

Township of Admaston/Bromley  
First Monthly Meeting  
Thursday, January 5, 2023 @ 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 [December 15<sup>th</sup>, 2022](#)

6. Delegations and Guests

Admaston Public Library – Review of 2022 and Looking ahead at 2023

7. **Planning and Economic Development Committee** –

**7a**

8. **Community Service Committee** –

**8a** [Appointment of Library Board Members](#)

9. **Operations Committee**

**9a**

10. **Waste Management Committee** –

**10a**

11. **Finance and Administration Committee** -

**11a** [Appointment of Officers and Committees By-Law](#)

**11b** [Borrowing By-law](#)

**11c** [Interim Tax By-Law](#)

**11d** [County of Renfrew Flood Hazard Identification and Mapping Program Funding Application](#)

**11e** [Cost of Living Adjustment \(COLA\) Report](#)

12. **Protective Services Committee** –

**12a**

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

**13a** [Letter from RCDHU – Renfrew Office Closure Response](#)

14. **By-Laws**

**14a 2023-01** – [Appointment of Officers and Committees](#)

**2023-02** – [Appointment of Library Board](#)

**2023-03** – [Amend Employment By-Law – COLA](#)

**2023-04** – [Interim Tax Levy](#)

**2023-05** – [Borrowing By-Law](#)

**2023-06** – [Remuneration of Council - COLA](#)

15. Old Business

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

16. New Business

17. **Closed Session**

**17a**

18. Confirmatory By-Law

**18a** [2023-07](#) being a by-law to confirm proceedings of Council Meeting

19. Question Period

20. Adjournment

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

**Council Information**

[RVH Lottery](#)

[Health Unit Annual Report 2021](#)

Township of Admaston/Bromley  
Second Monthly Meeting

Council met for their second monthly meeting on Thursday December 15<sup>th</sup>, 2022. Present were Mayor Michael Donohue, Deputy Mayor Kevin LeGris, Councillors Angela Field, Keith Gourley and Brian Hamilton.

Staff Members present were CAO/Clerk Jennifer Charkavi, Public Works Superintendent Steve Visinski (Acting), Contract Public Works Superintendent Jamie Doering, Interim Treasurer Keray O'Reilly, Finance Clerks Andrea Leclaire and Meagan Jessup.

Guests present were Fire Chief McHale and Deputy Fire Chief Pat Donohue

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

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

**Agenda Item 3 – Approval of Agenda**

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

Moved by Angela Field, seconded by Kevin LeGris.

BE IT RESOLVED that Council approve the agenda of December 15, 2022, Regular Council Meeting.

Carried

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

None.

**Agenda Item 5 – Minutes**

**5a** Resolution to adopt Minutes of Council Meeting held on December 1<sup>st</sup>, 2022

**Resolution No. 13/12/22**

Moved by Angela Field, seconded by Kevin LeGris

BE IT RESOLVED that Council adopt the following meeting Minutes:

- December 1, 2022, Regular Council Meeting

Carried

**Agenda Item 6 – Delegations and Guests**

**6a** Bill McHale, Fire Chief

Fire Chief Bill McHale gave a verbal update on the fire department for 2022. Discussion about upcoming changes and requirements for the department and staff. Fire Chief Bill McHale also advised council that the fire department is up to date with their health and safety. Bill McHale stated that he will continue to report to council on an ongoing basis.

**Agenda Item 7 – Planning and Economic Development Committee –**

**7a** Building and Sewage Report - November

Discussion was had on the growth projected for 2023.

**Resolution No. 14/12/22**

Moved by Kevin LeGris, seconded by Angela Field.

BE IT RESOLVED that Council receives the Building and Sewage report as information. Carried

**Agenda Item 8 – Community Services Committee –**

**8a** Douglas Frosty Fun Winter Carnival

**Resolution No. 15/12/22**

Moved by Kevin LeGris, seconded by Angela Field.

BE IT RESOLVED that Council of the Township of Admaston/Bromley grants permission to the Douglas Recreation Committee to hold the Douglas Frost Fun Winter Carnival on January 27 – 29, 2023, in Douglas and that the said event be designated as a community event and conducted for the enjoyment and betterment of the community.

Carried

**Agenda Item 9 – Operations Committee –**

**9a** October/November Report to Council

Public Works Superintendent Visneski (Acting) provided a summary of the report.

**Resolution No. 16/12/22**

Moved by Brian Hamilton, seconded by Keith Gourley

BE IT RESOLVED that Council receive the Public Works October and November 2022 Report as information. Carried

**9b** Minimum Maintenance Standards for Municipal Highways

Contract Superintendent Doering explained the necessity for a municipality to have this by-law.

**Resolution No. 17/12/22**

Moved by Brian Hamilton, seconded by Keith Gourley

BE IT RESOLVED that Council adopt by-law 2022-76 which states the minimum maintenance standards, set out in “Schedule A” for the Township of Admaston/Bromley.

Carried

**9c** Job Cost Expenditure Report

**Resolution No. 18/12/22**

Moved by Keith Gourley, seconded by Brian Hamilton

BE IT RESOLVED that Council receive the Job Cost Expenditure Report to November 30, 2022.

Carried

**9d Capital Project Budgetary Control Report**

**Resolution No. 19/12/22**

Moved by Keith Gourley, seconded by Brian Hamilton.

BE IT RESOLVED that Council receive the Capital Project Budgetary Control Report.  
Carried

**Agenda Item 10 – Waste Management Committee –**

None.

**Agenda Item 11 – Finance and Administration Committee –**

- 11a** Payment Registers October and November 2022  
i Payment Register Report to Council  
ii Payment Register for October and Appendix A  
iii Payment Register for November and Appendix B

Interim Treasurer O'Reilly highlighted items of interest on the registers.

**Resolution No. 20/12/22**

Moved by Angela Field, seconded by Kevin LeGris.

BE IT RESOLVED THAT Council approve the Payment Register listing for October 2022 in the amount of \$124,426.81;

AND BE IT FURTHER RESOLVED THAT Council approve the Payment Register listing for November 2022 in the amount of \$485,883.72.

Carried

- 11b** Budgetary Control Report – November 30, 2022  
i Staff Report to Council  
ii Budgetary Control Report

**Resolution No. 21/12/22**

Moved by Angela Field, seconded by Kevin LeGris

BE IT RESOLVED that Council accepts the Budgetary Control Report to November 30<sup>th</sup> as information.  
Carried

**Agenda Item 12 – Protective Services Committee –**

None.

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

None.

**Agenda Item 14 – By-Laws**

- 14a** 2022-76 – Minimum Maintenance Standards for Municipal Highways

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

Moved by Kevin LeGris, seconded by Angela Field.

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

- Minimum Maintenance Standards for Municipal Highways – 2022-76  
Carried

#### **Agenda Item 15 – Old Business**

**15a** Action Tracking List

#### **Resolution No. 23/12/22**

Moved by Kevin LeGris, seconded by Angela Field.

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

#### **Agenda Item 16 – New Business**

None.

#### **Agenda Item 17 – Closed Session**

**17a** Osceola Landfill Expansion

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

More specifically as it relates to the Osceola Landfill Expansion

#### **Resolution No. 24/12/22**

Moved by Brian Hamilton, seconded by Keith Gourley

BE IT RESOLVED that Council move into a Closed Session at 9:11 p.m. as per section 239 2(c) of the Municipal Act – *a proposed or pending acquisition or disposition of land by the municipality or local board.*

More specifically as it relates to the Osceola Landfill Expansion.  
Carried

Finance Clerks Andrea Leclaire and Meagan Jessup left the Council Chambers at 9:10 p.m.

Council returned to Open Session at 9:53 pm and had nothing to report.

#### **Agenda Item 19 – Question Period**

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

**18a** By-law 2022-77 being a by-law to confirm proceedings of Council Meeting

#### **Resolution No. 25/12/22**

Moved by Brian Hamilton, seconded by Keith Gourley

BE IT RESOLVED that By-law 2022-77, being a By-law to Confirm the Proceedings of the Council of the Township of Admaston/Bromley at the meeting held December 15<sup>th</sup>, 2022, be now numbered, deemed read three times and passed.

Carried

#### **Agenda Item 19 – Question Period**

None.

**Agenda Item 20 – Adjournment**

**Resolution No. 26/12/22**

Moved by Keith Gourley, seconded by Brian Hamilton.

BE IT RESOLVED that the Thursday, December 15<sup>th</sup>, 2022, Township of  
Admaston/Bromley Council meeting be adjourned at 9:54 p.m.

Carried

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
CAO/Clerk

CORPORATION OF THE TOWNSHIP OF ADMASTON/BROMLEY

**BY-LAW NO. 2023-03**

Being a By-Law to Appoint a  
Public Library Board

**WHEREAS** C.P. 44, Section 9 (1) of the Public Libraries Act, R.S.O. 1990 provides that the Council of the municipality shall appoint a public library board for the municipality composed of at least five members.

**AND WHEREAS** Council deems it necessary to appoint such members for the purpose of operating a public library and they shall have the powers and duties as set out in Section 20 of the Public Libraries Act.

**AND WHEREAS** the members of the board who are not members of a municipal council shall hold office for a term concurrent with the term of the appointing council, or until a successor is appointed, and may be reappointed for one or more further terms.

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

- (1) That the following are appointed to the Admaston/Bromley Public Library Board:

Lynn Agnew, Lynn Clelland, Karen Coulas, Beth McDonald, Susan Patterson-O'Neil, Karen Payne, Charlene Whattam, Krista King and Councillor Brian Hamilton.

- (2) By-Law No. 2022-03 is hereby repealed.

This By-Law shall come into force and take effect upon the passing thereof:

Read a First and Second Time this 5<sup>th</sup> day of January, 2023.

Read a Third and Final Time this 5<sup>th</sup> day of January, 2023.

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Mayor

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CAO/Clerk



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

**BY-LAW NO. 2023-01**

**A By-Law To Appoint Certain Township Officers and Committees For  
The Ensuing Year or Until Their Successors Are Appointed**

**WHEREAS** Section 9 of the Municipal Act, S.O. 2001 as amended provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act;

**AND WHEREAS** Council deems it necessary to appoint certain officers and committees to perform functions that are administrative in nature;

**NOW THEREFORE** the Council of the Corporation of the Township of Admaston/Bromley hereby enacts that the Officers and Committees named in the schedules below for the ensuing year or until their successors are appointed, be as follows:

**SCHEDULE A**

**Planning and Economic Development Committee** – Chair Keith Gourley,  
Vice-Chair Kevin Legris, All of Council

**SCHEDULE B**

**Operations Committee** – Chair Brian Hamilton, Vice-Chair Keith Gourley, All of Council

**SCHEDULE C**

**Finance and Administration Committee** – Chair Michael Donohue, Vice-Chair  
Keith Gourley, All of Council

**SCHEDULE D**

**Protective Service Committee** – Chair Kevin Legris, Vice-Chair Angela Field, All  
of Council

**SCHEDULE E**

**Waste Management Committee** – Chair Michael Donohue, Vice-Chair Brian Hamilton,  
All of Council

**SCHEDULE F**

**Community Service Committee** – Chair Angela Field, Vice-Chair Brian Hamilton

**SCHEDULE G**

**Douglas Fire Committee** – Nathan Harris, Harry Stuart, Daryl Thom, Ken Keill  
and Councillor Kevin Legris

**SCHEDULE H**

**Emergency Management Committee** – Jennifer Charkavi CEMC, Councillor  
Angela Field, Meagan Jessup, Steve Visinski, William McHale, Pat Donohue,  
Murray Borer, Peter Whalen, Karen Wren and Betty Briscoe

## **SCHEDULE I**

That the following are appointed as members of the **Recreation Committee**:

Jesse Welch, Robert Lorbetskie, Bill McHale, Angela McHale, M.J. McHale, Dennis McEachen, Erin Welch, Shawn McFarlane, Maureen Enright, Bev Chafer, Darren Rowan, Lindsay Rowan, Kristine Selles, Teresa Lynch, Sarah Darraugh and Councillor Angela Field – Douglas Recreation Complex

Jennifer Doleman, Christine Jarrett, Melanie Smith, Travis Smith, Barend Van Lindenberg, Kevin LeGris, David Gallagher, Bobby Lavallee and Councillor Angela Field – Admaston Recreation Complex

## **SCHEDULE J**

**Admaston/Bromley Police Services Board** – Connie Dick and Councillor Angela Field

## **SCHEDULE K**

That the following appointments be made to the following organizations:

**Renfrew and Area Senior Home Support** - Joanne McDonald

**K & P Management Committee** – Ross Campbell & Mayor Michael Donohue

**Renfrew and Area Chamber of Commerce** – Councillor Keith Gourley

**Standing Advisory Committee (BRWMP)** – Councillor Kevin Legris

This By-Law shall come into force and take effect upon the passing thereof:

Read a first and second time this 5<sup>th</sup> day of January, 2023.

Read a third and final time this 5<sup>th</sup> day of January, 2023.

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Mayor

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CAO/Clerk

**Township of Admaston/Bromley**  
**477 Stone Road, R.R. #2**  
**Renfrew, ON**  
**K7V 3Z5**  
E-Mail Address – [info@admastonbromley.com](mailto:info@admastonbromley.com)

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**REPORT**

Date: January 5, 2023  
To: Council  
From: Keray O'Reilly  
Re: Municipal Borrowing - By-law Number 2023-05

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**Background:**

Section 407 of the *Municipal Act, 2001*, as amended (“the Act”), provides that a municipality may authorize temporary borrowing until taxes are collected and other revenues are received.

The amount that can be borrowed is based on the **estimated revenue** (as defined and interpreted in the Act) of the municipality as set out in the estimates adopted for the current year and not yet collected or, if the same have not yet been adopted, the amount of the estimated revenues of the municipality as set forth in the estimates adopted for the next preceding year, being 2022.

**Discussion:**

From time to time, it may be necessary to borrow money under this form of authorization in order to meet cash requirements due to the timing of tax collections relative to current and capital expenditures, as well as the quarterly payments to the County and school boards.

The Township is the “tax collector” not only for its share of the property tax bill, but also the County’s and the school boards’ shares. The Township is required to make quarterly payments at the end of March, June, and September and by December 15<sup>th</sup>, to the County and the school boards for their share of the current year’s taxes **levied**, not taxes **collected**.

Pending the adoption of By-law Number 2023-04, the 2023 the interim tax instalment due date will be March 31<sup>st</sup>. Once the quarterly tax instalments are collected the short-term borrowings, if any, are repaid as cash flow permits.

It is noteworthy that this borrowing facility was not utilized in 2022.

**Financial Implications:**

The maximum amount that can be borrowed, together with the amounts, if any, of borrowings that have not been repaid, cannot in the aggregate exceed:

- a) from January 1st to September 30th of the year, 50% of the total estimated revenue; and
- b) from October 1st to December 31st, 25% of the total estimated revenue.

The total **estimated revenue** (taxation only) for the Township for 2022 was approximately Five Million Dollars (\$5,000,000).

Short-term borrowing, if required, will be arranged through the Bank of Montreal (BMO), in accordance with this By-Law.

If the 2022 Municipal Borrowing By-law is not passed by Council, then, should there be an occasion where the Town needs to borrow money to cover an overdraft position in order to prevent cheques from being returned due to insufficient funds, a Special Meeting of Council would be required to provide the authority to borrow the necessary operating funds. This is a less than ideal operating situation and is not recommended by staff.

**People Consulted:**

COA/Clerk Charkavi

**Recommendation for Council:**

BE IT RESOLVED THAT Council adopt By-law Number 2023-05, being a by-law to authorize the borrowing of money from time to time in order to meet current and capital expenditures of the Township for the year 2023.

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**REPORT**

Date: January 5, 2023  
To: Council  
From: Keray O'Reilly  
Re: Interim Tax Levy – By-Law Number 2023-04

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**Background:**

As provided in Section 317 of the *Municipal Act, 2001*, a municipality may pass a by-law for an interim tax levy.

In addition, Section 345 of the *Municipal Act, 2001*, provides that a municipality may pass by-laws to impose late payment and interest charges for the non-payment of taxes or any instalment by the due date.

**Discussion:**

The proposed interim tax rate for 2023 is 50% of the total amount of taxes levied on each property in 2022.

The Township issues two tax bills per year: an interim tax bill in January, with payment due at the end of March and a final tax bill in July, with payment due at the end of September.

The recommendation with respect to penalty and interest charges is to maintain the rate at 1¼ percent per month, which is consistent with the rate allowed under Section 345 of the Act and the rates being charged by other municipalities in the area.

**Financial Implications:**

The interim tax levy provides the Township with cash flow for the first six months of the year. The By-law specifies the due date for interim tax payment as March 31, 2023.

This By-Law also establishes the penalty and interest rates for 2023 at 1¼ percent per month.

**People Consulted:**

COA/Clerk Charkavi

**Recommendation for Council:**

BE IT RESOLVED THAT Council adopt By-Law Number 2023-04, being a by-law to provide for an interim tax levy and for the payment of taxes, as well as penalty and interest charges for the non-payment of taxes or any installment by the due date.

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**REPORT**

Date: January 5, 2023

To: Council

From: Jennifer Charkavi

Re: County of Renfrew Flood Hazard Identification and Mapping Funding Application

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**Background:**

In 2017 and in 2019 the County of Renfrew experienced flooding that prompted emergency measures be taken. The County was not alone in the province nor the country to experience high levels of flooding. The Government of Canada is investing over \$63.8M in its Flood Hazard Identification and Mapping Program (FHIMP) to help Canadians better plan and prepare for future floods. In partnership with provincial and territorial governments, the FHIMP aims to complete the flood hazard maps of higher risk areas in Canada and make this flood hazard information accessible. These maps will inform decision-making in support of flood mitigation, adaptation to a changing climate, resilience building, and protection of lives and properties. FHIMP is one of the many measures the Government of Canada is pursuing with a view to increasing the resiliency of Canadians in the face of the rising frequency and costs of flood events and other climate-related disasters.

**Discussion:**

The County of Renfrew is the lead on this Grant Application, and municipalities with affected shoreline, which include Admaston/Bromley, were asked to join in on the grant application as we were all affected in some way by recent flooding. The amount that each municipality will be responsible for has also been identified (corresponding chart). The funding application had to be completed prior to bringing forth to councils as the turnaround time was only couple weeks. The County of Renfrew was successful in the funding application and that is the reason we know the amount that each municipality is responsible for. The funding that was secured in the application was \$150,000, with the Federal Government covering 50%, and the County of Renfrew covering \$15,000, the rest of the 60,000 is to be covered by the partner municipalities and as represented in the chart as per the affected shoreline of each municipality. It is important to note that

each municipality, including the County of Renfrew must still bring this report forward to their respective Councils for approval and it is important to note that a Council may not approve the participation. Should that occur, the funding portions allocated to each municipality would change.

<b>Municipality</b>	<b>Percentage of Shoreline</b>	<b>Money based on remaining \$60,000</b>
Admaston/Bromley	5.14%	<b>\$3,083</b>
Algonquins of Pikwakanagan	0.88%	<b>\$529</b>
Arnprior	2.01%	<b>\$1,207</b>
Bonnechere Valley	7.77%	<b>\$4,660</b>
Horton	8.54%	<b>\$5,126</b>
Killaloe, Hagarty & Richards	7.63%	<b>\$4,580</b>
Laurentian Valley	3.42%	<b>\$2,051</b>
McNab/Braeside	8.48%	<b>\$5,091</b>
North Algona Wilberforce	9.76%	<b>\$5,853</b>
Pembroke	1.76%	<b>\$1,056</b>
Petawawa	9.58%	<b>\$5,749</b>
Renfrew	1.43%	<b>\$859</b>
Whitewater Region	33.59%	<b>\$20,155</b>

At this time, the County of Renfrew is seeking a letter of support from the respective Councils to ensure that all those listed will participate.

### **Financial Implications:**

The County of Renfrew has stated that municipalities can pay over a two-year period. The budget for 2023 and 2024 will see a cost charged to Emergency Management for \$1541.50, if supported by Council.

### **People Consulted:**

Interim Treasurer  
County of Renfrew

### **Recommendation for Council:**

BE IT RESOLVED THAT the Council direct staff to draft a letter of support from the Township of Admaston/Bromely confirming our participation in the Flood Hazard Identification and Mapping Funding Application.



**From:** [Angie Schultz](#)  
**To:** [Lauree Armstrong](#); [Township of Whitewater Region](#); [Karen Cronier](#); [Township of Bonnechere Valley](#); [Eric Withers \(ewithers@renfrew.ca\)](#); [Steve Osipenko](#); [Lane Cleroux](#); [Mark Behm](#); [roads](#); [Township of Killaloe Hagarty Richards](#); [Township of North Algona Wilberforce](#); [Jennifer Charkavi](#); [Township of Horton](#); [Township of McNab Braeside](#); [edo@pikwakanagan.ca](#); [Town of Arnprior](#); [David Unrau](#)  
**Cc:** [Jason Davis](#)  
**Subject:** County of Renfrew Flood Hazard Identification and Mapping Program (FHIMP) Funding Application  
**Date:** Wednesday, December 14, 2022 1:28:35 PM

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The County has \$15,000 in its budget to apply to this grant. The remaining funds will need to be provided from the remaining funding application partners. As we discussed at our last meeting I have provided a breakdown of shared costs for each Municipality based on the percentage of shoreline (one side) along the major rivers (Ottawa, Madawaska, Bonnechere and Petawawa), please see the below table. At our next meeting we can discuss if you would like to move forward with this cost funding model or if there is a different model you would like to apply for cost sharing.

We would like to receive a letter of support from each municipality in the funding application area in early January. We would also like to know how much money you think you can budget to contribute to this project.

We understand that we do not know the exact cost of the project and that the costing numbers could change depending on the RFP.

If you have any questions please reach out to myself or Jason.

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Pembroke	1.76%	<b>\$1,056</b>
Petawawa	9.58%	<b>\$5,749</b>
Renfrew	1.43%	<b>\$859</b>
Whitewater Region	33.59%	<b>\$20,155</b>

Thank you,  
Angie

-

**Angie Schultz**  
**GIS Technician**

**Township of Admaston/Bromley**  
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**REPORT**

Date: January 5, 2023  
To: Council  
From: Jennifer Charkavi  
Re: COLA Adjustments

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**Background:**

Each December/January the Employment By-Law and Council Remuneration are to be updated with the Cost of Living Adjustment (COLA) set for the next year.

By-Laws 2023-03 and 2023-06 are presented to Council for review and approval.

**Discussion:**

The Consumer Price Index (CPI) rose 6.9% year-over-year in October.

After consulting multiple surrounding municipalities, we are seeing a range for COLA adjustments from 2% to 6.9%. This range has to do with the CPI period that the municipalities are using to substantiate their COLA data, as well as collective agreements with unions. The County of Renfrew has not yet passed their by-law but have indicated it will be approximately 2%.

Staff has surveyed our surrounding municipalities:

- County of Renfrew – Proposed 2%
- Greater Madawaska – 3%
- Whitewater Region – 3.5%
- McNab/Braeside – 3%
- Laurentian Valley – 6.9%
- Town of Petawawa – 6.9%
- Horton Township – 3%
- Bonnechere Valley – 5%
- KHR – undecided at time of writing this report

In 2022, the Township of Admaston/Bromley completed an Organizational Review and the requisite Pay Equity Review. The Wage Grids were aligned to be competitive with our

comparators. It is important to ensure COLA adjustments are done annually to ensure that our updated wage grid remains competitive. Our main comparators are Whitewater Region, Greater Madawaska, Horton and Killaloe, Hagarty and Richards.

Staff is recommending a 3% COLA adjustment effective January 1, 2023, as that would keep the wage grid in line with our comparators.

**Financial Implications:**

Incremental costs associated with COLA adjustments will have to be accommodated in the 2023 operating budget.

**People Consulted:**

Interim Treasurer  
Public Works Superintendent (Acting)

**Recommendation for Council:**

BE IT RESOLVED THAT the Council approve By-Laws 2023-03 and 2023-06 to amended the Employment By-Law and the Council Remuneration By-Law, as amended, to be adjusted to reflect a Cost of Living Adjustment by 3% effective January 1, 2023.



# Renfrew County and District Health Unit

*"Optimal Health for All in Renfrew County and District"*

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December 9, 2022

Township of Admaston Bromley  
Mayor Michael Donohue  
477 Stone Road  
Renfrew, ON K7V 3Z5  
[mayordonohue@admastonbromley.com](mailto:mayordonohue@admastonbromley.com)

Dear Mayor Donohue,

In response to your letter of October 21, 2022, and although we were not copied on the correspondence that you received from Reeve Peter Emon, concerning the closure of the Renfrew County and District Health Unit (RCDHU) office in the Town of Renfrew, I want to assure you, once again, that Renfrew County and District Health Unit's commitment to public health service delivery in Renfrew and area will be unaffected by the decision not to renew our lease at Renfrew County Place.

Our Senior Management Team will build on the strong community partnerships and collaborations, established during our response to COVID-19. We will continue to provide public health services in a timely manner that enhances access for the residents in Renfrew and area. Regular updates will be provided during the monthly MOH(A) and RCDHU Area Mayors COVID-19 Information Update meetings going forward.

Sincerely,

Ann Aikens  
Chair, Board of Health

cc. Dr. Robert Cushman, Acting Medical Officer of Health  
Heather Daly, Chief Executive Officer

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

**BY-LAW NO. 2023-01**

**A By-Law To Appoint Certain Township Officers and Committees For  
The Ensuing Year or Until Their Successors Are Appointed**

**WHEREAS** Section 9 of the Municipal Act, S.O. 2001 as amended provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act;

**AND WHEREAS** Council deems it necessary to appoint certain officers and committees to perform functions that are administrative in nature;

**NOW THEREFORE** the Council of the Corporation of the Township of Admaston/Bromley hereby enacts that the Officers and Committees named in the schedules below for the ensuing year or until their successors are appointed, be as follows:

**SCHEDULE A**

**Planning and Economic Development Committee** – Chair Keith Gourley,  
Vice-Chair Kevin Legris, All of Council

**SCHEDULE B**

**Operations Committee** – Chair Brian Hamilton, Vice-Chair Keith Gourley, All of Council

**SCHEDULE C**

**Finance and Administration Committee** – Chair Michael Donohue, Vice-Chair  
Keith Gourley, All of Council

**SCHEDULE D**

**Protective Service Committee** – Chair Kevin Legris, Vice-Chair Angela Field, All  
of Council

**SCHEDULE E**

**Waste Management Committee** – Chair Michael Donohue, Vice-Chair Brian Hamilton,  
All of Council

**SCHEDULE F**

**Community Service Committee** – Chair Angela Field, Vice-Chair Brian Hamilton

**SCHEDULE G**

**Douglas Fire Committee** – Nathan Harris, Harry Stuart, Daryl Thom, Ken Keill  
and Councillor Kevin Legris

**SCHEDULE H**

**Emergency Management Committee** – Jennifer Charkavi CEMC, Councillor  
Angela Field, Meagan Jessup, Steve Visinski, William McHale, Pat Donohue,  
Murray Borer, Peter Whalen, Karen Wren and Betty Briscoe

## **SCHEDULE I**

That the following are appointed as members of the **Recreation Committee**:

Jesse Welch, Robert Lorbetskie, Bill McHale, Angela McHale, M.J. McHale, Dennis McEachen, Erin Welch, Shawn McFarlane, Maureen Enright, Bev Chafer, Darren Rowan, Lindsay Rowan, Kristine Selles, Teresa Lynch, Sarah Darraugh and Councillor Angela Field – Douglas Recreation Complex

Jennifer Doleman, Christine Jarrett, Melanie Smith, Travis Smith, Barend Van Lindenberg, Kevin LeGris, David Gallagher, Bobby Lavallee and Councillor Angela Field – Admaston Recreation Complex

## **SCHEDULE J**

**Admaston/Bromley Police Services Board** – Connie Dick and Councillor Angela Field

## **SCHEDULE K**

That the following appointments be made to the following organizations:

**Renfrew and Area Senior Home Support** - Joanne McDonald

**K & P Management Committee** – Ross Campbell & Mayor Michael Donohue

**Renfrew and Area Chamber of Commerce** – Councillor Keith Gourley

**Standing Advisory Committee (BRWMP)** – Councillor Kevin Legris

This By-Law shall come into force and take effect upon the passing thereof:

Read a first and second time this 5<sup>th</sup> day of January, 2023.

Read a third and final time this 5<sup>th</sup> day of January, 2023.

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Mayor

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CAO/Clerk

CORPORATION OF THE TOWNSHIP OF ADMASTON/BROMLEY

**BY-LAW NO. 2023-03**

Being a By-Law to Appoint a  
Public Library Board

**WHEREAS** C.P. 44, Section 9 (1) of the Public Libraries Act, R.S.O. 1990 provides that the Council of the municipality shall appoint a public library board for the municipality composed of at least five members.

**AND WHEREAS** Council deems it necessary to appoint such members for the purpose of operating a public library and they shall have the powers and duties as set out in Section 20 of the Public Libraries Act.

**AND WHEREAS** the members of the board who are not members of a municipal council shall hold office for a term concurrent with the term of the appointing council, or until a successor is appointed, and may be reappointed for one or more further terms.

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

- (1) That the following are appointed to the Admaston/Bromley Public Library Board:

Lynn Agnew, Lynn Clelland, Karen Coulas, Beth McDonald, Susan Patterson-O'Neil, Karen Payne, Charlene Whattam, Krista King and Councillor Brian Hamilton.

- (2) By-Law No. 2022-03 is hereby repealed.

This By-Law shall come into force and take effect upon the passing thereof:

Read a First and Second Time this 5<sup>th</sup> day of January, 2023.

Read a Third and Final Time this 5<sup>th</sup> day of January, 2023.

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Mayor

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CAO/Clerk

CORPORATION OF THE TOWNSHIP OF ADMASTON/BROMLEY

By-Law No. 2023-03

A By-Law to Amend By-Law 2020-58, as amended by By-Law 2022-53,  
Employment By-Law for the Township of Admaston/Bromley Employees

**WHEREAS** the Council of the Corporation of the Township of Admaston/Bromley deems it advisable to employ Township Staff under and subject to the provisions of a by-law;

**AND WHEREAS** the Ontario Municipal Act empowers Council to pass such a by-law regulating the appointment, duties and remuneration of such staff;

**AND WHEREAS** By-law 2022-53 amended the Salary Grid.

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

1. That a Cost of Living Adjustment (COLA) for 2023 in the amount of 3% shall be applied to Schedule "A" of By-Law 2022-53.
2. All other terms and conditions of By-Law 2020-58 and amendments shall remain in effect.
3. That this By-Law shall come into force and take effect January 1<sup>st</sup>, 2023.

Read a first and second time this 5<sup>th</sup> day of January 2023.

Read a third time and finally passed this 5<sup>th</sup> day of January 2023.

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Mayor

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CAO/Clerk



CORPORATION OF THE TOWNSHIP OF ADMASTON/BROMLEY

BY-LAW NUMBER 2023-04

**A BY-LAW TO PROVIDE FOR INTERIM TAX LEVIES FOR THE YEAR 2023  
FOR THE TOWNSHIP OF ADMASTON/BROMLEY**

**WHEREAS** section 317 of the *Municipal Act, S.O. 2001 (hereinafter the Municipal Act)*, provides that the Council of a local municipality, before the adoption of estimates for the year under section 290, may pass a by-law levying amounts on the assessment of property in the local municipality rateable for local municipality purposes;

**AND WHEREAS** subsection 317(3)(1), of the *Municipal Act*, provides that the amount levied on a property shall not exceed 50 per cent of the total amount of taxes for municipal and school purposes levied on the property for the previous year;

**AND WHEREAS** subsection 317(3)(2), of the *Municipal Act*, provides that the percentage under subsection 317(3)(1) may be different for different property classes but shall be the same for all properties in a property class;

**AND WHEREAS** subsection 317(3)(3), of the *Municipal Act* provides that for the purposes of calculating the total amount of taxes for the previous year under subsection 317(3)(1), if any taxes for municipal and school purposes were levied on a property for only part of the previous year because assessment was added to the tax roll during the year, an amount shall be added equal to the additional taxes that would have been levied on the property if the taxes had been levied for the entire year;

**AND WHEREAS** subsection 317(9) of the *Municipal Act* provides that if the Council of a municipality is of the opinion that the taxes levied under subsection 317(1) on a property are too high or too low in relation to its estimate of the total taxes that will be levied on the property, the Council may adjust the taxes on the property under subsection 317(1) to the extent it considers appropriate;

**AND WHEREAS** subsection 345(1) of the *Municipal Act* provide that a local municipality may pass by-laws to impose late payment charges for the non-payment of taxes or any installment by the due date;

**AND WHEREAS** subsection 345(2) of the *Municipal Act* provides that a percentage charge, not to exceed 1¼ per cent of the amount of taxes due and unpaid, may be imposed as a penalty for the non-payment of taxes or any instalment by the due date;

**AND WHEREAS** subsection 345(3) of the *Municipal Act* provides interest charges, not to exceed 1¼ per cent each month of the amount of taxes due and unpaid, may be imposed for non-payment of taxes;

**AND WHEREAS** the Council of the Township of Admaston/Bromley deems it appropriate to provide for such interim levy on the assessment of property in this municipality;

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

1. THAT in this By-law "Collector" shall mean Township of Admaston/Bromley; and
2. THAT an interim tax levy equivalent to 50 per cent of the total 2022 taxes, be applied against real property in all classes to generate an interim tax levy; and

3. THAT the said interim tax levy imposed by this By-law shall be paid in one instalment due on March 31, 2023.
4. THAT on all taxes of the interim levy which are in default on the first day after the due date, a penalty of 1¼ per cent shall be added and thereafter interest of 1¼ per cent per month will be added on the 1st day of each and every month the default continues; and
5. THAT the Collector is hereby authorized to mail or cause the same to be mailed to the residence or place of business of such person indicated on the last revised assessment roll, a written or printed notice specifying the amount of taxes payable; and
6. The notice to be mailed under this by-law shall contain the particulars provided for in this By-law and the information required to be entered in the Collector's roll under section 340 of the *Municipal Act*.
7. The final levy for the year 2023 to be made under the *Municipal Act* shall be reduced by the amount to be raised by the levy imposed by this By-law.
8. THAT the Collector shall be authorized to accept part payment from time to time on account of any taxes due, and to give a receipt of such part payment, provided that acceptance of any such part payment shall not affect the collection of any percentage charge imposed and collectable under section 4 of this By-law in respect of non-payment or late payment of any taxes or any instalment of taxes.
9. Nothing in this By-law shall prevent the Collector from proceeding at any time with the collection of any tax, or any part thereof, in accordance with the provisions of the statutes and by-laws governing the collection of taxes.
10. In the event of any conflict between the provisions of this By-law and any other by-law, the provisions of this By-law shall prevail.
11. This By-law shall come into force and take effect on the day of the final passing thereof.

**Read** a first and second time this 5<sup>th</sup> January 2023.

**Read** a third and final time this 5<sup>th</sup> January 2023.

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Mayor

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CAO/Clerk

CORPORATION OF THE TOWNSHIP OF ADMASTON/BROMLEY

BY-LAW NO. 2023-05

**A BY-LAW TO AUTHORIZE THE BORROWING OF FUNDS NECESSARY TO MEET CURRENT EXPENDITURES UNTIL THE TAXES ARE COLLECTED**

**WHEREAS** the Council of the Corporation of the Township of Admaston/Bromley deems it necessary to borrow funds to meet, until the taxes are collected, the current expenditures of the Corporation for the year;

**AND WHEREAS** the amount to be borrowed under this By-law and the amounts of borrowings that have not been repaid does not in the aggregate exceed from January 1<sup>st</sup> to September 30<sup>th</sup> of the year, 50% of the total estimated revenues of the Corporation, and from October 1<sup>st</sup> to December 31<sup>st</sup>, 25% of the total of the estimated revenues of the Corporation.

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

1. The Mayor and the Treasurer of the Corporation are hereby authorized on behalf of the Corporation to borrow from time to time, by way of promissory note or bankers' acceptance, from Bank of Montreal, a sum or sums not exceeding in the aggregate Five Hundred Thousand Dollars (\$500,000) to meet, until the taxes are collected, the current and capital expenditures of the Corporation for the year, including the amounts required for the purposes mentioned in section 407 (1) of the ***Municipal Act, 2001***, as amended.
2. The Mayor and the Treasurer are hereby authorized to sign on behalf of the Corporation and to furnish to the said Bank from time to time a promissory note or notes or such other instruments as the Bank may require, sealed with the corporate seal and signed by them for the monies so borrowed, and such other documentation as may be requested by the Bank.
3. All sums borrowed from the said Bank, for any or all the purposes mentioned in the said Section 407, shall, with interest thereon, be a charge upon the whole of the revenues of the Corporation for the current year and for all preceding years, as and when such revenues are received.
4. The Treasurer is hereby authorized and directed to apply in payment of all sums borrowed pursuant to the authority of this By-law, as well as all the other sums borrowed in this year and any previous years from the said Bank for any or all of the purposes mentioned in the said Section 407, together with interest thereon, all of the moneys hereafter collected or received on account or realized in respect of the taxes levied for the current year and preceding years and all of the monies collected or received from any other source, which may lawfully be applied for such purpose.
5. By-law No. 2022-16 enacted on the 17<sup>th</sup> day of February 2022 is hereby repealed as well as all other previous Borrowing By-Laws by the Township of Admaston/Bromley.

READ a first and second time this 5<sup>th</sup> day of January 2023.

READ a third time and finally passed this 5<sup>th</sup> day of January 2023.

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Mayor

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CAO/Clerk

CORPORATION OF THE TOWNSHIP OF ADMASTON/BROMLEY

BY-LAW NUMBER 2023-06

A BY-LAW TO AMEND BY-LAW 2020-59, BEING A BY-LAW FOR THE  
REMUNERATION OF MEMBERS OF  
THE COUNCIL OF THE TOWNSHIP OF ADMASTON/BROMLEY

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**WHEREAS** Section 283 of the Municipal Act, 2001, S.O. 2001, and its amendments, provides that the Council may establish by by-law the remuneration and expenses for members of Council for attendance at meetings of Council or for attendance at Committee meetings of Council and that such remuneration and expenses may be determined in any manner that Council considers advisable;

**AND WHEREAS** Mayor and Council remuneration will be consistent with annual pay grid increase that is reviewed and established in December of each year for the Employment By-Law with changes effective January of the following year.

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

1. That a Cost of Living Adjustment (COLA) for 2023 in the amount of 3% shall be applied to the Council Remuneration By-Law, as amended in 2022.
2. That this By-Law shall come into force and take effect January 1, 2023.

READ a first time this 5<sup>th</sup> day of January 2023.

READ a second time this 5<sup>th</sup> day of January 2023.

READ a third time and finally passed this 5<sup>th</sup> day of January 2023.

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MAYOR

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CAO/Clerk

# ACTION TRACKING LIST

				Updated Information
				NEW
Date	Item	Assigned To	Due Date	Current Status
October 2021	UPDATE Asset Management Plan	CAO/Clerk	Early 2023	Staff have been involved in facility inspections with consultant.
October 2022	Joint Roads Review	CAO/Clerk	Early 2023	Staff have been involved in working with Consultant and Townships of Whitewater Region and Greater Madawaska.
October. 2020	Fencing By-Law	Clerk/CBO	continuing	Look into updating the fencing by-law.
November. 2020	LEG report to Committee	Clerk	continuing	The Clerk is provide Council with Regular updates.
October 2021	Forced Roads	Clerk	continuing	Staff are to investigate a policy for the assumption of forced roads.

CORPORATION OF THE TOWNSHIP OF ADMASTON/BROMLEY

BY-LAW No. 2023-07

**A BY-LAW TO CONFIRM PROCEEDINGS OF  
THE COUNCIL OF THE TOWNSHIP OF ADMASTON/BROMLEY  
AT THE COUNCIL MEETING HELD JANUARY 5, 2023.**

**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 5<sup>th</sup> day of January, 2023 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 5<sup>th</sup> day of January 2023.

READ a third time and finally passed this 5<sup>th</sup> day of January 2023.

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Mayor

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CAO/Clerk



RENFREW  
VICTORIA  
HOSPITAL  
FOUNDATION



December 13, 2022

Mayor Donohue and Members of Council  
Admaston/Bromley  
477 Stone Road  
Renfrew, ON K7V 3Z5

Mayor Donohue and Members of Council:

The Renfrew Victoria Foundation would like to inform the Mayor, members of Council and the Township of Admaston/Bromley that we have applied to AGCO for our Catch the Ace IV lottery license and inform you that as in the past, we have businesses located within your Township that volunteer to sell our tickets.

The RVH Foundation Catch the Ace IV ticket sales are planning to be launched on Thursday January 26, 2023 with the Week 1 draw taking place on Thursday February 2, 2023.

Thank you for your ongoing support of our fund raising initiatives.

Warm regards,

A handwritten signature in blue ink that reads 'Patti D.'.

Patti Dillabough  
Executive Director  
Renfrew Victoria Hospital Foundation  
dillaboughp@renfrewhosp.com

# ANNUAL REPORT

# 2021

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RENFREW COUNTY AND  
DISTRICT HEALTH UNIT

*"Optimal Health for All in Renfrew County and District"*





# BOARD OF HEALTH

## ADDRESS

This Annual Report captures the highlights from 2021 and offers a chance to reflect upon the steadfastness and resilience of the dedicated team working at Renfrew County and District Health Unit (RCDHU).

The COVID-19 virus persisted with its unrelenting grip, becoming an unwelcome but permanent part of our everyday lives. The RCDHU team responded to the challenge, once again fully resolved to ensure the safety and well-being of residents in Renfrew County and District (RCD).

There was a focus shift in 2021 as we began to coordinate and deliver COVID-19 vaccinations. The organization continued to operate beyond capacity, managing outbreaks and being a vital source of information for the community.

At the same time, RCDHU relocated the main office, moving from our temporary mall location into our final new home at 141 Lake Street in Pembroke. A major transition was required by staff, while multi-faceted challenges pressed in from many directions. Service was uninterrupted through it all.

For another challenging year we say thank you to our staff, for your commitment and service. We are proud you are with us and words aren't enough to express our appreciation. We'd also like to thank the Ministry of Health, our municipalities, community partners and members of the public for your support throughout 2021.



**DR. ROBERT CUSHMAN**

ACTING MEDICAL OFFICER  
OF HEALTH



**HEATHER G DALY**

CHIEF EXECUTIVE  
OFFICER



**ANN AIKENS**

CHAIR, BOARD OF HEALTH





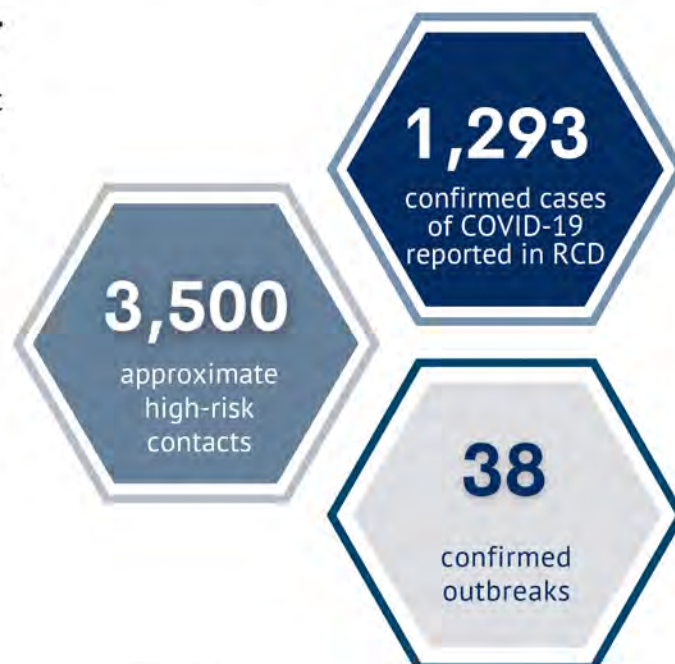
# ONGOING COVID-19 RESPONSE

2021 began amidst a resurgence of COVID-19, as the province declared a second state of emergency and further enhanced public health safety measures. Still in the height of the pandemic, RCDHU continued to work determinedly at the forefront of Renfrew County and District's emergency response. This meant redeployment of staff, restructuring of the workplace, and new local collaborations. While 2021 brought new challenges and difficulties to RCDHU, it also highlighted our successes, partnerships, and leadership in the face of crisis.

## CASE AND CONTACT MANAGEMENT

Throughout 2021, RCDHU staff continued to conduct extensive case and contact management to reduce the risk of COVID-19 transmission, confirming **1,293** individuals who tested positive for COVID-19, while identifying and following up with more than **3,500** high-risk contacts.

A dedicated team continued to support individuals who had tested positive or been exposed to COVID-19, providing self-isolation guidance, health teaching, testing recommendations and support.



## OUTBREAK MANAGEMENT

RCDHU staff continued to work closely with local long-term care homes, retirement homes, congregate living facilities, schools, daycares, workplaces, businesses and hospitals to minimize transmission of COVID-19 in these settings. Staff worked to provide facilities with guidance and support in navigating infection prevention and control measures, and rapidly changing public health recommendations. In 2021, a total of **38 COVID-19 outbreaks** were declared in these settings.



# COVID-19 VACCINE HISTORIC CAMPAIGN

By the end of 2021, **183,494 doses** of a COVID-19 vaccine were administered in RCD, making this the largest vaccination campaign in the county's history. By year-end, approximately **90%** of RCD adults had received at least one dose of a COVID-19 vaccine, with **87%** having also received a second or third dose. RCDHU worked closely with many local partners to coordinate, plan, and host vaccination clinics throughout the county.

RCDHU developed a local vaccine rollout plan, the *COVID-19 Vaccine Distribution and Administration Plan* (VDAP), which ensured vaccine access for residents across the county.



**183,494**  
doses  
administered  
in RCD

**864**  
clinics  
supported by  
RCDHU

**90%**  
of RCD adults  
received at  
least 1 dose

**87%**  
of RCD adults  
received more  
than one dose



Working in collaboration with local paramedics, RCDHU provided mobile vaccination services: drive-through clinics, small pop-up clinics in remote areas, on-site vaccination in congregate settings, and in-home vaccinations. The goal was to remove the barriers to vaccine access wherever possible. Staff also worked alongside Algonquins of Pikwakanagan to vaccinate local residents.





## COVID-19 OUTREACH

RCDHU introduced a COVID-19 Vaccine Call Center with the support of municipalities. Together, RCDHU and partners were able to offer timely appointment bookings, navigation in eligibility and guidance.

RCDHU also acted as the sole authorized organization in RCD to manage vaccine inventory and distribution to community partners. RCDHU played an integral role providing COVaxON access and training to all community partners administering the vaccine. This is the key electronic documentation system used to record all COVID-19 vaccinations across Ontario.

The success of the 2021 COVID-19 vaccine rollout could not have been accomplished without the strong partnership and collaboration of numerous community partners. RCDHU worked with the five local hospitals, primary care, paramedics, pharmacy staff, volunteers, and summer students to deliver mass vaccination clinics all across RCD. As a result of these tremendous local efforts, RCDHU supported the successful delivery of 864 clinics.



Throughout 2021, Healthy Environments staff continued to support various business sectors in navigating provincial COVID-19 safety regulations, including workplaces, places of worship, sports and recreation organizations, post-secondary institutions, day camps and others.

As provincial regulations continued to evolve, RCDHU provided direction regarding sector-specific safety requirements, including measures like capacity limits, screening requirements, masking, cleaning and disinfection, and safety plans.

RCDHU continued efforts to reduce the spread of COVID-19, protecting workers and the public through enforcement of the *Re-Opening Ontario Act*. Following a progressive enforcement approach, staff educated businesses and residents on regulatory requirements, and provided support in making the necessary corrections to follow public health law.



# SCHOOL FOCUSED NURSE INITIATIVE

2021 saw the continuation of RCDHU's **School-Focused Nurses (SFN)** initiative. This initiative offered an increased level of support for schools and school boards, with a dedicated focus on protecting students and school communities.

Nurses provided rapid-response support to schools as they implemented public health measures, including symptom screening, infection prevention and control measures, case and contact management and vaccination.

With a determined effort to preserve in-person learning and reduce the transmission of COVID-19, RCDHU continuously collaborated with all five school boards, school administrators, educators, transportation providers, private schools, parents/guardians, and students, to implement protective measures in schools.

SFNs played a key role in vaccine delivery to students, providing **11** in-school and youth-dedicated COVID-19 vaccine clinics. By year end, **81.3%** of youth aged 12-17 had received a first dose, with **77.4%** having received a second dose. This was a considerable step forward in protecting the safety of schools and education of students.





# HEALTHY COMMUNITIES

To manage the varied demands of the pandemic, staff were redeployed to emergency response and vaccination efforts. Many public health programs and services were reduced and paused as a result. However, RCDHU still delivered modified priority programs and services to meet the needs of residents.

## DENTAL SERVICES

RCDHU welcomed clients into a state-of-the-art dental clinic in the new Pembroke office.

Staff supported low-income seniors in accessing treatment through the Ontario Seniors Dental Care Program (OSDCP). This service was also offered at Barry's Bay dental clinic within St. Francis Memorial Hospital, and additional mobile clinics in Renfrew and Cobden.

In 2021, staff saw a significant increase in clients, with **287 seniors** enrolled in the program, compared to 108 clients enrolled the previous year. RCDHU facilitated **587 client visits** to a dentist, and 45 clients received new dentures.

RCDHU also continued to offer emergency and preventive dental services to children and youth through the Healthy Smiles Ontario program (HSO). **97** children and youth accessed oral health services.

**287**

seniors enrolled in OSDCP

**587**

visits to a dentist by OSDCP clients

**45**

OSDCP clients received new dentures

**97**

children and youth accessed HSO services





## HARM REDUCTION PROGRAM

In March of 2021, RCDHU along with the County of Renfrew Paramedic Service issued a public alert in response to an increase in overdoses across RCD. Through various channels and partnerships, RCDHU increased harm reduction messaging and promoted access to naloxone, a medication that can temporarily reverse the effects of an opioid overdose and allow time for medical help to arrive.

Staff continue to provide access to sterile and new equipment, and proper disposal methods to help reduce the risk of bloodborne infections among individuals who use substances, their peers, and the public.

In 2021, harm reduction clients accessed services **757** times at the RCDHU main office. Staff distributed **994 Naloxone kits** to clients and community partners through the Ontario Naloxone Program. Throughout the pandemic, RCDHU maintained services and prioritized partnerships to strive to reduce the adverse health and social consequences associated with substance use.

## HEALTHY FAMILIES



Throughout 2021, RCDHU prioritized the continuation of the Healthy Babies Healthy Children (HBHC) program, supporting families with infant feeding and healthy growth and development through telephone contact, e-visit technology, and home visits.

The HBHC team recruited two social workers to enhance services provided through RCDHU's *family friendly service plan*, namely mental health support and navigation of community programs and services. The collaborative efforts of a blended home visiting team comprised of public health nurses, a lay home visitor and social workers, provided families with opportunities to achieve their potential through a multi-faceted and tailored service.

In a determined attempt to meet the needs of new families, RCDHU resumed its partnership with Pembroke Regional Hospital. The HBHC Screening Liaison Public Health Nurses assured a seamless service delivery and continuation of care from hospital to discharge.

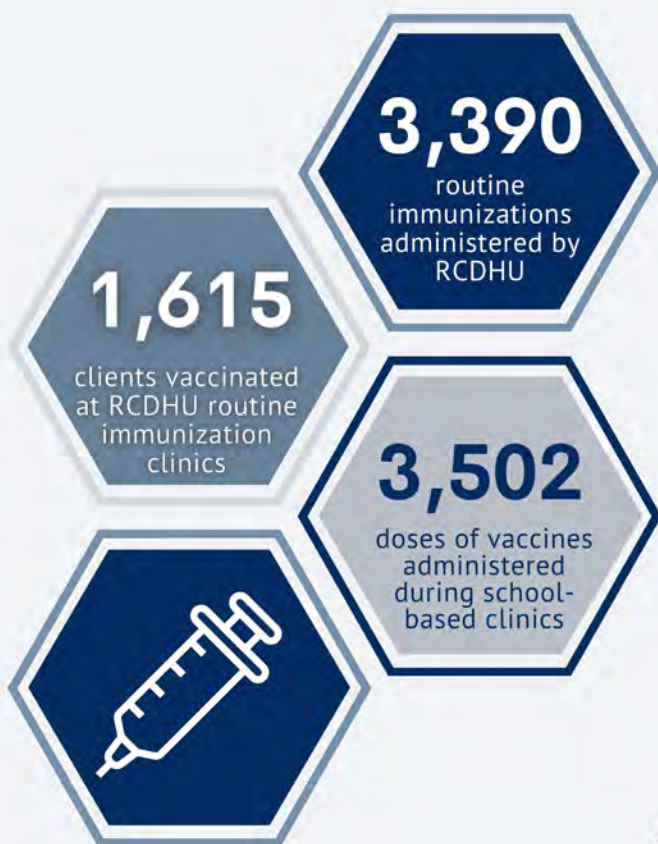
Healthy Families staff have also continued to offer infant feeding and growth and development support to families through *Well Baby* clinics. Families unable to attend clinics were visited in the home.







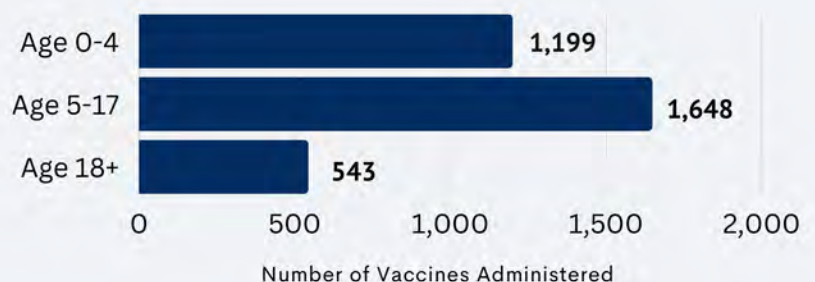
# VACCINE PREVENTABLE DISEASES



There were significant interruptions to the grade seven school-based immunization program due to school closures and the redirection of resources to COVID-19 response. In 2021, RCDHU's Clinical Services team worked to resume school-based immunization clinics for both grade seven students and grade eight students, offering **49 school clinics**.

Despite staff redeployment to COVID-19 vaccination efforts, RCDHU was able to maintain routine immunization services across the life span, offering **146 appointment-based clinics** at both the Pembroke and Renfrew offices.

**3,390 Vaccines Administered at RCDHU by Age Group, 2021**





# HEALTHY ENVIRONMENTS

Healthy Environments staff continued to provide essential programming throughout the year, as Public Health Inspectors (PHIs) investigated health hazards in the community.

## FOOD INVESTIGATIONS

During the pandemic, RCHDU prioritized food inspections of all high-risk establishments, with at least one inspection per establishment. Other food establishment inspections were conducted in response to complaints and other reasons based on demand, resulting in a total of **772 food safety inspections**.

## RABIES INVESTIGATIONS

All reported animal bites were investigated in an effort to prevent the transmission of rabies to humans. PHIs worked to verify vaccination status of pets that were involved in biting or scratching incidents, and also provided public rabies education. In 2021, staff conducted **209 rabies investigations**.

## LYME DISEASE

RCDHU also monitored Lyme Disease in the community through passive and active surveillance. In 2021, a total of **111 ticks** were submitted for analysis, with 96 of those ticks being *Ixodes scapularis* (black-legged ticks that can transmit Lyme Disease). Of those 96 ticks, **11.45%** carried Lyme Disease.



**772**

food safety  
inspections  
conducted

**209**

rabies  
investigations

**11**

ticks positive for  
Lyme Disease





# COMMUNICATIONS



Throughout 2021, communications staff worked to keep residents and community partners informed and up to date with accurate COVID-19 and COVID-19 vaccine guidance and statistics in an ever-evolving information landscape.

RCDHU continued to provide frequent media releases and daily website updates on local case numbers, testing, and facility outbreaks, while also developing a high volume of resources to provide public health guidance to residents, partners, and businesses. Staff worked to promote and build trust in COVID-19 vaccination, while providing information on the expanding vaccine rollout.

## OFFICE RELOCATION

RCDHU's Pembroke Office relocated to the new permanent office space at 141 Lake Street in downtown Pembroke. During the final phases of construction, RCDHU was temporarily located at the Pembroke Mall.

During the construction and moving process, staff prioritized continuity of client service and operations to ensure there were no disruptions to programs or services.

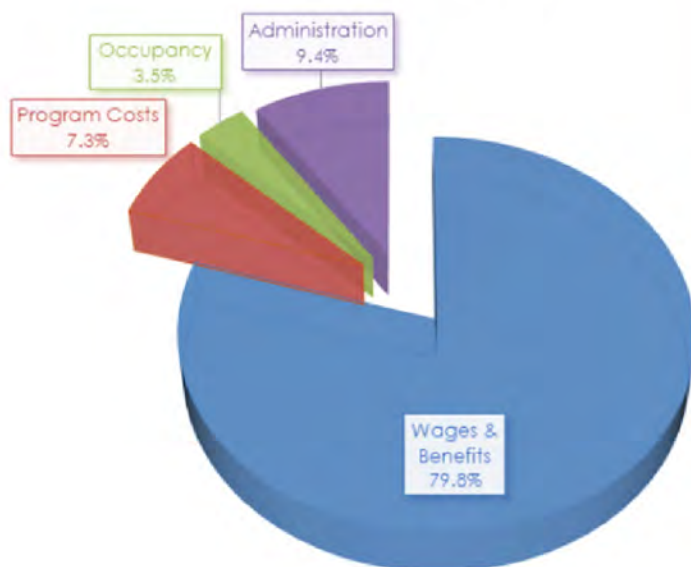
The downtown location reduced transportation barriers for some clients, resulting in an immediate positive impact on the number of clients accessing services. Additionally, the proximity to other health and social service partners created efficiencies for both clients and staff.





# FINANCIAL REPORT 2021

## EXPENDITURES BY CATEGORY



## FUNDING SOURCES

