

Township of Admaston/Bromley
Second Monthly Meeting
Thursday, September 21st, 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 [September 7th, 2023](#)
6. Delegations and Guests
7. **Planning and Economic Development Committee** – Chair Keith Gourley, Committee Member Kevin LeGris
 - 7a [Building and Sewage Report - August](#)
8. **Community Service Committee** – Chair Angela Field, Committee Member Brian Hamilton
 - 8a
9. **Operations Committee** – Chair Brian Hamilton, All of Council
 - 9a [August Public Works Report](#)
 - 9b [Amend Lynch Road Motion to Include County assumption](#)
10. **Waste Management Committee** – Chair Michael Donohue, All of Council
 - 10a
11. **Finance and Administration Committee** – Chair Michael Donohue, All of Council
 - 11a [Group Insurance enhancements effective January 1, 2024](#)
 - 11b [Short Term Disability Sick Leave Plan Report](#)
 - i [D-2 Short Term Disability Sick Leave Plan Policy](#)
 - 11c [COLA Report - 2024](#)
 - 11d [Employment By-law – updated September 2023](#)
 - 11e [Fees & Charges By-law update Report](#)
 - 11f [Grader Financing Options](#)

- 11g [Budget Timelines](#)
- 11h [August Financial Overview](#)
- 11i [August payment register](#)
- 11j [Asset Management Coordinator – Shared Position - Report](#)

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

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

- 13a [County Council Summary – August 2023](#)
- 13b [County of Renfrew – Finance and Admin Report](#)

14. **By-Laws**

- 14a [By-law 2023-42](#) Employment By-law effective January 1, 2024
- 14b [By-law 2023-43](#) Council Remuneration
- 14c [By-law 2023-44](#) Fees & Charges – updated September 2023
- 14c [By-Law 2023-45](#) Long Term Borrowing – OILC - Grader

15. Old Business

- 15a [Action Tracking List](#)

16. New Business

17. **Closed Session**

17a

18. Confirmatory By-Law

- 18a [2023-46](#) 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 September 7th, 2023. Present were Mayor Michael Donohue, Deputy Mayor Kevin LeGris, Councillors Angela Field, Keith Gourley and Brian Hamilton

Staff Members present were CAO/Clerk Jennifer Charkavi, Treasurer-Deputy CAO/Clerk Kelly Coughlin, Public Works Superintendent (Acting) Steve Visinski and Finance Clerk Meagan Jessup. Also present were Audio/Video System Specialist Nate MacIsaac.

Tom Haley was a guest at the meeting, for item 7a.

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. 01/09/23

Moved by Kevin LeGris, seconded by Angela Field

BE IT RESOLVED that Council approve the Agenda for September 7th, 2023, Regular Council Meeting.

Carried

Agenda Item 4 – Disclosure of Pecuniary Interest

None.

Agenda Item 5 – Minutes

5a Resolution to adopt Minutes of the Regular Council Meeting August 17th, 2023.

Resolution No. 02/09/23

Moved by Kevin LeGris, seconded by Angela Field

BE IT RESOLVED that Council adopt the following meeting Minutes:

- August 17th, 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 Zoning By-Law Amendment Report – B173/22

Resolution No. 03/09/23

Moved by Kevin LeGris, seconded by Angela Field

BE IT RESOLVED that Council approves By-Law 2023-38 being a By-Law to amend By-law Number 2004-13 for the purpose of rezoning the severed lands, in Consent File No. B173/22, that are zoned Extractive Industrial (EM) to Rural (RU).

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 Lynch Road Culvert Report

Resolution No. 04/09/23

Moved by Angela Field, seconded by Kevin LeGris

BE IT RESOLVED THAT Council authorize the County of Renfrew to complete the design of the Lynch Road culverts in 2023.

Carried

9b McMahon Road Culvert Report

Resolution No. 05/09/23

Moved by Angela Field, seconded by Kevin LeGris

BE IT RESOLVED THAT Council receive the information on McMahon Road Culvert;

AND BE IT FURTHER RESOLVED THAT Council approve deferring the Lynch Road Culvert project to 2024.

Carried

Resolution No. 06/09/23

Moved by Angela Field, seconded by Keith Gourley

AND BE IT RESOLVED THAT Council direct staff to allocate the remaining budgeted Lynch Road culvert funding to the McMahon Road Culvert repair for 2023.

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 Stop Up and Closed Unopened Road Report

Resolution No. 07/09/23

Moved by Angela Field, seconded by Kevin LeGris

BE IT RESOLVED THAT Council pass By-law 2023-39 to stop up and close a portion of the unopened road allowance (Hill Street) for the proposed Fire Hall Expansion.

Carried

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

12a Douglas Beach Report

Council discussed the future of the Douglas Beach.

Resolution No. 08/09/23

Moved by Angela Field, seconded by Kevin LeGris

BE IT RESOLVED THAT Council adopt By-Law 2023-40 to amend the Open-Air Burning By-law to prohibit burning at the Douglas Beach.

Carried

Resolution No. 09/09/23

Moved by Kevin LeGris, seconded by Angela Field

BE IT RESOLVED THAT Council direct staff to investigate options to rejuvenate the Douglas Beach.

Carried

Agenda Item 13 – County of Renfrew – Mayor Michael Donohue

None.

Agenda Item 14 – By-Laws

Councillor Gourley asked what will happen if the Douglas Lion's Club has their annual fishing derby at the beach as they cook food for the attendees. CAO/Clerk Charkavi replied that Council can exempt them from the Open Air By-Law for that event.

Resolution No. 10/09/23

Moved by Angela Field, seconded by Kevin LeGris

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

- 2023-38 – Zoning By-Law Amendment
- 2023-39 – Road Closing By-Law
- 2023-40– Amend Open Air Buring By-Law

Carried

Agenda Item 15 – Old Business

15a Action Tracking List

Resolution No. 11/09/23

Moved by Kevin LeGris, seconded by Angela Field

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

Carried

Agenda Item 16 – New Business

Mayor Donohue reviewed the Council Information item, County of Renfrew Development Charges Background Study.

Agenda Item 17 – Closed Session

None.

Agenda Item 18 – Confirmatory By-Law

18a By-law 2023-41 being a by-law to confirm proceedings of Council Meeting

Resolution No. 12/09/23

Moved by Kevin LeGris, seconded by Angela Field

BE IT RESOLVED that By-law 2023-41, being a By-law to Confirm the Proceedings of the Council of the Township of Admaston/Bromley at the meeting held September 7th, 2023, be now numbered, deemed read three times and passed.

Carried

Agenda Item 19 – Question Period

None.

Agenda Item 20 – Adjournment

Resolution No. 13/09/23

Moved by Kevin LeGris, seconded by Angela Field

BE IT RESOLVED that the Thursday, September 7th, 2023, Township of Admaston/Bromley Council meeting be adjourned at 8:18 p.m.

Carried

Mayor

CAO/Clerk

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REPORT

Date: September 21, 2023

To: Council

From: Meagan Jessup

Re: Building and Sewage Report - August

Discussion:

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

August 2023	New Residence Permits	New Residence Permit Values	Other Permits	Other Permit Values	Total Permits	Total Value
Monthly	4	1,900,000.00	6	585,000.00	10	2,485,000.00
Year to Date	11	4,850,000.00	41	2,851,000.00	52	7,701,000.00
August 2022						
Monthly	3	1,250,000.00	2	110,000.00	5	1,360,000.00
Year to Date	18	7,342,000.00	59	4,886,900.00	77	12,228,900.00

Permit Breakdown Comparison			
	2021	2022	2023 to date
Dwellings	12	18	11
Commercial	-	-	
Agricultural & Farm	5	12	6
Other (Ex. Additions, Porches, Sheds, Decks)	65	59	35
Total Building Permits	82	89	52
Septic Permits	24	30	23
Demolition Permits	-	5	-
Grand Total	103	124	75

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	10	-	-	-	-	52

People Consulted:
None.

Recommendation for Council:

BE IT RESOLVED THAT Council accepts this report as information.

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REPORT

Date: September 21, 2023
To: Council
From: Steve Visinski
Re: Public Works August 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 month of August.

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.
- Yearly safeties have been completed on commercial equipment.
- Ditching and brushing jobs are in progress.
- Cold patching is ongoing as needed
- Grading of gravel roads will continue when weather permits. Along with new grader being received.
- Capital Work Projects are currently in progress. All hard top surfaces have been applied.
- Material has been moved at the Osceola Landfill for weekly covering of refuse.
- Roads side grass cutting has been completed for the year.

- Culvert Replacement program are underway with replacement of condition. 0 Culverts being priority.
- The culvert inspection program has been completed with a total of 709 culverts scoring as follows, 0 condition being poor and 10 condition being excellent shape.

Condition 0	8	1.1%
Condition 1	42	5.9%
Condition 2	38	5.4%
Condition 3	57	8.0%
Condition 4	40	5.6%
Condition 5	60	8.5%
Condition 6	54	7.6%
Condition 7	84	11.8%
Condition 8	91	12.8%
Condition 9	44	6.2%
Condition 10	191	26.9%
TOTAL CULVERTS	709	100.0%

- Center Line Marking has been completed on various chosen roads with a total of 23.5km painted.

Upcoming Events

- Maintenance of Equipment will continue.
- Cold patching will continue as needed.
- Culvert replacements will continue in various locations.
- Shouldering under the Capital Maintenance Program on some asphalt roads will continue.
- Replacement of McMahon Road culvert is expected to commence in the month of September.
- Salt has been ordered in preparation for mixing on winter sand.

Recommendation for Council:

BE IT RESOLVED THAT the Council receive the Public Works August 2023 Report as information.

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REPORT

Date: September 21st, 2023
To: Council
From: Jennifer Charkavi
Re: Lynch Road Culvert – Amended Motion

Background:

County of Renfrew staff noted that the motion did not include the County of Renfrew assuming jurisdiction of the Lynch Road Culvert after its completion.

Discussion:

Council approved at the September 7, 2023 meeting to move forward with the Design stages this year to be completed by the County's Civil Designer.

Financial Implications:

There are no financial considerations.

People Consulted:

Taylor Hanrath (Manager of Infrastructure Department of Public Works & Engineering County of Renfrew)

Recommendation for Council:

BE IT RESOLVED THAT Council authorize the County of Renfrew to complete the design of the Lynch Road culverts in 2023;

AND BE IT RESOLVED THAT Council approves the work for the Lynch Road to be completed by the County of Renfrew in 2024, with the costs being shared equally between the County of Renfrew and the Township of Admaston/Bromley;

AND BE IT FURTHER RESOLVED THAT Council requests that the County of Renfrew takes over jurisdiction of the Lynch Road Culverts as per County of Renfrew's policy PW-02.

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REPORT

Date: September 21, 2023
To: Council
From: Kelly Coughlin
Re: Group Benefits

Background:

The Finance & Administration Committee met on September 15, 2023 to discuss Employee Group Benefits.

The township is currently a member of the County of Renfrew Municipal Benefit Committee (MBC) and is one of fifteen members. This group is managed by a consultant, COWAN Insurance Group. The consultant acts as a liaison between the insurance carrier, Manulife, and its members. COWAN negotiates annual renewals with the insurer carrier, administers policy changes, goes out to open market when requested, and performs general plan administrative duties, etc. Through this group, members pool their group insurance purchasing power to obtain competitive group insurance rates in the open market.

While attending the annual AMCTO conference in mid-June 2023, staff learned that the Town of Renfrew had given notice to the chair of the MBC that they would be leaving the group effective December 31, 2023. Staff also learned that the town was able to negotiate several benefit enhancements to their existing plan and still realize annual premium savings of \$50,000.

Staff were quite concerned what kind of impact the Town of Renfrew leaving would have on the group insurance rates because they are one of the largest (top 4) contributing members to the group. COWAN / Manulife had already notified staff at last years renewal to anticipate a large increase in insurance premiums due to the group's overall utilization and experience ratings. Losing a large contributing member with exceptional experience ratings would negatively impact premium renewals even greater.

Upon return from the conference, staff reached out the Town of Renfrew new consultant, Gallagher Benefit Services (Canada) Group Inc (referred to as Gallagher)., to discuss options available to the township.

The first step was to serve Manulife with a marketing letter. The purpose of this letter was to authorize Manulife to release important experience rating information about the townships group insurance utilization, member information etc. to Gallagher for them to perform a market analysis of like insurance in the market. The cost of this service is \$5,000.

Based on Gallagher findings, the township was posed to realize savings of upwards \$20,000 for the same benefit package. As a result, staff notified COWAN and MBC Chair the township intentions to leave the group as of December 31, 2023.

Since the township served notice to MBC, staff learned that another participating member (Township of Greater Madawaska) also served their notice and are leaving the group effective December 31, 2023. Therefore, there a total of three members leaving the group in total.

Staff made a presentation to the Finance & Administration Committee on Friday September 15, 2023 and outlined the various enhancements staff were able to negotiate with the municipalities group insurance carrier. These changes will take effect January 1, 2024.

Discussion:

Similar to our existing group insurance structure, staff have engaged consultant services of Gallagher. As a result, Gallagher has waived the \$5,000 fee associated with performing the market analysis. The company has over 350 consultants across Canada and represent over 2,000 plus Canadian employers. They are the 4th largest insurance broker in the world. As our consultant, they will assist with benefit plan carrier selection, financial reporting on a semi-annual and annual basis, including annual renewal negotiations, plan administration support, implementation, employee transition, plan advocacy, etc.

Gallagher reached out to eight (8) insurance companies to obtain quotes. The companies included: Beneva, Canada Life, Desjardins Financial, Empire Life*, Equitable Life*, Medavie Blue Cross*, RBC Insurance and Sun Life Insurance*. Four (4)* of the companies declined to submit proposals because they were either unable to provide disability coverage, meet deadlines for proposal, unable to match plan design and / or refused to submit proposal because they do not provide group insurance to municipal sector.

Based on market analysis of the four (4) proposals that were submitted, the township was set to receive annual premiums savings for same plan design as follows:

a) Canada Life	Annual Premium Savings: \$21,172
b) RBC Insurance	Annual Premium Savings: \$20,401
c) Desjardins Financial	Annual Premium Savings: \$18,808
d) Beneva	Annual Premium Savings: \$10,492

Per Council direction, staff met with the consultant to discuss plan enhancements and directed the consultant to reach out to Canada Life and RBC Insurance to obtain updated quotes.

As a result of that exercise, staff selected RBC Insurance carrier as their preferred group insurance carrier. RBC Insurance is the largest Canadian bank-owned insurance organization. RBC insurance has approximately 2,800 employees who serve close to five million clients. They offer a wide range of life, AD&D, disability insurance, group health, mental health and dental insurance. This carrier provided the greatest flexibility and base package options compared to other insurance carriers.

Staff were able to negotiate several enhancements to the townships existing group health and dental insurance coverage. These enhancements include introduction of dependent life coverage and short-term disability, as well as, several enhancements to group health, mental health and dental coverage. The net result, estimated savings of approximately \$6,000 in annual premiums.

The township has seen considerable change over in middle and upper management positions in the past five years. Council recognized there was an issue and directed staff to complete a comprehensive job evaluation review. This exercise was completed by Wayfinders in 2022. As a result, the existing wage grid was completely overhauled, some new positions were added to the wage grid, and there were changes in salaries for several bands within the wage grid.

With all this change over, staff recognize the importance of positioning the township as a desirable employer. That includes offering both a competitive salary and a comprehensive group insurance benefit package for its full-time employees. Enhancing the existing group benefit package is an integral part in achieving that goal. Staff believe that adopting these changes will not only lead to job retention but also appeal to future employees.

Municipal government sector is an extremely competitive employment market because it is made up of several unique positions, with specialized skill sets and filling those positions can prove to be problematic. Employees often end up moving between municipalities as job opportunities become available. So, it's imperative that the township be in the best possible position to retain our existing staff and potentially attract new ones, should the need arise.

Financial Implications:

Changes in the cost of group benefit package for full time staff will be incorporated in the 2024 budget.

People Consulted:

Jennifer Charkavi - CAO/Clerk

Council Recommendation:

BE IT RESOLVED THAT the Council receive the Group Benefits report as information as submitted and circulated;

AND FURTHER THAT Council adopt the changes to group benefit package as outlined in the report;

AND FURTHER THAT Council appoint RBC Insurance carrier as the preferred group insurance carrier for the townships group insurance effective January 1, 2024.

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REPORT

Date: September 21, 2023
To: Council
From: Kelly Coughlin
Re: Short Term Disability Sick Leave Plan

Background:

The Finance & Administration Committee met on September 15, 2023 to discuss the addition of Short Term Disability Sick Leave Plan to the Group Benefits.

With the addition of seventeen (17) weeks short-term disability coverage to the township's group insurance benefit package, staff evaluated existing policies and determined that a new policy was required to capture how the new benefit coverage would be administered. The introduction of a new Policy D-2 Short Term Disability Sick Leave Plan will replace policy D-1 Cumulative Sick Leave Plan effective January 1, 2024.

Discussion:

As a result of council direction to leave the County of Renfrew Municipal Benefit Committee (MBC) effective December 31, 2023, the township engaged the services of Gallagher Benefit Services (Canada) Group Inc (Referred to as Gallagher) to go out to market seeking proposals. They reached out to eight (8) insurance companies for quotations and receiving four (4) proposals back. Staff shortlisted the submissions to the top two (2): Canada Life and RBC Insurance. RBC Insurance was selected as the preferred group insurance provider as they offered the most comprehensive and competitive coverage available.

During the negotiations, staff were able to include the addition of seventeen (17) week short-term disability (STD) coverage directly through the insurance carrier.

By introducing short-term disability coverage directly through the carrier eliminates the employer from being the middle person when an employee is off work due to illness. An employer should never have access to an employees confidential medical information. Any absences due to short term disability will be handled by a third-party adjudicator. RBC will rely on medical evidence that substantiates the disability and shows evidence that the medical leave is supported and the employees' restrictions and limitations prevent the employee from returning to work. The third party adjudicator will coordinate return to work.

Another key factor in shifting to a short-term disability plan was staff recognized that there was a short fall with the existing coverage. The existing cumulative sick leave plan only provided full time staff with a maximum of sixty (60) days coverage. Each year, full time staff are provided an allotment of twelve (12) sick days. Any time not used during the year was carried over and accumulated in the cumulative sick leave bank up to a maximum of sixty (60) days. Many major reconstructive procedures require greater recovery period than 60 days.

This sixty (60) day period also created a gap in the waiting period between short term disability and long term disability benefits.

Employees required to be off work greater than sixty (60) days would be required to apply for short term disability benefits through Employment Insurance (EI), which is 55% of earnings up to a maximum of \$650.00 per week, to maintain some level of earnings income. This earnings shortfall could lead a stressful financial situation.

The introduction of short-term disability coverage directly through the insurance carrier will the township provide its staff with competitive group insurance coverage as compared to neighbouring municipalities.

Financial Implications:

Employees with balances remaining in the cumulative sick leave bank will be eligible to have fifty percent (50%) paid out as a lump sum upon retirement. No money has been set aside to deal with this potential payout and has not historically been budgeted for in the past.

People Consulted:

Jennifer Charkavi - CAO/Clerk

Council Recommendation:

BE IT RESOLVED THAT the Council receive the Short Term Disability Sick Leave Plan report as information as submitted and circulated;

AND FURTHER THAT Council adopt D-2 Policy known as "Short Term Disability Sick Leave Plan" as appended.

Township of Admaston Bromley Corporate Policies

DEPARTMENT: Human Resources

POLICY: SHORT TERM
DISABILITY SICK LEAVE PLAN

DATE: September 21, 2023

COVERAGE: All Full-Time
Employees

POLICY # D-2

Revision/Review

PAGE(s): 6

POLICY STATEMENT:

The Township introduced a new Short Term Disability Plan in January 2024. This provides income protection through a short-term disability plan for periods of up to seventeen (17) weeks, per incident not covered by the Workplace Safety and Insurance Board.

This policy will come into effect January 1, 2024, and replace the existing Policy D-1 Cumulative Sick Leave Plan.

PROCEDURE:

1. All full-time employees covered by this policy are eligible for coverage after three (3) months' service with the township, except if there is a break in service.
2. Beginning January 1, 2024, full time employees are eligible to carry forward the unused sick hours accumulated in the township former sick plan known as "Cumulative Sick Leave plan", up to a maximum of (60) days or (480) hours for employees who work a 40-hour work week and (420) hours for employees who work a 35-hour work week.
3. Effective January 1, 2024, no further hours will be added to the Cumulative Sick Leave plan as it is being replaced with a new Short Term Disability Plan.

Township of Admaston Bromley Corporate Policies

DEPARTMENT: Human Resources

POLICY: SHORT TERM
DISABILITY SICK LEAVE PLAN

DATE: September 21, 2023

COVERAGE: All Full-Time
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POLICY # D-2

Revision/Review

PAGE(s): 6

4. Employees are eligible to offset certified sick leave (paid at 75% wages) by sick hours accumulated in the Cumulative Sick Leave bank to bring wages up to 100%.
5. Once the cumulative bank of sick hours has been depleted, employees may request to offset certified sick leave by bank time and / or accrued vacation hours available.
6. Employees are not permitted to use sick hours from the Cumulative Sick Leave bank for uncertified sick leave absence from work.
7. The employer agrees to top up the difference between group insurance weekly maximum (\$1,500) and 75% of employees' gross weekly earnings up to a maximum of seventeen (17) weeks.
8. Upon retirement as a full-time employee, a sick leave payout will be granted from any hours that remain in the Cumulative Sick Leave bank. The calculation of the payout is fifty percent (50%) of the outstanding credit to a maximum of thirty (30) days at the rate received by them immediately before retirement.
9. If an employee's employment terminates, with or without cause, they will not be entitled to any payout of hours that remain in the Cumulative Sick Leave bank.
10. Employees will be granted six (6) uncertified sick leave days each year. Any unused days will be paid out as a lump sum in December of each year. This entitlement will reset on January 1st of each calendar year.

Township of Admaston Bromley Corporate Policies

DEPARTMENT: Human Resources

POLICY: SHORT TERM
DISABILITY SICK LEAVE PLAN

DATE: September 21, 2023

COVERAGE: All Full-Time
Employees

POLICY # D-2

Revision/Review

PAGE(s): 6

11. On the fourth consecutive day of illness, employees will be required to apply for benefits through the township Short Term Disability Plan adjudicated by a third party. Employees will be required to submit a note from their attending physician on the fourth day of illness to support the illness.
12. Employees will be required to comply with the third-party adjudicator in order to be in receipt of short-term disability benefits.
13. Employees are eligible for a maximum of seventeen (17) weeks of benefits, per illness.
14. If an employee is off work on certified sick leave at the end of the calendar year, their short-term disability benefits will continue into the new year. Benefits will be exhausted once the (17) weeks has been met. The employee short term disability entitlement will not reset at the beginning of the year if they are already in receipt of short-term disability benefits.
15. Employees must return to full-time duties, without restriction, for a minimum of three (3) weeks before short-term disability benefits will be reinstated for full entitlement.
16. If employees become ill during this three (3) week period and leaves work due to illness, an employee will be entitled to seventeen (17) weeks minus the period of sick leave used for the previous occurrence.

Township of Admaston Bromley Corporate Policies

DEPARTMENT: Human Resources

POLICY: SHORT TERM
DISABILITY SICK LEAVE PLAN

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COVERAGE: All Full-Time
Employees

POLICY # D-2

Revision/Review

PAGE(s): 6

17. If the employee returns to full-time work, with restrictions, it will be considered part of the original illness. Employees will be entitled to seventeen (17) weeks minus the period they are unable to perform their full duties and / or off on sick leave.
18. If an employee is in receipt of short-term disability benefits, they must provide the third-party adjudicator with a return-to-work slip from their attending physician. The third-party adjudicator, in consultation with the attending physician, authorizes the return to work.
19. The third-party adjudicator will coordinate all return-to-work activities with the employer, especially if accommodation is required.
20. If accommodation is required, the employer will make every reasonable effort to accommodate the limitations an employee may have.
21. If, during the short-term disability leave an employee is laid off or terminated other than for retirement, the employee continues on short-term disability leave until the earliest of:
 - i. The expiry of the employee short term disability coverage (seventeen (17) weeks per incident,
 - ii. The end of the illness.
22. If notice of lay-off or termination is given prior to the commencement of the short-term disability leave, and the short-term disability leave starts within two (2) calendar months of the

Township of Admaston Bromley Corporate Policies

DEPARTMENT: Human Resources

POLICY: SHORT TERM
DISABILITY SICK LEAVE PLAN

DATE: September 21, 2023

COVERAGE: All Full-Time
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POLICY # D-2

Revision/Review

PAGE(s): 6

lay-off/ termination date, the leave stops on the lay-off/termination date.

23. If an employee does not provide functional abilities information and / or satisfactory medical information to support total disability for an absence that is forecast to be more than ten (10) consecutive days, short-term disability benefits can be suspended.
24. Participation in the return-to-work program is mandatory. Non-participation may result in suspension of short-term disability benefits.
25. If an employee returns to work through participation in a modified work program but is unable to return to full hours, the employee may use vacation / bank time to cover hours they are unable to work.
26. If an employee returns to work through participation in a modified work program but is unable to return to full hours, the employees sick leave entitlement will be pro-rated.
27. During the period an employee is in receipt of short-term disability benefits, all other group insurance coverage continues subject to proper and acceptable medical certification for absence.
28. If employment is terminated during the short-term disability leave, benefits cease on the termination date except for long-term disability coverage relevant to the present disability causing the employee to be on short-term disability. Life coverage should be continued until approval of long-term disability.

Township of Admaston Bromley Corporate Policies

DEPARTMENT: Human Resources

POLICY: SHORT TERM
DISABILITY SICK LEAVE PLAN

DATE: September 21, 2023

COVERAGE: All Full-Time
Employees

POLICY # D-2

Revision/Review

PAGE(s): 6

29. Vacation credits and statutory holidays will not accrue after a period of thirty (30) consecutive days of leave of illness. Service will not be accumulated after one (1) calendar year of absence.
30. Medication certification for leave will apply for the following reasons:
 - i. During the period of short-term sick leave if the leave continues beyond three (3) consecutive days.
 - ii. Medical certificates for absences less than three (3) days may be required where the employee has been warned of excessive absenteeism.

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REPORT

Date: September 21, 2023
To: Council
From: Kelly Coughlin
Re: 2024 COLA Adjustment

Background:

The Finance & Administration Committee met on September 15, 2023 to discuss the Cost of Living Adjustment for 2024.

Historically, Council reviews and sets the Cost of Living (COLA) adjustments in December, early January for the upcoming calendar year wage grid.

The entire budgeting process is being revamped for the upcoming 2024 calendar year. The first step in the new process is for Council to adopt the COLA adjustment for the upcoming calendar year wage grid. Wages form a large part of the budget and as such, for the most effective budget deliberations, staff are seeking Finance & Administration Committee direction on acceptable COLA adjustment. That information will then be brought forward to the next council meeting for council consideration. Once adopted, staff will proceed with the budget preparation using accurate 2024 salary and wage information.

Discussion:

Historically, the COLA adjustment has been based on the change in the Consumer Price Index (CPI) year over year increase while also taking into consideration what neighbouring municipalities COLA adjustments have been.

Staff consulted with several neighbouring municipalities. Staff received the following information:

- 1) Township of Laurentian Valley – According to their policy, COLA adjustments are based on CPI index as of October. This proved problematic during the 2023 budget deliberations as the CPI index was 6.5%. Council has expressed concern over the policy and requested the policy be revisited. COLA has yet to be set for the 2024 calendar year.

- 2) Township of Bonnechere Valley – their non-union increase is tied to the collective bargaining unit. COLA increase for January 2024 is 0.5%. However, the collective agreement is set to expire in very early 2024. Staff anticipate the union to renegotiate the COLA adjustment for 2024 calendar year and seek a much larger increase given how high inflation remains.
- 3) Town of Arnprior – similar to the Township of Bonnechere Valley, the Town of Arnprior non-union COLA adjustment is tied to the Collective Bargaining Agreement for their unionized staff. Per the current Collective Agreement, staff are to receive a COLA adjustment of 2% for the 2024 calendar year.
- 4) Town of Renfrew – like the Township of Bonnechere Valley and the Town of Arnprior, the non-union COLA adjustment is tied to the Collective Bargaining Agreement for their unionized staff. Per the Collective Bargaining unit agreement, staff are to receive a 2% COLA increase for the 2024 calendar year.
- 5) Town of Petawawa – similar to the Township of Laurentian Valley, the Town of Petawawa uses the October year over year annual CPI increase based upon Canada not seasonally adjusted. Therefore, the 2024 COLA adjustment has not been determined at this time.
- 6) County of Renfrew – staff are bringing forward a recommendation to the Finance and Administration Committee recommending that the County of Renfrew's non-union salary grid be adjusted annually based on the June 12-month average of the Consumer Price Index (CPI) for Ontario (all items) as determined by Statistics Canada; and that the adjustment not be lower than any increase negotiated with any union collective agreement.

Staff performed a few calculations to assist with establishing 2024 COLA increase for the Finance & Administration Committee consideration. Staff evaluated the following scenarios:

- a) Based on the average month-to-month comparison of CPI from January through to December, comparing 2023/2022 vs 2022/2011, results in 5.38% COLA adjustment.
- b) Based on the CPI from January through until June, comparing 2023 vs 2022, results in 4.34% COLA adjustment.
- c) Based on the average yearly inflation rate for 2023, January through until June, results in 4.2 % COLA adjustment.

Staff recommend that going forward the Township's future wage grid increases will be adjusted based on the annualized average CPI as published in Q1 of the year following for the basis for the upcoming year COLA increase. This adjustment will not be more than 4% and not less than 1% and subject to council discretion.

It is important to note that the Township provided a 3% COLA increase effective January 2023 while cost of living was sitting at 6.9%. Currently, the cost of living is reported as being 5.3%.

There continues to be concerns surrounding staff retention. The township completed a comprehensive organization review in 2022. This exercise resulted in a complete overhaul of the township wage grid. The township recognized the need to adjust wages significantly to ensure salaries remain competitive with neighbouring municipalities. The adoption of an annual COLA

increase helps to ensure the township wage grid remains current with the cost of living and helps align the township as a sought-after employer.

During the Finance & Administration Committee meeting that was held Friday September 15, 2023, the Committee discussed at great length the merits of an appropriate COLA increase for the 2024 calendar year given the significant benefit enhancements staff were able to negotiate. In the end, the Committee voted in favour of a 2.0% COLA increase as it forms part of the entire benefit package being offer to the township staff.

Financial Implications:

Incremental costs associated with COLA adjustments will be accommodated for in the 2024 operating budget.

People Consulted:

Jennifer Charkavi – CAO / Clerk

Recommendation for Committee:

BE IT RESOLVED THAT Council receive the 2024 COLA adjustment report as information as submitted and circulated;

AND BE IT RESOLVED THAT Council adopt a 2.0% COLA increase effective January 1, 2024;

BE IT FURTHER RESOLVED THAT Council apply the 2.0% COLA increase to Council Remuneration effective January 1, 2024.

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REPORT

Date: September 21, 2023
To: Council
From: Kelly Coughlin
Re: Employment By-Law Updates

Background:

The Finance & Administration Committee met on September 15, 2023 to discuss the employment by-law updates. As well, in reviewing the Employment By-Law there were some housekeeping items that need to be updated.

Discussion:

As a condition of employment, the employer requires employees to first possess their DZ and / or AZ license to work in the Public Works Department. Once hired, employees are required to maintain their DZ and / or AZ licenses. To maintain that licensing, the province requires license holders to complete written and physical testing at various intervals. While an employee is actively employed with the township, staff recommend that the employer reimburse an employee out of pocket expense to complete these testing to maintain their DZ and AZ licensing.

Other notable changes include amending the insurance and health benefit clause to include Short-Term Disability and Dependent Life coverage being added to the policy effective January 1, 2024 and introduce new wording related to wage grid increases.

Financial Implications:

Licensing Renewals will cost approximately \$700 per year. Provisions will be included in the 2024 budget.

People Consulted:

Jennifer Charkavi – CAO / Clerk

Recommendation for Committee:

BE IT RESOLVED THAT Council receive the Employment By-law updates report as information as submitted and circulated;

AND FURTHER THAT Council adopt By-law Nos. 2023-42 Employment By-law and By-law 2023-43 Remuneration of Council.

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REPORT

Date: September 21, 2023
To: Council
From: Kelly Coughlin
Re: Fees & Charges By-Law update

Background:

The Finance & Administration Committee met on September 15, 2023 to discuss fees and charges for the Township.

During the 2023 Budget deliberations Council directed staff to perform a comprehensive review of the Township's fees & charges by-law.

Discussion:

Staff reached out to several neighbouring municipalities and requested copies of their Fees & Charges By-law. The Township received information from the following municipalities. This information forms the basis for the comparison (see attached):

- 1) Township of Bonnechere Valley
- 2) Horton Township
- 3) Township of McNab / Braeside
- 4) Town of Renfrew

Financial Implications:

Upon review of the neighbouring municipalities fees & charges by-laws, staff are proposing several changes (highlighted in yellow) to various fees in order to keep in line with market trends and current fees for services. The proposed increases would result in a modest increase to revenue projections for the 2023 calendar year.

People Consulted:

CAO/Clerk

Council Recommendation:

BE IT RESOLVED THAT Council receive the Fees & Charges By-law update report as information as submitted and circulated;

AND FURTHER THAT Council adopt By-law #2023-44 Fees & Charges.

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REPORT

Date: September 21, 2023
To: Council
From: Kelly Coughlin
Re: Grader Financing Options

Background:

The Finance & Administration Committee met on September 15, 2023 to discuss the options for financing the Grader.

The purchase of a new grader was adopted by Council as part of the 2023 Capital Budget. During budget deliberations, staff recommended offsetting the purchase price of the new grader by the sale of the old grader. Unfortunately, the township did not receive the purchase price for the old grader they were anticipating. Original estimates estimated sale proceeds of \$75,000 however, the township only received \$38,466.25. As a result, the township will need to finance the balance (\$507,000).

Discussion:

Staff have explored a number of financing options:

1. Debenture balance required to be financed (\$507,000) through Infrastructure Ontario.
2. Lease grader through Brandt.
3. Finance purchase directly through Brandt.

The following chart outlines the terms for the various financing options for Council consideration:

Source of Financing	Principle Amount	Term (yr)	Interest Rate	Payment Frequency	Monthly Payment	Total Annual Payment	Total Payment over term	Total Interest Charges	Residual Value	Comments
Infrastructure Ontario	507,000.00	10	4.76%	Bi-annual		74,833.20	639,732.60	132,732.60	-	Annual payments decline over term of debenture
Infrastructure Ontario	507,000.00	15	4.79%	Bi-annual		58,085.30	701,282.40	194,282.40	-	Annual payments decline over term of debenture
Brandt Leasing Option #1	536,000.00	3	8.95%	Monthly	12,044.20	144,530.40	433,591.20		260,000.00	Hours / Year = 1,000 At end of least term, option to pay residual value and keep grader OR return and lease a new one
Brandt Leasing Option #2	536,000.00	4	8.95%	Monthly	10,833.42	130,001.04	520,004.16		212,000.00	Hours / Year = 1,000 At end of least term, option to pay residual value and keep grader OR return and lease a new one
Brandt Loan Option #1	536,000.00	3	6.90%	Monthly	16,458.71	197,504.52	592,549.56	56,549.56	-	
Brandt Loan Option #2	536,000.00	4	6.95%	Monthly	12,770.31	153,243.72	612,974.88	76,974.88	-	
Brandt Loan Option #3	536,000.00	5	7.05%	Monthly	10,581.75	126,981.00	634,905.00	98,905.00	-	

Financial Implications:

With limited reserves available and anticipated 2024 capital expenditures (i.e. culvert replacement program and replace V36 ½ ton truck), staff have not included an option to utilize funds from the capital reserve to reduce the amount required to be financed through debt.

According to the Asset Management Plan, V36 is a 2018 ½ ton. Vehicles in that category have an estimated useful life of 5 years. It was scheduled to be replaced in 2023. However, staff pushed the replacement back one year due to the large expenditure, i.e. grader.

Upon speaking with the Public Works Superintendent (Acting), staff does not support the leasing options presented by Brandt primarily due to concerns about limited hours per year, overage charges and impact any damages may have on the residual values and return option.

In regard to the Brandt loan and lease options, you will notice that the principle amount is the full purchase price. The reason being that their financing company would pay the vendor directly. Therefore, the full amount of the loan would be financed as opposed to the net difference between purchase price less proceeds from sale of equipment. Should Council direct staff to proceed with one of those financing options, staff recommend the sale proceeds be transferred to equipment reserve for future use.

Typically, the term of a debenture is tied to the life cycle of the asset. In this case, the estimated useful life of a grader is between 10 -15 years.

During the Finance & Administration Committee, the Committee discussed at length the pros and cons associated with each financing option available to the township. After much debate, the Committee directed staff to bring a report to Council recommending Council proceed with a 10-year debenture through Infrastructure Ontario as the term is closer matched to the lifecycle of the asset and the interest rate is the most competitive rate available.

Although a total of \$507,000 is required to finance the balance of the purchase of the new grader, the Committee directed staff to withdrawal \$46,000 from reserves to reduce the amount required to be financing via debenture. The total amount to be debentured through Infrastructure Ontario is \$461,000.00.

People Consulted:

Jennifer Charkavi - CAO/Clerk
Steve Visinski –Public Works Superintendent (Acting)

Council Recommendation:

BE IT RESOLVED THAT Council receive the Grader Financing Options report as information as submitted and circulated,

AND FURTHER THAT Council direct staff to proceed with a 10-year debenture through Infrastructure Ontario

AND FURTHER THAT Council adopt By-law #2023-45 being a Long Term Borrowing By-law in the amount of \$461,000 from Infrastructure Ontario.

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REPORT

Date: September 21, 2023
To: Council
From: Kelly Coughlin
Re: 2024 Budget Timelines

Background:

The Finance & Administration Committee met on September 15, 2023 to discuss budget timelines for the 2024 Budget.

Staff wish to introduce a new budget deliberation timeline. In the past, staff did not start budget process until Q1. Budget presentation and deliberations generally took place in Q2 with budget being adopted by Council sometime between May and early June.

Discussion:

Staff are proposing to present the draft budget to the Finance & Administration Committee before the Christmas break. Upon return to work in January, staff will hold a series of budget deliberation meetings with the Finance & Administration Committee with the goal for Council to adopt the budget by end of February.

Proposed meeting dates are as follows:

Day 1 Budget Presentation	December 18, 2023	6:00pm – 8:00pm
Departments: Fire, Roads		

Day 2 Budget Presentation	December 19, 2023	6:00pm – 8:00pm
Departments: General Government, Council, Building, Waste Management, Recreation, Library, other		

Budget Deliberations	January 8, 2024	6:00pm – 8:00pm
Budget Deliberations	January 9, 2024	6:00pm – 8:00pm
Budget Deliberations (if needed)	January 15, 2024	6:00pm – 8:00pm
Advertise week of January 22 nd , 2024		
Council Adopt Budget	February 15, 2024	

Financial Implications:

By adopting the budget earlier will provide staff with an opportunity to advance procurement ahead of other municipalities and potentially lead to better pricing and service providers availability.

People Consulted:

Jennifer Charkavi - CAO/Clerk
Steve Visinski –Public Works Superintendent (Acting)
Bill McHale – Fire Chief
Jane Wouda – Library CEO

Council Recommendation:

BE IT RESOLVED THAT Council receive the 2024 Budget Timelines report as information as submitted and circulated,

AND FURTHER THAT Council direct staff to proceed with the 2024 budget timelines as presented.

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REPORT

Date: September 21, 2023
To: Council
From: Kelly Coughlin
Re: August 2023 YTD Financial Overview

Background: n/a

Discussion:

During the month of August, staff processed a number of property tax adjustments that resulted in additional revenue of \$9,243.69 for the lower tier.

Other notable receipts include:

- 1) Building permit revenue \$10,004.00
- 2) Police Revenue \$3,154.76 – revenue collected by the O.P.P. related to criminal record checks etc. for Q2 2023. This revenue offset the monthly billing charges for O.P.P. services.

Financial Implications:

None

People Consulted:

Jennifer Charkavi - CAO/Clerk

Recommendation for Council:

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

	August YTD	Budget
REVENUE		
Taxation	(2,755,573.46)	(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	(17,712.50)	(29,000.00)
Planning Fees	(8,410.00)	(4,500.00)
Roads Revenue	(40,979.56)	(75,000.00)
Other Fees & Charges	(129,251.31)	(81,088.00)
Building Permits	(50,821.00)	(59,000.00)
Capital Lease	-	(189,000.00)
Proceeds f/ debt	-	(477,870.00)
Transfer f/ reserves	-	(384,450.00)
County	(1,417,159.70)	(1,412,246.71)
School Boards	(789,825.40)	(786,848.91)
TOTAL REVENUE as of August 31, 2023	(6,050,076.63)	(7,534,004.62)

EXPENDITURES		
General Government	421,170.74	726,955.00
Council	65,167.64	112,520.00
Building	22,262.26	32,100.00
Police and Health & Safety	265,714.77	400,000.00
Fire Protection Agreements	18,942.64	51,003.00
Fire	176,207.87	482,585.00
Animal Control/ Livestock/ Drains & Planning	3,271.00	9,250.00
Waste Management	222,820.71	306,606.00
Recreation	33,500.14	43,790.00
Library	12,140.00	24,250.00
Drains & Planning	72,168.49	118,300.00
Public Works	1,102,917.32	2,766,550.00
Debt Repayment	129,745.28	261,000.00
Transfer to County	723,406.00	1,412,246.71
Transfer to School Boards	387,111.00	786,848.91
TOTAL EXPENDITURES as August 31, 2023	3,656,545.86	7,534,004.62

SURPLUS / (DEFICIT)	2,393,530.77	-
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FINANCIAL OVERVIEW - AUGUST 2023

		YTD August 2023	2023 Budget
TAXATION			
General Municipal - Taxation	40-10-237	(2,740,999.11)	(2,745,003.00)
General Municipal - Supplementaries	40-20-221	-	-
TOTAL GENERAL MUNICIPAL TAXATION		(2,740,999.11)	(2,745,003.00)
COUNTY & SCHOOL BOARDS TAXATION REVENUE			
County	40-10-227	(1,412,246.69)	(1,412,246.71)
English - Public	40-10-247	(571,376.64)	(571,288.66)
English - Separate	40-10-257	(192,119.56)	(192,119.56)
French - Public	40-10-267	(7,359.82)	(7,359.82)
French - Separate	40-10-277	(16,080.87)	(16,080.87)
RT - Educ Not Directed	40-10-287	-	
COUNTY & SCHOOL BOARDS TAXATION REVENUE		(2,199,183.58)	(2,199,095.62)
SUPPLEMENTALS			
County	40-20-220	(31,389.17)	
General Municipal	40-20-221	(60,402.46)	
English - Public	40-20-222	(11,509.94)	
English - Separate	40-20-223	(768.98)	
English - Not Directed	40-20-226	(920.35)	
TOTAL SUPPLEMENTALS		(104,990.90)	-
WRITE-OFFS			
County	40-21-220	26,476.16	
General Municipal	40-21-221	51,158.77	
English - Public	40-21-222	9,471.61	
English - Separate	40-21-223	839.15	
TOTAL WRITE-OFFS		87,945.69	-
PAYMENTS IN LIEU			
Canada	40-40-220		(710.00)
Ontario	40-40-221		(4,000.00)
Power Dams	40-40-222	(5,001.22)	(5,000.00)
Municipal Enterprises	40-40-223		(3,080.00)
County	40-40-224		(1,240.00)
MNR - Fire Agreement	40-40-225	(329.44)	(330.00)
Hydro One	40-40-227		(1,560.00)
TOTAL PAYMENTS IN LIEU		(5,330.66)	(15,920.00)
TOTAL TAXATION		(4,962,558.56)	(4,960,018.62)
DRAINS			
Tile Drain	40-30-220	(38,125.61)	(30,000.00)
Municipal Drain	40-30-221	(0.02)	(10,000.00)
TOTAL DRAINS		(38,125.63)	(40,000.00)

FINANCIAL OVERVIEW - AUGUST 2023

		YTD August 2023	2023 Budget
GRANTS			
Ontario Municipal Partnership Fund (OMPF)	40-50-220	(330,000.00)	(440,000.00)
OMPF One-Time Funding	40-50-221		-
Aggregate Resources	40-50-223		(30,000.00)
Special Grants	40-50-224		
Livestock Damage	40-50-225	(520.20)	(5,000.00)
Drains Superintendant Grant	40-50-228		(5,000.00)
Student Employment	40-50-229		(5,400.00)
Recycling Grant	40-50-230	(31,636.50)	(63,548.00)
Transfer from Deferred Revenue (Canada Community Building Fund)	40-50-231	(48,565.55)	(97,130.00)
R.I.D.E. Grant	40-50-232	(5,362.82)	(8,800.00)
FCM Asset Management	40-50-235		-
Ontario - One Time Funding	40-50-237		-
ICIP - Northern & Rural Funding	40-50-238		
Modernization 2 - Roads Review	40-50-239		
Modernization 3 - Org Review	40-50-240		
Transfer from Deferred Revenue (OCIF - Formula Component)	40-50-241	(386,133.00)	(579,200.00)
ICIP COVID - Douglas Fire Garage	40-50-242		
OPP - CSPT Grant	40-50-243		
TOTAL GRANTS		(802,218.07)	(1,234,078.00)
FEES & SERVICE CHARGES			
Tax Certificates	40-70-220	(2,100.00)	(3,500.00)
Lottery Licenses	40-70-221	(49.65)	(400.00)
Roads Revenue	40-70-223	(40,979.56)	(75,000.00)
Tipping Fees-Stone Road Site	40-70-224	(1,330.00)	(1,500.00)
Tipping Fees-Osceola Site	40-70-225	(16,382.50)	(27,500.00)
Planning & Zoning	40-70-226	(7,850.00)	(4,000.00)
Septic Usage Permits	40-70-227	(200.00)	(500.00)
Zoning Certificates	40-70-230	(360.00)	
TOTAL FEES & SERVICE CHARGES		(69,251.71)	(112,400.00)
OTHER REVENUE			
Dog Licensing	40-80-220	(2,090.00)	(2,000.00)
Building Permits	40-80-221	(42,421.00)	(50,000.00)
Sewage Permits	40-80-222	(8,400.00)	(9,000.00)
Penalties-Taxes	40-80-223	(11,908.89)	(30,000.00)
Interest Income - Operating Acct	40-80-224	(44,414.74)	(15,000.00)
Miscellaneous	40-80-226	(869.39)	(3,000.00)
Interest - Accounts Receivable	40-80-227	(39.50)	-
Sale of TCA's	40-80-228	(1,100.00)	
Revenue-Surplus	40-80-229	-	-

FINANCIAL OVERVIEW - AUGUST 2023

		YTD August 2023	2023 Budget
Rental	40-80-230	(6,533.94)	(8,500.00)
Recycling	40-80-231	(24.00)	(50.00)
Police Revenue	40-80-232	(3,154.76)	(2,500.00)
Interest Earned - OCIF	40-80-234	(3,186.44)	-
Interest Earned - Gas Tax	40-80-235	(4,236.90)	
Special Occasions	40-80-292		-
Gain/Loss on Disposal of Assets	40-80-295		-
Fire Agreement - NAW			(7,500.00)
Fire - Levy	40-90-220	(45,000.00)	
Fire - Standby Fees	40-90-221	(3,750.00)	
Fire - Investment Income	40-90-222	(583.10)	(380.00)
Fire Calls		-	(8,258.00)
Fire - Miscellaneous	40-90-224	(210.00)	
Fire - Surplus / Deficit			
Fire Department Surplus	40-80-296		-
Fire Transfer from Reserves			
Capital Lease - SCBA's			(189,000.00)
Debenture Proceeds	40-80-297		(477,870.00)
TOTAL OTHER REVENUE		(177,922.66)	(803,058.00)
REVENUE FROM RESERVES			
From Working Funds Reserve	40-80-302		(200,000.00)
From Capital Reserve	40-80-305		
From Gas Tax Reserve	40-80-306		
From OCIF Reserve	40-80-307		(57,100.00)
From Fire Hall Road Survey	40-80-308		
From Main Street Revitalization Reserve	40-80-310		
From Police Service Board Reserve	40-80-311		
From Road Revenue	40-80-312		
From 1x Funding Reserves			(107,350.00)
From Modernization Reserve	40-80-313		
From Fire Reserve - Equipment			(20,000.00)
From Cannabis Reserve	40-80-314		
From Safe Restart Reserve	40-80-315		
TOTAL REVENUE FROM RESERVES		-	(384,450.00)
TOTAL REVENUES		(6,050,076.63)	(7,534,004.62)
ADMINISTRATION COSTS			
General Employment Costs			
Wages - General Admin	50-10-101	232,569.70	328,910.00
Transfer to PW (50% Admin wages)	50-10-102		(30,500.00)
Taxable Benefits - General Admin	50-10-108		-
Income Tax - General Admin	50-10-111		
CPP - General Admin	50-10-112	13,147.93	13,380.00

FINANCIAL OVERVIEW - AUGUST 2023

		YTD August 2023	2023 Budget
El - General Admin	50-10-113	5,227.18	5,220.00
Group Insurance - General Admin	50-10-114	26,338.22	38,860.00
OMERS - General Admin	50-10-115	19,608.79	34,640.00
WSIB - General Admin	50-10-118	5,941.27	10,650.00
EHT - General Admin	50-10-119	4,641.97	6,415.00
Provisional Pay Review	50-10-120	-	-
Total General Employment Costs		307,475.06	407,575.00
Utilities			
Telephone - Stone Rd	50-10-221	1,492.51	2,000.00
Fax	50-10-222	803.42	1,000.00
Furnace Fuel - Stone Road	50-10-223	822.95	3,500.00
Internet	50-10-224	1,589.65	1,200.00
Telephone - Barr Line	50-10-225	345.70	1,000.00
Furnace Fuel - Barr Line	50-10-226	3,134.00	2,300.00
Hydro - Stone Road	50-10-231	2,902.93	3,750.00
Hydro - Barr Line	50-10-232	754.23	2,400.00
Hydro - Osceola Building	50-10-234	190.78	450.00
Total Utilities		12,036.17	17,600.00
Office Expense			
Office Supplies	50-10-241	8,356.37	9,000.00
Postage	50-10-242	4,235.04	3,500.00
Postage Meter	50-10-243	2,061.42	5,000.00
Photo Copier	50-10-244	1,973.92	2,700.00
Total Office Expense		16,626.75	20,200.00
Building Maintenance			
Building - Capital	50-10-251		-
Security System	50-10-252	152.64	160.00
Supplies - Stone Road	50-10-253	246.81	2,000.00
Building - Stone Road	50-10-254	2,828.78	5,500.00
Building - Barr Line	50-10-257	20.34	1,000.00
Cleaning - Barr Line	50-10-258	3,174.37	4,610.00
Supplies - Barr Line	50-10-259	317.08	500.00
Office Equipment & Furniture	50-10-255		1,000.00
Accessibility Compliance	50-10-256		1,000.00
Water Testing - Barr Line	50-10-263	82.85	600.00
Water Testing - Stone Road	50-10-264	82.85	600.00
Cleaning - Stone Road	50-10-269	3,501.93	4,610.00
Total Building Maintenance		10,407.65	21,580.00
Training & Development			
Training	50-10-273	3,420.81	3,500.00

FINANCIAL OVERVIEW - AUGUST 2023

		YTD August 2023	2023 Budget
Information Technology	50-10-280	12,102.55	13,000.00
Municipal Website	50-10-281	1,239.39	2,500.00
Laptops	50-10-282		-
Staff Conventions	50-10-271	4,017.27	8,500.00
Total Training & Development		20,780.02	27,500.00
General Overhead			
Legal - General	50-10-261	5,181.45	3,000.00
General Mileage	50-10-272	2,630.70	3,000.00
Financial Expense	50-10-290	1,271.92	10,000.00
PSAB Compliance	50-10-291		-
Interest	50-10-292		-
Election	50-10-300	175.00	
Admin - Capital	50-10-301	5,795.24	127,500.00
Advertising	50-10-320	2,831.31	4,000.00
Clearing Acct	50-10-321	(158.97)	
Association	50-10-330	3,856.24	3,500.00
Audit	50-10-350	264.00	24,000.00
Awards	50-10-359		2,000.00
Petty Cash	50-10-360	107.00	1,000.00
Insurance	50-10-370	21,775.60	11,500.00
Donations & Grants	50-10-380	5,150.00	6,500.00
Miscellaneous	50-10-391	2,638.13	3,500.00
Special Occasions	50-10-392	2,324.58	3,000.00
Total General Overhead		53,842.20	202,500.00
Taxation Expense			
Tax Write-Off - Municipal	50-10-430	2.89	
Tax Registration Costs	50-10-440	-	-
Total Taxation Expense		2.89	-
Contributions to Reserves			
To Capital from Road Revenue	50-10-401		30,000.00
Contribution to Reserves	50-10-490		-
Total Contributions to Reserves		-	30,000.00
TOTAL ADMINISTRATION COSTS		421,170.74	726,955.00
COUNCIL			
Wages - Council	50-20-101	52,092.59	79,670.00
Income Tax - Council	50-20-111		-
CPP - Council	50-20-112	2,436.36	3,700.00
Group Insurance - Council	50-20-114	3,147.40	5,000.00
EHT - Council	50-20-119	1,021.79	1,550.00
Council Conventions	50-20-221	1,567.68	3,000.00

FINANCIAL OVERVIEW - AUGUST 2023

		YTD August 2023	2023 Budget
Council Mileage & Expenses	50-20-222	2,745.78	9,000.00
Council Laptops	50-20-223		-
A/V System-Council Chambers	50-40-232	2,156.04	3,600.00
NEW Transfer to Reserve - Election			7,000.00
TOTAL COUNCIL		65,167.64	112,520.00
BUILDING & SEWAGE			
Building Wages	50-40-101	11,388.13	18,810.00
Septic Wages	50-40-102	5,850.00	4,000.00
Income Tax - Building	50-40-111		-
EI - Building	50-40-113	394.15	430.00
Group Insurance - Building	50-40-114	3,108.12	6,375.00
WSIB - Building	50-40-118	404.23	615.00
EHT - Building	50-40-119	336.88	370.00
Building - Supplies	50-40-230	780.75	1,500.00
TOTAL BUILDING & SEWAGE		22,262.26	32,100.00
PROTECTION			
Policing			
Police Contract	50-30-220	253,344.27	380,330.00
R.I.D.E. Duty	50-30-224	6,511.86	7,000.00
Total Policing		259,856.13	387,330.00
Police Services Board			
Wages - PSB	50-30-201	471.23	1,470.00
Committee Pay - PSB	50-30-202	400.00	1,100.00
PSB Mileage & Expenses	50-30-217	1,706.64	2,100.00
Total Police Services Board		2,577.87	4,670.00
Health & Safety			
By-Law Enforcement	50-30-222	2,251.97	2,000.00
Emergency Plan	50-30-223	597.84	3,000.00
Health and Safety Inspections	50-30-225	430.96	3,000.00
Total Health & Safety		3,280.77	8,000.00
TOTAL POLICE & HEALTH & SAFETY		265,714.77	400,000.00
Fire Protection Agreements			
Fire - Renfrew Agreement	50-30-231	14,140.00	36,000.00
Fire - Greater Madawaska	50-30-232	4,802.64	4,803.00
Fire - Whitewater Region	50-30-233		8,000.00
Douglas Fire Garage Project	50-30-237		-
Call Taking/Alerting	50-30-240		2,200.00
TOTAL FIRE PROTECTION AGREEMENTS		18,942.64	51,003.00

FINANCIAL OVERVIEW - AUGUST 2023

		YTD August 2023	2023 Budget
Fire Employment Costs			
Fire Wages	50-30-122	57,408.34	110,000.00
Fire Support Wages (50-30-101)	50-30-123	-	1,500.00
CPP	50-30-125		20.00
EI	50-30-126		110.00
WSIB - Fire	50-30-118	4,478.69	9,000.00
WSIB	50-30-128		
EHT	50-30-129		1,800.00
Total Employment Costs		61,887.03	122,430.00
Overhead			
Prevention	50-30-131	2,705.52	5,100.00
Insurance	50-30-117	20,154.45	17,920.00
Licenses	50-30-135		520.00
Grounds & Building	50-30-136	1,392.13	3,000.00
Clothing			-
Total Overhead		24,252.10	26,540.00
Vehicle Costs			
Fuel	50-30-141	2,227.77	6,000.00
Equipment Maintenance	50-30-142	1,380.05	10,900.00
Vehicle Maintenance	50-30-143	4,603.00	13,800.00
Mileage	50-30-144		3,000.00
Dry Hydrant	50-30-147		
Mileage			
NEWTranfer to Reserves - Vehicles			25,000.00
NEWTransfer to Reserves - New Fire Hall			-
Total Vehicle Costs		8,210.82	58,700.00
Fire Capital			
Fire Capital	50-30-230	19,843.24	
Equipment NEW	50-30-145		39,200.00
SCBA's			189,000.00
Total Capital Costs		19,843.24	228,200.00
Utilities			
Hydro	50-30-151	597.50	3,000.00
Heat	50-30-152	7,074.29	10,500.00
Total Utility Costs		7,671.79	13,500.00
Miscellaneous			
Fire Fighters Certification Course Costs	50-30-162		5,000.00
Office & Supply	50-30-161		1,000.00
Food	50-30-162	250.39	1,000.00

FINANCIAL OVERVIEW - AUGUST 2023

		YTD August 2023	2023 Budget
Christmas Dinner	50-30-163		1,500.00
HST	50-30-164	2,075.76	-
Health & Safety	50-30-170	4,875.57	11,700.00
Mutual Aid	50-30-171	100.00	125.00
Hall Supplies	50-30-172		100.00
Equipment Rental	50-30-173		2,000.00
Extrication	50-30-174		2,500.00
Fire - Douglas Advance	50-30-234	45,000.00	
Due to Townshio	50-30-175		
Total Miscellaneous		52,301.72	24,925.00
Communications			
Telephone	50-30-181	2,041.17	5,900.00
Dispatch	50-30-182		650.00
Internet	50-30-183		540.00
Fluent MS	50-30-184		1,200.00
Total Communication		2,041.17	8,290.00
TOTAL FIRE PROTECTION		176,207.87	482,585.00
ANIMAL CONTROL			
Canine Control			
Canine Control	50-50-220	1,732.00	2,500.00
Dog Tags & Books	50-50-241	207.07	250.00
Census Taker	50-50-243		150.00
Total Canine Control		1,939.07	2,900.00
Livestock			
Livestock Compensation	50-50-231	520.20	5,000.00
Livestock Valuer	50-50-232	102.24	500.00
Agriculture Veterinary Unit	50-50-233	709.49	750.00
Fence Viewers	50-50-234		100.00
Total Livestock		1,331.93	6,350.00
TOTAL ANIMAL CONTROL		3,271.00	9,250.00
WASTE MANAGEMENT			
Waste Employment Costs			
Wages - Waste Management	50-60-101	36,966.09	56,010.00
Income Tax - Waste Management	50-60-111		
CPP - Waste Management	50-60-112	1,689.10	2,500.00
EI - Waste Management	50-60-113	843.44	1,280.00
OMERS - Waste Management	50-60-115	1,525.29	2,296.00
WSIB - Waste Management	50-60-118	907.74	1,830.00
EHT - Waste Management	50-60-119	720.81	1,090.00
Total Waste Employment Costs		42,652.47	65,006.00

FINANCIAL OVERVIEW - AUGUST 2023

		YTD August 2023	2023 Budget
Landfill Operations			
Mtce-Stone Rd Transfer Station	50-60-231	24,645.14	42,000.00
International Compactor	50-60-262		-
Mtce-Douglas Transfer Station	50-60-232	13,756.66	26,000.00
Western Star Compactor	50-60-261		-
Mtce-Osceola Landfill Site	50-60-233	46,944.86	56,000.00
Osceola Landfill Site-Hydro	50-60-235	359.65	600.00
Osceola Landfill Expansion	50-60-236	43,942.44	50,000.00
Waste - Interest	50-60-238		-
Stone Road Building	50-60-237	27.39	
Osceola Landfill - Legal	50-60-239	508.80	
Total Landfill Operations		130,184.94	174,600.00
Recycling			
Rec-Stone Rd Transfer Station	50-60-241	11,303.75	20,000.00
Rec-Douglas & Osceola Sites	50-60-242	8,286.66	14,000.00
Total Recycling		19,590.41	34,000.00
Well Testing & Reports			
Well-Stone Rd Transfer Station	50-60-251	6,545.67	12,000.00
Well-Douglas & Osceola Sites	50-60-252	23,847.22	21,000.00
Total Well Testing & Reports		30,392.89	33,000.00
TOTAL WASTE MANAGEMENT		222,820.71	306,606.00
RECREATION and LIBRARY			
Recreation Employment Costs			
Wages - Library	50-70-101		-
Wages - Recreation	50-70-102		
Income Tax - Recreation	50-70-111		-
CPP - Recreation	50-70-112		-
EI - Recreation	50-70-113		-
OMERS - Lib	50-70-115		
WSIB - Recreation	50-70-118	(212.34)	-
EHT - Recreation	50-70-119	-	-
Total Recreation Employment Costs		(212.34)	-
Recreation Expenses			
Douglas Recreation	50-70-221		6,000.00
ARC Recreation	50-70-222	215.46	4,000.00
Recreation User Fees	50-70-223	26,100.00	28,300.00
Northcote Community Centre	50-70-224		1,650.00
Water Testing - Douglas Complex	50-70-226	82.85	500.00
Recreation Insurance	50-70-240	7,314.17	3,340.00

FINANCIAL OVERVIEW - AUGUST 2023

		YTD August 2023	2023 Budget
Total Recreation Expenses		33,712.48	43,790.00
Library Expenses			
Renfrew Library User Fees	50-70-231	140.00	500.00
Bromley St. Michael Library	50-70-232	12,000.00	23,750.00
Total Library Expenses		12,140.00	24,250.00
TOTAL RECREATION		45,640.14	68,040.00
DRAINS & PLANNING			
Municipal Drain Maintenance	50-80-220	6,573.94	25,000.00
Tile Drainage	50-80-230	30,949.99	30,000.00
Drainage Superintendent	50-80-250	200.00	1,000.00
Planning Fees	50-80-260	1,373.37	7,000.00
Economic Development	50-80-270	32,899.32	35,800.00
Asset Management Review	50-80-281	171.87	15,000.00
Main Street Revitalization	50-80-283		-
Cannabis Study - ICB	50-80-284		4,500.00
Pub Works Structural Review	50-80-285		-
Structural Review	50-80-286		-
TOTAL DRAINS & PLANNING		72,168.49	118,300.00
ROADS OVERHEAD	60-10-001		
Advertising		689.17	2,500.00
Associations		1,192.24	1,000.00
Conventions			-
Training		5,376.62	9,500.00
Financial Expense		25.00	-
Telephone		1,284.20	3,000.00
Cell Phone		1,458.77	1,700.00
Radios		2,967.17	6,000.00
Munic. Drain Maintenance			-
Hydro		2,632.44	6,000.00
Security			-
Garage Maintenance		12,343.07	10,000.00
Garage Equipment/Supplies		1,912.56	8,000.00
Garage Energy Audit			-
Furnace		14,634.12	20,000.00
Insurance		49,009.35	40,000.00
Interest on 5 yr Loan & IO Loan			-
Miscellaneous			1,000.00
Licensing (Pit/HWIN)		1,162.00	1,500.00
Safety Boots		428.65	1,750.00
Safety Equipment		445.23	3,500.00
Secretarial Wages and Deductions			30,500.00

FINANCIAL OVERVIEW - AUGUST 2023

		YTD August 2023	2023 Budget
Supervision		59,140.89	80,000.00
Inspections		11,515.37	12,000.00
Technology			6,500.00
On Call Phone and Wages		13,605.82	14,300.00
NEW Transfer to Reserves - Roads Equipment			5,000.00
NEW Transfer to Reserves - Roads Vehicle			5,000.00
NEW Transfer to Reserves - Paved Roads			-
Total Roads Overhead		179,822.67	268,750.00
ROADS MAINTENANCE	60-10-002		
Roadside Maintenance			
Brushing		19,192.45	20,000.00
Culvert Maintenance		7,575.95	15,000.00
Ditching		5,251.37	40,000.00
Flood Control		7,115.21	10,000.00
Grass & Weeds		15,241.01	20,000.00
Catch Basin			3,000.00
Snow Fencing		352.92	1,500.00
Subtotal: Roadside Maintenance		54,728.91	109,500.00
Hard Top			
Cold Patching		74,071.25	75,000.00
Subtotal: Hard Top		74,071.25	75,000.00
Loose Top			
Dust Control		48,341.11	60,000.00
Grading		51,019.36	60,000.00
Gravel Resurfacing		143,126.10	150,000.00
Patching & Washouts		10,497.77	20,000.00
Subtotal: Loose Top		252,984.34	290,000.00
Winter Control			
Sanding		103,816.25	200,000.00
Snow Plowing		177,434.12	160,000.00
NEW Winter Control Contingency to Reserves			20,000.00
Subtotal: Winter Control		281,250.37	380,000.00
Traffic			
Signs		9,787.49	8,000.00
Civic Signs		1,911.98	1,000.00
Centre Line Marking		865.72	7,500.00
Guide Rails		2,346.84	2,000.00
Street Lights-Hydro & Maint.		2,326.35	3,500.00
Street Maintenance		10,656.56	10,000.00

FINANCIAL OVERVIEW - AUGUST 2023

		YTD August 2023	2023 Budget
Subtotal: Traffic		27,894.94	32,000.00
Total Roads Maintenance		690,929.81	886,500.00
EQUIPMENT	60-10-003		
V34		12,479.37	17,000.00
V36		4,944.77	8,000.00
V39 1 Ton		12,592.28	15,000.00
Total Equipment		30,016.42	40,000.00
Other Roads Capital	60-10-004		
Traffic Counters			
Tandem Truck			
Equipment Shed			
Grader (replace V27)			500,000.00
Garage Roof (Stone Road & Cobden Road)			
Golf Course Road - Horton Agreement			
Total Roads Capital		-	500,000.00
Roads Capital (Construction funded by Gas Tax, OCIF, ICIP)	60-10-005		
Campbell Line			
South Other Portion - Rowan to Dunfield			
South McNaughton Road - OCIF			
South McNaughton Road - Bonnechere to Butler			
McPeak Line			
Construction as per Capital Budget			
Capital Maintenance Program			
South McNaughton - Butler to Bonnechere - Various Works		5,250.99	150,000.00
South McNaughton Culverts		5,718.64	10,000.00
Lynch Road - 1		73,327.32	235,000.00
Lynch Road - 2		159.00	8,000.00
Lynch Road - 3		183.41	16,000.00
Lynch Road - Culvert			140,000.00
Culhane Road - Surface Treatment Work		32,171.82	315,000.00
Cheese Factory Road- Return to Gravel		1,826.80	12,300.00
Capital Maintenance Program		7,057.31	100,000.00
Total Roads Capital Program		125,695.29	986,300.00
Remediation work			
South McNaughton			
Barr Line			
Lynch Road			

FINANCIAL OVERVIEW - AUGUST 2023

		YTD August 2023	2023 Budget
Colton Road			
Culhane Road			
McPeak Line			
English Road			
Swamp Road			
Kunopaski Road			
Gauthier Road			
Lynch Road			
Briscoe Road			
Desmond Road			
McGuinty Road			
Spence Line			
Stoqua Creek Road			
Dunmore Road			
Gallagher Road			
2023 Culvert Replacement Program **NEW**		14,587.67	35,900.00
South McNaughton Remediation		12,141.10	6,200.00
Lynch Road - 1 Remediation		31,204.51	15,700.00
Lynch Road - 2 Remediation			750.00
Lynch Road - 3 Remediation		11,711.79	16,300.00
Culhane Road - Remediation		6,808.06	7,500.00
Cheese Factory Road- Remediation			2,650.00
Total Remediation		76,453.13	85,000.00
Debt Repayment	60-10-004		
5 Year Loan IO		25,743.84	52,000.00
10 Year Loan IO		51,390.49	103,000.00
20 Year Loan IO		52,610.95	106,000.00
Total Debt Repayment		129,745.28	261,000.00
2019 Spring Flood Event	60-10-006	-	-
COVID-19	60-10-007	-	-
Extraordinary Expense - Insurance	60-10-008	-	-
Total ROADS		1,232,662.60	3,027,550.00
Transfer to County & School Boards			
County - Taxation	50-90-220	723,406.00	1,412,246.71
English Public - Taxation	50-90-230	277,029.00	571,288.66
English Separate - Taxation	50-90-240	96,454.00	192,119.56
French Public - Taxation	50-90-250	4,366.00	7,359.82
French Separate - Taxation	50-90-260	9,262.00	16,080.87

FINANCIAL OVERVIEW - AUGUST 2023

		YTD August 2023	2023 Budget
TOTAL TRANSFER TO COUNTY & SCHOOL BOARDS		1,110,517.00	2,199,095.62
TOTAL EXPENDITURES		3,656,545.86	7,534,004.62
SURPLUS (DEFICIT)		2,393,530.77	-

FINAL CAPITAL BUDGET - 2023

DEPARTMENT / ITEM	YTD August 2023	2023 BUDGET	FUNDING								
			Reserves	Fire Levy	Taxation	Sale Proceeds	Capital Lease	Debt	OCIF	CCBF	Total
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	73,327.32	235,000.00						235,000.00			235,000.00
Lynch Road - 2	159.00	8,000.00						8,000.00			8,000.00
Lynch Road - 3	183.41	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	32,171.82	315,000.00	100,000.00					215,000.00			315,000.00
Cheese Factory Road- Return to Gravel	1,826.80	12,300.00						12,300.00			12,300.00
Capital Maintenance Program	7,057.31	100,000.00	100,000.00		-						100,000.00
Total Roads Construction / Rehabilitation	125,695.29	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	31,204.51	15,700.00			15,700.00						15,700.00
Lynch Road - 2 Remediation	-	750.00			750.00						750.00
Lynch Road - 3 Remediation	11,711.79	16,300.00			16,300.00						16,300.00
Culhane Road - Remediation	6,808.06	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	14,587.67	35,900.00			35,900.00						35,900.00
Total Remediation / Culvert Maintenance Program	76,453.13	85,000.00	-	-	85,000.00	-		-	-	-	85,000.00
TOTAL ROADS	202,148.42	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	337,688.94	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

August 31, 2023 Payment Register

25747	BENSON AUTO PARTS	8/03/23	87.00	
25748	LOCAL AUTHORITY SERVICES LTD	8/03/23	9.03	
25749	1172264 ONTARIO INC	8/03/23	2,268.50	Recycling-July 2023 Landfills
25750	MEAGAN JESSUP	8/03/23	137.56	
25751	MUNISOFT	8/03/23	282.50	
25752	PETRO-CANADA FUELS INC	8/03/23	6,866.89	
25753	MINISTRY OF FINANCE	8/03/23	31,694.00	July 2023 Police Contract
25754	TF CUSTOM SIGNS & GRAPHICS	8/03/23	98.88	
25755	TRICKEY ET AL TAX TEAM INC	8/03/23	1,943.60	Tax Sale Registration
25756	ULTRAMAR	8/03/23	285.73	
25757	VALLEY RENT RITE LTD	8/03/23	92.92	
25758	BARRON DISPOSAL SYSTEMS INC	8/10/23	565.00	
25759	BEARCOM CANADA CORP	8/10/23	203.40	
25760	BELL CANADA	8/10/23	93.28	
25761	CADUCEON ENTERPRISES INC	8/10/23	276.00	Water-Testing
25762	BANK OF MONTREAL	8/10/23	81.69	
25763	JENNIFER CHARKAVI	8/10/23	122.90	
25764	DEDO, BRIAN	8/10/23	4,407.00	July Coverings
25765	DOWNEY EXCAVATING LTD, M.	8/10/23	3,260.05	Municipal Drain Maint.
25766	FULTON CONSTRUCTION LTD, B.R.	8/10/23	8,102.10	Street Sweeping
25767	HYDRO ONE	8/10/23	1,473.07	
25768	BANK OF MONTREAL	8/10/23	1,054.47	
25769	BANK OF MONTREAL	8/10/23	2,388.02	
25770	Ministry of Finance	8/10/23	22,700.00	MECP Application Fee
25771	OLMSTEADS HOME HARDWARE	8/10/23	0.72	
25772	OTTAWA VALLEY OXYGEN LTD	8/10/23	102.83	
25773	PETRO-CANADA FUELS INC	8/10/23	1,230.43	
25774	PITNEY BOWES GLOBAL CREDIT	8/10/23	634.98	Postage Meter
25775	RENFREW HOME HARDWARE	8/10/23	97.65	
25776	BANK OF MONTREAL	8/10/23	39.80	
25777	TOWN OF RENFREW	8/10/23	1,000.00	Extraction Fees
25778	XPLORNET	8/10/23	123.26	
25779	AALTO TECHNOLOGIES	8/24/23	124.02	
25780	BARR'S SAND & GRAVEL	8/24/23	2,971.90	Municipal Drain Maint.
25781	BENSON AUTO PARTS	8/24/23	194.36	
25782	BELL CANADA	8/24/23	353.25	
25783	BELL CANADA	8/24/23	119.73	
25784	BROMLEY FARM SUPPLY	8/24/23	904.68	Roadside Grass
25785	BUSKE OFFICE EQUIPMENT	8/24/23	639.30	July Photo Copier
25786	CAMBIUM INC	8/24/23	5,706.50	Osceola Landfill Exp.
25787	CAVANAGH CONSTRUCTION LTD	8/24/23	92,910.60	Capital - Lynch Rd-1 - Culhane
25788	COUNTY OF RENFREW	8/24/23	403.00	
25789	CUNNINGHAM SWAN	8/24/23	1,356.00	Legal Fees
25790	DA-LEE DUST CONTROL LTD	8/24/23	6,816.16	Liq. Calcium
25791	DAN DONOHUE	8/24/23	20.00	
25792	DOUGLAS FIRE DEPARTMENT	8/24/23	7,220.36	Mutual Aid Wildfire
25793	EMTERRA ENVIRONMENTAL	8/24/23	5,686.37	Jul-23
25794	GREENWOOD PAVING PEMBROKE L	8/24/23	17,799.85	Capital - Lynch Rd-1 - Culhane
25795	JP2G CONSULTANTS INC	8/24/23	3,990.85	Douglas Osceola Well Testing
25796	LOCAL AUTHORITY SERVICES LTD	8/24/23	233.41	
25797	M & R FEEDS	8/24/23	79.10	

25798	MANUFACTURERS LIFE INSURANCE	8/24/23	8,015.54	September 2023 Remittance
25799	NESTOR IT SERVICES	8/24/23	490.01	IT Services
25800	1394836 ONTARIO INC	8/24/23	2,486.00	Lynch Rd 1 - Capital
25801	PETRO-CANADA FUELS INC	8/24/23	1,127.75	
25802	PUROLATOR INC	8/24/23	33.08	
25803	RENFREW PRINTING (2018) LTD	8/24/23	39.55	
25804	SUNBELT RENTALS OF CANADA INC	8/24/23	2,099.39	V40-Repairs
25805	TELUS	8/24/23	100.85	
25806	ANTRIM WESTERN STAR INC	8/29/23	3,286.47	V28-Repairs
25807	BRIDGECAST INC.	8/29/23	84.75	
25808	EGANVILLE LEADER LTD	8/29/23	355.95	
25809	FULCHERS	8/29/23	22,035.00	Douglas Fire Hall
25810	Ministry of Finance	8/29/23	1,570.01	August Remittance - EHT
25811	BANK OF MONTREAL	8/29/23	779.52	
25812	OMERS	8/29/23	11,289.56	August Remittance
25813	PETRO-CANADA FUELS INC	8/29/23	4,370.32	
25814	MINISTRY OF FINANCE	8/29/23	28,539.24	August 2023 Police Contract
25815	RECEIVER GENERAL	8/29/23	21,555.26	August Remittance
25816	RENFREW HOME HARDWARE	8/29/23	150.20	

Total:

347,661.15

Payments Printed: 70

Township of Admaston/Bromley
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Renfrew, ON
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E-Mail Address – info@admastonbromley.com

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613-432-4052 Fax

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

REPORT

Date: September 21, 2023
To: Council
From: Jennifer Charkavi
Re: Asset Management Coordinator

Background:

In December 2017, the province approved a regulation on municipal asset management planning, Municipal Asset Management Planning Regulation (O. Reg. 588/17).

When done well, asset management planning is part of a strategic planning process that is integrated with budgeting processes and long-term financial planning. Good asset management planning helps municipalities make well-informed and evidence-based decisions about their infrastructure assets.

There are four key components of an asset management plan:

1. Asset inventory
2. Levels of service
3. Asset management strategy
4. Financial strategy

Ontario has focused on municipal asset management planning since 2012 when it introduced Building Together: Guide for Municipal Asset Management Plans. Ontario requires any municipality seeking provincial capital funding to prepare a detailed asset management plan and show how its proposed project fits within its plan. Ontario introduced an asset management regulation in December 2017 that requires that all municipalities have a comprehensive asset management plan in place by July 1, 2024.

The Regulation required that municipalities have a Strategic Asset Management Policy completed by July 1, 2019. The next phase included Core Assets, including an inventory, current levels of service and costs associated with maintaining the level of services. This phase was due July 1, 2021, due to the pandemic was extended to July 1, 2022. The Township had contracted Dillon Consulting to complete our requirements as per the Act.

Staff and the previous Council were not satisfied with the plan that our consultant had presented. Staff were successful in their application for MFOA's AMP it Up 3.0. This will enable staff to ensure that the Asset Management Plan not only meets Provincial requirements but also the Township's requirement for a solid Asset Management Plan.

Good Asset Management Plans take time. Most municipalities will hire an Asset Management Coordinator to ensure that the plan is accurate and stays up to date, basically creating a living document. When a municipality has a good asset management plan, understanding the forecasting of asset replacements, capital plans and the levels of service required is easily found through the plan.

Townships such as ours, like most in Renfrew County, do not have the staff complement to keep their Asset Management Plans up to date. The plans will be completed as per the Act and only looked at every 5 years as is required. It is important to note that the date of July 1, 2024 will not be the end of the requirement. It is not yet known what the next phases will be, but from the recent discussion with the Ministry of Infrastructure, it is apparent that asset management planning will continue to be very important for municipalities, as it should be.

Discussion:

In 2020, the Townships of Admaston/Bromley, Whitewater Region and Greater Madawaska completed a Joint Roads Review. That review is planned to be presented in the near future by the Consultant WSCS. However, the consultant has not had a chance to present as of yet, but the review did note the importance of asset management planning and offered as a recommendation to investigate sharing an Asset Management Coordinator.

Staff have been working with the Township of Whitewater Region on this initiative. Whitewater Region is interested in an Asset Management Coordinator and has invited three other municipalities to join in this cost sharing of an Asset Management Coordinator. The Township of Whitewater Region is looking for a financial commitment from the township in order to move forward with the hiring of an Asset Management Coordinator. This coordinator would work between the four (4) municipalities to help ensure that their asset management plans are up to date and being used in forecasting. As the Township of Admaston/Bromley is not yet in a position to hire its own Asset Management Coordinator, this is a very good alternative.

The financial implications of having a very good asset management plan will not be realized until perhaps the budget of 2025, as it will take time to review and update the existing plan and to update our assets into information that will make financial forecasts easier to understand.

The Province of Ontario continues to encourage municipalities to find ways to share the burden of costs, to find efficiencies and to work with their neighbours; sharing an Asset Management Coordinator will go a long way to realizing all of these.

Financial Implications:

The Township of Whitewater Region is looking for a commitment of \$20,000 to a maximum of \$25,000. The actual amount will depend on if all three municipalities join the Township of Whitewater Region in this initiative. \$25,000 is approximately 1% of the levy.

In 2029 the Asset Management Plan will be required to be reviewed. Should the Township of Admaston/Bromley engage a consultant to complete this there will be a cost. However, should the township engage in this initiative then our plan will be constantly reviewed and will be ready to be submitted to the Province when required.

People Consulted:

Ivan Burton, CAO Township of Whitewater Region
Kelly Coughlin, Treasurer-Deputy CAO/Clerk
Municipal Finance Officers' Association Website

Recommendation for Council:

BE IT RESOLVED THAT Council direct staff to work with the Township of Whitewater Region to hire an Asset Management Coordinator to be a shared position amongst neighbouring municipalities;

AND BE IT RESOLVED THAT Council approve adding the costs for a Shared Asset Management Coordinator to the 2024 Budget;

AND BE IT FURTHER RESOLVED THAT the cost for a Shared Asset Management Coordinator not exceed \$25,000 for 2024.

County Council Summary

August 30, 2023

Below you will find highlights of the County of Renfrew County Council meeting from August 30, 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 on our website.

[August meeting](#) YouTube link.

Warden's Address

Key highlights

- The 16th Annual Warden's Golf Tournament will be held on September 21, 2023 at the Dragonfly Golf Links in Renfrew with a shotgun start at 11 a.m. [Register](#) your team or as an individual. Proceeds from the event will go towards the Ontario Winter Games legacy fund and the newly created Housing and Homelessness fund.
- He expressed sincere condolences to former Warden and Mayor of the Township of Whitewater Region Don Rathwell and family, including former County Councillor Cathy Regier, on the passing of his sister Beatrice Wilson, who passed away on July 17, 2023.
- He also expressed sincere condolences to the family of former Councillor of the Township of Laurentian Valley George Hodgkinson, who passed away on July 17, 2023.

During the month of August, Warden Peter Emon attended 44 meetings on County business.

- From August 19-22, he attended the AMO Annual Conference held in London along with many members of County Council and County staff. More than 2,500 members of AMO were present at the conference. During the conference he attended the AMO Board of Directors Meeting, Topics of discussions included the upcoming conference and conference key messages. It was noted that this was the largest AMO conference on record. The County of Renfrew participated in 8 delegations during the conference. He noted all of these meetings were incredibly beneficial and added the County has begun to receive feedback on the requests already. Staff will be contacting the appropriate ministries for follow-up meetings in the very short term.
- As the Chair of the Eastern Ontario Wardens' Caucus, he attended a number of delegations with various ministries, addressing the key priorities of housing, long-term care and paramedic services. Once again, the Caucus was held in high regard and will be working on next steps as it focuses its efforts on a Queen's Park Day and a Parliament Hill Day, both scheduled for October.

Delegations

- Byron Tan, Municipal Finance Manager, Watson & Associates, Economists Ltd., overviewed the background on Development Charges in Ontario and provided findings from the County of Renfrew Development Charges preliminary study.

Announcements

- County Council marked the retirement of Deputy Clerk/Executive Assistant Rose Gruntz, who has retired after 25 years with the County of Renfrew. Former CAO Paul Moreau and former Warden Debbie Robinson attended to wish her well in retirement, while former CAOs Norm Lemke and Jim Hutton sent video messages in their absence. Finance Committee Chair Jennifer Murphy spoke about how Rose supported her as Warden and Warden Peter Emon shared the same sentiment about how Rose kept him on track over the years. Current CAO/Craig Kelley also thanked Rose for her dedication over the years and presented her with an Employee Recognition Award.
- County Council supported a Notice of Motion from Councillor Jennifer Murphy which sought County of Renfrew support as the lower tier municipalities of Bonnechere Valley, Whitewater Region and North Algona Wilberforce seek to apply for funding for a pilot program that would include public charging stations and electronic ride share vehicles.
- County Council supported a Notice of Motion from Councillor Neil Nicholson directing staff to study and bring back options early in 2024 to create an organization (like Prince Edward County Affordable Housing Corporation) that can provide leadership and facilitation across upper and lower tiers, partners and developers to increase affordable housing in Renfrew County and Pembroke.

Finance & Administration Committee

Presented by: Jennifer Murphy, Chair

- The County of Renfrew has hired Gwen Dombroski, previously Deputy Clerk/Communications Coordinator at the Township of Madawaska Valley, as the new Deputy-Clerk/Executive Assistant. Ms. Dombroski began her duties with the County on August 14, shadowing the retiring Rosalyn Gruntz. County Council adopted a By-law to Appoint a Deputy Clerk for the County of Renfrew, with Ms. Dombroski officially taking over the role September 1, 2023.
- County Council approved a resolution that would direct staff to adjust the non-union salary grid annually based on the June 12-month average of the Consumer Price Index (CPI) for Ontario (all items) as determined by Statistics Canada; with the adjustment effective for Pay Period #1 each year and to not be lower than any increase negotiated with any union collective agreement.
- County Council approved the amended Corporate Policy E-04 Vacation effective January 1, 2024. By enhancing vacation entitlement, the County demonstrates its commitment to supporting employees' personal and familial well-being, thus appealing to a broader and more diverse pool of talent.
- County Council adopted a By-law to Authorize the Submission of an Application to Ontario Infrastructure and Lands Corporation ("OILC") for Financing of Capital Work (County Road 512/Foymount Road Reconstruction); to Authorize Temporary Borrowing from OILC to Meet

Expenditures in Connection with such Capital Work; and to Authorize Long-Term Borrowing for such Capital Work Through the Issue of Debentures to OILC. The project is now projected to cost \$8,850,000 over two years and anticipated to be completed by October 2024.

Community Services Committee

Presented by: Anne Giardini, Chair

- In accordance with the Residential Tenancies Act, Ontario has set the maximum rent increase for 2024 at 2.5%. The rent increase guideline is the maximum amount a landlord can increase rent for most tenants without the approval of the Landlord and Tenant Board. Section 116 of the Residential Tenancies Act prescribes that landlords must provide tenants at least 90 days written notice of the landlord's intention to increase rent. The Renfrew County Housing Corporation Board of Directors at their meeting on August 16, 2023 approved a 2.5% rent increase to the maximum rents of all units effective January 1, 2024.
- The Renfrew County Housing Corporation Board of Directors approved an increase to rent in the amount of \$10 per month above the annual rent increase guideline for all units within the Renfrew County Housing Corporation portfolio except for units at the following locations: Albert Street, Arnprior; Burwash Street, Arnprior; Russell Street, Arnprior; Francis Street, Renfrew, McLean Street, Renfrew; George Avenue, Renfrew; Allan Avenue, Renfrew; and Archibald Avenue, Renfrew (the referred to Renfrew addresses are also known as Moran Heights).
- The Conseil des écoles catholiques du Centre-Est has built a Francophone Catholic elementary school in Arnprior named l'École élémentaire catholique des Deux-Rivières. The school will have a Francophone licensed child-care centre named Centre éducatif Coeur des Jeunes des Deux-Rivières. This is an agency that the County of Renfrew Child Care and Early Years Division already has service agreements with, for its location in Pembroke at l'école élémentaire et secondaire publique L'Équinoxe. The new centre in Arnprior is looking to be licensed for 140 child-care spaces.
- On March 28, 2023, the County of Renfrew passed a resolution declaring intimate partner violence and violence against women an epidemic in response to the coroner's inquest into the murders of Carol Culleton, Anastasia Kuzyk and Nathalie Warmerdam. At that time, County Council asked the Community Services Committee to indicate which jury recommendations could be implemented by the County of Renfrew. County Council has endorsed the following recommendations resulting from the Culleton, Kuzyk & Warmerdam Inquest Jury Recommendations of June 28, 2022:
 - Community Services set up a She C.A.N fund utilizing the Homelessness Prevention Program Funding (HPP) allowing for grants per year of up to \$5,000. This fund and the funding source to be reviewed annually.
 - Community Services introduce annual staff training regarding Intimate Partner Violence (IPV) and that this training be offered to other County of Renfrew departments to enhance their skill set when working with the community.
 - Community Services create a routine screening process for applicants by asking people if they are currently or have recently experienced IPV, entering through Housing, Ontario Works or Child Care service entry points in order to streamline supports and services.
 - Community Services management participate on local boards/committees that focus on IPV activities in the community.

- Community Services strike an in-house committee consisting of staff from Ontario Works, Community Housing, and Child Care and Early Years to review how IPV applicants access our services to ensure a seamless IPV focussed approach.
- County Council passed a by-law authorizing a policy amendment to recommend the eligible maximum for funeral benefits for Ontario Works clients in the County of Renfrew be increased from \$4,000 to \$4,500.

Development & Property Committee

Presented by: James Brose, Chair

- The County of Renfrew was successful in a co-application with the County of Lanark for their Ontario Rural Economic Development (RED) funding application for a Rural Community Inclusion Pilot Project to a maximum of \$131,719.50. The Pilot Project will be spearheaded by the County of Lanark with the development of a Marketing Strategy and Implementation of the Plan for Rural Community Inclusion. The Pilot Project will span over three years from 2023-2026.
- In order to address the critical need for housing in Renfrew County, the County has an opportunity to engage in a collaborative effort with housing providers to utilize Renfrew County Housing Corporation (RCHC) lands for the development of affordable housing projects within the Town of Arnprior. Staff will review opportunities and report back to committee and County Council.
- The first Taste of the Valley event for 2023 was held in Eganville on Saturday, August 12, with more than 45 vendors in attendance and approximately 1,000 visitors. Vendor attendance for all 2023 locations has exceeded previous years registration with two locations already sold out of space:
 - Calabogie (September 9) – 57 vendors registered (new location for 2023)
 - Deep River (September 30) – 58 vendors registered (sold out)
 - Cobden (October 14) – 118 vendors registered
 - Pembroke (December 16, Holiday edition) – 68 vendors registered (sold out)
 All events are held from 10:00 a.m. to 3:00 p.m. More information is available at www.TOTV.ca.
- The Economic Development Division has launched a digital quarterly newsletter for the local business community. The goal is to inform, engage and educate the Ottawa Valley business community about government announcements, legislative changes, funding opportunities, market intelligence, research and relevant business information. The newsletter also aims to put a spotlight on the enterprising spirit in Renfrew County by featuring two to three businesses from a variety of sectors in each issue. Businesses are encouraged to complete the content repository form at <https://investrenfrewcounty.ca/BizSpotlight>. Businesses, organizations, municipalities and entrepreneurs are encouraged to sign-up to receive the digital newsletter at <https://investrenfrewcounty.ca/Newsletter>. The first issue was released in August.
- In collaboration with Ontario's Highlands Tourism Organization (OHTO), the Ottawa Valley Tourist Association (OVTA) and county destination partners in the Ontario's Highlands region participated in a pilot geo-fencing data collection project in order to obtain more timely statistics about the local visitor economy. For this pilot project, data was collected in three areas including:
 - The Ottawa River: specifically, OWL Rafting, Wilderness Tours, Whitewater Village, Whitewater Cottage and RV Resort
 - K&P Calabogie Trailhead to Millenium Trail

- Downtown Pembroke and Waterfront Marina

For more details on the geo-fencing data project visit page 106 of the [County Council report](#).

- A new plan of subdivision application has been submitted in the Town of Deep River. The plan of subdivision consists of five blocks and has a total area of 0.476 hectares. The subdivision lands have road frontage along Frontenac Crescent and Avon Crescent. The subdivision proposes to create 12 townhouse units. The submitted subdivision and supporting information on the project is available for viewing on [Zencity](#).
- The plan of subdivision for King's Landing, Township of Madawaska Valley, in the village of Barry's Bay, was draft approved on July 7, 2023. The plan of subdivision consists of lots/blocks for a total of 78 residential lots including blocks/Lots for semi-detached dwellings, blocks for multiple attached dwellings, lots for single detached dwellings, a block for a 42-unit apartment building or 44 stacked townhouses, and blocks of land for water access, stormwater management, and a pumping station.
- Final approval was given on July 20, 2023 for the plan of subdivision for Petawawa Town Centre, Town of Petawawa. The plan of subdivision consists of 96 multiple attached units, parkland to be dedicated to the Town, and land for utilities including a Stormwater Management area.
- Staff at the County and some local municipalities have been working with members of both the Province and Federal Governments to update Flood Plain hazard mapping. The County was successful in obtaining a grant from the federal government under the Flood Hazard Identification and Mapping Program (FHIMP). The grant would cover 50% of this first stage. A Request for Proposal was issued for the Flood Hazard Identification and Priority Setting Exercise to qualified Engineering Consultant firms to conduct a flood hazard identification and priority setting exercise for the jurisdiction. The objective of this project is to determine priority areas where new or updated flood mapping is needed, and what data will need to be acquired, to complete the mapping. A total of six proposals were received. The proposal submitted by Ahydtech Geomorphic Ltd. was evaluated as the best combination of all factors included in the assignment.
- County Council awarded a Request for Proposal for the Climate Change Action Plan to Ainsworth Inc., Toronto, Ontario in the amount of \$72,522 plus applicable taxes. The proposal is to develop a Climate Change Action Plan (CCAP) outlining short-term targets and actions required to improve energy efficiency, reduce energy consumption, scale up renewable energy generation, and reduce greenhouse gas emissions. The scope of the Plan will consider all County of Renfrew green-house gas emission sources, including natural gas consumption, vehicle fuel sources, and indirect electrical consumption.
- County Council adopted a by-law to execute a Memorandum of Understanding between the County of Renfrew and the Town of Deep River on a shared opportunity to purchase the discontinued Keys Public School located at 167 Brockhouse Way, Town of Deep River for a potential future housing initiative and community hub.
- County Council approved Official Plan Amendment No. 41 (OPA 41). This amendment re-designates a 1.4-hectare property from Agriculture to Agriculture – Exception Three. The change in designation would facilitate the severance of one new residential lot.
- County Council adopted a By-law authorizing execution of a contract for the replacement of the Wylie Creek Bridge, on the Algonquin Trail, in the Town of Laurentian Hills as submitted by Bonnechere Excavating Inc., Renfrew, Ontario in the amount of \$540,345 plus applicable taxes.

Health Committee

Presented by: Michael Donohue, Chair

- On July 25, 2023 the Renfrew County Virtual Triage and Assessment Centre opened its doors at 80 McGonigal Street West in Arnprior. The new location serves patients who require an assessment and treatment by a paramedic, physician and or a hybrid appointment with a paramedic in person and a physician via video. The central location features two exam rooms, a waiting room, and a staff workspace.
- County Council adopted By-laws authorizing the Warden and the Chief Administrative Officer/Clerk to engage in an agreement with staffing agencies for the provision of frontline care services at Bonnechere Manor.

Operations Committee

Presented by: Glenn Doncaster, Chair

- Lee Perkins, Director of Public Works and Engineering, has been appointed to the American Public Works Association (APWA) to a two-year term – President-Elect for 2023-2024 and President for 2024-2025 of the Canadian Public Works Association (CPWA) Board of Directors
- County Council approved the cost of the Fire Radio Dispatch System be split amongst the following 17 participating user agencies: the Towns of Deep River, Laurentian Hills, Petawawa, and Renfrew; the Townships of Admaston/Bromley, Bonnechere Valley, Brudenell, Lyndoch and Raglan, Greater Madawaska, Horton, Killaloe, Hagarty and Richards, Laurentian Valley, Madawaska Valley, McNab/Braeside, North Algona Wilberforce, and Whitewater Region; the City of Pembroke, and the Algonquins of Pikwakanagan First Nation, with the Weighted Value Assessment share being used for the calculation.
- County Council adopted a By-law authorizing a contribution of \$210,244.11 to the Township of McNab/Braeside for the County of Renfrew's portion of road works to be completed over County Structure C137 (Hanson Creek Culverts).
- County Council authorized the execution of a contract for a Fuel Inventory Management System in the amount of \$194,969 plus applicable taxes as submitted by Triangle Pump Service Limited, Gloucester, Ontario.

Additional Information

Craig Kelley, Chief Administrative Officer/Clerk

613-735-7288

COUNTY OF RENFREW

CORPORATE SERVICES DEPARTMENT REPORT

TO: Finance and Administration Committee

FROM: Jeffrey Foss, Director of Corporate Services

DATE: September 18, 2023

SUBJECT: Department Report

INFORMATION

1. 2024 Budget Schedule

Attached as Appendix I is the draft 2024 budget schedule. This schedule provides a summary of the budget development process here at the County of Renfrew culminating in a two-day budget workshop on January 24 and 25, 2024.

At the request of the Warden during the 2023 Budget Workshop, staff have organized a special Council meeting for Thursday November 9, 2023 to present an update on the County's Asset Management Plan including asset condition ratings, 10-year capital plans and the long-term financial plan. Staff are currently busy preparing a status quo service level budget for 2024 until further final information is presented at this November 9 meeting.

2. 2023 Tax Rates Summary

Attached as Appendix II is a summary identifying the 2023 general use tax rates for municipalities within Renfrew County. The source of this data is the Online Property Tax Analysis (OPTA) system.

3. 2023 Taxable and PIL Levy by Levy Type

Attached as Appendix III is a report created by multiplying the 2023 general use tax rates (above) by the 2023 assessment totals on the 2023 return roll and by our Council approved tax ratios. The source of this data is the Online Property Tax Analysis (OPTA) system using the general tax rate for upper and lower tiers, excluding any "special area rates" (street lights, etc.).

4. 2023 Levy Summary Report

Attached as Appendix IV is a chart that identifies the real budget impact on ratepayers in each municipality based on the tax rates adopted by each municipal council. The Online Property Tax Analysis (OPTA) system multiplies the adopted general tax rates by the Current Value Assessment (CVA) totals in each property class and then calculates the estimated taxation after applying the correct tax ratios. It calculates the levy change from 2022 to 2023 and then subtracts Weighted Current Value Assessment (CVA) Growth percentage to arrive at the “net budget impact” percentage for each municipality. The enclosed report also includes a chart using the “net budget impact” column to sort the data from highest to lowest in terms of percentage.

5. Provincial Offences Administration Workload

The following is a chart comparing charges received, trial notices issued, payments processed, accounts receivable files reviewed and collection notices mailed over the past five months through the Provincial Offences Administration Office.

Month 2023	Charges Received	Trial Notices Issued	Early Resolution Notices	Payments Processed	Payfines Payments Processed	Number of Files Reviewed	Licence Suspensions	Collection Notices	To Collection Agency
April	726	54	65	352	267	447	89	155	65
May	652	79	91	354	35	375	65	95	125
June	665	51	73	484	287	408	70	130	168
July	654	98	92	334	291	350	34	242	70
August	726	55	89	298	325	465	78	107	57

6. Provincial Offences Administration Backlog

The following chart highlights the ongoing backlog of court matters due to ongoing closure of satellite court dates and judicial shortages:

Month 2023	# of Courts Originally Scheduled	# of Courts Cancelled	# Part I Charges in Backlog	Part III New Charges	# Part III Charges in Backlog	Total Backlog Charges	Number of Court Days Required for Backlog	Months to Clear Backlog at Current Rate
March	7	3	240	114	897	1,251	52	17
April	5	2	169	125	967	1,261	52	17
May	6	2	149	114	925	1,188	49	16
June	6	2	107	124	856	1087	45	15
July	6	3	93	91	772	956	39	13
August	4	1	123	81	677	881	36	12

2023 Tax Rates Summary

Using Actual rates on August 4, 2023 10:36AM EST.

	Residential	New Multi-	Multi-residential	Commercial					Industrial								
Municipality	Occupied	Occupied	Occupied	Occupied	Excess Land	Vacant Land	On-Farm Bus. 1	On-Farm Bus. 2	Occupied	Excess Land	Vacant Land	Large Industrial	Excess Land	Landfills	Pipelines	Farm	Managed Forests
														Occupied	Occupied	Occupied	Occupied
Tax Ratios	1.00000000	1.00000000	1.94360000	1.81470000					2.46690400			2.78203200		1.18906600	1.33280000	0.25000000	0.25000000
Education- Retained				0.01250000	0.01250000	0.01250000			0.01250000	0.01250000	0.01250000	0.01250000	0.01250000	0.00980000	0.00980000		
Education	0.00153	0.00153	0.00153	0.00880000	0.00880000	0.00880000	0.0022	0.0022	0.00880000	0.00880000	0.00880000	0.00880000	0.00880000	0.00880000	0.00880000	0.0003825	0.0003825
Upper General	0.00391501	0.00391501	0.00760921	0.00710457	0.00710457	0.00710457	0.00710457	0.00710457	0.00965795	0.00965795	0.00965795	0.01089168	0.01089168	0.00465520	0.00521792	0.00097875	0.00097875
Admaston/Bromley Township, 4742	0.00742786	0.00742786	0.01443679	0.01347934	0.01347934	0.01347934	0.01347934	0.01347934	0.01832382	0.01832382	0.01832382	0.02066454	0.02066454	0.00883222	0.00989985	0.00185696	0.00185696
Arnprior Town, 4702	0.00913245	0.00913245	0.01774984	0.01657266	0.01657266	0.01657266	0.01657266	0.01657266	0.02252889	0.02252889	0.02252889	0.02540678	0.02540678	0.01085909	0.01217173	0.00228311	0.00228311
Bonnechere Valley Township, 4738	0.00691418	0.00691418	0.01343840	0.01254716	0.01254716	0.01254716	0.01254716	0.01254716	0.01705662	0.01705662	0.01705662	0.01923547	0.01923547	0.00822142	0.00921522	0.00172855	0.00172855
Brudenell, Lyndoch and Raglan Township, 4711	0.00588769	0.00588769	0.01144331	0.01068439	0.01068439	0.01068439	0.01068439	0.01068439	0.01452437	0.01452437	0.01452437	0.01637974	0.01637974	0.00700085	0.00784711	0.00147192	0.00147192
Deep River Town, 4796	0.01072964	0.01072964	0.02085413	0.01947108	0.01947108	0.01947108	0.01947108	0.01947108	0.02646899	0.02646899	0.02646899	0.02985020	0.02985020	0.01275825	0.01430046	0.00268241	0.00268241
Greater Madawaska Township, 4706	0.00450282	0.00450282	0.00875167	0.00817126	0.00817126	0.00817126	0.00817126	0.00817126	0.01110802	0.01110802	0.01110802	0.01252698	0.01252698	0.00535415	0.00600135	0.00112570	0.00112570
Head, Clara & Maria Township, 4798	0.00208325	0.00208325	0.00404900	0.00378047	0.00378047	0.00378047	0.00000000	0.00000000	0.00513918	0.00513918	0.00513918	0.00579567	0.00579567	0.00247712	0.00277656	0.00052081	0.00052081
Horton Township, 4746	0.00573182	0.00573182	0.01114037	0.01040153	0.01040153	0.01040153	0.01040153	0.01040153	0.01413985	0.01413985	0.01413985	0.01594611	0.01594611	0.00681551	0.00763937	0.00143296	0.00143296
Killaloe, Hagarty & Richards Township, 4731	0.00711078	0.00711078	0.01382052	0.01290394	0.01290394	0.01290394	0.01290393	0.01290393	0.01754162	0.01754162	0.01754162	0.01978243	0.01978243	0.00845519	0.00947725	0.00177770	0.00177770
Laurentian Hills Town, 4792	0.00742021	0.00742021	0.01442192	0.01346546	0.01346546	0.01346546	0.01346546	0.01346546	0.01830492	0.01830492	0.01830492	0.02064326	0.02064326	0.00882312	0.00988966	0.00185505	0.00185505
Laurentian Valley Township, 4766	0.00460686	0.00460686	0.00895389	0.00836007	0.00836007	0.00836007	0.00836007	0.00836007	0.01136468	0.01136468	0.01136468	0.01281643	0.01281643	0.00547786	0.00614002	0.00115171	0.00115171
Madawaska Valley Township, 4726	0.00548456	0.00548456	0.01065979	0.00995283	0.00995283	0.00995283	0.00995283	0.00995283	0.01352988	0.01352988	0.01352988	0.01525822	0.01525822	0.00652150	0.00730982	0.00137114	0.00137114
McNab/Braeside Township, 4701	0.00677188	0.00677188	0.01316183	0.01228893	0.01228893	0.01228893	0.01228893	0.01228893	0.01670558	0.01670558	0.01670558	0.01883959	0.01883959	0.00805220	0.00902556	0.00169297	0.00169297
North Algona Wilberforce Township, 4769	0.00705164	0.00705164	0.01370557	0.01279661	0.01279661	0.01279661	0.01279661	0.01279661	0.01739572	0.01739572	0.01739572	0.01961789	0.01961789	0.00838487	0.00939843	0.00176291	0.00176291
Petawawa Town, 4779	0.00457279	0.00457279	0.00888767	0.00829824	0.00829824	0.00829824	0.00829824	0.00829824	0.01128063	0.01128063	0.01128063	0.01272165	0.01272165	0.00543735	0.00609461	0.00114320	0.00114320
Renfrew Town, 4748	0.01081286	0.01081286	0.02101587	0.01962210	0.01962210	0.01962210	0.01962210	0.01962210	0.02667429	0.02667429	0.02667429	0.03008172	0.03008172	0.01285720	0.01441138	0.00270322	0.00270322
Whitewater Region Township, 4758	0.00709743	0.00709743	0.01379456	0.01287971	0.01287971	0.01287971	0.01287971	0.01287971	0.01750868	0.01750868	0.01750868	0.01974528	0.01974528	0.00843931	0.00945945	0.00177436	0.00177436

Taxable and PIL Levy From Returned Roll
Renfrew Co, 4700

Name	Levy 2023	Levy 2022	Levy Change (\$)	Levy Change (%)	Weighted CVA GROWTH	Notional Levy Increase
Admaston/Bromley Township, 4742	2,745,001	2,449,335	295,667	12.07%	1.99%	10.08%
Arnprior Town, 4702	11,297,992	10,292,980	1,005,013	9.76%	6.85%	2.92%
Bonnechere Valley Township, 4738	3,763,223	3,588,561	174,662	4.87%	1.81%	3.05%
Brudenell, Lyndoch and Raglan Township, 4719	1,473,118	1,442,205	30,914	2.14%	0.39%	1.76%
Deep River Town, 4796	7,031,047	6,809,128	221,919	3.26%	0.46%	2.80%
Greater Madawaska Township, 4706	3,912,032	3,565,378	346,654	9.72%	2.85%	6.87%
Head, Clara & Maria Township, 4798	520,070	519,753	316	0.06%	0.10%	(0.04%)
Horton Township, 4746	2,684,006	2,571,494	112,513	4.38%	1.88%	2.50%
Killaloe, Hagarty & Richards Township, 4731	2,754,353	2,590,086	164,267	6.34%	1.28%	5.06%
Laurentian Hills Town, 4792	3,531,708	3,516,514	15,194	0.43%	0.53%	(0.10%)
Laurentian Valley Township, 4766	6,273,963	5,988,871	285,092	4.76%	0.61%	4.15%
Madawaska Valley Township, 4726	4,578,344	4,361,641	216,702	4.97%	3.21%	1.76%
McNab/Braeside Township, 4701	6,971,024	6,490,532	480,492	7.40%	3.02%	4.38%
North Algona Wilberforce Township, 4769	3,458,558	3,336,976	121,582	3.64%	1.12%	2.53%
Petawawa Town, 4779	11,064,685	10,243,007	821,678	8.02%	1.59%	6.43%
Renfrew Town, 4748	9,875,455	9,417,143	458,312	4.87%	1.96%	2.91%
Whitewater Region Township, 4758	6,772,857	6,214,199	558,657	8.99%	2.07%	6.92%
County of Renfrew	52,893,934	50,540,388	2,353,546	4.66%	2.16%	2.50%

2023 Taxable and PIL Levy from 2023 Freeze by Levy Type

Using Actual rates on August 4, 2023 10:41AM EST.

	Residential Occupied	New Multi-resi Occupied	Multi-residential Occupied	Commercial Occupied	Excess Land	Vacant Land	On-Farm Bus. 1	On-Farm Bus. 2	Industrial Occupied	Excess Land	Vacant Land	Large Industrial		Landfills Occupied	Pipelines Occupied	Farm Occupied	Managed Fores Occupied	Total
Education	15,955,778	42,327	250,284	9,491,878	61,237	197,860	489	110	305,402	8,582	17,300	345,792	3,595	4,218	3,328,415	233,631	19,050	30,265,948
Renfrew Co, 4700	40,933,381	108,309	1,244,747	6,985,185	49,319	159,053	1,580	355	329,469	9,368	18,603	427,984	4,449	2,004	1,973,569	597,816	48,744	52,893,934
McNab/Braeside Township, 4701	6,354,442	0	13,675	165,393	210	569	0	0	37,419	748	5,140	0	0	896	288,340	99,244	4,947	6,971,024
Arnprior Town, 4702	8,766,389	21,169	644,707	1,455,008	6,182	74,913	0	0	137,469	2,046	15,441	138,081	1,585	0	33,460	1,541	0	11,297,992
Greater Madawaska Township, 4706	3,765,923	0	0	126,068	717	2,676	0	0	1,517	0	0	0	0	156	0	6,818	8,155	3,912,032
Brudenell, Lyndoch and Raglan Township, 4719	1,342,044	0	8,720	74,136	1,441	68	0	0	14,169	774	0	0	0	22	0	26,214	5,529	1,473,118
Madawaska Valley Township, 4726	4,123,177	0	25,552	360,260	141	6,695	0	0	48,394	908	2,940	0	0	55	0	4,942	5,280	4,578,344
Killaloe, Hagarty & Richards Township, 4731	2,589,965	0	15,424	124,259	0	2,235	0	0	2,838	0	0	0	0	52	0	15,624	3,957	2,754,353
Bonnechere Valley Township, 4738	3,415,134	0	48,198	188,781	1,250	2,409	0	0	34,473	883	0	0	0	45	0	60,867	11,184	3,763,223
Admaston/Bromley Township, 4742	2,092,840	0	0	61,718	0	0	775	0	14,379	233	0	0	0	39	283,136	287,068	4,814	2,745,001
Horton Township, 4746	2,226,188	0	16,243	133,672	313	1,004	0	0	28,131	915	0	0	0	88	233,337	41,097	3,018	2,684,006
Renfrew Town, 4748	6,474,236	166,659	591,143	2,322,987	31,031	57,948	0	0	130,610	1,480	9,677	51,915	1,179	1,389	33,824	1,234	143	9,875,455
Whitewater Region Township, 4758	5,648,190	0	31,879	426,198	1,560	6,508	254	0	30,821	2,091	1,406	102,103	725	164	174,385	342,138	4,437	6,772,857
Laurentian Valley Township, 4766	4,770,826	0	17,451	911,320	16,139	11,366	763	418	26,507	276	2,646	117,679	3,463	596	310,065	80,715	3,731	6,273,963
North Algona Wilberforce Township, 4769	3,199,805	0	0	143,769	695	605	52	0	44,895	104	0	0	0	37	0	55,809	12,787	3,458,558
Petawawa Town, 4779	7,108,311	26,133	696,058	2,872,528	16,046	78,862	0	0	25,460	851	450	0	0	0	235,514	1,459	3,012	11,064,685
Laurentian Hills Town, 4792	2,456,282	0	7,687	368,031	1,710	11,967	671	0	33,588	2,122	0	0	0	0	644,212	854	4,586	3,531,708
Deep River Town, 4796	4,089,676	45,268	118,141	2,191,617	8,513	8,548	0	0	7,395	0	0	530,769	0	112	30,617	0	391	7,031,047
Head, Clara & Maria Township, 4798	129,048	0	0	88,849	0	2,480	0	0	949	968	0	0	0	0	297,603	0	173	520,070
Total Lower Tier	68,552,476	259,229	2,234,877	12,014,593	85,949	268,854	2,515	418	619,014	14,397	37,701	940,547	6,952	3,651	2,564,492	1,025,623	76,147	88,707,435
Grand Total - All Taxes	125,441,635	409,865	3,729,907	28,491,655	196,505	625,767	4,584	883	1,253,885	32,348	73,604	1,714,323	14,996	9,872	7,866,476	1,857,069	143,941	171,867,317
% of Total	72.99%	0.24%	2.17%	16.58%	0.11%	0.36%	0.00%	0.00%	0.73%	0.02%	0.04%	1.00%	0.01%	0.01%	4.58%	1.08%	0.08%	100.00%

CORPORATION OF THE TOWNSHIP OF ADMASTON/BROMLEY

By-Law No. 2023-42

Employment By-Law for the Township of Admaston/Bromley Employees effective January 1, 2024

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

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

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

PART 1. Short Title

1.1 This by-law may be cited as the “Employment By-Law”.

PART 2 - Insurance and Health Benefits

2.1 Pension

The Employer shall authorize participation in the Ontario Municipal Employees Retirement System (“OMERS”) primary pension plan. All full-time employees hired after November 1st, 2011 shall participate in OMERS. Subject to enrolment requirements, part-time employees may participate in OMERS if they qualify as set out in Section #C-2 in the Human Resources Policy.

2.2 The Employer shall provide an R.R.S.P. Pension Plan Program for those employees whose starting date preceded November 1, 2011 and who exercised their option not to participate in the OMERS primary pension plan. Effective November 1, 2011, Municipal contributions will be equal to OMERS contribution rates for salaried employees and hourly rate wages based on a 35-hour work week for administrative employees and a 40-hour work week for all other employees. The employee must match the employer’s contribution to the plan.

2.3 Insurance and Health Benefits

The Employer shall provide Life Insurance Coverage, Long Term Disability and a Health Benefit Program. The employer shall pay the premiums.

Life Insurance
Accidental Death and Dismemberment Insurance
Long Term Disability
Extended Health Care Plan
Dental Insurance

Effective January 1, 2024, the employer will provide Dependent Life and Short Term Disability coverage. The employer shall pay the premiums.

2.4 Vision Care – Eye exams, surgery, glasses and contact lenses provided by a licensed optometrist to a maximum of \$200.00 per calendar year per family for full time employees, their spouses and children as defined in the Explanation of Common Insurance Terms under the Township Group Benefit Program.

2.5 Physical & Written test

As a condition of employment, the employer requires employees in the Public Works Department to maintain their DZ and / or AZ licenses. To maintain that licensing, the province requires license holders to complete written and physical testing at various intervals. While an employee is actively employed with the township, the employer will reimburse an employee out of pocket expense to complete these testing to maintain their DZ and AZ licensing.

PART 3 - Paid Holidays

- 3.1 **Fifteen** paid holidays shall be provided. Specific days are outlined in the Human Resources Policies and Procedures Manual.

PART 4 - Other Allowances

4.1 Mileage Allowance

Mileage shall be granted to those employees who are required to have a vehicle and use it routinely in the performance of their duties. For the use of vehicles authorized by the employee's Department Head, employees will receive the Canada Revenue Agency (CRA) Reasonable per-Kilometer Allowance that will be adjusted every January 1.

4.2 Safety Apparel and Safety Footwear Allowance

Employees who are required by nature of their j4.2 Safety Apparel and Safety Footwear Allowanceob to wear safety apparel and/or safety footwear on a regular basis shall be reimbursed for the following upon presentation of invoices:

- i) One pair of safety footwear per year up to a maximum of \$250.00.
- ii) One pair of safety coveralls or safety coat per year.
- iii) Additional safety wear and clothing per year up to a maximum of \$200.00.
- iv) All other safety apparel requirements will require Council approval.

4.3 Use of Personal Cell Phone Allowance

Each employee sho is required to use their personal cell-phone for work purposes is entitled to reimbursement in the amount of \$20 per month.

This entitlement must be approved by the Department Head.

PART 5 – Rates of Pay

5.1 Schedule "A" – Salary Grid and Classifications

- 5.2 The insurance health benefits and pension program is provided to all permanent full-time employees. All permanent part-time employees will receive an additional 14.1% of their pay in lieu of benefits (5.9% if participating in the Pension Plan).

- 5.3 Future wage grid increases will be adjusted based on the annualized average CPI from the previous year as published in Q1 of the year following for the basis for the upcoming year COLA increase. This adjustment will not be more than 4% and not less than 1% and subject to council discretion. The new wage grid will come in effect January 1st of the following calendar year.

PART 6 - Enforcement and General

- 6.1. Matters pertaining to working conditions and employment are also set out in the Human Resources Policies and Procedures Manual. The manual should be referred to for additional information about the employment conditions contained in the by-law.
- 6.2 The Finance & Administration Committee shall recommend any amendments to this by-law to Council.

- 6.3 The CAO/Clerk or their designate shall be responsible for the administration of this by-law and will be accountable to the Council for its enforcement.
- 6.4 This by-law shall not be interpreted to contradict or violate any statute or regulation of the Province of Ontario.
- 6.5 Repeal and replace By-Law No. 2020-58.
- 6.6 This by-law shall come into force and be effective on January 1, 2024.

Read a first and second time this 21st day of September, 2023

Read a third time and finally passed this 21st day of September, 2023

Mayor

CAO/Clerk

Schedule “A” – Salary Grid and Classifications

Township of Admaston/Bromley
Compensation Grid
Effective January 1, 2024

GROUP	POSITION	Hours	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6 Job Rate
10	CAO/Clerk	1,820	\$ 109,840	\$ 113,717	\$ 117,594	\$ 121,471	\$ 125,347	\$ 129,224
			85.0%	88.0%	91.0%	94.0%	97.0%	100.0%
			60.35	62.48	64.61	66.74	68.87	71.00
9	Treasurer-Deputy CAO/Clerk	1,820	\$ 99,835	\$ 103,359	\$ 106,882	\$ 110,406	\$ 113,929	\$ 117,453
			85.0%	88.0%	91.0%	94.0%	97.0%	100.0%
			54.85	56.79	58.73	60.66	62.60	64.53
8	Fire Chief Public Works Superintendent Treasurer - Deputy Clerk	2,080 2,080 1,820	\$ 89,301	\$ 92,453	\$ 95,605	\$ 98,756	\$ 101,908	\$ 105,060
			85.0%	88.0%	91.0%	94.0%	97.0%	100.0%
			42.93	44.45	45.96	47.48	48.99	50.51
			42.93	44.45	45.96	47.48	48.99	50.51
7	Chief Building Official	1,820	\$ 80,817	\$ 83,670	\$ 86,522	\$ 89,374	\$ 92,227	\$ 95,079
			85.0%	88.0%	91.0%	94.0%	97.0%	100.0%
			44.40	45.97	47.54	49.11	50.67	52.24
6	Deputy Fire Chief	2,080	\$ 72,334	\$ 74,887	\$ 77,440	\$ 79,993	\$ 82,546	\$ 85,099
			85.0%	88.0%	91.0%	94.0%	97.0%	100.0%
			34.78	36.00	37.23	38.46	39.69	40.91
5	Lead Hand Fire Captain Deputy-Treasurer/Admin Coordinator	2,080 2,080 1,820	\$ 60,546	\$ 62,683	\$ 64,820	\$ 66,957	\$ 69,094	\$ 71,231
			85.0%	88.0%	91.0%	94.0%	97.0%	100.0%
			29.11	30.14	31.16	32.19	33.22	34.25
			29.11	30.14	31.16	32.19	33.22	34.25
4	Fire Fighter (based on 40 Hours) Equipment Operator Librarian Finance Accounting Clerk	2,080 2,080 1,820 1,820	\$ 48,759	\$ 50,479	\$ 52,200	\$ 53,921	\$ 55,642	\$ 57,363
			85.0%	88.0%	91.0%	94.0%	97.0%	100.0%
			23.44	24.27	25.10	25.92	26.75	27.58
			23.44	24.27	25.10	25.92	26.75	27.58
3			\$ 43,168	\$ 44,692	\$ 46,215	\$ 47,739	\$ 49,262	\$ 50,786
			85.0%	88.0%	91.0%	94.0%	97.0%	100.0%
2	Maintenance Worker Waste Site Attendant Cleaner / Janitor Fire Secretary/General Office Assistant	2,080 2,080 2,080 1,820	\$ 38,543	\$ 39,904	\$ 41,264	\$ 42,624	\$ 43,985	\$ 45,345
			85.0%	88.0%	91.0%	94.0%	97.0%	100.0%
			18.53	19.18	19.84	20.49	21.15	21.80
			18.53	19.18	19.84	20.49	21.15	21.80
			18.53	19.18	19.84	20.49	21.15	21.80
	Fire Secretary/General Office Assistant	1,820	21.18	21.93	22.67	23.42	24.17	24.91

CORPORATION OF THE TOWNSHIP OF ADMASTON/BROMLEY

BY-LAW NUMBER 2023-43

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

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

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

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

1. Cost Of Living Annual increase for 2024 is 2%.
2. Future remuneration increases will be adjusted based on the annualized average CPI from the previous year as published in Q1 of the year following for the basis for the upcoming year COLA increase. This adjustment will not be more than 4% and not less than 1% and subject to approval of COLA for the Employment By-Law.
3. That this By-Law shall come into force and take effect January 1, 2024.

READ a first and second time this 21st day of January 2024.

READ a third time and finally passed this 21st day of January 2024.

MAYOR

CAO/Clerk

CORPORATION OF THE TOWNSHIP OF ADMASTON/BROMLEY

By-Law No. 2023-44

Being a By-Law to Establish a Schedule of Fees for Municipal Services

WHEREAS s. 391 (1) c.25 of the Municipal Act 2001 and various other statutes authorize municipalities to pass by-laws for imposing fees or charges for information, services, activities and use of municipal property;

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

1. That Council hereby establishes the schedule of fees as set out in Schedule 'A'.
2. No request by any person for any information, service, activity or use of Township property described in Schedule "A" will be processed or provided unless and until the person requesting the information, service, activity or use of Township property has paid the applicable fee or charge in the prescribed amount as set out in Schedule "A".
3. Schedule "A" is an integral part of this by-law.
4. Should any part of the by-law, including any part of Schedule "A", be determined by a Court of competent jurisdiction to be invalid or of no force and effect, it is Council's intention that such invalid part of the by-law shall be severable and that the remainder of this by-law including the remainder of Schedule "A", as applicable, shall continue to operate and to be in force and effect.
5. That this By-Law shall come into force and take effect immediately upon the passage thereof.
6. Repeal and Replace By-Law No. 2017-24.

Read a first and second time this 21st day of September 2023.

Read a third time and finally passed this 21st day of September 2023.

MAYOR

CLERK-TREASURER

CORPORATION OF THE TOWNSHIP OF ADMASTON/BROMLEY

SCHEDULE 'A' TO BY-LAW # 2023-44
FEES & CHARGES

PART 1 - DOG LICENSING	
Spayed/Neutrered -Before April 30th	20.00
Spayed/Neutrered -After April 30th	25.00
Unsterilized Dogs - Before April 30th	25.00
Unsterilized Dogs - After April 30th	30.00
Replacement Tag	N/C
Kennel License	50.00
Kennel License (+ Dog Tag)	10.00
Service/Guide Dog	N/C

PART 2 - FEES & SERVICES	
Tax Certificates	50.00
Zoning Compliance	50.00
Township Road Map	N/C
County Map	N/C
Copy of Official Plan	50.00
Copy of Zoning By-Law	50.00
Photocopies	0.25
Faxes - Local	2.00
Faxes - Long Distance	2.00
NSF Charge	45.00
Rates for Council Chambers - Non-Resident	40.00

PART 3 - FIRE	
Recreation Burning Permit	
Open Air Burning Permit	
Burning Permit Inspection Fee	N/C

PART 4 - PLANNING	
General Inquiry	per County of Renfrew By-law
Minor Variance	
Official Plan Amendment	

Amend County of Renfrew Official Plan	per County of Renfrew By-law
Approval of an adopted Local Official Plan Amendment	
Zoning By-Law Amendment	
Karst Land Inspections	100.00
All other amendment requests	as per costs
Site Plan Application	1,000.00
Consent Applications - New Lot Created	per County of Renfrew By-law
Consent Applications - does not create a new lot	
Cancellation of consent certificate	
Issuance of Final Certificate of Approval	
Fee for Major Revisions to Consent Application	
Fee for Minor Revisions to Consent Application	
Validation of Title	
Special Council Meeting	N/C
Planning Comment - Hourly Rate	N/C
Subdivision Compliance Report	N/C
Site Plan Control Offences	N/C
Subdivision Development Application (\$5,000 deposit)	N/C
Subdivisions - Initial Application Fee (up to 10 developable lots / blocks)	per County of Renfrew By-law
Subdivisions - Initial Application Fee (more than 10 developable lots / blocks)	
Subdivision - Major Plan Revisions (re-circulation)	
Subdivision - Minor Plan Revisions (re-circulation)	
Subdivisions - Draft Approval Extension (annual)	
Peer Review Deposits - Plan of Subdivision and Plan of Condominium	
Request to Amend Site Plan Agreement	550.00
Request for releases of Registered Site Plan	300.00
Condominiums - Initial Application Fee (up to 10 units/ common elements/blocks)	per County of Renfrew By-law
Condominiums - Initial Application Fee (more than 10 units/ common elements/blocks)	
Condominiums exempt under section 50 of the Condominium Act	per County of Renfrew By-law
Condominiums- Major Plan Revisions (re-circulation)	

Condominiums - Minor Plan Revisions or Emergency Extension	
Condominiums - Draft Approval Extension (annual)	
Part Lot Control Exemption By-law - Final Approval	
County of Renfrew Pre-Consultation Fees	

PART 5 - SEWAGE SYSTEM FEES	
Class 2 System (grey-water)	350.00
Class 3 System (cesspool)	350.00
Class 4 System (leaching bed, filter bed)	500.00
Class 5 System (holding tank)	500.00
An engineered designed system	500.00
Replacement of Tank and/or up to 100 ft. weepers	200.00

PART 6 - COMMENTS RELATED TO SEWAGE SYSTEM FEES	
Consents (per severed lot)	100.00
Minor Variance	25.00
Plan of Subdivision Review	75.00
Administration Charge/Septic Permit Search	50.00

PART 7 - BUILDING PERMIT FEES	
Residential Buildings (garages and additions) per sq. ft.	0.75
Sundecks/Porches	100.00
Accessory Buildings (minimum charge)	100.00
Accessory Buildings per sq. ft.	0.40
Mobile Home	N/C
Alterations and Renovations	100.00
Swimming Pools/Hottubs	100.00
Outdoor Wood Burning Furnace	100.00
Farm Building excl. house & garage (minimum charge)	100.00
Farm Building excl. house & garage	0.30
Carports	100.00

Commercial and Industrial Construction per sq. ft.	0.50
Tower (over 100') per ft.	2.00
Demolition of Building	100.00
Occupancy Permit	100.00
Compliance Letter	100.00
Additional Inspection	N/C
Additional Inspection (after 4 yrs)	N/C
Commence Construction with NO Permit	N/C
Transmitter Tower - under 30 ft.	
Transmitter Tower - over 30 ft.	
Solar Panel (Council's Approval)	N/C
Revision of Renewal of Permit	100.00

PART 8 - MUNICIPAL TAX SALES ACT	
Title Search and all Lawyer Fees	Actual
Prior to First Notice	Actual
Prior to Final Notice	Actual
After Final Notice	Actual
Sale by Tender	Actual
All other disbursements and expenses	Actual

PART 9 - TIPPING FEES AT LANDFILL SITES	
Ratepayers with ID Cards (Household Garbage ONLY) PER BAG	N/C
Request to Open Landfill	50.00
Operator Costs (min of 3 hrs) per hour.	30.00
Metal - White Goods	N/C
Refrigerant Degassing Fee	N/C

PART 10 - COMMERCIAL / INDUSTRIAL BY-PRODUCTS OR CONSTRUCTION WASTE	
Dumpster/Roll Off Bin	250.00
6 Cubic Yard	N/C
8 Cubic Yard	N/C
10 Cubic Yard	N/C
12 Cubic Yard	N/C
14 Cubic Yard	N/C
20 Cubic Yard	N/C
Farm Wagon	60.00

Half-Ton Truck	25.00
Semi-Trailer	300.00
Trailer towed by private automobile	25.00
Garbage Packer Load (half load or more)	N/C
Garbage Packer Load (half load or less)	N/C
Single-Axle Truck	150.00
Tandem Axle Dump Trailer (ball or pintle hitch)	60.00
Tandem Truck	250.00
Ton Truck	40.00
Tri-Axle Truck	300.00
Appliances and Furniture (per item) - Small	5.00
Appliances and Furniture (per item) - Large	20.00
Tire ONLY	N/C
Tires on Rim	N/C
Recycling Bin	8.00
Tri-Axle Truck Load of Waste - Fuel Spill - Per Tonne	20.00
Tri-Axle Truck Load of Waste - Fuel Spill - Per Load (min.)	500.00
Tri-Axle Truck Load of Waste - Fire Clean-up - Per Tonne	20.00
Tri-Axle Truck Load of Waste - Fire Clean-up - Per Load (min.)	500.00
Commercial Business Waste - RCDSB (2 schools)	500.00
Commercial Business Waste - RCCDSB (1 school)	100.00

PART 11 - ROAD CLOSURES	
Administration Costs	200.00
Appraisal Costs	Actual
All other disbursements and expenses	Actual
Appraised Value of Property	Per Appraisal

PART 12 - GENERAL ROAD OPERATIONS	
Grader Rental (min 1 hr. charge) per hour	100.00
Backhoe Rental per hour	85.00
Chipper rental with truck per hour	80.00
Excavator Rental per hour	110.00

Excavator Rental with brush head per hour	180.00
Entrance Permit	100.00
Tile Drain and Utility Road Crossing Permit	N/C
Half Ton	N/C
Tandem Axle Dump Truck	N/C
Water Truck	N/C
Civic Address Sign	Actual
Installation of Culverts	Actual

PART 13 - STAFF CHARGE OUT RATES (per hours plus admin fee)	
CAO / CLERK	90.00
Treasurer - Deputy CAO/Clerk	80.00
Treasurer - Deputy Clerk	70.00
Roads Superintendent	65.00
Lead Hand	45.00
Finance Clerk	40.00
Admin. Assistant	35.00
Equipment Operator	35.00
Waste Site Attendant	30.00

Single-tier/County/Region's purposes
(Capital Work(s) Rate Offer Borrowing By-law – Long-term – w/o FA)

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Single-tier/County/Region's purposes
(Capital Work(s) Rate Offer Borrowing By-law – Long-term – w/o FA)

THE CORPORATION OF THE TOWNSHIP OF ADMASTON/BROMLEY

BY-LAW NUMBER 2023-45

A BY-LAW TO APPROVE THE SUBMISSION OF AN APPLICATION TO ONTARIO INFRASTRUCTURE AND LANDS CORPORATION (“OILC”) FOR THE LONG-TERM FINANCING OF CERTAIN CAPITAL WORK(S) OF THE CORPORATION OF THE TOWNSHIP OF ADMASTON/BROMLEY (THE “MUNICIPALITY”); AND TO AUTHORIZE THE ENTERING INTO OF A RATE OFFER LETTER AGREEMENT PURSUANT TO WHICH THE MUNICIPALITY WILL ISSUE DEBENTURES TO OILC

WHEREAS the *Municipal Act, 2001* (Ontario), as amended, (the “**Act**”) provides that a municipal power shall be exercised by by-law unless the municipality is specifically authorized to do otherwise;

AND WHEREAS the Council of the Municipality has passed the by-law(s) enumerated in column (1) of Schedule “A” attached hereto and forming part of this By-law (“**Schedule “A”**”) authorizing the capital work(s) described in column (2) of Schedule “A” (“**Capital Work(s)**”) in the amount of the respective estimated expenditure set out in column (3) of Schedule “A”, subject in each case to approval by OILC of the long-term financing for such Capital Work(s) requested by the Municipality in the Application as hereinafter defined;

AND WHEREAS before the Council of the Municipality approved the Capital Work(s) in accordance with section 4 of Ontario Regulation 403/02 (the “**Regulation**”), the Council of the Municipality had its Treasurer calculate an updated limit in respect of its then most recent annual debt and financial obligation limit received from the Ministry of Municipal Affairs and Housing (as so updated, the “**Updated Limit**”), and, on the basis of the authorized estimated expenditure for the Capital Work or each Capital Work, as the case may be, as set out in column (3) of Schedule “A” (the “**Authorized Expenditure**” for any such Capital Work), the Treasurer calculated the estimated annual amount payable in respect of the Capital Work or each Capital Work, as the case may be, and determined that the estimated annual amount payable in respect of the Capital Work or each Capital Work, as the case may be, did not cause the Municipality to exceed the Updated Limit, and accordingly the approval of the Ontario Land Tribunal pursuant to the Regulation, was not required before any such Capital Work was authorized by the Council of the Municipality;

AND WHEREAS subsection 401(1) of the Act provides that a municipality may incur a debt for municipal purposes, whether by borrowing money or in any other

way, and may issue debentures and prescribed financial instruments and enter prescribed financial agreements for or in relation to the debt;

AND WHEREAS the Act also provides that a municipality shall authorize long-term borrowing by the issue of debentures or through another municipality under section 403 or 404 of the Act;

AND WHEREAS OILC has invited Ontario municipalities desirous of obtaining long-term debt financing in order to meet capital expenditures incurred on or after the year that is five years prior to the year of an application in connection with eligible capital works to make application to OILC for such financing by completing and submitting an application in the form provided by OILC;

AND WHEREAS the Municipality has completed and submitted or is in the process of submitting an application to OILC, as the case may be to request financing for the Capital Work(s) by way of long-term borrowing through the issue of debentures to OILC, substantially in the form of Schedule "B" hereto and forming part of this By-law (the "**Application**");

AND WHEREAS OILC has accepted and has approved or will notify the Municipality only if it accepts and approves the Application, as the case may be;

AND WHEREAS at least five (5) business days prior to the passing of the debenture by-law in connection with the issue of Debentures as defined below, OILC will provide the Municipality with a rate offer letter agreement substantially in the form as provided to the Municipality on or prior to the date of this By-law (the "**Rate Offer Letter Agreement**");

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF ADMASTON/BROMLEY ENACTS AS FOLLOWS:

1. The Council of the Municipality hereby confirms, ratifies and approves the execution by the Treasurer of the Application and the submission by such authorized official of the Application, duly executed by such authorized official, to OILC for the long-term financing of the Capital Work(s) in the maximum principal amount of \$461,000 with such changes thereon as such authorized official may hereafter, approve such execution and delivery to be conclusive evidence of such approval.
2. The Mayor and the Treasurer are hereby authorized to execute and deliver for and on behalf of the Municipality the Rate Offer Letter Agreement under the authority of this By-law in respect of the Capital Work(s) on such terms and conditions as such authorized officials may approve, such execution and delivery to be conclusive evidence of such approval.
3. Subject to the terms and conditions of the Rate Offer Letter Agreement, the Mayor and the Treasurer are hereby authorized to long-term borrow for the Capital Work(s) and to issue debentures to OILC on the terms and conditions provided in the Rate Offer Letter Agreement (the "**Debentures**"); provided that the principal

amount of the Debentures issued in respect of the Capital Work or of each Capital Work, as the case may be, does not exceed the Authorized Expenditure for such Capital Work and does not exceed the related loan amount set out in column (4) of Schedule "A" in respect of such Capital Work.

4. In accordance with the provisions of section 25 of the *Ontario Infrastructure and Lands Corporation Act, 2011*, as amended from time to time hereafter, the Municipality is hereby authorized to agree in writing with OILC that the Minister of Finance is entitled, without notice to the Municipality, to deduct from money appropriated by the Legislative Assembly of Ontario for payment to the Municipality, amounts not exceeding the amounts that the Municipality fails to pay to OILC on account of any unpaid indebtedness of the Municipality to OILC under the Debentures (the "**Obligations**") and to pay such amounts to OILC from the Consolidated Revenue Fund.
5. For the purposes of meeting the Obligations, the Municipality shall provide for raising in each year as part of the general levy, the amounts of principal and interest payable in each year under the Debentures issued pursuant to the Rate Offer Letter Agreement, to the extent that the amounts have not been provided for by any other available source including other taxes or fees or charges imposed on persons or property by a by-law of any municipality.
6.
 - (a) The Mayor and the Treasurer are hereby authorized to execute and deliver the Rate Offer Letter Agreement, and to issue the Debentures, one or more of the CAO/Clerk and the Treasurer are hereby authorized to generally do all things and to execute all other documents and papers in the name of the Municipality in order to perform the terms and conditions that apply to the Municipality as set out in the Rate Offer Letter Agreement and to perform the Obligations of the Municipality under the Debentures, and the Treasurer is authorized to affix the Municipality's municipal seal to any such documents and papers.
 - (b) The money realized in respect of the Debentures, including any premium, and any earnings derived from the investment of that money, after providing for the expenses related to the issue of the Debentures, if any, shall be apportioned and applied to the respective Capital Work and to no other purpose except as permitted by the Act.

7. This By-law takes effect on the day of passing.

ENACTED AND PASSED this 21st day of September A.D. 2023.

Michael Donohue
MAYOR

Jennifer Charkavi
CAO/CLERK

Schedule "A"
to By-Law Number 2023-45
(Capital Work(s))

(1)	(2)	(3)	(4)
<u>By-Law Number</u>	<u>Description of Capital Work</u>	<u>Estimated Expenditure</u>	<u>Loan Amount</u>
2023-24	Purchase Grader	\$536,000	\$461,000

**Schedule “B”
to By-Law Number 2023-45**

Please insert the OILC Application into Schedule “B”.

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	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.
Sept. 2023	Douglas Beach	CAO/Clerk	Spring 2024	Investigate ideas to rejuvenate beach

CORPORATION OF THE TOWNSHIP OF ADMASTON/BROMLEY

BY-LAW No. 2023-46

**A BY-LAW TO CONFIRM PROCEEDINGS OF
THE COUNCIL OF THE TOWNSHIP OF ADMASTON/BROMLEY
AT THE COUNCIL MEETING SEPTEMBER 21, 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 21st day of September 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 21st day of September 2023.

READ a third time and finally passed this 21st day of September 2023.

Mayor

CAO/Clerk