

Township of Admaston/Bromley
First Monthly Meeting
Thursday, June 1st, 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 [May 18th, 2023](#).
6. Delegations and Guests
7. **Planning and Economic Development Committee** – Chair Keith Gourley, Committee Member Kevin LeGris
 - 7a
8. **Community Service Committee** – Chair Angela Field, Committee Member Brian Hamilton
 - 8a [Bonnechere Valley Recreation Agreement By-Law](#)
9. **Operations Committee** – Chair Brian Hamilton, All of Council
 - 9a
10. **Waste Management Committee** – Chair Michael Donohue, All of Council
 - 10a
11. **Finance and Administration Committee** – Chair Michael Donohue, All of Council
 - 11a [Budget Presentation](#)
 - 11b [Final Reserve Balances for 2022](#)
 - 11c [Allocate 2022 Surplus to Reserves](#)
 - 11d [Meal Allowance Report](#)
 - i [Draft Conventions and Seminars Amended Policy](#)
 - 11e [Integrity Commissioner's Annual Report 2022](#)
12. **Protective Services Committee** – Chair Kevin LeGris, Committee Member Angela Field

12a

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

13a

14. **By-Laws**

- 14a** [2023-23](#) – Bonnechere Valley Recreation Agreement
[2023-24](#) – Adoption of 2023 Budget
[2023-25](#) – Final Tax Rate 2023

15. Old Business

15a [Action Tracking List](#)

16. New Business

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 to discuss the Osceola Landfill.

And

Canada Day Awards

As per Section 239 2 (b) – Personal matters about an identifiable individual, including municipal or local board employees.

More specifically to discuss the Canada Day Awards.

18. Confirmatory By-Law

18a [2023-26](#) being a by-law to confirm proceedings of Council Meeting

19. Question Period

20. Adjournment

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
Second Monthly Meeting

Council met for their second monthly meeting on Thursday May 18th, 2023. Present were Mayor Michael Donohue, Deputy Mayor Kevin LeGris, Councillors Keith Gourley, Angela Field and Brian Hamilton.

Staff Members present were CAO/Clerk Jennifer Charkavi, Treasurer-Deputy CAO/Clerk Kelly Coughlin, Public Works Superintendent (Acting) Steve Visinski, Fire Chief Bill McHale, Deputy Fire Chief Pat Donohue, and Finance Clerks Andrea Leclaire and Meagan Jessup as well as Audio/Video System Specialist Nate MacIsaac.

Guests present were Angela Schutt, Welch LLP.

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. 13/05/23

Moved by Brian Hamilton, seconded by Keith Gourley.

BE IT RESOLVED that Council approve the Agenda for May 18th, 2023, Regular Council Meeting as amended.

Carried

Agenda Item 4 – Disclosure of Pecuniary Interest

None.

Agenda Item 5 – Minutes

5a Resolution to adopt Minutes of the Regular Council Meeting May 4th, 2023.

Resolution No. 14/05/23

Moved by Moved by Brian Hamilton, seconded by Keith Gourley.

BE IT RESOLVED that Council adopt the following meeting Minutes:

- May 4, 2023, Regular Council Meeting

Carried

Agenda Item 6 – Delegations and Guests

6a Angela Schutt, Welch LLP

Angela Schutt, Welch LLP provided an overview of the Draft 2022 Financial Consolidated Statements, Township, Fire and Library.

Resolution No. 15/05/23

Moved by Moved by Keith Gourley, seconded by Brian Hamilton.

BE IT RESOLVED that Council adopt the Draft 2022 Financial Statements prepared by Welch LLP Accountants.

Carried

Agenda Item 7 – Planning and Economic Development Committee – Chair Keith Gourley, Committee Member Kevin LeGris

7a Building and Sewage Report – April

Resolution No. 16/05/23

Moved by Keith Gourley, seconded by Brian Hamilton.

BE IT RESOLVED THAT Council accepts this April 2023 Building and Sewage report.
Carried

7b Temporary Use Agreement – 384 Spence Road

Councillor LeGris wondered why this by-law is required when the Township had approved Secondary Dwellings in the Zoning By-Law. Staff replied that the property may not meet the requirements of the secondary dwellings and the existing building is meant to be temporary.

Resolution No. 17/05/23

Moved by Keith Gourley, seconded by Brian Hamilton

BE IT RESOLVED THAT Admaston/Bromley Council approve By-Law 2023-21, being a by-law to authorize the Township to enter into an agreement with Michael and Jerry Enright to permit an existing dwelling to remain onsite while a new dwelling is being constructed.
Carried

Agenda Item 8 – Community Service Committee – Chair Angela Field, Committee Member Brian Hamilton

8a Douglas Recreation Minutes – April 12, 2023

Resolution No. 18/05/23

Moved by Angela Field, seconded by Kevin LeGris

BE IT RESOLVED THAT Council receive the Douglas Recreation minutes from April 12, 2023.

Carried

8b Bonnechere Valley Recreation Agreement Report

Resolution No. 19/05/23

Moved by Angela Field, seconded by Kevin LeGris

BE IT RESOLVED THAT Council enter into a Recreation Agreement with the Township of Bonnechere Valley for the years, 2023, 2024 and 2025;

AND BE IT RESOLVED THAT Council direct staff to bring a report back to Council summarizing resident participation in the fall of 2025 so that Council may utilize that information to establish parameters for a new agreement.

Carried

Agenda Item 9 – Operations Committee – Chair Brian Hamilton, All of Council

9a April Public Works Report

Resolution No. 20/05/23

Moved by Brian Hamilton, seconded by Keith Gourley.

BE IT RESOLVED THAT Council accepts Public Works April 2023 report.

Carried

Agenda Item 10 – Waste Management Committee – Chair Michael Donohue, All of Council

None.

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

11a Financial Statements

Resolution was completed after the Financial Statements were presented by Welch LLP Accountants.

11b Payment Register – April 2023

Resolution No. 21/05/23

Moved by Keith Gourley, seconded by Brian Hamilton

BE IT RESOLVED THAT Council receive the April 2023 Payment Register.

Carried

Agenda Item 12 – Protective Services Committee – Chair Kevin LeGris, Committee Member Angela Field

12a Fire Chief's Minutes – March 2023

12b Fire Chief's Minutes – April 2023

Resolution No. 22/05/23

Moved by Kevin LeGris, seconded by Angela Field.

BE IT RESOLVED THAT Council receive the Fire Committee minutes from the following meetings:

- March 8, 2023
- April 19, 2023

Carried

12c Fire Chief's Report – April 2023

12d Fire Chief's Report – May 2023

Resolution No. 23/05/23

Moved by Kevin LeGris, seconded by Angela Field.

BE IT RESOLVED THAT Council receive the Fire Chief's report from the following months:

- April 2023
- May 2023

Carried

Fire Chief McHale gave a verbal report and reviewed the ongoing work towards certifications.

Resolution No. 24/05/23

Moved by Kevin LeGris, seconded by Angela Field

BE IT RESOLVED THAT Council receive the correspondence from Emergency Management Ontario indicating that the municipality has satisfied all thirteen (13) program elements required under the Emergency Management and Civil Protection Act (EMCPA) for 2022.

Carried

Agenda Item 13 – County of Renfrew – Mayor Michael Donohue

None.

Agenda Item 14 – By-Laws

14a 2023-21 – Temporary Secondary Dwelling

Resolution No. 25/05/23

Moved by Brian Hamilton, seconded by Keith Gourley

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

- 2023-21 – Temporary Dwelling Unit

Carried

Agenda Item 15 – Old Business

15a Action Tracking List

Resolution No. 26/05/23

Moved by Angela Field, seconded by Kevin LeGris

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

Carried

Agenda Item 16 – New Business

None.

Agenda Item 17 – Closed Session

None.

Agenda Item 18 – Confirmatory By-Law

18a By-law 2023-22 being a by-law to confirm proceedings of Council Meeting

Resolution No. 27/05/23

Moved Angela Field, seconded by Kevin LeGris

BE IT RESOLVED that By-law 2023-22, being a By-law to Confirm the Proceedings of the Council of the Township of Admaston/Bromley at the meeting held May 18th, 2023, be now numbered, deemed read three times and passed.

Carried

Agenda Item 19 – Question Period

None.

Agenda Item 20 – Adjournment

Resolution No. 28/05/23

Moved Kevin LeGris, seconded by Angela Field

BE IT RESOLVED that the Thursday, May 18th, 2023, Township of
Admaston/Bromley Council meeting be adjourned at 8:35 p.m.

Carried

Mayor

CAO/Clerk

Township of Admaston/Bromley
477 Stone Road, R.R. #2
Renfrew, ON
K7V 3Z5
E-Mail Address – info@admastonbromley.com

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

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

REPORT

Date: June 1, 2023
To: Council
From: Jennifer Charkavi
Re: Bonnechere Valley Recreation Agreement

Background:

At the May 18, 2023 Council meeting, staff brought forth the report concerning the Bonnechere Valley Recreation Agreement.

Discussion:

At the May 18 Council Meeting, Council approved the following Motion:

BE IT RESOLVED THAT Council enter into a Recreation Agreement with the Township of Bonnechere Valley for the years, 2023, 2024 and 2025;

AND BE IT RESOLVED THAT Council direct staff to bring a report back to Council summarizing resident participation in the fall of 2025 so that Council may utilize that information to establish parameters for a new agreement.

Financial Implications:

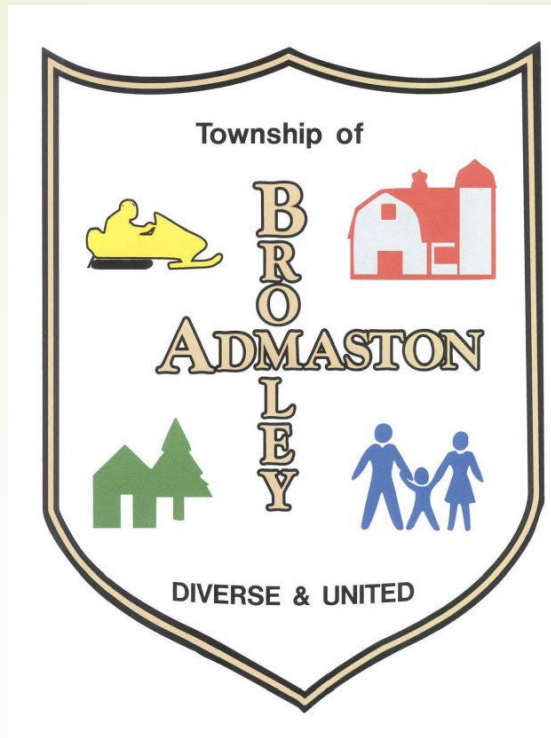
The maximum amount for recreation services through the Township of Bonnechere Valley is known for the next 3 years.

People Consulted:

Treasurer-Deputy CAO/Clerk

Recommendation for Council:

BE IT RESOLVED THAT Council adopt By-Law 2023-23 being a by-law to authorize the Mayor and Clerk to execute an Agreement between The Corporation of the Township of Admaston/Bromley and the Corporation of the Township of Bonnechere Valley to allow access to the programs and facilities of the Township of Bonnechere Valley.



2023 Budget Booklet

June 1, 2023

2023 Township Budget Summary

Revenue	Amount
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Taxation	2,745,003
Payments in Lieu	15,920
Municipal Drains	40,000
Provincial Gov't	1,131,548
Federal Gov't	102,530
Fees & Service Charges	112,400
Other Revenue	136,188
Capital Lease	189,000
Debt	477,870
Revenue from Reserves	384,450
County & School Boards	2,157,795

Total Revenue	7,492,704
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Expenditures	Amount
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General Government	726,955
Council	112,520
Building Inspection	32,100
Policing	400,000
Fire Protection	533,588
Animal Control / Livestock / Drains & Planning	127,550
Waste Management	306,606
Recreation	43,790
Library	24,250
Public Works	3,027,550
County & School Boards	2,157,795

Operating & Capital Expenditures	7,492,704
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Budget Comparison

	BUDGET		
	2023	2022	
OPERATING			
General Government	599,455	684,870	
Council	112,520	109,200	
Policing, Police Service Board & Health & Safety	400,000	407,420	
Fire Protection	305,388	326,665	
Building Inspection	32,100	26,800	
Animal Control	2,900	2,900	
Livestock	6,350	6,350	
Drains & Planning	118,300	246,300	
Waste Management	306,606	284,050	
Recreation	43,790	43,790	
Library	24,250	22,100	
Public Works	1,195,250	1,131,000	
TOTAL OPERATING EXPENDITURES	3,146,909	3,291,445	(144,536)
CAPITAL			
Capital Expenditures	1,927,000	1,786,014	
Debt Repayment	261,000	156,001	
TOTAL CAPITAL EXPENDITURES	2,188,000	1,942,015	245,985
REVENUE			
Government Grants	(1,234,078)	(1,640,694)	
New Debt	(666,870)	(287,400)	
Contribution from Reserves	(384,450)	(613,740)	
Fees & Charges	(112,400)	(55,500)	
PIL's	(15,920)	(14,900)	
Drains	(40,000)		
Other Revenue	(136,188)	(178,055)	
TOTAL REVENUE	(2,589,906)	(2,790,289)	200,383
TOTAL MUNICIPAL LEVY REQUIREMENTS	2,745,003	2,443,171	301,832
2023 Budget Increase		301,832	
Less: Growth		(54,858)	
		246,974	
Levy Increase		9.89%	

Capital Budget - 2023

DEPARTMENT / ITEM	PROPOSED BUDGET	FUNDING								Total
		Reserves	Fire Levy	Taxation	Sale Proceeds	Capital Lease	Debt	OCIF	CCBF	
ADMINISTRATION										
New Phone System	9,000.00	9,000.00								9,000.00
IT Disaster Recovery Plan	4,000.00	4,000.00								4,000.00
Email Security	4,000.00			4,000.00						4,000.00
Accounting Software	109,000.00	94,350.00		14,650.00						109,000.00
Strategic Plan	1,500.00			1,500.00						1,500.00
TOTAL ADMIN	127,500.00	107,350.00	-	20,150.00	-	-	-	-	-	127,500.00
FIRE										
Fire Suits (2)	8,000.00		8,000.00							8,000.00
Boots (3) pair	2,500.00		2,500.00							2,500.00
Hoses	1,000.00		1,000.00							1,000.00
Nozzles 1 1/2"	1,000.00		1,000.00							1,000.00
Helmets (8)	2,400.00		2,400.00							2,400.00
Booster Pack	400.00		400.00							400.00
Power Tools	1,500.00		1,500.00							1,500.00
Hose Bags (6)	2,400.00		2,400.00							2,400.00
Forceable Entry Tool	10,000.00	10,000.00	-							10,000.00
Generator	10,000.00		10,000.00							10,000.00
										-
SCBA's	189,000.00					189,000.00				189,000.00
										-
TOTAL FIRE	228,200.00	10,000.00	29,200.00	-	-	189,000.00	-	-	-	228,200.00

Capital Budget – 2023 (cont'd)

DEPARTMENT / ITEM	PROPOSED BUDGET	FUNDING								
		Reserves	Fire Levy	Taxation	Sale Proceeds	Capital Lease	Debt	OCIF	CCBF	Total
ROADS										
Vehicles										
Grader (Replace V27)	500,000.00				75,000.00		425,000.00			500,000.00
Sub-Total Roads Equipment	500,000.00	-	-	-	75,000.00		425,000.00	-	-	500,000.00
Road Construction / Rehabilitation										
South McNaughton - Butler to Bonnechere - Various	150,000.00						52,870.00		97,130.00	150,000.00
South McNaughton Culverts	10,000.00							10,000.00		10,000.00
Lynch Road - 1	235,000.00							235,000.00		235,000.00
Lynch Road - 2	8,000.00							8,000.00		8,000.00
Lynch Road - 3	16,000.00							16,000.00		16,000.00
Lynch Road - Culvert	140,000.00							140,000.00		140,000.00
Culhane Road - Surface Treatment Work	315,000.00	100,000.00						215,000.00		315,000.00
Cheese Factory Road- Return to Gravel	12,300.00							12,300.00		12,300.00
Capital Maintenance Program	100,000.00	100,000.00		-						100,000.00
Total Roads Construction / Rehabilitation	986,300.00	200,000.00	-	-	-		52,870.00	636,300.00	97,130.00	986,300.00
Remdiation / Culvert Maintenance Program										
South McNaughton Remediation	6,200.00			6,200.00						6,200.00
Lynch Road - 1 Remediation	15,700.00			15,700.00						15,700.00
Lynch Road - 2 Remediation	750.00			750.00						750.00
Lynch Road - 3 Remediation	16,300.00			16,300.00						16,300.00
Culhane Road - Remediation	7,500.00			7,500.00						7,500.00
Cheese Factory Road- Remediation	2,650.00			2,650.00						2,650.00
NEW Culvert Replacement Program	35,900.00			35,900.00						35,900.00
Total Remediation / Culvert Maintenance Program	85,000.00	-	-	85,000.00	-		-	-	-	85,000.00
TOTAL ROADS	1,571,300.00	200,000.00	-	85,000.00	75,000.00	-	477,870.00	636,300.00	97,130.00	1,571,300.00
DEBT REPAYMENT										
5 Year Loan IO	52,000.00			52,000.00						52,000.00
10 Year Loan IO	103,000.00			103,000.00						103,000.00
20 Year Loan IO	106,000.00			106,000.00						106,000.00
TOTAL DEBT REPAYMENT LIMIT	261,000.00	-	-	261,000.00	-	-	-	-	-	261,000.00
TOTAL CAPITAL BUDGET	2,188,000.00	317,350.00	29,200.00	366,150.00	75,000.00	189,000.00	477,870.00	636,300.00	97,130.00	2,188,000.00

Reserves & Deferred Revenue Forecast- 2023

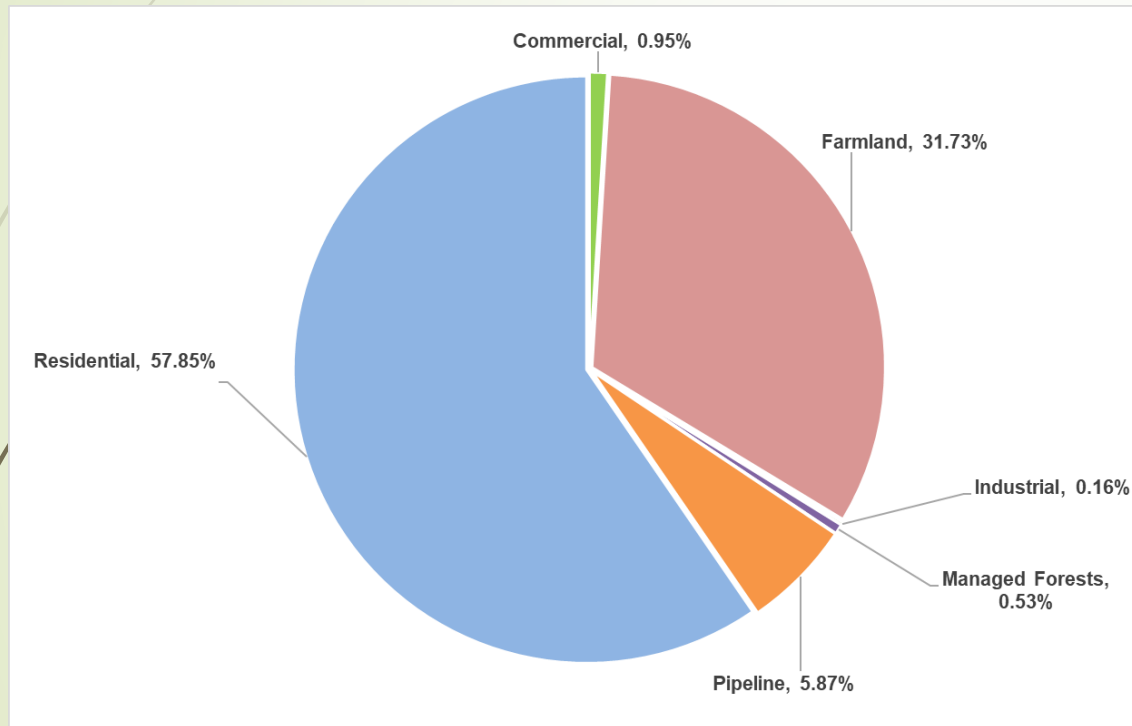
DISCRETIONARY RESERVES					
GL Acct #	Description	Balance as of 12/31/2022	Additions	Withdrawals	Estimated Balance as of 12/31/2023
20-20-220	Working Capital	231,533.43	63,266.00	(200,000.00)	94,799.43
20-20-227	Capital	368,896.65			368,896.65
20-20-231	Fire - Dry Hydrant	9,858.21			9,858.21
20-20-236	Waste Management	29,425.00			29,425.00
20-20-238	Survey - Fire Hall	5,011.52			5,011.52
20-20-240	One Time Funding	107,961.61		(107,350.00)	611.61
20-20-244	WIP Reserve	28,917.64			28,917.64
	Roads Reserve - Equipment	-	10,000.00		10,000.00
20-20-245	Roads Reserve - Vehicles	43,079.50	10,000.00		53,079.50
20-20-246	Reserve - Paved / Gravel Roads	33,171.96	50,000.00		83,171.96
	Weather Contingency Reserve	-	20,000.00		20,000.00
20-20-247	Fire Reserve - Equipment	20,028.73		(20,000.00)	28.73
	Fire Reserve - Vehicles	-	25,000.00		25,000.00
	Fire Reserve - Building	-			-
	Reserve - Election	-	7,000.00		7,000.00
TOTAL DISCRETIONARY RESERVES		877,884.25	185,266.00	(327,350.00)	735,800.25

Reserves & Deferred Revenue Forecast – 2023

(Cont'd)

DEFERRED REVENUE					
GL Acct #	Description	Balance as of 12/31/2022	Additions	Withdrawals	Estimated Balance as of 12/31/2023
20-20-239	Cannabis Reserve Fund	19,414.88			19,414.88
20-20-241	Safe Restart	29,000.00			29,000.00
TOTAL DEFERRED REVENUE		48,414.88	-	-	48,414.88
OBLIGATORY RESERVES					
GL Acct #	Description	Balance as of 12/31/2022	Additions	Withdrawals	Estimated Balance as of 12/31/2023
	Canada Community Building Fund (CCBF)	24,830.45	97,130.00	(97,130.00)	24,830.45
	Ontario Community Infrastructure Fund (OCIF)	275,652.38	579,200.00	(636,300.00)	218,552.38
TOTAL OBLIGATORY RESERVES		300,482.83	676,330.00	(733,430.00)	243,382.83
TOTAL RESERVES		1,226,781.96	861,596.00	(1,060,780.00)	979,183.08

2023 Property Assessment



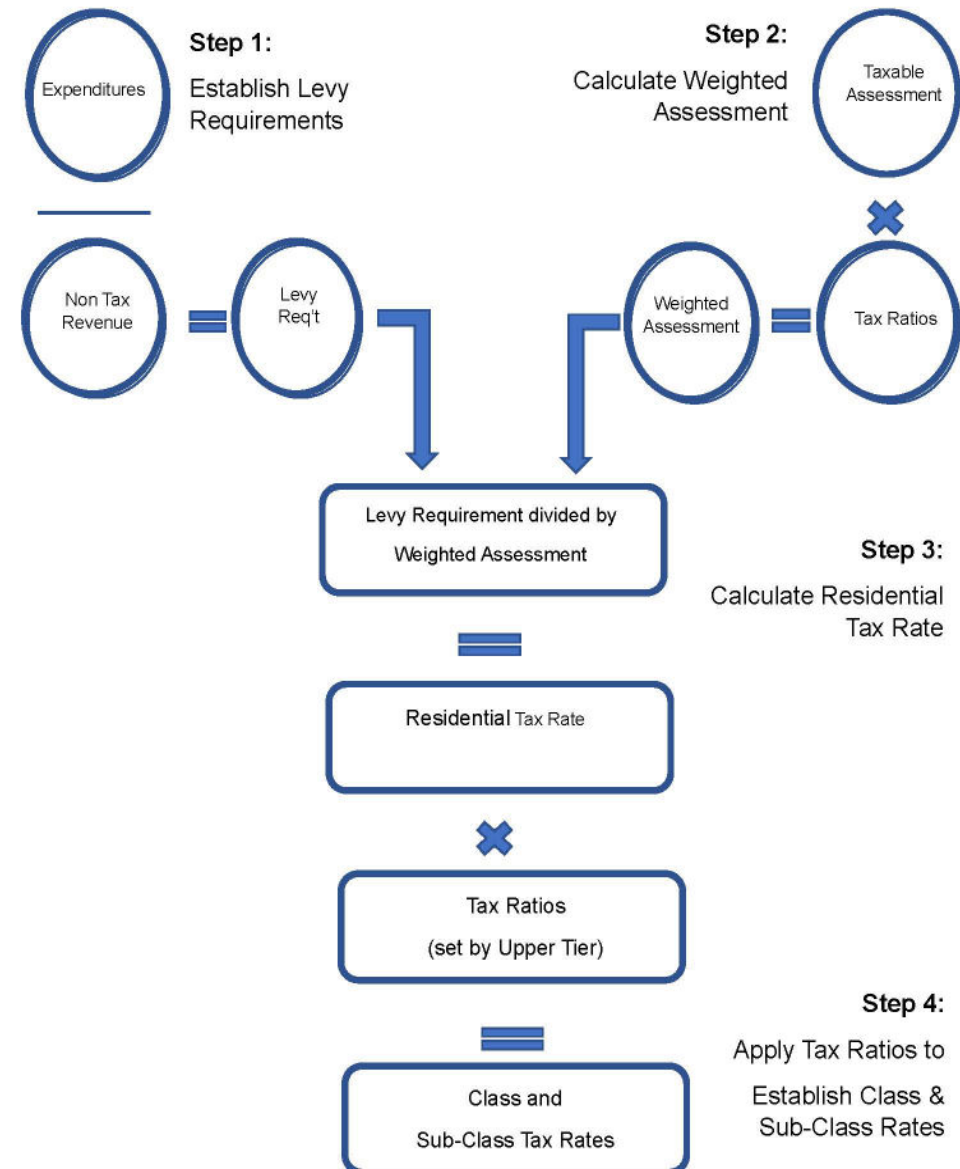
Category	2022 Roll For Tax Year 2023	Frequency of RTC/RTQ at Time of Roll	Total Assessment (%) as Time of Roll
Commercial	4,640,600	47	0.95%
Farmland	154,590,100	655	31.73%
Industrial	797,400	17	0.16%
Managed Forests	2,592,600	33	0.53%
Multi-Residential	-	0	0.00%
Pipeline	28,600,000	2	5.87%
Residential	281,755,500	1829	57.85%
	472,976,200	2,583.00	97.09%
Exempt	14,189,100	63	2.91%
TOTAL	487,165,300	2,646	100.00%

Property Tax -101

- Municipal Property Assessment Corporation (MPAC) determines:
 - If properties are entitled to be exempt from taxation
 - Determines assessed values (a.k.a. current value assessment)
 - Classifies properties. Seven (7) main categories: residential, multi-residential, commercial, industrial, pipeline, farm and managed forest
 - Prepare and delivery an annual assessment roll for municipalities
 - Defend assessment appeals
- Municipalities determine the revenue requirements to pay for municipal services
- Property tax rate made up of three (3) components: lower tier, upper tier & province (education)
- To calculate property tax payable:

$$\text{Assessed value} \times \text{Tax rate} = \text{Tax owing}$$

Tax Rate Calculation Process



Impact on Residential Taxpayer

Residential (RT) Assesment Rate Comparison					
		2022	2023	% Incr/-decr.	
Township		0.00675592	0.00742786	9.95%	
County		0.00381620	0.00382148	0.14%	
School		0.00153000	0.00153000	0.00%	
Total Tax Rate per \$1 of assessment		0.01210212	0.01277934	5.60%	
The expected impact on the average single family detached home is an annual increase of \$138.42 or \$11.54 per month.					
				Annual Increase	Monthly Increase
Avg Assessment (RT)		\$206,000	\$206,000		
		2022	2023		
Township		1,391.72	1,530.14	138.42	11.54
County		786.14	787.22	1.08	0.09
Education		315.18	315.18	-	
Total Tax Bill		2,493.04	2,632.54	139.50	11.63

Final Tax Rates – 2023

CLASS		TOWN RATES	COUNTY RATES	EDUCATION RATES	TOTAL TAX RATES	SCHOOL RATES			
						ENGLISH PUBLIC	FRENCH PUBLIC	ENGLISH SEPARA	FRENCH SEPARA
Residential (RG, RF, RH)	RT	0.00742786	0.00382148	0.00153000	0.01277934				
Multi Residential	MT	0.01443679	0.00742743	0.00153000	0.02339422				
New Multi-Residential	NT	0.00742786	0.00382148	0.00153000	0.01277934				
Commercial (CF, CP, CG, CH, DT)	CT	0.01347934	0.00693484	0.00880000	0.02921418	0.60165	0.02156	0.32792	0.04887
Commercial: Excess Land (CY)	CU	0.01347934	0.00693484	0.00880000	0.02921418	0.60165	0.02156	0.32792	0.04887
Commercial: New Construction	XT	0.01347934	0.00693484	0.00880000	0.02921418	0.60165	0.02156	0.32792	0.04887
Industrial (IH)	IT	0.01832382	0.00942722	0.00880000	0.03655104	0.60165	0.02156	0.32792	0.04887
Industrial: Excess Land (IZ)	IU	0.01832382	0.00942722	0.00880000	0.03655104	0.60165	0.02156	0.32792	0.04887
Industrial: Vacant Land (IJ)	IX	0.01832382	0.00942722	0.00880000	0.03655104	0.60165	0.02156	0.32792	0.04887
Large Industrial	LT	0.02066454	0.01063148	0.00880000	0.04009602	0.60165	0.02156	0.32792	0.04887
Large Industrial - Vacant /Excess	LX	0.02066454	0.01063148	0.00880000	0.04009602	0.60165	0.02156	0.32792	0.04887
Industrial: New Construction	JT	0.01832382	0.00942722	0.00880000	0.03655104	0.60165	0.02156	0.32792	0.04887
Industrial: New Construction Excess Land	JU	0.01832382	0.00942722	0.00880000	0.03655104	0.60165	0.02156	0.32792	0.04887
Landfill	HF	0.00883222	0.00454399	0.00880000	0.02217621	0.60165	0.02156	0.32792	0.04887
Pipelines	PT	0.00989985	0.00509327	0.00880000	0.02379312	0.60165	0.02156	0.32792	0.04887
Farmlands	FT	0.00185697	0.00095537	0.00038250	0.00319484				
Managed Forest	TT	0.00185697	0.00095537	0.00038250	0.00319484				

The End

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: June 1, 2023
To: Council
From: Kelly Coughlin
Re: Final Reserve Balances & Deferred Revenue for 2022

Background:

With the year end audit complete, staff have updated the spreadsheet which tracks the balances related to Discretionary Reserves, Deferred Revenue and Obligatory Reserve for the Township of Admaston / Bromley as of December 31, 2022.

Discussion: n/a

Financial Implications:

None

People Consulted:

Jennifer Charkavi - CAO/Clerk

Recommendation for Council:

BE IT RESOLVED THAT Council accept the Final Reserves & Deferred Revenue Balances spreadsheet (attached) for the 2022 calendar year as information as submitted and circulated.

TOWNSHIP of ADMASTON/BROMLEY
FINAL RESERVE BALANCES & DEFERRED REVENUE - 2022

DISCRETIONARY RESERVES					
GL Acct #	Description	Balance as of 1/1/2022	Additions	Withdrawals	Ending Balance as of 12/31/2022
20-20-220	Working Capital	84,097.43	229,436.00	(82,000.00)	231,533.43
20-20-227	Capital	512,472.05	177,028.00	(320,603.40)	368,896.65
20-20-231	Fire - Dry Hydrant	9,858.21			9,858.21
20-20-236	Waste Management	29,425.00			29,425.00
20-20-238	Survey - Fire Hall	5,011.52			5,011.52
20-20-240	One Time Funding	178,333.25		(70,371.64)	107,961.61
20-20-244	WIP Reserve	-	28,917.64		28,917.64
	Roads Reserve - Equipment	-			-
20-20-245	Roads Reserve - Vehicles	-	43,079.50		43,079.50
20-20-246	Reserve - Paved / Gravel Roads	-	33,171.96		33,171.96
	Weather Contingency Reserve	-			-
20-20-247	Fire Reserve - Equipment	-	20,028.73		20,028.73
	Fire Reserve - Vehicles	-			-
	Fire Reserve - Building	-			-
	Reserve - Election	-			-
TOTAL DISCRETIONARY RESERVES		819,197.46	531,661.83	(472,975.04)	877,884.25

DEFERRED REVENUE					
GL Acct #	Description	Balance as of 1/1/2022	Additions	Withdrawals	Ending Balance as of 12/31/2022
20-20-237	Main Street Revitalization	14,432.60		(14,432.60)	-
20-20-239	Cannabis Reserve Fund	19,414.88			19,414.88
20-20-241	Safe Restart	29,000.00			29,000.00
TOTAL DEFERRED REVENUE		62,847.48	-	(14,432.60)	48,414.88

OBLIGATORY RESERVES					
GL Acct #	Description	Balance as of 1/1/2022	Additions	Withdrawals	Ending Balance as of 12/31/2022
20-20-232	Canada Community Building Fund (CCBF)	24,413.23	99,510.45	(99,093.23)	24,830.45
20-20-235	Ontario Community Infrastructure Fund (OCIF)	261,174.14	514,478.24	(500,000.00)	275,652.38
TOTAL OBLIGATORY RESERVES		285,587.37	613,988.69	(599,093.23)	300,482.83

TOTAL RESERVES & DEFERRED REVENUE		1,167,632.31	1,145,650.52	(1,086,500.87)	1,226,781.96
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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: June 1, 2023
To: Council
From: Kelly Coughlin
Re: Transfer to Reserves – 2022 Year End Surplus

Background:

As part of the year end process and completion of the 2022 financial statements for the Township of Admaston/Bromley, the auditors identified an operating surplus of \$123,266.00

Discussion: n/a

Financial Implications:

People Consulted:

Jennifer Charkavi - CAO/Clerk

Recommendation for Council:

BE IT RESOLVED THAT Council direct staff to allocate the 2022-year end surplus to the reserves as follows:

THAT staff allocate \$5,000.00 to the Reserve - Roads Equipment;

THAT staff allocate \$5,000.00 to the Reserve - Roads Vehicle;

THAT staff allocate \$50,000 to the Reserve – Paved Roads;

That staff allocate \$63,266 to the Working Fund Reserve.

Township of Admaston/Bromley
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REPORT

Date: June 1, 2023

To: Council

From: Jennifer Charkavi

Re: Meal Allowance

Background:

The current Staff Conventions and Seminar Policy includes a provision for a daily meal allowance for Township employees of \$45.00 / day. Reimbursement must be supported by receipts.

Discussion:

The Canadian Revenue Agency provides direction on meal allowances and updates this information every April 1.

Below is the 2023 CRA Meal Allowance Rates, effective April 1, 2023.

The screenshot shows the CRA website interface. At the top, there is a header with the Canadian flag, 'Government of Canada / Gouvernement du Canada', a search bar, and a 'Français' link. Below the header is a navigation bar with a 'MENU' dropdown and a 'CRA sign in' button. The main content area displays the breadcrumb trail: 'Canada.ca > Canada Revenue Agency > About the Canada Revenue Agency > Directive on Travel'. The title 'Appendix B: Meals and allowances' is followed by 'Effective: April 1, 2023'. The section '1. Travel in Canada' contains a table with meal allowance rates. The table has columns for 'Canada (all Provinces) & USA (except Alaska)', 'Yukon & Alaska', 'Northwest Territories', and 'Nunavut'. The rows include '1.1 Meal allowances' with sub-rows for Breakfast, Lunch, and Dinner, followed by 'Meal allowance total', and '1.2 Incidental Expense Allowance'.

1. Travel in Canada	Canadian \$ (taxes included)			
	Canada (all Provinces) & USA (except Alaska)	Yukon & Alaska	Northwest Territories	Nunavut
1.1 Meal allowances				
Breakfast	23.60	24.35	26.80	29.60
Lunch	23.90	22.35	32.55	35.90
Dinner	58.60	64.45	69.60	95.65
Meal allowance total	106.10	111.15	128.95	161.15
1.2 Incidental Expense Allowance	17.50	17.50	17.50	17.50

CRA Rate for 2023 calendar year is \$106.10 per day. The rate is broken down into allowances for each meal.

Staff have reached out to neighbouring municipalities for their meal allowances. Their allowances are as follows (2022 data):

- Greater Madawaska – \$75 per day
- Whitewater Region – CRA Allowance Rates
- Horton Township – Reimbursement for actual costs supported by receipts, no cap.
- Bonnechere Valley – \$100 per day
- Renfrew – CRA Allowance Rates

Staff are also recommending adding a \$75 allowance to the policy for those employees who are able to stay with family or friends while attending an event, per day in lieu of a hotel, so that they can purchase a meal (receipts will also be required).

Financial Implications:

The proposed changes to the Staff Conventions and Seminar Policy would have little financial impact on financials as there are budgeted amounts to attend conferences and conventions.

People Consulted:

Treasurer-Deputy CAO/Clerk

Recommendation for Council:

BE IT RESOLVED THAT the Council direct staff to amend the Staff Conventions and Seminar Policy and replace the existing daily meal allowance with the current CRA Meal Allowance rates,

AND BE IT FURTHER RESOLVED that the meal allowance rates set out in the Staff Conventions and Seminar Policy be updated automatically each calendar year as CRA sets new Meal Allowance Rates,

AND BE IT FURTHER RESOLVED that Council approve the inclusion of a \$75 voucher for family/friends in lieu of a hotel, in the Staff Conventions and Seminar Policy.

Township of Admaston Bromley Corporate Policies

DEPARTMENT: Human Resources

COVERAGE: All Employees

POLICY: CONVENTIONS AND SEMINARS

POLICY # F-2

DATE: August 15, 2002

Revision/Review Date:

PAGE:

Revised August, 2020

1

POLICY STATEMENT:

The Township provides for employee attendance at such conferences, conventions, seminars, workshops and business meetings as deemed necessary. The Township also provides for reimbursement of expenses.

PROCEDURE:

A. ATTENDANCE

1. Conferences and Conventions

Each year as part of the annual budget process, each Department Head shall be given an amount within their budget for the purposes of attending such conferences and conventions which are provided for within the estimates. Approval of the budget shall constitute formal approval to attend and any changes must be approved by the Council.

- 2.** Attendance must be approved by the employee's Department Head. If it is a Department Head seeking approval the form must be approved by the Mayor.

B. EXPENSES:

1. Registration

(a) Any registration fees incurred for approved conference attendance by an employee will be paid by the employer.

(b) Receipt for registration fee shall be required unless pre-paid by the employer.

Township of Admaston Bromley Corporate Policies

DEPARTMENT: Human Resources

COVERAGE: All Employees

POLICY: CONVENTIONS AND SEMINARS

POLICY # F-2

DATE: August 15, 2002

Revision/Review Date:

PAGE:

Revised August, 2020

2

2. Transportation

- (a) The employer reimburses for all transportation, or for the use of the employee's motor vehicle at the rate per kilometer contained within the Employment By-Law of Council from time to time.
- (b) A receipt is required for *airfare*, train fare and car rental only.

3. Accommodation

- (a) Actual expenses supported by receipt.
- (b) When making reservation, the Government rate should be requested.

4. Meals, Gratuities and Incidental Expenses

- (a) While attending conferences, conventions, seminars, workshops or business meetings, reimbursement is through the CRA Meal Allowance Rates that are updated every April 1.
- (b) While attending conferences, conventions, seminars, workshops or business meetings, employees that stay with family or friends instead of reserving a hotel may compensate by purchasing meal in lieu of paying for accommodations, up to \$75 per day with receipts.
- (c) While attending those functions listed in (b), when meals are provided, staff should not be seeking reimbursement for those meals that are provided, unless approved by their supervisor.

Township of Admaston Bromley Corporate Policies

DEPARTMENT: Human Resources

COVERAGE: All Employees

POLICY: CONVENTIONS AND SEMINARS

POLICY # F-2

DATE: August 15, 2002

Revision/Review Date:

PAGE:

Revised August, 2020

3

5. Advances

- (a) The CAO/Clerk is authorized to issue accountable advances provided a request is received at least ten business days prior to the date required.
- (d) Where an advance is made, an expense account claim must reflect the advance(s) for the month.

6. Approvals

- (a) The authorizing for expense account claim forms shall be the following:
 - (i) Employee's claim approved by appropriate Department Head.
 - (ii) Department Head's claims approved by the CAO/Clerk.
 - (iii) CAO/Clerk's claims approved by the mayor.

Form: A Copy of the "**Expense Claim Form**" is attached.



Cunningham Swan
LAWYERS
• EST 1894 •

Tony E. Fleming
Direct Line: 613-546-8096
E-mail: tfleming@cswan.com

May 3, 2023

SENT BY EMAIL ONLY TO: cao@admastonbromley.com

Township of Admaston/Bromley
c/o Jennifer Charkavi – CAO/Clerk
477 Stone Road
Renfrew, Ontario
K7V 3Z5

Dear Mayor and Members of Council:

**Re: Integrity Commissioner Services - Annual Report – 2022
Township of Admaston/Bromley
Our File No. 29198-3**

Effective January 1, 2019, Tony Fleming of Cunningham Swan in Kingston, Ontario, was appointed as the Integrity Commissioner for the Township of Admaston/Bromley in accordance with section 223.3(1) of the *Municipal Act*, 2001, S.O. 2001, c. 25 (the “Act”). On December 2, 2021, an amending agreement was signed to extend the appointment until January 1, 2025, on the same terms as the original agreement.

Last year, in lieu of providing an Annual Report, we provided a letter to confirm that there had been no complaints under the Code of Conduct or applications for inquiry under the MCIA submitted to the Integrity Commissioner. This year, we will also be providing this letter to confirm that again there have been no complaints under the Code of Conduct or applications for inquiry under the MCIA submitted to the Integrity Commissioner for the Township of Admaston/Bromley. We have also received no requests for advice from individual members.

01010864.DOCX:

TEL: 613-544-0211
FAX: 613-542-9814
EMAIL: [INFO@CSWAN.COM](mailto:info@cswan.com)
WEB: WWW.CSWAN.COM

We thank the Township of Admaston/Bromley for the opportunity to act as its Integrity Commissioner. We remind members that the Integrity Commissioner is available to provide advice in accordance with the Act regarding a member's obligations under the Code of Conduct and the MCIA. We note that this service provides members with the proactive ability to avoid potential complaints by requesting and acting on advice which may apply to the circumstances of the member.

Members are held to the highest standards of office in their elected positions, and we thank members for their continued attention to the ethical obligations expected of them.

Please contact us with any follow-up questions.

Sincerely,

Cunningham, Swan, Carty, Little & Bonham LLP



Tony E. Fleming, C.S.
LSO Certified Specialist in Municipal Law
(Local Government / Land Use Planning)
Anthony Fleming Professional Corporation
TEF:mj

CORPORATION OF THE TOWNSHIP OF ADMASTON/BROMLEY
BY-LAW NO. 2023-23

Being a By-Law to authorize the Mayor and Clerk to execute an Agreement between The Corporation of the Township of Admaston/Bromley and the Corporation of the Township of Bonnechere Valley to allow access to the programs and facilities of the Township of Bonnechere Valley.

WHEREAS the Township of Bonnechere Valley has agreed to grant permission to the residents of the Township of Admaston/Bromley to use all the programs and facilities of the Township of Bonnechere Valley in the same manner and on the same conditions as residents of the Township of Bonnechere Valley.

AND WHEREAS the Council of the Corporation of the Township of Admaston/Bromley has agreed to pay to the Township of Bonnechere Valley, a fee based on a per capita cost formula.

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

That the Mayor and Clerk be, and they are hereby authorized to execute the agreement attached hereto and to affix thereto the Corporate Seal.

That the said agreement shall form part of this By-Law.

This agreement shall come into force and take effect upon the date of the final passing thereof.

READ a first and second time this 1st day of June 2023

READ a third time and passed this 1st day of June 2023

Mayor

CAO/Clerk

AGREEMENT

Made this day of June 2023

BETWEEN

The Corporation of the Township of Admaston/Bromley

AND

The Corporation of the Township of Bonnechere Valley

WHEREAS the Township of Bonnechere Valley is the owner of recreational parks and facilities located within the Township of Bonnechere Valley;

AND WHEREAS the Township of Admaston/Bromley wishes its residents to have access to the programs and facilities of the Township of Bonnechere Valley;

AND WHEREAS the Township of Bonnechere Valley is prepared to grant such permission to the residents of the Township Admaston/ Bromley;

THEREFORE the parties hereto agree as follows:

1. Residents of the Township of Admaston/ Bromley shall be permitted to participate in activities and programs and to use all the facilities of the Township of Bonnechere Valleys recreational facilities in the same manner and on the same conditions as residents of the Township of Bonnechere Valley.
2. At the end of each year the Township of Bonnechere Valley shall submit a list of Township of Admaston/Bromley users of recreational facilities in Bonnechere Valley Township as outlined in paragraph 1.
3. At the beginning of each year the Township of Bonnechere Valley shall submit an invoice to the Township of Admaston/ Bromley outlining the cost of providing recreation services for the coming year.
4. The costs shall be \$2000.00 per year beginning in 2023 and have a 2% increase each year thereafter.
 - a. 2023 - \$2000.00
 - b. 2024 - \$2040.00
 - c. 2025 - \$2080.80
5. This agreement shall be for a period of three (3) years commencing January 1, 2023.
6. Either party may terminate this agreement at the end of each calendar year upon the giving of sixty (60) days notice in writing to the other party at its Municipal Office.
7. This agreement may be amended by the parties to the agreement, by mutual agreement at any time after commencement.
8. **IN WITNESS WHEREOF** the Parties hereto have hereunder set their hand and the corporate seal on the date written above

Signed and Sealed and delivered
In the Presence of

The Corporation of the Township of Admaston/Bromley

Witness

Mayor Michael Donohue

Witness

CAO/Clerk Jennifer Charkavi

The Corporation of the Township of Bonnechere Valley

Witness

Mayor Jennifer Murphy

Witness

CAO/Clerk Treasurer Annette Gilchrist

CORPORATION OF THE TOWNSHIP OF ADMASTON / BROMLEY
BY-LAW NO. 2023-24

Being a By-law to adopt the estimates for the sums required during the year 2023 for general, capital and all purposes of the Township of Admaston / Bromley.

WHEREAS Section 290 of the Municipal Act, S.O. 2001, c. 25, as amended, dictates that the Council of a local municipality shall, in the year or immediately preceding year, prepare and adopt a budget including estimates of all sums required during the year for the purposes of the municipality including amounts sufficient to pay all debts of the municipality falling due within the year, and amounts required for any Board, Commission, or other body;

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

1. That Council adopt the 2023 Township of Admaston / Bromley budget requiring an amount of the sum of Two Million, Seven Hundred Forty Five Thousand, and Three Dollars (\$2,745,003) as the estimate of the property tax levy required during the year 2023 for the general, capital and all purposes of the Corporation of the Township of Admaston / Bromley.
2. That this By-Law shall come into full force and take effect upon the passing thereof.

BE IT FURTHER ENACTED, that all By-Laws, or parts thereof, and all or any resolutions of Council contrary thereto, or inconsistent herewith, be and the same are hereby repealed.

READ a first and second time this 1st day of June 2023.

READ a third time and passed this 1st day of June 2023.

MAYOR

CAO/CLERK

CORPORATION OF THE TOWNSHIP OF ADMASTON / BROMLEY
BY-LAW NO. 2023-25

A By-Law to provide for the Adoption of the 2023 Tax Rates and to further
provide for penalty and interest in default of payment thereof for 2023.

WHEREAS Section 308 of The Act requires tax rates to be established in the same proportion as the tax ratios established by the County of Renfrew; and

WHEREAS Section 312 of the Municipal Act, 2001 dictates that the Council of a local municipality shall in each year prepare and adopt estimates of all sums required during the year for the purposes of the municipality including amounts sufficient to pay all debts of the municipality falling due within the year, amounts required for any Board, Commission, or other body; and

WHEREAS Council of the Township of Admaston / Bromley has passed By-Law No. 2023-24 to adopt the estimates for the sums required during the year 2023 for general, capital and all purposes of the Township of Admaston / Bromley; and

WHEREAS in accordance with Section 329 to Section 331 of The Act, the County of Renfrew has adopted a by-law for the purpose of administering limits for the Commercial, Industrial and Multi-Residential property classes; and

WHEREAS Section 342 of The Act provides that a municipality may pass a by-law establishing different instalments and due dates for taxes on a property; and

WHEREAS Section 343 of The Act provides that a municipality may pass a by-law providing for the billing of a property class separately from the other property classes; and

WHEREAS Section 345 of The Act provides that a local municipality may pass a by-law to impose late payment charges for the non-payment of taxes or any installment by the due date; and

WHEREAS the County of Renfrew has adopted a by-law directing the Council of the Township of Admaston/Bromley to levy specified tax rates on the assessment for County purposes; and

AND WHEREAS the Province of Ontario has by regulation directed the Council of the Township of Admaston / Bromley to levy specified tax rates on certain assessment for Municipal and Education purposes;

NOW THEREFORE the Council of the Township of Admaston / Bromley hereby enacts that every owner in the Township of Admaston / Bromley shall be taxed according to the following tax rates in the by-law and such taxes shall become due and payable in four installments as follows:

Interim Tax Bill is due: March 31, 2023. Final Tax Bill is due: September 29, 2023.

1. **THAT** for the year 2023 the rates to be applied on the taxable and payment-in-lieu assessment rateable for municipal purposes shall be as follows:

Residential	0.00742786
Farmland Awaiting Development	0.00259975
New Multi-Residential	0.00742786
Multi-residential	0.01443679
Commercial – Occupied	0.01347934
Commercial - Vacant/Excess	0.01347934
Industrial – Occupied	0.01832382
Industrial – Vacant/Excess	0.01832382
Large Industrial – Occupied	0.02066454
Large Industrial – Vacant/Excess	0.02066454

Landfill	0.00883222
Pipelines	0.00989985
Farmland	0.00185697
Managed Forest	0.00185697

For the purposes of this by-law the Commercial property class includes those properties designated as “Shopping Centre” and “New Construction Commercial”, and the Commercial Excess/Vacant class includes those properties designated as “Shopping Centre Excess/Vacant” and “New Construction Commercial Excess/Vacant.”

For the purposes of this by-law the Industrial class includes those properties designated as “New Construction Industrial”.

- 2. **THAT** final tax bills for the protected classes, being the Commercial, Industrial, Large Industrial and Multi- Residential may be processed separately from the other property classes.
- 3. **THAT** interest will be added at the rate of 1.25% per month on the first working day for each month or fraction thereof of default on all current and prior years’ taxes.
- 4. **THAT** the collector may 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.
- 5. **THAT** the CAO/Clerk is hereby empowered to accept part payment from time to time on account of any taxes due.
- 6. **THAT** taxes are payable at: the Township of Admaston / Bromley, 477 Stone Road, Renfrew, Ontario or through all major Canadian financial institutions.
- 7. This By-Law shall come into full force and take effect upon the passing thereof.

BE IT FURTHER ENACTED, that all By-Laws, or parts thereof, and all or any Resolutions of Council contrary thereto, or inconsistent herewith, be and the same are hereby repealed.

READ a first and second time this 1st day of June 2023.

READ a third time and passed this 1st day of June 2023.

MAYOR

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 received a draft in July 2022 asked for updates to be made waiting for whole document to be delivered.
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	CAO/Clerk	continuing	The CAO/Clerk is provide Council with Regular updates. Recreation
October 2021	Forced Roads	Clerk	continuing	Staff are to investigate a policy for the assumption of forced roads.
February 2023	Backyard Chickens	CAO/Clerk	continuing	Draft By-Law - Planning & EconDev Committee

CORPORATION OF THE TOWNSHIP OF ADMASTON/BROMLEY

BY-LAW No. 2023-26

**A BY-LAW TO CONFIRM PROCEEDINGS OF
THE COUNCIL OF THE TOWNSHIP OF ADMASTON/BROMLEY
AT THE COUNCIL MEETING JUNE 1, 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 1st day of June 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 1st day of June 2023.

READ a third time and finally passed this 1st day of June 2023.

Mayor

CAO/Clerk