

Township of Admaston/Bromley
Second Monthly Meeting
Thursday, August 17th, 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 [August 3rd, 2023](#)
6. Delegations and Guests
 - 6a FB Connect – Jacqueline Johnston – Presentation on Communication Towers
7. **Planning and Economic Development Committee** – Chair Keith Gourley, Committee Member Kevin LeGris
 - 7a [Building and Sewage Report – June](#)
 - 7b [Building and Sewage Report – July](#)
 - 7c [Concurrence Request for Communication Tower](#)
 - i) [FB Connect Summary Report and Concurrence Request – 1578 Foy Rd](#)
8. **Community Service Committee** – Chair Angela Field, Committee Member Brian Hamilton
 - 8a
9. **Operations Committee** – Chair Brian Hamilton, All of Council
 - 9a [June and July Public Works Report](#)
 - 9b [Culvert Replacement Report](#)
10. **Waste Management Committee** – Chair Michael Donohue, All of Council
 - 10a
11. **Finance and Administration Committee** – Chair Michael Donohue, All of Council
 - 11a [July Financial Overview](#)
 - 11b [July Payment Register](#)

- 11c Road Transfer Request
 - i) Transfer Road Request
- 11d Refreshment Vehicle By-Law Amendment Report
- 11f Valley Heritage Radio – Bingo – OLG Requirements - municipal support

12. **Protective Services Committee**- Chair Kevin LeGris, Committee Member Angela Field

12a

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

13a

14. **By-Laws**

14a 2023-36 – Amend Refreshment Vehicle By-Law

15. Old Business

15a Action Tracking List

16. New Business

17. **Closed Session**

17a Employee Negotiations

As per Section 239 2 (d) – Labour relations or employee negotiations.

More specifically to discuss the recruitment for the Chief Building Official.

18. Confirmatory By-Law

18a 2023-37 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
First Monthly Meeting

Council met for their first monthly meeting on Thursday August 3rd, 2023. Present were Mayor Michael Donohue, Deputy Mayor Kevin LeGris, Councillors Keith Gourley and Brian Hamilton. Councillor Field sent regrets.

Staff Members present were CAO/Clerk Jennifer Charkavi, Treasurer-Deputy CAO/Clerk Kelly Coughlin, Public Works Superintendent (Acting) Steve Visinski and Finance Clerk Andrea Leclaire. Also present were Audio/Video System Specialist Nate MacIsaac and Bruce Howarth, Manager of Planning Services, County of Renfrew.

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. 01/08/23

Moved by Brian Hamilton, seconded by Keith Gourley

BE IT RESOLVED that Council approve the Agenda for August 3rd, 2023, Regular Council Meeting.

Carried

Agenda Item 4 – Disclosure of Pecuniary Interest

Councillor Keith Gourley declared a pecuniary interest for the agenda Item 7b B37/23 Consent Application.

Agenda Item 5 – Minutes

5a Resolution to adopt Minutes of the Regular Council Meeting July 6th, 2023.

Resolution No. 02/08/23

Moved by Brian Hamilton, seconded by Keith Gourley

BE IT RESOLVED that Council adopt the following meeting Minutes:

- July 6th, 2023, Regular Council Meeting Carried

Agenda Item 6 – Delegations and Guests

None.

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

7a B137/22 Consent Application

Resolution No. 03/08/23

Moved by Keith Gourley, seconded by Brian Hamilton

BE IT RESOLVED that Admaston/Bromley Council accept in principle Consent Application B137/22 submitted by Levi & Louisa Martin so long as requirements of commenting agencies are satisfied.

Carried

7b B37/23 Consent Application

Councillor Keith Gourley left the Council Chambers.

Resolution No. 04/08/23

Moved by Brian Hamilton, seconded by Kevin LeGris

BE IT RESOLVED that Admaston/Bromley Council accept in principle Consent application B37/23 submitted by Ross & Lila Peever so long as requirements of commenting agencies are satisfied.

Carried

Councillor Keith Gourley returned to the Council Chambers.

7c Implementing Provincial Policy & Guidance on Permitted Uses in Prime Agricultural Areas

Bruce Howarth reviewed the Provincial Policy and Guidance in Prime Agricultural land, particularly how it offers opportunities of having a small business on an agricultural property.

Resolution No. 05/08/23

Moved by Keith Gourley, seconded by Brian Hamilton

BE IT RESOLVED that Admaston/Bromley Council receive the information from the Ministry of Agriculture, Food and Rural Affairs, Implementing Provincial Policy and Guidance on Permitted Uses in Prime Agricultural Areas from Bruce Howarth, Manager of Planning Services, County of Renfrew.

Carried

7d Zoning By-law Amendment Report – 134/22

Resolution No. 06/08/23

Moved by Keith Gourley, seconded by Brian Hamilton

BE IT RESOLVED that Council approves By-Law 2023-33 being a By-Law to amend By-Law Number 2004-13 for the purpose of rezoning the severed lands from General to Industrial (GM) to Agriculture (A).

Carried

7e Zoning By-Law Amendment Report – 135/22

Resolution No. 07/08/23

Moved by Keith Gourley, seconded by Brian Hamilton

BE IT RESOLVED that Council approves By-Law 2023-34 being a By-Law to amend By-Law Number 2004-13 for the purpose of rezoning the severed lands from General Industrial (GM to Agriculture (A).

Carried

7f Concurrence Request for Communication Tower

Council requested more information to be provided by FB Connect as another Public Notice concerning another tower in the Township was advertised in the Eganville Leader on Wednesday August 2 and staff were unaware of this tower, approximately 2 km away from the one being considered tonight.

Resolution No. 08/08/23

Moved by Brian Hamilton, seconded by Keith Gourley

BE IT RESOLVED that The Concurrence letter for FB Connect for the Communications Tower at 1578 Foy Road be deferred until FB Connect can make a presentation to a future council meeting.

Carried

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

None.

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

9a Request to Purchase Grader Report

Public Works Superintendent reviewed the report and the last minute information that was provided to staff concerning a CAT Grader. Unfortunately, the CAT Grader did not meet the requirements of availability.

Resolution No. 09/08/23

Moved by Brian Hamilton, seconded by Keith Gourley

BE IT RESOLVED THAT Council authorize staff to purchase the John Deere 770 GP 2023 Motor Grader from Brandt Tractor Ltd. In the amount of \$536,000 plus HST

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 June Financial Overview

Treasurer-Deputy CAO/Clerk Coughlin reviewed the Year to Date financials and answered Council questions.

Resolution No. 10/08/23

Moved by Kevin LeGris, seconded by Keith Gourley

BE IT RESOLVED THAT Council accept the June 2023 Year to Date Financial Overview Report (attached) as information as submitted and circulated.

Carried

11b Payment Register – June 2023

Resolution No. 11/08/23

Moved by Kevin LeGris, seconded by Keith Gourley

BE IT RESOLVED THAT Council approve the June 2023 Payment Register.

Carried

11c Eganville Sno Drifters Request

Resolution No. 12/08/23

Moved by Kevin LeGris, seconded by Keith Gourley

BE IT RESOLVED THAT Admaston/Bromley Council approve By-Law 2023-32, being a by-law to enter into an agreement with the Eganville Sno Drifters Snowmobile Club.
Carried

Resolution No. 13/08/23

11d Enbridge Gas – Letter of Support Request

Moved by Kevin LeGris, seconded by Brian Hamilton

BE IT RESOLVED THAT Admaston/Bromley Council authorize the Mayor to sign a letter of Support for Enbridge Gas for their Leave to Construct application for the Bonnechere Valley pipeline project.

Carried

Resolution No. 14/08/23

11e OMPF Third Quarte Payment

Moved by Kevin LeGris, seconded by Brian Hamilton

BE IT RESOLVED that Admaston/Bromley Council receive the communication from the Ministry of Finance concerning the third quarterly payment of the 2023 Ontario Municipal Partnership Fund (OMPF).

Carried

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

None.

Agenda Item 13 – County of Renfrew – Mayor Michael Donohue

None.

Agenda Item 14 – By-Laws

Resolution No. 15/08/23

Moved by Kevin LeGris, seconded by Brian Hamilton

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

- 2023-32 – Eganville Sno-Drifters Agreement
- 2023-33 – Zoning By-Law Amendment
- 2023-34 – Zoning By-Law Amendment

Carried

Agenda Item 15 – Old Business

15a Action Tracking List

CAO/Clerk Charkavi noted that the County of Renfrew is now charging \$200 for a General Inquiry in Planning.

Resolution No. 16/08/23

Moved by Kevin LeGris, seconded by Brian Hamilton

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 2023-35 being a by-law to confirm proceedings of Council Meeting

Resolution No. 17/08/23

Moved by Keith Gourley, seconded by Brian Hamilton

BE IT RESOLVED that By-law 2023-35, being a By-law to Confirm the Proceedings of the Council of the Township of Admaston/Bromley at the meeting held August 3rd, 2023, be now numbered, deemed read three times and passed.

Carried

Agenda Item 19 – Question Period

None.

Agenda Item 20 – Adjournment

Resolution No. 18/08/23

Moved by Brian Hamilton, seconded by Keith Gourley

BE IT RESOLVED that the Thursday, August 3rd, 2023, Township of Admaston/Bromley Council meeting be adjourned at 9:18 p.m.

Carried

Mayor

CAO/Clerk

Township of Admaston/Bromley
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REPORT

Date: August 17, 2023

To: Council

From: Meagan Jessup

Re: Building and Sewage Report - June

Discussion:

Below is a comparison of the Building Permits from June 2023 and 2022.

June 2023	New Residence Permits	New Residence Permit Values	Other Permits	Other Permit Values	Total Permits	Total Value
Monthly	-	-	5	115,000.00	5	115,000.00
Year to Date	6	2,850,000.00	29	2,089,000.00	35	4,939,000.00
June 2022						
Monthly	5	1,752,000.00	15	924,000.00	20	2,676,000.00
Year to Date	12	4,752,000.00	46	4,133,400.00	58	8,885,400.00

Permit Breakdown Comparison			
	2021	2022	2023 to date
Dwellings	12	18	6
Commercial	-	-	
Agricultural & Farm	5	12	3
Other (Ex. Additions, Porches, Sheds, Decks)	65	59	26
Total Building Permits	82	89	35
Septic Permits	24	30	11
Demolition Permits	-	5	-
Grand Total	103	124	46

Total Monthly Building Permits - Previous Years													
	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
2021	-	-	11	20	7	3	10	9	17	3	1	1	82
2022	-	11	5	11	11	20	14	5	6	3	2	1	89
2023	-	-	11	12	7	5	-	-	-	-	-	-	35

People Consulted:
None.

Recommendation for Council:

BE IT RESOLVED THAT Council accepts this report as information.

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REPORT

Date: August 17, 2023

To: Council

From: Meagan Jessup

Re: Building and Sewage Report - July

Discussion:

Below is a comparison of the Building Permits from July 2023 and 2022.

July 2023	New Residence Permits	New Residence Permit Values	Other Permits	Other Permit Values	Total Permits	Total Value
Monthly	1	100,000.00	6	177,000.00	7	277,000.00
Year to Date	7	2,950,000.00	35	2,266,000.00	42	5,216,000.00
July 2022						
Monthly	3	1,340,000.00	11	643,500.00	14	1,983,500.00
Year to Date	15	6,092,000.00	57	4,776,900.00	72	10,868,900.00

Permit Breakdown Comparison			
	2021	2022	2023 to date
Dwellings	12	18	7
Commercial	-	-	
Agricultural & Farm	5	12	5
Other (Ex. Additions, Porches, Sheds, Decks)	65	59	30
Total Building Permits	82	89	42
Septic Permits	24	30	17
Demolition Permits	-	5	-
Grand Total	103	124	59

Total Monthly Building Permits - Previous Years													
	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
2021	-	-	11	20	7	3	10	9	17	3	1	1	82
2022	-	11	5	11	11	20	14	5	6	3	2	1	89
2023	-	-	11	12	7	5	7	-	-	-	-	-	42

People Consulted:
None.

Recommendation for Council:

BE IT RESOLVED THAT Council accepts this report as information.

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REPORT

Date: August 17, 2023
To: Council
From: Jennifer Charkavi
Re: Xplore Communications Tower – 1578 Foy Road

Background:

The Townships Planners, County of Renfrew Planning Division, received communications from FB Connect who are working with Xplore Communications to request an installation of a proposed communication tower at 1578 Foy Road in Admaston/Bromley Township.

Discussion:

County Planning Division assisted by providing the contact information for properties identified to be notified and an ad was placed in both the Eganville Leader and the Renfrew Mercury in June 2023. The Notice period ended July 24, 2023 with no inquires.

FB Connect has been provided with a Site Plan Application. Once they have completed their public notice requirements and have received the Municipal Concurrence they will begin the application. Communication Towers of this size fall under Federal jurisdiction and as such a building permit is not required, however to ensure that the development meets the municipal standards, a Site Plan Agreement is required.

Financial Implications:

None at this time.

People Consulted:

County of Renfrew Planning Division

Recommendation for Council:

BE IT RESOLVED THAT Council direct the Mayor to sign a formal letter of concurrence to FB Connect with a copy to ISED in order to permit FB Connect to move forward with the installation of the proposed communication tower as presented this date.

AND BE IT RESOLVED THAT the Council of the Township of Admaston/Bromley concurs that the proposal by FB Connect to erect a communication tower on lands known as 1578 Foy Road, Renfrew, Ontario, is fully compliant in the Township's opinion, with respect to the stipulated Proponent duties of municipal and public consultation in accordance with the requirements of ISED Canada's default protocol CPC-2-0-03 Issue 5 (July 2014) "Radiocommunication and Broadcasting Antenna Systems", as all Proponent obligations have been satisfactorily addressed. Council is aware that the jurisdiction for approval of the noted facility rests strictly with ISED Canada, and that the Township's role is one of a commenting body to ISED and the Applicant;

AND BE IT FURTHER RESOLVED THAT the Township of Admaston/Bromley has a Site Plan Control By-Law and has requested that FB Connect complete a Site Plan Application for the proposed communications tower to be erected at 1578 Foy Road, Renfrew, Ontario.

Lindsey Bennett
County Planner
County of Renfrew

July 25, 2023

To whom it may concern,

On behalf of Xplore Communications, I would like to submit a request for a Statement of Concurrence for the proposed communication installation located at 1578 Foy Rd, Renfrew, ON (ON8465 Admaston).

This document will provide a summary of the municipal and public consultation process.

MUNICIPAL & PUBLIC CONSULTATION SUMMARY:

PROTOCOL

We have confirmed that the County of Renfrew does not have a locally enacted land use protocol for telecommunications towers, and we were therefore required to comply with the procedures described in ISED Canada's default protocol CPC-2-0-03 (July 2014) "Radio communication and Broadcasting Antenna Systems". One of the key concerns of this process is that such installations are deployed in a manner that considers the surroundings in exercising the mandate to deploy necessary infrastructure.

PUBLIC CONSULTATION

As per the above noted process, we provided formal notice allowing 30 days for comments to any property owners within three times the tower height (45m X 3 = 135m). The County assisted with providing the contact/mailling addresses for the property PINs identified within the notification radius. Under CPC Section 4.2.4, synchronized notice was placed in the Eganville Leader and the Renfrew Mercury on June 19, 2023 in accordance with the criteria established therein.

PUBLIC RESPONSE

Under Section 4.2.2 of CPC 2-0-03, we are to respond to all reasonable and relevant concerns raised during the 30-day notification period of Section 4.2. What is considered reasonable or relevant (or not) is specifically defined under the CPC section entitled "Public Reply Comments". The 30-day notice period concluded July 24th, 2023 with no inquiries.

MUNICIPAL CONSULTATION

Consultation with the Municipality's Planning Department included the following:

- Submission of a pre-consultation application for internal review
- Follow-up consultation by email
- Submission of a full application for review
- Discussion about the proposed property and installation

- Request for assistance with properties in the Public Notification Radius
- Request for the City's choice of newspaper
- Submission of the final Public Consultation Package (for your records)
- Request to identify any other municipal requirements
- Request for Municipal Concurrence

OTHER MUNICIPAL CONSIDERATIONS:

As we are regulated under federal policy, provincial legislation such as the Ontario Building Code Act and the Planning Act including zoning by-laws and site plan control do not apply to tower facilities. Based on the size of the equipment cabinet, this installation is not required to submit application for a building permit. Other local requirements completed include the approval of the conservation authority and an entrance permit.

CONCLUDING LAND USE AUTHORITY CONSULTATION

Under CPC Section 4.3, we have satisfactorily met the consultation requirements. Xplore feels that the proposed site is well situated to provide and improve internet and data services in the targeted area. The proposed site has been situated and designed to have minimal impact on surrounding land uses.

At this time, we respectfully request the formal Statement of Concurrence by the County of Renfrew. A copy of your concurrence will be sent to ISED Canada as they require this to confirm our compliance with the ISED Canada's default protocol CPC-2-0-03 Issue 5 (July 2014) "Radiocommunication and Broadcasting Antenna Systems" prior to moving forward with the installation of the proposed communication facility.

On behalf of Xplore, we look forward to providing better internet and data service to this area. We thank you for your attention to this request and should you have any questions or need further information, please do not hesitate to contact me at 780 885 9380 or by email at jjohnston@forbesbrosLtd.ca

Sincerely,

Jacqueline Johnston

Sarah Duncan
FB Connect
482 South Service Road East, Unit 130
Oakville, ON L6J 2X6

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REPORT

Date: August 17th, 2023
To: Council
From: Steve Visinski
Re: Public Works June and July 2023 Report

On a monthly basis the Public Works Superintendent prepares a report to Council with information on road maintenance, remediation works and current and upcoming projects within the Township which occurred during the month. This report is for the months of June and July.

Township

Recycling for the township was picked up as usual, weekly from the Stone Road Transfer site and bi-weekly at the Douglas Transfer Site by the contractor. The recycling at the Osceola Landfill is normally picked up once per month by the contractor or on a need be basis.

Staff complete and document monthly road inspections to ensure roads are meeting the Minimum Maintenance Standards. Entrance permits and 911 signs have been measured and installed as per requests.

Current Projects

- Traffic Counters have been installed and will continue to monitor for the summer months.
- Maintenance of all equipment and yearly safeties are being completed on commercial equipment.
- Ditching and brushing jobs are in progress.
- All calcium applications have been completed.
- Cold patching is ongoing as needed
- Grading of gravel roads will continue when weather permits.
- Capital Work Projects are currently in progress.
- Material has been moved at the Osceola Landfill for weekly covering of refuse.
- Roads side grass cutting is currently underway with first pass on all roads completed to date.
- Yearly gravel contract has been completed.
- Pest Control Spraying has been completed in chosen locations.

Upcoming Events

- Maintenance of Equipment will continue.
- Cold patching will continue as needed.

- Culvert inspections will continue, this will help update the Township Assets. This is expected to be completed by fall of 2023.
- Centerline marking will take place under the County of Renfrew's Contract.
- Staff are working with the County of Renfrew pertaining to the adoption of Culverts to be replaced by the Township, as they meet the new Bridge Design and Construction Policies of the County of Renfrew.
- Capital Projects are underway with new surface treatment being applied.
- Culvert replacements will begin in various locations.
- Shouldering under the Capital Maintenance Program on some asphalt roads will begin.

Recommendation for Council:

BE IT RESOLVED THAT the Council receive the Public Works June and July 2023 Report as information.

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REPORT

Date: August 17, 2023
To: Finance Committee
From: Steve Visinski
Re: Culvert Inspections/Replacement

Background:

Over the fall of 2022 and into 2023 staff started inspecting, measuring, and locating the complete inventory of the Townships culverts. This was to update the asset management plan as well as to have a thorough inspection of each culvert to help plan for unexpected culvert failures. All culverts were scored on a scale from 0-10. 0 being in need of replacement as soon as possible and 10 being in excellent shape. Staff to date have been able to complete approximately 85% of all the culvert inspections and are expected to complete all inspections by the end of 2023.

Discussion:

Staff have organized all the culverts that have been inspected and grouped them by scoring levels between 0- 4. There are a total of 91 culverts in these five categories. Each group is broken down further by estimated replacement cost such as cost of the culvert, estimated cost for staff and machine time, and cost for granular materials (see below). It is hard to estimate exact costs of each culvert until the culvert has been removed. Replacement cost can fluctuate depending on circumstances such as how good the original material remains and if it can be reused, if there are other buried infrastructure (fiber, bell) near, over or under the culverts, as well as what the surface of the existing road may be i.e., gravel vs. asphalt.

Future replacement costs are based on the following estimates: \$1,500.00 for staff and machine time, \$1,200.00 for granular material and \$34.00-\$279.00 per meter for the culvert, depending on the size of culvert needed to be replaced (plastic only).

It worth noting that the number of culverts that can be replaced each year through the culvert replacement program is contingent on staff availability, size and depth of each culvert to be replaced. It may not be possible for staff to complete all the culverts identified in a condition rating group in a single calendar year.

Financial Implications:

0 Condition Culverts: Total of 1

Culvert cost- \$250 (capital)
 Man and machine- \$1500 (remediation)
 Granular material- \$1200 (capital)
 Total- \$2950

1 Condition Culverts: Total of 24

Culvert cost- \$56,420 (capital)
 Man and Machine- \$36,000 (remediation)
 Granular Materials- \$28,800 (capital)
 Total- \$121,220

2 Condition Culverts: Total of 16

Culvert cost- \$17,540 (capital)
 Man and Machine- \$24,000 (remediation)
 Granular material- \$19,200 (capital)
 Total- \$60,740

3 Condition culverts: Total of 25

Culvert cost \$66,519 (capital)
 Man and Machine- \$37,000 (remediation)
 Granular Materials- \$30,000 (capital)
 Total- \$133,519

4 Condition Culverts: Total of 25

Culvert Cost- \$55,183 (capital)
 Man and Machine- \$37,000 (remediation)
 Granular Materials- \$30,000 (capital)
 Total- \$122,183

\$305,112 (capital)
 \$135,500 (remediation)
Grand Total \$440,612

All prices are based on 2023 pricing and do not include any asphalt repairs if needed.

People Consulted:

CAO/Clerk

Treasurer – Deputy CAO/Clerk

Recommendation for Council:

BE IT RESOLVED THAT Council receive the Culvert Inspection / Replacement report as information as submitted and circulated.

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REPORT

Date: August 17, 2023
To: Council
From: Kelly Coughlin
Re: July 2023 YTD Financial Overview

Background: n/a

Discussion:

During the month of July, staff processed the final tax billing. Property taxes are due September 30th along with the Q3 quarterly remittance to the county and various school boards. After final tax billing was completed, staff processed over (300) tax adjustments resulting in additional municipal revenue of \$5,500.26.

The month of July seen significant influx of funding from various grants and levels of government. Notable receipts include:

- 1) The third installment in OMPF (Ontario Municipal Partnership fund) funding in the amount of \$110,000.00;
- 2) \$48,565.55 funding through the Canada Community Building Fund (formerly known as Gas Tax Funding);
- 3) RIDE Grant in the amount of \$5,362.82;
- 4) OCIF instalment (Ontario Community Infrastructure Fund) in the amount of \$96,534.00.

The Fire Department recorded \$7,220.36 related to mutual aid to the Township of Greater Madawaska on July 7, 2023. A total of (4) fireman and (1) vehicle were charged out.

Financial Implications:

None

People Consulted:

Jennifer Charkavi - CAO/Clerk

Recommendation for Council:

BE IT RESOLVED THAT Council accept the July 2023 Year to Date Financial Overview Report (attached) as information as submitted and circulated.

July 2023 Financial Overview

	July YTD	Budget
REVENUE		
Taxation	(2,756,173.69)	(2,760,923.00)
Municipal Drains	(38,125.63)	(40,000.00)
OMPF	(330,000.00)	(440,000.00)
OCIF	(386,133.00)	(579,200.00)
Canada Community Building Fund	(48,565.55)	(97,130.00)
Recycling Revenue	(31,636.50)	(63,548.00)
Other Grants	(5,883.02)	(54,200.00)
Waste Management Fees	(15,827.50)	(29,000.00)
Planning Fees	(7,370.00)	(4,500.00)
Roads Revenue	(41,025.07)	(75,000.00)
Other Fees & Charges	(112,490.04)	(81,088.00)
Building Permits	(40,817.00)	(59,000.00)
Capital Lease	-	(189,000.00)
Proceeds f/ debt	-	(477,870.00)
Transfer f/ reserves	-	(384,450.00)
County	(1,412,246.69)	(1,412,246.71)
School Boards	(786,936.89)	(786,848.91)
TOTAL REVENUE as of July 31, 2023	(6,013,230.58)	(7,534,004.62)
EXPENDITURES		
General Government	376,071.82	726,955.00
Council	58,239.04	112,520.00
Building	18,027.07	32,100.00
Police and Health & Safety	201,845.96	400,000.00
Fire Protection Agreements	17,942.64	51,003.00
Fire	156,385.94	482,585.00
Animal Control/ Livestock/ Drains & Planning	3,271.00	9,250.00
Waste Management	173,687.39	306,606.00
Recreation	33,527.77	43,790.00
Library	12,120.00	24,250.00
Drains & Planning	66,556.42	118,300.00
Public Works	919,576.18	2,766,550.00
Debt Repayment	129,745.28	261,000.00
Transfer to County	723,406.00	1,383,485.00
Transfer to School Boards	387,111.00	774,310.00
TOTAL EXPENDITURES as July 31, 2023	3,277,513.51	7,492,704.00
SURPLUS / (DEFICIT)	2,735,717.07	41,300.62

FINAL CAPITAL BUDGET - 2023

DEPARTMENT / ITEM	YTD JUNE 2023	2023 BUDGET	FUNDING								Total
			Reserves	Fire Levy	Taxation	Sale Proceeds	Capital Lease	Debt	OCIF	CCBF	
ADMINISTRATION											
New Phone System	5,795.24	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	5,795.24	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
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 1	5,250.99	150,000.00					52,870.00			97,130.00	150,000.00
South McNaughton Culverts	5,718.64	10,000.00						10,000.00			10,000.00
Lynch Road - 1	5,566.64	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	5,569.03	100,000.00	100,000.00		-						100,000.00
Total Roads Construction / Rehabilitation	22,105.30	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	12,141.10	6,200.00			6,200.00						6,200.00
Lynch Road - 1 Remediation	26,337.52	15,700.00			15,700.00						15,700.00
Lynch Road - 2 Remediation	-	750.00			750.00						750.00
Lynch Road - 3 Remediation	11,416.39	16,300.00			16,300.00						16,300.00
Culhane Road - Remediation	900.00	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	14,387.67	35,900.00			35,900.00						35,900.00
Total Remediation / Culvert Maintenance Program	65,182.68	85,000.00	-	-	85,000.00	-		-	-	-	85,000.00
TOTAL ROADS	87,287.98	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	25,743.84	52,000.00			52,000.00						52,000.00
10 Year Loan IO	51,390.49	103,000.00			103,000.00						103,000.00
20 Year Loan IO	52,610.95	106,000.00			106,000.00						106,000.00
TOTAL DEBT REPAYMENT LIMIT	129,745.28	261,000.00	-	-	261,000.00	-	-	-	-	-	261,000.00
TOTAL CAPITAL BUDGET	222,828.50	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

Computer Cheques

25664	BEARCOM CANADA CORP	7/06/23	203.40	
25665	BELL CANADA	7/06/23	101.19	
25666	CAMBIUM INC	7/06/23	4,079.30	Osceola Landfill Expansion
25667	COMBETEK MULTIMEDIA	7/06/23	423.75	
25668	KELLY COUGHLIN	7/06/23	29.92	
25669	Payment sent in error	7/06/23	0.00	
25670	DELTA POWER EQUIPMENT	7/06/23	74.26	
25671	DOUGLAS LIONS CLUB	7/06/23	500.00	Donation
25672	EQUIPMENT SALES & SERVICE LTD	7/06/23	256.51	
25673	GALE, CATHERINE	7/06/23	20.00	
25674	HORTON, TOWNSHIP OF	7/06/23	1,324.24	Advertisement - CBO
25675	HYDRO ONE	7/06/23	1,284.46	
25676	LOCAL AUTHORITY SERVICES LTD	7/06/23	47.35	
25677	1172264 ONTARIO INC	7/06/23	2,392.80	July Recycling
25678	MCCREA EXCAVATING LTD	7/06/23	2,211.98	Grading
25679	MUNICIPAL LAW ENFORCEMENT	7/06/23	1,707.75	By-Law Services Apr-June
25680	SCOTT & SONS HARDWARE	7/06/23	10.17	
25681	STUFKO EQUIPMENT SALES LTD	7/06/23	35.50	
25682	ULTRAMAR	7/06/23	71.44	
25683	XPLORNET	7/06/23	155.92	
25684	BARRON DISPOSAL SYSTEMS INC	7/13/23	565.00	July Landfill bins
25685	BELL MOBILITY INC	7/13/23	64.07	
25686	BUSKE OFFICE EQUIPMENT	7/13/23	185.80	
25687	CAVANAGH CONSTRUCTION LTD	7/13/23	33,591.68	Gravel Contract
25688	COUNTY OF RENFREW	7/13/23	367.20	Planning Fees
25689	DA-LEE DUST CONTROL LTD	7/13/23	10,598.18	Calcium
25690	DEDO, BRIAN	7/13/23	4,407.00	July Coverings
25691	EMTERRA ENVIRONMENTAL	7/13/23	1,174.64	July Recycling
25692	GREENWOOD PAVING PEMBROKE L	7/13/23	5,443.36	Coldpatch
25693	LOCAL AUTHORITY SERVICES LTD	7/13/23	404.41	
25694	PETRO-CANADA FUELS INC	7/13/23	3,710.76	
25695	ROBINSON CONSULTANTS	7/13/23	1,017.00	Severance Review
25696	AALTO TECHNOLOGIES	7/20/23	124.02	
25697	BANK OF MONTREAL	7/20/23	144.56	
25698	BELL CANADA	7/20/23	371.29	
25699	BELL CANADA	7/20/23	119.73	
25700	BRIDGECAST INC.	7/20/23	6,435.35	Phone System
25701	BANK OF MONTREAL	7/20/23	4,308.91	
25702	COUNTY OF RENFREW	7/20/23	201.00	911/Intersection Signs
25703	KELLY COUGHLIN	7/20/23	104.87	
25704	DA-LEE DUST CONTROL LTD	7/20/23	21,332.45	Calcium
25705	DONOHUE, MICHAEL	7/20/23	494.36	
25706	EMTERRA ENVIRONMENTAL	7/20/23	4,661.78	June Bins-Landfill
25707	BANK OF MONTREAL	7/20/23	441.71	
25708	JP2G CONSULTANTS INC	7/20/23	3,546.72	Well-Testing
25709	BANK OF MONTREAL	7/20/23	639.26	
25710	LAYTON KNIGHT-LOCKE	7/20/23	169.50	
25711	TOWNSHIP OF GREATER	7/20/23	4,802.64	Fire Agreement
25712	BRAYDEN MAYOTTE	7/20/23	120.00	
25713	MCHALE, MICHAEL J.	7/20/23	120.00	
25714	MCNULTY, GRANT	7/20/23	120.00	
25715	KIRK MILLER	7/20/23	100.00	

25716	MUNISOFT	7/20/23	245.78	
25717	PITNEY WORKS	7/20/23	2,260.00	Postage
25718	MINISTRY OF FINANCE	7/20/23	30,682.27	July Policing
25719	PROTYRE	7/20/23	82.04	
25720	PURDIE, JAMES	7/20/23	120.00	
25721	RENFREW HOME HARDWARE	7/20/23	240.59	
25722	RIVERVIEW METAL WORKS	7/20/23	777.95	
25723	CURTIS SCHULTZ	7/20/23	120.00	
25724	BANK OF MONTREAL	7/20/23	47.45	
25725	TELUS	7/20/23	100.85	
25726	TF CUSTOM SIGNS & GRAPHICS	7/20/23	565.00	Emergency Plan
25727	VISINSKI, STEVE	7/20/23	120.00	
25728	BROMLEY FARM SUPPLY	7/26/23	1,051.75	
25729	CAVANAGH CONSTRUCTION LTD	7/26/23	1,727.27	Gravel Contract
25730	JEFF CULL	7/26/23	1,547.22	
25731	Dacre and Area Community Assoc	7/26/23	500.00	Donation
25732	DEBBIE ENRIGHT	7/26/23	204.54	Flower beds
25733	GREENWOOD PAVING PEMBROKE L	7/26/23	10,359.84	Coldpatch
25734	HORTON, TOWNSHIP OF	7/26/23	100.00	
25735	HOSPICE RENFREW	7/26/23	500.00	Donation
25736	MANUFACTURERS LIFE INSURANCE	7/26/23	8,411.60	August Remittance
25737	MCNULTY, GRANT	7/26/23	72.31	
25738	Ministry of Finance	7/26/23	1,526.30	EHT-July
25739	BANK OF MONTREAL	7/26/23	824.52	July Remittance
25740	OMERS	7/26/23	11,270.54	July Remittance
25741	PETRO-CANADA FUELS INC	7/26/23	1,103.90	
25742	RECEIVER GENERAL	7/26/23	21,993.30	July Remittance
25743	RENFREW AND AREA SENIOR'S	7/26/23	700.00	
25744	ULTRAMAR	7/26/23	173.15	
25745	VICTIM SERVICES RENFREW COUN	7/26/23	100.00	Donation
25746	VISINSKI, STEVE	7/26/23	200.00	
			Total:	222,545.36
			Total for AP:	222,545.36

Payments Printed: 83

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: August 17th, 2023
To: Council
From: Jennifer Charkavi
Re: Kennelly Road Transfer Request

Background:

A portion of Kennelly Road that was not parcelized when the land registry system was converted from Land Registry Act to Land Titles Act. The registered title to the road is in the property owners name and in order to complete the administration of the estate, a survey and transfer must be completed.

Discussion:

The Lawyer completing the estate registration is requesting that the Township accept the transfer of the road. The Lawyer is also requesting that the Township share the costs of the required survey.

There are many roads such as thin within the township. It is not necessary for the township to have the survey completed.

Financial Implications:

Surveys begin at a cost of approximately \$6,000.

Recommendation for Council:

BE IT RESOLVED THAT Council accept the offer of the transfer of the road sot that the estate administration can be completed, however, do not share in any of the costs associated for the transfer of the road, including a survey.

McNAB, STEWART & PRINCE

BARRISTERS - SOLICITORS
NOTARIES PUBLIC

117 Raglan Street South, Renfrew, Ontario K7V 1P8

Tel: 613-432-5844

David A. Stewart, B.A., LL.B.
A PROFESSIONAL CORPORATION
dstewart@mcnablaw.com
Fax: 613-432-7832

Sheri J. Beattie, B.A., M.J., J.D.
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tprince@mcnablaw.com
Fax: 613-432-0955

July 21, 2023

Township of Admaston/Bromley
477 Stone Road
Renfrew, ON
K7V 3Z5

TOWNSHIP OF
ADMASTON / BROMLEY

JUL 28 2023

RECEIVED

Dear Mayor Donohue and Council:

RE: Estate of
Date of Death:

Please be advised that I act for the Trustees of the estate of the late

It has been determined that Kennelly Road, where it passes through Geographic Township of Admaston (and elsewhere) was not parcelized when the land registration system in Renfrew County was converted from the *Land Registry Act* to the *Land Titles Act*. That is, registered title to the road in that location is in the name.

In order to administer the estate, it will be necessary to survey and transfer that portion of Kennelly Road to the Township. This letter is to ask, firstly, if the Township will cooperate in accepting a transfer of the road at this location and, secondly, whether the Township will participate in the costs of survey.

I look forward to hearing from you.

Yours truly,

MCNAB, STEWART & PRINCE

David A. Stewart

DAS/m

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: August 17, 2023
To: Council
From: Jennifer Charkavi
Re: Amend Refreshment Vehicle By-Law

Background:

In 2021, Council passed a by-law to address the Refreshment Vehicles in the Township of Admaston/Bromley.

Discussion:

It has come to the attention of staff that a licensing requirement should be added to the by-law and is as follows:

A copy of an “Inspection Certificate” from a qualified TSSA Gas Technician (where propane is used) showing evidence of an inspection for compliance under the Ontario Propane Code, as amended.

Without this licensing requirement the unit that uses propane is not safe nor compliant.

Financial Implications:

None at this time.

People Consulted:

Refreshment Vehicle Owner

Recommendation for Council:

BE IT RESOLVED THAT the Council of the Township of Admaston/Bromley pass by-law 2023-36 to amend By-Law 2021-23 to regulate and license the operation of Refreshment Vehicles in The Township of Admaston/Bromley to include a TSSA Inspection Certificate.



"The People's Voice of the Ottawa Valley"

August 15, 2023

Michael Donohue

Mayor

Township of Admaston/Bromley

Valley Heritage Radio is a non-profit organization and is significantly dependent on fundraising activities across the listening area. Our primary fundraising is Radio Bingo (operating for over 15 years) and we also hold two 50/50 draws a year (Radiothon & Christmas). All licenses are issued by Horton Township.

As per listener request, we have vendors (ie Gourley's) set up across the listening area, including one or more in your municipality (vendors are paid a commission). As part of valley Heritage Radio Mission, we also attend or host various community events in the listening area to which we also sell our 50/50 tickets.

We are currently updating our records to ensure continual compliance with OLG licensing requirements stating that when selling cards/tickets within a municipality, other than Horton Township, permission is required.

Please sign and return this "approval" letter so we have it on file for future reference. If it is an issue for us to sell our Radio Bingo Cards or 50/50 tickets in your jurisdiction, can you please contact Kelly @ 613-852-4535 or accounting@valleyheritageradio.ca.

Mackie McLaren

Valley Heritage Radio, Board of Directors Treasurer

Kelly McNulty

Valley Heritage Radio, Accounting

I, _____ of **Township of Admaston/Bromley** support
Valley Heritage Radio fundraising activities and therefore grant permission to Valley Heritage Radio to continue to sell Radio
Bingo Cards and 50/50 tickets (licensed by Township of Horton) at vendors or events in our township.

Signature: _____ Date: _____

CORPORATION OF THE TOWNSHIP OF ADMASTON/BROMLEY

By-Law No. 2023-36

**A By-Law to Amend By-Law 2021-25
Employment By-Law for the Township of Admaston/Bromley Employees**

WHEREAS Section 151(1) of the Municipal Act S.O. 2001, Chapter 25, authorizes a Municipality to license businesses such as refreshment vehicles;

AND WHEREAS the Council of the Corporation of the Township of Admaston/Bromley deems it appropriate to amend the enacted by-law;

NOW THEREFORE the Council of the Corporation of the Township of Admaston/Bromley enacts as follows by adding 1.9 Application for License (vi):

1. 1.9 Application for License:

 (vi) a copy of an “Inspection Certificate” from a qualified TSSA Gas Technician (where propane is used) showing evidence of an inspection for compliance under the Ontario Propane Code, as amended;
2. All other terms and conditions of By-Law 2021-25 and amendments shall remain in effect.
3. That this By-Law shall come into force and take effect the passing thereof.

Read a first and second time this 17th day of August 2023.

Read a third time and finally passed this 17th day of August 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	MFOA will be assisting to complete the AMP.
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
June. 2023	Fees & Charges By-Law	CAO/Clerk	Dec-23	Amend Fees & Charges for municipality
June. 2023	Reserve Policy	Treasurer-Deputy CAO/Clerk	Dec-23	Bring a policy forth for reserve funds
July. 2023	Fireworks By-Law	CAO/Clerk & Fire Chief	early 2024	Work on a Fireworks by-law to prohibit fireworks during a fire ban.

CORPORATION OF THE TOWNSHIP OF ADMASTON/BROMLEY

BY-LAW No. 2023-37

**A BY-LAW TO CONFIRM PROCEEDINGS OF
THE COUNCIL OF THE TOWNSHIP OF ADMASTON/BROMLEY
AT THE COUNCIL MEETING AUGUST 17, 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 17th day of August 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 17th day of August 2023.

READ a third time and finally passed this 17th day of August 2023.

Mayor

CAO/Clerk