

Township of Admaston/Bromley
First Monthly Meeting
Thursday, May 4th, 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 [April 20th, 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 [Library Board Minutes – March 2023](#)
Treasurer's Report & CEO's Report – April 2023
9. **Operations Committee** – Chair Brian Hamilton, All of Council
 - 9a [McMahon Road Report](#)
 - 9b [Gravel Tender Extension Report](#)
 - 9c [Winter Sand Extension Report](#)
 - 9d [Pull-type Surplus Grader Report](#)
10. **Waste Management Committee** – Chair Michael Donohue, All of Council
 - 10a
11. **Finance and Administration Committee** – Chair Michael Donohue, All of Council
 - 11a
12. **Protective Services Committee** – Chair Kevin LeGris, Committee Member Angela Field

12a

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

13a [County Council Summary – April 2023](#)

14. **By-Laws**

14a

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.

18. Confirmatory By-Law

18a [2023-20](#) 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 April 20th, 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, and Finance Clerk Andrea Leclaire. Audio/Video System Specialist Nate MacIsaac.

Guests present were Jennifer Murphy.

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. 14/04/23

Moved by Kevin LeGris, seconded by Angela Field.

BE IT RESOLVED that Council approve the Agenda for April 20th, 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 April 6th, 2023.

Resolution No. 15/04/23

Moved by Moved by Angela Field, seconded by Keith Gourley.

BE IT RESOLVED that Council adopt the following meeting Minutes:

- April 6, 2023, Regular Council Meeting

Carried

Agenda Item 6 – Delegations and Guests

6a Jennifer Murphy, Mayor Bonnechere Valley, EORN Vice Chair
EORN Update – Virtual

Mayor Murphy highlighted the progress that the Eastern Ontario Regional Network (EORN) has made in Renfrew County.

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

12a Fire Chief's Minutes – February 2023

Resolution No. 16/04/23

Moved by Kevin LeGris, seconded by Angela Field.

BE IT RESOLVED THAT Council receive the Fire Committee minutes from February 8, 2023.

Carried

12b Fire Chief's Report – March 2023

Resolution No. 17/04/23

Moved by Kevin LeGris, seconded by Angela Field.

BE IT RESOLVED THAT Council receive the Fire Chief's report from March 9, 2023.

Carried

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

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

7a Building and Sewage Report – March

Resolution No. 18/04/23

Moved by Keith Gourley, seconded by Brian Hamilton.

BE IT RESOLVED THAT Council accepts this Building and Sewage report as information.

Carried

7b Backyard Chickens Survey

Resolution No. 19/04/23

Moved by Keith Gourley, seconded by Brian Hamilton

BE IT RESOLVED THAT Council receives the results of the Backyard Chickens Survey.

Carried

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

8a Bonnechere Valley Recreation Agreement

Resolution No. 20/04/23

Moved by Angela Field, seconded by Keith Gourley

WHEREAS the Township was in an agreement with the Township of Bonnechere Valley for recreation services;

ANDWHEREAS the number of participants in Bonnechere Valley Recreation has decreased over the years;

THEREFORE BE IT RESOLVED THAT Council defer the Bonnechere Valley agreement motion until a future Council meeting.

AND further that staff be directed to investigate the cost per resident for recreation services from the Town of Renfrew.

Carried

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

9a March Public Works Report

Resolution No. 21/04/23

Moved by Brian Hamilton, seconded by Keith Gourley.

BE IT RESOLVED THAT Council accepts Public Works March 2023 report as information.

Carried

9b Calcium Report

Resolution No. 22/04/23

Moved by Brian Hamilton, seconded by Keith Gourley.

BE IT RESOLVED THAT Committee direct staff to enter into a contract with Da-Lee Dust Control Group for calcium for 2023 road work.

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 Payment Register – As of April 4, 2023

Resolution No. 23/04/23

Moved by Brian Hamilton, seconded by Keith Gourley.

BE IT RESOLVED that Council receives the Payment Register as of April 4, 2023.
Carried

11b Transfer to Reserves – Fire Surplus 2022

Resolution No. 24/04/23

Moved by Kevin LeGris, seconded by Angela Field

BE IT RESOLVED THAT Council direct staff to allocate the 2022 Fire operating surplus to Fire Reserve – Equipment in the amount of \$10,028.73;

AND FURTHER THAT these funds be used in 2023 budget to help offset the purchase of equipment that was budgeted for in 2022 but was not received in 2022.
Carried

11c 2023 Annual Repayment Limit - Guide

Resolution No. 25/04/23

Moved by Kevin LeGris, seconded by Angela Field

BE IT RESOLVED THAT Council receive the 2023 Annual Repayment Limit for the Township of Admaston/Bromley and the guide from the Ministry of Municipal Affairs and Housing (MMAH).

Carried

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

12a Fire Chief's Minutes – February 2023

Resolution No. 16/04/23

Moved by Kevin LeGris, seconded by Angela Field.

BE IT RESOLVED THAT Council receive the Fire Committee minutes from February 8, 2023. Carried

12b Fire Chief's Report – March 2023

Resolution No. 17/04/23

Moved by Kevin LeGris, seconded by Angela Field.

BE IT RESOLVED THAT Council receive the Fire Chief's report from March 9, 2023. Carried

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

Agenda Item 13 – County of Renfrew – Mayor Michael Donohue

None.

Agenda Item 14 – By-Laws

None.

Agenda Item 15 – Old Business

15a Action Tracking List

Resolution No. 26/04/23

Moved by Kevin LeGris, seconded by Angela Field

BE IT RESOLVED that Council receive the Action Tracking List.

Carried

Agenda Item 16 – New Business

None.

Agenda Item 17 – Closed Session

17a 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.

Resolution No. 27/04/23

Moved Angela Field, seconded by Kevin LeGris.

BE IT RESOLVED THAT Council move into a Closed Session at 8:34 p.m.

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.

Carried

Finance Clerk Andrea Leclaire and Audio/Video System Specialist Nate MacIsaac. left the council chambers at 8:35 p.m.

Council rose from Closed Session at 9:32 p.m. and there was nothing to report.

Agenda Item 18 – Confirmatory By-Law

18a By-law 2023-19 being a by-law to confirm proceedings of Council Meeting

Resolution No. 29/04/23

Moved Angela Field, seconded by Kevin LeGris

BE IT RESOLVED that By-law 2023-19, being a By-law to Confirm the Proceedings of the Council of the Township of Admaston/Bromley at the meeting held April 20th, 2023, be now numbered, deemed read three times and passed.

Carried

Agenda Item 19 – Question Period

None.

Agenda Item 20 – Adjournment

Resolution No. 30/04/23

Moved Angela Field, seconded by Kevin LeGris

BE IT RESOLVED that the Thursday, April 20th, 2023, Township of Admaston/Bromley Council meeting be adjourned at 9:34 p.m.

Carried

Mayor

CAO/Clerk

ADMASTON/BROMLEY PUBLIC LIBRARY
BOARD OF DIRECTORS MEETING
March 28, 2022
7:00 PM

Present: Susan Patterson O'Neil, Jane Wouda (Librarian), Karen Payne, Beth McDonald, Brian Hmlton, Krista King, Lynn Clelland, Karen Coulas

Regrets: Lynn Agnew, Charlene Whattham

The meeting was called to order at 7:00 pm

1. Approval and additions to the Agenda

Motion to approve the agenda and additions

Moved by Karen Coulas

Seconded by Lynn Clelland

Carried

2. Declaration of Conflict of Interest - none

3. Approval of minutes

Motion to approve the minutes from February 28, 2023

Moved by Karen Payne

Seconded by Brian Hamilton

Carried

4. Business arising from the minutes

- Trivia night - Great night with 11 teams making a profit of \$1,116.00

Motion that we give a \$100.00 gift card to the Cull family as a thankyou for the use of their facility for our trivia night

Moved by Lynn Clelland

Seconded by Brian Hamilton

Carried

- Little Caesars pizza fundraiser - we sold 114 kits with a profit \$638.00
- Hours and staffing - we will work towards changing the hours in September

5. New Business

- AgriSpirit Fund - Jane will apply for this grant
- Volunteer appreciation week - April 16 - 22, 2023. Susan will take care of getting gifts and writing thank you cards

Motion that we acknowledge our volunteers with a gift of up to \$10.00 and a thank you card

Moved by Brian Hamilton

Seconded by Karen Coulas

Carried

- CEO performance review - ongoing

6. Treasurer's Report as attached

Motion to accept the treasurer's report and pay all bills

Moved by Karen Payne

Seconded by Beth McDonald

Carried

7. CEO's Report as attached

Motion that the board cover all costs, including wages, mileage and conference fee for Jane to attend the Little Library Conference

Moved by Brian Hamilton

Seconded by Lynn Clelland

Moved

8. Policy Review - OP-02, HR-09

Motion to accept policy OP-02 Safety, Security and Emergencies in the Library with an amended working alone protocol

Moved by Lynn Clelland

Seconded Krista King

Carried

We will be working towards not having anyone working alone

9. Correspondence - none

10. Other Business

11. Adjournment - 8:30 pm

Next Meeting - April 25, 2023

Chair

CEO

Date

APRIL 25/ 2023
ADMASTON/ BROMLEY PUBLIC LIBRARY
TREASURER REPORT BY LYNN A AGNEW

April 13/ 23 deposit \$1403.00, all pizza funds
March 29/ 23 gift certificate \$100.00 thank you for Preston and Terry
Cull paid in cash from Trivia proceeds

Bills already paid

April 12, 23 reimbursement Jane Wouda #0998 \$55.82 for the
collection

April 25/23 Bell phone #27797339 \$93.26

April 26/23 Bell internet #27797338 \$120.85

**The bell bills were higher than usual last month due to a glitch in
online banking. I was able to rectify it when I returned from holidays.
These numbers are our monthly rate.**

April 26/23 MC \$632.37

April 25/23 AB Township April wages #0999 \$1856.63

April 25/23 **Buske, photocopier #1000** **\$56.22**

April 25/23 Susan patterson-O'Neil #1001 \$77.46

Reimbursement for volunteer appreciation gifts

Total of bills paid \$2892.61

**I have a \$372.00 deposit to make, CWL donated \$250.00, Lynn Agnew
paid \$50 for extra pizza samples, \$61.00 in pizza and \$12.00 in fines and
photocopying.**

I will have to request another advancement of money from the Township.
As you are all aware, our PLOG money (provincial library operating grant)
has been arriving later every year. Last year we did not receive our 2022
amount of \$5518.00 until late November/ early December.

Our Little Caesar's Pizza fund brought in a total of \$837.00. \$726.00 for
orders, \$50 for pizza sample and \$61.00 purchased day of.

Library CEO's Report – April 2023

- **STATS:** *Overdrive for Mar. – 180; Library Checkouts for Mar., not including e-books – 417 (approx.); Total Mar. Checkouts – 597; Inter-Library Loans for Mar. – 7; FB Reach – 7552 (FB Reach is the estimated number of people who saw any content from or about your Page.) FB Followers in Mar. 2023 - 328*
- **Programming** – The Easter Storywalk at the Shaw Woods on April 8 was great. There were about 350 people at the event. We've already talked about doing another one next year. I also had a chance to connect with some of the people who work at the Shaw Woods regarding a Summer Reading Club Storywalk. The 2023 theme for the TD Summer Reading Club (SRC) is "Check This Out. It is all about facts and mysterious fiction; about exploring your neighbourhood, library and the world.
- **Collections** – Items purchased for collection in February – \$ 608.31 approx.
- **Policy Review** – We can begin reviewing HR-09, Health and Safety.
- **2022 Annual Survey** – The 2022 Annual Survey is complete. I have received a confirmation email. I am not sure when the Public Library Operating Grant (PLOG) is going to be available, but completing the Annual Survey is an important step towards getting the PLOG.
- **Summer Experience Program (SEP)** – We have received the Summer Experience Program grant this year! I have been given a timeline I need to follow for hiring and transitioning from a TPON account to a "My Ontario" account.
- **International Dyslexia Association Ontario Grant (IDA)** – No updates yet.
- **Fundraisers** – I'd like to extend a big thank you to the library board for all the work they put into the various fundraisers. Susan, our chair, has gone above and beyond, but everyone has contributed and helped to make the Trivia Night and the Pizza Fundraiser very successful. Thanks to Beth for organizing the Little Caesars fundraiser. Even though fundraising can be stressful and time consuming, we decided it was totally worth it! It isn't just about the money, it also brings the community together and promotes the library.
- **Correspondence:**
 - Mastercard – April
 - Bank Statement– March
 - Nestor Services bill – (Fortinet)
 - Bell Internet – April
 - Bell Phone – April

Miscellaneous:

- Paul W. updated the Firewall (Fortinet). We have received a bill for it.
- Some local librarians and JoAnne Brooks from the Ending Violence Association (Renfrew County) would like to show the film Women Talking in libraries throughout the county. We are currently trying to figure out how to make that happen. There would likely be a cost to purchasing a movie viewing license.
- I will be applying for the Agrispirit Grant. Applications are open from April 15 – May 15, 2023. Lynn and I are talking about a few ways we can update our application. We are also talking about other ways to fund a shelving project.
- I got some websites that I need to research for potential grants.
- Laura and Declan are both doing very well at the library. Laura will be working about one Saturday a month and Declan will do the others, as well as other shifts as necessary.

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

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

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

REPORT

Date: May 4th, 2023
To: Council
From: Steve Visinski
Re: McMahon Road Culvert

Background:

The Operations Committee reviewed the following report at their meeting held May 4, 2023.

Discussion:

On April 22nd, 2023, Staff received information that there was the start of a possible culvert failure on McMahon Road. Upon inspection staff determined that a portion of the culvert has separated close to the shoulder of the road and that the bottom of the culvert has deteriorated. In 1987, this road was reconstructed due to a failing bridge that was located near the Campbell's Sawmill, approximately 100m southeast off Ferguslea Road. At this time, there was a 3.1m by 28m culvert installed. This culvert accepts watershed mainly from Reid's Lake plus drainage from the South towards the K+P corridor. There are large amounts of water during the spring run-off, which deems for this size of culvert.

The County of Renfrew passed a by-Law to accept all bridges and culverts that were more than 3m in diameter from lower tier Municipalities. During this process, it has come to our attention that this culvert was missed or overlooked. Following the same watershed, which is known as McGee's Creek, the next downstream culvert that crosses Ferguslea Road is approximately the same size and has been adopted by the County.

This failing culvert comes with many concerns. McMahon Road is a dead-end road that services approximately 25 year-round residents as well as the former Reid's Lake Campground which currently has approximately 100 sites according to their map.

In 2019 the Municipality found themselves in a similar situation. On the Culhane Rd there was a major culvert failure. This difference in this situation was that culvert was only 2.5m in diameter and was owned by the Municipality. There were larger size culverts both up and downstream from this location owned by the County. This failed culvert was reconstructed by the Municipality with a larger size multi-plate culvert and then adopted by the County.

Financial Implications:

There would be many different options to consider for the replacement of this culvert. These could consist of replacement with the same style of culvert (pre-formed with couplers), multi plate (steel) culvert or possible box culvert (concrete).

In 2019, the approximate cost for the replacement of the Culhane Culvert was \$340,000 for a multi-plate culvert. Keeping in mind Culhane Road was able to be closed to all traffic, this would not be the situation with McMahon Road which would create higher costs.

People Consulted:

CAO/Clerk

Recommendation for Council:

BE IT RESOLVED THAT the Township of Admaston/Bromley Committee recommends that Council request the County of Renfrew to review the McMahon Road Culvert as it has met the requirements of County of Renfrew Policy P02 – Bridges and all predecessor County Bridge Policies from the time it was installed, that it was an oversight that it was not transferred previously to the County and that it should now be adopted into the County's jurisdiction;

AND BE IT FURTHER RESOLVED THAT the McMahon Road Culvert is also an emergency repair at this time as per the County of Renfrew policy.

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

432-2885 Stone Road Office
432-4052 Fax

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

REPORT

Date: May 4th, 2023
To: Council
Re: Gravel Tender Extension
From: Steve Visinski

Background:

The Township discussed the gravel tender extension at the Operations Committee meeting held May 4, 2023. Details are below.

The Township produced a request for proposal for Gravel in 2016 and the tender noted that the contract is for the year 2016, and may have extensions that are mutually acceptable, subject to the Township of Admaston/Bromley's budget approvals. Should a mutual agreement not be reached, it will be the prerogative of the Township to call new tenders. The Township of Admaston/Bromley reserves the right to exercise this option.

Acting Public Works Superintendent Steve Visinski contacted Cavanagh Construction and they offered a price per tonne of \$13.15 if the tender was extended for year of 2023. This is a cost increase of \$1.00 per metric tonne from 2022.

Financial Implications:

As per Budget

People Consulted:

Cavanagh Construction
CAO/Clerk
Treasurer-Deputy CAO/Clerk

Recommendation:

BE IT RESOLVED that Council accepts the extended terms of the gravel tender from Cavanagh Construction at a price of \$13.15 per tonne for the year 2023.

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

432-2885 Stone Road Office
432-4052 Fax

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

REPORT

Date: May 4th, 2023
To: Council
Re: Winter Sand Tender Extension
From: Steve Visinski

Background:

The Operations Committee discussed the Winter Sand Tender Extension at their May 4, 2023 meeting. Details below.

The Township produced a request for proposal for Winter Sand in 2016 and the tender noted that the contract is for the year 2016, and may have extensions that are mutually acceptable, subject to the Township of Admaston/Bromley's budget approvals. Should a mutual agreement not be reached, it will be the prerogative of the Township to call new tenders. The Township of Admaston/Bromley reserves the right to exercise this option.

Acting Public Works Superintendent Steve Visinski contacted Barr Sand and Gravel and they offered a price per tonne of \$9.89 if the tender was extended for year of 2023. This is a cost increase of \$1.15 per metric tonne from 2022.

Financial Implications:

As per Budget

People Consulted:

Barr's Sand and Gravel
CAO/Clerk
Treasurer-Deputy CAO/Clerk

Recommendation:

BE IT RESOLVED that Council accepts the extended terms of the winter sand tender from Barr's Sand and Gravel at a price of \$9.89 per tonne for the year 2023.

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

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

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

REPORT

Date: May 4th, 2023
To: Council
From: Steve Visinski
Re: Surplus Equipment – Pull type Grader

Background:

Many years ago, pull type graders were used to grade Township roads. It has been brought to Staffs attention that the Township owns one of these graders. It had been stored in the Northcote area for many years and has lately been returned to the Townships yard. With our community growing there has been a request to purchase this grader to be put back to its working life.



Discussion:

Staff do not see the need for this piece of equipment as an asset and is seeking Councils approval to deem as surplus, then advertised for sale.

Financial Implications:

None at this time

People Consulted:

CAO/Clerk

Recommendation for Council:

BE IT RESOLVED THAT Council deem the pull type grader surplus and advertise for sale to the highest bidder.

County Council Summary

April 26, 2023

Below you will find highlights of the County of Renfrew County Council meeting from April 26, 2023.

Please note that this summary does not constitute the official record of the meeting and approved minutes should be consulted for that purpose.

The full [County Council package](#) can be found here.

April meeting [YouTube](#) link.

Warden's Address

Key highlights

During the month of April, Warden Peter Emon attended 17 meetings on County business.

- On April 3, he met with the Chair of the Western Ontario Wardens' Caucus to discuss shared initiatives and priorities, including common advocacy topics for upcoming meetings with members of Federal and Provincial Parliament.
- On April 5, he presented the Eastern Ontario Wardens' Caucus '7 in 7' housing initiative to the Council of the County of Leeds and Grenville, and on April 7, he made the same presentation to the Council of Frontenac County.
- On April 6, he attended the Annual General Meeting of the Eastern Ontario Regional Network via zoom.
- On April 14, he attended a ROMA Board of Directors meeting. Discussion was held on the 2023 budget review, LAS Cyber Insurance Program, and updates on broadband, housing, drainage action and Justice of the Peace vacancies.
- On April 14, the Warden also participated in the Ottawa Valley Tourist Association Tourism Awards judging panel. These awards were presented at the OVTA Annual General Meeting and Conference April 25 at Maplehaus in Harwood Lake in the Township of Brudenell, Lyndoch and Raglan. See our media release highlighting the [award winners](#).
- On April 14, he attended an electronic meeting with the Western Ontario Wardens' Caucus and the MP and MPP from southwestern Ontario about EOWC priorities.
- On April 15, he attended the Hospice Renfrew 15-year anniversary held at St. Joseph's High School in Renfrew.
- On April 17, he attended a ROMA Board of Directors meeting via zoom (FCM Legal Counsel).
- On April 19, he attended an SVN Research Affordable Housing Seminar Planning Session Webinar.
- On April 24, the Warden, along with CAO Craig Kelley, met with Garrison Petawawa Commander Colonel J.C. Guiney. This was an opportunity to meet and discuss mutual interests. The Warden has invited Colonel Guiney to the May County Council meeting.

Delegations

- County of Renfrew Paramedic Service Chief Michael Nolan presented Chief's Commendations to Dr. Robert Cushman, former Acting Medical Officer of Health, Renfrew County and District Health Unit and Leah Levesque, President and CEO, Arnprior Regional Health, to recognize their contributions during the COVID-19 pandemic and throughout the development and early days of the Renfrew County Virtual Triage and Assessment Centre. The Chief's Commendation is an award which was created more than 10 years ago for exemplary service and going above and beyond in our community. It's been awarded to members of the public, paramedics, administrative staff and individuals to recognize their extraordinary efforts.
- Darrel O'Shaughnessy, founder of the Arnprior McNab/Braeside Men's Shed, spoke about his group, which he called a social healthcare innovation. Men's Sheds help senior men lead healthy, active lives and stay connected with their communities through companionship and fun. They provide a place to hang out, tinker on projects, connect and tell stories. They also help to form age-friendly communities. The Arnprior McNab/Braeside Men's Shed, which began with five members, now boasts about 50 regular members and is the fastest growing Men's Shed in Canada. He asked members of County Council to help promote the Men's Shed concept in their own communities and consider establishing new Men's Sheds across the County of Renfrew.
- Dr. Jason Morgenstern, the new Medical Officer of Health for the Renfrew County and District Health Unit, attended the meeting and introduced himself to members of County Council. This marks the first time since 2015 that the RCDHU has had a full-time and permanent MOH. Dr. Morgenstern was the Associate MOH for Halton Region and earlier in his career worked in Southern Ontario. This is a homecoming of sorts since Dr. Morgenstern spent his childhood in Renfrew and Lanark Counties.
On the job since April 3, 2023, Dr. Morgenstern indicated his focus is listening and learning, getting to know the community, getting to know the programs and partners better and introducing himself to County Council is an important part of that.
He is optimistic about the future of the RCDHU, which he said has been doing amazing work and he is eager to continue collaborating and working together to support optimal health for Renfrew County and District residents.

Announcements

- The Development and Property Committee provides the option for local municipalities to host one of its regular meetings at the offices of local municipalities. In response to this, the Township of McNab/Braeside has requested to host the Development and Property and Operations Committees in June in their municipal Council Chambers. The objective with hosting in the local municipality is to enable the staff and local municipal Councils to meet with the Development and Property Committee and Operations Committee to discuss any matters of common interest or concern.
- County Councillor Dan Lynch made a special presentation to Warden Peter Emon, Chair of the Renfrew County 2023 Ontario Winter Games Organizing Committee and Councillor Jennifer Murphy, Finance Chair for the OWG committee. He had a vision and he took some of the wooden stumps used as benches by the athletes during the Opening Ceremony on Feb. 2, 2023. He commissioned Arnprior artist Bonnie Giles to paint the sport logos from the Games on the log, along with the Algonquins of Pikwakanagan logo and the Renfrew County side of the medals

on top. He also presented wooden cookies with the same medal logo to Warden Emon, Councillor Murphy and one for Games Manager Cindy Burwell. Councillor Lynch offered his thanks and congratulations for leading such a successful event.

Finance & Administration Committee

Presented by: Jennifer Murphy, Chair

- The 2023 Warden's Golf Tournament is scheduled for Thursday, September 21, 2023 at the Dragonfly Golf Course in Renfrew. Further details will follow.
- The annual Service Award dinner for County of Renfrew staff will be held on Thursday, November 23, 2023. Further details will follow.
- On November 23, 2022, proposed amendments to the POA aimed at modernizing and streamlining processes in POA courts were introduced in the Ontario Legislature as Schedule 8 under Bill 46, the *Less Red Tape, Stronger Ontario Act, 2023*. Bill 46 received Royal Assent on March 22, 2023.
As a result, the following change to the POA have been approved:
 - Clerks of the court will grant, but not deny, applications to strike a conviction on a ticket, if satisfied that the defendant, through no fault of their own, missed a notice or was unable to attend a meeting or hearing related to the ticket. If the clerk is not able to grant the application and strike the conviction, the clerk must forward the application to a justice of the peace to make the determination whether to grant or deny the request for a reopening.
- At the request of the Chief Administrative Officer, in consultation with the Senior Leadership Team, the Human Resources division created and launched a survey designed to capture feedback on the experiences of County employees in a number of key areas. Among the proposals to come out of the survey are implementing alternative work arrangements; offering management training curriculum; launching recognition and referral programs; and implementing quarterly all-staff meetings. County Council approved Corporate Policies J-04 – Employee Referral Bonus Program and J-05 – Employee Recognition Program.
- County Council passed a resolution approving changes to the September Standing Committee schedule to allow elected officials the opportunity to attend the rescheduled Ontario East Municipal Conference in Ottawa. The September meeting schedule is as follows:
 - September 12, 2023 (9:30 a.m.) Development and Property Committee
 - September 12, 2023 (1:00 p.m.) Operations Committee
 - September 13, 2023 (9:30 a.m.) Health Committee
 - September 13, 2023 (1:00 p.m.) Community Services Committee
 - September 14, 2023 (9:30 a.m.) Finance and Administration Committee
- County Council passed a resolution approving the 2023 membership fee to the Federation of Canadian Municipalities (FCM) in the amount of \$23,093.95 including HST.
- County Council passed a resolution approving the use of \$112,879.25 from the existing Community Paramedic Reserve to cover the operating deficit within the Community Paramedic Long-Term Care Program as of December 31, 2022.
- Several by-laws were passed in relation to the 2023 Tax Policy:

- A by-law to set tax ratios for County and lower-tier purposes.
- A by-law to include a revenue neutral ratio for the Landfill class at 1.189066.
- A by-law to approve a final reduction in the Broad Industrial Ratio down to the Provincial Threshold of 2.63, which was phased in over a 2-year period beginning with the 2022 taxation cycle.
- County Council adopted a by-law to establish the 2023 Tax Rates for County of Renfrew purposes.

Community Services Committee

Presented by: Anne Giardini, Chair

- The Renfrew County Housing Corporation has demolished a single-family unit structure located at 202 Cecil Street, Pembroke, Ontario as it was deemed to be uninhabitable due to significant structural deficiencies and evidence of mold. The Renfrew County Housing Corporation Board of Directors approved a proposal to construct a new two-unit structure at the location, prioritizing energy efficiency and accessibility. The cost for the contract to replace the original home and add an additional unit, which will be an increase to the RCHC portfolio, is covered under the Canada-Ontario Community Housing Initiative (COCHI) program funding through the Ministry of Municipal Affairs and Housing. The approved budget for design and build is \$545,471.
- County Council approved the transition of the two Licensed Home Visitor positions within the Child Care and Early Years Division from full-time equivalent (FTE) contract to full-time permanent with benefits.
- County Council approved an additional full-time permanent Inclusion Coordinator position with benefits within the Child Care and Early Years Division.
- County Council approved a by-law authorizing the County of Renfrew to enter into an agreement with child-care agencies and recreation programs for special needs resourcing funding be amended to enter into a special needs resourcing agreement with Wise Owl Child Care Centre.
- County Council approved a by-law authorizing the County of Renfrew to enter into an agreement with Tiffany Ploughman (Pembroke), to provide Licensed Home Child Care services.

Development & Property Committee

Presented by: James Brose, Chair

- In partnership with the Township of Whitewater Region, the Economic Development Division is hosting the Ontario Ministry of Agriculture, Food, and Rural Affairs' (OMAFRA) [Community Economic Development 101 workshop](#) on Wednesday, May 3 from 9:00 a.m. to 12:00 p.m. at the Cobden Legion. Presented by Economic and Business Advisors from OMAFRA, the Community Economic Development 101 workshop aims to share the basics about economic development in a community and how the concepts can be applied in a municipal environment. Elected officials, economic development boards/committees, municipal staff and community leaders from across Renfrew County and the Ottawa Valley are encouraged to attend the free workshop.

- The Ontario East Municipal Conference will be held in Ottawa this year from September 6-8, 2023 at the Ottawa Conference and Events Centre and Courtyard Marriott Hotel. Register at: [Home - Ontario East Municipal Conference \(oemc.ca\)](https://oemc.ca)
- The Ottawa Valley Tourist Association (OVTA) engaged the services of the Culinary Tourism Alliance to develop the strategy, which was completed between August and December 2022. The strategy contains research and data, as well as a three-year action plan aimed to support the development, growth and awareness of the Ottawa Valley's culinary tourism offerings by focusing on four areas of opportunity including:
 - Improve stakeholder awareness and appreciation for regional food identities and foodways;
 - Increase business and marketing literacy, to grow the number of market-ready businesses within the culinary tourism value chain;
 - Support the development of new and/or enhanced culinary and agri-tourism experiences;
 - Increase awareness of the Ottawa Valley as a culinary destination through marketing efforts.

The [culinary tourism strategy](#) (Appendix II of the Development and Property Report) was presented to members and stakeholders at the OVTA tourism conference on April 25.

- County Council adopted a by-law authorizing the Warden and Clerk to enter into a formal agreement with the City of Pembroke and the Ottawa Valley Tourist Association with respect to ongoing financial and program participation in a Destination Marketing Organization (DMO) for a five-year term commencing on January 1, 2023.
- County Council adopted a by-law approving Official Plan Amendment No. 35 (OPA 35). OPA 35 was drafted as a result of Provincial amendments to the Planning Act under Bill 109 "More Homes for Everyone Act, 2022" and Bill 23 "More Homes Built Faster Act, 2022". Among many changes, Bill 109 would implement financial penalties on municipalities in the form of application refunds if applications (Zoning, Official Plan, and Site Plan) were not processed within specific time periods.

Bill 109 did not change the municipalities' responsibility for the review of planning applications, however, did change the timeframe that municipalities have to make a decision on a complete application. The proposed revised process is already implemented in many municipalities across Ontario and will likely become "industry standard" moving forward. While staff understands that a few of the proposed amendments implementing Bill 109 have been appealed to the Ontario Land Tribunal, the majority have not been appealed and are in effect including the Town of Petawawa and the Township of Laurentian Valley. The amendment was circulated and provided to the Ministry of Municipal Affairs and Housing. The Ministry did not indicate any concerns with the enhanced or "front-ended" pre-consultation review proposed in OPA 35.

- County Council passed a resolution requesting a letter be sent under the Warden's signature expressing the County of Renfrew's support to Videotron | Freedom Mobile in their intent to submit a request for funding to build and upgrade fibre transport network in Renfrew County through the CRTC Broadband fund.
- County Council passed a resolution directing staff to continue engagement with local municipalities regarding potential impacts as a result of the proposed Bill 97 "Helping Homebuyers, Protecting Tenants Act" and the changes to Provincial Policy Statement.

Health Committee

Presented by: Michael Donohue, Chair

- On Friday, March 24, 2023 at the Renfrew Paramedic Base, Renfrew-Nipissing-Pembroke MPP John Yakabuski announced that the Renfrew County Virtual Triage and Assessment Centre (RC VTAC) will become a permanent service in the County of Renfrew, with an initial annual investment by the provincial government of \$3.2 million in 2023-24. Council reviewed a letter from Mr. Evan Mills, Director, Digital Health Program Branch, Digital and Analytics Strategy Division, confirming the operational funding for 2023-24.
- County Council reviewed a letter and funding schedule from Assistant Deputy Minister Susan Picarello, providing funding details for COVID-19 response in the emergency health services sector. The County of Renfrew Paramedic Service will receive one-time funding of up to \$1.2 for 2022 calendar year and \$357,470 for January to March 2023.
- County of Renfrew Long Care Homes will undergo the Accreditation Canada Survey process June 26 to June 29, 2023. Members of the Health Committee recently completed the Renfrew County Long Term Care Homes Accreditation Canada Governance survey. The results were reviewed by Council along with an action plan setting out how compliance will be achieved.
- County Council adopted a by-law authorizing the Warden and CAO/Clerk to sign the Lease Agreement and letter of agreement between the County of Renfrew and Carefor Health and Community Services to lease office space at 425 Cecelia Street, Pembroke for tenancy of the Renfrew County Virtual Triage and Assessment Centre for a term of one year: April 1, 2023 - March 31, 2024.
- County Council adopted a by-law authorizing the Warden and Chief Administrative Officer/Clerk to sign the Long-Term Care Service Accountability Agreements from April 1, 2023 until March 31, 2024 between Ontario Health and Bonnechere Manor and Miramichi Lodge for submission by April 27, 2023.
- County Council adopted a by-law authorizing the Warden and Chief Administrative Officer/Clerk to sign the Multi-Sector Service Accountability Agreement from April 1, 2023 to March 31, 2024 between Ontario Health and Bonnechere Manor Senior/Adult Day Program for submission by April 27, 2023.

Operations Committee

Presented by: Glenn Doncaster, Chair

- The Fire Dispatch System for the County of Renfrew located at the Central Ambulance Communications Centre (CACC) in the Town of Renfrew is at its end of life and requires upgrading. The system is used to dispatch 18 Fire Departments within the County of Renfrew (with the exception of Arnprior) and includes the City of Pembroke and the Algonquins of Pikwakanagan First Nation. BearCom, which maintains the equipment, has provided a quote in the amount of \$318,710 plus taxes to replace the equipment. As this purchase is unbudgeted for in 2023, staff has been directed to develop a business case and explore options for the County of Renfrew's Fire Dispatch System for Council consideration.
- The reconstruction of County Road 512 (Foymount Road) is being impacted due to the delays in the relocation of utility poles on the road. The Design Consultant has recommended that the

tender for the road works in 2023 include both Part 1 [from Harrington Creek (B257) to Buelow Road (2.88km long)] and Part 2 [from Buelow Road to Miller Road (3.96km long)], but specify a completion date in 2024. The tender would note the operational constraints as follows:

- Utility relocations for Part 2 will not be complete until October 1, 2023 (this is a conservative date to make sure utilities will be done);
- No section of roadway shall be left without base course asphalt over any winter shutdown period;
- All paving shall be completed prior to November 15, 2023.

Staff has requested that the consultant proceed with tender preparation on this basis; and is continuing discussions with Hydro One and Bell to attempt to move up the October 1 utility date to complete as much road works as possible in 2023.

- County Council passed a resolution requesting the Warden write a letter to Garrison Petawawa endorsing the construction of a roundabout on County Road 51 (Petawawa Boulevard) at the gate leading into Garrison Petawawa and that a second letter be written advising that the County of Renfrew will be responsible for the asset once completed, however, indicating it is not in a position to provide financial contributions to this project.
- County Council approved removing County Road 24 (White Water Road) from Stafford Third Line to Highway 17 at a budget of \$1,309,911 from the 2023 Capital Budget and further adding County Road 4 (Storyland Road) from County Road 653 (Chenau Road) to Alex Lane to the 2023 Capital Budget in the amount of \$1,309,911.
- County Council approved a reduction of the 2023 Capital Budget allocation for County Structure C325 (Neilson Creek Culvert) from \$450,000 to \$31,000 and the addition of County Structure C168 (Lake Clear Tri Culverts) to the 2023 Capital Budget in the amount of \$419,000.
- County Council approved the fees associated with signage permits be altered from their existing values to \$450 for a three-year permit. This fee structure is for private advertising signage within a County Road allowance. The change would require a greater level of commitment from businesses when considering placing signage within a County Road allowance, however, would also reduce the level of burden placed on staff in administering the program.
- County Council adopted a by-law appointing Mr. Richard Bolduc as Weed Inspector for the County of Renfrew.
- County Council approved a number of contracts as submitted:
 - For the rehabilitation of County Structure B310 (Ski Hill Bridge) located on County Road 58 (Round Lake Road) in the Township of Laurentian Valley, to Bonnechere Excavating Inc. (BEI), Renfrew, Ontario in the amount of \$847,082 plus HST.
 - For the manufacture, supply, and delivery of a single glass reinforced plastic pipe liner for County Structure C197 (Etmanskies Swamp Culvert) located on County Road 62 (John Street), Township of Madawaska Valley, to Channeline International Fiber Glass Manufacturing LLC, Dubai in the amount of \$332,408 plus applicable taxes.
 - For rehabilitation of County Structure B044 (Douglas Bridge) located on County Road 5 (Stone Road), Township of Admaston/Bromley, to Bonnechere Excavating Inc. (BEI), Renfrew, Ontario in the amount of \$741,223 plus HST.
 - For rehabilitation of County Road 37 (Murphy Road) from Portage Road to Woodland Crescent, a distance of 1.20 km in the Town of Petawawa, to H&H Construction Inc., Petawawa, Ontario in the amount of \$710,091.74 plus HST.
 - For pavement markings in the amount of \$650,117.40 plus HST to Trillium Pavement Marking, Carleton Place, Ontario.

- County Council adopted a by-law restricting the weight of vehicles passing over bridges in the County of Renfrew. Since a by-law was initially passed in 2021 setting out bridges requiring load postings, major rehabilitation or reconstruction has taken place to bring some of the structures into compliance.
- County Council adopted a by-law approving Corporate Policy PW-02 Bridges which outlines the criteria for new, existing or replaced bridges to be considered for County of Renfrew structures. Amendments to Policy PW-02 Bridges include the removal of the requirement for County structures to be located on maintained roads; a stipulation that the design for County structures on seasonal roads include a review of potential removal for Council's consideration; and greater description of design, construction, and maintenance responsibilities on County Structures. Comments received from the local municipalities have been incorporated into the Policy.
- County Council adopted a by-law authorizing the execution of a Road Access Agreement to County Road 56 (Woito Station Road) in the Township of North Algona Wilberforce between Tera Dojczman and Jacob Dojczman and the County of Renfrew.
- County Council adopted a by-law to Amend By-law No. 7-21, being a by-law to Regulate the Operation of Off-Road Vehicles on County of Renfrew Roads to remove restrictions for Off-Road Vehicles from County Road 72 (Ridge Road) and County Road 73 (Deep River Road). This is in response to a request from the Town of Deep River.
- County Council adopted a by-law approving the 'Class A' estimate by Hydro One for the relocation of the lines along the corridor of County Road 512 (Foymount Road), between Buelow Road and Miller Road, Township of Bonnechere Valley, in the amount of \$423,740.13 plus applicable taxes.

Additional Information

Craig Kelley, Chief Administrative Officer/Clerk

613-735-7288

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	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.
February 2023	Backyard Chickens	CAO/Clerk	continuing	Survey results in and staff are preparing a draft by-law

CORPORATION OF THE TOWNSHIP OF ADMASTON/BROMLEY

BY-LAW No. 2023-20

**A BY-LAW TO CONFIRM PROCEEDINGS OF
THE COUNCIL OF THE TOWNSHIP OF ADMASTON/BROMLEY
AT THE COUNCIL MEETING MAY 4, 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 4th day of May 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 4th day of May 2023.

READ a third time and finally passed this 4th day of May 2023.

Mayor

CAO/Clerk