be able to use up the approved funds.
October 2021	Fire Fighters SCBA Testing	Fire Department	December 2021	Fire department to have SCBA Certification completed.

CORPORATION OF THE TOWNSHIP OF ADMASTON/BROMLEY

BY-LAW No. 2021-54

**A BY-LAW TO CONFIRM PROCEEDINGS OF  
THE COUNCIL OF THE TOWNSHIP OF ADMASTON/BROMLEY  
AT THE COUNCIL MEETING HELD NOVEMBER 18, 2021**

**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 November 2021 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 November 2021.

READ a third time and finally passed this 18<sup>th</sup> day of November 2021.

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Mayor

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Acting Clerk